

January 12, 2016

Chair Int'l _____

Clerk Int'l _____

The regular meeting of the Board of County Road Commissioners of the County of Kalamazoo was held at the Road Commission of Kalamazoo County (RCKC) office at 3801 East Kilgore Road, Kalamazoo, Michigan, on Tuesday, January 12, 2016. Commissioner Moyle called the meeting to order at 3:00 p.m.

Present: Daniel J. Moyle, Kenneth R. Oscarson, Dennis J. Berkebile, David Q. Worthams, Deb Buchholtz

Also attending: Managing Director Joanna Johnson, Finance Director Ann Simmons, Operations Director Travis Bartholomew, County Engineer Ryan Minkus and Project Superintendent Mark Worden.

Commissioner Oscarson moved and it was seconded to approve the agenda as presented.

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams, Buchholtz

Commissioner Berkebile moved and it was seconded to approve the minutes from the December 29, 2015 regular Board Meeting as presented.

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams, Buchholtz

Commissioner Buchholtz moved and it was seconded to approve the payroll and vendor accounts as presented.

Payroll Account	\$ 92,362.45
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Vendor Account	\$350,229.10
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Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams, Buchholtz

Commissioner Buchholtz moved and it was seconded to approve Commissioner Oscarson and Commissioner Worthams expense reports as presented.

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams, Buchholtz

Managing Director Johnson shared a Chip Seal PowerPoint video and stated RCKC had the opportunity to train both in house and in the field for chip seal in 2015 and worked with the National Center for Pavement Preservation to help create the video. Furthermore, the video will be utilized in training and shared with other Road Commissions.

Commissioner Worthams moved and it was seconded to approve the County Road Association (CRA) Amendments to the Constitution and Bylaws.

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams, Buchholtz

Comstock Supervisor Ann Nieuwenhuis stated she attended the Board meeting to view the chip seal video and suggested the video be used along with the chip seal article submitted by Managing Director Johnson at Joint Township meetings to educate citizens on the new chip seal process.

Managing Director Johnson shared her appreciation to the crews for providing safe winter maintenance. She reminded citizens to not pass our snowplows and give them room to perform their job efficiently. Additionally, she reminded citizens who reside in a plat or cul-de-sac to be patient for the plows will get to their roads. Also, Operations Director Bartholomew taped a show in regards to winter maintenance with Lori Moore on CW7 and the show will be aired today at 4:00 p.m.

Commissioner Buchholtz inquired if the chip seal video that was viewed at today's meeting was too large to be posted to RCKC website. Managing Director Johnson stated she would look into it. Also, she attended the

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Board of Public Works meeting and discussion took place among a few south county water districts about starting their own water and sewer system.

Commissioner Berkebile thanked staff for research they did confirming that the bylaws showed that we have a seat at the table for Board of Public Works, Parks and Recreation and Environmental Health. Also, as long as we continue to pay dues to Kalamazoo Area Transportation Study (KATS) we will continue to have a seat as a voting member. Furthermore, it's important to continue these relationships.

Commissioner Oscarson shared the Parks Board met last Thursday at the Expo Center. The Director discussed the Capital Improvement Program and they have \$20,000 in the budget for some paving repair and would contact RCKC to inquire about opportunity for costs savings.

Commissioner Moyle stated tomorrow morning at 9:00 a.m. he will attend the Environmental Health Advisory Council.

The meeting was adjourned at 3:22 p.m.

Attest: Timothy A. Snow, County Clerk

By: _____, Chairperson _____, Deputy Clerk

January 26, 2016

Vice Chair Int'l _____

Clerk Int'l _____

The regular meeting of the Board of County Road Commissioners of the County of Kalamazoo was held at the Road Commission of Kalamazoo County (RCKC) office at 3801 East Kilgore Road, Kalamazoo, Michigan, on Tuesday, January 26, 2016. Commissioner Moyle called the meeting to order at 3:00 p.m.

Present: Daniel J. Moyle, Kenneth R. Oscarson, Dennis J. Berkebile, Deb Buchholtz
Absent: David Q. Worthams

Also attending: Managing Director Joanna Johnson, Finance Director Ann Simmons, Operations Director Travis Bartholomew, Project Superintendent Mark Worden, County Engineer Ryan Minkus, Project Engineer Geoff Wilson and General Superintendent Bill DeYoung.

Commissioner Oscarson moved and it was seconded to approve the agenda as presented.

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Buchholtz

Commissioner Berkebile moved and it was seconded to approve the minutes from the January 12, 2016 regular Board Meeting as presented.

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Buchholtz

Commissioner Buchholtz moved and it was seconded to approve the payroll and vendor accounts as presented.

Payroll Account	\$ 94,963.66
Vendor Account	\$227,698.68

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Buchholtz

Commissioner Oscarson moved and it was seconded to approve the conveyance of RCKC property at 10429 Portage Road, as is, to the City of Portage along with monetary consideration as needed and the City of Portage will manage all necessary property transfer documentation, including financial responsibility for all expenses associated with the transfer. Managing Director Johnson stated RCKC presently owns this 2.51 acre parcel located within the City of Portage, on the East side of Portage Road just North of Osterhout Avenue and is under the jurisdiction of the City of Portage, following a jurisdictional transfer from RCKC back in 1999. The property should have been transferred with the road jurisdictional transfer as the property function is to collect storm water from the roads storm sewer system.

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Buchholtz

Commissioner Buchholtz moved and it was seconded to amend the purchase of the 2016 truck components, including installation, to place the four (4) 2016 Peterbilt trucks in service from Truck & Trailer Specialties, Inc. through the MIDEAL purchasing program, to include the additional cost of \$30,876. Managing Director Johnson shared at the December 29, 2015 Board meeting, the Board approved the 2016 Truck Component purchase which included all equipment, components and installation cost. Truck & Trailer Specialties did not include the cost of the hydraulic systems for all 4 trucks in their MIDEAL pricing quote to RCKC and the vendor recognized this error. Staff met with the owner to better understand how the error was made and reviewed options to resolve the inaccurate quote. Truck and Trailer shared their apologies for the error and are offering RCKC a \$5,000 per truck sales credit to compensate for the mistake on their quote to continue with the purchase.

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Buchholtz

Commissioner Berkebile moved and it was seconded to approve the final design plans for the D Avenue, East Michigan Avenue, W Avenue and U Avenue bridge projects for the Board and Managing Director's signatures on the construction plan cover sheet. Managing Director Johnson shared the construction of the East Michigan Avenue Bridge would need to be moved to 2017 to allow for a detour route by the Michigan Department of Transportation (MDOT). All 4 bridges are a combination of rehabilitation and preventative maintenance. County Engineer Minkus shared the D Avenue bridge was built in 2004, E. Michigan bridge in 1995, W Avenue bridge in 1993 and U Avenue bridge in 1970. Furthermore, we're entering a timeframe where we need to look into the preventative maintenance measures on these structures to extend the life on them.

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Buchholtz

Commissioner Oscarson moved and it was seconded to approve the permanent easement for 35th Street. Commissioner Buchholtz shared at a previous Board Meeting residents were not pleased with numerous items relating to the 35th Street project restoration and commended staff for working with the residents to resolve these issues.

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Buchholtz

Commissioner Oscarson moved and it was seconded to authorize staff to approve the advance construct funding technique for the 9th Street project from I-94 north to Meridian Avenue, as necessary. Managing Director Johnson explained as the old Federal Highway Bill is depleted we have a new Federal Highway Bill. The funds haven't been provided to the states and therefore allocated to the local agencies. Furthermore, we have projects waiting for the funding mechanism to come down from the Fast Act or Federal Highway Bill in order for these projects to be bid and to proceed forward. If for some reason the Federal Highway Bill dollars aren't available the advance construct option allows us as a Road Commission to advance the cost until the funds can be repaid by the Federal Highway Bill. In order for the project to continue and allow MDOT to get the necessary paperwork started for the March bid letting, staff authorized the advance construct to reduce further delay to the project.

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Buchholtz

Commissioner Buchholtz moved and it was seconded to approve the change to Blue Cross & Blue Shield for our Dental Insurance Coverage effective March 1, 2016.

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Buchholtz

Managing Director Johnson shared her appreciation to the team and Engineering Department for striving to ensure that projects are delivered as stated in the Capital Improvement Plan. Also, staff began scheduling joint meetings and the dates and times of these meetings can be found under the Board Meetings tab on our website. Furthermore, she and Operations Director Bartholomew attended the Rieth Riley 100 year celebration last Friday and appreciates their partnership in Kalamazoo County this past year. She also reminded the public of the Special Assessment Meeting being held at RCKC this evening at 6:00 pm in regards to Deep Pont Drive and the special assessment petition received from the residents.

Commissioner Oscarson shared last Thursday both he and Managing Director Johnson attended the Michigan Township Association Conference to assist in a County Road Association (CRA) booth and answered various questions regarding Road Commissions.

Commissioner Buchholtz moved and it was seconded to go into Closed Session pursuant to section 8 (c) of the Open Meetings Act for the purpose of discussing labor negotiations.

Aye: Moyle, Oscarson, Berkebile, Buchholtz

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Vice Chair Int'l _____

Clerk Int'l _____

Commissioner Oscarson moved and it was seconded to approve a conditional ratification, subject to Counsel's and Managing Director's approval of the language for the Teamsters 214 Collective Bargaining Agreement.

Aye: Moyle, Oscarson, Berkebile, Buchholtz

The meeting was adjourned at 4:01p.m.

Attest: Timothy A. Snow, County Clerk

By: _____, Vice Chairperson _____, Deputy Clerk

Vice Chair Int'l _____

Clerk Int'l _____

January 26, 2016 - Deep Point Drive Special Assessment Public Hearing

A public hearing upon the Declaration of Necessity regarding the Deep Point Drive, Pavilion Township special assessment was held by the Board of County Road Commissioners of the County of Kalamazoo at the Road Commission of Kalamazoo County, 3801 E. Kilgore Road, Kalamazoo, Michigan 49001 on Tuesday, January 26, 2016. Commissioner Moyle called the meeting to order at 6:00 p.m.

Present: Daniel J. Moyle, Kenneth R. Oscarson, Deb Buchholtz
Absent: Dennis J. Berkebile, David Q. Worthams

Also present: Managing Director Joanna I. Johnson, Operations Director Travis Bartholomew, and Michelle Podgorski, Administrative Assistant – Operations

Following introductions, the Road Commission of Kalamazoo County (RCKC) staff reviewed a PowerPoint presentation regarding Road Commission funding, history of Deep Point Drive, Failed Condition Local Road Policy and Special Assessment process. Managing Director Johnson explained the timelines involved in the bidding process and completion dates for Deep Point Drive.

Operations Director, Bartholomew explained the construction process for Deep Point Drive as cold milling and 3 inch Hot Mix Asphalt (HMA). He explained, the road would be removed and replaced the same way with no engineering involvement, drainage or driveway changes. Also, existing castings would remain and be adjusted if necessary.

Commissioner Moyle reviewed the special assessment district that included 2,579.52 feet of frontage.

Commissioner Buchholtz moved and it was seconded to open the public hearing.

Carried by the following vote:

Aye: Moyle, Oscarson, Buchholtz

Deep Point Drive residents questioned the possibility of extending the term of the annual installments beyond 3 years.

The following residents were present:

Lana Rush Burpee	5034 Deep Point Drive
Dennis Tolhurst	5044 Deep Point Drive
Phil Niedzielski	5305 Deep Point Drive
Jim Walenga	5126 Deep Point Drive
Wayne Nicolen	5120 Deep Point Drive
Vick Crawford	5085 Deep Point Drive
Lyle Crawford	5085 Deep Point Drive
Rod Haley	5098 Deep Point Drive

Resident Wayne Nicolen suggested the road closure signs be relocated and cones be furnished as drivers were driving on landowners driveways in an effort to avoid hitting the pot holes.

Resident, Jim Walenga inquired if a landowner could personally pay the contractor for removing and replacing his driveway.

Resident Lyle Crawford inquired about the pot holes on Deep Point Drive that are more than 3 inches deep. Staff responded we can fill the larger potholes with winter cold patch and a service request would be entered.

Vice Chair Int'l _____

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January 26, 2016 - Deep Point Drive Special Assessment Public Hearing

It was explained during the public hearing a petition to discontinue the project would need to be received by the Board within 45 days. Also, any petition to discontinue would require landowners' signatures for a total of 51% or more of the total lineal frontage along the roadway in order for the petition to be valid.

Pavilion Township Supervisor Pat White thanked the Road Commission of Kalamazoo County for their cooperation and commented on how well the Road Commission communicates with all the Townships.

Commissioner Buchholtz thanked the residents for their cooperation and shared appreciation for their time in circulating the petition.

Commissioner Buchholtz moved and it was seconded to close the public hearing...

Carried by the following vote:

Aye: Moyle, Oscarson, Buchholtz

The meeting adjourned at 6:47 p.m.

Attest: Timothy A. Snow, County Clerk

By: _____, Vice Chairperson _____, Deputy Clerk

February 9, 2016

Chair Int'l _____

Clerk Int'l _____

The regular meeting of the Board of County Road Commissioners of the County of Kalamazoo was held at the Road Commission of Kalamazoo County (RCKC) office at 3801 East Kilgore Road, Kalamazoo, Michigan, on Tuesday, February 9, 2016. Commissioner Oscarson called the meeting to order at 3:03 p.m.

Present: Kenneth R. Oscarson, Dennis J. Berkebile, David Q. Worthams, Deb Buchholtz

Absent: Daniel J. Moyle

Also attending: Managing Director Joanna Johnson, Finance Director Ann Simmons, Operations Director Travis Bartholomew, Project Superintendent Mark Worden, County Engineer Ryan Minkus and General Superintendent Bill DeYoung.

Commissioner Worthams moved and it was seconded to approve the agenda as presented.

Carried by the following vote:

Aye: Oscarson, Berkebile, Worthams, Buchholtz

Commissioner Buchholtz moved and it was seconded to approve the minutes from the January 26, 2016 regular Board Meeting, January 26, 2016 Closed Session and January 26, 2016 Deep Point Drive Special Assessment Public Hearing as presented.

Carried by the following vote:

Aye: Oscarson, Berkebile, Worthams, Buchholtz

Commissioner Berkebile moved and it was seconded to approve the payroll and vendor accounts as presented.

Payroll Account	\$ 84,036.33
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Vendor Account	\$728,826.13
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Carried by the following vote:

Aye: Oscarson, Berkebile, Worthams, Buchholtz

Commissioner Worthams moved and it was seconded to approve Alcotagare, LLC for the Document Scanning and Database Services based RFP, with an option to extend annually for up to three (3), one (1) year extensions by the mutual agreement of both parties. Managing Director Johnson shared in an effort to improve operational efficiency and effectiveness as well as to improve customer service to the public, the RCKC has long planned for original documents to be stored electronically. The result of this RFP would be to begin the process of documents scanned and converted to digital documents, indexed, and archived into an easily searchable database. The end results would improve staff efficiency and productivity, and allow current on-site storage space to be utilized in a productive manner. All future paper documents received will be easily scanned and incorporated into the data base with an internal procedure established. A backup file of the scanned documents would be saved to a remote server on a regular basis preserving important documents and files in the event of a disaster. Commissioner Berkebile inquired if documents would be editable when available on the share drive. Finance Director Simmons explained documents would be searchable PDF's. Furthermore, documents with optical character recognition (OCR) could be brought up as word documents. Commissioner Oscarson shared scanned documents are historical files and shouldn't be changed. Finance Director Simmons mentioned base documents are protected. Commissioner Oscarson inquired if we had a large format printer for these scanned documents. County Engineer Minkus answered yes for color or black and white.

Carried by the following vote:

Aye: Oscarson, Berkebile, Worthams, Buchholtz

Commissioner Berkebile moved and it was seconded approve the purchase of a 2016 Jeep, Cherokee Sport 4X4, from Snethkamp Dodge located in Lansing, MI, through "MIDEAL" state of Michigan purchasing program for \$23,965.

Carried by the following vote:

Aye: Oscarson, Berkebile, Worthams, Buchholtz

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Chair Int'l _____

Clerk Int'l _____

Commissioner Buchholtz moved and it was seconded to approve the Cooper Township Local Road Participation Fund Contracts.

- a. **McKinley Avenue – 20th Street to Riverview Drive, *Chip Seal***
- b. **Collingwood Avenue – Rosedale Avenue to Riverview Drive; Colby Avenue – 20th Street to Collingwood Avenue; Rosedale Avenue – 20th Street to Collingwood Avenue; Boylan Street – G Avenue to Colby Avenue; Wayne Avenue – Collingwood Avenue to Colby Avenue; Weller Street – Collingwood Avenue to Colby Avenue (Glenwood Plat), *Chip Seal***
- c. **Fine View Avenue – Douglas Avenue to Westnedge Avenue, *Chip Seal***
- d. **E Avenue – Riverview Drive to 23rd Street; 23rd Street – E Avenue to DE Avenue; DE Avenue – 23rd Street to 1320' East of 23rd Street, *Wedging/Crack Fill/Chip Seal***
- e. **Everhard Avenue – G Avenue to Remus Street; Beverly Avenue – G Avenue to Remus Street; Remus Street – Everhard Avenue to 20th Street (Beverly Park Plat), *Chip Seal***
- f. **Baseline Road – Riverview Drive to 22nd Street, *Wedging/Chip Seal***
- g. **Baseline Road – Douglas Avenue to 16th Street, *Chip Seal***
- h. **20th Street – G Avenue to McKinley Avenue, *Crack Fill/Chip Seal***

Carried by the following vote:

Aye: Oscarson, Berkebile, Worthams, Buchholtz

Commissioner Berkebile moved and it was seconded to approve the Richland Township Local Road Participation Fund Contracts.

- a. **DE Avenue – 28th Street to Richland Village Limit, *HMA Wedging/Crack Fill/Chip Seal***
- b. **CD Avenue – M-89/M-43 to 35th Street, *HMA Wedging/Chip Seal***
- c. **BC Avenue – M-43 to West Gull Lake Drive, *HMA Overlay***

Carried by the following vote:

Aye: Oscarson, Berkebile, Worthams, Buchholtz

Commissioner Worthams moved and it was seconded to approve the Brady Township Local Road Participation Fund Contracts.

- a. **31st Street – Y Avenue to X Avenue, *Crack Fill/Chip Seal***
- b. **28th Street – W Avenue to V Avenue, *HMA Wedging/Chip Seal***
- c. **Hayward Street – UV Avenue to 1695' East of UV Avenue, Highview Street – Hayward Street to 3198' North of Hayward Street, Lee – Mar Drive – 825' South of Highview Street to Highview Street (High View Shores), *Crack Fill/Chip Seal/Fog Seal***
- d. **32nd Street – W Avenue to V Avenue, *HMA Wedging/Chip Seal***

Carried by the following vote:

Aye: Oscarson, Berkebile, Worthams, Buchholtz

Commissioner Worthams moved and it was seconded to approve Bradley S. Lamberg, Barry for the County Road Association (CRA) Board of Directors.

Carried by the following vote:

Aye: Oscarson, Berkebile, Worthams, Buchholtz

Managing Director Johnson shared both she and Operations Director Bartholomew attended the Southwest Council Meeting hosted by Berrien County Road Commission. Berrien County shared what they do in terms of asset management and building plans with the township. A variety of information was discussed including potential warranty items from the Michigan Department of Transportation (MDOT) as well as various conferences coming up throughout the state. Also, our 2016 asset management graphics and data were posted to the "Road Data" tab on our website. Furthermore, 2015 graphics and data were retained for comparison. She also shared the Village of Richland was possibly looking at disincorporation and wasn't sure what this meant in terms of infrastructure.

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Clerk Int'l _____

Commissioner Worthams mentioned he continues to have communication with County Commissioner Julie Rogers regarding neighborhood watch signs in Oshtemo Township and are closer to finding a successful resolution. He also shared that Governor Snyder included \$165 million in his budget proposal for infrastructure updates and that it's a separate fund then what's being sent to Flint. Furthermore, as the legislator decides how the money will be distributed, it's important that staff is aware what could be coming our way in order to coordinate infrastructure projects.

Commissioner Buchholtz inquired how many RCKC projects reach the threshold of over \$2 million dollars and require warranties. Managing Director Johnson answered very few. Commissioner Buchholtz mentioned this could cause projects to be divided into smaller ones since warranties come at a cost and if a contractor builds to our specifications how could you hold a contractor to a warranty. Managing Director Johnson mentioned there are many elements to consider and the MDOT is holding discussions regarding quality control.

Commissioner Berkebile shared state grant awards were announced at the Region 8 Prosperity Committee met last week. He mentioned the total state allocation was \$2.5 million. He also mentioned all Regions received considerably less than requested. He shared Region 8 received approximately 50% of their main grant request. The budget was originally set with anticipation of receiving the full allocation. Also, to avoid misleading agencies to the magnitude of requirements on awards, there was discussion on what priorities should be when they advertise for award grants in 2016. Furthermore, because of funding obligations from 2015 they will have limited funds left for additional grants in 2016.

Commissioner Oscarson shared he attended the Parks Commission meeting last Thursday where they adopted a policy for alcohol use at the Expo Center. He shared they are highly restricted, but will allow alcohol at certain private, closed meetings.

The meeting was adjourned at 3:27p.m.

Attest: Timothy A. Snow, County Clerk

By: _____, Chairperson _____, Deputy Clerk

February 23, 2016

Chair Int'l _____

Clerk Int'l _____

The regular meeting of the Board of County Road Commissioners of the County of Kalamazoo was held at the Road Commission of Kalamazoo County (RCKC) office at 3801 East Kilgore Road, Kalamazoo, Michigan, on Tuesday, February 23 2016. Commissioner Moyle called the meeting to order at 3:01 p.m.

Present: Daniel J. Moyle, Kenneth R. Oscarson, Dennis J. Berkebile, David Q. Worthams
Absent: Deb Buchholtz

Also attending: Managing Director Joanna Johnson, Finance Director Ann Simmons, Operations Director Travis Bartholomew, Project Superintendent Mark Worden, and Project Engineer Geoff Wilson.

Commissioner Worthams moved and it was seconded to approve the agenda as presented.
Carried by the following vote:
Aye: Moyle, Oscarson, Berkebile, Worthams

Commissioner Oscarson moved and it was seconded to approve the minutes from the February 9, 2016 regular Board Meeting as presented.
Carried by the following vote:
Aye: Moyle, Oscarson, Berkebile, Worthams

Commissioner Oscarson moved and it was seconded to approve the payroll and vendor accounts as presented.

Payroll Account	\$ 91,218.29
Vendor Account	\$240,453.08

Carried by the following vote:
Aye: Moyle, Oscarson, Berkebile, Worthams

Commissioner Oscarson moved and it was seconded to authorize staff to approve the advance construct funding technique for the 42nd Street Improvements project, as necessary. Managing Director Johnson shared in an attempt to avert delays that may result from federal funding hindrances within federal highway administration (FHWA) on projects utilizing federal funds, staff is recommending utilizing the advance construct technique as a preemptive measure to avoid bid delays should federal obligation be delayed for the 42nd Street improvement project.

Carried by the following vote:
Aye: Moyle, Oscarson, Berkebile, Worthams

Commissioner Oscarson moved and it was seconded to award the 2016 Fine Aggregates Bid with an option to extend annually for up to three (3), one (1) year extensions by the mutual agreement of both parties to Verplank Trucking Co. – low bidder, meeting specifications.

Carried by the following vote:
Aye: Moyle, Oscarson, Berkebile, Worthams

Commissioner Berkebile moved and it was seconded to approve the Kalamazoo Area Transportation Study (KATS) Contributed Services Agreement for Managing Director's signature. Commissioner Worthams shared the Road Commission should have a larger role in the KATS committee especially when planning for bike paths and trails and therefore could not support this agreement.

Carried by the following vote:
Aye: Moyle, Oscarson, Berkebile
Nay: Worthams

Commissioner Worthams moved and it was seconded to approve the revised Tobacco Policy. Managing Director Johnson shared signage would be updated accordingly.

Carried by the following Vote:
Aye: Moyle, Oscarson, Berkebile, Worthams

Commissioner Berkebile moved and it was seconded to approve the Alamo Township Local Road Participation Fund Contracts.

- a. **C Avenue** – 2nd Street to 6th Street, **Hot Mix Asphalt (HMA) Wedging, Crack Fill, Chip Seal and Fog Seal**
- b. **B Avenue** – 2nd Street to Ravine Road, **Chip Seal and Fog Seal**
- c. **Owen Drive** – F Avenue to 6th Street, **Crack Fill, Chip Seal and Fog Seal**

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams

Commissioner Worthams moved and it was seconded to approve the Climax Township Local Road Participation Fund Contracts.

- d. **T Avenue** – 36th Street to 39th Street, **Gravel/Pulverize/HMA Paving**
- e. **45th Street** – R Avenue to Q Avenue, **HMA Wedging, Crack Fill and Chip Seal**
- f. **47th Street** – PQ Avenue to ON Avenue, **HMA Wedging, Crack Fill and Chip Seal**

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams

Commissioner Oscarson moved and it was seconded to approve the Texas Township Local Road Participation Fund Contracts.

- a. **Swallow Avenue** - Finch Drive to 12th Street (*Colony Woods*), **Chip Seal and Fog Seal**
- b. **S Avenue** – 8th Street to 12th Street, **Bituminous Under Seal and HMA Overlay**
- c. **RS Avenue** – 6th Street to 8th Street, **Crack Fill/Chip Seal**
- d. **PQ Avenue** – west county line to 3rd Street, **PQ Avenue** – 3rd Street to 4th Street, **4th Street** – PQ Avenue to PQ Avenue, **PQ Avenue** – 4th Street to 5th Street, **Crack Fill/HMA Wedging and Chip Seal**
- e. **O Avenue** – 4th Street to 1203' east of 4th Street, **Crack Fill, HMA Wedging and Chip Seal**
- f. **East Crooked Lake Drive** – 800' west of 7th Street to 2573' east of 7th Street, **7th Street** – Q Avenue to East Crooked Lake Drive, **HMA Overlay**
- g. **DNR Street** – 1050' south of OP Avenue to OP Avenue, **Crack Fill, Chip Seal and Fog Seal**
- h. **6th Street** - S Avenue to Q Avenue, **Crack Fill and Chip Seal**
- i. **2nd Street** – S Avenue to RS Avenue, **HMA Wedging and Chip Seal**
- j. **2nd Street** – R Avenue to Old Q Avenue, **Old Q Avenue** – 2nd Street to Q Avenue, **Crack Fill/HMA Wedging/Chip Seal**
- k. **1st Street** – P Avenue to 2640' north of P Avenue, **HMA Wedging and Chip Seal**
- l. **R Avenue** – VanKal Street to 8th Street, **HMA Wedging**
- m. **Cracker Barrel Drive** – 9th Street to 770' east of 9th Street, **HMA Overlay**

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams

Commissioner Worthams moved and it was seconded to approve the Kalamazoo Township Local Road Participation Fund Contracts. Managing Director Johnson explained the difference in this contract from the other township contracts. She stated in Addendum A, Option 1 Kalamazoo Township will deposit \$50,000 into an account and then will be invoiced accordingly.

- a. **Commonwealth Place** – Campbell Avenue to Dartmouth Street, **Drainage improvements and HMA reconstruct**
- b. **Lakewood/Eastwood Neighborhood 2016** – **HMA paving, Rehabilitation and Reconstruction**
- c. **Northwood Neighborhood 2016** – **HMA Paving, Rehabilitation and Reconstruction**
- d. **Westwood Neighborhood 2016** – **HMA Paving, Rehabilitation and Reconstruction**

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams

Commissioner Berkebile moved and it was seconded to approve the Oshtemo Township Local Road Participation Fund Contracts.

- a. **Green Meadow Drive** – 902' East of Driftwood Avenue to Green Meadow Road, **Green Meadow Road** – Green Meadow Drive to Drake Road, **Driftwood Avenue** – Green Meadow Drive to 24' South of Crimson Lane (Leisure Tie Condos), **Chip Seal/Fog Seal**
- b. **Lamplighter Lane** – Oshtemo Woods Lane to Powderhorn Drive, **Oshtemo Woods Lane** – Lamplighter Lane to Coddington Lane, **Coddington Lane** – Oshtemo Woods Lane to 11th Street, **Castleton Lane** – Oshtemo Woods Lane to Powderhorn Drive (Oshtemo Woods #1), **Crack Fill/ Chip Seal/ Fog Seal**
- c. **Darlington Trail** – Crayton Avenue to Ellington Drive, **Oshtemo Ridge Trail**- Darlington Trail to Coddington Lane, **Tillingsdale Drive**- Coddington Lane to Ellington Drive, **Ellington Drive**- Coddington Lane to Darlington Trail, **Crayton Avenue**- Darlington Trail to Tillingsdale Drive (Oshtemo Ridge Plat), **Crack Fill**
- d. **Bela Avenue**-9th Street to Rupal Street, **Rupal Street**- 165' South of Bela Avenue to 166' North of Bela Avenue (Bela Sera Plat), **Crack Fill/ Chip Seal/ Fog Seal**
- e. **Seeco Drive** - 9th Street to 510' east of 9th Street, **Mickeys Trail** - 9th Street to Murphys Trail, **Belle Street** - Lexy Lane to Mickeys Trail, **Mauris Lane** - Lexy Lane to Mickeys Trail, **Lexy Lane** - 9th Street to Murphys Trail, **Murphys Trail** - Lexy Lane to Mickeys Trail, **Murphys Circle** - 420' south of Lexy Lane to Lexy Lane (Seeco Commercial Park Condominiums, Sky King Meadows Condominium), **HMA Wedging, Chip Seal and Fog Seal**
- f. **Springwood Drive** - 2nd Street to M-43, **Amber Circle** - Springwood Drive to 440' east of Springwood Drive, **Autumn Woods Circle** - Springwood Drive to 570' east of Springwood Drive, **Summerset Drive** - Almena Drive to Springwood Drive, **Naples Court** - 530' west of Summerset Drive to Summerset Drive, **Golden Pond Circle** - Summerset Drive to 200' north of Summerset Drive, **Waterwood Drive** - 350' west of Summerset Drive to Summerset Drive, **Laguna Circle** - Summerset Drive to 710' north of Summerset Drive, **Oak Forest Drive** - Springwood Drive to 280' north of Springwood Drive, **Sunnywood Drive** - 2nd Street to Springwood Drive, **Brekke Lane** - 2nd Street to 370' east of 2nd Street. (Springwood Hills), **Crack Fill, Chip Seal, Fog Seal**
- g. **Pine Acres Drive** – 4th Street (Pine Acres) **Crack Fill, Chip Seal, Fog Seal**
- h. **Cross Country Drive** - 7th Street to 433' north of Oak Highlands Drive, **Oak Highlands Drive** - 330' west of Cross Country Drive to 9th Street, **Hawthorn Valley Avenue** - 250' west of Cross Country Drive to 325' east of Cross Country Drive, **Arbor Valley Drive** - Cross Country Drive to 650' east of Cross Country Drive, **Farmwood Court** - 150' west of Cross Country Drive to Cross Country Drive, **Foxmoor Court** - 350' west of Cross Country Drive to Cross Country Drive, **Windcrest Court** - Cross Country Drive to 302' east of Cross Country Drive, **Steeplechase Court** - Cross Country Drive to 605' east of Cross Country Drive. (Country Trail Homesites), **Chip Seal and Fog Seal**
- i. **Croyden Avenue** – Maple Hill Drive to Drake Road, **Chip Seal**
- j. **1st Street** – 401' north of Stadium Drive to M Avenue, **Chip Seal**
- k. **Western Woods Drive** - 1570' west of 5th Street to 5th Street, **Hawkins Court** - Western Woods Drive to 520' north of Western Woods Drive, **Buster Drive** - Western Woods Drive to 480 north of Western Woods Drive, **Doolittle Court** - 570' south of Western Woods Drive to Western Woods Drive. (Western Woods), **Crack Fill, Chip Seal and Fog Seal**
- l. **Technology Avenue** - 9th Street to Industry Drive, **Industry Drive** - Technology Avenue to 450' north of Technology Avenue, **Resource Street** - N Avenue to Technology Avenue (Oshtemo Business Park), **Crack Fill, Chip Seal and Fog Seal**

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams

Commissioner Worthams moved and it was seconded to approve the Pavilion Township Local Road Participation Fund Contracts.

- a. **R Avenue** – 4002' west of 32nd Street to 32nd Street, **HMA Overlay**
- b. **R Avenue** – 1840' east of 29th Street (over Portage River), **Culvert/Bridge Inspection/Scoping and Design**

- c. **OP Avenue/32nd Street/P Avenue** – 29th Street to 34th Street, *HMA Wedging, Crack Fill and Chip Seal*
- d. **OP Avenue** – 34th Street to 36th Street, *HMA Wedging, Crack Fill and Chip Seal*
- e. **28th Street** – QR Avenue to PQ Avenue, *HMA Wedging and Chip Seal*
- f. **30th Street** – OP Avenue to O Avenue, *HMA Wedging, Crack Fill and Chip Seal*

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams

Commissioner Oscarson moved and it was seconded to approve the Comstock Township Local Road Participation Fund Contracts.

- a. **K Avenue** – Worden Avenue to 28th Street, *Crack Fill and Chip Seal*
- b. **K Avenue** – M-96 to 33rd Street, *HMA Wedging, Crack Fill and Chip Seal*
- c. **JK Avenue** – 26th Street to 28th Street, *HMA Overlay*
- d. **HJ Avenue** – 33rd Street to 36th Street, *HMA Wedging, Crack Fill and Chip Seal*

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams

Commissioner Berkebile moved and it was seconded to approve the Comstock/Charleston Township Local Road Participation Fund Contracts. Commissioner inquired about a two township contract. Project Superintendent Worden explained 36th Street borders both townships.

- a. **36th Street** – MN Avenue to ML Avenue, *HMA Wedging and Chip Seal*
- b. **36th Street** – Galesburg Village Limits to G Avenue, *HMA Wedging/Crack Fill and Chip Seal*

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams

Commissioner Worthams moved and it was seconded to approve the Michigan Department of Transportation (MDOT) 9th Street Advance Construction Project – Contract #16-5055 for Chairman's signature.

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams

Township Supervisor Ann Nieuwenhuis shared she attended the Economic Forum yesterday hosted by Southwest Michigan First and stated that one of the topics discussed was high tech positions are in high demand, especially engineers. She shared everyone is struggling with this and finding good competent people is work. Furthermore, we need to appreciate who we have on staff and have the ability to keep them. She shared suggestions from the Forum including using the State website and reaching out to Tim Terrentine, Southwest Michigan First who has connections with the Universities. Managing Director Johnson shared RCKC is in need of engineers. She also shared RCKC is part of Western Michigan University recruiting including the Handshake which expands out to other Universities. Furthermore, we participate in the State's Indeed.com and LinkedIn, among other recruiting efforts. She explained it's a continuous ongoing effort.

Managing Director Johnson shared the City of Kalamazoo is having a public meeting at our facility on March 17th at 4:30pm in regards to the Kilgore Road project from the Kilgore Service Road to Sprinkle Road. The proposed changes would include a road diet and convert 4 lanes into 2 lane sections with a center two-way turn lane. The changes would also include adding bike lanes. She also mentioned, seasonal weight restrictions went into effect on Friday, February 19th. Commissioner Moyle inquired if the City ever did a study or review on results/feedback of a road diet. Managing Director Johnson stated she would look into if a study has been done including results that have occurred since a road diet.

Commissioner Worthams congratulated staff on the wonderful work they do. He also shared the House of Representatives passed House Bill HB5219 that amends the gag bill that could have a negative impact on the way that we share information with the public. Furthermore, he urged members to look at the bill closely. Also, the horrific tragedy in the community Saturday night brought us all together and prayed the community will continue to heal and may the victims rest in peace.

February 23, 2016

Chair Int'l _____

Clerk Int'l _____

Commissioner Oscarson shared the Kalamazoo County Parks and Recreation Commission had scheduled a Parks Master Plan and Public hearing for Thursday, February 25th at 3:00pm. Apparently there was an error in the advertising of that public hearing which is now tentatively scheduled for Tuesday, March 1st to review the revised Park Master Plan for County Parks.

The meeting was adjourned at 3:32p.m.

Attest: Timothy A. Snow, County Clerk

By: _____, Chairperson _____, Deputy Clerk

March 8, 2016

Chair Int'l _____

Clerk Int'l _____

The regular meeting of the Board of County Road Commissioners of the County of Kalamazoo was held at the Road Commission of Kalamazoo County (RCKC) office at 3801 East Kilgore Road, Kalamazoo, Michigan, on Tuesday, March 8, 2016. Commissioner Moyle called the meeting to order at 3:00 p.m.

Present: Daniel J. Moyle, Kenneth R. Oscarson, Dennis J. Berkebile, Deb Buchholtz

Absent: David Q. Worthams

Also attending: Managing Director Joanna Johnson, Finance Director Ann Simmons, Operations Director Travis Bartholomew, County Engineer Ryan Minkus and Traffic Engineer Jim Hoekstra.

Commissioner Berkebile moved and it was seconded to approve the agenda as presented.

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Buchholtz

Commissioner Oscarson moved and it was seconded to approve the minutes from the February 23, 2016 regular Board Meeting as presented.

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Buchholtz

Commissioner Buchholtz moved and it was seconded to approve the payroll and vendor accounts as presented.

Payroll Account	\$ 101,142.65
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Vendor Account	\$ 61,471.38
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Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Buchholtz

Cooper Township Supervisor Jeff Sorenson mentioned the last two snow events both he and Alamo Township Supervisor Tony Hyet were inundated with calls from residents regarding snow removal. Residents were unhappy with the plowing service especially on Rollridge Avenue, Patti Circle, Sandra Drive and Brenda Lane in Cooper Township. He also inquired why contractors were not plowing plats the day of and day after a snow event. Commissioner Moyle shared on his road it was a timing issue. The plow was not effective because traffic went through and packed the snow down. Operations Director Bartholomew explained based on the type of snow we had and the warmer conditions the snow turned to ice when it hit the roadways and created a pack that plows couldn't remove, including on some primary roads. . Also, we do follow-up the day after the storm when we are caught up with primary roads. Managing Director Johnson stated she will ask Schoolcraft Township Supervisor Don Ulsh if he would be willing to add this to the agenda for the Township Supervisors meeting for discussion.

Commissioner Oscarson moved and it was seconded to approve the Agreement for Engineering Services and Construction for Drake Road Congestion Mitigation Air Quality (CMAQ) Project with the City of Kalamazoo for Managing Director's signature. Managing Director Johnson shared the RCKC and the City of Kalamazoo jointly received notification of CMAQ funding for this project from the Kalamazoo Area Transportation Study (KATS). This project was selected through competitive process based upon anticipated reduction of vehicle emission. The project is anticipated to be constructed in 2017 and includes the upgrading of three traffic signals including Drake Road at Croyden Avenue, Drake Road at Beech Avenue and Drake Road at Grand Prairie Road.

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Buchholtz

Commissioner Berkebile moved and it was seconded to approve the 2015 Public Act 51 Mileage Certification and County-Wide Maps for Chairman's signature.

