

January 10, 2017

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 10, 2017. Commissioner Moyle called the meeting to order at 3:00 p.m.

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

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 Traffic Engineer Jim Hoekstra.

Commissioner Worthams moved and it was seconded for Dan Moyle to serve as Chair for today's meeting. Commissioner Worthams stated a temporary Chair was needed to begin this meeting.

Carried by the following vote:

Aye: Moyle, Worthams, Buchholtz

Commissioner Worthams moved and it was seconded to approve the agenda as amended. Commissioner Worthams requested two items be added to the agenda: Election for the 2017 Chair and election for the 2017 Vice Chair following approval of the minutes:

Carried by the following vote:

Aye: Moyle, Worthams, Buchholtz

Commissioner Buchholtz moved and it was seconded to approve the minutes from the December 27, 2016 regular Board meeting as presented.

Carried by the following vote:

Aye: Moyle, Worthams, Buchholtz

Commissioner Buchholtz moved and it was seconded to cast a unanimous ballot for Commissioner Dan Moyle as the 2017 Chair of the Board.

Carried by the following vote:

Aye: Moyle, Worthams, Buchholtz

Commissioner Worthams moved and it was seconded to nominate Commissioner Debra Buchholtz as 2017 Vice Chair of the Board. Commissioner Worthams shared it was an honor and privilege to nominate Commissioner Buchholtz as the 2017 Vice Chair of the Road Commission. He stated she's done a wonderful job in her term as a Commissioner on this Board and established good communication with staff and her fellow Board members.

Carried by the following vote:

Aye: Moyle, Worthams, Buchholtz

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

Payroll Account	\$ 104,231.71
Vendor Account	\$ 272,064.36

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams

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

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams

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Commissioner Worthams moved and it was seconded to approve the preliminary design plans of the Western Michigan University (WMU) Business Technology and Research (BTR) Park No. 2 located in Section 25 of Oshtemo Township. Managing Director Johnson shared the proposed development consists of a single road that ends with a permanent cul-de-sac near the north end of the property. Furthermore, the portion of Drake Road for which the proposed road will connect, is under the jurisdiction of the City of Kalamazoo. WMU has been in contact with the City of Kalamazoo and will provide an endorsement from the City for the proposed improvements before construction drawing will be approved. Staff has reviewed the layout and found it to comply with Preliminary Requirements of RCKC Policy. Associate Vice President of WMU Robert Miller thanked the Road Commission for continuing to partner with WMU as they expand their BTR. He also complimented the Board and staff and shared they've proven to be an asset in these discussions.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams

Commissioner Buchholtz moved and it was seconded to approve the preliminary design plans of Autumn Grove, located in Section 11 of Oshtemo Township. Commissioner Buchholtz inquired about the design plans meeting our new Construction Guidelines Policy effective January 1, 2017. County Engineer Minkus shared anything in process before the implementation of the new policy would follow the previous Construction Guidelines Policy.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams

Commissioner Worthams moved and it was seconded to approve the G Avenue to Market Street and Kilgore Road to Zylman Avenue Safety Project, MDOT Contract #16-5554 for Chair's signature.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams

Commissioner Buchholtz moved and it was seconded to approve the following Traffic Signal Cost Agreements for Managing Director's Signature with the Michigan Department of Transportation (MDOT) and the City of Kalamazoo.

- a. I-94 at 9th Street, Texas Township
- b. M-96 at River Street, Comstock Township
- c. M-43 at Nazareth Road, Kalamazoo Township
- d. M-43 at Shaffer Road / Bixby Road, Kalamazoo Township
- e. M-43 at Brook Drive, Kalamazoo Township
- f. I-94 BL at River Street, Comstock Township
- g. I-94 BL at Olmstead Road, Kalamazoo Township
- h. Drake Road at Parkview Avenue, Oshtemo Township
- i. Drake Road at West Michigan Avenue, Oshtemo Township
- j. Drake Road at Croyden Avenue, Oshtemo Township
- k. Drake Road at Beech Avenue, Oshtemo Township

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams

Managing Director Johnson thanked all of the RCKC winter operation employees for their work and shared her appreciation for the public's patience. She wished everyone a Happy New Year.

Commissioner Worthams mentioned it was good to be back together in 2017 and wished everyone a Happy New Year. Furthermore, he looks forward to seeing who the next two members of the Board will be.

Commissioner Buchholtz mentioned she was planning on attending the Board of Public Works meeting in February unless there was a change of assignments. She also mentioned the Parks Board is the only committee without Board representation at this time. Managing Director Johnson shared the next Parks Board meeting is

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February 2nd at 3:00 p.m. Commissioner Buchholtz mentioned we will see if coverage is needed at that time. She thanked Commissioner Worthams and shared although he should've been Vice Chair due to knowing more about Road Commission matters, she realizes simply for convenience and his work situations that this makes sense. She shared Commissioner Worthams is a critically important component of the Board and welcomes all of his input, knowledge and assistance.

Commissioner Moyle shared the Environmental Health Advisory Committee will meet quarterly or as needed.

The meeting was adjourned at 3:16 p.m.

Attest: Timothy A. Snow, County Clerk

By: _____, Chairperson _____, Deputy Clerk

January 24, 2017

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 10, 2017. Commissioner Moyle called the meeting to order at 3:00 p.m.

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

Absent: Kenneth R. Oscarson

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, Project Engineer Rebekkah Ausbury, General Superintendent Bill DeYoung and Maintenance Superintendent Will Engel.

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 January 10, 2017 regular Board meeting as presented.

Carried by the following vote:

Aye: Moyle, Worthams, Buchholtz

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

Payroll Account	\$ 103,644.99
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Vendor Account	\$ 322,886.47
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Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams

Bill Hollett of 3684 Saratoga Avenue provided a handout and shared concerns regarding snowplowing and mailboxes. He mentioned the snowplow hit his mailbox three times between December 20th and January 10th. He stated the first two complaints were denied by Brian Franklin, Permits Agent on January 4th citing non-compliant number of mailboxes on a post. Mr. Hollett shared that he had no knowledge that only 2 mailboxes per allowed on a post. He also mentioned the post with three mailboxes have been there for decades. Mr. Hollett stated the owners repaired and reattached the mailboxes several times. He mentioned his mailbox was hit a third time on January 10th and believes it was hit by the side plow. He also mentioned the plow truck is too big for his road and neighborhood. Furthermore, the number of mailboxes on a post does not make them more prone to be hit. Also, access to the mailboxes is kept clear by the owners. He stated by not paying for these mailboxes after being struck makes it more likely for snowplow drivers to strike them again. Mr. Hollett mentioned that three driveways converge at this location and there is no other area to place mailboxes. Mr. Hollett questioned who the driver is, what consequences the driver faces for repeatedly hitting the mailboxes and what action is being taken to prevent him from hitting them in the future. Commissioner Moyle stated our drivers are not intentionally hitting mailboxes. He also shared the RCKC does not have smaller trucks for small roads. General Superintendent DeYoung added it's more efficient to plow 2 passes with the large truck. He also added it's usually the snow coming off the plow that knocks the mailbox off a post rather than the plow striking it. Mr. Hollett stated he had pictures of the marks from the plow hitting the post. Commissioner Worthams inquired if the trucks being used were the same trucks used in previous years. General Superintendent DeYoung answered yes. Commissioner Worthams asked Mr. Hollett if his mailbox was hit last year or the year before that. Mr. Hollett responded his mailbox has not been hit for some time. Operations Director Bartholomew clarified the reason the mailbox reimbursement was rejected was due to having three mailboxes on the post and we will not reimburse unless the structure meets our policy. Commissioner Worthams questioned what is different this year for multiple strikes to occur on a mailboxes. He also stated the policy states two mailboxes per post and inquired what the logic is for only two. Managing Director Johnson replied it's based on the United States Postal Service (USPS) Guidelines and

Requirements to limit the post to two. She also apologized to Mr. Hollet and explained if our drivers are aware they hit a mailbox they typically report the strike to their supervisor. She also assured Mr. Hollett the strikes to his mailbox were not intentional. Commissioner Buchholtz shared it sounds like a policy issue and inquired if staff could forward to the Board any records they may have on the incidents. She stated the Board could then determine if they want to address this at their next meeting. Commissioner Worthams agreed with Commissioner Buchholtz and added he's familiar with USPS Guidelines and feels it's important we are consistent with what they say. Mr. Hollett stated both the RCKC flyer and USPS Guidelines only give a recommendation and stated the policy is unfair. Commissioner Buchholtz stated part of the issue is our ability to enforce and because we don't have a real mechanism to enforce is the reason the policy states recommend. She added if you don't follow recommendations then we can't reimburse. General Superintendent DeYoung inquired if Mr. Hollett's mailboxes were on curve. Mr. Hollett answered the mailboxes are located on the inside of a curve with no trees or bushes screening the mailboxes. Commissioner Moyle shared there are two issues. One is the policy regarding the three mailboxes on a post and the other is the mailboxes being struck by our truck. He requested that Mr. Hollett give the Board time to research the problem. Managing Director Johnson shared the first strike happened on December 20th and many times when a post is replaced in the winter it does not necessarily elude itself to a firmer structure as if it was within the summer months. It also makes it more vulnerable as snow impacts it during our plowing operations. Commissioner Moyle shared with Mr. Hollett that they would get back with him after their review.

Ann Nieuwenhuis of 5833 East HJ Avenue shared her appreciation for the television coverage regarding potholes. She stated as a retired Township Supervisor she still receives many questions concerning potholes and she encourages residents to use the electronic piece. She mentioned Operations Director Bartholomew did a great job explaining the process.

County Commissioner John Gisler of 9145 Arrowhead Drive went online while Mr. Hollet was discussing postal regulations. He shared a statement that does not give a recommendation from the Federal Highway Department of Transportation that states you will have no more than two mailboxes.

Commissioner Worthams moved and it was seconded to approve the two applications for the Funding Application for Local Agency Highway Railroad Grade Crossing Surface Improvement Projects for Grand Elk Railroad and Canadian National Railroad for Managing Director's Signature. Managing Director Johnson shared a new funding source, sought by Michigan railroads and coordinate with the Michigan Department of Transportation (MDOT), is made available to local road agencies for improving rail grade crossing surfaces on roads under the jurisdiction of the county road agency, cities or villages. Projects utilizing the Local Grade Crossing Surface Account will be 60 percent covered by the account, with the remaining 40 percent being funded by the railroad company.

- a. Grand Elk Railroad: D Avenue between Westnedge Avenue and Riverview Drive, Cooper Township
- b. Canadian National Railroad: S Avenue between 31st Street and 32nd Street, Pavilion Township

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams

Commissioner Buchholtz moved and it was seconded to award the 2017 Countywide Tree Work #1 bid, to Medco Tree Service – low bidder, meeting specifications. Commissioner Buchholtz inquired about the spread on the bid tab. Maintenance Superintendent Engel shared he had contacted Medco Tree Service to inform them of the significant bid difference and inquired if their numbers were correct. He stated Medco Tree Service was confident with their numbers. Commissioner Moyle inquired about bats in trees. Managing Director Johnson shared we have to follow the guidelines that involve bat species and tree cutting. Furthermore, the guidelines are different depending on the type of road funds being used.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams

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Commissioner Buchholtz moved and it was seconded to award the 2017 Bridge Inspection Services Request for Proposal (RFP) to Fleis & VandenBrink Engineering, low bidder meeting specifications, with the option to extend the bid by mutual agreement of both parties for one (1), two (2) year extension.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams

Commissioner Worthams moved and it was seconded to approve all four County Road Association (CRA) Ballot amendments. Commissioner Buchholtz mentioned although she supports the motion and changes she did not find the vision and mission very aspirational. Managing Director Johnson shared the CRA hired and individual to help walk through the process in creating this vision.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams

Managing Director Johnson welcomed Commissioner Gisler to the meeting. Commissioner Gisler stated since he's the representative for the RCKC he will be attending meetings more often. Managing Director Johnson shared with the weather changing patterns we have been inundated with phone calls and service request in regards to potholes and gravel road conditions. Furthermore, we sent out a press release and posted a video on our Facebook page showing the impact on gravel roads. Additionally, she talked with WKZO radio this morning and Operations Director Bartholomew will be back today on News Channel 3 to discuss gravel roads. She asked the citizens to be patient. She stated this is part of the cycle especially with gravel roads that are ever changing and the weather pattern has played a large impact on them. She complimented Operations Director Bartholomew regarding his interview on the Lori Moore show in regards to winter maintenance. She mentioned we have received many calls from residents who do not know which jurisdiction a road is in. Furthermore, we try to forward the information on to the correct jurisdiction for the resident.

Commissioner Worthams shared the delay in making committee assignments is not limited to Kalamazoo County. He stated as he monitors the State Legislature the Michigan House has not made their committee assignments as of today.

Commissioner Buchholtz shared the annual Board of Public Works meeting will be held on February 3rd. She mentioned with the strange weather patterns there are many potholes. She shared before she was able to submit a service request for G Avenue near 35th Street the crews were there filling them. Furthermore, she saw two other crews on her way to the Board meeting and expressed her appreciation for their hard work. Additionally, she hoped the public realizes the unusual weather pattern created additional issues for us. She mentioned to Mr. Hollett that she would try to stop by his residence this evening to look at his mailbox situation.

The meeting was adjourned at 3:34 p.m.

Attest: Timothy A. Snow, County Clerk

By: _____, Chairperson _____, Deputy Clerk

February 7, 2017

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 7, 2017. Commissioner Moyle called the meeting to order at 3:00 p.m.

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

Also attending: Managing Director Joanna Johnson, Finance Director Ann Simmons, Operations Director Travis Bartholomew, 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, Buchholtz, Oscarson

Commissioner Buchholtz moved and it was seconded to approve the minutes from the January 24, 2017 regular Board meeting as presented.
Carried by the following vote:
Aye: Moyle, Buchholtz, Oscarson

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

Payroll Account	\$ 103,306.70
Vendor Account	\$ 596,047.42

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

William Thomas of 220 Chicago Avenue provided a handout and shared concerns regarding drainage on Schippers Lane in Kalamazoo Township. He also stated weather reports regarding conditions on I-94 would be helpful to residents.

County Commissioner John Gisler shared he was assigned to attend to the RCKC Board meetings as liaison and looks forward to getting to know the Commissioners and staff. Commissioner Buchholtz stated it would be helpful to set-up informal communication streams with Commissioner Gisler to inform him of issues that the Board may want him to be aware of prior to scheduled Board meetings.

Commissioner Oscarson moved and it was seconded to approve the final construction design plans for the Stadium Drive from 4th Street to 11th Street, and Stadium Drive at 11th Street projects for the Board and Managing Director's signatures on the construction plan cover sheet.

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

Commissioner Buchholtz moved and it was seconded to approve the Brady and Richland Townships Local Road Participation Fund Contracts for Chairman's signature.

- A. Brady Township
 - a. 30th Street – U Avenue to South Indian Lake Drive, East Indian Lake Drive – 30th Street to 2722' north of 30th Street, South Indian Lake Drive – 1811' west of 30th Street, HMA Wedging, Chip Seal and Fog Seal
 - b. 29th Street – XY Avenue to W Avenue, HMA Wedging and Chip Seal
- B. Richland Township
 - a. B Avenue – 24th Street to M-89, HMA Wedging and Chip Seal
 - b. C Avenue – 24th Street to 27th Street, HMA Wedging, Crack Fill and Chip Seal
 - c. 27th Street – M-43 to F Avenue, HMA Wedging and Chip Seal

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- d. 30th Street – DE Avenue to Engelwood Avenue, HMA Wedging, Crack Fill and Chip Seal
 - e. 35th Street – D Avenue to West Gull Lake Drive, HMA Wedging, Crack Fill and Chip Seal
- Carried by the following vote:
Aye: Moyle, Buchholtz, Oscarson

Commissioner Buchholtz moved and it was seconded to approve the Dust Control Agreements for Brady, Prairie Ronde, Richland and Ross Townships for Chairman's signature. County Commissioner Gisler mentioned that two of the dust control contracts were in his district and asked for clarification that they were related to gravel roads. Managing Director Johnson answered yes.

- A. Brady Township
 - a. Continuous application 18% Mineral Well Brine at 2,000 gallons per mile (\$.15 actual gallons applied)
- B. Prairie Ronde Township
 - a. Continuous application 18% Mineral Well Brine at 2,000 gallons per mile (\$.15 actual gallons applied)
- C. Richland Township
 - a. Continuous application 18% Mineral Well Brine at 2,000 gallons per mile (\$.15 actual gallons applied)
- D. Ross Township
 - a. Continuous application 18% Mineral Well Brine at 2,000 gallons per mile (\$.15 actual gallons applied)

Managing Director Johnson shared the Kalamazoo Area Transportation Study (KATS) had their meeting on January 25th where they discussed their audit. She also shared they have a public meeting this evening from 4pm to 7pm for KATS Moves at Kalamazoo Metro Transit. She stated this is a community driven plan to enhance pedestrian, greenway and transit facilities throughout the county. She congratulated County Engineer Minkus who was awarded the County Road Association (CRA) Urban Engineer of the Year Award. She mentioned County Engineer Minkus has done a great job working with the engineering team on many projects throughout the county and is a valuable asset to this organization.

Commissioner Buchholtz mentioned she had incorrectly reported she was attending the Public Works meeting last Friday and shared the meeting is scheduled for this Friday, February 10th. Also, she will be attending the KATS Moves meeting this evening. She complimented County Engineer Minkus for visiting sites with her and always being so understanding and quick to answer questions. She thanked him for his hard work and congratulated him on the award that she stated was well earned. She also complimented Administrative Assistant Selena Rider for the Facebook posts.

Commissioner Oscarson mentioned the Parks Commission met on Thursday and shared there will be a new phase of the Kalamazoo River Valley Trail that is currently being put together. Furthermore, they will be coming to us for the contract oversight of activities that we participate in. Additionally, Director of the Kalamazoo County Parks Department, David Rachowicz will be contacting Operations Director Bartholomew regarding chip sealing internal roads in the parks. Project Superintendent Worden shared he had spoken with Mr. Rachowicz.

Commissioner Moyle mentioned the Environmental Health Advisory Committee (EHAC) will meet tomorrow at 9:00 a.m. He also congratulated County Engineer Minkus on his award.

The meeting was adjourned at 3:17 p.m.

Attest: Timothy A. Snow, County Clerk

By: _____, Chairperson _____, Deputy Clerk

February 21, 2017

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 21, 2017. Commissioner Moyle called the meeting to order at 3:00 p.m.

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

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

Commissioner Oscarson moved and it was seconded to approve the agenda as amended. Commissioner Worthams moved to combine Items B, C and D: Local Participation Fund Contracts for Climax, Cooper and Pavilion Townships and to combine Items E and F: Dust Control Agreements for Climax and Oshtemo Townships.

Carried by the following vote:

Aye: Moyle, Buchholtz, Oscarson, Worthams

Commissioner Buchholtz moved and it was seconded to approve the minutes from the February 7, 2017 regular Board meeting as presented.

Carried by the following vote:

Aye: Moyle, Buchholtz, Oscarson, Worthams

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

Payroll Account	\$ 101,191.31
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Vendor Account	\$ 160,108.61
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Carried by the following vote:

Aye: Moyle, Buchholtz, Oscarson, Worthams

William Thomas of 220 Chicago Avenue provided a handout and shared concerns regarding drainage on Schippers Lane in Kalamazoo Township. He stated the speed limit on South Sprinkle Road was too high and mentioned the tree in front of 206 Chicago Avenue should be removed. He also shared concerns regarding a no turn on light sign at the intersection of Sprinkle Road and East Michigan Avenue. General Superintendent inquired if Mr. Thomas was referring to a no turn on red sign and shared that he would look into it.

Commissioner Worthams moved to postpone a decision until the next Board meeting on March 7th regarding approval of the addition of G Avenue from 32nd Street to 37th Street (Richland/Ross Townships) to the 2017-2021 Primary Road Capital Improvement Plan (CIP) and the 2017 Budget. Managing Director Johnson shared this section of G Avenue has a concrete base that has received different treatments over the years none of which has significantly helped to reduce reflective cracking. Furthermore, this section was last Pavement Surface and Evaluation Rating (PASER) rated a 7 in 2015 and is rapidly deteriorating and supported by multiple service requests for pothole patching. Commissioner Oscarson questioned if there was a project of lesser priority that could drop off the 2017 CIP in case the budget were to be pinched. Managing Director Johnson responded she has not looked into a project to come off the 2017 CIP. She also mentioned in terms of fund balance and what is being carried over into 2017 the project could be supported. Commissioner Oscarson inquired if there was a reason the G Avenue project had to be approved today. Managing Director Johnson stated although it's not a huge urgency, we are trying to keep it in our planning process early on versus adding the project mid-term when construction season begins. Commissioner Oscarson shared the audit will be completed relatively quick and inquired if it was fiscally responsible to wait until the audit is completed to ensure there are no questions about allocating funds for the project. Managing Director Johnson responded if we do add this project we would still be within our set goal for fund balance. Commissioner Buchholtz stated she presumed there is not much deviation for an audit to what year estimates are. Furthermore, the financials are completed and are only being reviewed. She stated this stretch of G Avenue has deteriorated quickly. She also shared concerns regarding potential accidents at the

intersection of G Avenue and 35th Street due to vehicles avoiding potholes. She mentioned the G Avenue project is a priority. Commissioner Moyle inquired if 2017 projects were prioritized in the case the budget was pinched. Managing Director Johnson shared projects that do not have federal or state funding specifically tied to them are projects we would let go of if feasible. Commissioner Worthams questioned if it would put us behind the curve if the project were to be postponed until the next Board meeting. Furthermore, staff could review and report back what the alternatives would be. Both Managing Director Johnson and County Engineer Minkus agreed the next Board meeting is March 7th and waiting two weeks would not hinder this project.

Carried by the following vote:

Aye: Moyle, Oscarson, Worthams

Nay: Buchholtz

Commissioner Oscarson moved and it was seconded to approve the Brady and Richland Townships Local Road Participation Fund Contracts for Chairman's signature.

A. Climax Township

- a. 38th Street – R Avenue to PQ Avenue, HMA Wedging, Crack Fill and Chip Seal
- b. 40th Street – Q Avenue to P Avenue, HMA Wedging and Chip Seal
- c. 42nd Street – P Avenue to O Avenue, HMA Wedging, Crack Fill and Chip Seal

B. Cooper Township

- a. Walkers Ridge Road – 12th Street to 650' east of Red Rock Trail, Red Rock Trail – Walkers Ridge Road to Rolling Meadows Drive (Rolling Meadows Subdivision), HMA Reconstruct
- b. Stoney Hill Drive – Rolling Meadows Drive to 625' East of Rolling Meadows Drive, Rock Crest Avenue – Rolling Meadows Drive to Hillview Street, Hillview Street – Glacier Valley Avenue to Rock Crest Avenue, Glacier Valley Avenue – Rolling Meadows Drive to Hillview Street (Rolling Meadows Subdivision), Crack Fill, Chip Seal and Fog Seal
- c. E Avenue – 12th Street to 14th Street, Crack Fill and Chip Seal

C. Pavilion Township

- a. TS Avenue – 33rd Street to 34th Street, HMA Wedging, Crack Fill and Chip Seal
- b. R Avenue – 33rd Street to 34th Street, Gravel, Pulverize and HMA Paving
- c. R Avenue – 32nd Street to 33rd Street, HMA Wedging, Crack Fill and Chip Seal
- d. O Avenue – 29th Street to 6,677' east of 29th Street, HMA Wedging, Crack Fill and Chip Seal
- e. 35th Street – R Avenue to Q Avenue, QR Avenue – 35th Street to 1202' east of 35th Street, HMA Wedging, Crack Fill and Chip Seal

Carried by the following vote:

Aye: Moyle, Buchholtz, Oscarson, Worthams

Commissioner Worthams moved and it was seconded to approve the Dust Control Agreements for Climax and Oshtemo Townships for Chairman's signature.

A. Climax Township

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

B. Oshtemo Township

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

Carried by the following vote:

Aye: Moyle, Buchholtz, Oscarson, Worthams

Commissioner Oscarson moved and it was seconded to approve the County Road Association (CRA) bylaws amendments and cast a vote for Larry Brown, Allegan County Road Commission.

Carried by the following vote:

Aye: Moyle, Buchholtz, Oscarson, Worthams

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Managing Director Johnson shared seasonal weight restrictions went into effect on February 13th. Furthermore, we will continue to monitor the restrictions that could potentially be lifted next week. She stated signs may be left in place in case of future seasonal weight restrictions yet this spring. Also, a press release would be sent stating we would not be enforcing restrictions at this time if the signs were left in place. She mentioned there has been discussions regarding why we put seasonal weight restrictions on and stated its' good stewardship of trying to keep our roads when they are most vulnerable from being in further disrepair. She also shared we appreciate everyone's cooperation while preserving our infrastructure. She mentioned that she and Project Superintendent Worden did a presentation on asset management to the Village of Richland and anticipate they will be working with us on a couple of projects during this upcoming construction season. Furthermore, we hosted the Michigan Township Association (MTA) meeting and both Commissioners Moyle and Buchholtz were present. She shared it was a quick overview of what is happening and updates from the Road Commission and a presentation was made regarding the Kalamazoo County Consolidated Dispatch Authority. Also, today we had our Local Asset Management Training for Local Officials where Commissioner Buchholtz was present. She also mentioned she had attended the Southwest Council meeting where she received updated on related items for our industry. She shared the Kalamazoo Area Transportation Study (KATS) meeting was cancelled for lack of agenda items. She shared the top five service requests year to date for 2017 was potholes at number one and number five was snow removal. She shared the first Joint Township Meeting is with Comstock Township on March 20th.

Commissioner Worthams apologized for missing the February 2nd Board Meeting. Due to illness he was unable to attend. He shared if he did attend he would have voted yes on all agenda items.

Commissioner Buchholtz shared the asset management training for local officials held this morning was good and shared Kalamazoo County does very well in this area. She shared since there was no quorum, the Board of Public Works (BPW) meeting was canceled and will meet next month.

Commissioner Oscarson mentioned he was unable to attend the March 2nd County Parks Commission Meeting and inquired if someone was available to attend in his absence. Commissioner Moyle stated he was planning to attend.