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Buchholtz

March 8, 2016

Chair Int'l _____

Clerk Int'l _____

Commissioner Buchholtz moved and it was seconded to award the 2016 – Winter Sand Bid with an option to extend annually for up to three (3), one (1) year extensions by the mutual agreement of both parties to Consumers Concrete Corporation – low bidder, meeting specifications.

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Buchholtz

Commissioner Berkebile moved and it was seconded to award the 2016 – Aggregates, Seasonal Requirements Bid to Aggregate Industries, Aggregate Resources Inc., Art Austin Inc., Byholt Inc., Consumers Concrete Corp, Balkema Sitework and Development LLC, and Superior Gravel based on haul distance for material loaded in RCKC trucks and by low bidder for material delivered to RCKC yard.

Carried by the following Vote:

Aye: Moyle, Oscarson, Berkebile, Buchholtz

Commissioner Buchholtz moved and it was seconded to award the 2016 – 22A/23A Gravel, Compacted in Place Bid to Byholt Inc., James E. Fulton and Sons Inc., and Balkema Excavating Inc. – respective low bidders by township.

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Buchholtz

Commissioner Oscarson moved and it was seconded to award the 2016 – Dust Control Bid for 38% and 42% CACI (calcium chloride) solution to Great Lakes Chloride, Inc. with an option to extend annually for up to three (3), one (1) year extensions by the mutual agreement of both parties.

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Buchholtz

Commissioner Berkebile moved and it was seconded to award the 2016 – Curb and Center Lane Sweeping Bid, with an option for up to three (3), one (1) year extensions by the mutual agreement of both parties, to Superior Sweeping Inc. – low bidder, meeting specifications.

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Buchholtz

Managing Director Johnson mentioned seasonal weight restrictions went into effect on February 19th. Also, APWA Michigan Chapter has awarded the RCKC project of the Year in the Category less than \$1 million for the D Avenue west of 6th Street Chip Seal and will be receiving the award on May 26th. She shared how much she appreciates the team and was proud this was an award winning project. She also mentioned that 33rd Street north of YZ Avenue is closed due to a culvert failure that should be repaired in the next 2 weeks. Furthermore, we opened up the state bid letting on Friday, March 4th and our 9th Street project came in approximately 8% below engineer's estimate. The bid letting came in at approximately \$1.6 million dollars and Michigan Paving was the low bid vendor on the project. She mentioned the Rural Task Force meeting was held and our 38th Street project for 2018 will see reduced funding. Furthermore, we are reviewing our Capital Improvement Plan (CIP) for the 38th Street project as well as the prioritization process through Kalamazoo Area Transportation Study (KATS). She shared with the Board they could potentially see a mid-year CIP update. Also, on March 29th from 10:00 a.m. to 11:30 p.m. the RCKC will host a session for Transportation Funding 101 for local officials presented by William Hamilton from the House Fiscal Agency. Mr. Hamilton will give an update along with the impacts of the new transportation funding bill at the State and Federal level. Also, KATS had an open house from 5:00 p.m. to 7:00 p.m. related to the 2045 Transportation Plan; staff provided comments.

Operations Director Bartholomew shared pictures and a brief video for the attachment to our new rubber tire roller and explained its use and how it's beneficial to our organization. Managing Director Johnson shared the roller and attachment will also be displayed in Lansing at the County Road Association (CRA) conference next week.

March 8, 2016

Chair Int'l _____

Clerk Int'l _____

Commissioner Buchholtz mentioned she attended the Board of Public Works meeting. She mentioned some areas in the south county are considering having their own Waste Water Treatment Center. Furthermore, they discussed Stormwater, Asset Management, and Wastewater (SAW) grants that are for local jurisdictions to map out their infrastructure such as waste water and storm sewers, check the condition of the pipes and then begin a plan of financing and replacement. She explained it's a grant that several of our townships already have or are planning on obtaining. Also, in order to accept the grant from the state you have to commit to funding the results. She also attended the Parking and Mobility Committee which is group started by Kalamazoo Valley Community College (KVCC). One of the items they are looking at closely is a trolley downtown to move people around. It's also an opportunity for people to understand the differences between the Cities and the Road Commission and how we work together including the planning process.

Commissioner Berkebile mentioned in talking and listening to our state elected officials, the governor's budget proposal for 2016/2017 is a spend budget. They do not plan on adding additional dollars to the rainy day fund because it's funded to \$650 million dollars for this year. Many are concerned that outside factors could influence the budget.

Commissioner Oscarson shared the Parks Commission had 2 meetings last week. The Tuesday afternoon public hearing was on the new parks plan which was adopted. Thursday was the regular Parks Commission meeting which was standard approval processes that had no effect on Road Commission issues.

The meeting was adjourned at 3:47p.m.

Attest: Timothy A. Snow, County Clerk

By: _____, Chairperson _____, Deputy Clerk

March 15 – 17, 2016
CRA Meeting

Chair Int'l _____

Clerk Int'l _____

The Board of County Road Commissioners of the County of Kalamazoo attended the County Road Association (CRA) of Michigan annual conference and Kalamazoo delegation legislative luncheon at the State Capitol on March 15 – March 17, 2016

Present: Daniel J. Moyle, Kenneth R. Oscarson, David Q. Worthams, Deb Buchholtz
Absent: Dennis J. Berkebile

Also attending: Managing Director Joanna I. Johnson, Operations Director Travis Bartholomew, Finance Director Ann Simmons and various other road commission representatives and State officials.

The commissioners and staff attended various functions, activities and meetings in association with the CRA annual conference as well as a legislative reception. Attendees also met with State Legislative officials for a luncheon at the Capitol to discuss transportation related issues.

The meeting adjourned on March 17, 2016 at 1:00 p.m.

Attest: Timothy A. Snow, County Clerk

By: _____, Chairperson _____, Deputy Clerk

March 22, 2016

Chair Int'l _____

Clerk Int'l _____

The regular meeting of the Board of County Road Commissioners of the County of Kalamazoo was held at the Road Commission of Kalamazoo County (RCKC) office at 3801 East Kilgore Road, Kalamazoo, Michigan, on Tuesday, March 22, 2016. Commissioner Moyle called the meeting to order at 3:00 p.m.

Present: Daniel J. Moyle, Kenneth R. Oscarson, David Q. Worthams, Deb Buchholtz
Absent: Dennis J. Berkebile

Also attending: Managing Director Joanna Johnson, Finance Director Ann Simmons, Operations Director Travis Bartholomew, Project Superintendent Mark Worden and County Engineer Ryan Minkus.

Commissioner Worthams moved and it was seconded to approve the agenda as presented.
Carried by the following vote:
Aye: Moyle, Oscarson, Worthams, Buchholtz

Commissioner Buchholtz moved and it was seconded to approve the minutes from the March 8, 2016 regular Board Meeting and the March 15 – 17, 2016 County Road Association Annual Conference as presented.
Carried by the following vote:
Aye: Moyle, Oscarson, Worthams, Buchholtz

Commissioner Oscarson moved and it was seconded to approve the payroll and vendor accounts as presented.

Payroll Account	\$ 82,894.93
Vendor Account	\$ 297,002.15

Carried by the following vote:
Aye: Moyle, Oscarson, Worthams, Buchholtz

Commissioner Buchholtz moved and it was seconded to approve Commissioner Berkebile's expense report as presented.
Carried by the following vote:
Aye: Moyle, Oscarson, Worthams, Buchholtz

Norm Langshaub of Ross Township mentioned the township was neglected this past winter in regards to snowplowing. Commissioner Moyle shared with the most recent snow event on his road, it was a timing issue. The plow was not effective because traffic went through and packed the snow down. Operations Director Bartholomew explained based on the type of snow we had and the warmer conditions the snow turned to ice when it hit the roadways and created a pack that plows couldn't remove. Managing Director Johnson shared there were no changes in winter maintenance across the county and advised Mr. Langshaub to call in a service request. Mr. Langshaub was also concerned about the road condition on C Avenue and 44th Street. Managing Director Johnson explained funding for local roads outside of routine maintenance.

Commissioner Oscarson moved and it was seconded to approve the First Order of Determination Resolution for Deep Point Drive – Portage City Limits to 375' east of Long Lake Drive West, Pavilion Township and to set the Public Hearing at the regular scheduled Board Meeting on Tuesday, April 19, 2016 at 3:00 p.m.

Resolution

**Deep Point Drive-
Portage City Limits to 375' East of Long Lake Drive West
Pavilion Township**

March 22, 2016

Chair Int'l _____

Clerk Int'l _____

WHEREAS, a petition by landowners in the Township of Pavilion, Kalamazoo County, Michigan, was filed with this Road Commission on December 15, 2015, said petition requesting certain highway improvements over the following described area:

**Deep Point Drive-
Portage City Limits to 375' East of Long Lake Drive West**

Total estimate is \$58,238.00 for Cold Milling and Hot Mix Asphalt (HMA) Paving

Said petition being filed and submitted in accordance with the provisions of Act 246 of Public Acts of Michigan of 1931, as amended, and

WHEREAS, this Road Commission has caused the validity of said resolution-petition to be verified as is required in Section 1 of said Act 246, as amended, this Road Commission having also determined that said petition meets the requirements and specifications as spelled out in said Act, and this Road Commission has caused plans and specifications to be made, as provided in Section 2 of said Act, and

WHEREAS, Section 4 of said Act requires this Road Commission to make an Order of Determination;

NOW, THEREFORE, BE IT HEREBY RESOLVED, that this Commission, in accordance with the provision of Act 246 of the Public Acts of Michigan of 1931, as amended hereby declares that said improvement project is necessary and would be for the benefit of the public welfare and convenience, and herewith makes the First Order of Determination;

IT IS FURTHER RESOLVED, that a public hearing upon this declaration of necessity and First Order of Determination shall be held in at the Office of Road Commission of Kalamazoo County, 3801 E. Kilgore Road, Kalamazoo, Michigan, on Tuesday, the 19th day of April, 2016 at 3:00 o'clock P.M., for the purpose of providing all persons interested an opportunity to appear before the Road Commission and give their reason for or against the granting of the petition, review the specifications, equalize the apportionments of benefits, make objection to same, and to make the apportionments of costs as provided in said Act. At said hearing the commission shall make final determination of the Special Assessment District and number of annual installments over which said assessments shall be spread, as is provided in Section 9 of said Act.

BE IT FURTHER RESOLVED, that **NOTICE** of this public meeting shall be given by publication, posting and mailing, as is provided in said Act for notices on hearings.

Carried by the following vote:

Aye: Moyle, Oscarson, Worthams, Buchholtz

Commissioner Worthams moved and it was seconded to award the Cationic Asphalt Emulsion Bid 2016-02, with an option to extend for three (3) one (1) year extensions by the mutual agreement of both parties to Michigan Paving and Materials Company for the CRS 2-M emulsion and K-Tech Specialty Coatings for the CSS-1H dilute, fog seal material – low bidders, meeting specifications.

Carried by the following vote:

Aye: Moyle, Oscarson, Worthams, Buchholtz

Commissioner Oscarson moved and it was seconded to award the Hot Mix Asphalt (HMA) Bid 2016 -8 for Division 1 and 3 to Lakeland Asphalt Corporation and Division 2 to Rieth Riley Construction – low bidders, meeting specifications with the option to extend the bid based on pricing, location, or scope of work by mutual agreement of both parties for up to 3 years. Commissioner Moyle shared this is a practice that over the years we have done, but in the last few have become more ridged in bidding projects. He explained townships have a set budget and after a bid letting, if there is an amount leftover we can efficiently utilize it instead of another bid. Kalamazoo

March 22, 2016

Chair Int'l _____

Clerk Int'l _____

Township Trustee Martin concurred and shared he prefers not to change a process that works especially while working on a 3 year project.

Carried by the following vote:

Aye: Moyle, Oscarson, Worthams, Buchholtz

Commissioner Worthams moved and it was seconded to award the Crack Fill Bid 2016-9 to Pavement Restoration – low bidder, meeting specifications.

Carried by the following vote:

Aye: Moyle, Oscarson, Worthams, Buchholtz

Commissioner Buchholtz moved and it was seconded to award the HMA Plant Mix portion of the bid 2016-10 for 36A and 13A HMA to Lakeland Asphalt Corp, Reith Riley Construction Co., Michigan Paving and Materials Co. and Wyoming Asphalt Company – based on haul distance from plant to the job site, the HMA Plant Mix portion of the bid 2016-10 for CP-1 HMA to Rieth-Riley Construction Co., Inc., and the CP-6, (cold patch) portion of the bid 2016-10, which includes delivery to the Road Commission of Kalamazoo County (RCKC), to Lakeland Asphalt Corp. – low bidders, meeting specifications.

Carried by the following vote:

Aye: Moyle, Oscarson, Worthams, Buchholtz

Due to conflict of interest Commissioner Oscarson abstained from voting on the Village of Vicksburg Local Municipality Road Contract. Commissioner Worthams moved and it was seconded to approve the Village of Vicksburg Local Municipality Road Contract.

- a. **CB MacDonald Street** – 3450' south of W Avenue to W Avenue, **Seth Raynor Street** – CB MacDonald Street to 480' east of CB MacDonald Street (Greenborough Plat), **Chip Seal and Fog Seal**

Carried by the following vote:

Aye: Moyle, Worthams, Buchholtz

Abstained: Oscarson

Commissioner Worthams moved and it was seconded to approve the Wakeshma Township Local Road Participation Fund Contract.

- a. **V Avenue** – 45th Street to 44th Street, **Chip Seal**
- b. **45th Street** – V Avenue to UV Avenue, **Chip Seal**
- c. **39th Street** – U Avenue to TU Avenue, **HMA Wedging / Chip Seal**

Carried by the following vote:

Aye: Moyle, Oscarson, Worthams, Buchholtz

Commissioner Buchholtz moved and it was seconded to approve the Charleston Township Local Road Participation Fund Contract.

- a. **ML Avenue** – 38th Street to 40th Street, **Gravel, Pulverize and Double Chip Seal**

Carried by the following vote:

Aye: Moyle, Oscarson, Worthams, Buchholtz

Commissioner Oscarson moved and it was seconded to approve the Schoolcraft Township Local Road Participation Fund Contract.

- a. **18th Street** – W Avenue to VW Avenue, **HMA Overlay**
- b. **V Avenue** – Portage Road to West Vicksburg Village Limits, **HMA Wedging, Crack Fill, Chip Seal**
- c. **Oakland Drive** – VW Avenue to U Avenue, **HMA Wedging and Chip Seal**

Carried by the following vote:

Aye: Moyle, Oscarson, Worthams, Buchholtz

Commissioner Buchholtz moved and it was seconded to approve the Ross Township Local Road

March 22, 2016

Chair Int'l _____

Clerk Int'l _____

Participation Fund Contract. Managing Director Johnson mentioned she and Project Superintendent Worden requested to attend the Ross Township Board Meeting on Tuesday, March 15th. She stated the concern was to keep the township roads in good condition versus taking a road in poor condition and utilizing what revenue they have towards one project; 42nd Street that is a road in poor condition. She explained we would be utilizing our par funds to construct one road instead of keeping approximately 11 miles of road in good condition. Project Superintendent Worden shared additional revenue is needed to keep the local roads in Ross Township in good condition. Project Superintendent Worden shared 43rd Street, 42nd Street and 41st Street are roads in rough shape. The residents feel these roads are a priority and would like them reconstructed right away. He explained asset managing principals at the Township Board meeting and shared the estimate to fix all the roads in Ross Township today would take \$5.5 million and the current budget is \$150,000. He also explained the different types of treatment that could be done and showed them how many miles of road could be treated with the \$150,000. He explained we could reconstruct one road under one mile or we could chip seal 6 miles of roads and preserve them with preventive maintenance. In the end, RCKC was asked to proceed with 42nd Street. Commissioner Oscarson inquired what it would take to rate the roads with pavement surface evaluation and Rating (PASER) of one township annually. He stated this may be a good sample township to track the rest of the roads for deterioration. Managing Director Johnson shared the road inventory software does allow us to show the deterioration. Furthermore, the township is planning a township wide survey for a better understanding if additional revenue is considered and supported locally.

- a. **42nd Street** – M-89 to 4000' North of M-89, **Gravel / Pulverize / HMA Paving**
- b. **Heights Drive** – East Gull Lake Drive to 700' East of East Gull Lake Drive, **HMA Overlay**

Carried by the following vote:

Aye: Moyle, Oscarson, Worthams, Buchholtz

Commissioner Worthams moved and it was seconded to approve the Michigan Department of Transportation (MDOT) 42nd Street from Y Avenue northerly to W Avenue Construction Project Contract # 16-5108.

Carried by the following vote:

Aye: Moyle, Oscarson, Worthams, Buchholtz

Managing Director Johnson shared RCKC was honored with two awards at the County Road Association (CRA) conference last week. She mentioned we received the Impress Award Excellence in Communications for our assistance in the Texas Township Road Tour and Impress Award Excellence in Operations for D Avenue, chip seal trial. She shared her appreciation to staff and team for their hard work. Also, she along with Commissioner Moyle and Operations Director Bartholomew attended last evening at 7:00 p.m. the Farm Bureau Board meeting. She stated it was a good opportunity to share information on seasonal agricultural permits in terms of how our fees were established and our permitting process which is different than surrounding counties. She shared the CRA has put together standard permits that are the same across the state and we will begin to utilize those permits once they are posted on our website and our Precision software is integrated together. She also mentioned permit fees are established in varying degrees across the state per law based on administrative costs. She reminded local officials that Transportation Funding 101 will be held at RCKC on Tuesday, March 29th from 10:00a.m. - 11:30a.m. Presented by William Hamilton from the House Fiscal Agency. Also, she shared Finance Director Simmons did a presentation along with Washtenaw and Lapeer counties at the CRA Conference on the permitting process and how to set fee schedules.

Commissioner Buchholtz mentioned the CRA conference was good and felt some sessions were better than others.

Commissioner Oscarson shared he enjoyed the CRA conference and publicly thanked the Senators and Representatives for attending the Thursday luncheon and discussing issues that were pertinent to RCKC.

The meeting was adjourned at 3:52p.m.

Attest: Timothy A. Snow, County Clerk

March 22, 2016

Chair Int'l _____

Clerk Int'l _____

By: _____, Chairperson _____, Deputy Clerk

April 5, 2016

Chair Int'l _____

Clerk Int'l _____

The regular meeting of the Board of County Road Commissioners of the County of Kalamazoo was held at the Road Commission of Kalamazoo County (RCKC) office at 3801 East Kilgore Road, Kalamazoo, Michigan, on Tuesday, April 5, 2016. Commissioner Moyle called the meeting to order at 3:00 p.m.

Present: Daniel J. Moyle, Kenneth R. Oscarson, Dennis J. Berkebile, David Q. Worthams, Deb Buchholtz

Also attending: Finance Director Ann Simmons, Debbie Hill Assistant Finance Director - Human Resources, Operations Director Travis Bartholomew, Project Superintendent Mark Worden, County Engineer Ryan Minkus, and General Superintendent Bill DeYoung.

Commissioner Berkebile moved and it was seconded to approve the agenda as presented.

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams, Buchholtz

Commissioner Worthams moved and it was seconded to approve the minutes from the March 22, 2016 regular Board Meeting as presented.

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams, Buchholtz

Commissioner Oscarson moved and it was seconded to approve the payroll and vendor accounts as presented.

Payroll Account	\$ 85,118.99
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Vendor Account	\$ 307,652.39
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Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams, Buchholtz

Commissioner Buchholtz moved and it was seconded to approve Commissioner Moyle, Commissioner Oscarson, Commissioner Buchholtz and Managing Director Johnson's expense reports as presented.

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams, Buchholtz

Comstock Township Supervisor Ann Nieuwenhuis shared a copy of the Centre Point newsletter that included an article by RCKC on chip seal. She shared the township residents appreciated the proactive approach. Furthermore, she is looking forward to the Joint Township Meeting on April 18th.

Commissioner Oscarson moved and it was seconded to approve the non-motorized facilities paved shoulder applications for 10th Street from M-43 (West Main Street) to H Avenue; and Atlantic Avenue from 9th Street to Parkview Avenue, Oshtemo Township. County Engineer Minkus shared because of the type of work, and the depth of the facilities, these projects will require reconstruction of the entire roadway. Since these projects are being 100% funded by Oshtemo Township, they are requesting approval for the addition of non-motorized facilities (paved shoulders) to these roads as a part of their sanitary sewer projects.

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams, Buchholtz

Commissioner Berkebile moved and it was seconded to award the 2016 Surveying Services Request for Proposal (RFP) to Fishbeck, Thompson, Carr & Huber, Inc., low bidder meeting specifications, with the option to extend the RFP by mutual agreement of both parties for up to three (3), one (1) year extensions.

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams, Buchholtz

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Clerk Int'l _____

Commissioner Oscarson moved and it was seconded to award the bid for construction of the Traffic Signal at Sprinkle Road at Park Circle Drive/Covington Road, to Severance Electric for \$157,218.25 – low bidder, meeting specifications.

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams, Buchholtz

Commissioner Buchholtz moved and it was seconded to approve the Village of Climax Local Municipality Road Contract for Chairman's signature.
Participation Fund Contract.

- a. Main Street – South Climax Village Limits to North Climax Village Limits, *Crack Fill, Chip Seal and Fog Seal*

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams, Buchholtz

Commissioner Oscarson moved and it was seconded to approve the Dust Control Agreement for Prairie Ronde Township for Chairman's signature.

- a. Continuous application 18\$ Mineral Well Brine at 2,000 gallons per mile (\$.15 gallons applied) including Township Comments.

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams, Buchholtz

Commissioner Oscarson moved and it was seconded to approve the 3 week vacation request for Ms. Jung as our Project Engineer upon successful hire. Finance Director Simmons shared there are presently two Project Engineer positions open. Also, RCKC has hired Welsh & Associates to assist in recruiting for the positions. Furthermore, it has been increasingly challenging to find engineering candidates as well as retaining staff within these positions. She shared the RCKC team was in contact with Ms. Jung and interviewed her accordingly. She stated Ms. Jung's background and skillset fit with our Project Engineer position and she would be an asset to RCKC. Furthermore, Ms. Jung has requested consideration of her experience toward 3 weeks of vacation time, while all other new hire considerations and benefits remain the same including the 6 month probationary period before full time status. Commissioner Oscarson shared people at this level need additional vacation time and when looking at professional staff it's fair to accommodate them. Furthermore, we should review our policy and have flexibility in order to compete in the market. Commissioner Worthams concurred with reviewing the policy to remain competitive in hiring recruitment of professional positions. Furthermore, he hesitated approving a candidate with 3 weeks' vacation knowing it's out of alignment with our current policy. Also, he questioned the message it may send to existing employees by giving such an exemption without looking at the current policy. Commissioner Moyle shared Managing Director Johnson is reviewing the current policy. Furthermore, he realized it's been an issue with other professional positions along with concerns to maintain current employees. Commissioner Buchholtz shared even if a new policy was in place that provided for greater vacation time there will always be a candidate where exceptions is necessary. She mentioned engineering positions are in high demand. Furthermore, the candidate is a local person with longevity with her previous employer. She also mentioned she had no concerns with making special exceptions for special circumstances to remain competitive. Furthermore, she agreed the policy needs to be reviewed.

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams, Buchholtz

Comstock Township Supervisor Ann Nieuwenhuis shared in the last two years Comstock Township hired a Fire Chief, Zoning Administrator, Assessor III and Assessor II. Four weeks' vacation was negotiated for new employees compared to the current policy of four weeks' vacation time after 15 years of service. Furthermore, in negotiations vacation time was the concern, not the salary. She also noted there were businesses with unlimited vacation time. She mentioned Human Resource Directors should come together to discuss this issue. Furthermore, engineers are not the only professionalism where there is a shortfall.

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Commissioner Buchholtz mentioned she attended the Parking and Mobility Committee meeting sponsored by Kalamazoo Valley Community College (KVCC) and shared they are continuing to seek funds for a downtown trolley. Also, Western Michigan University (WMU) did research on bike share programs in the city and trails were discussed.

Commissioner Berkebille attended the Transportation Funding 101 seminar on Tuesday, March 31st and shared in the current state budget the legislature allocated \$400 million out of the general fund for transportation and the governor's proposed budget for next year is \$10 million. There is additional revenue even though licensing fees and fuel tax will not begin until next year and unless the state legislatures increases the dollars into the transportation fund there will be no additional dollars in the 2016/17 budget. He also mentioned what the state legislature passed in November last year for additional funding with the gasoline fuel tax and licensing fee increases is basically half of that \$1.2 billion in general fund money. He also explained that general fund money is not guaranteed into the state transportation fund.

Commissioner Oscarson shared the Parks Commission meeting scheduled for Thursday was canceled due to lack of agenda items.

The meeting was adjourned at 3:29p.m.

Attest: Timothy A. Snow, County Clerk

By: _____, Chairperson _____, Deputy Clerk

Chair Int'l _____

Clerk Int'l _____

April 11, 2016 – Pavilion Township Joint Meeting

A joint meeting of the Board of County Road Commissioners of the County of Kalamazoo and the Pavilion Township Board of Trustees was held at the Pavilion Township Hall, 7510 East Q Avenue Scotts, Michigan, on Monday April 11, 2016. The joint meeting began at 7:00 p.m.

Present: Daniel J. Moyle, Kenneth R. Oscarson, Dennis J. Berkebile, David Q. Worthams and Deb Buchholtz

Also present: Managing Director Joanna I. Johnson, Operations Director Travis Bartholomew, Pavilion Township Supervisor Pat White, Clerk Karen Siegwart, Treasurer Robyn Froberg, Trustees Greg Thomas, Ruth Blake and Township Attorney.

Following introductions, the Road Commission of Kalamazoo County (RCKC) staff reviewed the joint meeting PowerPoint Presentation, new chip seal application updates.

County Commissioner Gisler asked a variety of questions and commented on the cost of maintaining gravel roads vs. paved are relatively the same.

Mr. Richard Van Linder expressed concerns on drainage and condition of Long Lake Drive. Both Managing Director Johnson and Operations Director Bartholomew explained the special assessment process for road improvements.

The meeting adjourned at 8:20 p.m.

Attest: Timothy A. Snow, County Clerk

By: _____, Chairperson _____, Deputy Clerk

Chair Int'l _____

Clerk Int'l _____

April 18, 2016 – Comstock Township Joint Meeting

A joint meeting of the Board of County Road Commissioners of the County of Kalamazoo and the Comstock Township Board of Trustees was held at the Comstock Township Hall, 6138 King Highway, Comstock, Michigan, on Monday April 18, 2016. The joint meeting began at 6:00 p.m.

Present: Daniel J. Moyle, Dennis J. Berkebile, David Q. Worthams and Deb Buchholtz

Absent: Kenneth R. Oscarson

Also present: Managing Director Joanna I. Johnson, Project Superintendent Mark Worden, Comstock Township Supervisor Ann Nieuwenhuis, Clerk Anna Goodsell, Treasurer Bret Padgett, Trustees Sandra Bloomfield, David Burgess, Jeffrey Bogema, Jerry Amos and Township Attorney Catherine Kauffman.

Following introductions, the Road Commission of Kalamazoo County (RCKC) staff reviewed the joint meeting PowerPoint Presentation, including the new chip seal application updates.

Managing Director Johnson thanked Township Supervisor Nieuwenhuis and the Township Board for sharing RCKC information and open communication.

Supervisor Nieuwenhuis thanked the Board and staff for all we do and for a great relationship. She also encouraged Board members to participate in road ratings. She shared recent communication that service requests be provided electronically to RCKC.

Commissioner Buchholtz shared staff is busy in construction. Furthermore, we don't have enough staff to drive every road and therefore the public are our eyes in bringing service areas to our attention.

The meeting adjourned at 6:30 p.m.

Attest: Timothy A. Snow, County Clerk

By: _____, Chairperson _____, Deputy Clerk

April 19, 2016

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Clerk Int'l _____

The regular meeting of the Board of County Road Commissioners of the County of Kalamazoo was held at the Road Commission of Kalamazoo County (RCKC) office at 3801 East Kilgore Road, Kalamazoo, Michigan, on Tuesday, April 19, 2016. Commissioner Moyle called the meeting to order at 3:00 p.m.

Present: Daniel J. Moyle, Dennis J. Berkebile, David Q. Worthams, Deb Buchholtz

Absent: Kenneth R. Oscarson

Also attending: Finance Director Ann Simmons, Operations Director Travis Bartholomew, Project Superintendent Mark Worden and County Engineer Ryan Minkus.

Commissioner Buchholtz moved and it was seconded to approve the agenda as presented.

Carried by the following vote:

Aye: Moyle, Berkebile, Worthams, Buchholtz

Commissioner Berkebile moved and it was seconded to approve the minutes from the April 5, 2016 regular Board Meeting and April 11, 2016 Pavilion Township Joint Meeting as presented.

Carried by the following vote:

Aye: Moyle, Berkebile, Worthams, Buchholtz

Commissioner Worthams moved and it was seconded to approve the payroll and vendor accounts as presented.

Payroll Account	\$ 86,223.53
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Vendor Account	\$ 684,620.62
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Carried by the following vote:

Aye: Moyle, Berkebile, Worthams, Buchholtz

Commissioner Buchholtz moved and it was seconded to approve Commissioner Wortham's expense report as presented.

Carried by the following vote:

Aye: Moyle, Berkebile, Worthams, Buchholtz

Comstock Township Supervisor Ann Nieuwenhuis thanked the Board for coming to the Joint Township Meeting and for the excellent presentation. Cooper Township Supervisor Sorensen thanked Maintenance Superintendent Jim Page for his attention to issues on E Avenue and water issues on D Avenue. Mr. Allen Ferreira of 6515 E H Avenue shared his concerns of drainage in front of his home overflowing and causing erosion. Mr. William Thomas of 220 Chicago Avenue was thankful for the trench being cleaned at Chicago Avenue and Schippers Lane. He also mentioned 20 pounds of sand was left from the project. He shared concerns about road maintenance on Lincoln Avenue, Earl Street and Oonah Place in Kalamazoo Township being neglected. Project Superintendent Worden shared Lincoln Avenue was slated for 2017.

Commissioner Worthams moved and it was seconded to open the public hearing allowing for public comment and consideration for the final determination for Deep Pont Drive, Pavilion Township.

Carried by the following vote:

Aye: Moyle, Berkebile, Worthams, Buchholtz

Several residents shared they were in favor of the special assessment and inquired where this stands at this point. Managing Director Johnson explained this was the last public hearing concerning Deep Point Drive and depending on feedback received an item on the agenda was to request the final order of determination special assessment resolution. Furthermore, the Board would then approve the project, plan the assessment roll and if approved the project would go out for bid in the next couple of weeks. A resident inquired if concrete driveways would be cut straight. Operations Director Bartholomew explained when the road surface is milled they would cut the driveways as long as the driveway is within a few feet of the road. Another resident inquired about a start

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date. Managing Director Johnson shared there's not a start date at this time. Commissioner Moyle shared once it's on the next bid letting staff could give an estimated completion date.

Commissioner Buchholtz moved and it was seconded to close the public hearing.

Carried by the following vote:

Aye: Moyle, Berkebile, Worthams, Buchholtz

Managing Director Johnson shared our consultant Steve Carlisle, Director of Engineering and Anna Keene from Wightman & Associates Inc. assisted staff in reviewing Public Act 51 Road Classification across the county. She mentioned this review helps us determine if a road should be a primary road or local road which affects our funding and ultimately affects the federal national classification of the road that determines potential federal funding. Furthermore, staff considered feedback and comments from various meetings over the years regarding road classification. She shared the full report is available online with the Board packet. Also, a copy was given to each Board Member and was sent to Township Supervisors and Kalamazoo Area Transportation Study (KATS). Mr. Carlisle gave a power point presentation to review the material. Commissioner Buchholtz inquired if there's opportunity for Townships to review this material to let us know of any concerns. Managing Director Johnson stated although the data speaks for itself, feedback was appreciated and the report distributed.

Commissioner Worthams moved and it was seconded to approve the Final Order of Determination, Collection of Assessments, and Establishing Special Assessment Resolutions for Chairman's signature of Deep Point Drive – Portage City Limits to 375' east of Long Lake Drive West, Pavilion Township.

Resolution
Establishing Special Assessment District
Board of County Road Commissioners of the County of Kalamazoo
Deep Point Drive – Portage City Limits to 375' east of Long Lake Drive

WHEREAS a petition by landowners in the Township of Pavilion, Kalamazoo County, Michigan was filed with this Road Commission on December 15, 2015, said petition requesting certain highway improvements over the following described area:

**Deep Point Drive- Portage City Limit to 375' east of Long Lake Drive Total estimate is
\$58,238.00 for Cold Milling and Hot Mix Asphalt (HMA) paving**

Said petition being filed and submitted in accordance with the provisions of Act 246 of Public Acts of Michigan of 1931, as amended, and,

WHEREAS, this Road Commission duly held a public meeting on January 26, 2016, pursuant to Notice thereof duly given, said meeting relating to the determination of necessity for said project made by this Commission, and thereafter, on March 22, 2016, made its First Order of Determination, all pursuant to the provision of said Act, scheduling this date for a public hearing on said project for the purposes specified in the Notice of this public meeting, which said notice has been duly given, and the said public meeting was duly held on the 19th day of April, 2016 at 3:00 p.m. o'clock at the Office of the Road Commission of Kalamazoo County, 3801 E. Kilgore Road, Kalamazoo, Michigan 49001,

NOW, THEREFORE, BE IT HEREBY RESOLVED, a special assessment district is established for the as follows:

Deep Point Drive – Portage City Limit to 375' east of Long Lake Drive Total estimate is \$58,238.00 for Cold Milling and Hot Mix Asphalt (HMA) paving

The assessment for the project shall be spread over thirty-six (36) equal annual installments; that an interest rate of six percent (6%) per year shall be charge on the unpaid balance of each assessment annually; and that the due date for these installments shall be delinquent of not paid prior to March 1 of each year thereafter.

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**Resolution of Public Hearing Regarding Highway Improvement
Board of County Road Commissioners of the County of Kalamazoo
Deep Point Drive – Portage City Limits to 375' east of Long Lake Drive**

It is duly noted that less than thirty (30) days have passed since said public hearing and that Section 7 of said Act requires the Commission to take certain action within thirty (30) days after said hearing. Therefore, upon motion made by Commission and support to adopt the following resolution:

WHEREAS a public meeting has been duly held, pursuant to notice thereof given in accordance with the provisions of Act 246 of the Public Acts of Michigan of 1931, as amended, said public meeting relating to certain highway improvements as requested in a petition submitted to the Commission by landowners in the Township of Pavilion, Kalamazoo County, Michigan, received by the Commission on December 1, 2015.

WHEREAS, final determination of the special assessment district to be assessed for benefits on construction of the proposed improvements and the number of annual installments over which said assessments shall be spread was made at said public meeting, and

WHEREAS, Section 7 of said Act requires the Commission to take certain action within thirty (30) days from said public meeting,

NOW, THEREFORE, BE IT HEREBY RESOLVED, that this Commission declares and make its Final Order of Determination that the proposed improvement project is necessary and would be for the benefit of the public welfare and convenience, and that the proposed improvement project shall be made in accordance with the final specifications which are herewith adopted, a copy of which is attached to this Final Order Of Determination.

BE IT FURTHER RESOLVED THAT all of the statutory and procedural steps and requirements of Act 246 of the Public Acts of Michigan of 1931, as amended have been complied with pertaining to the following special assessment project:

Deep Point Drive- Portage City Limit to 375' east of Long Lake Drive

**Resolution
of Collection of Assessments
Board of County Road Commissioners of the County of Kalamazoo
Deep Point Drive – Portage City Limits to 375' east of Long Lake Drive**

WHEREAS a petition by landowners in the Township of Pavilion, Kalamazoo County, Michigan was filed with this Road Commission on December 15, 2015, said petition requesting certain highway improvements over the following described area:

**Deep Point Drive- Portage City Limit to 375' east of Long Lake Drive Total estimate is
\$58,238.00 for Cold Milling and Hot Mix Asphalt (HMA) paving**

Said petition being filed and submitted in accordance with the provisions of Act 246 of Public Acts of Michigan of 1931, as amended, and,

BE IT RESOLVED THAT all of the statutory and procedural steps and requirements of Act 246 of Public Acts of 1931, as amended, have been complied with pertaining to the following special assessment project:

**Deep Point Drive- Portage City Limit to 375' east of Long Lake Drive Total estimate is
\$58,238.00 for Cold Milling and Hot Mix Asphalt (HMA) paving**

And it appearing that the special assessments have been spread over a period of three (3) years, and it further appearing that interest rate of six percent (6%) per year shall be charges on the unpaid balance of each assessment annually; and that the due date for these assessments shall be December 1 of each year hereafter and shall be delinquent of not paid prior to March 1 of each year hereafter;

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WHEREFORE, this Road Commission shall forward the special assessment District tax roll to the Treasurer of Pavilion Township for collection as agent who shall remit the monies collected to this Road Commission as soon as is practicable following the collection of same; and further, that a copy of this Resolution be forwarded to Pavilion Township Treasurer, and a copy to the Kalamazoo County Treasurer.

Carried by the following vote:

Aye: Moyle, Berkebile, Worthams, Buchholtz

Commissioner Worthams moved and it was seconded to approve the variance request by Delta Design Systems, Inc. on behalf of the property owners Tom Earley and Kirk Smit to require the construction of a left-turn lane for driveways at 7626 and 7776 Douglas Avenue. Managing Director Johnson shared Douglas Avenue south of D Avenue is a county primary road with a posted speed limit of 45 MPH. This area is also classified as Cooper Business District (CBD) which is an area roughly one half mile from the intersection of Douglas and D Avenues. The CBD is based upon the primary intent to support commercial uses and redevelopment for such use, with any new residential and mixed uses permitted as special exception uses. She mentioned staff provided a summary timeline of the events up to when the RCKC received the original driveway permit applications. As the Board is aware safety is an important factor in the consideration of driveways, and left-turn lane requirements. Furthermore, staff reviewed crash data for this section of roadway. Because of the speed on Douglas Avenue, the through traffic volumes, the projected left-turning traffic to the sites, the crash patterns on this section of roadway, and the existing evidence for the need of a left-turn lane, staff are still requiring the left turn lane and therefore recommending the variance not be granted. .

Commissioner Moyle inquired about the parcel size. County Engineer Minkus shared the north parcel is 5 acres and the south parcel is 10 acres. Mr. Tom Earley mentioned the 5 acre parcel will remain tillable. Commissioner Buchholtz inquired about the traffic counts. County Engineer Minkus responded in 2006 the traffic count was 4,432, October 1, 2014 it was 3,530 and the most current was 3,329. Commissioner Buchholtz also inquired about traffic accidents and the time of day they happened. County Engineer Minkus shared staff reviewed crash data from 2006 to 2014 and identified a total of nine crashes, two of which were animal related, two related to weather (icy conditions) and of the remaining five crashes, four were attributed to drivers attempting to make left turns. He also mentioned they typically look at the cause of crash versus the time of day the crash took place. Township Supervisor Sorenson shared there were no personal injuries due to crashes in the last 6 years that he knows of. He also inquired if Douglas Avenue was classified as a road for federal aid and if so wouldn't a project like this be prioritized like any other (KATS) project. Commissioner Moyle inquired if there was an intent to build/expand. Supervisor Sorenson responded there isn't proper road frontage and asked the motion be granted. Jim Cripps from Cripps Fontaine Excavating located at 7729 Douglas Avenue added his office has been at this location for 21 years and he recalls one accident due to icy roads. Managing Director Johnson shared the crash data comes from UD10s. Commissioner Worthams thanked staff for all the time and research they invested on this issue. Furthermore, the motion that he made was not a reflection of any disrespect for staff or dismissive attitude towards their work. Furthermore, he stated we need to be able to communicate with one another early on and often to make sure that any powers that may be exercised are understood. He also urged the adoption of his motion.