Commissioner Moyle shared on February 15th, Charleston Township Supervisor, Jerry VanderRoest presented to the townships a presentation titled Past and Future Funding of the County Road Commission. He mentioned it was the same or similar presentation he presented last year on July 7th and October 19th. He indicated the Board Members should have received a copy via email for reference to his concerns. He mentioned the graphs and numbers Supervisor VanderRoest used could be misleading. He inquired if staff should devote the time to reply and explain some of the information, so there is no misunderstanding. Commissioner Worthams stated he appreciates Chairman Moyle's concern on what Supervisor VanderRoest presented. He mentioned when you look at the full presentation it's clear that Supervisor VanderRoest is trying to promote the idea that townships should get their own share of Public Act 51 dollars. He stated policymakers discuss this at least twice a year and they always come to the same conclusion: the further you slit the dollar even if you are increasing the dollar the less effective it's going to be. He shared staff does not need to invest much time on this unless we receive a request from the County Road Association (CRA) or receive questions from the press. Furthermore, aside from being ready for questions there's nothing further we need to do. He stated the way Supervisor VanderRoest presented the numbers will create a contest amongst the townships themselves to figure out a way they can obtain more money and provide some relief on their general fund dollars. Commissioner Oscarson mentioned Township Supervisors may want clarification if they have concerns or questions. He added sometimes silence is not always good and sometimes a question is not worth responding to and in some cases it's acceptance of what was said. Furthermore, he does not want to give the impression that we accept what Supervisor VanderRoest said as factual. Commissioner Moyle shared at this point he hasn't received any questions or comments from any Township Supervisor. Commissioner Buchholtz shared she believes right now there is no traction behind what Supervisor VanderRoest is saying because there's recognition that the facts are skewed to prove a point. Furthermore, to do too much at this time actually lends credibility that she doesn't think we want to intend to provide to that argument. She shared staff has already worked much time with Supervisor VanderRoest on

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providing numbers and KATS has done the same. She stated the effort has been out there to help and assist in gathering accurate information for training accurately and at this time we should wait and be ready.

Commissioner Moyle mentioned the Environmental Health Advisory Council (EHAC) met last week and shared the year-end reports were available on their website.

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

Attest: Timothy A. Snow, County Clerk

By: _____, Chairperson _____, Deputy Clerk

March 7, 2017

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 7, 2017. Commissioner Moyle called the meeting to order at 3:00 p.m.

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

Absent: Kenneth R. Oscarson

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

Commissioner Buchholtz moved and it was seconded to approve the minutes from the February 21, 2017 regular Board meeting as presented.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams

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

Payroll Account	\$ 107,074.07
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Vendor Account	\$ 279,915.23
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Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams

Bill Hollett of 3684 Saratoga Avenue submitted pictures, a screw in a jar and a letter from Mr. David E. Borden of 3623 Saratoga Avenue and shared his objections to the Board regarding his mailbox being struck by snowplows between December 20, 2016 and January 10, 2017. He shared he has appealed to the Board twice and both times the appeal was rejected. He mentioned the judgment of the Board represents a conflict of interest, the presentation before the Board stacks the deck against the citizen and the current limit of \$30 is inadequate to replace mailboxes and posts. He also stated the policy paper cited by the Board's website allows for proprietary solutions for multiple mailbox situations and the concern for "spearing" is willing to be solved by the citizen with some shouldering posts similar to that portrayed on the 1994 policy cited by the Board. He respectfully requested the Board to take responsibility for striking the mailboxes multiple times, do what is in its power to make the citizen whole and to consider taking steps to raise inadequate limits to recompense for striking mailboxes. He also requested the Board to consider what actions might make for a more even-handed consideration of issues before the Board.

Commissioner Buchholtz moved and it was seconded to approve the additional 2017 Project to the 2017 – 2021 Primary Road Capital Improvement Plan (CIP) and 2017 Budget for G Avenue from 32nd Street to 37th Street. Managing Director Johnson shared the updated financial information as requested from the previous Board meeting. She also mentioned our on-site financial audit review was completed last week. She explained preliminary discussion with the financial audit review team did not anticipate any change in year-end 2016 fund balance. She also provided the Board with alternative options to fund the project if there would be a substantial change in year-end 2016 moving into 2017.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams

Commissioner Worthams moved and it was seconded to approve the final design plans for the Q Avenue and S Avenue bridge projects for the Board and Managing Director's signatures on the construction plan cover

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sheet. Managing Director Johnson shared both bridge projects are included in the RCKC 2017 Primary Road Capital Improvement Plan (CIP). Furthermore, both bridge structures are weight restricted are in need of replacement due to their condition.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams

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

- a. **Kendall Arbor Avenue** – Copper Harbor Street to Kaleb Kove Street, **Copper Harbor Street** – Kendall Arbor Avenue to Texas Heights Avenue, **Leelanau Street** – Kendall Arbor Avenue to Texas Heights Avenue, **Keenan Street** – Kendall Arbor Avenue to Texas Heights Avenue, **Logan Bay Street** – Kendall Arbor Avenue to Texas Heights Avenue, **Kaleb Kove Street** – 180' south of Kendall Arbor Avenue to Texas Heights Avenue (Texas Heights), **HMA Overlay**
- b. **Van Kal Street** – South Texas Township line to Q Avenue, **HMA Wedging, Crack Fill and Chip Seal**
- c. **Finnagen Street** – Q Avenue to PQ Avenue, **HMA Overlay**
- d. **Maricopa Trail** – 4th Street to Sierra Madre Trail, **Gila Bend Trail** – Maricopa Trail to 725' north of Maricopa Trail, **Spruce Pine Street** – Weeping Pine Lane to 347' north of Weeping Pine Lane, **Weeping Pine Lane** – 4th Street to Stone Pine Street, **Stone Pine Street** – 292' south of Weeping Pine Lane to Weeping Pine Lane, **Mountain Pine Lane** – 4th Street to Knotty Pine Lane, **Knotty Pine Lane** – Mountain Pine Lane to 329' west of Mountain Pine Lane, **Sierra Madre Trail** – Weeping Pine Lane to Mystic Trail (**Mystic Trails**), **Crack Fill, Chip Seal and Fog Seal**
- e. **Eagle Heights Drive** – PQ Avenue to 1,590' north of PQ Avenue, **Eagle Terrace** – PQ Avenue to 707' north of PQ Avenue, **Crestway Drive** – 5th Street to Fieldwood Point, **Fieldwood Point** – 230' south of Crestway Drive to Crestway Drive, **Fieldwood Circle** – Crestway Drive to 230' north of Crestway Drive, **Glade Trail** – Windsong Way to 8th Street, **Windsong Way** – Gladeview Drive to Glade Trail, **Gladeview Drive** – Windsong Way to Hobblebush Lane, **Hobblebush Lane** – Gladeview Drive to Lakeridge Place, **Lakeridge Place** – 1,015' south of Glade Trail to Glade Trail, **Farmington Avenue** – 176' south of Orchard Hill Avenue to Stoney Brook Road, **Foxcroft Drive** – 165' east of Farmington Avenue to 12th Street, **Hunters Ridge Drive** – Hitching Post Road to Stoney Brook Road, **Hitching Post Road** – Hunters Ridge to Foxcroft, **Orchard Hill Avenue** – Farmington Avenue to Farmington Avenue, **Glen Harbor Drive** – 1,055' west of Birchwood Drive to Birchwood Drive, **Birchwood Drive** – 847' west of Glen Harbor Drive to Texas Drive, **Blue Jay Drive** – 10th Street to Bob White Avenue, **Bob White Avenue** – Morning Dove Lane to Warbler Drive, **Swallow Avenue** – 10th Street to Finch Drive, **Blue Spruce Lane** – 345' west of Old Stone Circle to 515' south of Green Pine Lane, **Canary Lane** – Swallow Avenue to Blue Jay Drive, **Morning Dove Lane** – Swallow Avenue to Blue Jay Drive, **Old Stone Circle** – 221' north of Blue Spruce Lane to Blue Spruce Lane, **Old Oak Circle** – 250' north of Blue Spruce Lane to Blue Spruce Lane, **Finch Drive** – Blue Spruce Lane to Bob White Avenue, **Warbler Drive** – Swallow Avenue to Whippoorwill Drive, **Eagle Lake Drive** – OP Avenue to OP Avenue, **Standiford Street** – Heathrow Avenue to Stapleton Drive, **Stapleton Drive** – Dorval Road to 12th Street, **Dorval Road** – 801' south of Stapleton Drive to Stapleton Drive, **Leland Court** – 260' north of Texas Heights Avenue to Texas Heights Avenue, **Texas Heights Avenue** – 70' west of Copper Harbor Street to 8th Street, **Briarcliff Lane** – O Avenue to 1,170' north of O Avenue, **Green Pine Lane** – Blue Spruce Lane to Swan Drive, **Colony Lane** – 230' south of Green Pine Lane to 265' north of Green Pine Lane, **Plover Drive** – 261' south of Green Pine Lane to 156' south of Swallow Avenue, **Swan Drive** – 1,115' south of Green Pine Lane to 175' south of Swallow Avenue, **Mystic Trail** – Sierra Madre Trail to 6th Street, **Continental Trail** – Mystic Trail to Sierra Madre Trail, **Sierra Madre Trail** – 155' south of Mystic Trail to Appalachian Trail, **Saquaro Trail** – Mystic Trail to Sierra Madre Trail, **Appalachian Trail** – 465' south of Sierra Madre Trail to Sierra Madre Trail, **Alidor Street** – 190' south of Phiant Avenue to R Avenue, **Phiant Avenue** – 897' west of Alidor Street to Alidor Street, **Autumn Glen Street** – 157' south of Autumn Court to N Avenue, **Autumn Court** – Autumn Glen Street to 235' east of Maple Hollow Avenue, **Oakwood Avenue** – 205' west of Autumn Glen

Street to Autumn Glen Street, **Timberview Avenue** – 235' west of Autumn Glen Street to Autumn Glen Street, **Maple Hollow Avenue** – 211' south of Autumn Court to Autumn Court, **Glenwynd Drive** – 6th Street to O Avenue, **Hidden Cove Place** – 2,275' west of 8th Street to 8th Street, **Rolling Pines Court** – 1,230' east of 10th Street to 10th Street, **Farmington Avenue** – Stoney Brook Road to Heathrow Avenue, **Heathrow Avenue** – Farmington Road to 110' west of 12th Street, **Orly Court** – 450' north of Heathrow Avenue to Heathrow Avenue, **Gatwick Court** – 855' north of Heathrow Avenue to Heathrow Avenue, **Hunters Ridge Drive** – Burning Tree Road to Heathrow Avenue, **Burning Tree Road** – 815' east of Hunters Ridge Drive to 870' south of Stoney Brook Road, **Chadeau Avenue** – Norcross Street to 10th Street, **Norcross Street** – 625' south of Keith Court to Chadeau Avenue, **Keith Court** – 400' east of Norcross Street to Norcross Street, **Omega Street** – 170' north of Chadeau Avenue to Chadeau Avenue, **Bramblewood Drive** – 316' south of Brandy Chase Avenue to 216' south of Brandy Chase Avenue, **Misty Creek Drive** – Willowbend Trail to 12th Street, **Willowbend Trail** – 1,820' west of Fountain Square Drive to Misty Creek Drive, **Cranberry Court** – 180' north of Willowbend Trail to Willowbend Trail, **Willowbend Way** – 175' north of Willowbend Trail to Willowbend Trail, **Saddle Club Drive** – Dunwoody Court to 550' east of Shepherds Glen Road, **Deer Path Road** – Q Avenue to Saddle Club Drive, **Summherhill Drive** – 565' south of Saddle Club Drive to Saddle Club Drive, **Double Tree Court** – 600' south of Saddle Club Drive to Saddle Club Drive, **Bent Tree Road** – Q Avenue to Shepherds Glen Road, **Shepherds Glen Road** – Saddle Club Drive to Shepherds Glen Court, **Shepherds Glen Court** – 690' south of Shepherds Glen Road to 215' north of Shepherds Glen Road, **Huntwick Road** – Bent Tree Road to Shepherds Glen Road, **Four Seasons Drive** – Saddle Club Drive to Bent Tree Road, **Crack Fill**

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams

Commissioner Worthams moved and it was seconded to award the 2017 – 22A/23A Gravel, Compacted in Place Bid to Kalin Construction Co. Inc., Southwest Transport Co., Balkema Sitework and Development, and Byholt Inc. – respective low bidders by township. Commissioner Buchholtz stated she understands getting material from different companies based on low bidders and/or taking into account their locations to save cost. She applauds this procedure and questioned how long this process has been in place and do other counties follow this same process. Operations Director Bartholomew shared we've done it this way over 20 years. Furthermore, out of 15 townships we may only have work in 3 or 4 of the and not utilize all of the bidders. Bidding it by township allows for potentially lower costs.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams

Commissioner Worthams moved and it was seconded to award the 2017 – Aggregates, Seasonal Requirements Bid to Aggregate Industries, Aggregate Resources Inc., Art Austin Inc., Byholt Inc., Hillside Gravel LLC, Southwest Transport Co., Superior Gravel LLC, and Top Grade Aggregates LLC, 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, Buchholtz, Worthams

Commissioner Worthams moved and it was seconded to award the 2017 HMA Plant Mix & Cold Patch (CP-6) bid for 36A and 13A HMA to Lakeland Asphalt Corp., Rieth-Riley Construction Co., Michigan Paving and Materials Co. and Wyoming Asphalt Company – based on haul distance from plant to the job site and to award the 2017 Plant Mix portion of the bid for CP-1 HMA to Wyoming Asphalt; Paving Inc. – low bidder, meeting specifications and to award the 2017 CP-6, (cold patch) portion of the bid, which includes delivery to the Road Commission of Kalamazoo County (RCKC), to Lakeland Asphalt Corp. – low bidder, meeting specifications.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams

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Chair Int'l _____

Clerk Int'l _____

Commissioner Buchholtz moved and it was seconded to award the 2017 – Asphalt Emulsion Bid, with an option to extend for three (3) one (1) year extensions by the mutual agreement of both parties to K-Tech Specialty Coatings Inc./Klink Trucking Inc. for the CRS-2M emulsion, HFRS-2, CSS-1H dilute, fog seal material, emulsified asphalt dust control material and the asphalt emulsion application (Asphalt Distributors) – low bidder, meeting specifications. Commissioner Buchholtz inquired how the price generally compares to what we were doing prior. Operations Director Bartholomew shared with the smaller stone it's comparable to our previous program and larger stone will cost 10-15% more. Furthermore, overall emulsion cost has gone decreased. Managing Director Johnson mentioned chip seal is an excellent application and treatment to preserve our roadways. As the Board is aware, we are addressing issues from 2016 chip seal and believe those issues are associated with the aggregate and not a reflection of the chip seal program or emulsion.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams

Managing Director Johnson stated we received preliminary word from the Michigan Department of Transportation (MDOT) that 3 of our RCKC projects we had submitted will be awarded safety funding. She shared the three projects are Almena and KL Avenue, Q Avenue at 10th Street as well as 9th Street at Quail Run and KL Avenue. She mentioned how she looks forward to the County Road Association (CRA) Conference next week which also includes a luncheon with our State legislatures to discuss what we are doing in Kalamazoo County and future funding for transportation.

Commissioner Worthams commended and congratulated Managing Director Johnson for her presentation this morning before the State House Transportation and Infrastructure Committee. Furthermore, she handled herself with grace, intelligence and said we should all be proud of her performance. He mentioned he looks forward to seeing all our colleagues throughout the State at the CRA Conference so we can continue to brag how good things are in Kalamazoo County.

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

Attest: Timothy A. Snow, County Clerk

By: _____, Chairperson _____, Deputy Clerk

March 14 – 16, 2017
CRA Annual Highway Conference

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 highway conference, the Kalamazoo delegation legislative luncheon at the State Capitol, legislative reception and dinner during March 14 – March 16, 2017

Present: Daniel J. Moyle, David Q. Worthams, David Pawloski, Larry Stehouwer

Absent: Deborah J. Buchholtz

Also attending: Managing Director Joanna I. Johnson, Operations Director Travis Bartholomew, Finance Director Ann Simmons, Senior Accountant Diane DeWaters, and Administrative Assistant Selena Rider.

The commissioners and staff attended various functions, educational sessions, activities and meetings in association with the CRA annual conference as well as meeting with State legislators

The meeting adjourned on March 16, 2017 at 12:30 p.m.

Attest: Timothy A. Snow, County Clerk

By: _____, Chairperson _____, Deputy Clerk

Chair Int'l _____

Clerk Int'l _____

March 20, 2017 – 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 March 20, 2017. The joint meeting began at 7:00 p.m.

Present: Daniel J. Moyle, Deb Buchholtz, David Pawloski, Larry Stehouwer

Absent: David Q. Worthams

Also present: Managing Director Joanna I. Johnson, Project Superintendent Mark Worden, Comstock Township Supervisor Randy Thompson, Manager Scott Hess, Clerk Michelle Mohnney, Treasurer Bret Padgett, Trustees Jerry Amos, Art Austin, Terry McIver, Robert Pratt and Township Attorney Catherine Kauffman.

Following introductions, the Road Commission of Kalamazoo County (RCKC) staff reviewed the joint meeting PowerPoint Presentation, including poll questions.

Trustee Amos inquired about how road Pavement Surface Evaluation and Rating (PASER) changed with newer pavement. Project Superintendent Worden explained the deterioration curve in the software.

Supervisor Thompson and Clerk Mohnney both expressed concerns with calling 911 regarding trees in the road, especially during the recent wind storm. Managing Director Johnson shared this is the most efficient and effective way to assist in our emergency response. Furthermore, the wind storm we had does not occur that often, however we work together with dispatch for repeat calls and response. Also, we have an agreement with dispatch to assist us in these types of events.

Trustee Padgett shared how much he appreciates the local road program and how much funding the RCKC provides, unlike other road commissions in the state. Managing Director Johnson shared she appreciates the partnership.

The meeting adjourned at 7:45 p.m.

Attest: Timothy A. Snow, County Clerk

By: _____, Chairperson _____, Deputy Clerk

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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 21, 2017. Commissioner Moyle called the meeting to order at 3:00 p.m.

Present: Daniel J. Moyle, Deborah J. Buchholtz, David Pawloski, Larry Stehouwer

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, and General Superintendent Bill DeYoung.

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

Carried by the following vote:

Aye: Moyle, Buchholtz, Pawloski, Stehouwer

Commissioner Buchholtz moved and it was seconded to approve the minutes from the March 7, 2017 regular Board meeting and the March 14 – 16, 2017 County Road Association Annual Highway Conference as presented.

Carried by the following vote:

Aye: Moyle, Buchholtz, Pawloski, Stehouwer

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

Payroll Account	\$ 99,700.02
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Vendor Account	\$ 228,938.15
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Carried by the following vote:

Aye: Moyle, Buchholtz, Pawloski, Stehouwer

Commissioner Stehouwer moved and it was seconded to approve Commissioner Oscarson's expense report as presented. Carried by the following vote:

Aye: Moyle, Buchholtz, Pawloski, Stehouwer

Commissioner Stehouwer moved and it was seconded to approve the 2017 Township Liaison/Committee Representation for Board members as presented. Managing Director Johnson mentioned Commissioner Worthams could not be present today and asked her to share that he would like to attend the Metropolitan County Planning Commission meetings that are held at 7:00 p.m. as part of the audience. Furthermore, he would then share any mutual relevant issues. Commissioner Buchholtz shared there are bylaws that reference the Road Commission for the list of committees that we represent. Furthermore, we have a seat that we must fill for each committee. There are also other meetings that we voluntarily attend in the community and inform the Board that we attended. She explained Commissioner Moyle voluntarily attends Township Supervisors meetings and she voluntarily attends Bike Friendly Kalamazoo meetings as informal liaisons. Commissioner Moyle shared that it's not necessary to attend every township meeting you are assigned. However, he lets the township know who he is and on occasion meets with them informally. He shared Road Commissioners are simply a liaison function for specific issues and quite often he receives calls from townships that he's not the liaison for. Commissioner Buchholtz shared she addresses issues from any township and then informs the assigned township liaison. She mentioned it's important to follow the process. Furthermore, we have system for service requests as a way of tracking what we do with time limits. Commissioner Moyle mentioned committee representatives are voting members. Furthermore, committee meetings are quorum situations and they rely on attendance. Managing Director Johnson shared that both herself and Commissioner Moyle have been in contact with the Prosperity Region Initiative that Commissioner Berkebile previously served on.

Carried by the following vote:

Aye: Moyle, Buchholtz, Pawloski, Stehouwer

Commissioner Buchholtz moved and it was seconded to approve the 2016 Public Act (PA) 51 Mileage Certification Resolution and Countywide Maps for the Chairman's signature. Managing Director Johnson shared the RCKC is required to submit an annual report of roadway mileage. The Board has previously approved the 2016 forms as well as the 2016 resolution to recognize the additions/deletions to the county road system at the December 27, 2016 Board meeting. The changes have been reflected in the 2016 Countywide Certification maps, including the urban area. Commissioner Buchholtz asked Managing Director Johnson to recap for the benefit of Commissioners Pawloski and Stehouwer why the Board previously decided to hold off on including Miller Road. Managing Director Johnson explained Miller Road is shared between Comstock and Charleston townships. Furthermore, the Charleston Township Supervisor expressed concerns related to the traffic count. She explained the traffic count is one of many elements in the road classification review. She shared at the time, the Board agreed to do another traffic count and review the new traffic count information along with all the other elements to decide if Miller Road should be classified from a primary road to a local road. Commissioner Moyle added this is only one step to this process. Managing Director mentioned we typically receive a letter in August verifying and approving what we've submitted. Also, what we do here on the state level with the local/primary road network will be shared and once approved with the Kalamazoo Area Transportation Study (KATS) and will relate to the National Functional Classification (NFC) of Roadways which is monitored.

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, Reclassifications, and temporary turn-arounds.

New Developments

Prairieview Farms No.2, Section 7, Kalamazoo Township Rose Arbor No.4,
Sectio1, 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

Reclassifications – 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

Reclassifications – 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

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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

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, Buchholtz, Pawloski, Stehouwer

Commissioner Pawloski moved and it was seconded to approve the non-motorized facilities application and agreement for 521 and 522 Cherokee Street, Kalamazoo Township for the Chairman's signature. Managing Director Johnson shared the project focuses on the installation of new 5-foot wide sidewalk on the east and west sides of Cherokee Street. Furthermore, these sidewalks will also provide more pedestrian friendly connections to transit stops in the area which aligns with the Township's goals of improving alternative forms of transportation to its residents.

Carried by the following vote:

Aye: Moyle, Buchholtz, Pawloski, Stehouwer

Commissioner Buchholtz moved and it was seconded to approve the Alamo, Charleston, Kalamazoo, Oshtemo, Prairie Ronde, Ross, Schoolcraft and Wakeshma Township Local Road Participation Fund Contracts and Ross Township Failed Condition Local Road Participation Fund Contract for Chairman's signature.

- A. Alamo Township
 - a. **Owen Drive** – D Avenue to C Avenue, *Gravel, Pulverize, Grade and HMA Paving*
- B. Charleston Township
 - a. **L Avenue** – 38th Street to 7288' east of 38th Street (stop at concrete pavement), *Crack Fill and Chip Seal*
 - b. **ML Avenue** – 38th Street to 40th Street, *Chip Seal*
- C. Kalamazoo Township
 - a. **East/Lakewood Neighborhood 2017, HMA Paving, Rehabilitation and Reconstruction**
 - b. **Northwood Neighborhood 2017, HMA Paving, Rehabilitation and Reconstruction**
 - c. **Westwood Neighborhood 2017, HMA Paving, Rehabilitation and Reconstruction**
 - d. **Carsten Avenue** – Nichols Road to Piedmont Drive, **Edling Drive** – Carsten Avenue to Piedmont Drive, **Ashby Lane** – Edling Drive to Carsten Avenue, **Piedmont Drive** – Edling Drive to 181' north of Carsten Avenue (Northgate), *Crack Fill, Chip Seal and Fog Seal*
 - e. **Yucca Avenue** – Cumberland Street to Chaparral Street, **Fir Avenue** – Cumberland Street to 50' east of Chaparral Street, **Chaparral Street** – Grand Prairie Road to Aspen Drive, **Sequoia Court** – Chaparral Street to 420' east of Chaparral Street, **Sagebrush Street** – Grand Prairie Road to Long Leaf Street, **Long Leaf Street** – Sagebrush Street to Fawn Avenue, **Fawn Avenue** – Sagebrush Street to Long Leaf Street, **Sagebrush Street** – Fawn Avenue to 240' north of Andora Avenue, **Andora Avenue** – Sagebrush Street to Tamrack Street, **Yew Street** – Skyline Street to Tamrack Street, **Fir Street** – Skyline Street to Tamrack Street, **Tamrack Street** – Yew Street to 130' north of Andora Avenue (Grand Prairie Estates), *Crack Fill, Chip Seal and Fog Seal*
 - f. **Lamont Avenue** – Lake Street to Willow Boulevard, **Willis Avenue** – Lake Street to Willow Boulevard, **Carleton Avenue** – Field Avenue to 157' east of Bronson Avenue (Fields Plat), *Crack Fill, Chip Seal and Fog Seal*
 - g. **Turwill Lane** – 1002' south of M-43 to M-43, **Olney Road** – Gordham Lane to Nichols Road, **Cherry Hill Street** – 775' south of Santos Avenue to Santos Avenue, *Crack Fill, Chip Seal and Fog Seal*
 - h. **Pristine Avenue** – Nazareth Road to Twp Line, **Sonia Lane** – Pristine Avenue to Sunsprite Drive, **Sunsprite Drive** – Pristine Avenue to Twp Line, **Grandessa Drive** – Sunsprite Drive to Twp Line (Rose Blossom Trails), *HMA Wedging, Crack Fill, Chip Seal and Fog Seal*

- i. **Meadowcroft Lane** – Nichols Road to Buttonwood Lane, **Mulberry Lane** – Meadowcroft Lane to Mandarin Grove Lane, **Mandarin Grove Lane** – Mulberry Lane to Buttonwood Lane (Valleywood), **Crack Fill, Chip Seal and Fog Seal**
- D. Oshtemo Township
 - a. **G Avenue** – 3244' west of Ravine Road to Ravine Road, **Gravel, Pulverize, Grade and HMA Paving**
 - b. **J Avenue** – Vankal Street to 2nd Street, **HMA Wedging, Crack Fill and Chip Seal**
 - c. **KL Avenue** – 2nd Street to 4th Street, **HMA Wedging and Chip Seal**
 - d. **KL Avenue** – Vankal Street to 1st Street, **HMA Wedging and Chip Seal**
 - e. **Sundowner Lane** – 11th Street to Sweet Briar Drive, **Sweet Briar Drive** – 11th Street to 326' north of Fountain Square Drive (Rose Arbor), **Crack Fill, Chip Seal and Fog Seal**
 - f. **Westhaven Trail** – Northfield Trail to Northfield Trail, **Northfield Trail** – H Avenue to Drake Road, **Stoneview Avenue** – 130' west of Northfield Trail to Northfield Trail (Westhaven Condominiums), **Crack Fill, Chip Seal and Fog Seal**
 - g. **Wickford Drive** – M-43 to J Avenue, **Crack Fill, Chip Seal and Fog Seal**
- E. Prairie Ronde Township
 - a. **V Avenue** – 2640' east of 5th Street to 8th Street, **HMA Wedging, Crack Fill and Chip Seal**
 - b. **V Avenue** – 4th Street to 2640' east of 5th Street, **HMA Wedging, Crack Fill and Chip Seal**
 - c. **4th Street** – XY Avenue to W Avenue, **Chip Seal**
 - d. **TU Avenue** – Vankal Road to 2nd Street, **Recondition Gravel Surface**
- F. Ross Township
 - a. **East Gull Lake Drive** – D Avenue to C Avenue, **Crack Fill, HMA Wedging and Chip Seal**
 - b. **38th Street/39th Street** – 4724' north of FG Avenue to D Avenue, **HMA Wedging**
- G. Ross Township Failed Condition Local Road Participation Fund Contract
 - c. **41st Street** – 5807' south of M-89, **Gravel, Pulverize, Grade and Compact**
- H. Schoolcraft Township
 - a. **16th Street** – Z Avenue to XY Avenue, **HMA Wedging and Chip Seal**
 - b. **18th Street** – VW Avenue to U Avenue, **HMA Wedging, Crack Fill and Chip Seal**
- I. Wakeshma Township
 - a. **X Avenue** – 47th Street to West County Line, **HMA Wedging and Chip Seal**
 - b. **UV Avenue** – 47th Street to 48th Street, **HMA Wedging and Chip Seal**

Carried by the following vote:

Aye: Moyle, Buchholtz, Pawloski, Stehouwer

Commissioner Pawloski moved and it was seconded to approve the dust control agreement for Charleston Township for Chairman's signature.

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

Carried by the following vote:

Aye: Moyle, Buchholtz, Pawloski, Stehouwer

Managing Director Johnson shared that Managing Director Larry Brown, Allegan County Road Commission joined us for the Board meeting today to hear a presentation on the antenna systems and the right-of-way. She shared the presentation was moved to April 18th and apologized to Mr. Brown for the confusion. Mr. Brown stated he mis-interpreted the email correspondence. She thanked the team for putting together the first joint meeting presentation of the year that occurred last evening in Comstock Township where a new clicker audience participation system was used. Commissioner Moyle shared the system was a great method to draw out participation from people who were reluctant to participate in the past. Commissioner Stehouwer shared he found the new system engaging and thanked us for all the efforts. Managing Director Johnson thanked the Commissioners for being a part of the County Road Association (CRA) Annual Highway Conference. She also mentioned the two awards that were presented to the RCKC at the conference. She shared we were awarded the IMPRESS award for excellence in communications for RCKC Connect. She highly recommends and requested the public to sign-up for RCKC Connect. She also thanked our former Administrative Assistant in Operations Michelle

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Podgorski, who helped to get RCKC Connect started. She stated we were also awarded the IMPRESS award for the pneumatic tire roller. She explained how all of our projects could be found on the projects page of our website. She thanked our crews and first responders who managed the phones during the wind storm. She shared her sympathy with both Commissioner Buchholtz and Debbie Hill, Assistant Finance Director – Human Resources for the recent passing of a family member.

Commissioner Stehouwer mentioned he's an avid bicyclist and will be absent for part of the summer. He apologized for the complication and shared the commitment was made prior to his appointment as Commissioner. He also shared he appreciated the prior Commissioner's service and was happy to be on Board as a Commissioner.

Commissioner Pawloski thanked Commissioner Moyle for the welcoming and thanked the County Commission for putting their confidence in him. He thanked staff for the tour of the facilities and appreciated being able to attend the CRA Conference in Lansing last week. He shared it was a tremendous learning opportunity.

Commissioner Buchholtz apologized for not being able to attend the CRA Conference. She was looking forward to the education that's always gained and seeing staffs presentations. She welcomed both Commissioner Pawloski and Stehouwer and stated she looks forward to working with both of them. She mentioned the possibility of to being on one of the statewide committees and is considering the County Road Association Self Insurance Fund, the workers' compensation liability for the road commission to increase our representation in those areas. She shared the first joint meeting in Comstock was very engaging and shared how staff did an excellent job presenting. She inquired if there was a way to create a field in the service request module to monitor which types of calls are coming in from citizens, local elected officials or staff. Managing Director Johnson shared staff uses the last name RCKC when entering service request for themselves. Also, if we were to add a field to the service request form on the website for elected officials there would be no way to tie it back into the service request system form as there is no field.

The meeting was adjourned at 3:29 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, April 4, 2017. Commissioner Moyle called the meeting to order at 3:00 p.m.

Present: Daniel J. Moyle, David Q. Worthams, David Pawloski

Absent: Deborah J. Buchholtz, Larry Stehouwer

Also attending: 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: Moyle, Worthams, Pawloski

Commissioner Pawloski moved and it was seconded to approve the minutes from the March 20, 2017 Comstock Township Joint Meeting and the March 21, 2017 regular Board meeting as presented.

Carried by the following vote:

Aye: Moyle, Worthams, Pawloski

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

Payroll Account	\$ 101,314.62
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Vendor Account	\$ 110,035.07
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Carried by the following vote:

Aye: Moyle, Worthams, Pawloski

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

Carried by the following vote:

Aye: Moyle, Worthams, Pawloski

County Commissioner John Gisler shared that he plans on attending as many RCKC Board meetings as possible. He explained he was unable to attend the March 21st meeting and will miss the April 18th meeting due to scheduled committee session meetings. He shared the RCKC Board meetings and County Commissioner meetings fall on the same day until June when the two meeting will no longer overlap. Commissioner Moyle inquired if we were providing Mr. Gisler with enough information prior to our meetings. Mr. Gisler stated the RCKC does a great job as far as disseminating information, the website is very robust and he appreciates all the updates. Additionally, the annual report is a good resource that he utilizes frequently.

Commissioner Pawloski moved and it was seconded to approve the purchase of a 2017 Jeep Grand Cherokee Laredo 4X4, and a 2017 Dodge Ram 1500 4X4 pick up, from LaFontaine CDJR-Lansing located in Lansing, MI through the "MIDEAL" State of Michigan purchasing program for \$51,891.00. Commissioner Worthams inquired about the staff's thoughts in regards to the sports utility vehicle (SUV). General Superintendent DeYoung shared the SUV would be utilized for keeping plans and drawings in for job sites. Furthermore, it would serve as a multi-purpose vehicle for staff to take Township officials on tours to view projects. He stated the pickup truck would be used for inspections and equipment tools.

Carried by the following vote:

Aye: Moyle, Worthams, Pawloski

Commissioner Worthams moved and it was seconded to award the 2017-08 Crack Fill – Various Locations bid to Pavement Restoration – low bidder, meeting specifications. Commissioner Worthams inquired about why one bid came in \$200,000 higher than the other bid. Project Superintendent Worden explained both he and

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General Superintendent DeYoung received phone calls from both contractors and they interviewed the low bidder to ensure they had site visits, were familiar with the work and were comfortable and would honor their pricing. Pavement Restorations stated their answer was yes and they could also meet our requirements as far as time. Furthermore, they are a local contractor.

Carried by the following vote:

Aye: Moyle, Worthams, Pawloski

Commissioner Pawloski moved and it was seconded to approve the Prairie Ronde and Schoolcraft Township Local Road Participation Fund Contracts for Chairman's signature.

- A. Prairie Ronde Township
 - a. **10th Street** – U Avenue to 5280' north of U Avenue, **Crack Fill**
- B. Schoolcraft Township
 - a. **Barnswallow Avenue** – 270' west of Prairie Edge Street to Prairie Edge Street, **Prairie Edge Street** – U Avenue to 50' north of Starling Avenue, **Starling Avenue** – Prairie Edge Street to Heron Street, **Nighthawk Avenue** – Prairie Edge Street to Heron Street, **Blackstone Avenue** – Heron Street to Blue Ridge Drive, **Heron Street** – U Avenue to 50' north of Starling Avenue, **Blue Ridge Drive** – South Hill Avenue to 250' north of South Hill Avenue, **South Hill Avenue** – Blue Ridge Drive to Hopewell Street, **Whitestone Street** – U Avenue to South Hill Avenue, **Starlet Street** – South Hill Avenue to 1003' north of South Hill Avenue. This estimate does not include all roads in the plat (Prairie Edge Estates), **Crack Fill**

Carried by the following vote:

Aye: Moyle, Worthams, Pawloski

Commissioner Worthams moved and it was seconded to approve the local road participation fund carryover agreement for Wakeshma Township for the Chairman's signature. Project Superintendent Worden shared Wakeshma Township would like to use all of their 2017 participation (PAR) funds, but will not have the funds until 2018. He further explained by signing a carryover contract the township is committing to the 2017 par funds but the project will not be done until 2018. Commissioner Moyle inquired if there was a limit on how many years you can carry over par fund dollars. Project Superintendent Worden answered he believes only one year. Operations Director Bartholomew added the participation (PAR) fund dollars also must be designated to a specific project. Commissioner Moyle questioned if the township could do three years since they are so small. Operations Director Bartholomew stated he would need to review the policy. Furthermore, in those types of situations we would use the delayed payment policy. He also added Wakeshma Township was the only township who was not able to use their 2017 PAR funds entirely and some of those funds were redistributed.

- a. **UV Avenue** – 47th Street to 45th Street, **HMA Wedging and Chip Seal**

Carried by the following vote:

Aye: Moyle, Worthams, Pawloski

Commissioner Pawloski moved and it was seconded to approve the Village of Richland Local municipality agreement for Chairman's signature.

- a. **32nd Street** – DE Avenue to D Avenue, **HMA Wedging and Chip Seal**
- b. **DE Avenue** – Gull Road to 32nd Street, **Cold Milling and HMA Overlay**

Carried by the following vote:

Aye: Moyle, Worthams, Pawloski

Commissioner Pawloski moved and it was seconded to approve the Local Bridge Program resolutions for the Local Bridge Program funding applications. County Engineer Minkus shared each year the Michigan Department of Transportation (MDOT) has a local bridge program called the projects where local agencies can apply for funding for bridge projects. He stated the construction costs if a project is selected is eligible for 95 percent participation from federal and/or state funds. The right-of-way, design engineering, and construction engineering costs are not eligible for Local Bridge Program funds and are 100% the responsibility of the RCKC. Final applications which will include the resolutions, construction cost estimates, and detail descriptions of the

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structures and proposed work are due May 1, 2017. Furthermore, all the bridges are on primary roads. If any of the projects are selected the RCKC Capital Improvement Plan (CIP) would be adjusted. Commissioner Moyle inquired where we stand in meeting the design criteria by May 1st. County Engineer Minkus stated the design criteria is not an issue.

RESOLUTION
Supporting Application for Local Bridge Program Funds
For
35th Street Bridge
Preventive Maintenance

WHEREAS, the 35th Street bridge over the Kalamazoo River in Comstock Township, Kalamazoo County, Michigan, was constructed in 2008 as a concrete box beam 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 preventive 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 2020.

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
29th Street Bridge
Preventive Maintenance

WHEREAS, the 29th Street bridge over the Portage River in Brady Township, Kalamazoo County, Michigan, was constructed in 1962 as a concrete box beam 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 preventive 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

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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 2020.

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
9th Street Bridge
Preventive Maintenance

WHEREAS, the 9th Street bridge over the Amtrak Railroad in Oshtemo Township, Kalamazoo County, Michigan, was constructed in 2008 as a concrete box beam 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 preventive 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 2020.

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
Portage Road Bridge
Preventive Maintenance

WHEREAS, the Portage Road bridge over Gourdneck Creek in Schoolcraft Township, Kalamazoo County, Michigan, was constructed in 2006 as a concrete box beam 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 preventive maintenance will improve the condition of the bridge deck and bridge beams, avoiding more costly repairs in the future; and

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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 2020.

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
31 Street Bridge
Replacement

WHEREAS, the 31st Street bridge over Brown Creek in Brady Township, Kalamazoo County, Michigan, was constructed in 1962 as a timber culvert structure and due to its age is in a deteriorating condition; and

WHEREAS, these deficiencies place a risk on the longevity of the structure, 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 2020.

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
31 Street Bridge
Replacement

WHEREAS, the 31st Street bridge over Brown Creek in Brady Township, Kalamazoo County, Michigan, was constructed in 1962 as a timber culvert structure and due to its age is in a deteriorating condition; and

WHEREAS, these deficiencies place a risk on the longevity of the structure, 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 2020.

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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, Worthams, Pawloski

Commissioner Pawloski moved and it was seconded to approve the final construction plans/cover sheet for the N Avenue from Sprinkle Road to 26th Street project for the Board and Managing Director's signatures. County Engineer Minkus shared the N Avenue project is included on the RCKC 2017 CIP for hot mix asphalt (HMA) cold milling and overlay. The project also included some minor widening in front of Green Bay Packaging facility east of the railroad tracks to accommodate a new center left turn lane in addition to upgrading the storm sewer system at the west end of the project that is a part of the Davis Creek County Drain. The road project is being funded through the Federal Surface Transportation Program (STP) and is packaged together for a June 2017 Michigan Department of Transportation (MDOT) letting with work scheduled to begin in July. Comstock and Pavilion Townships have also been working for a number of years to get sanitary sewer installed on this stretch of roadway. Unfortunately, timeline for including this work with our project could not be met, but the intent is to have the sewer installed and that contractor off-site prior to the RCKC work starting. Furthermore, in a partnering effort with the Townships, RCKC has agreed that our project will replace the top two courses of pavement. Commissioner Moyle questioned if there was a coordination clause with their completion date that would not hold up our project. County Engineer Minkus answered yes. Commissioner Pawloski inquired about the railroad tracks. County Engineer Minkus shared the railroad tracks are owned by Grand Elk. Furthermore, they were at our MDOT inspection meeting and are aware we will close the road for portion of time. Also the railroad is looking at updating their crossing at this location while our project is going on and traffic is detoured.

Carried by the following vote:

Aye: Moyle, Worthams, Pawloski

Commissioner Worthams moved and it was seconded to approve the MDOT Contract 17-5084 for the Chairman's signature.

- a. Stadium Drive at 9th Street, Oshtemo Township
- b. 11th Street at Stadium Drive, Oshtemo Township

Carried by the following vote:

Aye: Moyle, Worthams, Pawloski

Mr. John Gisler inquired for a friend why Michigan roads usually carry a 2-3 year warranty that he believes is for labor and material only and the design portion of the equation is maintained by MDOT. He shared that in northern parts of Europe they get 20 years warranty by their construction operation and stated that he believes they do the design, labor and materials all under one auspice. Commissioner Worthams shared he previously worked for the Transportation Policy Advisor for the House of Republic Caucus and stated how to make warranties work has been a long standing argument between MDOT and the State Legislature. He explained that MDOT, for reasons that they can best describe, would prefer to keep all the dollar design work in house which he believes is a way to protect certain FTE's within that department's budget. He also shared unless they actually get the design the contractors throughout the state will not go forward without a warranty so they are not held responsible for a potential design mistake that they had no part of. Mr. Gisler inquired if we knew of any Midwestern states were like us regarding warranties or does their State Department of Transportation maintain the design or farm it out. Commissioner Worthams explained he has knowledge of how other states do their funding mechanisms but was unsure of how they do their design work. Mr. Gisler inquired if there was any likelihood that it's mandated out of Washington that the design remains with the state level Department of Transportation. Commissioner Worthams answered it depends on the funding of the project. When you involve the Federal Highway it's a different tug of war for the design between the Federal Highway and the States. Furthermore, very few projects in Michigan come from outside of MDOT or the Federal Highway.

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Commissioner Worthams apologized for his absence at the March 21st Board meeting. He shared he had attended a meeting in Washington DC where he had the opportunity to discuss with 13 of the 15 members of the Michigan Congressional Delegation, federal transportation issues and believes that some of them understood what is happening with our roadways in Kalamazoo County. He shared if he was present at the March 21st Board meeting he would've voted yes on all agenda items and appreciates the other members of the commission approving all the items. He welcomed both Commissioners Pawloski and Stehouwer and stated he was looking forward to working with them and the leadership they will provide.

Commissioner Pawloski shared he will attend the next Environmental Health Advisory Committee (EHAC) meeting on April 12th.

Commissioner Moyle shared he has been asked by many and has shared with them that we are ready for the new transportation funds if they come in. County Engineer Minkus shared we have worked the last few years to position ourselves should something like this happen. Furthermore, our designs are advanced enough to where we have projects waiting should additional funding become available. Commissioner Moyle inquired about the contract we have with three consultants. County Engineer Minkus shared we went through a Qualification Based Selection (QBS) process in lieu of Request for Proposal (RFP) for each project. He explained we interviewed consultants based on their qualifications and narrowed it down to three firms who we thought were most qualified to do our work. He shared after working with them over the past three years they have become familiar with our standards and road requirements. Also, if our engineering staff did not have the capacity to work on a project we could lean on the engineering firms who have experience in experience with going through the Federal Aid and MDOT process. Project Superintendent Worden added this process is faster than a RFP. He also shared we have \$16 million in primary overly projects ready should additional funding become available. Commissioner Moyle inquired what the match would be from us if the funds become available. County Engineer Minkus shared historically most of the federal funds is at 20%.

The meeting was adjourned at 3:37 p.m.

Attest: Timothy A. Snow, County Clerk

By: _____, Chairperson _____, Deputy Clerk

Chair Int'l _____

Clerk Int'l _____

April 11, 2017 – 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 Comstock Township Hall, 6138 King Highway, Comstock, Michigan, on Tuesday April 11, 2017. The joint meeting began at 6:01 p.m.

Present: Daniel J. Moyle, Deb Buchholtz, David Pawloski, Larry Stehouwer

Absent: David Q. Worthams

Also present: Operations Director Travis Bartholomew, Project Superintendent Mark Worden, Project Engineer Rebekkah Ausbury, Maintenance Superintendent Jim Page, Climax Township Supervisor Trent Piper, 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 poll questions. Commissioner Buchholtz added that future state money from the state general fund may not necessarily be available to the RCKC.

Township Supervisor Piper questioned if the dollar amount on the gravel road slide was specifically for Climax Township or was it an average per township. Project Superintendent Worden responded that it was calculated specifically for Climax Township.

Treasurer Walman questioned how the state allocates money to road commissions throughout the state. Project Superintendent Worden explained the process. Treasurer Walman questioned where Kalamazoo County ranks for funding amongst other counties. Operations Director Bartholomew explained we are ranked with other counties who are similar in population and size. Treasurer Walman stated the participation (PAR) fund match is 50% and heard on the radio that it was going to change to 70/30. Project Superintendent Worden explained the match is currently up to 50%. Both Operations Director Bartholomew and Commissioner Buchholtz explained the funding match. Commissioner Buchholtz added the radio announcement was specific to Calhoun County and not applicable to Kalamazoo County.

Township Supervisor Piper stated there's a noticeable difference between the roads in Kalamazoo County and Calhoun County and stated the roads in Kalamazoo County are in much better condition.

Trustee Thierjung questioned if anyone has researched the cost of fixing potholes properly versus temporary patching. Project Superintendent Worden answered each pothole is treated differently based on criteria like depth and whether it will cause an emergency situation. Furthermore, in winter months we are limited to cold patch which is a temporary fix. In summer months we use hot patch which performs better. He further explained the best method is to use the durapatch that mixes in emulsion. He added the durapatch can only be used in the summer months. Operations Director Bartholomew added the durapatch is the closest fix we have to making a water tight patch.

Treasurer Walman questioned where funds come from for non-motorized and cutting high shoulders. Project Superintendent Worden answered most non-motorized is on primary roads and both are funded by the RCKC.

Township Supervisor Piper stated a recent shoulder cut project improved the drainage of a road. Furthermore, he would like to invest more dollars in their gravel roads, but does not like paying to have gravel put down only to be scraped into a ditch by winter plows. He inquired if there was a way to reclaim the gravel and bring it back onto the road. Treasurer Walman questioned how often gravel roads need work. Project Superintendent answered every 15 years to regrade, ditch and do shoulder work. Township Supervisor Piper inquired if they could hire an individual to grade their gravel roads. Operations Director Bartholomew explained they would have to apply for a right-of-way permit with the RCKC, have proper insurance on file and follow our

Chair Int'l _____

Clerk Int'l _____

April 11, 2017 – Climax Township Joint Meeting

construction guidelines. He also added depending on the work there may not be a fee charged for the permit. Township Supervisor Piper inquired if we would send an RCKC inspector on site to ensure the individual did the work correctly and if there was fee for an inspection. Operations Director Bartholomew answered more than likely yes and the fee would be included in the permit fee application if applicable.

Treasurer Walman questioned what we spent on bridge work. Project Superintendent Worden shared we had a bid opening today for two bridges for approximately 2 million dollars.

Trustee Thierjung questioned if there were any changes from the Department of Environmental Quality (DEQ) regarding bridge work. Project Superintendent Worden explained we go through their process for bridge replacement regarding the span length. Trustee Thierjung commented on how the DEQ has many requirements but does not contribute to help fund the project.

Township Supervisor Piper asked for advice regarding work on roads within Scotts and inquired if they should do something now or wait. Operations Director Bartholomew recommended preventive maintenance on two roads to bring them to a Pavement Surface Evaluation and Rating (PASER) of 8.

Trustee Thierjung inquired if there was a different policy for roads with a 25mph speed limit versus roads with a 55mph speed limit. Operations Director Bartholomew explained that chip seals have no structural strength and it would be a waste of money to chip seal a road that in poor condition.

Township Supervisor Piper explained there are no road shoulders in Scotts and no place for the water to go. He stated the water sits on the road causing damage. Operations Director Bartholomew explained ditching would be difficult because of the grade changes that could cause flooding. Furthermore, a storm sewer system would be expensive.

Township Supervisor Piper inquired if the RCKC could research the age of the roads in Scotts, so he could see how long they have lasted. Operations Director Bartholomew answered yes. Project Superintendent Worden reiterated that we try to follow a mix of fixes for all roads as the best way for asset management. Township Supervisor Piper stated they are on board with our recommendations. He then commented on an area where an oil company had equipment on the side of the road and inquired if we would be able to cut high shoulders before we chip seal the road. Operations Director Bartholomew answered we would take care of it.

Treasurer Walman questioned if we rate gravel roads. Project Superintendent answered yes and stated we could get him a map of Climax Township. Township Supervisor Piper questioned how gravel roads are rated. Operations Director Bartholomew explained Inventory Based Rating (IBR). Township Supervisor Piper requested us to get to him the age of the roads in Scotts and the Climax gravel road rating map. He explained they are looking to make decisions soon and would like our advice. Operations Director Bartholomew stated most projects in Climax Township are chip seals and our chip seal program begins on May 15th. Furthermore, if there are funds leftover after chip sealing we could then look into what else we could do for their roads.

Treasurer Walman questioned if RCKC had saved money from this year's mild winter. Project Superintendent Worden answered we will know that number soon. Commissioner Buchholtz added we also need to take into account the amount of pothole patching RCKC had to do from the harsh freeze thaw period we had this year.

Clerk Lewis questioned if anything will be done regarding the new 40th Street grade change and steep slope. Project Engineer Ausbury stated in her research she found that the Michigan Department of Transportation (MDOT) did the work and followed state guidelines. Furthermore, since they did not put up a guardrail with the project, the slopes met MDOT's standards.

Chair Int'l _____

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April 11, 2017 – Climax Township Joint Meeting

Township Supervisor Piper inquired about a recent crash on 42nd Street and ON Avenue. Operations Director Bartholomew stated the RCKC would clean it up. Clerk Lewis questioned if it would become a 4-way stop at 42nd Street and ON Avenue. Operations Director Bartholomew answered no.

Commissioner Stehouwer commented that we look to the DEQ to be the experts on bridge widths for design to ensure they are wide enough for specific rain events.

Commissioner Moyle inquired if the Climax Township Board liked our presentation that included the poll clickers. The Township Board indicated how much they enjoyed it and thanked us for the information. Commissioner Moyle questioned how we could draw more of the public to these joint meetings. The Board commented on how the public is not involved. Treasurer Walman stated they mainly get judged by how their roads are and thanked the RCKC for doing such a good job on their primary roads and snow plowing.

The meeting adjourned at 7:20 p.m.

Attest: Timothy A. Snow, County Clerk

By: _____, Chairperson _____, Deputy Clerk

April 18, 2017

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 18, 2017. Commissioner Moyle called the meeting to order at 3:00 p.m.

Present: Daniel J. Moyle, Deborah J. Buchholtz, David Q. Worthams, David Pawloski, Larry Stehouwer

Also attending: Managing Director Joanna Johnson, Finance Director Ann Simmons, Operations Director Travis Bartholomew, Project Superintendent Mark Worden, County Engineer Ryan Minkus, Traffic Engineer Jim Hoekstra, Project Engineer Debbie Jung, Project Engineer Rebekkah Ausbury, General Superintendent Bill DeYoung and Administrative Assistant – Operations Tara Hendricks.

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

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Commissioner Worthams moved and it was seconded to approve the minutes from the April 4, 2017 regular Board meeting and the April 11, 2017 Climax Township joint meeting as presented.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

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

Payroll Account	\$ 101,544.97
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Vendor Account	\$1,174,364.34
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Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

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

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Matt Clydesdale of 579 Nazareth submitted pictures and expressed concerns regarding the stretch of road in front of his property that suffers severe blight, garbage, and illegal dumping. He explained the county's neglect to the road contributed to the overall blight and stated everyone needs to do their part. He also mentioned storm water management issues along with erosion. He acknowledged that Maintenance Superintendent Engel did a site visit and discussed his concerns. He stated a site visitation would be appreciated. Commissioner Buchholtz shared as liaison of Kalamazoo Township she drove by the property today and took a couple of pictures.

William L. Henn Attorney with Henn Lesperance PLC gave a Power Point presentation regarding Permit Policy for Safely Allowing Limited Wireless Networks Access within the Right-of Way. Discussion took place after the presentation regarding the issue, the law and the road commission's role. Commissioner Buchholtz suggested sending a note to all Townships stating if they have concerns or questions after reviewing the draft policy to send them to us within the next 2 – 3 weeks so the Board could move forward.

Commissioner Buchholtz moved and it was seconded to accept from the Michigan Department of Transportation the Award Letters for the Safety / High Risk Rural Road Projects. Managing Director Johnson shared our Capital Improvement Plan (CIP) would be appropriately updated for these projects for fiscal year 2018.