Carried by the following vote:

Aye: Berkebile, Worthams, Buchholtz

Nay: Moyle

Commissioner Berkebile moved and it was seconded to approve the 2015 Public Act 51 Financial Report for Finance Director & Chairman's Signature. Managing Director Johnson thanked the Finance Department team. She also shared her appreciation for the efforts and knowledge of the department and all our staff who contribute to best financial management practices.

Carried by the following vote:

Aye: Moyle, Berkebile, Worthams, Buchholtz

Commissioner Buchholtz moved and it was seconded to approve the Local Bridge Program Resolutions for Chairman's signature. Managing Director Johnson shared the bridges are selected based upon their sufficiency

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Clerk Int'l _____

rating as determined by the Michigan Department of Transportation (MDOT) as well as a review of the inspection reports that have been entered into the Michigan Bridge Inspection System database. MDOT allows agencies to submit up to five applications. Applications are reviewed and rated by MDOT, with final project selection made by the Region Local Bridge Committee. Should these be approved the funding would come in 2017.

RESOLUTION
Supporting Application for Local Bridge Program Funds
For
Y Avenue Bridge
Preventative Maintenance

WHEREAS, the Y Avenue bridge over Portage Creek in Brady Township, Kalamazoo County, Michigan, was constructed in 1972 as a timber structure and due to its age is beginning to show signs of deterioration; and

WHEREAS, the current deterioration places a risk on the longevity of the bridge, the service it provides and its value as an important transportation system asset; and

WHEREAS, the investment in preventative maintenance will improve the condition of the bridge deck and bridge beams, avoiding more costly repairs in the future; and

WHEREAS, Road Commission staff has prepared an application for Local Bridge Program Funds to rehabilitate this structure; and

WHEREAS, this Board has considered the application for Local Bridge Program Funds and authorizes the submission of the application for Local Bridge Program Funds for 2019.

NOW, THEREFORE, BE IT RESOLVED that the Board of County Road Commissioners of the County of Kalamazoo does request affirmative consideration of our application for Local Bridge Program Funds and agrees to provide the necessary local funds for this project and to continue to maintain this structure.

SUPPORTING Application for Local Bridge Program Funds
For
YZ Avenue Bridge
Preventative Maintenance

WHEREAS, the YZ Avenue bridge over Portage River in Brady Township, Kalamazoo County, Michigan, was constructed in 1966 as a timber structure and due to its age is beginning to show signs of deterioration; and

WHEREAS, the current deterioration places a risk on the longevity of the bridge, the service it provides and its value as an important transportation system asset; and

WHEREAS, the investment in preventative maintenance will improve the condition of the bridge deck and bridge beams, avoiding more costly repairs in the future; and

WHEREAS, Road Commission staff has prepared an application for Local Bridge Program Funds to rehabilitate this structure; and

WHEREAS, this Board has considered the application for Local Bridge Program Funds and authorizes the submission of the application for Local Bridge Program Funds for 2019.

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Clerk Int'l _____

NOW, THEREFORE, BE IT RESOLVED that the Board of County Road Commissioners of the County of Kalamazoo does request affirmative consideration of our application for Local Bridge Program Funds and agrees to provide the necessary local funds for this project and to continue to maintain this structure.

RESOLUTION
Supporting Application for Local Bridge Program Funds
For
31st Street Bridge
Preventative Maintenance

WHEREAS, the 31st Street bridge over Brown Creek in Brady Township, Kalamazoo County, Michigan, was constructed in 1962 as a timber structure and due to its age is beginning to show signs of deterioration; and

WHEREAS, the current deterioration places a risk on the longevity of the bridge, the service it provides and its value as an important transportation system asset; and

WHEREAS, the investment in preventative maintenance will improve the condition of the bridge deck and bridge beams, avoiding more costly repairs in the future; and

WHEREAS, Road Commission staff has prepared an application for Local Bridge Program Funds to rehabilitate this structure; and

WHEREAS, this Board has considered the application for Local Bridge Program Funds and authorizes the submission of the application for Local Bridge Program Funds for 2019.

NOW, THEREFORE, BE IT RESOLVED that the Board of County Road Commissioners of the County of Kalamazoo does request affirmative consideration of our application for Local Bridge Program Funds and agrees to provide the necessary local funds for this project and to continue to maintain this structure.

RESOLUTION
Supporting Application for Local Bridge Program Funds
For
36th Street Bridge
Replacement

WHEREAS, the 36th Street Bridge over Dorrance Creek in Climax Township, Kalamazoo County, Michigan, was constructed in 1953 and due to its age is in a deteriorating condition; is subject to weight restrictions; and

WHEREAS, these deficiencies places a risk on the longevity of the bridge, impair the movement of commercial traffic, and the accomplishment of agricultural activities; and

WHEREAS, Road Commission staff has prepared an application for Local Bridge Program Funds to replace this structure; and

WHEREAS, this Board has considered the application for Local Bridge Program Funds and authorizes the submission of the application for Local Bridge Program Funds for 2019.

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Chair Int'l _____

Clerk Int'l _____

NOW, THEREFORE, BE IT RESOLVED that the Board of County Road Commissioners of the County of Kalamazoo does request affirmative consideration of our application for Local Bridge Program Funds and agrees to provide the necessary local funds for this project and to continue to maintain this structure.

Carried by the following vote:

Aye: Moyle, Berkebile, Worthams, Buchholtz

Commissioner Worthams moved and it was seconded to approve Michigan Department of Transportation (MDOT) Contract #16-5172 for Bridges #4630 E. Michigan Avenue over the Kalamazoo River, #4632 D Avenue over the Kalamazoo River #4624 W Avenue over the Portage River and #4626 U Avenue over the Portage River for Chairman's Signature.

Carried by the following vote:

Aye: Moyle, Berkebile, Worthams, Buchholtz

Mr. Thomas shared concerns about a separation between Westwood and Eastwood neighborhoods in Kalamazoo Township pertaining to road structure. Managing Director Johnson shared we have a balance approach between Northwood, Westwood and Eastwood including spreading the construction amongst 3 years. She also mentioned there are three meetings scheduled and encouraged Mr. Thomas to attend a meeting. She shared Westwood Meeting is at 6:00p.m. Friday, April 22nd at the Westwood Fire Station, Eastwood is at 6:00p.m. Wednesday, April 27th at the Eastwood Fire Station and Northwood is 6:00p.m. Thursday, April 28th at the Northwood Fire Station.

Managing Director Johnson shared we began a soft promotion of our Road Commission RCKC Connect. We will have a presentation at the May 17th Board Meeting and have created a lot of material for public promotion. She thanked Administrative Assistant - Operations, Michelle Podgorski who has worked on this. She also mentioned residents could sign up for construction alerts by email, text, home phone, mobile phone and choose the information they would like to receive. Furthermore, this will be a good way to communicate when projects begin. Also, we've received a lot of feedback regarding potholes. She stated we need to be patient and explained the crew of 25 working on construction activities are the same crew that patch. Furthermore, we do monitor all service requests. Also, we've received feedback from citizens on ML Avenue between 38th Street and 40th Street in Charleston Township. Individuals were concerned we were turning the road back to gravel. She shared the project consists of graveling, pulverizing and double seal. Furthermore, next Tuesday, April 26th she'll attend the Charleston Township Board meeting to explain what a double seal is and what the expectations can be on ML Avenue. She mentioned chip sealing begins May 23rd and six of our road maintenance crew will be going to AIS in Lansing for additional training. She explained chip sealing requires the entire crew and open service request will require patience by all. She thanked County Engineer Minkus and Administrative Assistant - Operations Michelle Podgorski for their work on the county map that should be available in mid-May.

Commissioner Worthams reminded the public that we have over 1,200 miles of roads in the county and the crew we have patching and working on projects can't possibly know where every single pothole is. He explained we need the general public to help by calling in with pothole locations, so the crew can patch them. He also thanked the Townships for continuing with the Joint Meetings and appreciates the opportunity to meet with Township Boards to discuss projects.

Commissioner Buchholtz shared she attended a Bike Friendly Kalamazoo work session last week. They broke off into committees and she was asked to sit on the road signage committee along with a retired engineer from the City of Kalamazoo to outline steps for road signage primarily on Road Commission roads. They both stressed that jurisdictions should come together to agree on a particular sign for consistency. She also echoed Commissioner Worthams comments regarding staff effort. She explained that staff is putting in a lot of time and effort on many issues including the Douglas Avenue variance and she continues to be impressed by the level of professionalism.

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Clerk Int'l _____

Commissioner Berkebile shared next month we have the obligation to vote in the May election. He mentioned there are 2 millage issues on the ballot and stated education is important to understand the reasons behind these issues. Furthermore, at the Hampton Inn next Friday, April 29th at 8:00a.m. the Kalamazoo Chamber has their quarterly Listening Post. He shared part of the agenda will be discussion on the transportation millage.

Commissioner Moyle wished Commissioner Oscarson a speedy recovery. Also, in regards to the Douglas Avenue variance request he shared staff can only report the facts and beyond that it's the Boards responsibility. Furthermore, he appreciates and respects the process and thought it was handled correctly. He also echoed Commissioner Worthams comments that it's certainly not in any way disrespectful to staff and their work done on this request.

The meeting was adjourned at 4:37p.m.

Attest: Timothy A. Snow, County Clerk

By: _____, Chairperson _____, Deputy Clerk

May 3, 2016

Chair Int'l _____

Clerk Int'l _____

The regular meeting of the Board of County Road Commissioners of the County of Kalamazoo was held at the Road Commission of Kalamazoo County (RCKC) office at 3801 East Kilgore Road, Kalamazoo, Michigan, on Tuesday, May 3, 2016. Commissioner Moyle called the meeting to order at 3:00 p.m.

Present: Daniel J. Moyle, Kenneth R. Oscarson, David Q. Worthams, Deb Buchholtz

Absent: Dennis J. Berkebile

Also attending: Managing Director Joanna Johnson, Finance Director Ann Simmons, Operations Director Travis Bartholomew, Project Superintendent Mark Worden, County Engineer Ryan Minkus, Project Engineer Debbie Jung and Maintenance Superintendent Will Engel.

Commissioner Oscarson moved and it was seconded to approve the agenda as presented.

Carried by the following vote:

Aye: Moyle, Oscarson, Worthams, Buchholtz

Commissioner Worthams moved and it was seconded to approve the minutes from the April 19, 2016 regular Board Meeting and the April 18, 2016 Comstock Township Joint Meeting as presented.

Carried by the following vote:

Aye: Moyle, Oscarson, Worthams, Buchholtz

Commissioner Oscarson moved and it was seconded to approve the payroll and vendor accounts as presented.

Payroll Account	\$ 86,223.53
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Vendor Account	\$ 684,620.62
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Carried by the following vote:

Aye: Moyle, Oscarson, Worthams, Buchholtz

Managing Director Johnson shared a letter and position paper were received from Oshtemo Township regarding the use of the Public Right-of-Way (ROW) dated April 15, 2016. She thanked both RCKC and Oshtemo Township team for the correspondence and time on this issue. She suggested since Oshtemo was not seeking a variance for the denied ROW permit application, that we provide an opportunity for a presentation from Oshtemo Township on the topic of neighborhood watch signs. She introduced Mr. James Porter, Counsel for Oshtemo Township. Mr. Porter explained he would like to address concerns while staying as neutral as possible. Mr. Porter discussed Oshtemo Township's concerns and position with regard to the appropriate use of the public ROW. He used black-letter law consisting of citations from Michigan Civil Jurisprudence, the State Constitution and State law to explain Oshtemo Charter Township's position that the public ROW is to be used for any and all public purposes. Furthermore, the Township believes it has the authority to post public informational signs within the public ROW. Also, he acknowledge the Road Commission having authority over the traveling portion of the roads and the road ROW and explained that Townships also have jurisdiction over the public ROW in certain circumstances. He shared the McNitt Act of 1931 came along and took roads away from townships. He said "thank goodness because we don't have the money for it and I'm glad we don't have to worry about doing roads". He also mentioned the State Constitution had given the Townships specific authority and have Constitutional and Statutorily Authority. He referenced the position paper points.

Commissioner Worthams thanked Mr. Porter for the brief and stated it was refreshing to have a person take a neutral stance. He shared that he concurred with the co-jurisdiction for authority when it came to the public ROW. He inquired about how to define what is an informational sign and who makes the decision. Mr. Porter replied the local jurisdiction who has police powers. He explained Oshtemo Township has police authority and he believes the authority to define that would fall to the local municipality who has underlying police powers unlike an administrative agency. Also, the township ordinance defines what fits that classification. Commissioner Worthams questioned the definition of a sign conflicting with state statute and what would supersede. Mr. Porter stated it depends on whether the state intends to exclusively regulate a particular area. Furthermore, if the state

had a statute about public informational signs on major highways for instance, it would have no effect on Oshtemo's ordinance. The only way a state statute could take authority away is if they exercised exclusive control over a particular area. Furthermore, he was not aware the state had ever done this. Commissioner Worthams stated if the state has established a statute dealing with tourist oriented signs, that's an area they have taken away from a township. He then inquired if the township had to follow state statute if they wanted a tourist oriented sign. Mr. Porter explained only if the legislature enacting the tourist informational sign had been enacted with the intent to be exclusive would we be preempted from doing the same. Furthermore, he believes they could put up tourist informational signs if they chose to exercise that authority. Commissioner Worthams inquired if the state preempted authority of a Township to license drivers in the State Vehicle Code. Mr. Porter stated he hasn't recently looked at that and assumes we do not have authority to license. Commissioner Worthams questioned if licensing was a police power. Mr. Porter responded yes and explained it's a power that's exercised by the state in exclusion of local units. Commissioner Worthams shared he was unsure if there was specific language in the state vehicle code that stated townships, cities and local units of government couldn't license drivers to drive. Mr. Porter stated there are two ways to preempt, one by specific word and the other by actions. Furthermore, you can tell by the intent in the scope of the legislation itself that it was intended to preempt local instances and in either case you can't show either from the local tourist informational statute. Commissioner Worthams stated MCL 247.4041 is the statute that creates the tourist informational signs. He said the law states that these signs shall conform to the specification of the state manual of traffic control devices and inquired if it applied to speed limit signs placed in townships. Mr. Porter explained the traffic control device manual would control the signs they are specifically designated to control. Commissioner Worthams inquired if the township could set speed limits. Mr. Porter replied no. Commissioner Worthams inquired if it extends to the kinds or types of vehicles that can travel a township road. Mr. Porter replied yes and explained specifically townships are authorized to put truck route limitations in place and cannot unreasonably withhold consent to put up those signs. Commissioner Worthams inquired if the case law addressed what is reasonable. Mr. Porter explained he believes it does within the context of the case. Furthermore, he thought of a case that said if in fact the local unit has a valid truck route and the signs are not impeding traffic or interfering with any other signs constitutes reasonable. Commissioner Worthams inquired if commercial truck route signs are regulated by the state manual of traffic control devices. Mr. Porter replied he would argue that they are in fact regulated by the state manual of traffic control devices. Commissioner Worthams questioned if they were not in the traffic control manual would the Township be able to create its own sign under its policing powers. Mr. Porter thought it was debatable and explained we have in fact done that in conjunction with the Road Commission. Furthermore, we put certain provisions in with regard to weight limitations. Commissioner Worthams inquired if Mr. Porter thought there was some authority behind the state manual of traffic control devices in his opinion. Mr. Porter replied yes, for traffic control devices. Furthermore, he reminded Commissioner that his memo stated he didn't believe these are traffic control devices.

Commissioner Buchholtz inquired about informational signs being important with necessary public use and would they coexist with our mandate for safety. Mr. Porter stated a public safety issue would have to be demonstrated. Commissioner Buchholtz mentioned there are alternatives to placing signs in the ROW that could reach the same goal. Furthermore, if signs that were not in the manual were placed in ROW's for different purposes throughout the townships, there would be no consistency and potentially could become a distraction to drivers. Furthermore, she's not convinced Oshtemo Township has the constitutional authority to do this.

Commissioner Worthams inquired about a section of the Oshtemo ordinance that stated signs approved under the ordinance must conform to state manual. Mr. Porter responded that portion of the ordinance is referring to installation of signs. Commissioner Worthams inquired if the township believes a neighborhood watch sign would warn a driver or guide a driver. Mr. Porter shared the sign is not to direct traffic, but to inform drivers. Commissioner Worthams shared it seems to be a conflict with Michigan Legislature MCL 257.610. Mr. Porter disagreed since it's not a traffic control device. Commissioner Worthams stated then our permission is needed to install the signs. Commissioner Worthams shared neighborhood watch signs need to be added to the manual or for Legislature to act and further define what a tourist oriented directional sign is and include neighborhood watch signs or open up the vehicle code to add the signs. Furthermore, those are the two sections of statute you could

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use as a vehicle to implement a public policy change to allow neighborhood watch signs and mandate the signs when requested into the public ROW.

Commissioner Moyle expressed his appreciation to Mr. Porter for the time he spent putting the brief together. Furthermore, although he needed additional time to review before responding it's the Board's intent to work together with Oshtemo Township. Commissioner Worthams echoed Commissioner Moyle's comments and thanked Mr. Porter for the opportunity for the board to ask questions and clarify issues.

Commissioner Worthams moved and it was seconded to accept the letter and position paper from Osthemo Township regarding the use of the public right-of-way dated April 15, 2016 and refer to staff.

Carried by the following vote:

Aye: Moyle, Oscarson, Worthams, Buchholtz

Commissioner Oscarson moved and it was seconded to accept the Safety Project Award Letters for Stadium Drive at 11th Street and the Sprinkle Road Corridor from G Avenue to Market Street and Kilgore Road to Zylman Avenue and refer to file.

Carried by the following vote:

Aye: Moyle, Oscarson, Worthams, Buchholtz

Commissioner Worthams moved and it was seconded to approve the preliminary plat of Prairieview Farms Phase Two, located in Section 7 of Kalamazoo Township.

Carried by the following vote:

Aye: Moyle, Oscarson, Worthams, Buchholtz

Commissioner Buchholtz moved and it was seconded to rescind previous and approve the new local road contracts for Oshtemo, Comstock and Cooper Townships for Chairman's signature.

A. Oshtemo Township:

- a. **Green Meadow Drive** – 902' East of Driftwood Avenue to Green Meadow Road, **Green Meadow Road** – Green Meadow Drive to Drake Road, **Driftwood Avenue** – Green Meadow Drive to 24' South of Crimson Lane (Leisure Tie Condos), **Chip Seal/Fog Seal**
- b. **Lamplighter Lane** – Oshtemo Woods Lane to Powderhorn Drive, **Oshtemo Woods Lane** – Lamplighter Lane to Coddington Lane, **Coddington Lane** – Oshtemo Woods Lane to 11th Street, **Castleton Lane** – Oshtemo Woods Lane to Powderhorn Drive (Oshtemo Woods #1), **Crack Fill/ Chip Seal/ Fog Seal**
- c. **Darlington Trail** – Crayton Avenue to Ellington Drive, **Oshtemo Ridge Trail**- Darlington Trail to Coddington Lane, **Tillingsdale Drive**- Coddington Lane to Ellington Drive, **Ellington Drive**- Coddington Lane to Darlington Trail, **Crayton Avenue**- Darlington Trail to Tillingsdale Drive (Oshtemo Ridge Plat), **Crack Fill**
- d. **Bela Avenue**-9th Street to Rupal Street, **Rupal Street**- 165' South of Bela Avenue to 166' North of Bela Avenue (Bela Sera Plat), **Crack Fill/ Chip Seal/ Fog Seal**
- e. **Seeco Drive** - 9th Street to 510' east of 9th Street, **Mickeys Trail** - 9th Street to Murphys Trail, **Belle Street** - Lexy Lane to Mickeys Trail, **Mauris Lane** - Lexy Lane to Mickeys Trail, **Lexy Lane** - 9th Street to Murphys Trail, **Murphys Trail** - Lexy Lane to Mickeys Trail, **Murphys Circle** - 420' south of Lexy Lane to Lexy Lane (Seeco Commercial Park Condominiums, Sky King Meadows Condominium), **HMA Wedging, Chip Seal and Fog Seal**
- f. **Springwood Drive** - 2nd Street to M-43, **Amber Circle** - Springwood Drive to 440' east of Springwood Drive, **Autumn Woods Circle** - Springwood Drive to 570' east of Springwood Drive, **Summerset Drive** - Almena Drive to Springwood Drive, **Naples Court** - 530' west of Summerset Drive to Summerset Drive, **Golden Pond Circle** - Summerset Drive to 200' north of Summerset Drive, **Waterwood Drive** - 350' west of Summerset Drive to Summerset Drive, **Laguna Circle** - Summerset Drive to 710' north of Summerset Drive, **Oak Forest Drive** - Springwood Drive to 280' north of Springwood Drive, **Sunnywood Drive** - 2nd Street to Springwood Drive, **Brekke Lane** - 2nd Street to 370' east of 2nd Street. (Springwood Hills), **Crack Fill, Chip Seal, Fog Seal**

- g. **Pine Acres Drive** – 4th Street (Pine Acres) ***Crack Fill, Chip Seal, Fog Seal***
- h. **Cross Country Drive** - 7th Street to 433' north of Oak Highlands Drive, **Oak Highlands Drive** - 330' west of Cross Country Drive to 9th Street, **Hawthorn Valley Avenue** - 250' west of Cross Country Drive to 325' east of Cross Country Drive, **Arbor Valley Drive** - Cross Country Drive to 650' east of Cross Country Drive, **Farmwood Court** - 150' west of Cross Country Drive to Cross Country Drive, **Foxmoor Court** - 350' west of Cross Country Drive to Cross Country Drive, **Windcrest Court** - Cross Country Drive to 302' east of Cross Country Drive, **Steeplechase Court** - Cross Country Drive to 605' east of Cross Country Drive. (Country Trail Homesites), ***Chip Seal and Fog Seal***
- i. **Croyden Avenue** – Maple Hill Drive to Drake Road, ***Chip Seal, Fog Seal***
- j. **1st Street** – 401' north of Stadium Drive to M Avenue, ***Chip Seal***
- k. **Western Woods Drive** - 1570' west of 5th Street to 5th Street, **Hawkins Court** - Western Woods Drive to 520' north of Western Woods Drive, **Buster Drive** - Western Woods Drive to 480' north of Western Woods Drive, **Doolittle Court** - 570' south of Western Woods Drive to Western Woods Drive. (Western Woods), ***Crack Fill, Chip Seal and Fog Seal***
- l. **Technology Avenue** - 9th Street to Industry Drive, **Industry Drive** - Technology Avenue to 450' north of Technology Avenue, **Resource Street** - N Avenue to Technology Avenue (Oshtemo Business Park), ***Crack Fill, Chip Seal and Fog Seal***
- B. Comstock Township:
 - a. **K Avenue** – Worden Avenue to 28th Street, ***Crack Fill and Chip Seal***
 - b. **K Avenue** – M-96 to 33rd Street, ***HMA Wedging, Crack Fill and Chip Seal***
 - c. **JK Avenue** – 26th Street to 28th Street, ***HMA Overlay***
 - d. **HJ Avenue** – 33rd Street to 36th Street, ***HMA Wedging, Crack Fill and Chip Seal***
- C. Cooper Township:
 - a. **McKinley Avenue** – 20th Street to Riverview Drive, ***Chip Seal***
 - b. **Collingwood Avenue** – Rosedale Avenue to Riverview Drive; **Colby Avenue** – 20th Street to Collingwood Avenue; **Rosedale Avenue** – 20th Street to Collingwood Avenue; **Boylan Street** – G Avenue to Colby Avenue; **Wayne Avenue** – Collingwood Avenue to Colby Avenue; **Weller Street** – Collingwood Avenue to Colby Avenue (Glenwood Plat), ***Chip Seal***
 - c. **Fine View Avenue** – Douglas Avenue to Westnedge Avenue, ***Chip Seal***
 - d. **E Avenue** – Riverview Drive to 23rd Street; **23rd Street** – E Avenue to DE Avenue; **DE Avenue** – 23rd Street to 1320' East of 23rd Street, ***Wedging/Crack Fill/Chip Seal***
 - e. **Everhard Avenue** – **G Avenue to Remus Street**; **Beverly Avenue** – G Avenue to Remus Street; **Remus Street** – Everhard Avenue to 20th Street (Beverly Park Plat), ***Chip Seal, Fog Seal***
 - f. **Baseline Road** – Riverview Drive to 22nd Street, ***Wedging/Chip Seal***
 - g. **Baseline Road** – Douglas Avenue to 16th Street, ***Chip Seal***
 - h. **20th Street** – G Avenue to McKinley Avenue, ***Crack Fill/Chip Seal***

Carried by the following vote:

Aye: Moyle, Oscarson, Worthams, Buchholtz

Commissioner Oscarson moved and it was seconded to approve the Dust Control Agreement for Brady Township for Chairman's signature.

- a. Continuous application 18% Mineral Well brine at 2,000 gallons per mile (\$.15 per actual gallons applied.)

Carried by the following vote:

Aye: Moyle, Oscarson, Worthams, Buchholtz

Managing Director Johnson welcomed Project Engineer Debbie Jung and Maintenance Superintendent Will Engel to the Road Commission and wished them many happy years. She mentioned Comstock Township is in the process of holding a public hearing on their proposed Master Plan and additional information can be found on their website. Also the City of Portage is having a road study open house at Portage City Hall on May 5th from 4:30pm to 6:30pm regarding a proposal to reduce the number of Portage Road travel lanes from five to three lanes from Ames Drive to Lakeview Drive and four to three lanes from Lakeview Drive to East Osterhout Avenue. Also,

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Fran Bell will be retiring as Charleston Township Supervisor where he has served for 33 years. His retirement open house is May 12th from 3:00pm to 6:00pm. She stated his service was appreciated in public service and in Charleston Township. She also mentioned Operations Director Bartholomew was interviewed regarding chip sealing for Public Media Network (PMN) discussing the new chip seal application and the timing on our primary road network. Furthermore, we will be at PMN on Friday to discuss all of our construction projects for the season. She also mentioned the local road projects are in progress and thanked Project Superintendent Worden for presenting at three Kalamazoo Township public meetings including Westwood, Northwood and Eastwood where we've acquired a list of drainage concerns to follow-up on. She also thanked Operations Director Bartholomew and Commissioner Moyle for their attendance at the Charleston Township meeting last week to discuss project information regarding ML Avenue. Furthermore, we will begin chip seal on N Avenue from 26th Street to 34th Street on May 16th, brush spray program begins on July 25th, street sweeping begins and dust control began in Prairie Ronde Township.

Commissioner Worthams gave kudos to staff for their presentation in both Comstock Township and Kalamazoo Township. He stated Kalamazoo Township Supervisor Ron Reid continues to give his compliments in the way we are approaching the 3 year project and thanked staff for all their work on this project. He also mentioned he's been well informed on projects from RCKC Connect. Furthermore, he encouraged people to use caution when approaching the 40th Street project that the Michigan Department of Transportation (MDOT) is working on. He mentioned the lanes have become very tight during construction.

Commissioner Oscarson mentioned the Parks Commission meeting was delayed and is now scheduled for this Thursday, May 5th.

Commissioner Moyle mentioned he was both proud and pleased with the way staff handled the meeting in Charleston Township regarding ML Avenue and thought it went very well.

The meeting was adjourned at 3:43p.m.

Attest: Timothy A. Snow, County Clerk

By: _____, Chairperson _____, Deputy Clerk

Chair Int'l _____

Clerk Int'l _____

May 10, 2016 – Climax Township Joint Meeting

A joint meeting of the Board of County Road Commissioners of the County of Kalamazoo and the Climax Township Board of Trustees was held at the Climax Township Hall, 110 N. Main Street, Climax, Michigan, on Tuesday May 10, 2016. The joint meeting began at 6:00 p.m.

Present: Daniel J. Moyle, Kenneth R. Oscarson, Dennis J. Berkebile, David Q. Worthams and Deb Buchholtz

Also present: Managing Director Joanna I. Johnson, Operations Director Travis Bartholomew, Climax Township Supervisor Don Schultz, Clerk Marcia Lewis, Treasurer Steven Walman, Trustee Joel Amos and Trustee Richard Thierjung.

Following introductions, the Road Commission of Kalamazoo County (RCKC) staff reviewed the joint meeting PowerPoint Presentation, including the new chip seal application updates.

Treasurer Walman inquired if the \$75,000,000 needed from our presentation included local and primary roads. Managing Director Johnson answered yes. Clerk Lewis asked RCKC staff to explain pulverization. Operations Director Bartholomew provided an explanation. Operations Director Bartholomew explained with the new chip seal process the Township could receive calls inquiring why the brand new Climax – Fulton road is getting chip sealed when it was just paved. He wanted to ensure the township could assist in providing information on the preservation efforts of the RCKC and new chip seal timing.

Supervisor Schultz asked for information on how many dollars was needed in the township to bring local roads to good condition. Managing Director Johnson answered she would get him the information. Supervisor Schultz inquired about the cost of gravel projects for gravel roads. Operations Director Bartholomew answered approximately \$20,000 per mile. Managing Director Johnson added gravel roads would be added to the 5-year local road plans as well.

Clerk Lewis congratulated Managing Director Johnson on her appointment as Chair for the Michigan Transportation Asset Management Council (TAMC). Managing Director thanked her for that recognition.

Clerk Lewis inquired about the dust control for gravel roads and if residents could somehow get dust control in front of their residence. Operations Director Bartholomew explained to get a vendor for dust control you really need about 4 miles and it wouldn't be efficient or effective to only complete in front of one residence. He also explained any such arrangement would need to work through the township for agreements, payments etc. Managing Director Johnson added there would be a concern for safety with the change in gravel road conditions if only short segments were completed with dust control.

Trustee Amos shared he worked on a project comparing RCKC roads with other entities and found Kalamazoo roads were better than others and appreciates the work by RCKC.

The meeting adjourned at 6:58 p.m.

Attest: Timothy A. Snow, County Clerk

By: _____, Chairperson _____, Deputy Clerk

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Clerk Int'l _____

The regular meeting of the Board of County Road Commissioners of the County of Kalamazoo was held at the Road Commission of Kalamazoo County (RCKC) office at 3801 East Kilgore Road, Kalamazoo, Michigan, on Tuesday, May 17, 2016. Commissioner Moyle called the meeting to order at 3:00 p.m.

Present: Daniel J. Moyle, Kenneth R. Oscarson, Dennis J. Berkebile, Deb Buchholtz
Absent: David Q. Worthams

Also attending: Managing Director Joanna Johnson, Project Superintendent Mark Worden, County Engineer Ryan Minkus, General Superintendent Bill DeYoung, and Administrative Assistant – Operations Michelle Podgorski.

Commissioner Oscarson moved and it was seconded to approve the agenda as presented.

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Buchholtz

Commissioner Buchholtz moved and it was seconded to approve the revised minutes from the May 3, 2016 regular Board Meeting and approve the minutes from the May 10, 2016 Climax Township Joint Meeting as presented. Managing Director Johnson stated there's a correction to the May 3rd regular Board Meeting Minutes. She explained the minutes included approval of Commissioner Berkebile's expense report that was approved from a previous board meeting and should be deleted.

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Buchholtz

Commissioner Berkebile moved and it was seconded to approve the payroll and vendor accounts as presented.

Payroll Account	\$ 90,371.13
Vendor Account	\$1,157,493.30

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Buchholtz

Mr. William Thomas of 220 Chicago Avenue shared a magazine including an article on water purity. He inquired about the amount of right-of-way (ROW) on a county road and a plugged county drain. He also mentioned a tree that's hard to snowplow around on Chicago Avenue between the sidewalk and the road. He presented pictures that were taken after a rainstorm and inquired about 20 pounds of sand that was left from a project on Chicago Avenue and Schippers Lane. He also mentioned he preferred to address issues to the RCKC Board as he appreciates the interaction. Managing Director Johnson shared she had followed up with the drain commission and understands Mr. Thomas had multiple conversations with the County Drain Commission in regards to the sandbags, crane and the drain. Furthermore, the Drain Commission is in charge of the Schippers Lane drain project. Commissioner Moyle explained to Mr. Thomas that County Engineer Minkus had the pictures he presented and would follow up as needed. Mr. Thomas inquired about the new chip seal. Project Superintendent Worden shared we've seen good durability throughout the winter.

Managing Director Johnson shared Administrative Assistant – Operations Podgorski would give a brief PowerPoint presentation on RCKC Connect and shared her appreciation for her hard work and efforts on this project and shared this was another opportunity to connect with the public. Administrative Assistant – Operations Podgorski gave the presentation and explained that RCKC Connect was a mass notification service for community outreach communications. Furthermore, messages from RCKC Connect included road construction updates, unexpected road closures/detours and other important RCKC general news. She explained that citizens would receive important time sensitive messages of their choosing, by phone at home or work, mobile phones, text message, email or via the mobile member application Everbridge CONTACTBRIDGE. Furthermore, citizens could pick where and how they wish to receive notifications. She also shared the steps to sign up by using a mobile device, computer desktop or by visiting the RCKC website and selecting the RCKC Connect logo. She shared 126

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residents are currently signed up. Managing Director Johnson mentioned RCKC is able to utilize this tool internally by calling in our team for emergency services. Commissioner Buchholtz inquired if there's a way to send residents a notification requesting suggestions or feedback in a few months. Administrative Assistant – Operations Podgorski shared a notification could be sent through the RCKC general news. She explained we encourage feedback on changes residents would like to see implemented.

Commissioner Oscarson moved and it was seconded to approve the revised 2015 Public Act 51 Financial Report for Chairman and Finance Director's signatures. Managing Director Johnson shared the Board approved the 2015 Public Act 51 Financial Report on April 19, 2015. After approval staff electronically submitted the report to the State of Michigan. At the time of submittal, we were made aware the deficit in the County Road Commission Fund was not acceptable. Extensive research was completed in ensuring compliance with our auditors and the State of Michigan. Furthermore, this issue was new to our team and we are providing solutions to assist in ensuring this does not occur again.

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Buchholtz

Commissioner Buchholtz moved and it was seconded to approve the 2016 – 2020 revised primary road capital improvement plan (CIP). Managing Director Johnson shared as part of the mid-year budgeting process and final Kalamazoo Area Transportation Study (KATS) Federal Transportation Improvement Plan (TIP) prioritization process it is necessary to update the 2016-2020 primary road CIP. She explained throughout any year, the RCKC applies and competes for a variety of projects and funding throughout the county. She mentioned this year was unique with the approval of the KATS TIP for 2017-2020 which changes projects in the 2016-2020 primary road CIP by year and funding sources. She shared our goal continues to be, to use our expertise, energy and funds to provide the safest and most convenient road system possible and to contribute to economic development and high quality of life throughout the county. Furthermore, we are working within our capacity to put our limited resources out on the roadway. Commissioner Berkebile mentioned the Q Avenue and 10th Street traffic design is set for 2016 and inquired about the installation. Project Superintendent Worden shared the installation is slated for 2018. He also stated were waiting for potential safety funding.

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Buchholtz

Commissioner Berkebile moved and it was seconded to approve and adopt the amended budget 2 resolution for the calendar year of 2016. Managing Director Johnson shared the proposed 2016 budget amendment reflects the 2016 (CIP) revision presented for approval in the 2016-2020 primary road CIP. She mentioned staff updated the budgeted Michigan Transportation Fund (MTF) revenue to reflect 2015 trends and revised the beginning year fund balance to reflect 2015 year end actual balance.

RESOLUTION

Be it resolved, that in compliance with the Michigan Uniform Budgeting and Accounting Act, the Board of County Road Commissioners of the County of Kalamazoo hereby approves and adopts the following amended budget 2 for the calendar year 2016:

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Budget Appropriations

	2016 Amended Budget 1	Change	2016 Amended Budget 2
<u>Revenue</u>			
Michigan Transportation Funds			
Primary Road Fund	10,336,000	228,000	10,564,000
Local Road Fund	3,264,000	72,000	3,336,000
Total Michigan Transportation Funds	13,600,000	300,000	13,900,000
Federal, State and Enhancement	4,811,500	(975,000)	3,836,500
State - Special Winter Maintenance	0	0	0
State - Priority Road Investment Funds	0	0	0
State General Fund - PA 252	0	0	0
State General Fund - PA 84	1,092,400	0	1,092,400
Township Projects	5,435,000	0	5,435,000
Township Special Assessments	10,000	0	10,000
Cities and other Governmental	10,000	0	10,000
Interest	4,000	0	4,000
New Platted Roads Donated	0	0	0
Other	220,000	0	220,000
Total Operating Revenue	25,182,900	(675,000)	24,507,900
<u>Expenditures</u>			
Construction & Capacity Improvements			
Primary Road System	0	0	0
Local Road System	0	0	0
Total Construction/Capacity Improvements	0	0	0
Preservation & Structural Improvements			
Primary Road System	10,469,500	(52,500)	10,417,000
Local Road System	6,755,000	0	6,755,000
Total Preservation - Structural Improvements	17,224,500	(52,500)	17,172,000
Routine & Preventive Maintenance			
Primary Road System	4,946,500	(70,000)	4,876,500
Local Road System	3,181,000	0	3,181,000
Total Routine & Preventive Maintenance	8,127,500	\$ (70,000)	8,057,500
Total Road Expenditures	25,352,000	(122,500)	25,229,500
Equipment			
Direct Equipment Expense	1,452,000	0	1,452,000
Indirect Equipment Expense	589,000	0	589,000
Operating Expense	350,000	0	350,000
Total Equipment Expense	2,391,000	0	2,391,000
Less Equipment Rental	(2,200,000)	0	(2,200,000)
Net Equipment Expense	191,000	0	191,000
Administration	1,217,000	0	1,217,000
Work Performed for Others	890,000	(300,000)	590,000
Distributive Expenditures (Unspread Fringe, OH)	0	0	0
Capital Outlay	852,000	0	852,000
Subtract Provision for Depreciation	(1,034,000)	0	(1,034,000)
Total Expenditures	27,468,000	(422,500)	27,045,500
<u>Fund Balances</u>			
Beginning Fund Balance	8,668,777	508,835	9,177,612
Change in Fund Balance	(2,285,100)	(252,500)	(2,537,600)
Enc	6,383,677	256,335	6,640,012
Unassigned Fund Balance as a % of MTF Revenue	40%		40%

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Buchholtz

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Clerk Int'l _____

Commissioner Oscarson moved and it was seconded to approve the Dust Control Agreements for Charleston, Oshtemo, Richland and Ross Townships for Chairman's Signature.