A. Q Avenue / 10th Street Intersection

B. Almena / KL Avenue Intersection

C. 9th Street at KL Avenue and Quail Run

Carried by the following vote:

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Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Managing Director Johnson shared comments regarding the Draft Permit Policy for Safely Allowing Limited Wireless Networks Access within the Right-of-Way. She mentioned this is a draft policy as well as terms and conditions that we would look to for right-of-way permitting. She mentioned no Board action is required by the Board at this time. She shared if any townships or city representatives would like to provide feedback, please do so soon as possible so we can work together with Mr. Henn and the County Road Associations Self Insurance Pool on anything that may be applicable or may be considered. She also mentioned there may be road commissions that have chosen to not adopt a policy. She stated for our best interest and for guidance of staff we feel a policy is logical as it relates to safety of the public right-of-way. Pending what we do with this draft policy we may need to revise other policies and/or our construction guidelines. Commissioner Moyle inquired how long the public had to review the draft policy. Managing Director Johnson answered since last Friday within this Board packet. Commissioner Worthams shared the draft policy is a good start and recognizes many suggestions that Mr. Henn made were included. He urged staff to provide in the next policy draft to add specific language to Section 4.3 or as a standalone, stating the future or the master plan of expansion from the Communication Service Provider (CSP) shall accompany the permit application. Commissioner Stehouwer shared under 4.8.3 it references other items that can be in the right-of-way. He stated we are seeing road growth in non-motorized and inquired if we should consider listing that specifically.

Commissioner Worthams moved and it was seconded to approve the 2016 Public Act 51 Financial Report for Finance Director and Chairman's signature. Managing Director Johnson shared this report is required annually. She explained the report ensures that we are using our gas tax and, vehicle registration in good form and following the Public Act 51 requirements. She shared Act 51 performance audits are also now required for fiscal years starting 10/1/2015 and a report on this performance audit, along with our financial audit will be provided in May or June. She also mentioned the Act 51 report is due to the state annually by May 2nd.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Commissioner Stehouwer moved and it was seconded to amend the 2017 Budget to allocate \$169,100 from Winter Maintenance to repair 8.9 miles of 2016 local road, chip seal projects. Managing Director Johnson shared we had some projects in 2016 in our chip seal applications that the public, township and the road commission were not overly pleased with in terms of their performance. Since last August we have spent time monitoring and as we come to spring in 2017 there are projects we are going to redo. Furthermore, for all the years and miles we have been chip sealing, this is small percentage that we are having to redo this year. She reassured the public that we are using our gas tax, Michigan Transportation Fund (MTF) and vehicle registrations fees to the best of our ability. She apologized for the redo and stated we want what the public wants which is good quality infrastructure. A resident of 3595 East D Avenue shared concerns with the 2016 chip seal application. He explained he has raked up 8 bushels of stone out of his yard and questioned if the RCKC was going to remove them. Operations Director Bartholomew shared there are residential areas with a considerable amount of stone loss and crews would be cleaning up the material along the shoulders, in the yards and driveways. Commissioner Moyle questioned if the clean-up will be done after the chip seal. Operations Director Bartholomew shared the stone will be cleaned up before we chip seal and anticipate not having this issue with the new chip seal. The resident inquired if the same company would be doing the chip seal this year. Managing Director Johnson shared we do not contract this work out. She stated we did the work last year and will redo the work again this year. Commissioner Moyle inquired about the change in materials. Operations Director Bartholomew shared previously we were using blast furnace slag on rural roads in our local system and in 2017 we are strictly moving to trap rock material that bonds well to the emulsion. Cooper Township Supervisor Jeff Sorenson shared the roads in Cooper Township have been chip sealed several times and this is the first time we've had a failure. Furthermore, we are willing to pay for more product if there is a need in shaded areas. Commissioner Worthams questioned if we've heard anything from Ken Smith regarding our concerns. Operations Director Bartholomew answered we are still trying to get Mr. Smith's company to look at the chip seals, so they can understand what we are experiencing. He also mentioned the material met the gradation when we took delivery of it and believes we experienced stone loss

due to the hardness of the material. He stated the company could potentially reimburse us for some material. Commissioner Moyle mentioned to the audience that slag is a by-product. He explained it's not a manufactured project and there is no quality control over it. Commissioner Stehouwer questioned if we are reasonably certain since stone loss has already occurred and what's out there is well bonded to the pavement that we will not see patches coming off here and there. Operations Director Bartholomew shared we've had these types of situations in previous years and have done the rework with good success. He also stated in the same construction year we shouldn't attempt to reseal roads. He explained there's too much opportunity for the stone to de-bond underneath and take the new course of chip seal with it. He further explained that after a year he's confident we will not see the same situation happen a second time.

- a. HJ Avenue – 33rd Street to 36th Street, Comstock Township
- b. Fineview Avenue – Douglas Avenue to North Westnedge Avenue, Cooper Township
- c. E Avenue, 23rd Street and DE Avenue – Riverview Drive to North Sprinkle Road, Cooper Township
- d. Baseline Road – Riverview Drive to 22nd Street, Cooper Township
- e. Baseline Road – Douglas Avenue to 16th Street, Cooper Township
- f. 20th Street – G Avenue to McKinley Avenue, Cooper Township
- g. 1st Street – 401' North of Stadium Drive to M Avenue, Oshtemo Township
- h. DE Avenue – 28th Street to 3,000' East of 28th Street, Richland Township
- i. PQ Avenue – 4th Street to 5th Street, Texas Township
- j. 2nd Street – S Avenue to RS Avenue, Texas Township

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Commissioner Buchholtz moved and it was seconded to award the bid for construction of the Q Avenue Bridge over the Portage River and the S Avenue Bridge over the Portage River, to Davis Construction – low bidder, meeting specifications. Commissioner Pawloski inquired if both projects will be going on at the same time. County Engineer Minkus answered yes in order to get them both done this year and explained a two week lag between the projects is anticipated. He further explained there will be a detour route and we are planning a public meeting with the residents to inform them when the projects will begin and the detour. Commissioner Stehouwer inquired about the difference in our estimate compared to the bid. County Engineer Minkus stated 2 years ago when we looked at design and scoping we had bridge projects that were bid on. He stated at that time contractors were relatively busy and prices were increasing which our estimates were based on. He explained it wasn't until these bids came in we noticed prices were coming in lower.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Commissioner Worthams moved and it was seconded to approve the Traffic Signal Cost Agreements for Managing Director's Signature with the City of Kalamazoo.

- a. G Avenue at Mount Olivet Road
- b. Drake Road at Grand Prairie Road
- c. Drake Road at Driftwood Avenue/Arboretum Parkway
- d. Sprinkle Road at Covington Road/Park Circle Drive
- e. Sprinkle Road at Vanrick Drive/Midlink Drive

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Commissioner Worthams moved and it was seconded to approve the Traffic Control Orders (TCO) #1648, #1649, #1650, and #1651 and rescind the existing TCO #1311 in Comstock, Schoolcraft and Texas Townships for Managing Director's signature.

- a. #1648 – Fountain Square Drive STOP for Misty Creek Drive, Texas Township
- b. #1649 – Kendall Arbor Street STOP for Kaleb Kove Street, Texas Township
- c. #1650 – Balboa Street STOP for Canal Street, Schoolcraft Township
- d. #1651 – East bound Morrow Street YIELD for Morrow Street, Comstock Township

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- e. Rescind #1311 – Northbound Fountain Square Drive STOP for Misty Creek Drive, Texas Township
Carried by the following vote:
Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Norm Langshaw of 14625 East C Avenue shared concerns regarding North 44th Street and stated many vehicles use 44th to C Avenue and inquired when we plan to fix it. Managing Director Johnson shared we are working with Ross Township as a partners on a plan.

Managing Director Johnson shared she had attended the Michigan Township Association (MTA) Conference. She stated the theme this year was Learn Together, Work Together, Grow Together, and Come Together. Also, she had the opportunity with the Township Manager from Watertown to present Townships and Road Commissions Partnerships at Work. She stated the presentation was well received and it was a good educational session. She mentioned in the Kalamazoo Gazette on April 9th there was an article titled “Road Funding Boost Falls Short by 3.3 Billion”. She explained this information is from the TRIP report and compares to the 21st Century Infrastructure Commission that indicated we were 2.2 billion short in road funding. This highlights we still have a lot of investment that needs to continue and that’s necessary for our infrastructure to get into good condition. She mentioned the Transportation Asset Management Report (TAMC) annual report will also be available by May 2nd.

Commissioner Stehouwer mentioned in his absence he was pleased to see the agenda items approved at the April 4th Board meeting. He shared he had attended the Park Commission meeting on April 13th and stated they have created a position for a part time trail program coordinator. Furthermore, one of the projects being worked on is the non-motorized trail extension through Galesburg to the Galesburg – Augusta High School. He stated they are hopeful for 2018 construction. He also shared there’s a contributor at the state level in our county to see a trail extended called a lake to lake trail and some incentive to find a way to get more funds for non-motorized trails.

Commissioner Pawloski thanked the Commission, Managing Director Johnson, and staff for sending him to the Road Commissioner Conference. He stated he found the conference very informative and expressed his appreciation for the opportunity to learn.

Commissioner Buchholtz pointed out that what was approved in the Public Act 51 Financial report for the non-motorized improvement that the law states we must equal or exceed 1% of the average over 10 years. Furthermore, we had a total of over 5 million dollars and our requirement was 1.4 million. She shared we continue to have non-motorized facilities and this demonstrates our commitment.

Commissioner Moyle shared we had a good meeting last Tuesday in Climax Township with positive feedback. Furthermore, they enjoyed the changes that were made in delivering the message and polling participation.

The meeting was adjourned at 4:48 p.m.

Attest: Timothy A. Snow, County Clerk

By: _____, Chairperson _____, Deputy Clerk

May 2, 2017

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 2, 2017. Commissioner Moyle called the meeting to order at 3:00 p.m.

Present: Daniel J. Moyle, Deborah J. Buchholtz, David Q. Worthams, David Pawloski, Larry Stehouwer

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

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

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Commissioner Worthams moved and it was seconded to approve the minutes from the April 18, 2017 regular Board meeting as presented.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

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

Payroll Account	\$ 106,829.73
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Vendor Account	\$ 222,190.36
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Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

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

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

County Commissioner John Gisler mentioned he will be present for the entire Board meeting today. He explained when the County Commission meeting falls on an election day the meeting is pushed back 24 hours.

Managing Director Johnson thanked Megan Bush, District Director for Senator Margaret O'Brien, for being here on behalf of Senator O'Brien and the Legislative team. Ms. Bush presented a tribute to Commissioner Oscarson for his dedication and commitment to Kalamazoo County on the occasion of his service to the road commission since 2007. Commissioner Moyle presented a plaque to Commissioner Oscarson in recognition of 10 years of service to this community. Commissioner Buchholtz shared that Commissioner Oscarson set a very high standard for the Board and stated it's been a privilege to serve with him for 2 years. She also shared he has done so much for this community in his tireless efforts and sound judgement and stated we are all in debt for his service. Commissioner Worthams shared in the last 4 years Commissioner Oscarson was his seat mate. Furthermore, while he was arguing transportation policy during discussions and stating what statutes meant, Commissioner Oscarson stated what residents needed and shared other ways to look at things. He shared Commissioner Oscarson will be greatly missed. Commissioner Oscarson shared it has been a pleasure and stated he has a family here at the road commission.

Commissioner Worthams moved and it was seconded to approve the final design plans for the D Avenue Bridge project over the Gull Lake Outlet in Ross Township for the Board and Managing Director's signatures on the construction plan cover sheet. Managing Director Johnson shared this project is included in our 2017 Primary Road Capital Improvement Plan (CIP) for preventive maintenance. If approved, the plans will be turned into the

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Michigan Department of Transportation (MDOT) for a July bid letting with construction to occur in August through September. Furthermore, we plan on a public informational meeting.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Commissioner Buchholtz moved and it was seconded to approve the temporary grading permit for the 7979 East S Avenue on the S Avenue Bridge replacement project. Managing Director Johnson stated staff instructed our consultant, Abonmarche Consultants, Inc. to approach the property owners seeking a temporary grading easement to allow the driveway to be constructed at a more desirable slope of two to three percent with the project. She shared the negotiations with the property owners have now been completed and we believe this approach will be positive for all. Commissioner Buchholtz applauded staff for reaching out and making it as good as it can be for the citizens.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Commissioner Stehouwer moved and it was seconded to award the Pavement Line Striping & Specialty Pavement Marking Cooperative Bid, Division 1 and 3 to P.K. Contracting, Inc., low bidder, meeting specifications, for a total of \$278,121.60 with an option to extend for up to three (3), one (1) year extensions. Managing Director Johnson shared the RCKC has cooperated with the City of Kalamazoo on a joint bid process for pavement marking. The pavement marking bid covers both the material and application of center line and edge line paint as well as legend and specialty markings. The bid document is structured so that each jurisdiction may accept or reject its portion of the bid separately. The RCKC administered the bid including creating the document, advertising and conducting the bid opening. Commissioner Stehouwer inquired about the 3 year extension and if this was done frequently. Managing Director Johnson explained it the extension would be a mutual agreement of both parties and stated 3 year extensions are done frequently on other bids.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Commissioner Buchholtz moved and it was seconded to award the 2017 Hot Mix Asphalt (HMA) #1 – G Avenue Bid to Rieth-Riley Construction Co. Inc. – 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 three (3) years. Managing Director Johnson shared we will be using a Texas Underseal which is similar to what we did on Portage Road and seems to be handling quite well. Commissioner Moyle inquired about the Texas Underseal. Project Superintendent Worden shared that a Texas Underseal is an application of a chip seal, prior to a HMA overlay application. He explained the underseal provides an impervious membrane to stop the intrusion of moisture.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

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

- a. Solvel Street – G Avenue to Thayer Avenue, Crack Fill, Chip Seal and Fog Seal
- b. Tibet Drive – 1382' West of Canton Drive to Canton Drive, HMA Wedging, Crack Fill, Chip Seal and Fog Seal

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Commissioner Buchholtz moved and it was seconded to approve the Kalamazoo Township Local Road Participation Fund Contract for Chairman's signature. Managing Director Johnson shared on November 1, 2016 the Board approved the updated Stewart Avenue crossing load weight restriction rating, east of Olmstead over Davis Creek load restriction to 3 tons due to bridge conditions. She mentioned there are 10 homes east of the Stewart Drive Culvert. At the time, this was an emergency restriction reduction. She thanked Project Engineer Ausbury for noticing the deterioration during her inspection. She mentioned our bridge inspector also reviewed

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the structure and the majority of the deck boards in a four foot section of timber decking had split. Since that time we have worked with the Drain Commissioner, Department of Environmental Quality (DEQ) and the township to determine the proper solution.

- a. Stewart Avenue – Culvert Replacement

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Commissioner Pawloski moved and it was seconded to rescind the previous and approve the revised Brady Township Local Road Participation Fund Contract for Chairman's signature. Managing Director Johnson explained that staff again reviewed the section of 29th Street in the original contract from XY Avenue to W Avenue and found it to be no longer applicable for preventative maintenance to extend its remaining service life, due to an unexpected level of deterioration. Therefore, staff worked with Brady Township to do a replacement section just to the south of the original portion of 29th Street from Y Avenue to XY Avenue. Furthermore, we added the 31st Street project.

- a. Rescind the Brady Township Local Road Participation Fund Contract for **30th Street** – U Avenue to South Indian Lake Drive, **East Indian Lake Drive** – 30th Street to 2722' north of 30th Street, **South Indian Lake Drive** – 1811' west of 30th Street to 30th Street, *HMA Wedging, Chip Seal and Fog Seal*, and **29th Street** – XY Avenue to W Avenue, *HMA Wedging and Chip Seal*
- b. Approve the Revised Brady Township Local Road Participation Fund Contract for **30th Street** – U Avenue to South Indian Lake Drive, **East Indian Lake Drive** – 30th Street to 2722' north of 30th Street, **South Indian Lake Drive** – 1811 west of 30th Street to 30th Street, *HMA Wedging, Chip Seal and Fog Seal*, **29th Street** – Y Avenue to XY Avenue, *HMA Wedging and Chip Seal*, and **31st Street** – YZ Avenue to Y Avenue, *HMA Wedging, Crack Fill and Chip Seal*

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Commissioner Pawloski moved and it was seconded to approve the City of Kalamazoo Local Municipality Road Contract for Chairman's signature.

- a. **South Burdick Street** – Cork Street to Stockbridge Avenue, *Chip Seal and Fog Seal*

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Managing Director Johnson shared the next Joint Township meeting will be held in Pavilion Township on May 8th at 7:00 p.m. and then on May 16th in Richland Township at 6:00 p.m. Furthermore, on May 17th we will be presenting at a town hall meeting in coordination with Ross Township related to a potential township wide special assessment. The meeting will take place at the Kellogg Biological Station Auditorium at 7:00 p.m. She mentioned MDOT and the Michigan State Police (MSP) announced freeway and non-freeway corridors selected for speed limit increases. She explained these are select freeway routes where MDOT worked with the MSP in determining the 85th percentile and working with speed limit increases. She also shared on April 26th she attended the Kalamazoo Area Transportation Study(KATS) Meeting where the Transportation Improvement Program (TIP) was updated and approved for additional dollars for the N Avenue project as well as support of our bridge resolution. Also, last week we had our last neighborhood meeting for the Kalamazoo Township 3 year road project. She mentioned our largest chip seal season is scheduled to begin on May 15, weather permitting. Furthermore, a chip seal route list is posted to our website. She had the opportunity and was appointed to the Governor's 21st Century Infrastructure Pilot Advisory Board. She stated the first meeting took place last week as we looked to bring asset management across various infrastructure assets. She shared two pilots have been chosen with the Grand Rapids Prosperity Region Area and the Southeast Michigan Council of Governments area. She mentioned Michigan's Transportation Asset Management Council Road & Bridges 2016 Annual Report is now available and due to the State Legislature on May 2nd annually as well as the State Transportation Commission.

Commissioner Stehouwer shared he is looking forward to attending KATS training tomorrow. He mentioned an email was sent in regards to the River to River Non-Motorized Trail. He stated there is a group

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working on a master plan and shared the informational meeting will be held on May 17th in Cooper Township. He thanked staff for taking time to review the draft Intergovernmental Collaborative Sign Policy and answering his questions.

Commissioner Pawloski mentioned he is unavailable to attend the May 17th Ross Township Town Hall meeting, the May 19th Environmental Health meeting and the August 14th Kalamazoo Township Joint meeting. Furthermore, he planned on attending the next Environmental Health meeting in June and the Southwest Council meeting in Centreville with Managing Director Johnson next week. He shared he attended their meeting and introduced himself to the Texas Township Board.

Commissioner Worthams thanked staff for all the great work they continue to do. He shared with the spring like weather here in Michigan he prays that staff continues to be safe when working on projects. He reminded residents to vote today and stated voting polls are open until 8:00 p.m. Also, there are important proposals on the ballot. He mentioned for future planning the first Tuesday after the first Monday in February, May, August and November can be election time.

Commissioner Buchholtz shared this construction season is very busy and reminded everyone to use the service request system in place in lieu of making phone calls to staff. She stated we also need to recognize that time is limited for evening sessions in addition to going to every township. Additionally, staff has many other meetings they are attending in preparation. Furthermore, staff is doing incredible advance work to help citizens get involved in the process earlier in order to avoid issues or concerns down the line. She mentioned she will be absent at the May 16th Board meeting.

Commissioner Moyle echoed Commissioner Worthams' comments regarding safety. He shared we are getting ready for construction season and crews and staff will be exposed to traffic inches from them and the traveling public. He stated we need to respect the posted signs, speed limits and give them a safe place to work.

The meeting was adjourned at 3:38 p.m.

Attest: Timothy A. Snow, County Clerk

By: _____, Chairperson _____, Deputy Clerk

Chair Int'l _____

Clerk Int'l _____

May 8, 2017 – 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 May 8, 2017. The joint meeting began at 6:45 p.m.

Present: Deborah J. Buchholtz, David Pawloski, Larry Stehouwer

Absent: Daniel J. Moyle, David Q. Worthams

Also present: Managing Director Joanna I. Johnson, Project Superintendent Mark Worden, Pavilion Township Supervisor Pat White, Clerk Karen Siegwart, Treasurer Robyn Maxson, Trustees Gregory Thomas, Ruth Blake and Township Attorneys Charles Martell and Tom Allen.

Following introductions, the Road Commission of Kalamazoo County (RCKC) staff reviewed the joint meeting PowerPoint Presentation including poll questions.

Trustee Thomas inquired what the State budget was for transportation. Managing Director Johnson stated she would follow-up.

The meeting adjourned at 7:30 p.m.

Attest: Timothy A. Snow, County Clerk

By: _____, Chairperson _____, Deputy Clerk

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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 16, 2017. Commissioner Moyle called the meeting to order at 3:00 p.m.

Present: Daniel J. Moyle, David Pawloski, Larry Stehouwer

Absent: Deborah J. Buchholtz, David Q. Worthams

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

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

Carried by the following vote:

Aye: Moyle, Pawloski, Stehouwer

Commissioner Pawloski moved and it was seconded to approve the minutes from the May 2, 2017 regular Board meeting and the May 9, 2017 Pavilion Joint Township meeting as presented.

Carried by the following vote:

Aye: Moyle, Pawloski, Stehouwer

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

Payroll Account	\$ 117,040.20
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Vendor Account	\$ 1,020,967.84
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Carried by the following vote:

Aye: Moyle, Pawloski, Stehouwer

Commissioner Pawloski moved and it was seconded to approve the Policy for Safely Allowing Limited Wireless Networks Access within the RCKC Right-of-Way (ROW) as amended and ROW Permit Special Terms and Conditions. Managing Director Johnson mentioned a presentation and draft policy were previously provided at our April 18, 2017 Board meeting. These policies need to lay out a basic approach for handling permit applications that is consistent with Michigan ROW law and the Federal Communications Commission (FCC) rules preempting local regulation over wireless, and that can be even-handedly applied to all applicants. This is absolutely essential to avoid intentional or unintentional issues between different businesses that offer similar types of wireless service. These items are meant to provide a clear and consistent structure for evaluating the Communication Service Providers (CSP) ROW permit applications. The purpose is to allow road commissions to fulfill their obligation to protect public safety and convenience in the use of the ROW's, and, at the same time, strike a balance with the ever changing technological demands of the public in a manner that is competitively neutral. Policies set clear expectations for CSP's concerning how road commissions will exercise necessary authority to treat them fairly, and promote public safety and convenience. She mentioned Attorney David Lewis, from Lewis, Reed and Allen participated in conversations to create the policy and was present to answer questions. Both Managing Director Johnson and Mr. Lewis answered several questions from Commissioner Stehouwer regarding the draft policy. Commissioner Stehouwer mentioned he was having trouble reading and understanding the last sentence of section 3.3.1.4 of the policy and questioned if the word order should be changed or amended for clarity. Managing Director Johnson suggested "....A financial burden shall not be a reason to locating a facility outside the right-of-way, or collocating on any existing facility, as being not possible or practical".

Carried by the following vote:

Aye: Moyle, Pawloski, Stehouwer

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

- a. **Owen Drive** – Hart Drive to Ravine Road, *Crack Fill*
- b. **F Avenue** – 8th Street to Hart Drive, *HMA Wedging*

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Clerk Int'l _____

- c. **F Avenue** – 6th Street to 7th Street, *HMA Wedging*
- d. **B Avenue** – Van Kal Street to 2nd Street, *HMA Wedging*
- e. **AB Avenue** – 1000, west of 1st Street to 1st Street, *Temporary HMA Wedging*
- f. **7th Street** – G Avenue to Owen Drive, *HMA Wedging*

Carried by the following vote:

Aye: Moyle, Pawloski, Stehouwer

Commissioner Pawloski moved and it was seconded to rescind the previous and approve the revised Ross Township Local Road Participation Fund Contract for Chairman's signature. Managing Director shared we will be in Ross Township tomorrow evening for the first of two Town Hall meetings as the Ross Township Board considers the feedback from the public for a potential township wide local road special assessment. Furthermore, the two roads that were on the March 21st agreement are now wrapped into the long term plan for Ross Township.

- a. Rescind the Ross Township Local Road Participation Fund Contract for **East Gull Lake Drive** – D Avenue to C Avenue, *Crack Fill, HMA Wedging and Chip Seal*, and **38th Street/39th Street** – 4724' north of FG Avenue to D Avenue, *HMA Wedging*
- b. Approve the Revised Ross Township Local Road Participation Fund Contract for **42nd Street** – B Avenue to Baseline Road, *HMA Wedging and Chip Seal*, **42nd Street** – C Avenue to B Avenue, *Crack Fill and Chip Seal*, and **D Avenue** – West Township Line to 37th Street, *HMA Wedging and Chip Seal*

Carried by the following vote:

Aye: Moyle, Pawloski, Stehouwer

Commissioner Stehouwer moved and it was seconded to approve the Alamo Township Dust Control Agreement for Chairman's signature. General Superintendent DeYoung shared an update on our miscommunication for the dust control applications in Climax and Prairie Ronde Townships which has since been corrected.

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

Carried by the following vote:

Aye: Moyle, Pawloski, Stehouwer

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

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

Carried by the following vote:

Aye: Moyle, Pawloski, Stehouwer

Commissioner Stehouwer moved and it was seconded to approve the Performance Resolution for Governmental Agencies for the Managing Director's signature.

Aye: Moyle, Pawloski, Stehouwer

Managing Director Johnson shared the chip seal program commenced yesterday and stated as a reminder that it takes our entire team to complete chip seal operations. Also, the chip seal route list is posted to our website and will be updated accordingly. She thanked Administrative Assistant Selena Rider and her family for spending Saturday May 13th at Touch-A-Truck. She stated it was a fun event and from the feedback received from the Junior League there were approximately 3,300 participants. She thanked Commissioners Stehouwer and Pawloski for attending Increasing Road Safety presented by Tim Colling regarding signs, signals and other devices. She mentioned that she and Commissioners Stehouwer and Pawloski attended the Southwestern Road Commission Council Meeting on May 8th which was a good networking opportunity for our regional partners of counties to talk through mutually relevant items. Furthermore, they received updates from the County Road Association (CRA), Michigan County Road Commission Self-Insurance Pool (MCRCSIP), County Road Association Self-Insurance Fund

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Chair Int'l _____

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(CRASIF), Michigan Department of Transportation (MDOT). Also, a presentation was given by St. Joseph County regarding high side shoulders in terms of best practices. She reminded everyone to sign up for RCKC Connect and shared it's a great way to be alerted to our construction activities along our roadways. She mentioned the Richland Township Joint meeting is tonight at 6:00 p.m. and Wakeshma Joint Township meeting will be held on June 5th at 5:30 p.m. Furthermore, we will be presenting tomorrow evening at 7:00 pm. at the first of two Ross Township Town Hall meetings at the Kellogg Biological Station Auditorium.

Commissioner Stehouwer mentioned he will be attending the Richland Township Joint meeting. He attended the May 4th Parks Commission meeting where they discussed events at the Kalamazoo County Expo Center and Fairgrounds. They also discussed safety and how to encourage drivers to be more attentive at county park entrances. He mentioned advanced sign notices and speed limit signs may be appropriate and ensuring signage was visible. Furthermore, the Parks Commission approved a site for a memorial for the death of the bicyclists last spring. He stated the memorial will be off road near an existing parking lot in Markin Glen Park. He stated the concept is possibly a sidewalk to a sculpture that would be located 70-80 feet off the roadway. He also mentioned that he attended the Kalamazoo Area Transportation Study (KATS) training.

Commissioner Pawloski shared he attended KATS training and stated it was very informative and mentioned how he enjoyed meeting others from various municipalities. He mentioned he was unavailable to attend the joint meeting in Richland Township tonight and the Ross Township Town Hall meeting tomorrow night. He shared that he met with Schoolcraft Township during their regular Board meeting and with Prairie Ronde Township where they had dust control issues that were addressed.

Commissioner Moyle shared he will be attending the Township Supervisors Meeting on Wednesday, May 17th.

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

Attest: Timothy A. Snow, County Clerk

By: _____, Chairperson _____, Deputy Clerk

Chair Int'l _____

Clerk Int'l _____

May 16, 2017 – Richland Township Joint Meeting

A joint meeting of the Board of County Road Commissioners of the County of Kalamazoo and the Richland Township Board of Trustees was held at the Richland Township Hall, 7401 North 32nd Street, Richland, Michigan, on Tuesday May 16, 2017. The joint meeting began at 6:00 p.m.

Present: Daniel J. Moyle, David Q. Worthams Larry Stehouwer

Absent: Deborah J. Buchholtz, David Pawloski

Also present: Managing Director Joanna I. Johnson, Project Superintendent Mark Worden, Richland Township Supervisor Lysanne Harma, Clerk Desiree LaDuke, Treasurer Marsha Drouin, Trustees Trey Eldridge, Paul Foust, Bear Priest, David Wendzel and Township Attorney Roxanne Seeber.

Following introductions, the Road Commission of Kalamazoo County (RCKC) staff reviewed the joint meeting PowerPoint Presentation, including poll questions.

Staff answered questions regarding a variety of issues including funding, types of treatments in residential plats and road damage by others from agriculture, waste haulers and tree trimming companies.

The meeting adjourned at 6:55 p.m.

Attest: Timothy A. Snow, County Clerk

By: _____, Chairperson _____, Deputy Clerk

May 30, 2017

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 30, 2017. Commissioner Moyle called the meeting to order at 3:03 p.m.

Present: Daniel J. Moyle, Deborah J. Buchholtz, David Q. Worthams, David Pawloski, Larry Stehouwer

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

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

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Commissioner Worthams moved and it was seconded to approve the minutes from the May 16, 2017 regular Board meeting and the May 16, 2017 Richland Township Joint meeting as amended. Managing Director Johnson thanked Commissioner Stehouwer for bringing to our attention on page 3 the word "sight" should be changed to "site".

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

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

Payroll Account	\$ 112,432.05
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Vendor Account	\$ 515,745.66
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Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Commissioner Worthams moved and it was seconded to approve the Permanent Easement for Traffic Signals and Non-motorized Paths and Associated Ramps for the northwest quadrant of Q Avenue at 8th Street, Texas Township for Chairman's signature. Managing Director Johnson shared staff received a request from the Township's engineer on the project, Prein & Newhof to amend the permit for sidewalk work to include removal and replacement of the sidewalks and ramps within the limits of the Q Avenue and 8th Street intersection. Prein & Newhof were advised that additional traffic signal work to bring the pushbuttons at the intersection into American's with Disabilities Act (ADA) compliance would be required as well.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Commissioner Stehouwer moved and it was seconded to award the Countywide Tree Work #2 bid, to CHOP – low bidder meeting specifications, for the amount of \$18,750.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Managing Director Johnson shared we have started our chip seal operations program and stated as a reminder that if there is a chance of rain we will not run our chip seal operations. She also mentioned we plan on adding to our chip seal route list F Avenue from 27th Street to 28th Street in Richland Township. She explained it was a project completed last year that is not performing to our satisfaction. She shared there was a MLive article that showed some of our projects including the map that we did of our primary road projects. Furthermore, we are working on a county road map that includes our primary and local road projects. She participated in the Infrastructure Media News Conference this morning in Lansing at the Michigan Municipal League. She represented the Transportation Asset Management Council (TAMC) along with others in the industry by trying to send a message to the legislature that the \$600 million is still needed in 2019, 2020 and 2021 in order for us to continue improving our infrastructures. Also, last Thursday both she and Operation Director Bartholomew attended the

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Clerk Int'l _____

American Public Works Association (APWA) Michigan Chapter Conference where our roller attachment was recognized along with AIS Construction Equipment. She congratulated Operations Director Bartholomew and AIS Construction Equipment on the award. She shared we were featured on the front cover of The Bridge quarterly newsletter from Michigan's Local Technical Assistance Program. It highlighted the "Texas Underseal Cracking Up to be a Good Treatment for Michigan Roads". Furthermore, Paul Spitzley who started here at the RCKC as an engineer and is now the County Engineer for Ionia County was also recognized as "The Guy that's Making an Improvement". She mentioned the second Ross Township Town Hall meeting will be held on June 8th at 7:00 p.m.

Commissioner Stehouwer attended the Ross Township informational meeting regarding a potential special assessment district. He shared both Ross Township and the RCKC did a great job presenting. He also shared the meeting was informative, had good questions and was a good opportunity for residents to hear how roads are funded and understand their role and the township's role when it comes to funding. He attended the River to River Trail meeting where they are working on a master plan.

Commissioner Pawloski shared the June 14th Environmental Health meeting was canceled for the summer. Furthermore, he is not available to attend the next meeting scheduled in August. He also mentioned he is tentatively scheduled to be out of town and will be unavailable for the June 27th Board meeting.

Commissioner Worthams apologized for his absence at the May 16th Board meeting. He shared if he was present he would've voted yes on all agenda items that came before the Board. He congratulated staff on the new presentation that included the clickers. He attended the Richland Township Joint meeting and stated it's always good to keep local officials on their toes as we go through these presentations and mentioned the presentation went over very well.

Commissioner Buchholtz mentioned she was late to today's meeting due to road detours and apologized for her tardiness. She gave kudos to staff for their hard work and stated it's recognized and appreciated by most in the community.

Commissioner Moyle mentioned he attended the Township Supervisors Meeting on May 17th. He also mentioned he will be attending Kalamazoo Township Supervisor Ron Reid's retirement this afternoon.

The meeting was adjourned at 3:17 p.m.

Attest: Timothy A. Snow, County Clerk

By: _____, Chairperson _____, Deputy Clerk

Chair Int'l _____

Clerk Int'l _____

June 5, 2017 – Wakehsma 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 5, 2017. The joint meeting began at 5:42 p.m.

Present: Daniel J. Moyle, Deborah J. Buchholtz, David Pawloski, Larry Stehouwer

Absent: David Q. Worthams

Also present: Managing Director Joanna I. Johnson, Operations Director Travis Bartholomew, Wakeshma Township Supervisor Jason Gatlin, Clerk Shawn Fritz, Treasurer Leanne Munn and Trustee Barb Thole

Following introductions, the Road Commission of Kalamazoo County (RCKC) staff reviewed the joint meeting PowerPoint Presentation, including poll questions.

Staff answered questions regarding chipped windows from chip seal aggregate and explained how insurance forms submitted to our insurance company are typically not covered for this issue. Operations Director Bartholomew further explained how we sweep chip seal projects to reduce these issues. Commissioner Stehouwer inquired about lowering speed limits for chip seal. Operations Director Bartholomew stated lowering speed limits would be difficult to enforce.

Supervisor Gatlin inquired about the dust control program. Operations Director Bartholomew shared information on funding of dust control, grading, applications and ideal conditions to apply dust control. He also answered questions regarding the roadside vegetation management policy and trees including responsibility for removal and emergency response.

A resident thanked us for patching 44th Street. Another resident thanked us for the fog seal and work on W Avenue. The Township stated we could log the two thank you for 2017 as the 2016 service request data showed zero thank you service requests from the Township in 2016.

The meeting adjourned at 6:35 p.m.

Attest: Timothy A. Snow, County Clerk

By: _____, Chairperson _____, Deputy Clerk

June 13, 2017

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 13, 2017. Commissioner Moyle called the meeting to order at 3:00 p.m.

Present: Daniel J. Moyle, Deborah J. Buchholtz, David Q. Worthams, David Pawloski, Larry Stehouwer

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

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

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Commissioner Stehouwer moved and it was seconded to approve the minutes from the May 30, 2017 regular Board meeting and the June 5, 2017 Wakeshma Township Joint meeting as presented.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

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

Payroll Account	\$ 112,177.63
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Vendor Account	\$ 926,336.43
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Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Marcia Smell of 5906 West Q Avenue and Jane Schelb of 5944 West Q Avenue shared pictures and concerns regarding the ditch line of their properties following the 2014 Q Avenue project. Ms. Smell explained they both have a deep ditch in front of their properties. Also, water collects under their driveways. She requested the damage to be fixed or give to give them permission to fix themselves. Ms. Schelb shared her frustration with having an unsightly ditch that cannot be mowed or trimmed and the neighbors on both sides have beautifully sloped landscaped grass right up to the road. Managing Director Johnson shared the ditches are there to help take the water off of the road to help preserve the roadway system. She also stated we would look into their concerns.

Commissioner Worthams moved and it was seconded to approve the revised non-motorized applications for Drake Road, Oshtemo Township. Managing Director Johnson shared this is a revision of applications that were approved back in 2014. She added, since that approval, funding sources, project scopes and limits have changed significantly and the proposed facility will now be built in two phases. She added phase I is for a non-motorized path at West Michigan Avenue to Green Meadow and phase II is Stadium Drive to West Michigan Drive and Green Meadow Drive to West Main Street. Commissioner Stehouwer inquired about snowplowing. County Engineer Minkus shared the Township is aware of the snow issue. Also, we are working with the Township and promoted they locate the trail as far off the road as possible.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Commissioner Buchholtz moved and it was seconded to approve the non-motorized facilities applications and agreements for Kalamazoo Township 2017 sidewalks as submitted as submitted for Chairman's Signature. Commissioner Moyle inquired if there would be any conflicts with our paving projects. Project Superintendent Worden answered there are no conflicts.

a. 2017 Sidewalks 1 – Nazareth Road: East Main Street to M-43 (Gull Road)

The east side of the road will have installation of new, repairs and replacement of existing 5-foot wide

sidewalk facilities.

b. 2017 Sidewalks 2 – Sunnyside Drive: East Main Street to M-43 (Gull Road)

The west side of the road will have installation of new, repairs and replacement of existing 5-foot wide sidewalk facilities.

c. 2017 Sidewalks 3 – Gertrude Street: Bronx Street to Sunnyside Drive

The project will construct a new 5-foot sidewalk facility on the north side of the roadway.

d. 2017 Sidewalks 5 – 44 Separate Locations

Sidewalk ramps at intersections currently do not exist. This project will provide sidewalk ramps at the intersections connecting the sidewalks to the road to provide better access and continuity in the sidewalk network.

- Northwood: Edison Street
- Eastwood: Bronx Avenue and Gayle Avenue
- Westwood: Alamo Avenue, Haskell Street, Coolidge Avenue, Grand Pre Avenue, Jenks Boulevard, Fletcher Avenue, Pinehurst Street, Kenwood Street, Commonwealth Avenue and West North Street.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Commissioner Stehouwer moved and it was seconded to approve the Traffic Signal Cost Agreement for Sprinkle Road at East Centre Avenue with the City of Portage (City) for Managing Director's Signature. Managing Director Johnson shared we've had similar agreements with both the Michigan Department of Transportation (MDOT) and the City of Kalamazoo. Furthermore, this cost agreement from the City of Portage is primarily for the annual cost of signal maintenance, including utility costs. She stated the agreement is necessary because of the shared jurisdiction at the intersection.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Commissioner Pawloski moved and it was seconded to approve the Licensed Professional Engineer reimbursement for Chairman's Signature. Managing Director Johnson shared annually, and in accordance with Section 12(2) of Act 51 as amended, RCKC requests the reimbursement in the amount of \$10,000 for a licensed professional engineer retained by the commission. Furthermore, County Engineer Minkus serves in this capacity.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Managing Director Johnson thanked Commissioners Buchholtz and Worthams for attending the Ross Township Town Hall meeting last Thursday as well as Project Superintendent Worden. She stated the Township will now decide whether or not to assess under Public Act 188, a township wide special assessment for road improvements. She thanked Commissioner Moyle for attending the Southwest Michigan First Public Policy Committee where she presented along with the MDOT and Jon Start, Kalamazoo Area Transportation Study (KATS). She shared discussion included road funding and infrastructure. She mentioned we will be in Prairie Ronde Township tonight at 6:00 pm for a joint meeting and the next joint meeting is in Charleston Township on June 27th at 6:00 pm. She mentioned we have 160 projects countywide and 260 miles during this construction season that is compacted within a very short window of opportunity. Operations Director Bartholomew gave the Board an update on chip seal and gravel roads per Managing Director Johnsons' request. Managing Director Johnson shared Michigan Tech will be coming September 20th to present an educational session for local officials on gravel roads, proper dust control and grading. Furthermore, on September 21st we will have field work training with our operators and graders. Per Managing Director Johnsons' request, Project Superintendent Worden gave an update on projects. Managing Director Johnson added we've finished early with pavement marking and legend work with the exception of current projects. Commissioner Moyle inquired about project preparation work. Operations Director Bartholomew stated our contractors have done a good job with the preparation work. Commissioner Buchholtz inquired about pictures in the weekly summary that referenced our updated Construction Guidelines Policy. Project Superintendent Worden explained the pictures are showing gravel we are seeing after

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milling off 1 ½" making rehabilitation difficult. Furthermore, by updating the construction guideline requirement will add to pavement longevity. Commissioner Stehouwer inquired if this was due to the failure of the subbase. Project Superintendent Worden answered surprisingly no and added we have found great aggregate bases.

Commissioner Stehouwer shared he had attended the Wakeshma Township Joint meeting. Furthermore, he planned on attending the Prairie Ronde Joint Township meeting tonight. He mentioned the Parks Commission met and discussed the planning phase of Kalamazoo River Valley Trail. He attended the Memorial Bike Ride and shared it was great to see good attendance for the injured riders who were able to be present. He is participating in the Sea to Sea cycle event that begins on June 26th through August 29th.

Commissioner Pawloski shared he is tentatively scheduled to be out of town and will be unavailable for the June 27th Board meeting. He followed up on concerns he had received from residents. He thanked staff for addressing a resident issue on Texas Drive and thanked the City of Kalamazoo for addressing an issue on Byrd Drive. He also discussed a resident concern on Finnagen Drive with Managing Director Johnson and mentioned the paving project on Finnagen Drive looked great.

Commissioner Worthams shared the Governor and Legislative leaders reached a budget agreement. He stated although he has not seen what the drafts of the budget look like he does not believe there is any type of decrease in transportation funding. He stated the budget should be completed by the end of the month. He echoed Managing Director Johnson's comments regarding the Ross Township presentation. He shared the presentation was well done. Furthermore, the audience was open minded and asked good questions. He stated although he did not attend the Kalamazoo Metropolitan Planning Commission on June 1st he did review their agenda packet that included Charleston Township turning in a notice t that they intend to amend their land use plan. It also included both Cooper and Oshtemo Townships intending to amend their master plans.

Commissioner Buchholtz shared Southwest Michigan First and Prein & Newhof presented at the Board of Public Works meeting last week and the theme was infrastructure. She shared Southwest Michigan First had three main areas in terms of their policy efforts in Lansing. She stated the three areas are the widening of I-94, opening up US-131 Business Loop in both directions and changing one way streets to two way streets in downtown Kalamazoo. Furthermore, Prein & Newhof focused on Stormwater, Asset Management & Wastewater (SAW) program grants and mentioned many jurisdictions do not know where their infrastructure is, the condition of the infrastructure or needed repairs. She mentioned there is an effort to begin mapping infrastructures and rating them to a similar Pavement Surface Evaluation and Rating (PASER) scale. She mentioned they are utilizing Road Commission data and plan on inviting the Road Commission to make a presentation to discuss projects and infrastructure. She observed at the Ross Township Town Hall meeting that citizen concerns were mainly with preserving and maintaining roads for long term. She plans on attending the Bike Friendly Kalamazoo meeting on June 27th. Furthermore, if she is unavailable possibly another Commissioner could attend.

Commissioner Moyle shared that staff did a great job in Texas Township. He also mentioned the roadside mowing contractors are doing good work.

The meeting was adjourned at 3:45 p.m.

Attest: Timothy A. Snow, County Clerk

By: _____, Chairperson _____, Deputy Clerk

Chair Int'l _____

Clerk Int'l _____

June 13, 2017 – 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, June 13, 2017. The joint meeting began at 6:02 p.m.

Present: Daniel J. Moyle, Deborah J. Buchholtz, David Pawloski, Larry Stehouwer

Absent: David Q. Worthams

Also present: Project Superintendent Mark Worden, Project Engineer Rebekkah Ausbury, Maintenance Superintendent Will Engel, Prairie Ronde Township Supervisor Tom Swiat, Clerk Theresa O'Neil Cook, Treasurer Sarah Smith, Trustees Michael Tomlinson and John Chapin.

Following introductions, the Road Commission of Kalamazoo County (RCKC) staff reviewed the joint meeting PowerPoint Presentation, including poll questions.

Trustee Chapin inquired about the 2015 chip seal trial on D Avenue in Alamo Township. Project Superintendent Worden shared performance to date and explained as a result of the trial we are now using trap rock on all projects. He further explained switching our emulsion type from Anionic to Cationic and briefly discussed fog seal.

Trustee Chapin inquired about trees protruding out into the roadway. Project Superintendent Worden encouraged him to call or enter a service request. Maintenance Superintendent Engel explained the pink flags and the process for removing trees from the roadway. Commissioner Moyle further explained the process/policy and how we came to this policy.

Trustee Tomlinson informed staff that the City of Kalamazoo will no longer allow boring under roads for water pipes requiring more open cuts in county roads.

Supervisor Swiat made RCKC Board aware of the miscommunication regarding change in dust control application. He also stated there may not be enough people to grade gravel roads. Commissioner Moyle shared that staff has discussed these items with the Board members.

Prairie Ronde Township thanked staff for coming and shared that Project Engineer Ausbury did a great job with the presentation.

The meeting adjourned at 6:57 p.m.

Attest: Timothy A. Snow, County Clerk

By: _____, Chairperson _____, Deputy Clerk

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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 27, 2017. Commissioner Moyle called the meeting to order at 3:03 p.m.

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

Absent: David Pawloski, Larry Stehouwer

Also attending: 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, Buchholtz, Worthams

Commissioner Buchholtz moved and it was seconded to approve the minutes from the June 13, 2017 regular Board meeting and the June 13, 2017 Prairie Ronde Township Joint meeting as presented.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams

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

Payroll Account	\$ 117,683.16
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Vendor Account	\$ 1,176,731.71
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Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams

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

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams

David Eyke of 9174 Arrowhead Drive West had questions regarding the concept of chip sealing Sprinkle Road after it was paved with hot mix asphalt (HMA). He stated giving the number of Commissioners present he would wait until after the Board meeting to discuss his concerns with Project Superintendent Worden and Operations Director Bartholomew.

Commissioner Worthams moved and it was seconded to accept receipt of the Michigan Department of Transportation (MDOT) Approval Letter regarding G Avenue Priority Roads Investment Program funds dated June 9, 2017.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams

Commissioner Buchholtz moved and it was seconded to approve the G Avenue Contracts for Chairman's Signature.

a. Amendatory Contract # 2014-0857/A1: G Avenue M-43 to 32nd Street Decrease Amount by \$58,168.00 in Order to Transfer Funds.

b. Contract #2017-0584: G Avenue 32nd Street to 37th Street

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams

Commissioner Buchholtz moved and it was seconded to approve the N Avenue – Sprinkle Road to 26th Street, Comstock/Pavilion Townships, MDOT contract # 17-5205 for Chairman's Signature and allow it to proceed

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to bid award. Commissioner Worthams requested staff to explain this contract. County Engineer Minkus stated the Pavilion/Comstock sanitary sewer project is currently in progress. Furthermore, they are bringing the road back up to the milling depth for our project and resurfacing.

- a. N Avenue – Sprinkle Road to 26th Street, Comstock/Pavilion Townships
- b. Approval of this contract will allow the project to proceed to bid award

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams

Commissioner Worthams moved and it was seconded to approve Tim O'Rourke (I), Roscommon CRC and John Rogers, Kalkaska CRC for the Michigan County Road Commission Self-Insurance Pool (MCRCSIP) Board of Directors At-Large Representative Ballot. Commissioner Worthams stated although he supports staff recommendations he is unsure whether Mr. O'Rourke is part of the group under MCRCSIP Board that has caused some tension between MCRCSIP and the County Road Commission (CRA). Furthermore, he's hopeful that the two individuals we vote for will do what they can to ensure both organizations can move forward together.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams

Commissioner Worthams shared the Metropolitan Planning Commission will meet next month. Furthermore, he will have a report on their activities at that time. He stated the State Legislators have adjourned until July 21st. Furthermore, the tentative agenda for July 21st does not include any transportation issues. He explained the agenda mainly includes the continuation and finalization of the State House work on the "good jobs package", House Bills (HB) 242 – 244.

Commissioner Buchholtz shared that she was asked to attend in Commissioner Stehouwer's absence the July and August Parks Commission meeting in which the July meeting was canceled. Both she and County Engineer Minkus along with MDOT and several Townships attended a meeting that was similar to Bike Friendly Kalamazoo. She stated the meeting was about the signing of Map 7: Proposed Bike Commuter Routes of the Kalamazoo Area Transportation Study (KATS) 2045 Plan. Furthermore, they discussed types of signage including continuity, safety and creating a network. Also, Mr. Paul Selden wanted to meet with just the Road Commission. It was stated that instead of separate meetings it made sense to include the townships who are participating to have dialogue and understanding of what is being said.

Commissioner Moyle stated the Charleston Township Joint meeting is tonight at 6:00 p.m.

The meeting was adjourned at 3:14 p.m.

Attest: Timothy A. Snow, County Clerk

By: _____, Chairperson _____, Deputy Clerk

Chair Int'l _____

Clerk Int'l _____

July 10, 2017 – 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, July 10, 2017. The joint meeting began at 7:00 p.m.

Present: Daniel J. Moyle, Deborah J. Buchholtz, David Q. Worthams, David Pawloski

Absent: Larry Stehouwer

Also present: Managing Director Joanna Johnson, Project Superintendent Mark Worden, County Engineer Ryan Minkus, Cooper Township Supervisor Jeff Sorensen, Clerk DeAnna Janssen, Treasurer Carol DeHaan, Trustees Jim Frederick, Brenda Buiskool, Bob Schiedel and Fred Vlietstra

Following introductions, the Road Commission of Kalamazoo County (RCKC) staff reviewed the joint meeting PowerPoint Presentation including tree removal during storm emergency and pink flags, local road participation fund history since 2005, 2nd chip seal applications and poll questions.

A resident shared concerns regarding chip seal applications, hidden drive sign covered in vegetation, street lighting and tree limbs.

Trustee Frederick asked for clarification on the 10 year history of \$5.2 million for non-motorized. Project Superintendent Worden explained the 10 year history includes wide shoulders, however not non-motorized trails. Trustee Frederick stated as a bicyclist he appreciates the wide shoulders.

Trustee Buiskool shared pictures and concerns regarding water from the school on 14th Street. She explained the water is ruining the road and the 2013 chip seal project. She stated the water does not last for 48 hours. Furthermore, she thinks the school needs to take care of their water before further investments are made in the road.

Supervisor Sorensen shared there are many low hanging limbs causing sight distance issues on Remus Street off of 20th Street.

Managing Director Johnson reminded the Board to please use our service request system and to sign up for RCKC Connect.

The meeting adjourned at 7:50 p.m.

Attest: Timothy A. Snow, County Clerk

By: _____, Chairperson _____, Deputy Clerk

July 11, 2017

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 11, 2017. Commissioner Moyle called the meeting to order at 3:00 p.m.

Present: Daniel J. Moyle, Deborah J. Buchholtz, David Q. Worthams, David Pawloski
Absent: Larry Stehouwer

Also attending: Managing Director Joanna Johnson, Finance Director Ann Simmons, Assistant Finance Director – Human Resources Debbie Hill, Senior Accountant Diane DeWaters, Accounting Clerk Katie Howell, 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, Buchholtz, Worthams, Pawloski

Commissioner Worthams moved and it was seconded to approve the minutes from the June 27, 2017 regular Board meeting as presented.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski

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

Payroll Account	\$ 109,163.29
Vendor Account	\$ 1,819,157.80

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski

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

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski

County Commissioner John Gisler shared especially on hot days like today it is only appropriate to thank the people who are out doing field work.

The 2016 Financial audit presentation was presented by Jean Young and Kris Ray from Plante Moran. They mentioned although the audit was completed in late February they were waiting for the pension financial statements to be finalized from the other firm for the County. They also mentioned everyone did a great job and they appreciated all the efforts that took place. They reviewed the financial report and audit presentation. Key points of the presentation included a healthy balance sheet, increase in township participation for road projects, key positioning by RCKC in managing pension and other post employee benefits and being in compliance with Michigan Public Act 51 of 1951 as amended. They mentioned RCKC received a clean audit opinion which is the highest level provided. Commissioner Buchholtz questioned why there is no opinion on internal controls and how can they be evaluated. Ms. Young explained they have an obligation to report material weaknesses or significant deficiencies. She also mentioned the effectiveness of internal controls is a separate audit that entities could have done. Ms. Ray shared the types of business that would get an opinion on internal controls would typically be financial institutions. Commissioner Worthams inquired about the Governmental Accounting Standards Board (GASB). Ms. Young explained it is applicable for 2018 and the information will be required to determine if you have an asset or liability to report for 2018. She further explained the GASB statement No. 75 has been issued, but is not yet effective. Director Johnson thanked both Ms. Ray and Ms. Young and thanked the RCKC finance staff for their assistance during the audit and daily accounting.