- A. Charleston Township:
 - a. Continuous application 18% Mineral Well Brine at 2,000 gallons per mile (.15 per actual gallons applied).
- B. Oshtemo Township:
 - a. Continuous application 18% Mineral Well Brine at 2,000 gallons per mile (.15 per actual gallons applied).
- C. Richland Township:
 - b. Continuous application 18% Mineral Well Brine at 2,000 gallons per mile (.15 per actual gallons applied).
- D. Ross Township:
 - c. Continuous application 18% Mineral Well Brine at 2,000 gallons per mile (.15 per actual gallons applied).

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebille, Buchholtz

Commissioner Buchholtz moved and it was seconded to rescind the previous and approve the revised R Avenue Local Road Contract, Pavilion Township for Chairman's signature.

- a. **R Avenue** – 1840' east of 29th Street (over Portage River), ***Culvert/Bridge inspections/scoping and design***

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebille, Buchholtz

Commissioner Oscarson moved and it was second to approve the Licensed Professional Engineering reimbursement for Chairman's Signature.

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebille, Buchholtz

Comstock Township Supervisor Ann Nieuwenhuis thanked the Board and staff for being so innovative and always coming up with new ways to improve county roads.

Managing Director Johnson thanked the team for their hard work and efforts on both the CIP and budget. She also shared her appreciation to Administrative Assistant-Operations Michelle Podgorski and Administrative Assistant Selena Rider for volunteering at Touch-A-Truck. She mentioned how successful the event was. She shared the County Road Association Self Insurance Fund has three open positions for Board of Trustees and would provide information to interested candidates. She also shared RCKC made the cover of the American Public Works Association Great Lakes Reporter that included an article in regards to the Kalamazoo Township infrastructure 3 year plan. Also, she and Commissioner Buchholtz attended the Southwest Michigan Road Commission Council where they received updates from Michigan County Road Commission Self Insurance Plan, CRASIF and the Michigan Department of Transportation. Furthermore, the Managing Director of Cass County Steve Lucas gave a presentation on a ditcher. Also, RCKC will host the next meeting on August 8th. She also shared that she was selected to be part of the 21st Century Infrastructure Commission Technical Advisory Group. She explained the group will discuss asset management and our cooperation and collaboration with local Townships to figure out best practices related to infrastructure both underground and surface conditions. She also mentioned the Transportation Asset Management Council (TAMC) 2015 annual report was out and included good information related to the current condition forecast and pavement condition forecast with the additional funding package that will begin in 2017.

Commissioner Buchholtz recognized staff attending Touch-A-Truck and was pleased with the positive feedback from staff. She shared in working with staff it's not just the dedication and sense of responsibility that

May 17, 2016

Chair Int'l _____

Clerk Int'l _____

staff has, it's the pride and joy in which it's done that is wonderful to see and thanked everyone. She also mentioned at joint Township meetings to consider adding an estimate of what it would cost to bring roads up to a certain standard. She shared it would be interesting to see a rough estimate of what it costs to maintain infrastructure.

Commissioner Berkebille shared a job well done to all staff and specifically to Administrative Assistant – Operations Podgorski for all her efforts on RCKC Connect and the information it will provide to all who choose to sign up.

Commissioner Oscarson mentioned the Parks Commission met at Scotts Mill County Park last Thursday. He mentioned it was business as usual and discussion did not apply to RCKC. He also mentioned the Township Supervisors meeting was canceled due to lack of agenda.

The meeting was adjourned at 4:05p.m.

Attest: Timothy A. Snow, County Clerk

By: _____, Chairperson _____, Deputy Clerk

May 31, 2016

Chair Int'l _____

Clerk Int'l _____

The regular meeting of the Board of County Road Commissioners of the County of Kalamazoo was held at the Road Commission of Kalamazoo County (RCKC) office at 3801 East Kilgore Road, Kalamazoo, Michigan, on Tuesday, May 31, 2016. Commissioner Moyle called the meeting to order at 3:00 p.m.

Present: Daniel J. Moyle, Kenneth R. Oscarson, Dennis J. Berkebile, David Q. Worthams, Deb Buchholtz

Also attending: Managing Director Joanna Johnson, Project Superintendent Mark Worden, County Engineer Ryan Minkus, General Superintendent Bill DeYoung, Finance Director Ann Simmons, Senior Accountant Diane DeWaters and Accounting Clerk Katie Howell.

Commissioner Oscarson moved and it was seconded to approve the agenda as presented.

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams, Buchholtz

Commissioner Berkebile moved and it was seconded to approve the May 17, 2016 regular Board Meeting minutes as presented.

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams, Buchholtz

Commissioner Worthams moved and it was seconded to approve the payroll and vendor accounts as presented.

Payroll Account	\$ 93,017.19
Vendor Account	\$ 481,488.32

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams, Buchholtz

The 2015 Financial audit presentation was presented by Britni McDole and Beth Bialy from Plante Moran. They reviewed the financial report and audit presentation. Key points of the presentation included the township increase in revenue primarily due to Kalamazoo Township, increase in fund balance primarily due to State of Michigan public acts 252 and 84, and good positioning by RCKC in managing pension and other post employee benefits. They mentioned the RCKC overfunded pension was in the same pool as the County of Kalamazoo and Kalamazoo County Mental Health. There are differing opinions concerning the GASB 68 implementation plan type and the asset and liability allocation methodology for the plan. Commissioner Berkebile inquired if our portion of the overfunded pension could go to the other entities. Ms. Bialy shared that it's her understanding and consistent with the separate actuarial valuation reports that the RCKC portion is a separate fund. RCKC is working with Kalamazoo County, Plante & Moran and our attorneys to clarify the plan's status. Both Managing Director Johnson and Ms. Bialy thanked RCKC finance staff for their assistance during the audit.

Commissioner Berkebile moved and it was seconded to approve the local road contracts for Prairie Ronde Township for Chairman's signature. Commissioner Berkebile stated it's important for Prairie Ronde Township staff to realize this is a one-time exception and to understand that it's vital that timelines are met. Managing Director Johnson shared a letter dated May 17, 2016 was received from Prairie Ronde Township Supervisor Tom Swiat including a variety of questions, comments and suggestions. She shared we are focusing forward and as the Board is aware we worked hand in hand with our Township partners on the updated policy and process which allowed for over 1 year transition. Furthermore, Township Supervisors were emailed several reminders for timelines and were given numerous updates at Township Supervisor meetings. Commissioner Berkebile suggested the timelines be reiterated in a letter and in the joint meeting presentation for Prairie Ronde Township.

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams, Buchholtz

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Chair Int'l _____

Clerk Int'l _____

Commissioner Worthams moved and it was seconded to approve the local road contracts for Pavilion and Brady Townships for Chairman's signature. Managing Director Johnson explained RCKC is experimenting with a dust control trial on Z Avenue in Brady Township and thanked Brady Township for participating.

- A. Pavilion Township
 - a. **Deep Point Drive** – Portage City Limits to 375' East of Long Lake Drive West, ***Cold Milling and Hot Mix Asphalt (HMA) Paving – Special Assessment District Approved April 19, 2016***
- B. Brady Township
 - a. **Z Avenue** – 24th Street to 3,300' East of 24th Street, ***Regravel / Dust Control Trial***
Carried by the following vote:
Aye: Moyle, Oscarson, Berkebile, Worthams, Buchholtz

Commissioner Buchholtz moved and it was seconded to approve the dust control agreements for Climax, Kalamazoo and Wakeshma Townships for Chairman's signature.

- C. Climax Township
 - a. Continuous application 18% Mineral Well Brine at 2,000 gallons per mile (.15 per actual gallons applied)
- D. Kalamazoo Township
 - a. Continuous application 18% Mineral Well Brine at 2,000 gallons per mile (.15 per actual gallons applied)
- E. Wakeshma Township
 - a. Continuous application 18% Mineral Well Brine at 2,000 gallons per mile (.15 per actual gallons applied)
Carried by the following vote:
Aye: Moyle, Oscarson, Berkebile, Worthams, Buchholtz

Managing Director Johnson mentioned our chip seal program continues with new emulsion and trap rock. She also mentioned that fog seal begins tomorrow as well as guardrail spraying. Furthermore, dust control has started and road side mowing began today. She also mentioned that Operations Director Travis Bartholomew represented RCKC at the Michigan Chapter of the American Public Works Association awards banquet. She shared RCKC was awarded project of the Year for the D Avenue west of 6th Street chip seal.

Commissioner Buchholtz attended Bike Friendly Kalamazoo and mentioned Townships are coming together in regards to bike route networks.

Commissioner Worthams apologized for his absence at the last Board meeting and stated he expects to be present at future meetings unless unexpected issues arise with the State legislature.

Commissioner Oscarson mentioned the Parks Commission is scheduled to meet on Thursday, June 2nd.

Commissioner Berkebile congratulated staff for their award on D Avenue and congratulated the finance staff on the audit. He also mentioned that Regional Prosperity Initiative Committee would meet on Thursday, June 2nd.

Commissioner Moyle mentioned the Environmental Health Advisory Council (EHAC) is scheduled to meet on June 8th. He also thanked everyone for their work on the audit.

The meeting was adjourned at 3:40p.m.

Attest: Timothy A. Snow, County Clerk

By: _____, Chairperson _____, Deputy Clerk

Chair Int'l _____

Clerk Int'l _____

June 6, 2016 – Wakeshma Township Joint Meeting

A joint meeting of the Board of County Road Commissioners of the County of Kalamazoo and the Wakeshma Township Board of Trustees was held at the Wakeshma Township Hall, 13988 South 42nd Street, Fulton, Michigan, on Monday June 6, 2016. The joint meeting began at 6:03 p.m.

Present: Daniel J. Moyle, Kenneth R. Oscarson, David Q. Worthams

Absent: Dennis J. Berkebile, Deb Buchholtz

Also present: Managing Director Joanna I. Johnson, Operations Director Travis Bartholomew, Wakeshma Township Supervisor Jim Deming, Clerk Shawn Fritz and Trustee Barbara Thole.

Following introductions, the Road Commission of Kalamazoo County (RCKC) staff reviewed the joint meeting PowerPoint Presentation including information on the 2015 gravel roads pilot study. There was discussion on gravel roads maintenance including when road maintenance should become a gravel road project. Also, concerns were expressed on grading and how gravel is reclaimed to the center of the road during the grading process. Operations Director Bartholomew explained the road commission budgets for routine maintenance on gravel roads, however additional gravel is needed to improve the structure of the roadway and therefore is part of the local road participation fund program as a project. He shared Prairie Ronde Township as an example.

Township Supervisor Deming stated based on the condition of roads in the township more roads may be returning to gravel. He also requested that gravel roads also be added to the township 5-year road plan.

The meeting adjourned at 6:58 p.m.

Attest: Timothy A. Snow, County Clerk

By: _____, Chairperson _____, Deputy Clerk

June 14, 2016

Chair Int'l _____

Clerk Int'l _____

The regular meeting of the Board of County Road Commissioners of the County of Kalamazoo was held at the Road Commission of Kalamazoo County (RCKC) office at 3801 East Kilgore Road, Kalamazoo, Michigan, on Tuesday, June 14, 2016. Commissioner Moyle called the meeting to order at 3:00 p.m.

Present: Daniel J. Moyle, Kenneth R. Oscarson, Dennis J. Berkebile, David Q. Worthams, Deb Buchholtz

Also attending: Managing Director Joanna Johnson, Project Superintendent Mark Worden, County Engineer Ryan Minkus, Ann Simmons Finance Director, Assistant Finance Director - Human Resources Debbie Hill.

Commissioner Oscarson moved and it was seconded to approve the agenda as presented.

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams, Buchholtz

Commissioner Worthams moved and it was seconded to approve the minutes from the May 31, 2016 regular Board meeting and the June 6, 2016 Wakeshma Township joint meeting as presented.

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams, Buchholtz

Commissioner Buchholtz moved and it was seconded to approve the payroll and vendor accounts as presented.

Payroll Account	\$ 97,629.53
Vendor Account	\$221,466.24

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams, Buchholtz

Commissioner Oscarson moved and it was seconded to approve the vote for Christopher Sholander for the Michigan County Road Commission Self-Insurance Pool (MCRCSIP) 2016 Board of Directors Election Ballot.

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams, Buchholtz

Commissioner Oscarson moved and it was seconded to approve the revised Vacation Personnel Policy with an amendment the proposed immediate award of 5 days for new hires would be adjusted to an award of 5 days after completion of 60 days. Also, the amendment provided the Managing Director discretion to consider awarding new hires day(s) sooner if special circumstances warranted. Commissioners discussed concerns of providing the new hire vacation benefit payout if they resign within the first year. Staff reviewed the provision in the policy regarding vacation leave and any vacation not taken would be lost. Staff also reviewed the importance of having some available time off in the first year, which was the main purpose of the revisions.

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams, Buchholtz

Commissioner Berkebile moved and it was seconded to approve the revised Sick Leave Personnel Policy to be effective immediately. Commissioner Oscarson questioned the policy to payout of unused sick leave. Managing Director Johnson shared she did not support elimination of the unused sick leave payout and was not a recommendation that was made in the policy.

Carried by the following vote:

Aye: Moyle, Berkebile, Worthams, Buchholtz

June 14, 2016

Chair Int'l _____

Clerk Int'l _____

Nay: Oscarson

Managing Director Johnson shared the members and employees of the Road Commission are deeply saddened by the bicycle tragedy. As with everyone in our community, our thoughts and prayers are with the victims and their families. She reviewed various construction projects. She shared the chip seal route is posted on the website.

Commission Worthams expressed his disappointment with the suggested public fault of the Road Commission concerning the recent bike accident on Westnedge as it is still under investigation. He shared it is the time to grieve and remember those lost and support their family and friends. He noted that Tony Nelson and Larry Paulik were longtime friends, and had made many contributions to the community. When all the facts are shared, the Road Commission will continue to work to provide safe roadways throughout the County.

Commissioner Buchholtz was saddened by the recent bicycle accident. She noted all should hold the accusations until the investigation is complete. She thanked Operations Director Travis Bartholomew and Project Superintendent Mark Worden for their time and training on the chip seal process. It was appreciated.

Commissioner Berkebile echoed the other Road Commissioners' reflections concerning the bicycle tragedy. He noted the recent 12th Street paving project needs further repairs.

Commissioner Oscarson shared his heartfelt condolences for the victims and their families. He attended the regular Parks Commission meeting.

Commissioner Moyle shared the other Road Commissioner's condolences and concerns. He thanked staff for assisting with the investigation. He noted the Environmental Health Advisory Council will begin to meet every other month.

The meeting was adjourned at 3:47 p.m.

Attest: Timothy A. Snow, County Clerk

By: _____, Chairperson _____, Deputy Clerk

June 28, 2016

Chair Int'l _____

Clerk Int'l _____

The regular meeting of the Board of County Road Commissioners of the County of Kalamazoo was held at the Road Commission of Kalamazoo County (RCKC) office at 3801 East Kilgore Road, Kalamazoo, Michigan, on Tuesday, June 28, 2016. Commissioner Moyle called the meeting to order at 3:00 p.m.

Present: Daniel J. Moyle, David Q. Worthams, Deb Buchholtz

Absent: Kenneth R. Oscarson, Dennis J. Berkebile

Also attending: Managing Director Joanna Johnson, Operations Director Travis Bartholomew, Finance Director Ann Simmons, Project Superintendent Mark Worden, County Engineer Ryan Minkus and Project Engineer Rebekkah Munchow.

Commissioner Worthams moved and it was seconded to approve the agenda as presented.

Carried by the following vote:

Aye: Moyle, Worthams, Buchholtz

Commissioner Buchholtz moved and it was seconded to approve the minutes from the June 14, 2016 regular Board meeting as presented.

Carried by the following vote:

Aye: Moyle, Worthams, Buchholtz

Commissioner Worthams moved and it was seconded to approve the payroll and vendor accounts as presented.

Payroll Account	\$ 100,278.10
Vendor Account	\$1,981,851.27

Carried by the following vote:

Aye: Moyle, Worthams, Buchholtz

Commissioner Buchholtz moved and it was seconded to approve Commissioner Berkebile's expense report.

Carried by the following vote:

Aye: Moyle, Worthams, Buchholtz

Commissioner Buchholtz moved and it was seconded to approve the Non-motorized Facilities/Sidewalk Agreements, Kalamazoo Township for Chairman's signature.

- a. Grand Prairie Road
- b. Gertrude Street
- c. Ann Street
- d. Lum Avenue
- e. Gayle Avenue
- f. Devonshire Avenue
- g. Canterbury Avenue
- h. Olney Street
- i. Coolidge Avenue
- j. Cumberland Street
- k. N. Kendall Avenue

Carried by the following vote:

Aye: Moyle, Worthams, Buchholtz

Commissioner Worthams moved and it was seconded to approve the Local Road Contract for Comstock for Chairman's signature.

June 28, 2016

Chair Int'l _____

Clerk Int'l _____

- a. Wodlea Drive at Glendalock Street – Remove and Replace Broken Storm Sewer Pump

Carried by the following vote:

Aye: Moyle, Worthams, Buchholtz

Commissioner Buchholtz moved and it was seconded to approve the Local Road Contract for Kalamazoo Township for Chairman's signature. Managing Director Johnson mentioned this was a unique project that would include onyx seal treatment on the shoulder portion only and then pavement marking. Commissioner Buchholtz inquired about the rationale of this project. Operations Director Bartholomew shared the township was interested in restriping the shoulder and therefore, we need to cover the existing striping. Commissioner Worthams shared over the past few months he noticed construction in progress north of Ravine Road and inquired if further work would require us to coordinate scheduling for this project. Operations Director Bartholomew stated he would look into what type of work was being performed.

- a. Nichols Road – Barney Road to G Avenue, Onyx Seal on Shoulder

Carried by the following vote:

Aye: Moyle, Worthams, Buchholtz

Commissioner Worthams moved and it was seconded to approve the Local Road Contract for Richland Township for Chairman's signature.

- a. F Avenue – 27th Street to 28th Street, HMA Wedging and Chip Seal

Carried by the following vote:

Aye: Moyle, Worthams, Buchholtz

Managing Director Johnson welcomed Project Engineer Rebekkah Munchow to our team. She reviewed various construction projects. She announced the completion of the 2015 Annual Report and it's availability on our website. She thanked Senior Accountant Diane DeWaters and Administrative Assistant Selena Rider for their work in completing the Annual Report. She also shared the Charleston Township Joint Meeting was tonight at 6:00 p.m.

Commission Worthams noticed 146 people had signed up for RCKC Connect and over 2200 people had liked our Facebook page. He thanked Administrative Assistant Selena Rider who works on our social media operations. He stated the work we've done so far is great and he's received good feedback. He also stated as those numbers grow we will continue to get excellent information out to the traveling public.

Commissioner Buchholtz shared she had attended the Committee of the Whole meeting held Tuesday, June 21st by the Kalamazoo County Board of Commissioners where comments included encouraging communication between our Boards for greater understanding and recognizing all partnerships that we have regarding non-motorized facilities. She also mentioned, a citizen attended to voice their concerns regarding drainage on H Avenue. She mentioned she would draft a note informing the Kalamazoo County Board of Commissioners that we are working on the drainage issue. She shared the chip seal on G Avenue was excellent.

Commissioner Moyle shared he had toured 6-8 new chip seal jobs that were remarkably good. He also mentioned Sprinkle Road had dust issues from sweeping. He thanked staff for all their effort in completing the Annual Report.

The meeting was adjourned at 3:15 p.m.

Attest: Timothy A. Snow, County Clerk

By: _____, Chairperson _____, Deputy Clerk

July 12, 2016

Chair Int'l _____

Clerk Int'l _____

The regular meeting of the Board of County Road Commissioners of the County of Kalamazoo was held at the Road Commission of Kalamazoo County (RCKC) office at 3801 East Kilgore Road, Kalamazoo, Michigan, on Tuesday, July 12, 2016. Commissioner Moyle called the meeting to order at 3:00 p.m.

Present: Daniel J. Moyle, Kenneth R. Oscarson, Dennis J. Berkebile, David Q. Worthams, Deb Buchholtz

Also attending: Managing Director Joanna Johnson, Operations Director Travis Bartholomew, Finance Director Ann Simmons, Assistant Finance Director - Human Resources Debbie Hill, Project Superintendent Mark Worden, County Engineer Ryan Minkus General Superintendent Bill DeYoung and Maintenance Superintendent Will Engel.

Commissioner Berkebile moved and it was seconded to approve the agenda as presented.

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams, Buchholtz

Commissioner Worthams moved and it was seconded to approve the minutes from the June 28, 2016 regular Board meeting as presented.

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams, Buchholtz

Commissioner Oscarson moved and it was seconded to approve the payroll and vendor accounts as presented.

Payroll Account	\$ 97,948.06
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Vendor Account	\$876,737.10
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Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams, Buchholtz

Commissioner Worthams moved and it was seconded to approve Commissioner Buchholtz and Managing Director Johnson's expense report.

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams, Buchholtz

Comstock Township Supervisor Ann Nieuwenhuis shared that she and Kalamazoo Township Supervisor Ron Reid attended last week's County Board of Commissioners meeting due to a resolution on their regular agenda regarding complete streets. At the end of the resolution it specifically singled out the Road Commission. She stated Supervisor Reid mentioned it should have listed all of the organizations not just the Road Commission. Furthermore, Supervisor Nieuwenhuis shared what she thought the Board of Commissioners could do to strengthen their relationship between the County Road Commission and the municipalities for a better understanding of what needs to be done with complete streets. She also mentioned it would be beneficial if County Commissioners attended joint meetings held between municipalities and the RCKC. She suggested the County Planning department look at the Road Commissions Pavement Surface and Evaluation Ratings (PASER), Stormwater, Asset Management, and Wastewater (SAW) grants and the results that are coming from the Department of Environmental Quality (DEQ) evaluations, so that water and sewer assessments could be added. She also suggested when campaigning, to explain to residents that the state road funding is for primary roads, not local or secondary roads. She shared the County Board is unaware of what it takes to maintain roads and encouraged them to be more active. Furthermore, she asked the Board to consider scheduling their 2017 meetings on the 2nd and 4th Tuesdays of each month in order to have the County Board Commissioners attend.

Mr. Bill Thomas provided a picture and shared concerns regarding the high weeds located at the intersection of Sprinkle Road and E. Michigan Avenue.

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Clerk Int'l _____

Commissioner Oscarson moved and it was seconded to omit line items 6 and 7 (replacing outdated guardrail to bring up to current standards) and award the balance of the 2016 Guardrail Installation and Repair bid to Nashville Construction Company for a total of \$56,997.50 – low bidder meeting specifications. Managing Director Johnson shared staff had identified 9 guardrail repair/replacement locations throughout the county that will require extensive improvements. Furthermore we are recommending the Board omit line items 6 and 7 (replacing outdated guardrail to bring up to current standards) which would be within current budget allocation. Also, areas 6 and 7 are guardrail upgrades verses the other areas which are repairs to high priority damaged guardrail. Commissioner Buchholtz inquired about the difference between the existing guardrail and new specifications. General Superintendent DeYoung explained the difference between buffered ends and impact ends. Furthermore, the two omitted areas would need to be updated in the future. Commissioner Worthams inquired of the 7 guardrails remaining which ones need to be replaced due to damage opposed to meeting standards. General Superintendent DeYoung answered all 7 were damaged. Commissioner Berkebile inquired if the budget could afford the extra \$24,000 to replace the other two guardrails this year. General Superintendent DeYoung answered it could. Commissioner Berkebile moved and it was seconded to amend the existing motion to include Items 6 and 7 and therefore include all 9 locations for a total of \$84,435. Commissioner Oscarson inquired how many other outdated guardrails are in the county. General Superintendent DeYoung answered numerous, however they are legal per specifications and they are monitored annually.

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams, Buchholtz

Commissioner Worthams moved and it was seconded to award the 2016 hot mix asphalt (HMA) #2 bid to Michigan Paving and Materials – low bidder, meeting specifications with the option to extend the bid based on pricing, location or scope of work by mutual agreement of both parties for up to 3 years.

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams, Buchholtz

Commissioner Worthams moved and it was seconded to award the Tree Work Bid #1, to CHOP – low bidder, meeting specifications. Commissioner Buchholtz inquired about the difference in bidding. General Superintendent DeYoung explained we bid two different ways for Kalamazoo Township, pruning from curb line to curb line and 3 feet past the curb line which would approximately double in price. Commissioner Buchholtz inquired if crews could do some of the additional work needed if they were to have time. General Superintendent DeYoung shared we typically don't have the time because of other projects, but do respond to emergencies.

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams, Buchholtz

Commissioner Berkebile moved and it was seconded to approve the Stadium Drive from 4th to 6th Street and West Michigan Avenue at 11th Street construction plan cover sheets for the Board and Managing Director's signature.

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams, Buchholtz

Commissioner Buchholtz moved and it was seconded to approve the revised Life Insurance Policy. Commissioner Worthams mentioned it's according to base annual salary and suggested the word formula be removed.

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams, Buchholtz

Commissioner Oscarson moved and it was seconded to approve the Nondisclosure Agreement with Climax Telephone Company (CTS) for Managing Director's signature. Managing Director Johnson shared working with the Vice President of Operations at Climax Telephone Company (CTS) we had an idea to share their Geographic Information System (GIS) map on locations of their system, which we could then access and review as we engineer our projects internally. This would allow us proactive notification to CTS that their system would be impacted and therefore potentially need to be relocated. In order to proceed, a non-disclosure agreement was

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necessary for CTS to share their information. Commissioner Berkebile shared although these type of agreements assist in the location, design and coordination of work he shared with staff they could not disclose any information to our 3rd party contractors.

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams, Buchholtz

Mr. Bill Thomas shared concerns regarding the drain at Schippers Lane and Chicago Avenue. Managing Director Johnson explained this was a County Drain project and said she would share Mr. Thomas's concerns with the Drain Commission along with his contact information.

Managing Director Johnson reviewed various construction projects. She shared there are few pavement marking contractors left in the State of Michigan and continue to work with our bid providers on timing in order to complete the first round of pavement marking and ask the citizens to drive as if there is pavement marking. She also shared the Prairie Ronde Township Joint Meeting was tonight at 6:00 p.m. She thanked Township Supervisors Nieuwenhuis and Reid for attending the County Board meeting. She also mentioned on August 16th is our annual presentation to the County Board.

Commission Worthams thanked Township Supervisor Nieuwenhuis for her comments today and the comments she shared with the County Commissioners. He mentioned it's easy to place blame on the Road Commission when people and elected officials don't understand what our funding situation is or what the laws are regarding local road projects. He also shared he was contacted from residents who reside on West G Avenue in Oshtemo Township. He mentioned last year the residents were seeking a solution to their failing road and were unable to come up with one. He explained the citizens were angry and reached out to him as their liaison that they were in the process of contacting the media to get them involved. He explained if this happened it would give us the opportunity to enlighten the public on what we do, how we do it and what restrictions we have under Public Act 51. He also mentioned to anyone who may watch this meeting that the law states we can provide at the most 50% to the cost of a local road project. Furthermore, the rest of the funds must come from another source and until Oshtemo Township makes the residents of West G Avenue a priority, the most we can do is patch a dying road. He also reminded Oshtemo Township residents that 2016 is an election year. Supporting to elect good people whether they are the President, State Representative, Members of Congress, County Commissioner, Township Supervisor, Trustee or Treasurer, if the people you've elected in Oshtemo Township are not serving you then it's time to find someone who will. In the meantime, we will do our best to keep patching a dying road.

Commissioner Buchholtz mentioned she attended both the Committee of the Whole and County Commissioners Board Meeting. She encouraged the County Commissioners to contact Road Commissioners or staff to educate themselves on policies we have in place. She mentioned our liaison Commissioner Scott McGraw spoke at length with both Commissioner Moyle and Managing Director Johnson, but was not aware of other County Commissioners reaching out. She mentioned she captured notes to share from each speaker at the meeting and more than half were City of Kalamazoo residents. She shared the board resolution that passed had no impact on the City of Kalamazoo. She stated the 2045 Kalamazoo Area Transportation Study (KATS) non-motorized plan is the key to a network. She mentioned Section 10K of Public Act 51 showed over 10 years of dollars spent on non-motorized versus what's required. Also, we've spent 3 times what was mandated by the state and the last couple of years we've spent a great deal on non-motorized components. Furthermore, the 2045 non-motorized plan estimated \$75 million for the Road Commission to implement. She shared it's approximately \$75 to \$76 million to bring paved roads to good condition, bridges \$40 million and gravel roads \$3 million for a total of \$193 million. She shared we all would like non-motorized, but we have other obligations. She thanked both Township Supervisors Reid and Nieuwenhuis for attending the meeting and for sharing excellent information with the County Commissioners.

Commissioner Berkebile encouraged the citizens to work with their local government in regards to a non-motorized plan because that's where it needs to begin. Furthermore, KATS has a 2045 plan for the entire county where the local government will develop the plan and have the best opportunity for funding to assist in

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construction of non-motorized facilities. It then becomes a coordinated effort between local governments, so the non-motorized segments connect. He mentioned it's a long and expensive process.

Commissioner Oscarson mentioned the County Parks Board met last Thursday and shared the county fair will be held August 8th – 13th, however the rides will not officially open until Tuesday, August 9th which had some concerned. Furthermore, a hot air balloon launch will be held on Thursday and a rodeo is scheduled for Saturday at 7:00p.m. He also mentioned ride wristbands were half off on Friday from 1:00-3:00p.m.

Commissioner Moyle stated he looked forward to seeing everyone at the Prairie Ronde Township Joint Meeting tonight.

The meeting was adjourned at 3:52 p.m.

Attest: Timothy A. Snow, County Clerk

By: _____, Chairperson _____, Deputy Clerk

Chair Int'l _____

Clerk Int'l _____

July 12, 2016 – Prairie Ronde Township Joint Meeting

A joint meeting of the Board of County Road Commissioners of the County of Kalamazoo and the Prairie Ronde Township Board of Trustees was held at the Prairie Ronde Township Hall, 8140 West W Avenue, Schoolcraft, Michigan on Tuesday, July 12, 2016. The joint meeting began at 6:05 p.m.

Present: Daniel J. Moyle, Kenneth R. Oscarson, Dennis J. Berkebile, Deb Buchholtz

Absent: David Q. Worthams

Also present: Managing Director Joanna I. Johnson, Operations Director Travis Bartholomew, Maintenance Superintendent Will Engel, Prairie Ronde Township Supervisor Tom Swiat, Clerk Theresa Cook, Treasurer Mary VerHage, Trustee Michael Tomlinson and Trustee John Chapin.

Following introductions, the Road Commission of Kalamazoo County (RCKC) staff reviewed the joint meeting PowerPoint Presentation including information on the local road participation fund policy deadlines and the 2015 gravel roads pilot study. Trustee Chapin inquired if other townships experienced as much difficulty as they do in planning projects for the following year. Managing Director Johnson answered no and explained we work together on planning within budgets early. Citizen Dennis Hice shared his concerns with low hanging limbs hitting his large farm equipment on multiple roads including U Avenue and 2nd Street. Managing Director Johnson shared RCKC could spend all their Michigan Transportation Fund (MTF) on trees, however farm equipment also keeps getting larger. Mr. Hice also continued about his neighbors brush, trees and a sign post location. He also shared he's keeping track of calls to the RCKC.

Township Supervisor Swiat questioned what they could do to avoid the October surprise and shared the need for flexibility in the local road participation fund policy timelines. Managing Director Johnson explained there have been timelines in the policy since she began and timelines are needed to assist in planning projects within a short construction season. Furthermore, projects can be planned in the fall and typically those roads are not going to get better in the spring. Supervisor Swiat stated they needed RCKC's help. Managing Director Johnson shared we are here to help and are willing to meet with Township Supervisor Swiat and/or the Roads Committee to review a plan together.

The meeting adjourned at 7:05 p.m.

Attest: Timothy A. Snow, County Clerk

By: _____, Chairperson _____, Deputy Clerk

July 26, 2016

Chair Int'l _____

Clerk Int'l _____

The regular meeting of the Board of County Road Commissioners of the County of Kalamazoo was held at the Road Commission of Kalamazoo County (RCKC) office at 3801 East Kilgore Road, Kalamazoo, Michigan, on Tuesday, July 26, 2016. Commissioner Moyle called the meeting to order at 3:00 p.m.

Present: Daniel J. Moyle, Kenneth R. Oscarson, Dennis J. Berkebile, David Q. Worthams, Deb Buchholtz

Also attending: Managing Director Joanna Johnson, Operations Director Travis Bartholomew, Finance Director Ann Simmons, Project Superintendent Mark Worden and County Engineer Ryan Minkus

Commissioner Oscarson moved and it was seconded to approve the agenda as presented.

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams, Buchholtz

Commissioner Worthams moved and it was seconded to approve the minutes from the July 12, 2016 regular Board meeting and the July 12, 2016 Prairie Ronde Township joint meeting as presented.

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams, Buchholtz

Commissioner Buchholtz moved and it was seconded to approve the payroll and vendor accounts as presented.

Payroll Account	\$ 107,352.65
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Vendor Account	\$1,085,050.32
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Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams, Buchholtz

Commissioner Worthams moved and it was seconded to approve Commissioner Moyle's expense report.

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams, Buchholtz

Mr. Alan Ferreira of 6515 East H Avenue shared concerns regarding deterioration and pavement marking on East H Avenue. Furthermore, he shared concerns regarding the numerous times Sprinkle Road was worked on since the roundabout was completed including the recent chip and fog seal. He also submitted pictures and shared drainage and patching concerns on East H Avenue. Commissioner Buchholtz explained that East H Avenue is not a primary road, but a local road and said she would call Mr. Ferreira to further discuss.

Charleston Township Supervisor Jerry VanderRoest, thanked staff for their help fulfilling his request in preparing for today's presentation. He submitted handouts and reviewed the pages with the Board. He also reviewed expenditures and discussed the possibility of free chip seals. He reviewed a graph that showed a RCKC increasing fund balance and mentioned less money was being transferred from the primary road fund to the local road fund. He stated townships have reduced taxable values due to changes in the exemption of personal property. He also shared concerns about seeking funds to repair North 38th Street and South 48th Street that are currently in poor condition. Furthermore, he was extremely concerned about future road funding in his township. He mentioned a millage to repair roads has failed twice. He also stated a bill was passed allowing counties to loan money to townships. He requested to meet with the Road Commissioners and Township members to discuss a solution or possibly a longer carryover. Commissioner Berkebile stated he appreciated all the information provided by Supervisor VanderRoest and mentioned he was willing to meet and discuss how they could creatively find solutions. Furthermore, he's for raising the par funds however, that wouldn't provide the other 50% of dollars needed per Public Act 51 that's required to improve local roads. He also mentioned our staff works with each township to evaluate all roads and also sets priorities on roads and township needs for repairing and maintaining our infrastructure. Furthermore, in Texas, Kalamazoo, Alamo and Climax Townships the residents have accepted millages or special assessments and the Pavement Surface and Evaluation Ratings (PASER), have increased compared to other townships where the PASER ratings are slipping. Commissioner Worthams thanked Supervisor VanderRoest for his presentation and for coming up with good data that captured what we are all facing. He

shared in the past there has been a number of bills that amended Public Act 51 to get the state in essence out of the way and to allow for more internal transfers for county road commissions from the primary road fund to the local road fund. He shared the more the State and Federal Highway Administration are in the way the less effective we can be with our jobs. Commissioner Buchholtz shared she had creative ideas that she has discussed these with staff and will discuss with the Road Commissioners. She also mentioned we recognize the limitations we have on local roads and stated we are doing a good job on primary roads. Furthermore, there's more money that needs to be committed to roads and were always looking for better ways. Commissioner Oscarson mentioned he appreciated the information. He also mentioned the public has this misconception that we have a huge budget. He shared many of these funds are designated for specific areas. He also shared we apply for grants for additional funding for bridge replacement along with other items and we have to match money with the Federal Highway Administration to obtain the additional revenue. Furthermore, on local roads we can only provide 50% of funding and the other 50% has to come from somewhere else. He also mentioned the primary roads are our responsibility and maintenance costs can go up and down. He explained if we don't have snow removal one year we then have additional money for tree removal or pruning. Furthermore, we are constantly investigating new ways to prevent road deterioration which is why we seal coat recently paved roads. He shared the Minnesota Department of Transportation (MINDOT) has approximately the same environment as Kalamazoo County and from their experience over the last few years, they've found seal coating newer roads protects the underlying pavement. He stated unfortunately, there's not enough money to repave all our roads.

Comstock Township Supervisor Ann Nieuwenhuis shared 2 years ago a road millage failed by 41 votes. Furthermore, the residents are stating they are overtaxed. Also, residents are questioning why South 33rd Street was paved and North 33rd Street wasn't. She mentioned it's hard to explain to residents the difference between local roads and primary roads. She also shared her township will lose \$13 million dollars due to the personal property tax exemption. She mentioned Project Superintendent Worden and herself tried find a way to come up with funding to for South 33rd Street. She explained people need to look at our finances and our budget. She also mentioned she had gone to Lansing for 8 years trying to get them to open up Public Act 51. She shared we need to educate the public on road funding. Commissioner Moyle mentioned Kalamazoo County is not the only county struggling with road funding, the problem is statewide. He mentioned an article where 11 townships were in the same situation, struggling to get a road millage on their ballot. Managing Director Johnson shared the Highway Federal Bill and Public Act 51 is structured to pay most attention to roads that carry the majority of traffic throughout the state. Furthermore, the federal fund dollars are given based by prioritization and projects competing for each other and dollars through year 2020 are spoken for. She explained from a Public Act 51 standpoint there's pressure to ensure roads on the primary road system and in the Federal Highway Network are in good condition. She also explained on the local side we continuously try to find new ways to put more dollars toward the local match program but the match has to come from somewhere else. She shared Kalamazoo Township had a \$9.78 million dollar bond proposal and Alamo, Texas and Climax Townships help support the program. She mentioned there's a special assessment for residents on Deep Point Drive in Pavilion Township. She shared we all want our infrastructure in good condition. She also explained per our policy we can work with townships on a delayed payment plan.

Commissioner Worthams moved and it was seconded to accept the right of way variance request by property owners William and Jean Appel for drywell encroachment at 15623 South Barton Lake Drive for the installation of two drywells under their driveway within the road right-of-way and authorize staff to follow up with the owners to ensure the appropriate permit, agreement and recording of necessary documents. Managing Director Johnson shared Mr. and Mrs. Appel reside at 15263 South Barton Lake Drive. Their 64 year old residence is located on a typical 50-foot wide lot with access to Barton Lake. With such a narrow lot, and setback requirements from the lake their home and garage structures currently occupy a majority of the developable area of the parcel. The applicants have been working with Chelsey Frederick from the Kalamazoo County Environmental Health Department (KCEHD) to find a solution to their problem. Ms. Frederick has been working with the applicants to get a new system installed that will eliminate the need for reduced water use and continuous pumping of the system to function and per the RCKC Construction Guidelines Policy, the area in which the proposed drywells would be located are typically reserved for public utilities such as gas and electric. County Engineer Minkus mentioned a legal description and other information are still needed from the applicant in order to get a recorded document. Commissioner Berkebile inquired where the utilities were located in the right-of-way.