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Commissioner Buchholtz moved and it was seconded to accept the letter for East G Avenue dated June 27, 2017 and refer it to file. Managing Director Johnson shared we have received some positive comments on the project and she appreciates residents sharing positive feedback to our Board. Commissioner Buchholtz gave kudos to staff for recognizing how quickly the road deteriorated and to take quick action. Furthermore, this could have been a safety issue if not corrected.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski

Commissioner Worthams moved and it was seconded to approve the Non-motorized Facilities (NMF) Application and Sidewalk Funded by Other Funds Agreement for 5341 9th Street, Texas Township for Chairman's signature. Managing Director Johnson shared this agreement is with Texas Township and a Developer on a parcel off of Beatrice Drive and 9th Street. Furthermore, our team worked diligently with the attorneys, township and developer. She shared there were slight modifications to our typical sidewalk agreement and this is the first one we've seen with the developer signing off on it. Commissioner Moyle inquired about the boundaries. Project Superintendent stated this is 9th Street to the easterly parcel line.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski

Commissioner Worthams moved and it was seconded to approve the 2017-4 Amended Budget Resolution and Update the 2017 – 2021 Primary Road Capital Improvement Plan (CIP). Managing Director Johnson shared this is our 4th amendment to the budget that considers our Michigan Transportation Fund Revenue as well as other expenditures. Furthermore, all the projects that we are asking for approval are mill and hot mix asphalt (HMA) overlay projects on our primary road system. She shared the projects are currently included in our capital improvement program primarily from 2018 to 2021 that we would advance along with the funds to support this. Also, staff has verified that our HMA contractors are capable of completing the additional projects within the 2017 budget and construction season. Commissioner Buchholtz inquired about the rationale in moving these projects forward and reducing the fund balance slightly below from where we expect it to be. Managing Director Johnson shared when we looked at where we are with revenues coming in from the Michigan Transportation Fund (MTF), our goal is to be between 30 – 40 percent of the unassigned MTF and this puts us within that range even with all these projects. Furthermore, after taking into account the history, information coming in from the state, and numbers from the Country Road Association (CRA) we believe we will remain within our goal. She also shared there has been discussion regarding non-motorized and she reiterated the importance of submitting non-motorized applications and agreements as early as possible as noted in the NMF policy. She explained if funding becomes available, we are advancing some of these projects and they will help us with the planning process. Commissioner Worthams shared the main reason he made the motion falls back to what happened in the early years of the Granholm Administration. He explained there was a push by the Federal Government to put as much money into the roads as possible. Furthermore, the problem we had in Michigan was that we did not have projects that were shovel ready and it became difficult to take advantage of the Federal dollars. He stated if we can advance these projects by one year and something comes down from the Trump Administration regarding infrastructure, we will be prepared to take advantage of that opportunity. Commissioner Buchholtz inquired about the type of NMF and questioned if it was dedicated trails and sidewalks or widening of shoulders. Managing Director Johnson answered all of the above. She shared we looked at the 2045 Non-motorized Plan, the recent Greenway project and looked to see if any of these roads crossed any of potential projects. Commissioner Buchholtz questioned if they are all primary roads and if they are on the Kalamazoo Area Transportation Study (KATS) 2045 commuter routes for potentially wider shoulders would it not be our decision. Managing Director Johnson explained we do 3 foot paved and 3 foot gravel for our typical shoulders. She stated many times the townships request a 4 foot paved shoulder and they pay for the difference whether it is a primary or local road.

- 2018 Mosel Avenue, Douglas Avenue to N. Westnedge, Kalamazoo Township
- H Avenue, 10th Street to Drake Road, Oshtemo Township
- W. Michigan Avenue, Stadium Drive to Drake Road, Oshtemo Township
- 25th Street, R Avenue to QR Avenue, Pavilion Township
- U Avenue, US-131 to Oakland Drive, Schoolcraft Township

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- 11th Street, Stadium Drive to W. Michigan Avenue, Oshtemo Township
- G Avenue, N. Sprinkle Road to M-43, Richland Township
- Kendall Avenue, Kalamazoo City Limits to M-43, Kalamazoo Township
- Alamo Avenue, Kalamazoo City Limits to Nichols Road, Kalamazoo Township
- 8th Street, U Avenue to S Avenue, Prairie Ronde Township
- 34th Street, N Avenue to MN Avenue, Comstock Township

RESOLUTION

Be it resolve, 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 4 for the calendar year 2017:



Road
Commission
of Kalamazoo
County

	2017 Budget Amendment 3	Change	2017 Budget Amendment 4
Revenue			
Michigan Transportation Funds			
Primary Road Fund	12,692,000	538,080	13,230,080
Local Road Fund	4,008,000	169,920	4,177,920
Total Michigan Transportation Funds	16,700,000	708,000	17,408,000
Federal, State and Enhancement	4,542,000	0	4,542,000
State General Fund - PA 252	0	0	0
State General Fund - PA 84	0	0	0
Township Projects	5,096,000	0	5,096,000
Township Special Assessments	18,000	0	18,000
Cities and other Governmental	10,000	0	10,000
Interest	4,000	0	4,000
Other	180,000	0	180,000
Total Operating Revenue	26,550,000	708,000	27,258,000
Expenditures			
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	9,921,000	1,208,000	11,129,000
Local Road System	6,224,100	0	6,224,100
Total Preservation - Structural Improvements	16,145,100	1,208,000	17,353,100
Routine & Preventive Maintenance		0	
Primary Road System	6,252,500	(360,000)	5,892,500
Local Road System	3,239,400	(140,000)	3,099,400
Total Routine & Preventive Maintenance	9,491,900	(500,000)	8,991,900
Total Road Expenditures	25,637,000	708,000	26,345,000
Equipment			
Direct Equipment Expense	1,637,000	0	1,637,000
Indirect Equipment Expense	665,000	0	665,000
Operating Expense	320,000	0	320,000
Total Equipment Expense	2,622,000	0	2,622,000
Less Equipment Rental	(2,266,000)	0	(2,266,000)
Net Equipment Expense	356,000	0	356,000
Administration	1,284,000	0	1,284,000
Work Performed for Others	896,000	0	896,000
Distributive Expenditures (Unspread Fringe, OH)	0	0	-
Capital Outlay	1,199,000	0	1,199,000
Subtract Provision for Depreciation	(1,287,000)	0	(1,287,000)
Total Expenditures	28,085,000	708,000	28,793,000
Fund Balances			
Beginning Fund Balance	8,521,191		8,521,191
Change in Fund Balance	(1,535,000)	(0)	(1,535,000)
Ending Fund Balance	6,986,191	(0)	6,986,191
Unassigned Fund Balance as a % of MTF Revenue	35%		34%

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski

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Commissioner Buchholtz moved and it was seconded to approve the Michigan Department of Transportation (MDOT) Contract #17-5297.

a. Rehabilitation for Structure #4644, D Avenue (37th Street) over Road Gull Lake Outlet, Ross Township
Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski

Managing Director Johnson shared how pleased she is with the financial audit results as well as the new report from Public Act 51. She thanked the team for all the project work. She shared that she has been appointed to the Region 8 Prosperity Committee. She stated the committee has \$117,000 to put towards some sort of initiative. Furthermore, the group chose to put the dollars towards literacy or educational type platforms. She mentioned more work needs to be done on how the dollars will be utilized. She also mentioned last night we were in Cooper Township for a joint meeting and tonight we will be in Oshtemo Township at 6:00 p.m.

Commissioner Pawloski shared that he is looking forward to attending the Michigan County Road Commission Self – Insurance Pool (MCRCSIP) meeting in Mount Pleasant. He stated if the Managing Director or Commissioners have any concerns to let him know and he will carry them forward.

Commissioner Worthams stated there is no report on the Kalamazoo County Metropolitan Planning Commission. He shared the State Legislators come back in session tomorrow at 10:00 a.m. Furthermore, the item he sees on their agenda appears to deal with the “good jobs package”.

Commissioner Buchholtz shared there is always cost associated with conferences or state wide meetings and it is always hard for a Board to manage decisions as to who should attend or should not attend. Furthermore, as different meeting come up she thought it would be good for the Board to discuss them briefly at a Board meeting before making a decision to have someone attend or wait for our budget process to begin and have discussions prior to that. She explained she is not looking for a policy but it would be nice to establish some sort of protocol. Commissioner Moyle shared this was brought up by Commissioner Berkebile 5-6 years ago where we had the same discussion. He also stated it was a good idea.

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 _____

July 11, 2017 – 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 St, Kalamazoo, Michigan, on Tuesday, July 11, 2017. The joint meeting began at 6:01 p.m.

Present: Daniel J. Moyle, Deborah J. Buchholtz, David Q. Worthams, David Pawloski

Absent: Larry Stehouwer

Also present: Operations Director Travis Bartholomew, Project Superintendent Mark Worden, General Superintendent Bill DeYoung, Clerk Dusty Farmer, Treasurer Nancy Culp, Trustees Deb Everett, Dave Bushouse and Ken Hudock.

Following introductions, the Road Commission of Kalamazoo County (RCKC) staff reviewed the joint meeting PowerPoint Presentation, including the non-motorized facilities policy and poll questions.

At the end of the presentation the Oshtemo Township Board distributed written feedback to the Board of County Road Commissioners regarding Policy Development, Non-motorized Policy, Township Planning Goals/Road Commission Goals, Intergovernmental Cooperation and Township Suggestions/Requests.

The meeting adjourned at 7:03 p.m.

Attest: Timothy A. Snow, County Clerk

By: _____, Chairperson _____, Deputy Clerk

July 25, 2017

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 25, 2017. Commissioner Moyle called the meeting to order at 3:00 p.m.

Present: Daniel J. Moyle, David Q. Worthams, David Pawloski
Arrived Late: Deborah J. Buchholtz
Absent: Larry Stehouwer

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, General Superintendent Bill DeYoung and Administrative Assistant – Operations Tara Hendricks.

Commissioner Worthams moved and it was seconded to amend the agenda to include Commissioner Pawloski's expense report.

Carried by the following vote:

Aye: Moyle, Worthams, Pawloski

Commissioner Pawloski moved and it was seconded to approve the minutes from the July 10, 2017 Cooper Township Joint meeting, July 11, 2017 regular Board meeting and the July 11, 2017 Oshtemo Township Joint meeting as presented.

Carried by the following vote:

Aye: Moyle, Worthams, Pawloski

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

Payroll Account	\$ 127,051.24
Vendor Account	\$ 782,342.35

Carried by the following vote:

Aye: Moyle, Worthams, Pawloski

Commissioner Pawloski moved and it was seconded to approve Commissioner Wortham's and Commissioner Pawloski's expense reports as presented.

Carried by the following vote:

Aye: Moyle, Worthams, Pawloski

Mr. William Thomas of 220 Chicago Avenue shared his concerns regarding two articles in the Kalamazoo Gazette that included 14 hazardous streets and the 4 worst intersections in Kalamazoo County. He mentioned the articles excluded E. Michigan Avenue. He shared concerns regarding sight obstruction due to tall weeds at the E. Michigan Avenue and Sprinkle Road intersection looking south. He also shared concerns regarding the street lights on Sprinkle Road from Gull Road to the round-a-bout and speeding concerns on Sprinkle Road.

Commissioner Pawloski moved and it was seconded to accept the petition for abandonment of the Cork Street Cul-de-Sac in Comstock Township and approve the RESOLUTION OF HEARING OF PETITION TO ABANDON COUNTY ROAD public hearing for Tuesday, August 22nd during our regular Board meeting. Managing Director Johnson shared for some time the RCKC has been working with 5200 East Cork Street Investors, LLC (Midlink) on the potential abandonment of the East Cork Street Cul-de-sac. She stated the abandonment process was more complicated based on property ownership and therefore three (3) parcels impacted needed to be reviewed. She stated Parcel 1 is owned by the Michigan Department of Transportation (MDOT) and lies north of the center line of Cork Street. She shared MDOT provided verbal support to the abandonment and decertification and removal of the cul-de-sac on their property. Furthermore, the physical removal of the cul-de-sac will take place by the developer once approved by the Board. She stated we are awaiting written support from the MDOT on the abandonment and decertification. Parcel 2 lies south of the center line of Cork Street and also contains two

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parcels: the portion easterly of the I-94 right of way; and a small “stub” parcel which extends into I-94. She mentioned MDOT wants to retain the NW “stub” portion of Parcel 2; therefore MDOT and Midlink continue to work on the process for this issue. Parcel 3 is a small parcel north of the center line of Cork Street and adjacent to Parcel 1. She mentioned this parcel is highway-by-user with Ontario Hospitality, Inc. as owner of the underlying land. Furthermore, they did not sign the petition. She shared Midlink’s petition seeks the abandonment of all three parcels. She stated a valid petition was received and the process for potential abandonment has begun. Commissioner Moyle inquired what would happen without the MDOT approval. Managing Director Johnson explained we can still abandon the easement and decertify our portion of the easement. Also, we can continue our process pending public feedback to abandon the cul-de-sac and MDOT would continue to own it. She explained MDOT is interested in retaining a small stub piece of Parcel 2 for drainage purposes. Commissioner Worthams stated on the certified list of owner and occupants there is nothing filled in and inquired if this was necessary to certify the petitions or could we certify without the last form being submitted. Managing Director Johnson stated Robert Britigan of Midlink turned it into us this week. Mr. Britigan asked for support on the proposed resolution and stated that his biggest concern is timing. He shared the future developer Anant Patel has been holding off on this project. Furthermore, they filed an application back in April and because of the special circumstances regarding MDOT and the 3 parcels involved their main concern is Parcel 2. He explained Parcel 2 affects Mr. Patel’s development and it is the one they are trying to get abandoned or at least a piece of it. He mentioned he is still working on obtaining a signature from Ontario Hospitality. He questioned if the signature is obtained could the process be expedited without a public hearing and with resolution before August 22nd. Managing Director Johnson explained pending Board action, staff’s responsibility is to post the notification for abandonment in 3 locations in Comstock Township and to publish in the newspaper two times. She further explained if the signature from Ontario Hospitality comes in and we have already noticed that public hearing is set for August 22nd we would need to proceed with the hearing. Commissioner Worthams shared if we adopt the motion today we will have to post the public hearing. He questioned if today should just be the acceptance of the petition opposed to setting a date for a public hearing. Managing Director Johnson shared if potentially the signature from Ontario Hospitality is not obtained it would prolong the hearing process. She also explained we have to act within 20 days of receiving the petition and post 30 days before time of hearing. Commissioner Worthams shared he thought there was a procedural issue. He explained if we set a public hearing date we are locking ourselves in to hold a public hearing and if we obtain the signature we wait 20 days and it is good to go. Commissioner Moyle shared if we don’t obtain the signature we are prolonging the process. Commissioner Buchholtz questioned Commissioner Worthams if he was concerned that after posting the hearing it could be canceled prior to holding it. Commissioner Worthams stated that is one solution. Furthermore, if the parties are looking to expedite this process then today we should not specify a date for the hearing. Also, the 20 day clock would begin by accepting the petition and allowing them 20 days to obtain the signature. Commissioner Moyle asked Mr. Britigan for his thoughts. Mr. Britigan shared the issue is over the MDOT piece and stated he is not 100% sure he can obtain the signature from Ontario Hospitality, but is cautiously optimistic. Commissioner Worthams shared if we take this motion we cannot expedite this. Mr. Patel and Mr. Britigan agreed that it was in their best interest for the Board to accept the motion.

RESOLUTION FOR NOTICE OF HEARING OF PETITION TO ABANDON COUNTY ROAD

The Board of County Road Commissioners of the County of Kalamazoo, Michigan, having received the petition, submitted by seven (7) or more freeholders of Comstock Township in which East Cork Street cul-de-sac is located,

NOW, THEREFORE,

Notice, is hereby given that a PUBLIC HEARING upon said petition to abandon will be held at the Road Commission of Kalamazoo County, 3801 E. Kilgore Road Kalamazoo County, Michigan, on Tuesday, August 22, 2017 at 3:00PM, for the purpose of giving all persons interested an opportunity to appear and state their reasons for or against said abandonment.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski

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Mr. Thomas asked the Board if they were aware of losing property on the east side to the City of Kalamazoo due to the new Molding Company coming in on Schippers Lane. Commissioner Moyle stated he was not aware. Commissioner Buchholtz stated she didn't believe it was the road commission and shared it may be the County or the Township. Managing Director Johnson stated she would look into it.

Commissioner Worthams moved and it was seconded to approve the resolution supporting the Safety Program application for the D Avenue from 17th Street to Riverview Drive Safety Project in Cooper Township for Chairman's signature. Managing Director Johnson shared currently the Michigan Department of Transportation (MDOT) is soliciting new candidate project applications for the fiscal year (FY) 2019 Safety Program. She also shared federal funds are capped at \$600,000 per project and can be funded at a minimum 90%/10% split, with the federal funds being the larger contribution. She stated the segment of D Avenue from 17th Street to Riverview Drive is a good candidate for this funding.

SAFETY PROJECT RESOLUTION
DAVENUE FROM 17TH STREET TO RIVERVIEW DRIVE, COOPER TOWNSHIP
July 25, 2017

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 of D Avenue from 17th Street to Riverview Drive in Cooper Township, and D Avenue is a public road; and

WHEREAS, an application is being prepared to request funding to make the identified improvement project of widening the shoulder of D Avenue and repaving the roadway section from 17th Street to Riverview Drive; 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 fall of 2019;

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 on D Avenue from 17th Street to Riverview Drive; 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, Buchholtz, Worthams, Pawloski

Commissioner Buchholtz moved and it was seconded to approve resolution supporting the High Risk Rural Roads (HRRR) program application for the 8th Street from R Avenue to S Avenue Project in Texas Township for Chairman's signature. Managing Director Johnson shared currently the MDOT is soliciting new candidate project applications for the fiscal year (FY) 2019 High Risk Rural Roads (HRRR) program. She stated the program funds are specifically targeted to reduce accident injury levels on rural roadways. Furthermore, the federal funds are capped at \$600,000 per project and can be funded at a minimum of 90%/10% split, with the federal funds being the larger contribution. She shared the roadway segment of 8th Street from R Avenue to S Avenue is a good candidate for this funding. Traffic Engineer Hoekstra added if this segment of 8th Street is not selected for the amount of money

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related to HRRR it will automatically roll into the safety project pot and will have a secondary chance of getting funded. He explained safety overlaps and can be utilized for rural and the safety program. Commissioner Moyle inquired if there could be more than one project in Southwest Michigan. Traffic Engineer Hoekstra answered we have received approximately two each year.

HIGH RISK RURAL ROAD PROJECT RESOLUTION
8TH STREET FROM S AVENUE TO R AVENUE, TEXAS TOWNSHIP
July 25, 2017

WHEREAS, the Transportation Act, provides Federal High Risk Rural Road (HRRR) 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 High Risk Rural Road Program; and

WHEREAS, the Road Commission of Kalamazoo County has identified an improvement project of 8th Street from S Avenue to R Avenue in Texas Township, and 8th Street is a public road; and

WHEREAS, an application is being prepared to request funding to make the identified improvement project of adding center left turn lanes at the intersection of 8th Street at S Avenue, R Avenue, and R Avenue, and repaving of 8th Street from S Avenue to R Avenue; 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 fall of 2019;

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 HRRR project application to secure Federal funding for this safety improvement on 8th Street from S Avenue to R Avenue; 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 HRRR Program Funds and agrees to provide the necessary local match funds required for the HRRR Program Fund and agrees to continue maintenance of the facility.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski

Commissioner Worthams moved and it was seconded to award the 2017 Overhead Door Replacement Bid, including options #1 and #3 – RCKC Maintenance Building to Overhead Door Company of Battle Creek – low bidder, meeting specifications. Managing Director Johnson shared there have been many repairs to the overhead doors that are now in need of replacement.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski

Commissioner Buchholtz moved and it was seconded to approve the Village of Vicksburg Local Municipality Road Contract for Chairman's signature. Commissioner Buchholtz inquired how often we do work for the Villages or Cities. Project Superintendent Worden this year alone we have contracts with the City of Kalamazoo, Villages of Richland and Vicksburg. Managing Director Johnson shared we have also bid contracts together. She mentioned there have been a variety of examples of collaboration over the years including the City of Kalamazoo traffic signal maintenance. She also mentioned in our bidding specifications we have allowed and have asked the bidders to extend and honor their prices to other municipalities which helps with the spirit of collaboration.

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a. **South Kalamazoo** – East Highway Street to East Prairie Street, *HMA Wedging, Crack Fill, Chip Seal and Fog Seal*

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski

Commissioner Worthams moved and it was second to approve the temporary grading permits for 4366 South 4th Street, 4060 South 5th Street, and 8582 Stadium Drive on the Stadium Drive, 4th to 6th Street Safety Project. Managing Director Johnson shared this project is included in the RCKC 2017-2021 Primary Road Capital Improvement Plan (CIP). Furthermore, 3 properties were identified as needing a grading easement to achieve safe slopes at the road edge. Staff instructed our consultant to approach the property owners seeking a temporary grading easement to allow the road side to be constructed to a safe slope. She shared these negotiations have been completed by the right-of-way consultant. Commissioner Pawloski inquired about the \$100 minimum. Managing Director Johnson shared the easement is for \$100. County Engineer Minkus added we have set a threshold of \$100 minimum. Furthermore, if the land evaluation came in under the resident would still receive the \$100 minimum.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski

Commissioner Pawloski moved and it was seconded to approve the Temporary Traffic Control Order (TCO) for No Trucks on TS Avenue/31st Street between 29th Street and S Avenue through October 30th, 2017 in Pavilion Township for Managing Director's signature. Managing Director Johnson shared the RCKC is in the process of replacing both the S Avenue and Q Avenue bridges over the Portage River. Furthermore, the shortest primary road detour route that was available was routing traffic up 34th Street to N Avenue and then to 29th Street. She stated while most traffic appeared to be following this posted detour, residents along TS Avenue and Township Supervisor, Pat White, have expressed concern about large trucks using 31st Street/TS Avenue as an alternative route. She explained the concern with allowing traffic down this route is that TS Avenue currently has a one-lane heavily weight restricted structure on it (4, 5 and 9 ton limits) that may be threatened because of this.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski

Managing Director Johnson shared projects are ongoing including projects that were added at the last Board meeting. She mentioned both chip seal and fog seal were progressing along. She also mentioned an additional local road contract was forthcoming from Texas Township due to projects coming in under budget. She attended the Township Supervisors meeting on June 21st where she provided an update related to upcoming educational sessions, added projects, brush spray program and projects in general. She also mentioned a follow-up email was sent to all Township Supervisors informing them of the additional projects. She shared the RCKC will host the September 20th Township Supervisors meeting at 10:00 a.m. She mentioned this morning we hosted the Traffic Safety Network meeting. She stated it was our Legislative breakfast where quite a few Legislators attended and discussed transportation and safety related bills. She provided one of the handouts from the Prosecuting Attorney's Association of Michigan regarding marijuana behind the wheel. She mentioned our 2016 Annual Report is complete. Furthermore, the report will be posted to our website and a press release will be issued tomorrow announcing its completion.

Commissioner Pawloski shared that both he and Finance Director Ann Simmons attended the Michigan County Road Commission Self – Insurance Pool (MCRCSIP) Conference. He mentioned a panel that included a person from the Federal Bureau of Investigation (FBI) discussed cyber security. He shared the funds from MCRCSIP were looking good. He mentioned MCRCSIP had an election that ended with a tie vote resulting in a candidate withdrawing their name. He thanked the Board for sending him to the conference.

Commissioner Worthams shared following the Board meeting he was returning to Lansing for a briefing with Governor Snyder to discuss his remaining agenda before he leaves office due to term limits. Furthermore, he

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understands infrastructure will be a big part of the briefing and is hoping to share good news about what the Governor is thinking in regards to infrastructure and funding for county roads.

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

Attest: Timothy A. Snow, County Clerk

By: _____, Chairperson _____, Deputy Clerk

August 8, 2017

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 8, 2017. Commissioner Moyle called the meeting to order at 3:00 p.m.

Present: Daniel J. Moyle, Deborah J. Buchholtz, David Q. Worthams, David Pawloski
Absent: Larry Stehouwer

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: Moyle, Buchholtz, Worthams, Pawloski

Commissioner Buchholtz moved and it was seconded to approve the minutes from the July 25, 2017 regular Board meeting as presented.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski

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

Payroll Account	\$ 120,630.13
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Vendor Account	\$ 903,615.86
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Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski

Mr. William Thomas of 220 Chicago Avenue inquired about an article he had read in regards to placing a bike path down Kenilworth. Project Superintendent Worden explained this is signing for a bike boulevard to help bicyclist navigate through the township. Mr. Thomas provided the Board with a map and inquired about a lot on Wallace Avenue that was changed from County jurisdiction to the City of Kalamazoo. Commissioner Buchholtz explained it had nothing to do with the Road Commission and stated it was probably some sort of agreement between the township and the city. She advised Mr. Thomas to speak with the township. Mr. Thomas also shared sight obstruction concerns from vegetation and speed concerns near E. Michigan and Sprinkle Road. General Superintendent DeYoung stated we did look at this intersection and explained it is a signalized intersection. He further explained if the vegetation was totally cleared there would still be a sight obstruction due to the slight curve. Furthermore, there is a traffic light on the opposite side of the road for northbound traffic. Managing Director Johnson explained the speed limit is set by the 85th percentile of traffic that is moving along that corridor and if folks are not following proper protocol it becomes an enforcement issue. Mr. Thomas also shared concerns about the recent accidents on roads involving bicycles and education needed. Managing Director Johnson stated legislation was also introduced at the state level to provide additional bicycle safety education for new drivers.

County Commissioner John Gisler provided an update from the last County Commission meeting. He stated the senior millage was pushed back until the May election. Also, the Convention of States proposal was voted down 7 to 4. He explained the proposal was asking the County to pass a resolution to amend the national constitution. Furthermore, there will not be a resolution coming out of Kalamazoo County to encourage our Representatives in Lansing to take part in the Convention of States.