Ms. Frederick stated the electrical location is overhead. Commissioner Berkebile mentioned the gas main is only 24 inches deep and Miss Dig would need to point out where the gas main is located. Managing Director Johnson shared the property owners will need to note this in the Miss Dig system for potential future issues. She also mentioned their current system is located under their garage. Furthermore, were trying to respond as quickly as possible and by the Board acting on this today would allow staff to continue their work and prevent a delay in trying to address the issue with the property owners. Commissioner Berkebile explained his only concern is the location of the utilities and he realizes there are other non-approved items in the right-of-way. Furthermore, going forward this will need to be documented. Commissioner Oscarson shared this was not a good idea and inquired if the garage was existing when purchased by homeowners. Ms. Frederick shared the homeowners purchased with the existing garage and extended the garage on top of the septic system. Commissioner Oscarson inquired if there would be issues of the field freezing. Ms. Frederick shared septic level systems maintain a certain level of heat that's higher than freezing. Commissioner Oscarson inquired if they would be leaching basins or a field. Ms. Frederick stated drywells and they were looking to upsize the septic tank capacity in order to maintain holding time. Commissioner Oscarson also inquired if the homeowners would pump to the drywells. Ms. Frederick answered yes. Managing Director Johnson inquired if the property owner next door would allow an easement. Ms. Frederick shared the neighbor was not willing to allow an easement and KCEHD did not allow septic systems installed in an easement unless the property was deeded over. Commissioner Oscarson inquired about the drywells failing. Ms. Frederick stated if the variance didn't go through the homeowner would look into permanent holding tanks that would require multiple pumping and hauling throughout the year. Furthermore, another option would be to revisit this process and tear out the drywells, backfill and reinstall the drywells in the same area. Commissioner Moyle inquired if more of these types of situations were anticipated. Ms. Frederick shared there are homeowners that have a failed septic system and are privately pumping and hauling knowing they would need to obtain a variance.

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams, Buchholtz

Commissioner Berkebile moved and it was seconded to authorize staff to move forward and work on the details of the variance and approve the variance based on attachment C in the agenda packet where the roundabout is extended so there's a 100 foot arc on the 10 acre parcel and work out the easements and ownership of land so this can move forward at the staff level. Managing Director Johnson shared JGM Properties, LLC currently owns a parcel of property south of Stone Pine Street in the Mystic Pines plat east of 4th Street in Texas Township. Back in November of 2015, Mr. Mosier had applied for, and was granted a driveway permit to Stone Pine Street for his property because he met the RCKC requirements for roadway frontage for his parcel with 66-foot right-of-way to the boundary of the Mystic Pines plat. During the site plan approval process with Texas Township, the applicant was informed that his property did not meet Township ordinance with required 100-feet of right-of-way frontage in order to get a building permit. While the Township is not opposed to the proposed access to Stone Pine Street, they did not believe that the applicant demonstrated that the proposed variance was not self-created per the review of minutes. The suggestion from the Township was that the applicant approach the RCKC with a proposal for deeded right-of-way totaling 100 feet before they would grant any approvals. Staff provided an alternative which keeps the right-of-way to a standard width of 66-feet and creates a 17 foot extension of the Stone Pine Street right-of-way from the plat onto the applicants parcel. Commissioner Berkebile shared concerns with plowing and inquired if the developer had an obligation to complete the cul-de-sac. County Engineer Minkus mentioned the cul-de-sac was paved. Managing Director Johnson shared once the road is extended the temporary easements to the cul-de-sac would cease. Attorney Steven Rypma who represents JGM Properties, LLC explained if the request is granted the cul-de-sac would become a permanent easement and allow for the development of the 10 acre parcel and future development on the adjoining 37 acre parcel. He also shared previously Texas Township requested the homeowner to obtain more than a 66-foot right-of-way and after obtaining additional footage they were denied. Furthermore, after approaching neighbors and receiving permission for a full 100 feet of right-of-way they were again denied by the Township. Commissioner Berkebile inquired if the neighbors were consulted. Attorney Rypma answered yes and they are in favor of the variance that would allow this parcel to become part of Stone Pine Street. County Engineer Minkus shared if there's a way to keep the temporary easements in place and the road did become extended it would still have the ability to go back to the adjacent property owners relatively easily and still accommodate us with the 66 foot right-of-way.

July 26, 2016

Chair Int'l _____

Clerk Int'l _____

Doug Plachcinski, Planning/Zoning Administrator for Texas Township shared we appreciate the owner does not wish to develop the property according to master plan and there are other opportunities for them to develop the property as a single family residence. Furthermore, they could remove the entire cul-de-sac and rebuild it on their property. He further explained that the Township has 27 other instances where they have a road end that apparently the road commission will grant a driveway permit without communicating to Texas Township. Furthermore, the townships compromise was to shave the right-of-way so at least 100 feet of an arc would go across their property. Managing Director Johnson shared we followed our policies and guidelines and this driveway met our requirements. She shared there are 15 different townships with 15 different ordinances and that's where the line of communication from the Township and with the respect to the property owner and citizens should continue to happen. Commissioner Buchholtz inquired about the future and how this could be legally permanent. Attorney Ryma mentioned they could draw up a private restrictive covenant on the property that's enforceable and would be a binding legal restriction on the 10 acres. Commissioner Oscarson inquired if the township would grant any splits on this property. Mr. Plachcinski answered no and explained originally there were 3 parcels that contained 50 acres and the petitioner adjusted the boundary line. The remainder splits that could be assigned remain with the larger parcel.

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams, Buchholtz

Commissioner Berkebile moved and it was seconded to approve Mary Herman, Marquette County Road Commission; John Hunt, Huron County Road Commission and Makini Jackson, Genesee County Road Commission for the CRASIF Board of Trustee Ballot. Commissioner Buchholtz mentioned she would like to see more information on the board including their backgrounds and expertise. She explained one candidate only said he wanted to be reappointed with no mention of his expertise. Commissioner Worthams stated he shared the same concerns as Commissioner Buchholtz and noticed there was not a vote cast for Joyce Randall who has been on the CRASIF Board since 2007. He also shared if you really want the vote you should put forth the effort. Managing Director Johnson shared a lot of these are volunteer positions and sometimes we don't get enough people to volunteer.

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams, Buchholtz

Managing Director Johnson reviewed various construction projects. She shared our chip seal route list was updated weekly and posted to our website. She also mentioned she was reappointed to the State Transportation Asset Management Council (TAMC) for another 3 year term that she is currently serving as Chair. Furthermore, she appreciates the responsibility at the state level.

Commission Worthams thanked Township Supervisor Nieuwenhuis for her comments regarding the need to educate the public. He also urged anyone who may be watching this meeting at home to remember that a week from today is the primary election. Furthermore, the effort to change leadership begins the moment you cast your ballot.

Commissioner Buchholtz shared she's been reviewing information available on the TAMC website and mentioned that in the State of Michigan that Kalamazoo County has the highest rated primary road system. Furthermore, she will continue researching data regarding our projects.

Commissioner Oscarson shared he'll be attending the Michigan County Road Commission Self-Insurance Pool (MCRISIP) meeting on July 27th in Mount Pleasant.

The meeting was adjourned at 4:25 p.m.

Attest: Timothy A. Snow, County Clerk

By: _____, Chairperson _____, Deputy Clerk

Chair Int'l _____

Clerk Int'l _____

August 8, 2016— Southwestern Council Minutes

The Southwestern Council of Road Commissions meeting was held at the Road Commission of Kalamazoo County (RCKC), 3801 East Kilgore Road Kalamazoo, Michigan, on Monday, August 8, 2016. The meeting began at 12:00 p.m.

Present: Daniel J. Moyle, Kenneth R. Oscarson, Dennis J. Berkebile, Deb Buchholtz

Absent: David Q. Worthams

Also present: Managing Director Joanna I. Johnson, Operations Director Travis Bartholomew, Project Superintendent Mark Worden and Finance Director Ann Simmons

RCKC hosted the Southwestern Council meeting with representatives from Allegan, Barry, Berrien, Cass, Muskegon, Ottawa, St. Joseph, Van Buren and Kent County Road Commissions present. Updates were provided from road commission committees and various organizations including Michigan County Road Commission Self Insurance Pool (MCRCSIP), County Road Association (CRA), Michigan Department of Transportation (MDOT) and others.

The meeting adjourned at 3:00 p.m.

Attest: Timothy A. Snow, County Clerk

By: _____, Chairperson _____, Deputy Clerk

Chair Int'l _____

Clerk Int'l _____

August 8, 2016— Kalamazoo Township Joint Meeting

A joint meeting of the Board of County Road Commissioners of the County of Kalamazoo and the Kalamazoo Township Board of Trustees was held at the Kalamazoo Township Hall, 1720 Riverview Drive Kalamazoo, Michigan, on Monday, August 8, 2016. The joint meeting began at 5:30 p.m.

Present: Daniel J. Moyle, Dennis J. Berkebile, Deb Buchholtz

Absent: Kenneth R. Oscarson, David Q. Worthams

Also present: Managing Director Joanna I. Johnson, Project Superintendent Mark Worden, Kalamazoo Township Supervisor Ron Reid, Treasurer George Cochran, Clerk Donald Thall, Trustee Steven Leuty, Trustee Donald Martin and Trustee Pamela Brown Goodacre.

Following introductions, the Road Commission of Kalamazoo County (RCKC) staff reviewed the joint meeting PowerPoint presentation, including updates on the new chip seal treatment application.

Managing Director Johnson asked for feedback on RCKC Connect and the feedback was positive. Township Supervisor Reid thanked us for the Southwest Council presentation and our work in the township. He also shared concerns with brush and low hanging limbs, some blocking signs in the Ravine, Nichols, Barney and Drake Road areas and would like to see these concerns addressed.

Trustee Martin inquired about how the drainage would be handled in Prairie View Farms Development. Managing Director Johnson reviewed information and stated she would follow-up further.

Township Supervisor Reid inquired about the status of bike signs. Project Superintendent Worden shared it's a busy construction season, and staff is working to get these processed.

Trustee Leuty inquired about the speed limit on Sunnyside based on the 1965 Traffic Control Order (TCO). Managing Director Johnson described the process for setting realistic speed limits and stated she would send an example of a township resolution request that would be needed to support results of a speed study. There was further feedback on the need for Sunnyside as a primary road and/or traffic calming opportunities as the road is improved in 2017. Managing Director shared Sunnyside has been reviewed with the Road Classification Review completed in 2016 and at time would be designated a local road.

Township Supervisor Reid shared in the future he would like RCKC to consider amending the Non-motorized Facilities policy related to the re-location expenses of sidewalks for construction projects as noted in the non-motorized agreements.

Managing Director Johnson thanked Clerk Donald Thall, Treasurer George Cochran and Trustee Pamela Brown Goodacre for their public service.

The meeting adjourned at 6:45 p.m.

Attest: Timothy A. Snow, County Clerk

Chair Int'l _____

Clerk Int'l _____

August 8, 2016— Kalamazoo Township Joint Meeting

By: _____, Chairperson _____, Deputy Clerk

August 9, 2016

Chair Int'l _____

Clerk Int'l _____

The regular meeting of the Board of County Road Commissioners of the County of Kalamazoo was held at the Road Commission of Kalamazoo County (RCKC) office at 3801 East Kilgore Road, Kalamazoo, Michigan, on Tuesday, August 9, 2016. Commissioner Moyle called the meeting to order at 3:00 p.m.

Present: Daniel J. Moyle, Kenneth R. Oscarson, Dennis J. Berkebile, David Q. Worthams, Deb Buchholtz

Also attending: Managing Director Joanna Johnson, Operations Director Travis Bartholomew, Finance Director Ann Simmons, Project Superintendent Mark Worden and Project Engineer Debbie Jung.

Commissioner Oscarson moved and it was seconded to approve the agenda as presented.

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams, Buchholtz

Commissioner Worthams moved and it was seconded to approve the minutes from the July 26, 2016 regular Board meeting as presented.

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams, Buchholtz

Commissioner Berkebile moved and it was seconded to approve the payroll and vendor accounts as presented.

Payroll Account	\$ 112,438.87
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Vendor Account	\$1,617,577.36
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Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams, Buchholtz

Commissioner Buchholtz moved and it was seconded to approve Commissioner Oscarson's expense report.

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams, Buchholtz

Comstock Township Supervisor Ann Nieuwenhuis shared at their township special meeting last Thursday the board deliberated over putting the road millage on the ballot or to raise their own township millage. She shared the board took a positive step and decided to raise the township millage. Furthermore, she had informed Managing Director Johnson that Comstock Township will have approximately \$460,000 to \$500,000 dollars for road repair. She shared Township Treasurer Bret Padgett would work with Project Superintendent Worden to implement a plan. Furthermore, South 33rd Street would be a priority.

Mr. Alan Ferreira of 6515 East H Avenue shared concerns regarding raising the Comstock township millage. He explained retired citizens live within a budget, do not have extra money to give and requested we look at other sources.

Commissioner Worthams moved and it was seconded to accept the Prairieview Farms No. 2 Condominium Roadway Network, located in Section 7 of Kalamazoo Township, into the public road system.

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams, Buchholtz

Commissioner Berkebile moved and it was seconded to approve the Dust Control Agreement for Alamo Township for Chairman's Signature.

A. Continuous application 18% Mineral Well Brine at 12,000 gallons per mile (\$.15 per actual gallons applied)

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams, Buchholtz

August 9, 2016

Chair Int'l _____

Clerk Int'l _____

Commissioner Oscarson moved and it was seconded to approve the Dust Control Agreement for Wakeshma Township for Chairman's Signature.

A. Continuous application 18% Mineral Well Brine at 12,000 gallons per mile (\$.15 per actual gallons applied)

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams, Buchholtz

Managing Director Johnson reviewed various construction projects. She mentioned on Saturday in Pavilion Township we began our onyx treatment experiment. She shared yesterday Operations Director Bartholomew and Project Superintendent Worden gave presentations at the Southwest Council Region of Road Commissions hosted by RCKC. Both Brady Township Supervisor, Randy Smith and Kalamazoo Township Supervisor Ron Reid were present. Furthermore, we discussed Kalamazoo Township projects as well as our gravel road experiment on Z Avenue. She also mentioned invitations were sent out to both residents and local officials for an onsite visit to Z Avenue in Brady Township on September 13th beginning at 9:00 am at Brady Township Hall to explain our gravel road experiment followed by an onsite visit to Z Avenue. She shared the next joint meeting was scheduled for August 22nd in Texas Township. She appreciates the collaborative effort with the Drain Commissioner and our team managing a booth at the Kalamazoo County Fair. She shared Kalamazoo County maps are now available and include an APP and QR Reader that allows you to download the map to your cell phone. She thanked County Planning and County Engineer Minkus for all their efforts.

Commission Worthams mentioned Michigan has a long history of valuing local control and also have a tight restriction on the way local units of government can raise funds. He explained there are limits on millages and bond requests that often require voter approval. Furthermore, Road Commissions cannot raise or levy taxes and work with townships to provide funds to help them come up with a match to complete projects. He shared that he appreciates the effort of townships who are working within the law to raise funds and looks forward to building upon those relationships. He stated hopefully, those efforts will spread to the other townships in our county and continue to have positive relationships.

Commissioner Buchholtz thanked staff for their teamwork in assisting citizens and for working so well together during this busy construction season.

Commissioner Berkebile shared in Southwest Michigan the unemployment is very low. He stated most employers are finding it difficult to recruit qualified individuals to perform the work of their business. Furthermore, the Region 8 Prosperity Committee chose this year to issue a request for proposal to ask those to provide some help in connecting employment needs with training that individuals can acquire, so businesses can be sustainable in Southwest Michigan. He shared the Upjohn Institute was granted the bid and will conduct a study to provide ways that businesses can connect with the educational institutions to have trained employees for future needs of businesses. He also shared although the 2016/2017 state budget has funds to continue the Region Prosperity efforts, there's no guarantee the funds will be received.

Commissioner Oscarson mentioned the Parks Commission met last Thursday. He mentioned the County Fair was in full swing with good entertainment. He also shared on July 27th he attended the Michigan County Roads Commission Self Insurance Pool (MCRCSIP) annual meeting in Mount Pleasant. Furthermore, there was a presentation on de-escalation that explained how to identify aggressive people and preventative methods to de-escalate situations. Another presentation was given on Managing Risk in your Road Commission Operation that explained how to break down parts of your organization into high frequency/low risk, high frequency/high risk and low frequency high risk which is where 99% of problems show up. He shared organizations can cut down their risk by training and working with low frequency/high risk areas. He also mentioned rebates on premiums are half what they were last year. However, divided between all the counties, it was still \$5 million dollars.

Commissioner Moyle thanked staff for hosting the Southwestern Council Meeting and mentioned the presentations were well received.

August 9, 2016

Chair Int'l _____

Clerk Int'l _____

The meeting was adjourned at 3:23 p.m.

Attest: Timothy A. Snow, County Clerk

By: _____, Chairperson _____, Deputy Clerk

August 23, 2016

Chair Int'l _____

Clerk Int'l _____

The regular meeting of the Board of County Road Commissioners of the County of Kalamazoo was held at the Road Commission of Kalamazoo County (RCKC) office at 3801 East Kilgore Road, Kalamazoo, Michigan, on Tuesday, August 23, 2016. Commissioner Moyle called the meeting to order at 3:00 p.m.

Present: Daniel J. Moyle, Kenneth R. Oscarson, Dennis J. Berkebile, David Q. Worthams

Absent: Deb Buchholtz

Also attending: Managing Director Joanna Johnson, Operations Director Travis Bartholomew, County Engineer Ryan Minkus and General Superintendent, Bill DeYoung.

Commissioner Worthams moved and it was seconded to approve the agenda as presented.

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams

Commissioner Berkebile moved and it was seconded to approve the minutes from the August 8, 2016 Southwestern Council Meeting, August 8, 2016 Kalamazoo Township joint meeting and the August 9, 2016 regular Board meeting as presented.

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams

Commissioner Oscarson moved and it was seconded to approve the payroll and vendor accounts as presented.

Payroll Account	\$ 104,767.11
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Vendor Account	\$1,166,468.56
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Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams

Mr. William Thomas of 220 Chicago Avenue shared concerns on regarding drainage on Schippers Lane and Chicago Avenue. He also shared concerns regarding patching on East Michigan Avenue. Managing Director Johnson explained the drain on Schippers Lane was the responsibility of the County Drain Commission. She mentioned she has previously shared Mr. Thomas's concerns with the County Drain Commission and will also share the pictures he had submitted today.

Commissioner Oscarson moved and it was seconded to accept the letter regarding the Public Act 51 Mileage Certification Report and refer to file.

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams

Commissioner Worthams moved and it was seconded to approve for the Managing Director's signature, the completed forms for the Economic Development Administration (EDA) Grant as Co-Applicant by RCKC for the Western Michigan University (WMU) Business Technology and Research (BTR) Park. Managing Director Johnson shared we were advised that WMU had an opportunity for an EDA grant for the BTR Park expansion. Our role would be on the technical aspects of the project between the WMU engineering firm(s) and our engineering department. The RCKC will not be the project manager, nor will we be managing the project funds. Applicants also include WMU and Oshtemo Township. According to WMU, the proposed expansion comes at a time when the original BTR Park, which is located to the southeast of Colony Farms Orchard, has no room left for development. The team of Fishbeck, Thompson, Carr & Huber and O'Boyle, Cowell, Blalock & Associates is working on the project. Bob Miller, Associate Vice President for Community Outreach at WMU thanked the Commissioners for their consideration and willing to partner with them.

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams

Managing Director Johnson shared in April of 2016, we presented our Road Classification review at our April 19th meeting. This was a review by Wightman & Associates, Inc. and RCKC staff. This road network review identified a road classification change of approximately 2.50 miles, including both primary to local and local to primary road classification recommendations. One of the items shared by staff at the time, was the importance of a policy to reflect how/when the classification change would occur even though similar changes have occurred in the past. She shared the current draft policy advises the road classification review process is an extensive process that has a domino effect on the network as a whole, therefore it should only be completed on a full network basis. Also, an official transfer should not occur until after it is approved by the State of Michigan Public Act 51 Mileage Certification. Furthermore, once approved, local road will be transferred to the primary road system in "as is" condition and programmed into our primary road capital improvement plan (CIP) and primary roads will be transferred to the local road system with improvements planned for a minimum, most recent Pavement Surface Evaluation and Rating (PASER) rating of 8. Also, roads transferred to the local road system, not currently meeting a PASER rating of 8 or above will be included/funded in our primary road CIP when preventative maintenance or structural improvements are necessary. She also mentioned due to the potential complexity of other applicable features on both the primary /local road system, the road surface condition is the main area of focus of transfer. Commissioner Moyle inquired about the domino effect. Managing Director Johnson explained there are 2 stages which are the State and Public Act 51 Classification and the National Function Classification with Federal Highway. She further explained this Board is responsible in terms of the classification aspect, primary road to local road or local road to primary road. Then we would proceed to the Kalamazoo Area Transportation Study (KATS) to properly classify these roads in the Federal Aid Network and their national function classification. Because you can only have so many road in each classification this could cause a domino effect with our regional partners. Once this is presented the Federal Highway Administration could potentially state there are too many roads in one classification that could cause a domino effect for those other entities to review their system to ensure they have their roads properly classified on the Federal Aid Network. Commissioner Oscarson inquired if there was a continuation of financial liability because of the use of primary funds to bring restricted roads up to a certain condition and/or de-classify commercial traffic on them as truck routes. Managing Director Johnson reviewed our policy for improving primary roads that are restricted. Presently, if there is a road classification change from primary road to local road this is the only way a road restricted is improved. Commissioner Berkebille shared, in his opinion the policy was well written and fair to the townships. Also, there are many benefits for our partner townships. He explained we are making concessions by ensuring roads that should be transferred from a local road to a primary road are in good condition without burdening the townships with the costs. He shared we should consider approving the policy after review from the townships.

Commissioner Berkebille moved and it was seconded to authorize the purchase of the Blue Oceans Satellite Systems Inc. also operating as SkyHawk Telematics Global Positioning System/Automated Vehicle Locator (GPS/AVL) system, utilizing the Michigan Intergovernmental Trade Network (MITN) purchasing program for \$49,941.56 and necessary service fees. Commissioner Berkebille inquired about the GPS Technology being 3G when most cell phones are 4G. Operations Director Bartholomew shared the antennas work with the locators in the vehicles, then the data is transferred back by cellular data. Commissioner Worthams inquired if the monthly service fee would increase. General Superintendent DeYoung stated the service fee would decrease.

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebille, Worthams

Commissioner Worthams moved and it was seconded to approve the Public Act 51, Section 18j, MCL 247.668j Annual Certification of Employee related Conditions form for Compliance with Chairman and Finance Director's signatures.

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebille, Worthams

Commissioner Worthams moved and it was seconded to approve Ken Oscarson, Kalamazoo; David Solmes, Barry; Joyce Whisenant, Muskegon; Ken Harris, Washtenaw; and Joe Wisniewski, Saginaw for Commissioners and Staff respectively to the Association of Southern Michigan County Road Agencies (ASMCR).

Carried by the following vote:

August 23, 2016

Chair Int'l _____

Clerk Int'l _____

Aye: Moyle, Oscarson, Berkebile, Worthams

Managing Director Johnson reviewed various construction projects. She mentioned the special assessment project on Deep Point Drive would begin August 29th. Furthermore, on August 23rd milling will begin on Sprinkle Road between Centre Avenue and Milham Road in the City of Portage. She shared Kalamazoo County Planning is coordinating a Kalamazoo County Master Plan and engaged Beckett&Raeder to assist. She also shared the next joint meeting was scheduled for September 12th in Cooper Township.

The meeting was adjourned at 3:40 p.m.

Attest: Timothy A. Snow, County Clerk

By: _____, Chairperson _____, Deputy Clerk

September 6, 2016

Chair Int'l _____

Clerk Int'l _____

The regular meeting of the Board of County Road Commissioners of the County of Kalamazoo was held at the Road Commission of Kalamazoo County (RCKC) office at 3801 East Kilgore Road, Kalamazoo, Michigan, on Tuesday, September 6, 2016. Commissioner Moyle called the meeting to order at 3:00 p.m.

Present: Daniel J. Moyle, Kenneth R. Oscarson, Dennis J. Berkebile, David Q. Worthams, Deb Buchholtz

Also attending: Managing Director Joanna Johnson, Finance Director Ann Simmons, Operations Director Travis Bartholomew and County Engineer Ryan Minkus.

Commissioner Oscarson moved and it was seconded to approve the agenda as presented.

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams, Buchholtz

Commissioner Worthams moved and it was seconded to approve the minutes from the August 23, 2016 regular Board meeting as presented.

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams, Buchholtz

Commissioner Buchholtz moved and it was seconded to approve the payroll and vendor accounts as presented.

Payroll Account	\$ 109,840.47
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Vendor Account	\$ 677,565.82
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Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams, Buchholtz

Comstock Township Supervisor Ann Nieuwenhuis shared the Michigan Department of Transportation (MDOT) awarded Comstock Township a \$500,000 grant that is a private/public investment ratio of 15-to-1. She shared the company would build a \$6.6 million dollar structure on the far eastside of Converse Park that would bring 120 new jobs to the area. She thanked staff for all their time and assistance.

Commissioner Oscarson moved and it was seconded to approve the Safety Program Project Application Resolutions. Commissioner Buchholtz inquired if there was any need to combine these safety projects with Township projects in terms of non-motorized. County Engineer Minkus stated in Texas Township it's on their long range plan, but have not identified any specific plans. In Oshtemo Township they are looking along KL Avenue for a facility that we are aware of. Managing Director Johnson inquired about American with Disabilities Act (ADA) Ramps. County Engineer Minkus shared if the project consist of enough improvements you're required to have ADA Ramps. Furthermore, ADA ramps may not be required based on type of project.

SAFETY PROJECT RESOLUTION

Q AVENUE AT 10TH STREET

WHEREAS, the Transportation Act, provides Federal Local Safety Program Funding for safety improvements on the state and local road systems, and the Michigan Department of Transportation is soliciting new candidate project applications for the Local Safety Program; and

WHEREAS, the Road Commission of Kalamazoo County has identified an improvement project at the intersection of Q Avenue at 10th Street in Texas Township, and Q Avenue and 10th Street are public roads; and

WHEREAS, an application is being prepared to request funding to make the identified improvement project of installing a traffic signal at the intersection of Q Avenue and 10th Street; and

WHEREAS, the Road Commission of Kalamazoo County, upon ratification of the award of the funding for the safety project, is prepared to have the project developed for construction letting by summer of 2018;

NOW, THEREFORE, BE IT RESOLVED that the Board of County Road Commissioners of the County of Kalamazoo, in support of its mission to provide reasonable safe and convenient roads, has developed a Safety project application to secure Federal funding for this safety improvement project at the intersection of Q Avenue and 10th Street, Texas Township; and

BE IT FURTHER RESOLVED that the Board of County Road Commissioners of the County of Kalamazoo does request affirmative consideration of our application for Local Safety Program Funds and agrees to provide the necessary local match funds required for the Local Safety Program Fund and agrees to continue maintenance of the facility.

SAFETY PROJECT RESOLUTION
9TH STREET AT KL AVENUE AND QUAIL RUN DRIVE

WHEREAS, the Transportation Act, provides Federal Local Safety Program Funding for safety improvements on the state and local road systems, and the Michigan Department of Transportation is soliciting new candidate project applications for the Local Safety Program; and

WHEREAS, the Road Commission of Kalamazoo County has identified an improvement project at the intersections of 9th Street at KL Avenue and 9th Street at Quail Run Drive in Oshtemo Township, and 9th Street, KL Avenue, and Quail Run Drive are public roads; and

WHEREAS, an application is being prepared to request funding to make the identified improvement project of installing protected/permissive left turn signals on northbound and southbound intersection approaches; and

WHEREAS, the Road Commission of Kalamazoo County, upon ratification of the award of the funding for the safety project, is prepared to have the project developed for construction letting by summer of 2018;

NOW, THEREFORE, BE IT RESOLVED that the Board of County Road Commissioners of the County of Kalamazoo, in support of its mission to provide reasonable safe and convenient roads, has developed a Safety project application to secure Federal funding for this safety improvement project at the intersections of 9th Street at KL Avenue and 9th Street at Quail Run Drive, Oshtemo Township; and

BE IT FURTHER RESOLVED that the Board of County Road Commissioners of the County of Kalamazoo does request affirmative consideration of our application for Local Safety Program Funds and agrees to provide the necessary local match funds required for the Local Safety Program Fund and agrees to continue maintenance of the facility.

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebille, Worthams, Buchholtz

Commissioner Berkebille moved and it was seconded to approve the Brady Township Local Road Participation Fund Contract for Chairman's signature.

- a. Y Avenue – 27th Street to 1000' west of 29th Street, *Recondition Gravel Surface*

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebille, Worthams, Buchholtz

Commissioner Worthams moved and it was seconded to approve the Texas Township Local Road Participation Fund Contract for Chairman's signature.

- a. Heritage Drive – Aquaview Drive to 6th Street, Aquaview Drive – 183' south of Heritage Drive to 190' north of Contingo Terrace, Contingo Terrace – Aquaview Drive to 470' east of Silva Street, Silva Street

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Clerk Int'l _____

- Talaria Terrace to Contingo Terrace, Talaria Terrace – Silva Street to 500' east of Klepper Street, Klepper Street – Heritage Drive to Talaria Terrace, *HMA Overlay*.
- b. Percheron Street - Q Avenue to Belgian Avenue, Belgian Avenue – 344' west of Percheron Street to 95' west of Clydesdale Avenue, Pine Island North – 1000' west of Finnagen Street to Finnagen Street, Pine Island South – 970' west of Finnagen Street to Finnagen Street, Stoney Brook Road – 10th Street to Braeburn Court, Rolling Pines Court – 10th Street east to 1,230' east of 10th Street, Windscape Drive – Plum Hollow Circle to Bay Ridge Road, Bay Ridge Road – 590' south of Windscape Drive to Texas Drive, Plum Hollow Circle – 375' south of Windscape Drive to Windscape Drive, Bentley Drive – 615' south of Windscape Drive to Texas Drive, Quail Hollow Circle – 290' west of Bay Ridge Road to Bay Ridge Road, Arbor Pointe Circle – Bay Ridge Road to 220' east of Bay Ridge Road, *Crack Fill*.

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams, Buchholtz

Managing Director Johnson reviewed various construction projects and referred to County Engineer Minkus for updates on the 9th Street project in Oshtemo Township. County Engineer Minkus shared last week we finished milling and leveling 9th Street and this week the contractor will raise all the castings. Furthermore, we are on schedule for final paving in a couple of weeks. Managing Director Johnson shared that X Avenue remains closed. She explained were waiting for the Department of Environmental Quality (DEQ) to work with us related to the size of the structure that could be necessary to repair and reopen the road.

Commissioner Worthams had the opportunity to speak with residents who were directly impacted by the 9th Street project in Oshtemo Township. Furthermore, he forwarded information to them regarding the timeline of the project and thanked staff for providing him information that enabled him to respond to residents in a timely manner.

Commissioner Oscarson shared the Parks Commission met last Thursday at Cold Brook Park. He also shared that he attended a Discover Kalamazoo luncheon today honoring the Hot Rod Association for their 30 years of using the Kalamazoo Expo Center for their regional gatherings.

The meeting was adjourned at 3:12 p.m.

Attest: Timothy A. Snow, County Clerk

By: _____, Chairperson _____, Deputy Clerk

Chair Int'l _____

Clerk Int'l _____

September 12, 2016— Cooper Township Joint Meeting

A joint meeting of the Board of County Road Commissioners of the County of Kalamazoo and the Cooper Township Board of Trustees was held at the Cooper Township Hall, 1590 West D Avenue, Kalamazoo, Michigan, on Monday, September 12, 2016. The joint meeting began at 7:00 p.m.

Present: Daniel J. Moyle, Kenneth R. Oscarson, David Q. Worthams, Deb Buchholtz

Absent: Dennis J. Berkebile

Also present: Managing Director Joanna I. Johnson, Project Superintendent Mark Worden, Township Supervisor Jeff Sorensen, Treasurer Carol DeHaan, Trustee Brenda Buiskool, Trustee DeAnna Janssen, Trustee Robert Schiedel, and Trustee Fred Vlietstra

Following introductions, the Road Commission of Kalamazoo County (RCKC) staff reviewed the joint meeting PowerPoint presentation which included a review of funding and the chip seal program changes in 2016.

Supervisor Sorenson inquired about the cost of trap rock to traditional slag. Project Superintendent Worden provided costs and also noted the different emulsion used.

Trustee Buiskool inquired if others may also be changing to trap rock. Managing Director Johnson explained we have many other agencies interested in what we are doing and visiting.

Two citizens shared how much they like the new chip seal and have noticed a reduction in dust.

Trustee Schiedel shared the RCKC does good work.

The meeting adjourned at 7:45 p.m.

Attest: Timothy A. Snow, County Clerk

By: _____, Chairperson _____, Deputy Clerk

Chair Int'l _____

September 14 – 16, 2016 Northern/Southern Road Commission Conference

Clerk Int'l _____

The Board of County Road Commissioners of the County of Kalamazoo attended the Northern Michigan Association of Road Commissions and Association of Southern Michigan County Road Agencies (NMARC/ASMCRA) annual conference on September 14 – 16, 2016.

Present: Daniel J. Moyle, Kenneth R. Oscarson, Deb Buchholtz

Absent: Dennis J. Berkebile, David Q. Worthams

Also attending: Managing Director Joanna I. Johnson

The commissioners and staff attended various functions, activities and meetings in association with the NMARC/ASMCRA Annual Conference. Commissioner Oscarson and Managing Director Johnson who serve on the ASMCRA, also served as moderators for various sessions.

The meeting adjourned at 12:00 p.m. Friday, September 16, 2016.

Attest: Timothy A. Snow, County Clerk

By: _____, Chairperson _____, Deputy Clerk

September 20, 2016

Chair Int'l _____

Clerk Int'l _____

The regular meeting of the Board of County Road Commissioners of the County of Kalamazoo was held at the Road Commission of Kalamazoo County (RCKC) office at 3801 East Kilgore Road, Kalamazoo, Michigan, on Tuesday, September 20, 2016. Commissioner Moyle called the meeting to order at 3:00 p.m.

Present: Daniel J. Moyle, Kenneth R. Oscarson, Dennis J. Berkebile, David Q. Worthams, Deb Buchholtz

Also attending: Managing Director Joanna Johnson, Finance Director Ann Simmons, Project Superintendent Mark Worden, County Engineer Ryan Minkus and General Superintendent William DeYoung.

Commissioner Oscarson moved and it was seconded to approve the agenda as presented.

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams, Buchholtz

Commissioner Buchholtz moved and it was seconded to approve the minutes from the September 6, 2016 regular Board meeting, September 12, 2016 Cooper Township Joint Meeting and September 14 – 16, 2016 Northern/Southern Road Commission Conference as presented.

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams, Buchholtz

Commissioner Berkebile moved and it was seconded to approve the payroll and vendor accounts as presented.

Payroll Account	\$ 99,779.69
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Vendor Account	\$ 1,371,299.68
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Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams, Buchholtz

Comstock Township Supervisor Ann Nieuwenhuis thanked staff for the great presentation on gravel roads and for the innovative thoughts that were put into it.

Project Superintendent Worden shared a PowerPoint presentation regarding our 2016 chip seal program. Key points of the presentation included the total number of local road miles and primary road miles that were chip sealed and fog sealed, including the collaboration with the Village of Vicksburg and Village of Climax. He mentioned other agencies have visited our chip seal experiment this year and we continue to receive request for additional information. He also mentioned we are giving a presentation for the American Public Works Association (APWA) Southwest Michigan Branch on our chip seal program along with asset management principles on October 19th. Commissioner Moyle inquired if anything more could be done to prevent residents from getting emulsion on their vehicles. Project Superintendent Worden shared we've instituted a pilot car with a large sign that says "follow me" to try and keep residents from veering into a freshly fog sealed lane. General Superintendent DeYoung shared we have also tried cones, barricades and fresh tar signs to keep vehicles off the lane that's being treated. Commissioner Moyle inquired about the average cure time for fog seal. Superintendent DeYoung shared depending on the humidity and temperature the average cure time is 20 minutes. Commissioner Oscarson inquired about setting up a timer or clock informing residents when the fog seal is cured. General Superintendent DeYoung shared since curing time is based on humidity and temperature a timer would not work. Furthermore, we stay at the site until the fog seal is dry.

Commissioner Berkebile moved and it was seconded to deny the sight distance variance request by applicants Ryan and Alissa Smith for a driveway at 6696 N. 38th Street that would allow a driveway installation with substandard sight distance. Managing Director Johnson shared our goal is complying with the policies that we have and primarily for the safety of the motoring public. She stated as a team we looked at sight distance standards related to the driveway request. Furthermore, staff did work with the sight and with the residents in terms of options where a driveway may potentially be located on the property. She explained the primary obstruction to the sight distance to the north is the crest of the hill located near the northern property line of the parcel. After the crest of the hill the grade continues to fall as you continue north on 38th Street. Two reasonable

ways to mediate this situation would be to raise the grade of the driveway at the proposed location, or to relocate it to the north closer to the crest of the hill. Staff found a location 10-feet south of the northern property line where the sight distance requirement could be met. This location is at the base of an 8 to 10-foot embankment, and is not the preferred location by the applicant. Having reviewed all the information for this location, staff has determined that the potential safety impacts to the motoring public far outweigh the cost impacts noted by the applicant and do not recommend granting the variance. Commissioner Berkebile requested clarification if there were options on this property to allow a driveway. Managing Director Johnson responded yes. The Smith's shared a video Ms. Smith stated safety and costs were their main concerns. Furthermore, the alternate location was possible, more costly and would create a very steep driveway that could potentially be icy in the winter. She noted their house is located on a hill that's on a road with many hills and curves. Furthermore, they realize they don't have the sight distance needed, but from their perspective they would prefer a driveway that wasn't steep or icy. She said the RCKC team provided alternate options that they would not consider. She mentioned they would have a steep driveway with their original option but the driveway would be on a curve. Mr. Smith shared the speed limit of 55 mph was unrealistic. Furthermore, the posted advisory curve signs are from 35mph to 20 mph including the one leading up to and right after the curve. He also explained their builder and father-in-law Eddie Eakins parceled out the land in 2007. The previous driveway permit couldn't be found, so they requested a new permit which Permit Agent Brian Franklin denied. Staff was able to locate a driveway access determination from 2007, however not a driveway permit. Furthermore, in 2007 they were not ready to build but they did cut-in a driveway to use occasionally. He then explained option 1 followed the slope of the hill and would require little excavation work. He stated after denial of option 1 they reviewed option 2 which was cost prohibitive. Ms. Smith shared they are on a tight budget and option 2 would cost them approximately \$20,000 more. Mr. Smith shared County Engineer Minkus provided option 3 where the driveway entrance would be in the same location except it would wind around and would also be cost prohibitive. Ms. Smith stated she was surprised and concerned with the lack of flexibility in obtaining this permit. Commissioner Buchholtz shared she visited the site several times and inquired about the turning angle in option 3. Mr. Eakins provided explanation. County Engineer Minkus shared option 3 was suggested because of a flatter area that would be safer to make a slightly sharper turn that's not on a slope. Furthermore, any excavation needed to come down the bank could be brought over to flatten the area to ensure the area was safe to make the turn. Mr. Eakins stated if you're working in a hilly area you begin at the low spot and work your way up without cutting into the bank.

Commissioner Berkebile shared although he understood the applicant's issues in terms of costs associated with the sight distance requirements, they are standards we need to adhere to. He also shared the burden of cost imposed on an applicant should not be considered a factor when making a decision for a variance. He inquired if the Smith's considered making an agreement with the neighbor to use their driveway. Mr. Smith stated there's a utility pole located in their driveway. Commissioner Berkebile shared utility poles could be moved. Mr. Smith explained their concerns with a shared driveway is future sale of the property. Commissioner Berkebile explained there are multiple shared driveways throughout the County which is another option they could consider. Furthermore, since there are options for the applicant to locate the driveway where the motoring public on 38th Street would be safe he agrees with staff on their recommendation. Commissioner Oscarson inquired about the accidents. County Engineer Minkus explained out of the 3 accidents only 1 specifically sighted speed. Commissioner Oscarson explained we have established sight distances that are proven engineering based on reaction, time and drivers speed and although the applicants are aware of the danger entering into the road their guest may not be fully aware. Furthermore, if there was an accident due to the driveway not being legally placed, there could be liability. Ms. Smith shared the rules need to be more about speed limits. She also mentioned to have greater sight distance for hilly, curvy roads does not provide a way for someone to build on these sights. Furthermore, some sights would be declared unbuildable because they will not meet the sight distance. Commissioner Oscarson stated then the parcels should've never been split since they didn't have adequate access to the roadway. Commissioner Buchholtz shared this is tough since there are options available. She mentioned when she was at the site she did not see vehicles traveling at a speed of 55mph. Furthermore, in her opinion the posted advisory signs were quite accurate. She mentioned that she values staff's opinion, but supports the variance for the reason that safety is not compromised at this location. General Superintendent DeYoung mentioned that he and Joe Stark were at the sight several times and determined there was a driveway available on the sight. Furthermore, the exact location would be determined after a driveway permit application was filed. Commissioner Worthams shared Road Commissions throughout the state will be dealing with how to balance the

need to defend our policies, make sure our policies are solid and scientifically based and promote the safety of the road network and at the same time make our organization as user friendly as possible. He said this is an impossible battle to win, but is one that needs to be waged. Furthermore, it needs to be one that we realize will change from year to year. He also mentioned while we are providing the best service we also have a public that is seeing that were inflexible. He stated the inflexibility will cause more damage and problems for the organization. He respects and appreciates the argument that if we grant the permit it could potentially open us or the homeowners up to liability. Furthermore, this is a situation where we need to be attentive to the request of the public. He joined Commissioner Buchholtz to vote in favor of the variance request. Commissioner Buchholtz inquired if a speed study is initiated at the Township level and if so, how long does the study take. Managing Director Johnson answered yes and it could take up to one year. Discussion continued regarding how speed limits are set and speed studies. Commissioner Buchholtz shared she appreciates staff's work and the time spent on this. Commissioner Moyle shared staff did their job, then it's up to the Board to take on the liability or responsibility to either grant or deny the variance.

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile

Nay: Worthams, Buchholtz

Managing Director Johnson shared the City of Kalamazoo and the City of Portage in cooperation with the RCKC, have drafted an Intergovernmental Collaborative Sign policy to give guidance and maintain consistent sign applications throughout the county for our agencies. Together we have over 51,000 signs along streets and county roads. With this many signs, it is important to maintain a consistent, uniform and logical sequence of signs along the city streets. While not all types of signs can be the same, it is also important the warning and regulatory sign placements between local jurisdictions be uniform and consistent. A systematic approach and coordination was necessary to allow time for each agency to see internal feedback. The policy is suggested for public comment through October 23, 2016 for all three agencies and allow time for township comment. Furthermore, this will be covered tomorrow at the Township Supervisors meeting that she will attend. Also, the draft policy will be posted to our website. Upon conclusion of the public comment period the team will reconvene and review comments received. Commissioner Buchholtz shared that she supports staff in this process and appreciates the groundwork that was completed. Furthermore, the policy makes sense, the process is sound and it's the best option. She also shared seeking input from our partners in townships, the public and the boards of various municipalities will help create a level of uniformity and increased safety. Commissioner Worthams shared he appreciates the goal of uniting the road authorities in Kalamazoo. He stressed the importance of the County Commissioners receiving the draft policy directly, so they are aware that we are communicating with the Township Supervisors, working together with other units of government and would be assured that both policy makers and staff are looking to do a strong collaborative effort.

Commissioner Berkebile moved and it was seconded to approve the revised 2016 – 2020 Primary Road Capital Improvement Plan (CIP) with additional 2016 projects of Almena Drive from West County Line to KL Avenue, 40th Street from MN Avenue to L Avenue and Q Avenue from West County Line to 6th Street.

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams, Buchholtz

Managing Director Johnson shared that she will attend the Township Supervisors meeting tomorrow. She thanked everyone who attended the Z Avenue, gravel road presentation in Brady Township. She shared it was a great opportunity and outreach. She mentioned the next joint meeting was in Brady Township on October 4th. She also shared the permit was received from the Department of Environmental Quality (DEQ) for X Avenue in Wakeshma Township. She explained we will replace the structure with the same size structure and anticipates the road opening soon. She along with Commissioners Moyle, Oscarson and Buchholtz attended at the Northern/Southern Conference where a variety of information was shared including pavement warranties in working with the Michigan Department of Transportation (MDOT) and appreciated their attendance. She shared that Commissioner Moyle along with others have struggled with ideas about educating the public regarding our roadside vegetation policy, specifically fallen trees in the road which have been moved to the right-of-way by our

September 20, 2016

Chair Int'l _____

Clerk Int'l _____

crews . She thanked General Superintendent DeYoung for ordering pink flags to be left at properties after relocation of trees. The flags inform residents to contact the RCKC within 15 days for tree removal options.

Commissioner Worthams shared this was the last week the Legislature was in session before their election break. Furthermore, he noticed on one of the agendas for the House Appropriations Committee, they were looking to move some money out of the lockbox into the Michigan Transportation Fund (MTF).

Commissioner Buchholtz gave kudos to staff for taking on additional paving projects and for all their hard work this construction season.

Commissioner Oscarson thanked County Engineer Minkus for the recommendation on the driveway variance. He congratulated staff on the chip seal program and mentioned Sprinkle Road looked great.

Commissioner Berkebile congratulated and thanked staff for an excellent job.

Commissioner Moyle shared the flags that will be placed by relocated trees is a good step in educating the public.

The meeting was adjourned at 4:26 p.m.

Attest: Timothy A. Snow, County Clerk

By: _____, Chairperson _____, Deputy Clerk

October 4, 2016

Chair Int'l _____

Clerk Int'l _____

The regular meeting of the Board of County Road Commissioners of the County of Kalamazoo was held at the Road Commission of Kalamazoo County (RCKC) office at 3801 East Kilgore Road, Kalamazoo, Michigan, on Tuesday, October 4, 2016. Commissioner Moyle called the meeting to order at 3:00 p.m.

Present: Daniel J. Moyle, Kenneth R. Oscarson, Dennis J. Berkebile, David Q. Worthams, Deb Buchholtz

Also attending: Managing Director Joanna Johnson, Finance Director Ann Simmons, Project Superintendent Mark Worden, County Engineer Ryan Minkus and General Superintendent William DeYoung.

Commissioner Worthams moved and it was seconded to approve the agenda as presented.

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams, Buchholtz

Commissioner Worthams moved and it was seconded to approve the minutes from the September 20, 2016 regular Board meeting as presented.

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams, Buchholtz

Commissioner Buchholtz moved and it was seconded to approve the payroll and vendor accounts as presented.

Payroll Account	\$ 98,300.40
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Vendor Account	\$ 608,709.13
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Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams, Buchholtz

Commissioner Worthams moved and it was seconded to approve Commissioner Berkebile, Commissioner Oscarson and Commissioner Buchholtz's expense reports as presented.

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams, Buchholtz

Chris Rundle, Gull Lake Community Schools Superintendent shared concerns in regards to the difficulty they are having in obtaining a permit to run a communications cable from their new administration building on M-89 and 34th Street to connect with the rest of the school district. Furthermore, it would be cost effective for them to run the cable than to contract it out. He also mentioned due to a timeline the cable needs to be in place by November 1st. Tony Nuismer, Supervisor of Technology at Gull Lake Community Schools mentioned he was told new construction was not awarded after November 1st and permits would not be allowed. He shared the school is currently paying CTS approximately \$1300 a month and the school would like to alleviate this cost by running the cable themselves. He explained the section in question is .2 miles on 34th Street. Furthermore, the school bid out the fiber optic run through the state bid process and Q3 Technologies who's an insured company won the bid. He mentioned the permit was previously denied and requested the Boards assistance in order to continue with this project. Managing Director Johnson clarified the school would own the fiber and the school's fiber would be in the road right-of-way along 34th Street. She inquired if a permit application was submitted by the school. Mr. Nuismer explained they tried to submit an application and were told this was a private utility that was not allowed in the road right-of-way. Therefore a permit application had not been submitted. Commissioner Oscarson inquired if the school district was allowed to be a Miss Dig member. He explained any utilities in the right-of-way must belong to the Miss Dig system. Commissioner Berkebile shared there are multitudes of fiber existing in public road right-of-ways and staff needs to consider not only this instance, but also the recommendations in the guidelines for construction. Commissioner Moyle commented that Permit Agent Brian Franklin is working with the engineering department and the November 1st deadline is on record. Mr. Vince Carahaly mentioned he has two children in the Gull Lake Community school district and voiced his support as a citizen, as a Planning Commissioner for Kalamazoo County and as Vice Chair for Southcentral Michigan Planning Council. He also mentioned the funding for this building won overwhelming support from the community.

Commissioner Worthams moved and it was seconded to receive the Charter Township of Oshtemo Collaborative Intergovernmental Sign Policy Letter dated September 23, 2016 and refer it to comments received on the draft. He also mentioned that Oshtemo Township continually tries to expand their role in the governing of the right-of-way and expand their powers that they have in regards to signage in the right-of way. He explained we've never had similar frustrations or comments mentioned from other townships and urges our friends in Oshtemo Township to please check themselves. Furthermore, we are trying to provide a good service to the community by trying to come up with a solution to a gray area in the vehicle code and for them to try to do a power grab is disappointing. Also, he's hopeful that Oshtemo will be more of a collaborative partner in the future. Commissioner Buchholtz mentioned in the letter Oshtemo asked that we address their concerns and inquired if staff should put together a response. Commissioner Oscarson inquired what our last response was to Oshtemo regarding the same concerns. Managing Director Johnson answered we asked additional questions following the briefing that was received and the staff and legal counsel considered those comments. Commissioner Moyle agreed that we should send a response. Commissioner Worthams questioned when responses are received from other governmental entities or public officials do we send response letters. Managing Director Johnson explained the responses she received directly were forward to the RCKC info mailbox for our file to be reviewed on a collaborative approach following the comment period that ends October 23rd. Commissioner Worthams suggested we treat Oshtemo the same as other entities in regards to responses. Managing Director Johnson shared she would send a response to Oshtemo Townships Supervisor Libby Heiny-Cogswell that the Board received the letter on October 4, 2016 and will include it in the comment period for the draft Intergovernmental Collaborative Sign Policy which ends October 23rd.

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams, Buchholtz

Commissioner Worthams moved and it was seconded to approve the Road Classification Change Policy.

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams, Buchholtz

Commissioner Worthams moved and it was seconded to approve the Michigan Department of Transportation (MDOT) Contract #16-5445.

- a. Stadium Drive from 4th Street to 6th Street, Oshtemo Township
- b. 11th Street at West Michigan Avenue, Oshtemo Township

Aye: Moyle, Oscarson, Berkebile, Worthams, Buchholtz

Commissioner Buchholtz moved and it was seconded to approve the Traffic Control Order (TCO) – Prairie View Farms, Kalamazoo Township. Commissioner Berkebile inquired if there was currently a stop sign where Fir Street comes out to Chaparral Street. County Engineer Minkus answered there is an existing TCO for a stop sign.

Aye: Moyle, Oscarson, Berkebile, Worthams, Buchholtz

Managing Director Johnson shared staff continues to look for ways to improve our processes in public service, and since the last update to the RCKC Construction Guidelines was in 2012, a review was due of this policy. Staff began to review the Construction guidelines in 2015 and researched other counties in Michigan with similar land use. Staff also reviewed a number of national references including the American Association of State Highway and Transportation Officials (AASHTO) information. Also, staff considered feedback received over the years from service requests, local officials and industry partners. Considering all of these sources, key areas were identified as needing further discussion and investigation. Utilizing the resources available and the experience of staff, key areas were identified for revisions. Furthermore, she requested the Board to review the revisions to the Construction Guidelines incorporating Procedures, Guidelines, and Specifications for Developing New Public Roads/Construct, Operate, and/or Use Within the County Road Right-of-Way/Driveway Policy and for staff to provide the document for public comment through October 23, 2016. She shared a new section was added in regards to Downtown Development Authorities pursuant to Public Act 197. County Engineer Minkus highlighted a few areas within the construction guidelines. County Engineer Minkus shared that the residential site distance was being updated to match AASHTO stopping site distance requirements. He explained that residential driveways have less traffic than commercial driveways. Furthermore, commercial driveways use intersection site distance.

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He also shared we were looking to increase the Hot Mix Asphalt (HMA) cross section from 3" to 4" to help with road longevity. He also shared due to increasing variance requests we created a checklist which will guide the public who are submitting information for staff to review. Commissioner Buchholtz inquired about the HMA levels and shared on many roads the developer knows that he would like to turn the road over to the Road Commission. She inquired if there was anything that could be done during construction in terms of monitoring or making sure it's consistent, so that we would not have to increase the HMA level. Project Superintendent Worden shared the base will let us know how good the asphalt will be. Furthermore by increasing the base allows a more rigid base to work off of. Also, 3" is not very thick for asphalt and any deflection will have variability in prepping the grade. He also explained by visiting these grades beforehand and inspecting the gravel to ensure the slope and the depth along the curb is appropriate before we pave it. Commissioner Berkebille questioned since the recommendation is to increase the standards for those that are building new roads are we holding ourselves to the same standard. County Engineer Minkus stated we follow the same standards. Commissioner Berkebille also questioned if there was a way within the construction guidelines to designate between specifications and guidelines. He explained that drainage plans have specifications and the location of a mailbox is a guideline. County Engineer Minkus stated staff would look into it. Commissioner Oscarson inquired about bore and jack and casing pipes for utilities and transfer crossings. County Engineer Minkus stated they've been included in the construction guidelines and we've left that section unchanged from past practices. Commissioner Oscarson shared pressure carrier pipes should be in some sort of a casing pipe. Furthermore, if the pipe was damaged it could be pulled out without having to bore another casing.

Commissioner Oscarson moved and it was seconded to approve the Wakeshma Township Local Road Contract.

a. X Avenue – 1,930' west of 40th Street, Culvert Replacement

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebille, Worthams, Buchholtz

Managing Director Johnson shared there's a great deal of work to be completed in Kalamazoo Township however, we are anticipating completing projects by October 15th. Furthermore, she appreciates the patience of the citizens in Kalamazoo Township as well as the Township. She shared the three additional projects that the Board approved for 40th Street, Q Avenue and Almena Drive were well underway. She also mentioned the Brady Township joint meeting was this evening at 6:00 p.m. at the Brady Township Hall and the three remaining joint township meetings are Ross Township on October 11th at 6:30 p.m., Oshtemo Township on October 25th at 6:00 p.m. and Alamo Township the evening of November 14th at 6:00p.m.

Commissioner Oscarson shared two weeks ago he attended the Township Supervisors meeting. He stated there were minor discussions on the draft Intergovernmental Collaboration Sign Policy. He shared the Parks Commission will meet Thursday, October 6th. He also shared the County Road Association of Michigan Conference was a good opportunity for information to be transferred to Board Commissioners and staff who attended.

The meeting was adjourned at 3:44 p.m.

Attest: Timothy A. Snow, County Clerk

By: _____, Chairperson _____, Deputy Clerk

Chair Int'l _____

Clerk Int'l _____

October 4, 2016 – Brady Township Joint Meeting

A joint meeting of the Board of County Road Commissioners of the County of Kalamazoo and the Brady Township Board of Trustees was held at the Brady Township Hall, 13123 South 24th Street, Vicksburg, Michigan, on Tuesday, October 4, 2016. The joint meeting began at 6:00 p.m.

Present: Daniel J. Moyle Kenneth R. Oscarson, David Q. Worthams, Deb Buchholtz

Absent: Dennis J. Berkebile

Also present: Managing Director Joanna I. Johnson, Project Superintendent Mark Worden, Township Supervisor Randy Smith, Clerk Tracy Locey, Treasurer Malia Allgaier, Trustee Lee Philport and Trustee Michelle Crawford.

Following introductions, the Road Commission of Kalamazoo County (RCKC) staff reviewed the joint meeting PowerPoint presentation including the Z Avenue gravel road experiment project. Managing Director Johnson thanked the Board for their participation in the project.

Township Supervisor Smith inquired if we knew what the 2017 local road participation (PAR) funds would be and if we had any indication if more funds are allocated would there be townships who could not use them. Managing Director Johnson stated it was too soon to tell. She explained this year we had one township who did not use the original allocation of PAR funds which were redistributed. Furthermore, most townships will work hard to use all of the available PAR funds allocated as it allows for leveraging of funds and the completion of additional local road projects.

Township Supervisor Smith explained that based on changes with the Brady Township fire authority assessment Brady Township anticipates additional revenue for local roads.

Residents were present from T Avenue which is actually in Pavilion Township as a border road. We reviewed the condition of the road, funding limitations and special assessment options to improve the roadway.

Mr. Charles Pritchard at 8857 East W Avenue, shared he has had a water/drainage/culvert issues for 9 years and the RCKC has not addressed them and would like us to follow up on this issue.

Township Supervisor Smith expressed his thanks and appreciation for the great working relationship with the RCKC.

The meeting adjourned at 6:54 p.m.

Attest: Timothy A. Snow, County Clerk

By: _____, Chairperson _____, Deputy Clerk

Chair Int'l _____

Clerk Int'l _____

October 11, 2016 – Ross Township Joint Meeting

A joint meeting of the Board of County Road Commissioners of the County of Kalamazoo and the Ross Township Board of Trustees was held at the Ross Township Hall, 12086 M-89, Richland, Michigan, on Tuesday, October 11, 2016. The joint meeting began at 6:30 p.m.

Present: Daniel J. Moyle, Dennis J. Berkebille, David Q. Worthams, Deb Buchholtz

Absent: Kenneth R. Oscarson

Also present: Managing Director Joanna I. Johnson, Project Superintendent Mark Worden, Township Supervisor Paul Dykstra, Clerk Monica Markillie, Treasurer Cynthia Genung, Trustee Sidney Durham, Trustee Diana Langshaw and Trustee Jon Scott, Trustee Robb Blain and Township Attorney.

Following introductions, the Road Commission of Kalamazoo County (RCKC) staff reviewed the joint meeting PowerPoint presentation including the failed local road policy highlighting roads in failed condition pavement surface evaluation and rating (PASER) 1.

Residents were present from 43rd Street and questions were addressed regarding funding, road condition and infrastructure planning. Members of the Ross Township Road Committee were also present.

Trustee Durham mentioned he had called Managing Director Johnson regarding the “throw and go” practice of filling potholes. Furthermore, he was pleased with the new durapatcher method.

The meeting adjourned at 7:28 p.m.

Attest: Timothy A. Snow, County Clerk

By: _____, Chairperson _____, Deputy Clerk

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The regular meeting of the Board of County Road Commissioners of the County of Kalamazoo was held at the Road Commission of Kalamazoo County (RCKC) office at 3801 East Kilgore Road, Kalamazoo, Michigan, on Tuesday, October 18, 2016. Commissioner Moyle called the meeting to order at 3:00 p.m.

Present: Daniel J. Moyle, Kenneth R. Oscarson, Dennis J. Berkebile, David Q. Worthams, Deb Buchholtz

Also attending: Managing Director Joanna Johnson, Operations Director Travis Bartholomew, Finance Director Ann Simmons, Project Superintendent Mark Worden and County Engineer Ryan Minkus.

Managing Director stated there was an additional item for the agenda: Item "C" Request Approval of the Texas Township Non-motorized Facilities Application and Sidewalk Agreement.

Commissioner Worthams moved and it was seconded to approve the agenda as amended.

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams, Buchholtz

Commissioner Buchholtz moved and it was seconded to approve the minutes from the October 4, 2016 regular Board meeting, October 4, 2016 Brady Township Joint Meeting and October 11, 2016 Ross Township Joint Meeting as presented.

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams, Buchholtz

Commissioner Oscarson moved and it was seconded to approve the payroll and vendor accounts as presented.

Payroll Account	\$ 102,946.66
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Vendor Account	\$ 1,356,631.65
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Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams, Buchholtz

Commissioner Oscarson moved and it was seconded to approve Commissioner Moyle, Commissioner Worthams and Managing Director Johnson's expense reports as presented.

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams, Buchholtz

Paul Selden, Bike Friendly Kalamazoo shared concerns regarding the Draft Intergovernmental Collaborative Sign Policy. He stated that he had the utmost respect for the individuals comprising the committee that composed the proposed policy and his comments are offered in a collegial, positive and constructive spirit. He shared the authority and process for bringing the policy into effect needs to be clearly stated. He also shared the document contains so many references about motorists without even acknowledging the existence of non-motorists that it raises the question of whether the rest of the document is inherently in conflict with the principles of complete streets that the three agencies involved have already agreed to. He stated this seems to be a rushed process with no deliberations or stakeholders input. He explained there needs to be time for feedback by both non-motorized and motorized stakeholders. He also mentioned there's a nervousness due to the time period that was put in place. Commissioner Moyle shared with Mr. Selden that his concerns would be delivered to staff for considerations and mentioned the timetable for this policy has not changed. Also, the policy is not intended to be in any conflict with complete streets. County Engineer Minkus shared our intentions were to adopt the sign policy by the end of year. Managing Director Johnson explained that we intend to take as much time as needed to review comments received. She also explained the process will not be rushed. Mr. Selden stated maybe it's time for the RCKC to adopt its' own complete streets policy non-motorized. Mr. Doug Kirk shared he ran across the term motorists throughout the document. Furthermore, the document does not state who requesting entities are. He also shared that he did not see any recognition of complete streets anywhere. Furthermore, he feels there's a disregard for non-motorized users of the roads. He mentioned the second sentence on page 20 is very offensive and explained roadways are not dedicated to motor vehicles. He stated bicycles have all the rights that motor

vehicles have. He also noted on page 27 that the preceding pages suggest the agencies reserve the right to supersede any or all of this policy when safety concerns dictate. He stated why bother with the policy at all if you're able to change anything you want. Commissioner Worthams shared any policy must be adopted by the policy making bodies, all public entities, the major road agencies of Kalamazoo, Portage and the Road Commission. Furthermore, these bodies all provide for public input as we do with all of our work in all jurisdictions. Commissioner Buchholtz stated she was offended by the comments of Mr. Selden and the only timeline she has seen was a timeline for public comments. She mentioned we would never push something through when it's a collaborative effort. Furthermore, this is a policy on sign placement. She shared some words may need massaging or changing which is why this is a draft. She explained the public should put their comments in writing in order for all entities to see them. She also mentioned we consider non-motorized and she looks forward to reviewing all comments. Mr. Kirk stated he's hopeful that amendments will be available for public review.

Commissioner Worthams moved and it was seconded to separate the 2016 Flooring Installation Bid from the file cabinets.

Aye: Moyle, Oscarson, Berkebille, Worthams, Buchholtz

Commissioner Worthams moved and it was seconded to approve the 2016 flooring installation bid to Migala Carpet One, sole bidder meeting specifications for a total of \$16,817.00 and the abatement cost of \$2,807.82.

Aye: Moyle, Oscarson, Berkebille, Worthams, Buchholtz

Commissioner Berkebille moved and it was seconded to approve the purchase of file cabinets for \$8,000 and reallocate the existing capital outlay budget dollars. Commissioner Oscarson inquired about the old cabinets. Managing Director Johnson shared we have a variety of old, some with locks and others without locks. Finance Director Simmons shared the new cabinets would all be lateral files with locks. Commissioner Oscarson inquired if the old cabinets would go to surplus. Finance Director Simmons answered the old cabinets will go to auction. Commissioner Worthams explained the reason he asked for the flooring and cabinets to be separated is because it gave him the impression the file cabinets were being snuck in on a line item. Furthermore, he understood the staffs request was sound.

Aye: Moyle, Oscarson, Berkebille, Worthams, Buchholtz

Commissioner Berkebille moved and it was seconded to approve the temporary Traffic Control Orders TCO's for Managing Director's signature. Commissioner Worthams mentioned absentee ballots can be requested up until 4:00 p.m. on Monday November 7th. He also inquired if Prairie Ronde Township expressed any concern of needing the temporary TCO's on Monday November 7th or the previous Saturday. Managing Director Johnson shared they did not mention in their request the need for TCO's earlier than November 8th.

- a. Installation of a temporary TCO of 25mph speed limit signs on south side of West W Avenue, for one day, November 8, 2016, for 300 feet east and 300 feet west of 8140 West W Avenue (Prairie Ronde Township Hall)
- b. Installation of a temporary TCO No Parking signs on south side of West W Avenue, for one day, November 8, 2016, for 300 feet east and 300 feet west of 8140 West W Avenue (Prairie Ronde Township Hall)

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebille, Worthams, Buchholtz

Commissioner Worthams moved and it was seconded to approve the Texas Township Non-Motorized Facilities Application and Sidewalk Agreement for Chairman's signature.

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebille, Worthams, Buchholtz

Comstock Supervisor Ann Nieuwenhuis shared that she attended this meeting to hear the discussion in regards to the draft sign policy which she sees as a collaborative effort. She asked that we reach out to the fire

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chiefs and police patrols to ensure that these signs do make a difference and whether we are motorized or non-motorized that this research be a part of this policy.

Managing Director Johnson thanked Commissioner Moyle, General Superintendent Bill DeYoung and Administrative Assistant Selena Rider for their work and participation on "Put the Brakes on Fatalities Day". Furthermore, prizes were awarded to the winners on Monday, October 10th. She shared that we've heard many comments in regards to the draft Intergovernmental Collaborative Sign Policy and reminded the public that the Draft Construction Guidelines public comments are also due by October 23rd. Furthermore, the Draft Construction Guidelines are also part of the Public Hearing on November 1st. She also mentioned the Fall/Winter Newsletter was released and included a few sites to visit for fall color tour. She shared the two remaining joint township meetings are Oshtemo Township on October 25th at 6:00 p.m. and Alamo Township the evening of November 14th at 6:00p.m. Also, she and Project Superintendent Worden will be giving a presentation at the American Public Works Association meeting that is being held at the RCKC on Wednesday, October 19th. She shared their presentation would include Asset Management and our Chip Seal Program.

Commissioner Worthams attended the Detroit Free Press Marathon Event where he observed some roads in Wayne County. He mentioned the large potholes and hoped that our state legislatures look at funding along with our infrastructures.

Commissioner Oscarson shared the Parks Commission met on October 6th. He stated there were no issues regarding the Road Commission.

The meeting was adjourned at 3:43 p.m.

Attest: Timothy A. Snow, County Clerk

By: _____, Chairperson _____, Deputy Clerk

The work session of the Board of County Road Commissioners of the County of Kalamazoo was held at the Road Commission of Kalamazoo County (RCKC) office at 3801 East Kilgore Road, Kalamazoo, Michigan, on Tuesday, October 18, 2016. Commissioner Moyle called the meeting to order at 3:52 p.m.

Present: Daniel J. Moyle, Kenneth R. Oscarson, Dennis J. Berkebile, David Q. Worthams, Deb Buchholtz

Also attending: Managing Director Joanna Johnson, Operations Director Travis Bartholomew, Finance Director Ann Simmons, Project Superintendent Mark Worden and County Engineer Ryan Minkus.

Finance Director Simmons reviewed the proposed draft 2017 budget in detail and provided further details on key items. The proposed budget includes total revenue of \$26,550,000 and expenses of \$26,585,000, keeping in mind the Michigan Transportation Fund (MTF) revenue projections remain estimates based on best known information with the new revenue package. Furthermore, \$1,445,000 was budgeted for 2017 Local Road Participation (PAR) Funds. 2016 PAR funds were 8.6% MTF, and the proposed 2017 PAR fund are the same percent of budgeted MTF. The budget was proposed with an unassigned fund balance equivalent to 33% of budgeted MTF. Commissioner Worthams shared that state law does not allow a budget in deficit to be approved. It was clarified the proposed budget appropriation included a positive fund balance.

Operations Director Bartholomew reviewed the proposed routine maintenance budget impact changes including roadside vegetation for increases in roadside mowing and brush spray. He also reviewed the proposed capital outlay items.

The draft 2017 – 2021 Primary Road Capital Improvement Plan (CIP) was discussed. Operations Director Bartholomew shared the preparation and planning process of development including a full plan for hot mix asphalt (HMA) projects, chip seal and fog seal.

Staff requested discussion related to local road participation fund contracts to be utilized for township projects, including when to use the standard local road contract, where RCKC is responsible for any expenses beyond estimate and when to use a contract similar to Kalamazoo Township where the township is responsible for project costs accordingly. This is a recent question that came up with the potential additional revenue for roads in Comstock Township and what type of local road contract is needed. The concern is not only the estimating process, but also the impact to budget dollars based on increase of projects. Discussion ensued. Commissioner Berkebile suggested the current local road contract be used when there are PAR funds allocated. Staff will take the time in 2017 to review further.

Staff requested discussion related to adding CIP chip seal projects in a current year during the construction season when budget allows. There was general discussion if the current year budget allows additional chip seal projects may be scheduled and constructed if in the current CIP. Furthermore, those projects must be added to the current year CIP and presented to the Board at a subsequent meeting. Also, staff may select from future CIP projects considering current road conditions when prioritizing additional new projects.

Staff requested discussion concerning a revision to the Accommodation of Mailboxes and Newspaper Delivery Boxes on County Road Right-of-Way policy to address snow shields. It was shared by staff that the snow shield was not typically included in mailbox policies with other road commissions based on research. Commissioner Berkebile suggested potentially a statement versus a policy change. He explained the snow shield construction guideline presented may be prohibitive based on actual availability of standard building supplies.

Staff requested discussion on the County Road Association (CRA) recommended implementation of standardized transportation permits and related fees. This information was presented for review and comments. Staff shared there were 1,117 transportation permits issued in 2015, and discussed the possible dollar impact of implementing the change in fees. The Board requested the staff to request confirmation from CRA that legal review found no compliance issues with Public Act 283 of 1909 (Public Highways and Private Roads) related to

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adopting the proposed fees. Many of the fees would be an increase to the current RCKC fees that were adopted according to Public Act 283.

Staff requested discussion on the draft 2017 organizational goals which were reviewed by Managing Director Johnson. Discussion took place related to the team leader goal which will continue in 2017, and further progress is needed.

Managing Director Johnson shared an update on the Gull Lake Public School permit request for fiber installation within the road right-of-way.

The meeting was adjourned at 6:10 p.m.

Attest: Timothy A. Snow, County Clerk

By: _____, Chairperson _____, Deputy Clerk

Chair Int'l _____

Clerk Int'l _____

October 25, 2016 – Oshtemo Township Joint Meeting

A joint meeting of the Board of County Road Commissioners of the County of Kalamazoo and the Oshtemo Township Board of Trustees was held at the Oshtemo Township Hall, 7275 West Main Street, Kalamazoo, Michigan, on Tuesday, October 25, 2016. The joint meeting began at 6:00 p.m.

Present: Daniel J. Moyle Kenneth R. Oscarson, Deb Buchholtz

Absent: Dennis J. Berkebile, David Q. Worthams

Also present: Managing Director Joanna I. Johnson, Operations Director Travis Bartholomew, Township Supervisor Libby Heiny-Cogswell, Clerk Deb Everett, Treasurer Nancy Culp, Trustee Dusty Farmer, Trustee Grant Taylor, Trustee Nancy Carr, Trustee Zak Ford, Attorney Jim Porter and Public Works Director Marc Elliott

Following introductions, the Road Commission of Kalamazoo County (RCKC) staff reviewed the joint meeting PowerPoint presentation.

Trustee Farmer shared how much she appreciates Facebook and the replies to comments. She also inquired why the private road Century is still on the pavements surface evaluation and rating (PASER) map. Public Works Director Elliott shared that it takes time for the base map at the state to update. Trustee Farmer also mentioned she had several calls related to chip seals and inquired what our thoughts were to these. Operations Director Bartholomew provided feedback on chip seals including the impact of traffic. Managing Director Johnson added on many occasions callers mention pick up of stones or stones in their yards. She shared how education on chip seals is important, as it's not a hot mix asphalt (HMA) treatment. Furthermore, it is not uncommon to see this in chip seals for up to a year or more after project completion. Township Supervisor Heiny-Cogswell mentioned some concerns are stemmed from areas where it appears the stone came off and left a polished look. Managing Director Johnson explained aesthetically that may look bad, however the emulsion seals the road and the aggregate allows vehicles to travel on it. She also explained spots do not indicate a failure, as we saw in Oshtemo last year. Furthermore, we stand by our work if we suspect a road has a chip seal application issue. Public Works Director Elliott shared he's received fewer calls this year regarding chip seals.

Township Supervisor Heiny-Cogswell asked for an update on the road classification change policy and process. Managing Director Johnson provided an update and shared that changes would take place at year end with final approval needed from the state with potential changes on the federal aid classification as well. She explained the policy states that a road would be transferred in good condition and used 8th Street as an example. Township Supervisor Heiny-Cogswell asked for RCKC to review the segments/funding for the RCKC capital improvement plan (CIP) for the Drake Road non-motorized project.

The meeting adjourned at 6:55 p.m.

Attest: Timothy A. Snow, County Clerk

By: _____, Chairperson _____, Deputy Clerk

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Clerk Int'l _____

The regular meeting of the Board of County Road Commissioners of the County of Kalamazoo was held at the Road Commission of Kalamazoo County (RCKC) office at 3801 East Kilgore Road, Kalamazoo, Michigan, on Tuesday, November 1, 2016. Commissioner Moyle called the meeting to order at 3:00 p.m.

Present: Daniel J. Moyle, Kenneth R. Oscarson, David Q. Worthams, Deb Buchholtz

Absent: Dennis J. Berkebile

Also attending: Managing Director Joanna Johnson, Operations Director Travis Bartholomew, Finance Director Ann Simmons, Assistant Finance Director – Human Resources Debbie Hill, Project Superintendent Mark Worden, County Engineer Ryan Minkus, Traffic Engineer Jim Hoekstra, General Superintendent Bill DeYoung and Maintenance Superintendent Will Engel.

Managing Director stated there was an additional item for the agenda: Item “G” Request Approval of the Change of Restriction for the Stewart Drive Bridge, Kalamazoo Township.

Commissioner Worthams moved and it was seconded to approve the agenda as amended.

Carried by the following vote:

Aye: Moyle, Oscarson, Worthams, Buchholtz

Commissioner Oscarson moved and it was seconded to approve the minutes from the October 18, 2016 regular Board meeting, October 18, 2016 Board Work Session and October 25, 2016 Oshtemo Township Joint Meeting as presented.

Carried by the following vote:

Aye: Moyle, Oscarson, Worthams, Buchholtz

Commissioner Buchholtz moved and it was seconded to approve the payroll and vendor accounts as presented.

Payroll Account	\$ 100,955.12
Vendor Account	\$ 726,985.33

Carried by the following vote:

Aye: Moyle, Oscarson, Worthams, Buchholtz

Comstock Township Supervisor Ann Nieuwenhuis introduced Township Superintendent Scott Hess. She shared Mr. Hess came from Pine Grove and is familiar with townships. She also shared with their increased millage for roads, Project Superintendent Worden did an incredible job in figuring how to spread the project dollars for Comstock Township including all of 33rd Street.

Pavilion Township Supervisor Pat White spoke on behalf of all the Supervisors and the Townships regarding the increase being provided on participation funds. He shared the increase is a tremendous help. He also stated it's great to have a Road Commission that will participate with the townships.

Commissioner Oscarson moved and it was seconded to open the public hearing for the 2017 Proposed Budget, 2017-2021 Draft Primary Road Capital Improvement Plan (CIP) and the Draft Construction Guidelines.

Managing Director Johnson thanked the team for completing the budget early. She shared there was an increase in the local level of participation (PAR) funds. Also, the capital improvement plan was incorporated into this budget. She explained the information was shared with local officials and there were no changes to the draft budget from our October 18th Board work session. No public comments were provided on the 2017 draft budget.

Managing Director Johnson shared the CIP is very similar to the board work session except for text corrections to the primary road system. She stated overall the 2017 draft primary road project costs is \$12,787,577. She also shared it included federal aid that has been earmarked for the road commission through 2020 per the Kalamazoo Area Transportation Study prioritization process. Furthermore, the key piece to the CIP is

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our chip seal and fog seal program. She also shared now is the time for our township partners to let us know if there are any CIP projects for consideration of non-motorized facilities elements that could be incorporated in the design stages. Commissioner Oscarson inquired about the future years bridge projects in the CIP and asked if they are predicated on funding. Managing Director Johnson replied yes and stated it's a competitive process across the state and we have also included bridges that may not have received funding. Commissioner Buchholtz mentioned this year we moved several projects forward due to extra funding and inquired if something would need to be done in the future within the budget and CIP in order to move projects forward when possible. Commissioner Oscarson shared it was items like chip seal that we had a budgeted and not road projects. He explained if we wanted to move a major paving project from 2018 to 2017 it would have to come back before the board for approval. Commissioner Moyle clarified we cannot go over the budgeted amount. He also stated we had funds allocated to spend and the Board approved the additional projects. Commissioner Worthams shared a budget is not necessarily a mandate to spend and if we've allocated up to a certain amount and fall under that, we could reallocate. Managing Director Johnson shared minutes from the Board work session. She noted if the current year budget allows, additional chip seal projects may be scheduled and constructed if in the current CIP. Also, the projects must be added to the current year CIP and presented to the Board at a subsequent meeting. Furthermore, staff may select from future CIP projects considering current road conditions when prioritizing additional new projects. No public comments were provided on the draft 2017 -2021 draft Primary Road CIP.

Brady Township Supervisor Smith inquired about the sight distance, posted speed limits and curves on page 116 in the Draft Construction Guidelines. He suggested a recommended speed plus 5 or 10. He shared his township has created parcels that are 15-20 acres and then informing residents they cannot build on that parcel since they could not get a driveway permit. He stated he fully supports the road commission rules, but we need standards that make sense.

Pavilion Township Supervisor White shared that he personally owned 5 or 6 parcels and was not aware of the sight distance requirement. Furthermore, he suggested the person who reviews the driveway permits should review all parcels and then let the resident know if they have enough sight distance or if it needs to be adjusted. He stated he agrees with Brady Township Supervisor Smith that this need to be looked at logically.