Commissioner Worthams moved and it was seconded to amend section 4.1 of the Asset Management Plan for Paved Roads by adding: "including but not limited to, the most current editions of the following list of publications". Managing Director Johnson acknowledged Fred Nagler from Kalamazoo Area Transportation Study (KATS) for working tirelessly with the Road Commission on reviewing and assisting us in compiling our Asset

Management Plan (AMP). She mentioned the Michigan Department of Transportation (MDOT), Michigan Transportation Asset Management Council (TAMC) and Opus International Consultants Inc. developed AMP for Pavements. This document was constructed to assist agencies in preparing an asset management plan tailored to their own specific pavement assets and desired level of detail. Furthermore, the Southcentral Michigan Planning Council contracts with KATS to assist agencies in our region for use of the template and development of AMPs. She explained the AMP provides a document dedicated to review the paved system with the primary purpose of education on asset management and funding needed. She shared much of the information used in the AMP can be found on our website, presentations, annual reports, etc. Commissioners Worthams shared his appreciation for all the efforts in putting together the document. He inquired about the language in section 4.1 on page 23. He questioned if staff would need Board approval if a new publication was released. He shared the list was limited and suggested adding the verbiage "including but not limited to".

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski

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

- a. **Texas Heights Avenue** – Interlochen Street to Copper Harbor Street, **Interlochen Street** – Texas Heights Avenue to Q Avenue, **Mackinaw Cove** – Interlochen Street to 300' east of Interlochen Street, **Tawas Avenue** – Interlochen Street to Keweenaw Street, **Keweenaw Street** – Texas Heights Avenue to Tawas Avenue (Texas Heights), *HMA Overlay*
- b. **Sierra Madre Trail** – Appalachian Trail to 6th Street, **Teton Trail** – Mystic Trail to Sierra Madre Trail (Mystic Trail Estates), *HMA Overlay*

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski

Commissioner Worthams moved and it was seconded to award the 2017 Countywide Tree Work #3 bid, to CHOP – low bidder, meeting specifications, for the amount of \$48,765.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski

Commissioner Worthams moved and it was seconded to select Doug Robidoux, Mason County Road Commission, Jesse Campbell, Alcona County Road Commission, Jerry Smigelski, Presque Isle County Road Commission and Alan Kloha, Midland County Road Commission for the 2017 County Road Association Self-Insurance Fund (CRASIF) Board of Trustees Official Ballot. Commissioner Worthams shared in his review of CRASIF he believes that Managing Directors or folks who have had direct experience working for County Road Commissions are the better fit for this Board. Commissioner Buchholtz questioned why the individuals running for these positions are primarily from the north. Managing Director Johnson shared that CRASIF did try to pull candidates from other areas.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski

Managing Director Johnson mentioned our brush spray program began and shared this year's townships include Alamo, Cooper, Oshtemo, Kalamazoo and Richland. She also shared brush spray information is available on our website including the type of product we use. She mentioned projects continue throughout the county and we continuously ask for patience especially in the work zones. She shared weather permitting we anticipate completing our chip seal program next week. She mentioned we fog sealed last Saturday and will continue as weather permits. She shared this evening at 6:00 p.m. we are in Schoolcraft Township for our joint meeting and at 7:00 p.m. she will be in Ross Township for their first public hearing regarding the township wide special assessment. She thanked County Commissioner Gisler for distributing our 2016 Annual Report to the County.

Commissioner Pawloski stated he drives on Burdick Street daily in the City of Kalamazoo and it was great to see the RCKC crew working. Furthermore, they did a great job chip sealing.

August 8, 2017

Chair Int'l _____

Clerk Int'l _____

Commissioner Worthams thanked Operations Director Bartholomew for his quick response in regards to questions he had received concerning the recent chip seal on VW Avenue and Saturday's Triathlon. He mentioned he had a chance to attend a briefing with Governor Snyder regarding his plans for the remainder of his term. He stated the Governor mentioned infrastructure in his presentation and understands it needs to be a priority and unfortunately will be leaving future funding issues up to the legislature. The Governor explained we as a state have been so busy beating people up between the parties and inside the parties that nothing is getting accomplished. He fears that because of all that action that people who would be good for public office are no longer interested in running. He asked all the people at the briefing to try and improve the political environment and try to recruit those folks in those positions that we really need leadership.

Commissioner Buchholtz mentioned she was unsure if she was able to attend the Schoolcraft Township Joint meeting tonight and the August 22nd Board meeting. She attended the County Parks and Recreation Commission for Commissioner Stehouwer and mentioned that Kalamazoo will be hosing the Regional Quidditch Tournament at the end of October.

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

Attest: Timothy A. Snow, County Clerk

By: _____, Chairperson _____, Deputy Clerk

August 22, 2017

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 22, 2017. Commissioner Moyle called the meeting to order at 3:00 p.m.

Present: Daniel J. Moyle, Deborah J. Buchholtz, David Pawloski

Absent: David Q. Worthams, Larry Stehouwer

Also attending: Managing Director Joanna Johnson, Operations Director Travis Bartholomew, Project Superintendent Mark Worden, County Engineer Ryan Minkus, Project Engineer Debbie Jung, Project Engineer Rebekkah Ausbury, General Superintendent Bill DeYoung, Maintenance Superintendent Jim Page, Rich Hassenzahl and Administrative Assistant – Operations Tara Hendricks.

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

Carried by the following vote:

Aye: Moyle, Buchholtz, Pawloski

Commissioner Pawloski moved and it was seconded to approve the minutes from the August 8, 2017 regular Board meeting as presented.

Carried by the following vote:

Aye: Moyle, Buchholtz, Pawloski

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

Payroll Account	\$ 120,440.13
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Vendor Account	\$ 2,076,804.02
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Carried by the following vote:

Aye: Moyle, Buchholtz, Pawloski

Commissioner Buchholtz moved and it was seconded to open the public hearing allowing for public comment and consideration for the Cork Street Cul-de-Sac Abandonment. County Commissioner John Gisler inquired about the location of the cul-de-sac. Managing Director Johnson shared the cul-de-sac is located on the east side of Sprinkle Road within the Midlink Business Park. Furthermore, a public hearing notice was posted in Comstock Township and in the Kalamazoo Gazette on July 30th and August 6th. She mentioned at our prior Board meeting we did not have the signatures of all adjoining property owners and since our Board meeting they have been acquired. Mr. Gisler inquired what abandonment constitutes. Managing Director Johnson stated the Michigan Department of Transportation (MDOT) owns the underlying land and we certify Cork Street and the cul-de-sac. We are relinquishing control of the cul-de-sac and decertifying it off of our certification which is the document for what we receive Public Act 51 monies. Furthermore, we will eliminate any control we have on the Cork Street cul-de-sac and no longer certify that piece of roadway. Mr. Gisler questioned if decertification meant the RCKC will no longer plow that piece of road. County Engineer Minkus explained Midlink Business Park has a developer who will remove the asphalt on the cul-de-sac, reconstruct the intersection to a curved intersection so there is no longer a through movement in the cul-de-sac and the RCKC would no longer maintain. Managing Director Johnson added the gas tax dollars and taxes and fees collected in the Michigan Transportation Fund are distributed to Public Act 51 agencies which are cities, villages, and road commissions by the miles that they certify or maintain. Furthermore, the Michigan Transportation Fund dollars are provided to those roads that are certified under our control and in our jurisdiction. She mentioned decertification means this particular portion of roadway will no longer be on our certification maps and therefore we would not be receiving Public Act 51 dollars any longer to maintain it. Mr. Gisler inquired how much money this will cost the county. Managing Director Johnson shared under \$1000 and the dollars to maintain it would exceed revenue. Rob Britigan of Midlink Business Park spoke in favor of the proposed resolution. He shared they have a developer who is prepared to build a hotel that will pay property taxes and create jobs on the portion of the cul-d-sac that is now a right-of-way and is not useable. Furthermore, the abandonment would create more usable land for the developer and would save the

August 22, 2017

Chair Int'l _____

Clerk Int'l _____

county money. He shared the cul-de-sac has been nothing more than a trash collector and a place for illicit activity. He stated by decertifying the property will help clean up the area. Also, the curved intersection will allow for a cleaner transition from Cork Street onto Midlink Drive.

Carried by the following vote:

Aye: Moyle, Buchholtz, Pawloski

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

Carried by the following vote:

Aye: Moyle, Buchholtz, Pawloski

Commissioner Buchholtz moved and it was seconded to accept the MDOT Letter regarding the Request for Change in Your Primary and Local Road Systems and refer to file.

Carried by the following vote:

Aye: Moyle, Buchholtz, Pawloski

Commissioner Buchholtz moved and it was seconded to accept the MDOT Letter regarding the Annual Road Mileage Certification and refer to file.

Carried by the following vote:

Aye: Moyle, Buchholtz, Pawloski

Commissioner Buchholtz moved and it was seconded to approve the Abandonment Resolution for the Cork Street Cul-de-Sac contingent upon the master deed amendment including a replat without the stub and with the quit claim deed for the stub to the Michigan Department of Transportation (MDOT) reflective in the Exhibits provided. Managing Director Johnson provided an update and shared that both Midlink and Rob Britigan are working with MDOT in order for a quit claim deed to be processed for a stub portion. She mentioned both parties attorneys have had dialogue and assuming the petition would be approved by this Board there would need to be an amendment to the master deed for the stub piece and a quit claim deed provided to MDOT. She mentioned it was her understanding the parties are prepared to do so and it's important that the action by this Board reflect this should abandonment proceed. Commissioner Buchholtz mentioned if all signatures were brought to us initially we would not have had a public hearing.

**NOTICE OF ABANDONMENT OF:
EAST CORK STREET CUL-DE-SAC,
COMSTOCK TOWNSHIP**

WHEREAS, Section 18, of the Michigan County Road Law, being MCL § 224.18; MSA § 9.118, as amended, provides for the absolute abandonment and discontinuance of any highway or part of highway or road under the jurisdiction of a county road commission; and

WHEREAS, THIS Board has determined that it is in the best interests of the public that the highway or portion of highway or road described in this resolution be absolutely abandoned and discontinued.

NOW THEREFORE, BE IT RESOLVED, that the following described highway or portion of highway or road be and hereby is absolutely abandoned and discontinued as a public highway:

East Cork Street Cul-de-Sac described in Exhibit A Attached

RESERVING HOWEVER, an easement for public utilities over the full width and length of the highway or road hereby being abandoned.

BE IT FURTHER RESOLVED, that this abandonment be given as required by law.

Carried by the following vote:

Aye: Moyle, Buchholtz, Pawloski

Commissioner Pawloski moved and it was seconded to rescind and approve the Kalamazoo Township Local Road Agreement for Stewart Drive over Davis Creek for Chairman's signature. Managing Director Johnson shared the original Stewart Drive agreement was signed May 2nd based on preliminary estimates. Based on the bids received the agreement has been amended for approval.

Carried by the following vote:

Aye: Moyle, Buchholtz, Pawloski

Commissioner Buchholtz moved and it was seconded to award the bid for construction of the Stewart Drive Structure over the Davis Creek, to Balkema Sitework – low bidder, meeting specifications. Managing Director Johnson shared the bridge inspector visited the site on 10/27/16 and recommended a weight restriction of 3 tons. The weight restriction was approved at the November 1, 2016 Board Meeting and RCKC crews have since placed a steel plate over the structure to reinforce the bridge as a temporary means to ensure that it is safe for local traffic. The proposed structure will consist of a steel arch culvert that will be centered over Davis Creek. The clear distance between the guardrails will be increased from 18 feet to 24 feet. Hot mix asphalt (HMA) paving, guardrail, shoulder work, as well as erosion protection improvements are included in the construction. Commissioner Buchholtz inquired about the difference in estimates. Project Engineer Jung stated the original estimate did not include paving over the structure and we anticipated Kalamazoo Township having the entire length of Stewart Drive resurfaced this year.

Carried by the following vote:

Aye: Moyle, Buchholtz, Pawloski

Commissioner Pawloski moved and it was second to award the 2017 Guardrail Installation and Repair bid to Dale Dukes & Sons, Inc. for a total of \$46,983.00 – low bidder, meeting specifications. Managing Director Johnson shared the guardrail repairs would be scheduled and coordinated with the RCKC Maintenance Superintendent to ensure repairs meet RCKC specifications and completed timely. Staff has identified 8 guardrail repair/replacement locations throughout the county that will require extensive improvements.

Carried by the following vote:

Aye: Moyle, Buchholtz, Pawloski

Commissioner Buchholtz moved and it was seconded to award the 2017 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 Top Grade Materials – low bidder, meeting specifications. Managing Director Johnson mentioned last year's price was \$5.15 per ton and this year's price is \$5.95 per ton.

Carried by the following vote:

Aye: Moyle, Buchholtz, Pawloski

Commissioner Buchholtz moved and it was seconded to approve the preliminary design plans of the Adobe Road extension, located in Section 21 of Alamo Township. Managing Director Johnson shared the proposed development proposes an extension of the existing two lane road ending with a permanent cul-de-sac approximately 300 feet south of the existing temporary gravel cul-de-sac. There is a Temporary Easement for Cul-de-sac Turn-Around for the existing gravel cul-de-sac which expires when the extension of Adobe Road becomes dedicated public road. Staff has reviewed the layout and found it to comply with the 2017 Preliminary Requirements of RCKC Policy.

Carried by the following vote:

Aye: Moyle, Buchholtz, Pawloski

Mr. Gisler inquired about how much sand the RCKC will purchase at the increased price of \$5.95 per ton. General Superintendent DeYoung shared 5000 tons will be purchased. Operations Director Bartholomew explained the sand is mixed with salt for winter use on our local road system and a portion of our primary road system. He mentioned the price of salt has gone down to approximately \$44 per ton compared to \$50 per ton last year. Commissioner Moyle questioned if any of this material is delivered to the MDOT facility on West Main

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Chair Int'l _____

Clerk Int'l _____

Street. Operations Director Bartholomew explained a portion will be delivered to the West Main facility where it will be mixed. Commissioner Moyle explained to Mr. Gisler that we share locations with MDOT.

Managing Director Johnson shared our chip seal operations is complete except for one road which is our Texas Underseal in Schoolcraft Township. She stated fog seal continues, weather permitting. She mentioned we will need to postpone our project on 25th Street from R Avenue to QR Avenue in Pavilion Township due to a gas line that needs to be addressed. She explained this was an added project that Consumers had no knowledge of ahead of time. Furthermore, we will add the project to next year's Capital Improvement Plan (CIP). She attended the Southwestern Road Commission Council meeting on August 14th. She mentioned they reviewed some legislative priorities, discussed permitting and fees, received updates from MDOT, and stated it was a good networking opportunity. She mentioned after 40 years Managing Director Larry Brown will retire from the Allegan County Road Commission. She shared his replacement will be their current County Engineer Craig Atwood and wished Mr. Brown all the best. She mentioned the Kalamazoo Township Joint meeting went very well and shared this was our 3rd year joint venture and cooperative effort in improving the roads in Kalamazoo Township. She mentioned we will return to the township this year to recap the last 3 years including fast facts and projects we have completed cooperatively. Mr. Gisler added Project Superintendent Worden gave a similar presentation to the Kalamazoo Citizens for Responsible Government that morning that was sensational. Managing Director Johnson added we were also asked to give the same presentation at the Rotary Club in Climax and we are also presenting at the Vicksburg Rotary Club on Friday. She attended the Township Supervisors meeting on August 16th where she provided updates on chip seal, service requests as well as touring our chip seal operations with both the Village of Richland and Richland Township after the meeting. She also attended the Green Infrastructure Tour with Project Engineer Ausbury and County Engineer Minkus. She commended Pat Crowley, the Drain Commissioner's office as well as others for the networking opportunity. She stated they toured projects downtown Kalamazoo and went to Kalamazoo Valley Community College (KVCC) to see what they are doing in terms of green infrastructure to retention basins and how they handle stormwater runoff.

Commissioner Buchholtz shared at the next Board of Public Works (BPW) meeting the RCKC will be one of two presenters.

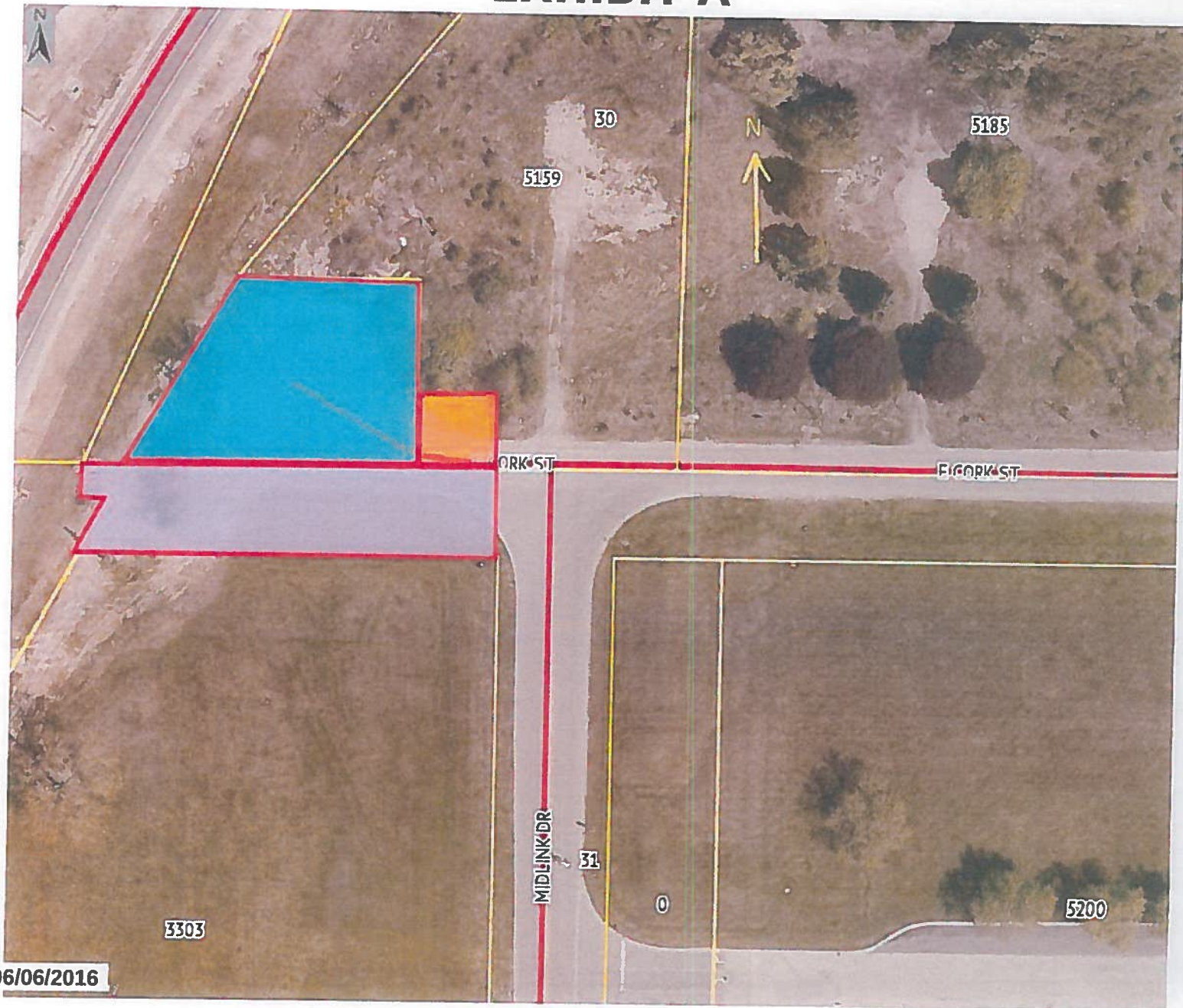
Commissioner Moyle attended the last Environmental Health Advisory Committee (EHAC) meeting where they had a package for working on their fee schedule. Furthermore, it was voted to approve the schedule and move it onto the County Commissioners. He added there was a presentation as to the methods used to establish those levels.

The meeting was adjourned at 3:30 p.m.

Attest: Timothy A. Snow, County Clerk

By: _____, Chairperson _____, Deputy Clerk

EXHIBIT A



04/14/2016 - 06/06/2016

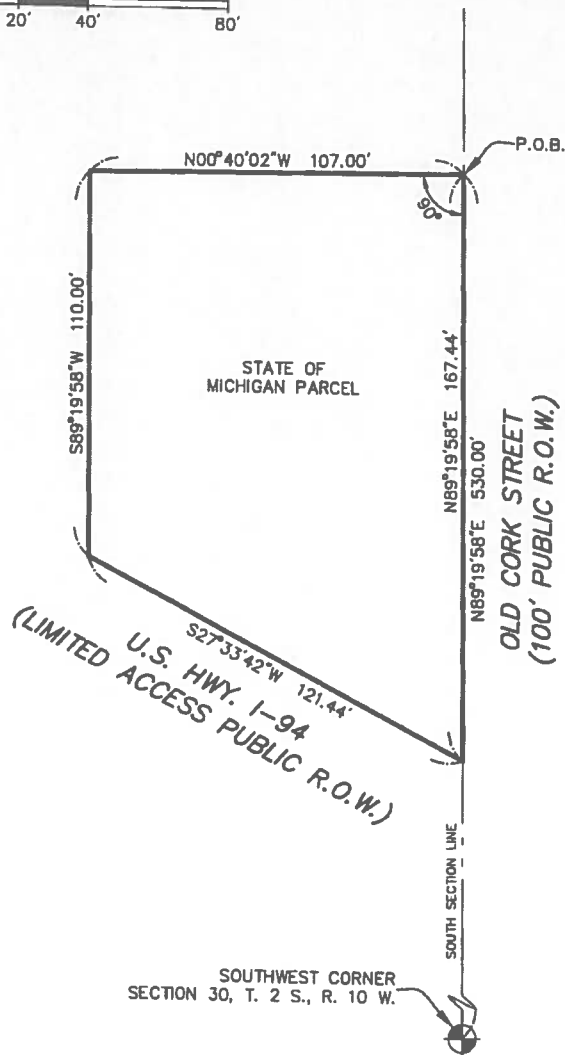
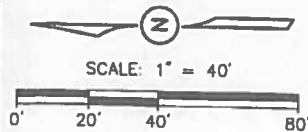
EXHIBIT A

LOCATED IN SECTION 30, T. 2 S., R. 10 W.
COMSTOCK TOWNSHIP, KALAMAZOO COUNTY, MICHIGAN
BY

Prein&Newhof
Engineers • Surveyors • Environmental & Soils Laboratory

7123 STADIUM DRIVE
KALAMAZOO, MICHIGAN 49009
PHONE: (269) 372-1158

3/23/2017



State of Michigan Parcel:

Beginning at a point on the South line of Section 30, T. 2 S., R. 10 W., that is North 89°-19'-58" East, 530.00 feet from the Southwest corner of said Section 30; thence North 00°-40'-02" West, 107.00 feet; thence South 89°-19'-58" West, 110.00 feet, more or less, to the limited access right-of-way line of I-94 as relocated; thence South 27°-33'-42" West, 121.44 feet to the South line of said Section 30; thence North 89°-19'-58" East, 167.44 feet to the place of beginning.

NOTE: The above description was prepared from available records, no field survey was performed.

T:\CIVIL3D PROJECTS\2016\2160538 ANANT PATEL -- FAIRFIELD INN\DWG\2160538 STATE OF MICHIGAN EASEMENT.DWG -- PKINSLE - Mar. 27 2017 -- 09:27am -- Prein&Newhof

EXHIBIT A

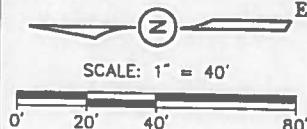
LOCATED IN SECTION 31, T. 2 S., R. 10 W.
COMSTOCK TOWNSHIP, KALAMAZOO COUNTY, MICHIGAN
BY

Prein & Newhof

Engineers • Surveyors • Environmental & Soils Laboratory

7123 STADIUM DRIVE
KALAMAZOO, MICHIGAN 49009
PHONE: (269) 372-1158

3/23/2017



MIDLINK DRIVE
(66' PUBLIC R.O.W.)

WESTERLY R.O.W. LINE
AS EXTENDED NORTH

N00°00'00"W
50.00'

P.O.B.

OLD CORK STREET
(100' PUBLIC R.O.W.)

MIDLINK
PARCEL

N90°00'00"E 577.47'
S90°00'00"W 235.74'

SOUTHERLY RIGHT OF WAY LINE

N90°00'00"E 237.86'

U.S. HWY. I-94
(LIMITED ACCESS PUBLIC R.O.W.)

NORTH SECTION LINE

S28°58'26"W
31.82'

N89°59'47"E
13.30'

S00°00'27"W
22.16'

NORTHWEST CORNER
SECTION 31
T. 2 S., R. 10 W.

Midlink Parcel:

Commencing at the Northwest corner of Section 31, T. 2 S., R. 10 W., Comstock Township, Kalamazoo County, Michigan; thence North 90°-00'-00" East, along the North line of said Section, 577.47 feet to the Westerly right-of-way line of Midlink Drive as extended North, also being the place of beginning of the land hereinafter described; thence South 90°-00'-00" West along the North line of said Section, 235.74 feet to the limited access right-of-way line of I-94; thence South 00°-00'-27" West along said limited access right-of-way line, 22.16 feet; thence North 89°-59'-47" East along said limited access right-of-way line, 13.30 feet; thence South 28°-58'-26" West along said limited access right-of-way line, 31.82 feet to the Southerly right-of-way line of Old Cork Street; thence North 90°-00'-00" East thereon, 237.86 feet to the Westerly right-of-way line of Midlink Drive; thence North 00°-00'-00" West, 50.00 feet to the place of beginning.

NOTE: The above description was prepared from available records, no field survey was performed.