Charleston Township Supervisor Jerry VanderRoest shared concerns regarding application and agreement fees for non-motorized facilities and stated the township should not be responsible for fees. He also inquired why it's necessary to test the storm drains and inquired if there's a cost to the township. He stated that he agrees with safety related to sight distance. He also shared there are many different circumstances and suggested that each situation be looked at differently. He also explained that the township has to match up the road commission requirements with township zoning requirements.

General Superintendent DeYoung shared most townships have a policy that states a parcel cannot be split until a driveway access determination was made.

Pavilion Township Supervisor White suggested if the property owner was willing and was allowed to add a de-acceleration lane it would provide a safer turn from the road to the driveway. Furthermore, it would be cost effective to developers or property owners.

Jack Gesmundo, American Village Builders and American Village Development shared concerns regarding the proposed gravel and asphalt thickness. He inquired if there was science data that showed the longevity or life expectancy for the increase in cost. He shared the roads are 18 years old in the first phase of the Barrington Shores plat and in Hidden Lake where it's a private community the roads are replaced on a 17 year cycle. He gave examples of increase in costs for various neighborhoods due to the additional gravel and asphalt thickness that's proposed. He also mentioned by adding additional road costs and expenses will make projects unaffordable. He mentioned as you weigh your decision on longevity of roads your also making housing less affordable.

Pavilion Township Supervisor White inquired if the construction guidelines were designed for automobile traffic or both automobile and commercial traffic. County Engineer Minkus shared in regards to local pavement

thickness we did compare to other counties. Furthermore, we are within comparables of Allegan and VanBuren counties who both require a thickness of 3 inches which is on the low side. He shared both Barry and Kent Counties require 3-1/2 inch of thickness and Jackson County requires 4-1/2 inches of thickness for local roads. He stated the proposed recommendation is not out of line with adjacent communities. He also shared the Michigan Department of Transportation (MDOT) requires a submittal of a pavement design for each project to justify the pavement thickness. Furthermore, this could be an option however, having one standard of applying 4 inches would make it uniform and developers would know what to expect in regards to plats in Kalamazoo County. Commissioner Oscarson inquired if an option could be that it's 4 inches, unless the developer's engineer provides a design calculation sheet. County Engineer Minkus replied yes, and stated the option would include soil analysis to determine the thickness that would be needed. He also shared that we've required a minimum of 3 inches and developers were trying to get as close as they could to that minimum. He explained by increasing the thickness up to 4 inches assures the needed minimum thickness. He also shared that a cost analysis showed an overall 5 to 10 percent increase in materials on the plat local developments. Commissioner Oscarson shared 5 to 10 percent doesn't mean much to a local government and to a developer it could make or break a project. Mr. Gesmundo inquired if the thickness request is based on other county requirements or data. Commissioner Moyle explained we're trying to prevent the rest of the county from paying for substandard paving. Pavilion Township Supervisor White shared every time O Avenue is paved it just sinks down from the weight. He suggested we look at each circumstance to determine a pavement thickness. Operations Director Bartholomew shared that the road commission is trying maintain roads that were built to last 50 years. Furthermore, he inquired who would fund the cost to replace these roads in 20 years. Managing Director Johnson shared the Board had comments from Prein&Newhof shared to some of the townships in their review of the construction guidelines. She also shared that letters were sent to developers and consultants for feedback. She mentioned in Prein&Newhof comments they had stated in their opinion the additional cost was acceptable and will lower long term maintenance costs for the township. She referred back to Brady Township Supervisors Smith's comments and shared the road commission had a couple of driveways either at curves or intersection that did not meet the required sight distance limitation. She also shared that staff tries to find a way to approve these permits before it comes to a variance piece. Furthermore, we work with our township partners in regards to zoning, variances and land splits. She stated we do have the ability and it's noted on our fee schedule for access determinations. She explained that an access determination let's an applicant know that somewhere on that lot split a driveway would be available for utilization. County Engineer Minkus mentioned that we looked at other communities in regards to sight distance and that the American Association of State Highway and Transportation Officials (AASHTO) would align us with industry standard. Furthermore, staff discussed concerns with advisory speeds with the option of plus 5, 10 or 15 and found with each instance it may not be applicable and how would you decide what number to use. He explained we're trying to get to a standard for staff to follow for consistency and safety. Manager Director Johnson explained to Charleston Township Supervisor VanderRoest that the non-motorized facilities application and the non-motorized policy does not have a fee related to the application process on our fee schedule at this time. Furthermore, depending on whether it's a sidewalk or a trail, the agreement that is included in our policy states the township is responsible for the non-motorized facility. Charleston Township Supervisor VanderRoest also inquired about the storm sewer. County Engineer Minkus explained that installation of storm sewers are inspected for adequate condition and the expense is typically paid by developers in plat areas. Charleston Township Supervisor VanderRoest mentioned the drain on McCollum in the City of Galesburg. Operations Director Bartholomew explained the drain on McCollum is a county drain and is under the Drain Commission's jurisdiction.

Pavilion Township Supervisor White commented on the 50 year life cycle and inquired if we could afford to do this up front. Commissioner Moyle explained we are currently trying to maintain the road to a 50 year life cycle with our chip seal and fog seal. Mr. Gesmundo shared the biggest challenge is adding the 4 inches of thickness and concrete curves, sidewalks, Consumers Power requesting to be outside the right of way, tree clearing and additional grading. He stated this is how you end up with \$100,000 lots. Furthermore, developments cannot go forward and you've stagnated the business. Managing Director Johnson shared we are not responsible for all of these areas and we continue to try and find ways to coordinate how to have development together to make things easier from an upfront cost and for long term infrastructure investment.

Brady Township Supervisor Smith explained that many townships have created agricultural districts that include 330 feet of road frontage with a 3 acre minimum and have also created rural residential districts that include 200 feet of road frontage with a 2 acre minimum. He inquired that if this does not fit the AASHTO standard then we need to review this area in the proposed construction guidelines. Commissioner Moyle inquired if anyone knew of other counties having this issue. Supervisor Nieuwenhuis shared if Managing Director Johnson would send her the question the way she would like it worded she would forward the question to the Michigan Township Association (MTA).

Managing Director Johnson shared with Brady Township Supervisor Smith that this group and team did look at the sight distance. Furthermore, we've had 3 variances this year and developments change from year to year. Furthermore, we look at standards and other road commissions. She also mentioned 4 townships were represented today and we have no way of knowing what each township's guidelines related to lot splits and if they are the same. Pavilion Township Supervisor White stated the guidelines were not the same. Managing Director Johnson explained we have 15 townships with 15 levels of zoning and from all the research we looked at it was extremely hard to come up with a "right" number. She also stated our number one goal is safety. County Engineer Minkus shared commercial driveways look at AASHTO standards for intersection sight distance which are higher than stopping sight distance. Furthermore, the residential sight distance is the most flexible in AASHTO. Mr. Gesmundo stated he was in the final stages of a project in Texas Township that is located on two county roads that are 8th Street and R Avenue. He explained the minimum lot is 200 feet and the corner lot is also 200 x 300 with a minimum driveway of 300 feet by the township. He shared this was designed to Texas Township's access management plan, yet may differ from the requirements of our driveway policy currently. Managing Director Johnson shared we haven't discussed the access management element and we all need to work together, this was a good example of ensuring that we are sharing information and allowing feedback.

Commissioner Oscarson inquired about liability for issuing a driveway permit without using national standards. Commissioner Buchholtz shared if you had rationale for issuing the permit she believes there would not be liability being a governmental entity. She explained if you take into account various elements that are a part of that parcel it can make a difference. She also shared there is driver's responsibility to drive safe and prudent. Commissioner Worthams concurred with Commissioner Buchholtz and commented even the law states you have to drive safe and prudent regardless of what speed limit is posted. Furthermore, if the government entity lays out an explanation of why the variance was granted then government immunity would cover us for liability. Managing Director shared when you split a parcel there is no guarantee for a buildable lot by the township. She also mentioned the draft construction guidelines were not on today's agenda for approval and all written comments along with the comments from today's public hearing will be taken into consideration. She also shared that she anticipated having the draft construction guidelines on a future agenda for potential approval before year end and mentioned to the audience that she would send out notices and highlight any changes.

Brady Township Supervisor Smith shared that the U Avenue Bridge was open and looked fantastic. Managing Director Johnson thanked the team, Brady Township and the residents for their patience during this construction.

Commissioner Buchholtz inquired about the Downtown Development Authority (DDA) provision in the draft construction guidelines and what it allows. Managing Director Johnson shared Oshtemo and Texas Townships for example have DDA's as outlined in the public act and within those DDA's they are looking at place settings or having a place and an area for people to gather to make it feel like a downtown. Furthermore, some of the feedback we've received over the years is that we need to be more flexible with possibly boulevards or other areas in order to make it more comfortable for people to gather within a DDA. She explained we weren't sure what to include in our construction guidelines due to townships having differences in their DDA's as well. She stated we looked at national and other road commissions to determine if anyone had anything different in terms of standards or guidelines for such a district. Furthermore, we are acknowledging a DDA and providing it open for opportunities in review with elements for consideration. She mentioned if a DDA per the act was established we would look at our current standards, what that township was requesting to do in that area and possibly be more flexible with any necessary Board approval. Commissioner Buchholtz also inquired about tracking accidents

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caused by someone leaving their driveway. Traffic Engineer Hoekstra shared we would have to go through each police report to obtain that information and many may not have those specifics. Commissioner Buchholtz commented that safety should be included on the variance form. Commissioner Moyle thanked everyone for their time, questions and valid concerns.

Commissioner Buchholtz moved and it was seconded to close the public hearing at 4:13 p.m.

Commissioner Worthams moved and it was seconded to approve the 2017 Proposed Budget.

 Road Commission of Kalamazoo County		Appropriation
<u>Revenue</u>		<u>2017 Budget</u>
Michigan Transportation Funds		
Primary Road Fund		12,692,000
Local Road Fund		4,008,000
Total Michigan Transportation Funds		16,700,000
Federal, State and Enhancement		4,542,000
State - Special Winter Maintenance		0
State - Priority Road Investment Funds		0
State General Fund - PA 252		0
State General Fund - PA 84		0
Township Projects		5,096,000
Township Special Assessments		18,000
Cities and other Governmental		10,000
Interest		4,000
New Platted Roads Donated		
Other		180,000
Total Operating Revenue		26,550,000
<u>Expenditures</u>		
Construction & Capacity Improvements		
Primary Road System		0
Local Road System		0
Total Construction/Capacity Improvements		0
Preservation & Structural Improvements		
Primary Road System		8,801,000
Local Road System		6,055,000

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		Total Preservation - Structural Improvements	14,856,000
Routine & Preventive Maintenance			
Primary Road System			6,252,500
Local Road System			3,408,500
Total Routine & Preventive Maintenance			9,661,000
Total Road Expenditures			24,517,000
Equipment			
Direct Equipment Expense			1,637,000
Indirect Equipment Expense			665,000
Operating Expense			320,000
Total Equipment Expense			2,622,000
Less Equipment Rental			(2,266,000)
Net Equipment Expense			356,000
Administration			1,284,000
Work Performed for Others			896,000
Distributive Expenditures (Unspread Fringe, OH)			0
Capital Outlay			819,000
Subtract Provision for Depreciation			(1,287,000)
Total Expenditures			26,585,000
<u>Fund Balances</u>			
Beginning Fund Balance			6,640,012
Change in Fund Balance			(35,000)
Ending Fund Balance			6,605,012
Unassigned Fund Balance as a % of MTF Revenue			33%
Carried by the following vote:			
Aye: Moyle, Oscarson, Worthams, Buchholtz			
Commissioner Buchholtz moved and it was seconded to approve the 2017-2021 Draft Primary Road CIP.			
Carried by the following vote:			
Aye: Moyle, Oscarson, Worthams, Buchholtz			
Commissioner Worthams moved and it was seconded to award (1) winter maintenance area for the 2016-2017 winter season to Peters Construction Co, as well as (2) contracted winter maintenance areas for the 2016-2017 winter season to Maintenance Masters Inc., with a bid option for 3 – one year extensions. Managing Director Johnson shared our contract and seasonal drives work with us diligently. Furthermore, before they are on the road they work with us in terms of expectations and training at RCKC and with the Michigan Department of Transportation training (MDOT). She stated safety is first for the drivers and citizens. It is also important to note			

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that any issues or positive comments regarding winter maintenance regardless if they are contractors, should be forwarded to RCKC.

Carried by the following vote:

Aye: Moyle, Oscarson, Worthams, Buchholtz

Commissioner Worthams moved and it was seconded to approve the Traffic Control Order No. P 39-04-16 for No Parking on the west side of Lamont Street from Lake Street to the terminus of the roadway in Kalamazoo Township for Managing Director's signature. Traffic Engineer Hoekstra shared we contacted the Sheriff's Department and the County Parks Department.

Carried by the following vote:

Aye: Moyle, Oscarson, Worthams, Buchholtz

Commissioner Buchholtz moved and it was seconded to approve the continuation of the current Blue Care Network (BCN) Health Maintenance Organization (HMO) health insurance plan for employees, elect the PA152 employee share option of the hard cap and the Delta Dental for the dental insurance plan for employees.

Carried by the following vote:

Aye: Moyle, Oscarson, Worthams, Buchholtz

Commissioner Worthams moved and it was seconded to approve the draft 2017 Organizational Goals. Managing Director stated she added an additional goal for public outreach as Communications. She shared we added twitter as another platform to be utilized and the goal to increase the participation in RCKC Connect. She also shared with the public and local officials some of our internal and external goals. Commissioner Moyle inquired about our service requests and how they are primarily received. Administrative Assistant Rider answered most are received by phone. He shared these are not complaints and explained the public acts as our eyes and ears on the roadways. He also stated that the service request are appreciated. Managing Director shared sometimes service request take longer for response due to our same crew is working on chip seal and reminded the public that all service request are reviewed.

Carried by the following vote:

Aye: Moyle, Oscarson, Worthams, Buchholtz

Commissioner Oscarson moved and it was seconded to approve the Change of Restriction for the Stewart Drive Bridge to 3 tons, Kalamazoo Township. Managing Director Johnson shared this is an emergency restriction reduction on a Stewart Drive culvert over Davis Creek in Kalamazoo Township. She commended Rebekkah Ausbury, Project Engineer who noticed the surface condition of the bridge and the panels did not look right. Our bridge inspector also reviewed the structure and the majority of the deck boards in a four foot section of timber decking have split. The recommendations is to lower the load posting to 3 tons. She mentioned to the Board they were provided with pictures and other information regarding the bridge that is located on a dead end street. She also mentioned that we will contact the Department of Environmental Quality (DEQ) for the proper fix and timing. Commissioner Oscarson inquired if this was on a school bus route. Managing Director Johnson replied she was not sure if this was a school bus route however, the school is one of the entities we will be contacting. Commissioner Moyle inquired about the depth of the water. Operations Director Bartholomew replied approximately 18 inches deep.

Carried by the following vote:

Aye: Moyle, Oscarson, Worthams, Buchholtz

Charleston Township Supervisor VanderRoest shared that he previously gave a presentation for the Township Supervisors meeting regarding road funding. At the meeting he was asked by the Township Supervisors to draft a letter to this Board requesting to set-up a special committee to discuss various items, have open communication and to discuss their concerns regarding road funding.

Pavilion Township Supervisor White thanked the Board and Managing Director Johnson for their assistance with Deep Point Drive. He shared Deep Point Drive was on the verge of going back to gravel until the residents decided to sign a petition for a special assessment. He mentioned the road was beautifully done and the

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importance of having cooperation including meetings with the public. He suggested the Board to consider funding townships in the future including interest and over a 3-4 year period as in a special assessment. He explained township budgets do not having the funds to handle large projects. Supervisor VanderRoest shared a bill was passed this year allowing counties to loan money for road projects and inquired how this worked. Managing Director Johnson replied she did not recall what/if any funding limitations in the law. She also shared this is subject to the County Board, their policies and practices. She also stated she would send Township Supervisor VanderRoest information regarding this bill. Commissioner Worthams shared that he believes the bill states that you have no more than 10 years to pay the loan amount back. Managing Director Johnson mentioned another option is our delayed payment policy which would allow us to work with a township on a large project as we have done in Charleston Township in the past.

Supervisor Nieuwenhuis shared that she signed up for RCKC Connect and it enabled her to attend a meeting on time due to a notification she had received regarding a road closure.

Managing Director Johnson shared that U Avenue in Brady Township was now open. She mentioned the last joint township meeting of the year would be with Alamo Township the evening of November 14th at 6:00p.m. She also shared we had a crew working on Saturday to work on the shoulders for 8th Street in Prairie Ronde Township due to the railroad detour. She explained some of the traffic volumes and detour routes caused some havoc on our shoulders. Furthermore, we worked with MDOT and the railroad to reroute the detour, so we could fix the damaged shoulders. Also, she and Project Superintendent Worden presented at the Roadsoft User Conference of the United States (RUCUC) in Lansing today regarding Roadsoft, asset management and shared various items that Kalamazoo has done over the years in this area. Commissioner Moyle asked Managing Director to explain what Roadsoft is. Managing Director Johnson shared Roadsoft is a software program that houses all of our infrastructure assets across the county including roads, culverts, signs, guardrails and more. Furthermore, we're constantly populating and updating it for it to be useful. She mentioned a letter was received from the City of Portage thanking our crew for providing DuraPatch road repair for an area on Oakland Drive last Friday. She also mentioned the Van Buren County Road Commission would be celebrating their 100th Anniversary on Thursday, November 3rd at from 3 p.m. to 7 p.m. at their Storage Maintenance Facility in Lawrence. She shared that she and Project Superintendent Worden were interviewed by a gentlemen who was visiting from Ontario who stated he was very impressed with our roads, network and our paved shoulders across the county. She shared that he wrote an article talking about our paved paradise in Kalamazoo and is hoping to bring paved shoulders to his community in Ontario.

Commissioner Buchholtz thanked staff for their work on the budget, CIP and various policies they were working on including the sign policy and construction guidelines. She also thanked the citizens and township officials who have provided us feedback regarding draft policies. She stated it's exceptionally helpful as we deliberate on what is best for our community. She also suggested to the Board to consider a strategic planning session in January to discuss new ideas, road funding and other topics considering a possible new Board member.

Commissioner Oscarson shared that he and Operations Director Bartholomew attended the Township Supervisors meeting and answered various questions. Also, Charleston Township Supervisor VanderRoest gave a good presentation. He thanked staff for their hard work on the budget and CIP. He mentioned the County Parks will meet on Thursday.

Commissioner Moyle thanked township officials and citizens for their time.

The meeting was adjourned at 4:47 p.m.

Attest: Timothy A. Snow, County Clerk

By: _____, Chairperson _____, Deputy Clerk

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November 14, 2016 – Alamo Township Joint Meeting

A joint meeting of the Board of County Road Commissioners of the County of Kalamazoo and the Alamo Township Board of Trustees was held at the Alamo Township Hall, 79014 North 6th Street, Kalamazoo, Michigan, on Monday, November 14, 2016. The joint meeting began at 6:00 p.m.

Present: Kenneth R. Oscarson, Dennis J. Berkebile, David Q. Worthams, Deb Buchholtz

Absent: Daniel J. Moyle

Also present: Project Superintendent Mark Worden, General Superintendent Bill DeYoung, Township Supervisor Tony Hyet, Clerk Laura Endres, Treasurer Mary Stoneburner, Trustee John Kennedy and Trustee Gail VanderWeele.

Following introductions, the Road Commission of Kalamazoo County (RCKC) staff reviewed the joint meeting PowerPoint presentation including the D Avenue chip seal trial.

A citizen inquired if AB Avenue between 1st Street and VanKal Street would be returning to gravel. Both Commissioner Berkebile and Project Superintendent Worden shared that AB Avenue would not return to gravel at this time and explained our failed condition local road policy.

A citizen shared concerns regarding snow plowing on 6th Street between D Avenue and G Avenue. General Superintendent DeYoung explained snow route priorities and stated that staff would monitor the situation this winter.

A citizen inquired about RCKC's tree policy. General Superintendent DeYoung explained the policy and shared that our Forester assesses trees according to the policy. The citizen inquired about cutting the tree down himself. Project Superintendent explained the permit process.

Trustee VanderWeele shared with the increasing cost of road rehabilitation, the township is working with the RCKC to apply available money to roads that are prioritized in the 5 year Capital Improvement Plan (CIP).

Township Supervisor Hyet inquired about adding gravel to gravel roads and when gravel was lastly added. General Superintendent DeYoung answered he did not have the information on hand as to when gravel was added last. He also advised the township to work with Project Superintendent Worden for a potential gravel road project.

The meeting adjourned at 6:57 p.m.

Attest: Timothy A. Snow, County Clerk

By: _____, Chairperson _____, Deputy Clerk

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The regular meeting of the Board of County Road Commissioners of the County of Kalamazoo was held at the Road Commission of Kalamazoo County (RCKC) office at 3801 East Kilgore Road, Kalamazoo, Michigan, on Tuesday, November 15, 2016. Commissioner Moyle called the meeting to order at 3:00 p.m.

Present: Daniel J. Moyle, Kenneth R. Oscarson, Dennis J. Berkebile, David Q. Worthams, Deb Buchholtz

Also attending: Managing Director Joanna Johnson, Finance Director Ann Simmons, Project Superintendent Mark Worden, County Engineer Ryan Minkus and General Superintendent Bill DeYoung.

Managing Director Johnson stated there was an additional item for the agenda listed as Correspondence: Request Receipt of Michigan Occupational Safety and Health Administration Letter Dated November 9, 2016.

Commissioner Worthams moved and it was seconded to approve the agenda as amended.

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams, Buchholtz

Commissioner Worthams moved and it was seconded to approve the minutes from the November 1, 2016 regular Board meeting as amended. Commissioner Buchholtz offered an amendment to the Board meeting minutes for the 3rd paragraph on page 4 to read: Commissioner Buchholtz shared if you had rationale for issuing the permit she believes there would not be liability being a governmental entity.

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams, Buchholtz

Commissioner Oscarson moved and it was seconded to approve the payroll and vendor accounts as presented.

Payroll Account	\$ 93,764.46
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Vendor Account	\$ 1,234,618.14
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Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams, Buchholtz

Commissioner Berkebile moved and it was seconded to accept the letter from Michigan Occupational Safety and Health Administration dated November 9, 2016 for response and refer to file. Managing Director Johnson shared the letter is posted in both the roads department and administration building. She explained the letter is related to the asbestos removal in the administration building where the flooring has been since approximately 1964 and is primarily in the engineering storage room and in the records retention room used by our accounting team. Furthermore, according to our asbestos abatement company the tile was in good condition and even with loose tiles it posed no threat to employees when retrieving documents or moving furniture. She mentioned business went on as usual while the asbestos was removed and air quality standards were checked throughout the process that showed no threat to employees. She stated without a doubt there was nothing, but the utmost to ensure the safety of our employees through the asbestos abatement process. She stated we will respond to the complaint well before the December 16th deadline and both the letter and response will remain posted until the complaint is closed.

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams, Buchholtz

Commissioner Oscarson moved and it was seconded to approve the purchase of a 2017 Etnyre "Big" Chip Spreader, from AIS Construction Equipment Corporation, through the MIDEAL purchasing program. Commissioner Oscarson thanked staff for including all the technical information and gave kudos to the supplier for supplying us with the information. Commissioner Moyle inquired about the delivery date. Jeff Ely, AIS Construction Equipment Corporation answered in 90 – 120 days.

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams, Buchholtz

Commissioner Buchholtz moved and it was seconded to approve the purchase of a 2017 Hamm 180i-15 pneumatic, rubber tire roller, including a rubber-tire roller attachment, from AIS Construction Equipment Corporation, through the MIDEAL purchasing program. Commissioner Buchholtz applauded staff for their creativity and ideas on this. Furthermore, she would like to see a return on investment (ROI) on the concept in terms of saving money and better quality. Mr. Ely mentioned that both he and Operations Director Bartholomew are working on a spreadsheet to show cost and savings. Commissioner Moyle inquired if this rubber tile roller was identical to the one purchased in 2015. Mr. Ely shared it's a newer model and they will update the one purchased in 2015 with no additional costs. Commissioner Buchholtz thanked AIS for working together with a public and private partnership and for a solution that benefited both of us. Additionally, she thanked staff and AIS for the cooperative environment.

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams, Buchholtz

Commissioner Worthams moved and it was seconded to approve the Revised Accommodation of Mailboxes and Newspaper Delivery Boxes on County Road Right of Way Policy. Commissioner Berkebile shared a concern he had with the policy in regards to snow shields. He explained the only reference to snow shields construction is that they must be 12 inches back from the edge of the road. Furthermore, he questioned the intent of the policy. He strongly suggested a maximum snow shield height be incorporated into the policy. He explained if we require a mailbox and snow shield to be a minimum of 12 inches from the outside edge of the road shoulder and per the post office mailbox requirement are to be 42 – 48 inches in height then we should set a height standard on the snow shield. Commissioner Oscarson shared if we give a specific height who will inspect them to ensure the height is correct. He suggested the policy to indicate a snow shield cannot exceed the mailbox. Commissioner Berkebile shared he also had a concern with writing a policy to include something we don't permit like snow shields. Commissioner Oscarson shared if there's an incident and we stated a height in the policy would there be a liability because the snow shield exceeded a height that we neglected to check. Managing Director Johnson shared the previous draft policy presented at the Board work session stated the outer dimension of the snow shield shall be 16 inches wide with an approximate height of 48 inches. Commissioner Moyle shared during the work session the feedback was we were trying to avoid a specification. Commissioner Oscarson shared if the snow shields were temporary or only seasonal that would eliminate the ability of building a masonry structure in front of your mailbox. Commissioner Buchholtz shared some residents have their house numbers on them and it would make some people unhappy if we said they are seasonal only. Managing Director Johnson shared there are many snow shields going up throughout the county and the policy was brought forward to determine if we are going to acknowledge snow shields exist and/or determine an enforcement level other than they're a safety issue. Commissioner Oscarson shared an accident history regarding snow shields would be helpful in order to make a decision instead of speculating what could happen. Commissioner Worthams shared speculation and anticipation seems to be running rampant throughout the county right now. Furthermore, it's easy to try to predict, but at the end of the day we don't know what will happen and we can't react to something that we don't know. He also shared the policy accomplishes the main goal by recognizing snow shields and mailboxes. Commissioner Buchholtz inquired if a policy was in place that states the public cannot put up anything they want in the right-of way. Managing Director Johnson replied yes, we have the Encroachment Policy. Commissioner Buchholtz shared our main concern is safety and maybe the encroachment policy covers snow shields. Commissioner Moyle shared another issue is the removal of snow shields for potential projects. Managing Director Johnson pointed out we've also added to the policy if a snow shield is installed, the Board will not reimburse for any direct contact damage to mailboxes and/or snow shields.

Carried by the following vote:

Aye: Moyle, Oscarson, Worthams, Buchholtz

Nay: Berkebile

Managing Director Johnson shared we are working on year end items to close out projects. Furthermore, today is the last day of projects in Kalamazoo Township and we are currently preparing a December 12th presentation to review year two of the \$9.75 million dollar bond proposal. She also shared that reduced load /ton restriction signs were posted on the Stewart Drive Bridge over Davis Creek in Kalamazoo Township. She mentioned Stewart Drive is not on a bus route and we will have to utilize a pick-up truck for snow plowing based

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on the 3 ton limitation. Furthermore, per the Department of Environmental Quality (DEQ) we will need to replace the culvert with the same size structure. She thanked the Board, Project Superintendent Worden and General Superintendent DeYoung for attending the Alamo Township joint meeting. She also thanked General Superintendent DeYoung for taking the minutes. She gave a shout out to Western Michigan University (WMU) and thanked Ed Simmons for assisting us in the obtaining the row the boat oar. She shared we are proud supporters of WMU and to show our support staff will wear Bronco gear on Friday. She stated "Go Broncos! Row the Boat!"

Commissioner Worthams echoed Managing Director Johnson's comments regarding WMU. He also wanted to discuss issues that have been happening in our community. He shared on a few occasions he felt unsure or unsafe due to actions of another person reacting to his race. He mentioned there have also been many conflicts where people don't agree on politics or public policy. Furthermore, sometimes we are so busy trying to win a debate that we forget how important it is to listen. He stated we can respectfully disagree with one another and the ability to do that is at the heart of our nation. He shared a quote from the movie American President. Afterwards he mentioned that we need serious people to lead, act and to bring us back to a unified state. He explained to the public that if they are trying to intimidate people based on their color or on the fact they did not vote the same way then to "just stop it now". He shared this is a time for serious people and urged public officials both elected and appointed to help spread this message so that we can be a unified country.

Commissioner Buchholtz thanked Commissioner Worthams for his comments. She also mentioned there were a series of Bike Friendly Kalamazoo meetings that was more for technical people and thought it would've been a conflict of interest for her to attend.

Commissioner Berkebile reminded everyone that Thursday evening at 6:00 p.m. is the Kalamazoo Chapter of Michigan Township Association's annual meeting where both elected and appointed officials are invited to join together and thank each other for serving.

Commissioner Oscarson mentioned two weeks ago on Thursday the Parks Commission met and it was business as usual. He shared there was mention that the Parks Director will contact Operations Director Bartholomew in regards to chip sealing next year. Commissioner Buchholtz inquired about maintenance costs and shared the information would be good to have when discussing trail ways or widening of shoulders. Commissioner Oscarson explained the Parks Commission does as much as possible through their regular budget. He also mentioned some funds received are pledged for trail support. Commissioner Buchholtz explained she was under the impression a dollar estimate was needed for maintenance overtime. Managing Director Johnson mentioned they may have an asset management plan in terms of maintenance or a 5 year plan. Commissioner Oscarson shared it varies and explained if a trail is located through the woods there's vegetation to deal with. Commissioner Buchholtz mentioned the intent was to make sure the endowment had enough money to maintain the trails and she assumed there was a metric being used to help approximate it.

The meeting was adjourned at 3:47 p.m.

Attest: Timothy A. Snow, County Clerk

By: _____, Chairperson _____, Deputy Clerk

Chair Int'l _____

November 17, 2016

Clerk Int'l _____

Kalamazoo County Chapter of the Michigan Township Association Annual Meeting

The Board of County Road Commissioners of the County of Kalamazoo attended the Kalamazoo County Chapter of the Michigan Township Association Annual Meeting at the Four Points by Sheraton in Kalamazoo on Thursday, November 17, 2016. The meeting began at 6:00 p.m.

Present: Daniel J. Moyle, Kenneth R. Oscarson, Deb Buchholtz

Absent: Dennis J. Berkebile, David Q. Worthams

Also attending: Managing Director Joanna I. Johnson

Board members had the opportunity to talk with local officials. The meeting adjourned at approximately 8:30 p.m.

Attest: Timothy A. Snow, County Clerk

By: _____, Chairperson _____, Deputy Clerk

November 29, 2016

Chair Int'l _____

Clerk Int'l _____

The regular meeting of the Board of County Road Commissioners of the County of Kalamazoo was held at the Road Commission of Kalamazoo County (RCKC) office at 3801 East Kilgore Road, Kalamazoo, Michigan, on Tuesday, November 29, 2016. Commissioner Moyle called the meeting to order at 3:03 p.m.

Present: Daniel J. Moyle, Kenneth R. Oscarson, Dennis J. Berkebile, David Q. Worthams, Deb Buchholtz

Also attending: Managing Director Joanna Johnson, Finance Director Ann Simmons, Project Superintendent Mark Worden and County Engineer Ryan Minkus.

Commissioner Worthams moved and it was seconded to approve the agenda as presented.

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams, Buchholtz

Commissioner Buchholtz moved and it was seconded to approve the minutes from the November 14, 2016 Alamo Township joint meeting, November 15, 2016 regular Board meeting and November 17, 2016 Michigan Township Association annual meeting as presented.

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams, Buchholtz

Commissioner Oscarson moved and it was seconded to approve the payroll and vendor accounts as presented.

Payroll Account	\$ 184,582.35
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Vendor Account	\$ 979,426.98
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Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams, Buchholtz

Charleston Township Supervisor Jerry VanderRoest mentioned the Charleston Township Board voted at their last Board meeting to express their opposition to changing Miller Road from a primary road to a local road and shared several reasons why the classification should not change. Some of their concerns included Miller Road being the 3rd highest traveled primary road in the township, heavier traffic volumes in the winter, commercial and regular vehicles using Miller Road to avoid going through the City of Galesburg. Furthermore, he stated the Charleston Township Board members requested the RCKC to leave Miller Road as a primary road and re-evaluate in the future to see the importance of the road and traffic flow through the townships of Charleston and Comstock.

Commissioner Worthams moved and it was seconded to accept the letter from regarding Miller Road from Charleston Township dated November 17, 2016 and refer to staff.

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams, Buchholtz

Commissioner Worthams moved and it was seconded to accept the letter regarding 40th Street from Charleston Township dated November 17, 2016 and refer to staff.

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams, Buchholtz

Commissioner Worthams moved and it was seconded to accept the letter regarding Miller Road from Mr. James Whitehead dated November 1, 2016 and refer to staff.

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams, Buchholtz

Commissioner Oscarson moved and it was seconded to approve the Budget, Cash Management, Grant, Payroll, Travel & Expense Reimbursement and Conflict of Interest Policies as amended. Managing Director Johnson explained the policies were reviewed by legal counsel and RCKC auditors. She mentioned the new policies

are provided in support of the new Federal grant requirement. She also mentioned the existing policies were updated to incorporate existing processes for greater clarity. Commissioner Berkebile shared a concern regarding the Cash Management Policy. He believed the policy should state financial institutions or insured financial institutions in lieu of banking institutions. He explained by stating bank accounts would be eliminating opportunities with credit unions. Commissioner Buchholtz mentioned the Cash Management Policy made reference that each check is signed by both the Managing Director and Finance Director. She questioned in the event of a prolonged absence or vacant position would the policy allow for electronic signatures from an existing employee or would they go to the Chairman for signature. Managing Director Johnson shared the signatures are electronic and checks would still be distributed with one signature. Finance Director Simmons mentioned we could add a third person to the account as an alternate as needed. Commissioner Oscarson advised to check with the auditor for their recommendation. Commissioner Berkebile commented on the timekeeping section of the Payroll Policy. He shared that he believed Federal Law states hourly employees cannot do volunteer work for for-profit corporations and was unsure if the RCKC was considered for profit or how the RCKC falls under the Federal Law. Furthermore, the policy mentions non-exempt, but does not mention union. Finance Director Simmons shared non-exempt means non-exempt from overtime. Furthermore, the attorney suggested we state this in the policy. Commissioner Berkebile mentioned he was surprised the RCKC does not require direct deposit. Finance Director Simmons shared per state law if we required direct deposit and the employee chose not to use their own account, we would have to pay a fee for a debit card. Commissioner Oscarson inquired if there was any impact for any material in the payroll policy regarding the court case we received from Miller Canfield regarding Texas and overtime. Managing Director Johnson replied not at this point. Managing Director Johnson shared Item F was missing a few words under General Provisions. She stated it should begin with "The Supervisor is accountable for ensuring compliance with this policy".

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams, Buchholtz

Commissioner Buchholtz moved and it was seconded to approve to amend the 2016 Capital Outlay budget from the purchase of a Mechanic's Service Truck (Used) to the purchase of a Mechanic's service truck (New), to carry-over the 2016 budgeted funds to 2017, and to purchase a 2017 Ram 3500 mechanic's service truck from LaFontaine CDJR-Lansing, Lansing MI, utilizing the MIDeal purchasing program \$50,472. Managing Director Johnson shared the new mechanic's service truck will be a one ton, dual wheel, diesel truck. Furthermore, this purchase would satisfy our needs for 15+ years and would enable our team to better perform necessary repairs in the field, by having a fully equipped truck. Commissioner Oscarson inquired about the difference between the MIDeal truck and the Greenmark truck. Operations Director Bartholomew replied the only difference was the aluminum tool boxes.

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams, Buchholtz

Commissioner Oscarson moved and it was seconded to approve the Sprinkle Road Safety Project from Sprinkle Road to G Avenue/Market Street to Kilgore Road/Zylman Avenue for the Board and Managing Director's signatures. Managing Director Johnson shared the project includes installing and modernizing 11 traffic signals. She mentioned the project is scheduled for construction starting in the spring of 2017 with a tentative completion date of the October 2017. County Engineer Minkus shared the current cameras utilized on traffic signals essentially look at the stop bar and detect the presence of a vehicle to change the light to green from that approach. The new cameras include additional technology which look further down the road to detect the presence of approaching vehicles and allow the equipment to manipulate traffic timing within a set of parameters to extend a green or yellow light. This would allow vehicles to pass through the intersection without making a decision of whether or not they would be able to stop for the intersection, reduce the number of accidents and running red lights along the corridor.

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams, Buchholtz

Ann Nieuwenhuis of 5833 East HJ Avenue encouraged the Road Commission to work with Comstock Township. She mentioned the new Township Supervisor Randy Thompson was in the audience along with

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Superintendent Scott Hess. She shared concerns with street lights and stated we need to make sure that street lights are being put on Sprinkle Road. Furthermore, she mentioned there's a Street Light Committee who've been working on this. Additionally, new street lights are included in their 2017 budget and they would like to see both entities working together to continue to put in more street lights.

Charleston Township Supervisor Jerry VanderRoest mentioned the Charleston Township Board requested the stop sign on South 40th Street, north of Exit 88 Bridge be returned to its previous location. They also requested several no parking signs on the south side of Exit 88 Bridge on South 40th Street between Target and Eaton Corporation, although he acknowledged the current ditch would make parking more difficult.

Vince Carahaly of 9132 West Gull Lake Drive shared he applied for this Commission and wanted to introduce himself. He stated he's on the Zoning Board of Appeals in Richland Township. He's also on the County Planning Commission and on the Steering Committee to develop a Master Plan for the County of Kalamazoo. He was elected as Vice Chairperson of the South Central Michigan Planning Council and received an appointment to the Regional Prosperity Initiative. He is also a senior member of the United States Air Force Auxiliary. He shared he is looking forward to engaging with the Board of Commissioners in their interviewing process.

Ryan Koziatek from the Kalamazoo Nature Center and Coordinator for the three County Invasive Species Group along with Bridgett Bell from the Kalamazoo Conservation District formed a three county organization that includes Kalamazoo, Calhoun and Barry Counties. Mr. Koziatek shared in 2014 the State of Michigan put out money to support invasive species work throughout the state. He explained their main objective is to support regional cooperative invasive species management and to efficiently manage invasive species across the region. Ms. Bell mentioned she is the Invasive Outreach Educator for the Kalamazoo Conservation District. She shared if a person believes they have an invasive on their property she would come to possibly identify it and discuss possible treatments. Mr. Koziatek shared they are funded solely through the Michigan Invasive Species Grant Program and are looking at diversifying how they are funded.

Managing Director Johnson shared on December 7th the RCKC will be recognized at the American Public Works Association Southwest Chapter award ceremony and will be receiving an award for the roller attachment and our collaborative effort with Texas Township and the Texas Drive Trail. She mentioned everyone is seeing an approximate 11% decline in our Michigan Transportation Fund (MTF) across the state in terms of revenue from this time in 2015.

Commissioner Worthams thanked Charleston Township Supervisor Jerry VanderRoest for the letters and his presentation today. He stated the letters highlighted and clarified the township's concerns.

Commissioner Buchholtz mentioned she had noticed typos and grammatical errors in the policies that were discussed today and brought them to staffs attention earlier. She inquired about the proper procedure to correct these errors. Commissioner Worthams moved and it was seconded to approve staff to correct grammatical errors in the policies in accordance to Commissioner Buchholtz's statement.

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams, Buchholtz

Commissioner Buchholtz shared the Road Classification Review Presentation was on the April 19th agenda and mentioned to Mr. VanderRoest that she presumed he had a copy of the full report. She shared in the report it states the ten items that are considered when reclassifying a road. Furthermore, the ten items along with Mr. VanderRoest's letter will be reviewed. She also mentioned the report showed the last traffic count was in 2013. She mentioned an infrastructure article in the 269 Magazine that compares surrounding counties with Kalamazoo County in terms of Paser Surface Evaluation and Rating (PASER). She shared the article illustrates what we are doing in Kalamazoo County and condition of the system. She congratulated Managing Director Johnson for receiving the Public Works Executive credential from the American Public Works Association (APWA).

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Commissioner Oscarson gave Managing Director Johnson the 2017 Parks Commission schedule. He mentioned he is not available to attend Thursday's meeting at the Expo Center at 3:00 p.m. and inquired if Commissioner Buchholtz was available to attend in his absence. Commissioner Buchholtz replied she was planning to attend.

Commissioner Moyle mentioned the Environmental Health Committee will meet on Wednesday, December 7th.

The meeting was adjourned at 3:52 p.m.

Attest: Timothy A. Snow, County Clerk

By: _____, Chairperson _____, Deputy Clerk

Chair Int'l _____

Clerk Int'l _____

December 6, 2016 – County Board Infrastructure Report Presentation

A meeting of the Board of County Road Commissioners of the County of Kalamazoo and the Kalamazoo County Board of Commissioners was held at 201 West Kalamazoo Avenue, Kalamazoo, MI 49007, on Tuesday, December 6, at 7:00 p.m.

Present: Daniel J. Moyle, Kenneth R. Oscarson, Deb Buchholtz

Absent: Dennis J. Berkebile, David Q. Worthams

Also present: Managing Director Joanna I. Johnson and Michigan Department of Transportation (MDOT) Southwest Region Engineer Kimberly Avery.

The presentation given by Managing Director Johnson and MDOT Southwest Region Engineer Avery reviewed various infrastructure activities of the Road Commission of Kalamazoo County (RCKC) and MDOT. Managing Director shared the 21st Century Infrastructure Report, 269 Magazine article and the 2015 RCKC Annual Report.

Commissioner Seals expressed safety concerns on the bike lanes and pavement marking on Gull Road. Engineer Avery advised she would share his concerns with her staff.

Commissioner Rogers inquired about the status of the draft Intergovernmental Collaborative Sign Policy. Managing Director Johnson advised we were reviewing the nine comments received and will be presenting a draft shortly. She asked to be notified when the draft revision will be discussed.

Commissioner Heppler shared how much he appreciated the cooperative effort by both the RCKC and MDOT.

Commissioner McGraw shared how much he appreciates the work and team at the RCKC.

Commissioner Tunier expressed how much he now likes the Sprinkle Road roundabouts. He also stated it's nice to see the MDOT project for a portion of I-94 to become 3-lanes.

Commissioner Wordelman shared he prefers protected bike lanes. He also shared to keep the roundabouts coming. He inquired about any initiatives to reduce vehicle miles driven/trips. Engineer Avery provided some information. Managing Director Johnson stated this would also need to be in conjunction with land use, zoning and planning and that it's also a double edged sword. She explained reducing miles driven also equates to reducing gas use which is used to fund our infrastructure. Furthermore, a longer term solution is needed on how we are funding infrastructure.

Commissioner Shugars commented on a new task force for efficiencies between all transportation agencies and citizen concern on policy. He suggested being prepared in the next 10 months with creative plans for projects should additional federal funding become available.

Commissioner Taylor inquired if Oshtemo Township is considering sidewalks on Stadium Drive. Managing Director Johnson replied that she would verify. Commissioner Taylor commented that we should not rely on general fund dollars in 2019, 2020 and 2021 from the State of Michigan.

The meeting adjourned at 8:45 p.m.

Attest: Timothy A. Snow, County Clerk

By: _____, Chairperson _____, Deputy Clerk

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Clerk Int'l _____

The regular meeting of the Board of County Road Commissioners of the County of Kalamazoo was held at the Road Commission of Kalamazoo County (RCKC) office at 3801 East Kilgore Road, Kalamazoo, Michigan, on Tuesday, December 13, 2016. Commissioner Moyle called the meeting to order at 3:00 p.m.

Present: Daniel J. Moyle, Kenneth R. Oscarson, Dennis J. Berkebile, David Q. Worthams, Deb Buchholtz

Also attending: Managing Director Joanna Johnson, Operations Director Travis Bartholomew, Finance Director Ann Simmons, Project Superintendent Mark Worden and County Engineer Ryan Minkus.

Commissioner Worthams moved and it was seconded to strike item D from the agenda: Establish 2017 Board Chairman and Vice Chairman and schedule for first meeting of 2017. Commissioner Berkebile suggested to also strike item F: Establish 2017 Committee/Township Representation for Board Members. Commissioner Buchholtz inquired about was historically done in the past. Commissioner Moyle answered to continue as we have in the past in the attempt to stay on track. Commissioner Worthams stated before Commissioner Buchholtz we pushed the election or the townships election back until Commissioner Buchholtz was on board officially.

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams, Buchholtz

Commissioner Oscarson moved and it was seconded to approve the minutes from the November 29, 2016 regular Board meeting and December 6, 2016 Kalamazoo County Board of Commissioners Infrastructure Report Presentation as presented.

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams, Buchholtz

Commissioner Worthams moved and it was seconded to approve the payroll and vendor accounts as presented.

Payroll Account	\$ 99,810.77
Vendor Account	\$ 1,440,704.75

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams, Buchholtz

Jim Triemstra of 1419 Friendly Avenue shared pictures and questioned if the grading in front of his property at 7796 South 34th Street was an acceptable procedure. Operations Director Bartholomew explained this was grading done in preparation for chip seal in 2017. He shared the shoulder was cut and allowed water to shed off the road into the ditch. Furthermore, it's a consistent grade, but may look inconsistent due to some areas being gravel and others grass. Mr. Triemstra also inquired why the cost was not covered to clean emulsion off a vehicle on Sprinkle Road this past summer. Commissioner Buchholtz mentioned she received a call from Mr. Triemstra regarding his driveway and a road commission employee went to his property and attempted to even out the bumps of his driveway.

Managing Director Johnson thanked Megan Bush from Senator Margaret O'Brien's office for being here on behalf of Senator O'Brien and the Legislative team. Ms. Bush presented a tribute to Commissioner Berkebile for his dedication and commitment to Texas Township and Kalamazoo County on the occasion of his retirement. Commissioner Moyle presented a plaque to Commissioner Berkebile in recognition of 12 years of service to this community. He shared that Commissioner Berkebile's knowledge and experience was a positive influence to the Board and his service was greatly appreciated and he will surely be missed. Commissioner Berkebile thanked everyone for the recognition. He shared that he served on a variety of boards not for recognition but to serve the public and the citizens of Kalamazoo County. He also shared that when he started on the Road Commission Board back in 2005 the staff and this road commission were a very good road commission and over the years due to the efforts and dedication of the staff and the support of this Board he believes this road commission is now an excellent road commission and the best road commission in the State of Michigan. He congratulated his fellow Commissioners and all staff on their hard work during the past years.

December 13, 2016

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Clerk Int'l _____

Commissioner Buchholtz moved and it was seconded to accept the letter from the County Road Association Self-Insurance Fund (CRASIF) dated November 23, 2016 and refer it to file.

Carried by the following vote:

Aye: Moyle, Oscason, Berkebile, Worthams, Buchholtz

Commissioner Oscarson moved and it was seconded to approve the Local Road Contract, Comstock Township for Chairman's signature. Commissioner Berkebile inquired about the projects all being under one local road contract including the 10%. Operations Director Bartholomew explained the projects are individual estimates on one contract.

- a. **Sunnycrest Drive** – Percy Avenue to H Avenue, **Berry Street** – Percy Avenue to H Avenue, **Clarice Street** – Percy Avenue to Jill Avenue, **Percy Avenue** – Sunnycrest Drive to Clarice Street, **Jill Avenue** – Berry Street to Clarice Street, **Leigh Avenue** – Willette Avenue to H Avenue, **Margaret Avenue** – Willette Avenue to H Avenue, **Willette Avenue** – Margaret Avenue to Leigh Avenue, **Casper Street** – Pristine Avenue to H Avenue. (Rose Blossom Trails Replat No. 3, Gregory Park No. 1, Percy's, Wavosco Heights, Albertson, Cooley's Gullview Heights) – **HMA Wedging, Crack Fill, Chip Seal and Fog Seal**
- b. **33rd Street** – N Avenue to ML Avenue – **Gravel, Pulverize, Grade and HMA Paving**
- c. **Kristin Avenue** – Wild Meadow Street to Cindy Street, **Little Red Avenue** – 172' west of Wild Meadow Street to Wild Meadow Street, **Cade Avenue** – Cindy Street to 28th Street, **Natalie Street** – Wild Meadow Street to Cindy Street, **Duncan Avenue** – Country Meadows Drive to 28th Street, **Flower Field Avenue** – Country Meadows Drive to Prairie Hill Street, **Ringling Avenue** – Country Meadows Drive to 28th Street, **County Meadows Drive** – Duncan Avenue to 28th Street, **Durango Street** – 357' south of Silverton Avenue to Silverton Avenue, **Silverton Avenue** – 165' west of Durango Street to Country Meadows Drive, **Wild Meadows Street** – Ringling Avenue to Kristin Avenue, **Prairie Hill Street** – Ringling Avenue to Duncan Avenue, **Cindy Street** – Natalie Street to Kristin Avenue. (Meadowood Estates, Country Estates, Wildwood) – **Crack Fill, Chip Seal and Fog Seal**
- d. **Comstock Avenue** – River Street to Conrad Street, **Abbey Street** – River Street to Metzger Street, **Francis Street** – River Street to Henry Street, **Wright Street** – Moline Street to Gateway Street, **Celery Street** – River Street to Roe Street, **Moline Street** – Celery Street to Comstock Avenue, **Conrad Street** – Celery Street to Comstock Avenue, **Metzger Street** – Celery Street to Abbey Street, **Henry Street** – Celery Street to Francis Street, **Gateway Street** – Celery Street to Wright Street. (**Ravenwood Heights**) – **HMA Wedging, Crack Fill, Chip Seal and Fog Seal**

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams, Buchholtz

Commissioner Worthams moved and it was seconded to accept the Rose Arbor No. 4 plat roadway network and temporary turnaround easement, located in Section 1 of Texas Township, into the public road system once all documents have been properly recorded and the Developer comply with the soil erosion and sedimentation control measures and complete minor restoration work at the intersection of Fountain Square Drive and Misty Creek Drive no later than April 10, 2017 and approve traffic control order #1647 that southbound Fountain Square Drive STOP for Carol Lynn Drive and eastbound Fountain Square in Texas Township, for Managing Director's signature contingent upon approval of the agenda item to accept the roads into the public road system.

Aye: Moyle, Oscarson, Berkebile, Worthams, Buchholtz

Commissioner Berkebile moved and it was seconded to approve the Draft Construction Guidelines as received incorporating Procedures, Guidelines, and Specifications for Developing Public Roads, Construct, Operate, and/or Use Within the County Road Right-of-Way and Driveway Policy on January 1, 2017. Commissioner Buchholtz shared how she appreciated the work staff put into this. She also inquired about the possibility to consider a variance that would not be consistent with the American Association of State Highway and

Transportation Officials (AASHTO) guidelines given particular topography and other conditions given at a particular sight. Commissioner Worthams shared Commissioner Buchholtz concerns and respects the Board Members who believe that AASHTO should prevail in every situation. He mentioned we are in changing times where the public is asking for some variables to address situations and not to put the same rubber stamp or structure on everything. Commissioner Oscarson shared from an engineering standpoint AASHTO standards have been developed across the nation and these are determined to be a minimum and safe area for development as far as distances and other things. Furthermore, for us to ignore the standards and take a stand on something that is different than the recommendations we would have to have substantial engineering background, support and documentation in order to escape any liability. Commissioner Moyle mentioned most variance request have been resolved by staff visiting the property and assisting with reconfiguring the situation.

Aye: Moyle, Oscarson, Berkebile, Worthams, Buchholtz

Commissioner Oscarson moved and it was seconded to approve the 2017 Board meeting schedule as presented. Managing Director Johnson shared annually we establish the regular Board meeting schedule. We have had discussion over the years on the time/day of the meeting to accommodate any conflicts with the County Board meetings. As shared in previous years, the consideration has been moving the day/time of our meetings to not conflict with the County Committee of the Whole 4:00pm meeting. In review of the County draft schedule for 2017, 11 of our 26 conflict in 2017. Commissioner Worthams inquired about moving the meetings to the 1st and 4th Tuesdays of the month to alleviate the 11 conflicts. Commissioner Berkebile mentioned that we meet 26 times a year or every other Tuesday and the County Board meets twice a month and are on a fixed schedule. Commissioner Buchholtz added it's been rare to have a County Commissioner attend our meetings when we don't coincide. Furthermore, anytime there's been an issue we were more than willing to have a separate meeting with the County.

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams, Buchholtz

Commissioner Worthams moved and it was seconded to establish Ryan Minkus, County Engineer to fulfill the statutory functions as Chief Engineer.

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams, Buchholtz

Commissioner Buchholtz moved and it was seconded to establish Joanna Johnson, Managing Director to fulfill the statutory functions as Clerk and Superintendent.

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams, Buchholtz

Managing Director Johnson thanked Commissioner Berkebile for the opportunity to work with him since 2007. She shared it's been a great learning experience and appreciated his support and his kind words to the RCKC team. She wished him all the best and stated his years of service were greatly appreciated. She mentioned the packet regarding our local road participation plan policies was sent to our Township partners yesterday. Furthermore, Operations Director Bartholomew and Project Superintendent Worden have already been meeting with Township Supervisors regarding 2017 projects. She thanked Commissioner Moyle and our team who attended the American Public Works Association (APWA) award luncheon. She shared we had received 2 awards one for the 2016 Branch Award in Public Works Project of the Year in Transportation for the Pneumatic Tire Roller Attachment/Extension. She mentioned this award belonged to Operations Director Bartholomew and congratulated both him and the team. The second award received was the 2016 Branch Award in Public Works Project of the Year Quality of Life for the Texas Drive Non-Motorized Trail Extension in Texas Township. She thanked Texas Township for partnering with us for the Texas Drive Trail and appreciated the recognition from the APWA. She shared we are working on our winter maintenance operations and appreciates the patience of residents especially in subdivisions/plats, cul-de-sacs and dead end streets while we keep our primary road system moving. She also reminded everyone to drive for conditions.

December 13, 2016

Chair Int'l _____

Clerk Int'l _____

Commissioner Worthams congratulated Commissioner Berkebile and shared how much he appreciated working with him. He also expressed how much he appreciated his constructive comments that were given during meetings. He wished him the best in his retirement. He also wished everyone in Kalamazoo County, the RCKC staff and members of the Board a very Happy Holiday and prosperous 2017.

Commissioner Buchholtz echoed all the comments made regarding Commissioner Berkebile. She shared he additionally brought a perspective that others didn't have and with his experience and knowledge he was able to help staff and Board members. She thanked him for his leadership on this Board and throughout the community. She mentioned the Public Works Committee will meet in February 2017. She also mentioned she attended the Parks Commission meeting where they had received a Department of Natural Resources (DNR) grant for the Markin Glen House. Furthermore, there was discussion about a memorial for the bicyclists who lost their lives or were injured along Westnedge Avenue.

Commissioner Berkebile thanked everyone for their kind words and recognition. He congratulated the staff and the road crew for a job well done in regards to winter maintenance. Furthermore, the roads and intersections from his observation were passable and acceptable.

Commissioner Oscarson thanked Commissioner Buchholtz for sitting in for him at the Parks Commission meeting. He shared that Commissioner Berkebile was a pleasure to work with and how much he enjoyed his comments and input. Additionally, he was a valuable Commissioner on the Board and wished him all the best for the future.

Commissioner Moyle thanked Commissioner Berkebile for his service and respected how much he was well-versed with any topic and the way he operated in the past 10 years.

The meeting was adjourned at 3:43 p.m.

Attest: Timothy A. Snow, County Clerk

By: _____, Chairperson _____, Deputy Clerk

December 27, 2016

Chair Int'l _____

Clerk Int'l _____

The regular meeting of the Board of County Road Commissioners of the County of Kalamazoo was held at the Road Commission of Kalamazoo County (RCKC) office at 3801 East Kilgore Road, Kalamazoo, Michigan, on Tuesday, December 27, 2016. Commissioner Moyle called the meeting to order at 3:00 p.m.

Present: Daniel J. Moyle, Kenneth R. Oscarson, Dennis J. Berkebile, David Q. Worthams, Deb Buchholtz

Also attending: Managing Director Joanna Johnson, Finance Director Ann Simmons, Operations Director Travis Bartholomew, Project Superintendent Mark Worden, County Engineer Ryan Minkus and Project Engineer Debbie Jung.

Commissioner Oscarson moved and it was seconded to approve the agenda as presented.

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams, Buchholtz

Commissioner Buchholtz moved and it was seconded to approve the minutes from the December 13, 2016 regular Board meeting as presented.

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams, Buchholtz

Commissioner Worthams moved and it was seconded to approve the payroll and vendor accounts as presented.

Payroll Account	\$ 137,880.56
Vendor Account	\$ 928,822.69

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams, Buchholtz

Commissioner Buchholtz moved and it was seconded to approve Commissioner Oscarson, Commissioner Berkebile and Commissioner Worthams expense reports as presented.

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams, Buchholtz

Commissioner Berkebile moved and it was seconded to receive the resolution from the Kalamazoo Bicycle Club received on December 15, 2016 and refer to staff for a service request. Managing Director Johnson shared the resolution is related to the condition of AB Avenue from 1st Street west to the Van Buren County line and was shared with Alamo Township. She explained a lot of time was spent patching this stretch of road in 2016 and at this point the road is not on the local road township 5 year plan for improvement. She also mentioned the road could potentially be considered for a failed condition local road in the future. Commissioner Berkebile inquired about the details of Public Act 170. Commissioner Worthams stated Public Act 170 is the statute that describes government immunity regarding road conditions. Commissioner Berkebile inquired if there was a timeframe built into the statute that would obligate us or the township to do something with AB Avenue. Commissioner Worthams stated it sets up a potential scenario where if someone gets hurt riding their bike on that stretch of road they could then sue us. Furthermore, we would not be able to argue government immunity since we were given 30 days' notice beforehand. Commissioner Oscarson inquired about a safe pavement and was it limited to motoring vehicles. He also mentioned there's been court action questioning whether existing potholes are a hazard to the motoring public. He also inquired if the road should be posted closed to bicycle traffic due to condition. He mentioned they are putting us on notice that the road is unsafe for their use and our only response is to close the road, since we don't have the 50% participations at the local level for repairs. Commissioner Worthams agreed with Commissioner Oscarson and stated unless Alamo Township decides to make this a priority in the next year this sets up the scenario for liability due to a potential unsafe surface. Furthermore, we could enforce our Failed Road Policy. He stated staff may want to research closing the road to bicycle traffic which would address the liability of Public Act 170. Commissioner Buchholtz shared if a person states the road is unsafe, but continues to utilize it when there are alternative routes she believes that would provide us some protection.

December 27, 2016

Chair Int'l _____

Clerk Int'l _____

Managing Director Johnson shared this road is not on the 2045 Map 7 of the Kalamazoo Area Transportation Study (KATS) Non-motorized Plan which outlines the non-motorized commuter routes. She also mentioned she was not aware of any signage that has been utilized as Commissioner Oscarson noted, but would research it. Commissioner Worthams stated research would be helpful in order for the Board to determine options from this point forward.

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams, Buchholtz

Commissioner Worthams moved and it was seconded to approve and adopt the 2016 Year End and 2017 Amended Budget Resolution.

RESOLUTION

Be it resolved, that in compliance with the Michigan Uniform Budgeting and Accounting Act, the Board of County Road Commissioners of the County of Kalamazoo hereby approves and adopts the following amended budget for the calendar year 2016 and 2017:

Budget Appropriations

			Current Year							
	2014 Actual	2015 Actual	2016 Amended Budget 2	Proposed Change	2016 Proposed Yr End Amend	Through 11/30/2016	% Spent	2017 Budget	Proposed Change	2017 Proposed Bud Amend 1
Revenue										
Michigan Transportation Funds										
Primary Road Fund	10,134,316	10,546,310	10,564,000	(152,000)	10,412,000	8,930,509	85.8%	12,692,000	0	12,692,000
Local Road Fund	3,200,310	3,330,414	3,336,000	(48,000)	3,288,000	2,820,161	85.8%	4,008,000	0	4,008,000
Total Michigan Transportation Funds	13,334,627	13,876,724	13,900,000	(200,000)	13,700,000	11,750,670	85.8%	16,700,000	0	16,700,000
Federal, State and Enhancement	5,224,498	1,702,769	3,836,500	(30,500)	3,806,000	3,805,670	100.0%	4,542,000	0	4,542,000
State - Special Winter Maintenance	838,353	0	0	0	0	0	0.0%	0	0	0
State - Priority Road Investment Funds	516,832	0	0	0	0	0	0.0%	0	0	0
State General Fund - PA 252	605,044	606,667	0	0	0	0	0.0%	0	0	0
State General Fund - PA 84	0	1,092,873	1,092,400	(400)	1,092,000	1,092,327	100.0%	0	0	0
Township Projects	2,097,087	4,692,500	5,435,000	368,000	5,803,000	4,895,988	84.4%	5,096,000	0	5,096,000
Township Special Assessments	25,866	5,006	10,000	(7,000)	3,000	3,007	100.2%	18,000	0	18,000
Cities and other Governmental	80,218	29,995	10,000	49,000	59,000	58,890	99.8%	10,000	0	10,000
Interest	6,258	3,306	4,000	2,000	6,000	5,904	98.4%	4,000	0	4,000
Other	305,725	293,870	220,000	(30,000)	190,000	176,949	93.1%	180,000	0	180,000
Total Operating Revenue	23,034,507	22,303,708	24,507,900	151,100	24,659,000	21,789,406	88.4%	26,550,000	0	26,550,000
Expenditures										
Construction & Capacity Improvements										
Primary Road System	0	0	0	0	0	0	0.0%	0	0	0
Local Road System	0	0	0	0	0	0	0.0%	0	0	0
Total Construction/Capacity Improvements	0	0	0	0	0	0	0.0%	0	0	0
Preservation & Structural Improvements										
Primary Road System	8,786,958	5,751,302	10,417,000	104,000	10,521,000	9,663,259	91.8%	8,801,000	0	8,801,000
Local Road System	3,337,033	5,985,339	6,755,000	562,000	7,317,000	6,355,413	86.9%	6,055,000	0	6,055,000
Total Preservation - Structural Improvements	12,123,992	11,736,640	17,172,000	666,000	17,838,000	16,018,672	89.8%	14,856,000	0	14,856,000
Routine & Preventive Maintenance										
Primary Road System	3,393,380	3,349,964	4,876,500	(561,500)	4,315,000	3,494,580	81.0%	6,252,500	0	6,252,500
Local Road System	3,271,411	2,905,207	3,181,000	220,000	3,401,000	2,813,542	82.7%	3,408,500	0	3,408,500
Total Routine & Preventive Maintenance	6,664,791	6,255,171	8,057,500	(341,500)	7,716,000	6,308,121	81.8%	9,661,000	0	9,661,000
Total Road Expenditures	18,788,783	17,991,811	25,229,500	324,500	25,554,000	22,326,793	87.4%	24,517,000	0	24,517,000
Equipment										
Direct Equipment Expense	1,296,534	1,326,350	1,452,000	52,000	1,504,000	1,337,450	88.9%	1,637,000	0	1,637,000
Indirect Equipment Expense	545,832	659,328	589,000	119,000	708,000	583,703	82.4%	665,000	0	665,000
Operating Expense	409,841	230,713	350,000	(128,000)	222,000	173,208	78.0%	320,000	0	320,000
Total Equipment Expense	2,252,207	2,216,391	2,391,000	43,000	2,434,000	2,094,362	86.0%	2,622,000	0	2,622,000
Less Equipment Rental	(2,076,072)	(1,782,115)	(2,200,000)	(35,000)	(2,235,000)	(1,940,147)	86.8%	(2,266,000)	0	(2,266,000)
Net Equipment Expense	176,136	434,276	191,000	8,000	199,000	154,214	77.5%	356,000	0	356,000
Administration	993,584	1,026,948	1,217,000	15,000	1,232,000	1,018,748	82.7%	1,284,000	0	1,284,000
Work Performed for Others	1,228,186	188,856	590,000	(203,000)	387,000	387,256	100.1%	896,000	0	896,000
Distributive Expenditures (Unspread Fringe, OH)	0	0	0	0	0	62,653	#####	0	0	-
Capital Outlay	822,852	2,526,927	852,000	(478,000)	374,000	233,836	62.5%	819,000	380,000	1,199,000
Subtract Provision for Depreciation	(674,007)	(994,625)	(1,034,000)	(118,000)	(1,152,000)	(1,045,871)	90.8%	(1,287,000)	0	(1,287,000)
Total Expenditures	21,335,533	21,174,192	27,045,500	(451,500)	26,594,000	23,137,628	87.0%	26,585,000	380,000	26,965,000
Fund Balances										
Beginning Fund Balance	6,349,122	8,048,096	9,177,612	0	9,177,612	9,177,612		6,640,012	602,600	7,242,611
Change in Fund Balance	1,698,974	1,129,516	(2,537,600)	602,600	(1,935,000)	(1,348,223)		(35,000)	(380,000)	(415,000)
Ending Fund Balance	8,048,096	9,177,612	6,640,012	602,600	7,242,611	7,829,389		6,605,012	222,600	6,827,611
Unassigned Fund Balance as a % of MTF Revenue	52%	58%	40%		45%			33%		34%

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams, Buchholtz

Commissioner Berkebile moved and it was seconded to pause the Miller Road segment until further study is performed and to approve the remainder 2016 Resolution to accept recently constructed roads in the public road system, the classification changes of primary road to the local roads, local roads to the primary roads, and to recognized the additions/deletions that resulted from realignment or jurisdictional transfer. Managing Director Johnson shared in accordance with Public Act 51 we are required to submit an annual report of roadway mileage. This resolution itemizes the roadways that were added/adjusted during 2016. We had no roadway abandonments in 2016, however we do have primary road/local road adjustments as part of our April 2016 Classification Review.

Based on concerns expressed by Charleston Township we provided a potential additional consideration for Miller Road. Final approval of these changes is not received until approximately August 2017. Commissioner Berkebile inquired how we would treat these changes tomorrow as an organization. Managing Director Johnson stated we would continue to treat them as they are today until we receive notice from the state. Commissioner Oscarson inquired if the statement there would not be any changes until maintenance is required was correct. Managing Director Johnson shared according to our Road Classification Policy we would bring a particular road to good condition or a Pavement Surface and Evaluation Rating (PASER) of 8 and once we received approval we would program it into our 2018 – 2022 capital improvement plan (CIP). Furthermore, the roads would be turned over in good condition as our dollar allows it to be programmed within the CIP. Commissioner Oscarson stated typically were looking at 6 years down the road for chip seal which would be the first real maintenance unless a culvert collapsed. Managing Director Johnson responded yes. Furthermore, the stretch of Miller Road has a culvert that would be addressed for condition. She further explained we have to put together what the changes are, seek state approval and then plan for those roads that are moving from primary to local to ensure they are in good condition. Commissioner Oscarson mentioned the other issue the township brought forward was the amount of traffic when I-94 is shut down. County Engineer Minkus responded it's not a designated emergency road for I-94. Also, there are two other adjacent roads that are primary roads on 38th Street and 35th Street and the primary arterial of M-96 to the north. He mentioned this is within a mile and it's redundant to have an additional primary road. Commissioner Oscarson inquired if this was the shortest route around that piece of I-94. County Engineer Minkus responded yes. Commissioner Worthams commented the way statute works is adopting the resolution of changes from primary to local and questioned under the statute does the 50% cap take place at that point or when the state certifies the road back to us. Managing Director Johnson mentioned she believed the statute states subject to the State Highway Commissioner approval. Commissioner Worthams inquired if the cap for any road improvement project takes place upon this approval. Managing Director answered it could, however we do have our policy that allows us to address that. Commissioner Worthams stated the statute trumps the policy and if the statute states a road commission cannot spend 50% on the local road project even though the policy states we can, then were in violation of the statute. Managing Director Johnson responded not necessarily since we have the ability to move up to 30% of primary road revenue to the local road system that would help cover the cost and provide flexibility.

Charleston Township Supervisor Jerry VanderRoest shared concerns regarding Miller Road changing from a primary road to a local road. He provided the Board with a handout. He mentioned at the west end of Miller Road is a commercial industrial park that has many trucks driving on Miller Road. He shared the reason the traffic count is lower on 38th Street was due to a plat at the end of the road. He mentioned they have 12 different sections of primary road and Miller Road was the 3rd busiest. He also mentioned an adult care facility was on this section and the speed was a 45mph zone. He shared concerns regarding traffic counts and mentioned Exit 85 and 88 are heavily used by 18 wheelers. He went on to say the Township Board believes strongly that Miller Road should remain a primary road and requested the Board to consider their concerns. Commissioner Oscarson inquired about the pavement design for average daily traffic (ADT). County Engineer Minkus stated he was unsure if there's a specific design for ADT. He also shared our construction guidelines policy requires thicker pavement on local roads. Furthermore, the traffic count was during Michigan Department of Transportation (MDOT) construction at 40th Street. Commissioner Oscarson inquired about the parking capacity at the Galesburg Speedway. Supervisor VanderRoest answered less than a 1000 vehicles. Charleston Township Treasurer Brenda Schug questioned what traffic count number was needed in 2017 in order to change the road back if the classification changed to a local road. County Engineer Minkus mentioned there is not a hard number. He explained the traffic count is one of 8 different points looked at before considering a road classification change. Furthermore, we would take the new traffic count and re-evaluate with the other information we have acquired. Treasurer Schug shared the township is struggling financially just to maintain the local roads we now have. Furthermore, we've always matched the participation funds and cannot keep up this pace. She explained the residents have turned down a road millage twice. She stated the Township is now wondering if roads are going to turn back to gravel. Commissioner Worthams questioned what the Pavement Surface Evaluation and Rating (PASER) rating was on Miller Road. Managing Director shared based on the April 2016 study it's rated a 7. Commissioner Moyle mentioned we are only suggesting a change and the state has the final say. Managing

Directory Johnson shared the state also relies on the local road professionals to ensure they are reviewing all the various elements. Commissioner Berkebile shared that he agrees and understands the information that Wightman & Associates provided from their study back in April. Furthermore, there's many questions regarding this one segment of road and the impact to the road commission would be minimal if there would be a delay to not change Miller Road at this point from a primary road to a local road until additional information was provided. Commissioner Worthams agreed with Commissioner Berkebile reminded members of the Board that under the alternatives given by staff, the Board could elect to approve any or all of the primary road classification changes. Commissioner Buchholtz inquired to staff if they could foresee any problems with this amendment moving forward. Managing Director Johnson shared this is a network approach review and not a single road. The same elements that were looked at in April concerning Miller Road would be looked at again including the new traffic count.

RESOLUTION

Act 51, Public Act 1951, as amended, requires that each the Board of County Road Commissioners (Board) to submit an annual report of roadway mileage to the State Transportation Department/State Highway Commissioner. By resolution the Board approves and authorizes acceptance into the county public road system roads in the following new developments, as well as other listed roads, road extensions, classification changes, and temporary turn-arounds.

New Developments

Prairieview Farms No.2, Section 7, Kalamazoo Township
Rose Arbor No.4, Section 1, Texas Township

Road Extensions:

Sagebrush Street, Section 7, Kalamazoo Township, from Fawn Avenue to Long Leaf Street
Fir Avenue, Section 7, Kalamazoo Township, from 52 feet east of Chaparral Street to Sagebrush Street
Fountain Square Drive, Section 1, Texas Township, from 131 feet north of Misty Creek Drive to 183 feet south of Brandy Avenue
Michigan Avenue, Section 20, Charleston Township, from 1,980 feet west of 40th Street to 40th Street
40th Street, Section 21, Charleston Township, from Michigan Avenue (east) to Michigan Avenue (west)

New Roads

Carol Lynn Drive, Section 1, Texas Township, from Fountain Square Drive to east end

Classification Changes – Primary to Local

8th Street, Section 14 & 23, Oshtemo Township, from KL Avenue to M-43
UV Avenue, Section 8 & 9, Brady Township, from 26th Street to 29th Street
26th Street, Section 5 & 8, Brady Township, from UV Avenue to TU Avenue
38th Street, Section 32, Charleston Township, from south township line to MN Avenue
38th Street, Section 5, Climax Township, from O Avenue to north township line

Old Cork Street, Section 30, Comstock Township, from 750 feet west of Park Circle Drive to Park Circle Drive

Classification Changes – Local to Primary

U Avenue, Section 1 & 2, Schoolcraft Township, from Portage Road to 23rd Street
23rd Street, Section 1, Schoolcraft Township, from U Avenue to TU Avenue
TU Avenue, Section 1, Schoolcraft Township, from 23rd Street to east township line
TU Avenue, Section 6, Brady Township, from west township line to Sprinkle Road
Park Circle Drive, Section 30, Comstock Township, from Sprinkle Road to Old Cork Street

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Chair Int'l _____

Clerk Int'l _____

Special Projects

West Indian Lake Drive, Section 5, Brady Township, from 1637 feet north of UV Avenue to north end

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams, Buchholtz

Commissioner Berkebile moved and it was seconded to approve the transfer of up to 30% of our primary road revenue to the local road fund for 2016.

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams, Buchholtz

Commissioner Berkebile moved and it was seconded to approve the KATS FY 2018 Agreement for Managing Director's signature.

Carried by the following vote:

Aye: Moyle, Oscarson, Berkebile, Worthams, Buchholtz

Managing Director Johnson provided an overview of 2016:

THE YEAR IN REVIEW – 2016

Here is a look back at the year in review...

COMMUNICATION:

- We continued our joint meeting presentations
- We completed our second year in Kalamazoo Township to support project for the \$9.75 million dollar bond proposal and provided a construction season update
- Escarpment Magazine – Canada reference of non-motorized – Paradise?
- We participated in the Touch a Truck event and continued our Put the Brakes on Fatalities Day poster contest
- RCKC Connect introduced
- Communications Survey started December 2016
- We helped organize a variety of educational workshops including Transportation 101
- Updated the website with a new look
- Recorded two segments on Public Access for chip seal and projects

PROJECTS:

- We had preventative maintenance treatments on 2 bridges and 1 bridge replacement
- We paved approximately 44 miles of road
- Set new provisions for our HMA bids allowing extensions
- We updated our chip seal program and implemented new application methods successfully transitioning
- We chip sealed approximately 127 miles of road, 2,046,992 Sq. yards / 80.2 Fog Seal 1,461,188 Sq. yards
- We experimented with Onyx treatments
- We added flags to our storm tree relocation operations
- We had 1 special assessment project of Deep Point Drive
- Z Avenue gravel road experiment with Brady Township
- We were most proud of our overall chip seal program this year

THE TEAM:

- Administrative team leadership with Myers Briggs and Strengths Finder sessions – we have a lot of achievers!
- Team Leaders
- We welcomed employees 9 new employees
- Continued opportunities in a variety of staff training throughout the year
- Various staff continue in a variety of leadership positions in industry associations

- We thanked Commissioner Berkebile for serving as Road Commissioner since January 2005
- AND We worked toward completion of our organizational goals

MISC:

- We updated or provided new policies; 9 in total
- We updated our Construction Guidelines – which is a critical part of our public service
- Scanning engineering project completed
- Road classification review completed
- We were recognized by the American Public Works Association for the Rubber Tire Roller attachment and Texas Drive Trail collaborative project
- We continued collaborative efforts including the MDOT, Drain Commissioner, Village of Vicksburg, Richland and Climax, City of Kalamazoo and Road Commissions in the State
- Completed various facilities improvements preserving our building assets
- 2,487 (same time 2015 = 1,652 likes on Facebook
- 4,997 (same time 2015 = 4,715 Service Requests YTD
- 185 RCKC Connect
- Rowed the Boat WMU Game event to support WMU! GO BRONCOS!

Yes three were and always will be CHALLENGES/LESSONS LEARNED

- Pension Reporting, Pavement Marking, Non-motorized, Succession Planning and meeting public expectations as all we do touches all.

However, when we take the time to “PAUSE” () we continue to have a team of dedicated public servants, dedicated to maintaining service and continuing to challenge our operations for improvements as the Best Road Commission in the State. Thank you to our Board, employees and their families, all our contractors, vendors and local officials – all the best in 2017!

Commissioner Worthams stated in many occasions during his time as leader in the Michigan Junior Chamber he made reference to one of his favorite musicals RENT and shared the lyrics from one of his favorite songs named Seasons of Love that referenced 525,600 minutes. He stated he was happy to share some of the 525,600 minutes with us and service to the people of Kalamazoo County. Furthermore, he has two 525,600 minutes to serve on this Board and he’s looking forward to continuing that good standard of service. He thanked everyone for being a part of this year and a part of his life and wished everyone a Happy New Year.

Commissioner Buchholtz shared this was her 2nd year as a Board Member and although she doesn’t share the same experience she thought this was the best functioning Board she has ever worked with. Furthermore, what makes it so worthwhile is the staff and their tireless dedications and commitment to service. She shared the people we have are exemplary and she was proud to work with them. She mentioned Commissioner Berkebile will be missed. She stated his experience and wise judgment was needed and hoped to see him next year. She also mentioned to Commissioner Oscarson that she hoped to see him on the Board in 2017.

Commissioner Berkebile mentioned this was his last meeting and chose not to ask the County Board to consider him for reappointment after two terms. He shared he had chosen to retire and hoped he was able to add to the process over the years he had served. He shared he’s been humbled by it and has been honored to serve the citizens of this County, work with the staff and his fellow Commissioners. He believes he will be leaving this Board in great hands and leaving it better than he had found it. He also thanked everyone for their support over the years.

Commissioner Oscarson it has been a wonderful nine years and he shared his appointment was up this year. Furthermore, he had submitted an application to be considered for another term. He expressed his appreciation for the staff and his fellow Commissioners. He wished everyone the best in the future. He stated he’s here to serve and to do everything he can to help the motoring public and the public of Kalamazoo County.

December 27, 2016

Chair Int'l _____

Clerk Int'l _____

Commissioner Moyle stated it's been an honor to work with a great group of people to serve the public and expressed his appreciation for the staff. He mentioned Commissioner Berkebille will be missed and hopes Commissioner Oscarson comes back to help in 2017.

The meeting was adjourned at 4:07 p.m.

Attest: Timothy A. Snow, County Clerk

By: _____, Chairperson _____, Deputy Clerk