T:\CIVIL3D PROJECTS\2016\2160538 ANANT PATEL - FAIRFIELD INN\DWG\2160538 MIDLINK PARCEL EASEMENT.DWG - PKINSER - Mar, 27 2017 - 09:23am - Prein&Newhof

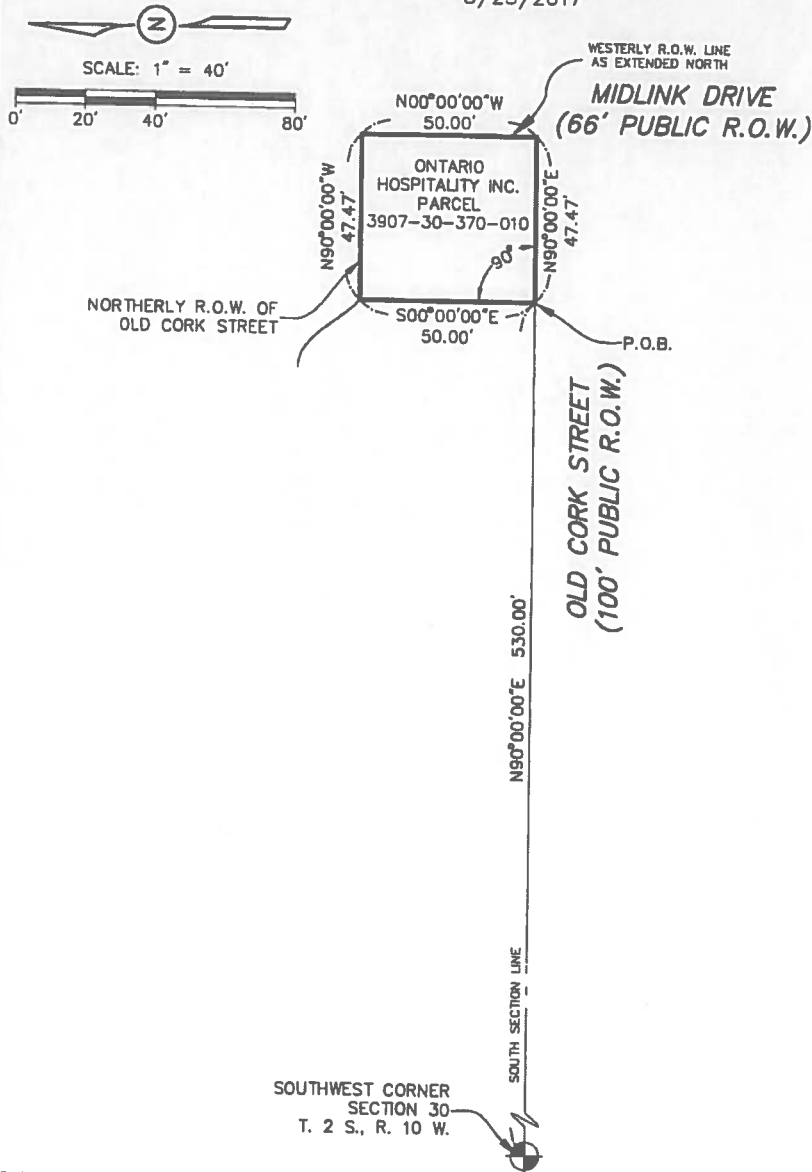
EXHIBIT A

LOCATED IN SECTION 30, T. 2 S., R. 10 W.
COMSTOCK TOWNSHIP, KALAMAZOO COUNTY, MICHIGAN
BY

Prein&Newhof
Engineers • Surveyors • Environmental & Soils Laboratory

7123 STADIUM DRIVE
KALAMAZOO, MICHIGAN 49009
PHONE: (269) 372-1158

3/23/2017



Ontario Hospitality, Inc. Parcel:

Commencing at the Southwest corner of Section 30, T. 2 S., R. 10 W., Comstock Township, Kalamazoo County, Michigan; thence North 90°-00'-00" East along the South line of said Section, 530.00 feet for the place of beginning of the land hereinafter described; thence continuing North 90°-00'-00" East along the South line of said Section, 47.47 feet to the Westerly right-of-way line of Midlink Drive as extended North; thence North 00°-00'-00" West, 50.00 feet to the Northerly right-of-way line of Old Cork Street; thence South 90°-00'-00" West thereon, 47.47 feet to a point North 00°-00'-00" West, 50.00 feet from the place of beginning; thence South 00°-00'-00" East, 50.00 feet to the place of beginning.

NOTE: The above description was prepared from available records, no field survey was performed.

T:\CIVIL30 PROJECTS\2016\2160538 ANANT PATEL - FAIRFIELD INN\DWG\2160538 ONTARIO HOSPITALITY INC. EASEMENT.DWG - PKINSER - Mar, 27 2017 - 09:25am - Prein&Newhof

EXHIBIT A

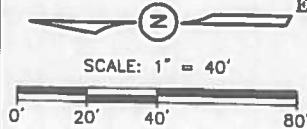
LOCATED IN SECTION 31, T. 2 S., R. 10 W.
COMSTOCK TOWNSHIP, KALAMAZOO COUNTY, MICHIGAN
BY

Prein & Newhof

Engineers • Surveyors • Environmental & Soils Laboratory

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KALAMAZOO, MICHIGAN 49009
PHONE: (269) 372-1158

6/7/2017



WESTERLY R.O.W. LINE
AS EXTENDED NORTH
MIDLINK DRIVE
(66' PUBLIC R.O.W.)

N00°00'00"W
50.00'

P.O.B.

OLD CORK STREET
(100' PUBLIC R.O.W.)

S90°00'00"W 210.17'

N90°00'00"E 577.47'

ROAD EASEMENT
RELEASE

SOUTHERLY RIGHT OF WAY LINE
N90°00'00"E 237.86'

U.S. HWY. I-94
(LIMITED ACCESS PUBLIC R.O.W.)

S28°58'26"W
57.15'

MDOT
PARCEL

NORTH SECTION LINE

NORTHWEST CORNER
SECTION 31
T. 2 S., R. 10 W.

Road Easement Release:

Commencing at the Northwest corner of Section 31, T. 2 S., R. 10 W., Comstock Township, Kalamazoo County, Michigan; thence North 90°-00'-00" East, along the North line of said Section, 577.47 feet to the Westerly right-of-way line of Midlink Drive as extended North, also being the place of beginning of the land hereinafter described; thence South 90°-00'-00" West along the North line of said Section, 210.17 feet to the Northerly extension of the limited access right-of-way line of I-94; thence South 28°-58'-26" West along the Northerly extension of said limited access right-of-way line, 57.15 feet to the Southerly right-of-way line of Old Cork Street; thence North 90°-00'-00" East thereon, 237.86 feet to the Westerly right-of-way line of Midlink Drive; thence North 00°-00'-00" West, 50.00 feet to the place of beginning. Containing 11,204.6 sq.ft.

Note: The above description was prepared from available records, no field survey was performed.

T:\CIVIL3D PROJECTS\2016\2160538 ANANT PATEL - FAIRFIELD INN\DWG\2160538 CULDESAC PATEL EXHIBIT.DWG - DCGORDON - Jun, 08 2017 - 08:09am - Prein&Newhof

EXHIBIT A

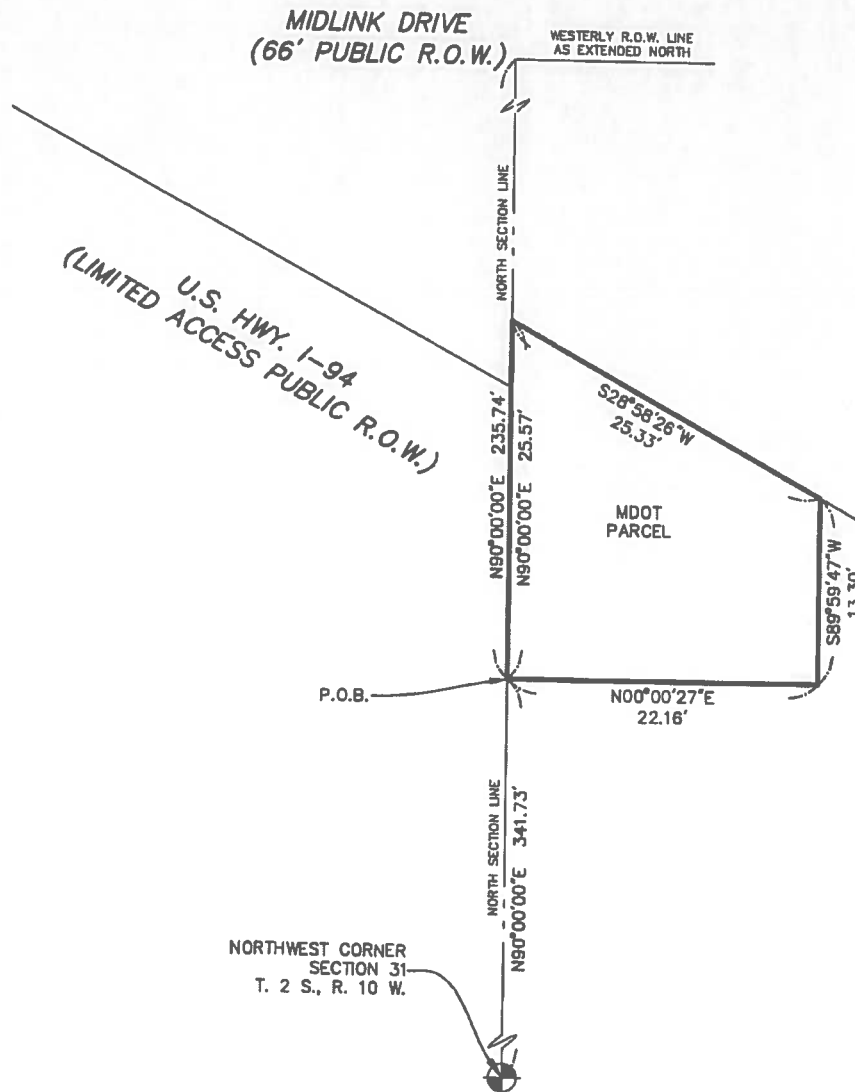
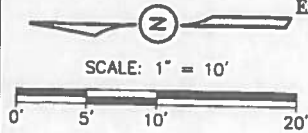
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KALAMAZOO, MICHIGAN 49009
PHONE: (269) 372-1158

6/6/2017



MDOT Parcel:

Commencing at the Northwest corner of Section 31, T. 2 S., R. 10 W., Comstock Township, Kalamazoo County, Michigan; thence North 90°-00'-00" East, along the North line of said Section, 341.73 feet for the place of beginning of the land hereinafter described, said point also being South 90°-00'-00" West, 235.74 feet from the Westerly right-of-way line of Midlink Drive, as extended North; thence North 90°-00'-00" East along the North line of said Section, 25.57 feet; thence South 28°-58'-26" West along the Northerly extension of the limited access right-of-way line of I-94, 25.33 feet; thence South 89°-59'-47" West, 13.30 feet; thence North 00°-00'-27" East, 22.16 feet to the place of beginning. Containing 430.6 sq.ft.

Note: The above description was prepared from available records, no field survey was performed.

T:\CIVIL3D PROJECTS\2016\2160538 ANANT PATEL - FAIRFIELD INN\DWG\2160538 CULDESAC MDOT EXHIBIT.DWG - DGORDON - Jun, 07 2017 - D4: 14pm - Prein & Newhof

September 5, 2017

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 5, 2017. Commissioner Moyle called the meeting to order at 3:00 p.m.

Present: Daniel J. Moyle, Deborah J. Buchholtz, David Q. Worthams, David Pawloski, Larry Stehouwer

Also attending: Managing Director Joanna Johnson, Finance Director Ann Simmons, Operations Director Travis Bartholomew, Project Superintendent Mark Worden 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, Buchholtz, Worthams, Pawloski, Stehouwer

Commissioner Buchholtz moved and it was seconded to approve the minutes from the August 22, 2017 regular Board meeting as presented.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

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

Payroll Account	\$ 103,251.14
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Vendor Account	\$ 1,112,175.25
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Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

County Commissioner John Gisler shared he was kicking off a 2 week stint to celebrate Constitution Day on September 17th and handed out Constitution pamphlets to each person.

Commissioner Pawloski moved and it was seconded to approve the non-motorized facilities application and agreement for 3634 East Main Street, Kalamazoo Township for Chairman's signature. Managing Director Johnson shared the project focuses on the installation of new 5-foot wide sidewalk on the east and west sides of the new driveway for the proposed Dollar General store along East Main Street.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Managing Director Johnson shared projects are still in progress as well as fog sealing and mentioned pavement marking will begin again soon. She mentioned Friday at the Board of Public Works meeting she will give a presentation on what we are doing in terms of projects and coordinating asset management with other infrastructure assets such as sewer and water. She stated the Texas Township Joint meeting is scheduled for Monday, September 11th at 5:30 p.m. Furthermore, next week both she and Commissioner Buchholtz will attend the Northern and Southern Annual Conference at Boyne. She stated last week she had the opportunity as part of the Infrastructure Pilot Program across the State to give a presentation on expanding transportation to include culverts and rating of all non-federal aid roads. She mentioned the Governor attended one of their meetings where he was updated on both pilot programs. She shared the report from the pilot programs is due to the Governor in April 2018. She also shared salt was delivered for winter preparation.

Commissioner Stehouwer shared how he enjoyed his time away and knows the condition of roads from Vancouver to Halifax. He mentioned it was a unique experience that included adventures and challenges. He thanked the other Commissioners who filled in for him during his absence. He mentioned future meeting dates looked good regarding his attendance.

September 5, 2017

Chair Int'l _____

Clerk Int'l _____

Commissioner Pawloski thanked Kalamazoo Public Schools for inviting him to be a celebrity greeter this morning at the Upjohn Elementary School.

Commissioner Worthams apologized for his absence at the September 5th Board meeting. He shared if he was present he would have voted yes on all agenda items. He shared his congratulations and happy first day of school to all the students, teachers and staff and reminded everyone to be safe around buses, students and cars. He thanked staff who have been working hard throughout the year. He shared this has been a wonderful construction year and what we have experienced so far has been top notch. He mentioned how proud he is to be a member of the County Road Commission in Kalamazoo County. He also mentioned the Kalamazoo County Metropolitan Planning Commission will meet on Thursday.

Commissioner Moyle mentioned he has received numerous positive comments regarding our new chip seal method.

The meeting was adjourned at 3:11 p.m.

Attest: Timothy A. Snow, County Clerk

By: _____, Chairperson _____, Deputy Clerk

Chair Int'l _____

Clerk Int'l _____

September 11, 2017 – Texas Township Joint Meeting

A joint meeting of the Board of County Road Commissioners of the County of Kalamazoo and the Texas Township Board of Trustees was held at the Texas Township Hall, 7110 West Q Avenue, Kalamazoo, Michigan, on Monday September 11, 2017. The joint meeting began at 5:04 p.m.

Present: Daniel J. Moyle, Deb Buchholtz, David Pawloski, Larry Stehouwer

Absent: David Q. Worthams

Also present: Managing Director Joanna I. Johnson, Project Superintendent Mark Worden, County Engineer Ryan Minkus, Texas Township Supervisor John Hinkle, Superintendent Julie VanderWiere, Clerk Linda Kerr, Trustees Wendy Mazer, Tim Brown, Don Boven and Nick Loeks.

Following introductions, the Road Commission of Kalamazoo County (RCKC) staff reviewed the joint meeting PowerPoint Presentation, including poll questions.

Supervisor Hinkle inquired about gravel shoulders with washout areas. Managing Director Johnson advised to enter service requests for specific areas. Supervisor Hinkle questioned if there was an option to seal a road similar to driveway sealer and without the stone. Project Superintendent Worden explained the aggregate is needed for traffic. Furthermore, unlike driveways roads cannot be closed for that long of a time period. Commissioner Moyle added the aggregate is needed for skid resistance.

Trustee Boven would like speeds lowered on Q Avenue and questioned if there was something the road commission could do. Managing Director Johnson stated no and reminded all of the presentations including the most recent session Trustee Boven attended and the process for speed limits.

Trustee Loeks inquired about options to lower speed limits in a business/downtown development authority (DDA) district. Managing Director Johnson stated although this was looked at previously, she would check again. Trustee Loeks questioned if their access management policy may be impeding the reduction of speeds in a business district. A member of the audience requested suggestions on traffic calming options in the DDA area from the RCKC.

A member of the audience, Mr. Tom Wheat questioned if the RCKC was building technologies into the traffic signal controllers to accommodate autonomous and connected vehicles. County Engineer Minkus advised much research is still needed before we see this implemented in each intersection in the state. Furthermore, RCKC staff is monitoring the technologies to stay apprised of the situation when it becomes necessary.

The meeting adjourned at 5:57 p.m.

Attest: Timothy A. Snow, County Clerk

By: _____, Chairperson _____, Deputy Clerk

September 19, 2017

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, September 19, 2017. Commissioner Moyle called the meeting to order at 3:00 p.m.

Present: Daniel J. Moyle, Deborah J. Buchholtz, David Q. Worthams, David Pawloski, Larry Stehouwer

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

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

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Commissioner Pawloski moved and it was seconded to approve the minutes from the September 5, 2017 regular Board meeting and September 11, 2017 Texas Township Joint meeting as presented.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

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

Payroll Account	\$ 108,244.46
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Vendor Account	\$ 1,280,064.61
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Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Commissioner Stehouwer 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. Managing Director Johnson shared since 2014 and each year thereafter according to Public Act 51, Section 18j we have to publicize our annual certification for employee related conditions which can be found on our website and/or linked accordingly. Furthermore, the information includes our current fiscal year budget, number of active employees, unfunded liabilities, job classification, Commissioners names and contact information, revenue dashboard, expenditure dashboard and certificate of compliance. Furthermore, this is part of our annual process.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Commissioner Worthams moved and it was seconded to approve the final design plans for the Q Avenue at 10th Street, 9th Street at Quail Run Drive and 9th Street at KL Avenue traffic signal projects for the Board and Managing Director's signatures on the construction plan cover sheet. Managing Director Johnson shared the Q Avenue and 9th Street traffic signal project includes the installation of a new traffic signal with video detection at the intersection. Furthermore, this traffic signal installation should make completing left turns from the intersection during peak-hours a little easier as the traffic signal will create gaps in Q Avenue traffic to allow 10th Street traffic to turn. Also, the 9th Street at Quail Run Drive and KL Avenue traffic signal project includes the installation of new left-turn traffic signals at the intersections. Furthermore, the traffic signal installation should make completing left turns from the intersection during peak-hours easier as the traffic signals will create gaps in the 9th Street traffic to allow traffic to turn. She shared the projects will be scheduled for construction starting late spring 2018 with a tentative open to traffic date of the middle of August 2018. Commissioner Buchholtz pointed out both the memo and another document had an error. She stated both documents included a section that stated "bridge projects" and for the record they should read "traffic signal projects". Commissioner Stehouwer shared he is happy to see the left turns. Furthermore, he drove through this area today where he was stopped at both lights and anticipates that one day we can let traffic flow where it is appropriate.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Commissioner Worthams moved and it was seconded to approve the Warranty Deed and the Escrow Agreement for completion of work for the Sky King Meadows No. 3 condominium roadway network, located in section 23 of Oshtemo Township, in accordance with RCKC policy. Managing Director Johnson shared this is an extension of Wood Hollow Avenue from the westerly abutting Buckham Highlands development. Furthermore, the developer requested to complete the top course paving and restoration after acceptance of the warranty deed. She mentioned we do have a letter of credit for the completion of the remaining work submitted September 14th. She shared the development was inspected by staff and found to be in compliance. Commissioner Stehouwer shared how much he appreciated the write-up in the packet about the development and the drainage in conjunction with Balkema Highlands and inquired if there was another agreement that states the people in this new development will also help maintain the drainage. County Engineer Minkus answered he would check with the Project Engineer.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Managing Director Johnson mentioned we are hosting gravel roads for local officials' educational session tomorrow from 8 a.m. to 10 a.m. as well as the Township Supervisors meeting at 10:30 a.m. She attended the Region 8 Prosperity Committee meeting on September 7th. She shared they are focusing on creating a website as well as a dashboard relative to the Regional Prosperity initiatives. They are also reviewing participation and proper representation on the committee. She gave kudos to Maintenance Superintendents Jim Page and Will Engel for their efforts in both chip seal and fog seal and commended them on a phenomenal job. She gave an update on pavement marking and shared it should be completed by the beginning of October. She mentioned the Brady Township Joint meeting is set for October 4th. Commissioner Pawloski mentioned during the Texas Township Joint meeting they touched on their Downtown Development Authority (DDA) area for a speed limit reduction and inquired if Managing Director Johnson had a chance to follow up. Managing Director Johnson stated we reviewed information on the business district from the Michigan Vehicle Code back in 2015. She went back to her notes in 2015 and provided those notes to our County Engineer as well as the Traffic Engineer for their current review. Furthermore, we will then be in contact with the Michigan State Police (MSP). Also, back in 2015 the threshold was not met in terms of business district and allowing it to go to 25 miles per hour (mph).

Commissioner Stehouwer appreciated the follow-up from Texas Township and the DDA. He stated he is available for tomorrow's meetings that were previously mentioned as well as the upcoming Joint meetings. He attended the Parks Commission meeting on September 7th. He shared they were pleased with the youth fair this summer. Furthermore, it had good attendance and broke even. He mentioned three events were approved at the Expo Center. Also, a lacrosse tournament will happen early next summer with approximately 1000 in attendance. He stated how he appreciates seeing some downtown trail connector activity happening. He shared County Parks is going to take on maintenance of the trail way from 10th Street to the west beyond the county line. Also, he is following up on service requests received during his absence.

Commissioner Pawloski mentioned he will be out of town and will not be available to attend the October 4th Brady Township Joint meeting.

Commissioner Buchholtz thanked Managing Director Johnson for presenting at the Board of Public Works (BPW) meeting. She mentioned Brian Vilmont from Prein & Newhof was also very helpful. She shared the Road Commission discussed infrastructure, asset management pilot, prioritizing of projects and where project information can be found. She stated Managing Director Johnson followed up with handouts and other resources. She provided the Board with a handout that summarized various topics that were presented at the Joint Conference of the Northern and Southern Region that both she and Managing Director Johnson attended. She shared Kalamazoo County continues to lead in many areas and mentioned how we have a policy on the distributive antenna system and have also completed a detailed analysis of permitting fees while other counties have not. She

September 19, 2017

Vice Chair Int'l _____

Clerk Int'l _____

mentioned another positive are the on one discussions and hearing how other counties deal with a variety of issues. She attended the Kalamazoo Area Transportation (KATS), KATS Moves public event/open house where she received a handout that talked about greenways, dedicated bike trails and pathways on roads and connecting pedestrians and public transit. Furthermore they started to prioritize the needs based on several criteria and began to put together a plan along with funding which was approximately \$70 million.

Commissioner Moyle mentioned he will attend the gravel roads educational session tomorrow as well as the Township Supervisors meeting.

The meeting was adjourned at 3:19 p.m.

Attest: Timothy A. Snow, County Clerk

By: _____, Vice Chair _____, 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, September 19, 2017. Commissioner Moyle called the meeting to order at 3:39 p.m.

Present: Daniel J. Moyle, Deborah J. Buchholtz, Larry Pawloski, Larry Stehouwer
Absent: David Q. Worthams

Also attending: Managing Director Joanna Johnson, Finance Director Ann Simmons, Senior Accountant, Diane DeWaters, Assistant Finance Director – Human Resources Debbie Hill, Accounting Clerk, Katie Howell, Administrative Assistant Selena Rider, Operations Director Travis Bartholomew, Project Superintendent Mark Worden, County Engineer Ryan Minkus, Project Engineer Rebekkah Ausbury, Project Engineer Debbie Jung, Traffic Engineer Jim Hoekstra, Permit Agent Brian Franklin, Administrative Assistant – Operations Tara Hendricks, General Superintendent Bill DeYoung, Maintenance Superintendent Jim Page, Maintenance Superintendent Will Engel and Rich Hassenzahl.

Following introductions Managing Director Johnson gave a PowerPoint presentation on the RCKC History. Staff presented to the Board explaining their positions which included:

- what your role/position is at RCKC,
- what you like about the position,
- what is the most challenging about your position,
- what takes the most of your time, and
- how we can support you in your position.

The presentations also included topics regarding Federal Aid, reconstructing bridges, funding culverts, chip seal, fog seal, permits, encroachments, leadership, communication, goals and objectives, education, public outreach, policies and procedures and Board support.

Managing Director Johnson thanked everyone and expressed her appreciation for their time and presentations.

Commissioner Stehouwer shared how impressed he was with the presentations.

Commissioner Pawloski thanked staff for being here and for sharing.

Commissioner Buchholtz shared how refreshing it is to serve on a functioning Board without politics getting in the way. She stated we have to be a team from the Board to the roads team and be together to keep in the know. She also shared how humbled she is to work with this team and how staff is passionate, dedicated and highly professional. She thanked everyone and shared with staff to think about what types of training and educational opportunities would be helpful in their position.

Commissioner Moyle thanked everyone and shared this was an ambitious, professional and businesslike approach and how proud he is proud to be a part of this organization.

The meeting was adjourned at 7:37 p.m.
Attest: Timothy A. Snow, County Clerk

By: _____, Vice Chair _____, Deputy Clerk

October 3, 2017

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 3, 2017. Commissioner Buchholtz called the meeting to order at 3:00 p.m.

Present: Deborah J. Buchholtz, David Q. Worthams, David C. Pawloski, Larry Stehouwer

Absent: Daniel J. Moyle

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

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

Carried by the following vote:

Aye: Buchholtz, Worthams, Pawloski, Stehouwer

Commissioner Stehouwer moved and it was seconded to approve the minutes from the September 19, 2017 regular Board meeting and September 19, 2017 work session meeting as presented.

Carried by the following vote:

Aye: Buchholtz, Worthams, Pawloski, Stehouwer

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

Payroll Account	\$ 110,356.22
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Vendor Account	\$ 1,172,877.50
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Carried by the following vote:

Aye: Buchholtz, Worthams, Pawloski, Stehouwer

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

Carried by the following vote:

Aye: Buchholtz, Worthams, Pawloski, Stehouwer

Commissioner Pawloski moved and it was seconded to accept the Resolution for a Speed Study for Atlantic Avenue, Oshtemo Township and refer it to staff. Managing Director Johnson shared we would work with the Michigan State Police (MSP) to conduct a speed study on Atlantic Avenue from 9th Street to Parkview Avenue. Furthermore, it will take time to gather and review potential results of the speed study. Commissioner Worthams inquired if a traffic count would be conducted at the same time. Traffic Engineer Hoekstra shared typically a counter would be set-up by our contractor and referred back to the MSP. Commissioner Stehouwer inquired about safety traffic incidents. County Engineer Minkus shared that would be part of the data collection. Managing Director Johnson shared she believes the townships also had a speed trailer in place. Commissioner Stehouwer shared the speed trailers are a good tool to help people be conscious of the speed they are traveling.

Aye: Buchholtz, Worthams, Pawloski, Stehouwer

Commissioner Worthams moved and it was seconded to approve the Permit/License Agreement and Acknowledgements for properties at 11880, 11901, and 11925 West Indian Lake Drive for Managing Director's signature. Managing Director Johnson shared this is a unique situation where the north end of West Indian Lake Drive has been considered to be a private road. Furthermore, it was brought to our attention that all of West Indian Lake Drive is part of a plat that was established in 1939, approved by the Road Commission and the 66' wide road/right-of-way (ROW) was certified for public use. She shared based on this document, staff believes the entire length of the road should be certified. Furthermore, the additional roadway has been accepted by the State of Michigan at our request into the RCKC Local Road system with the 2016 certification process as approved by the Board. Also, staff presented to the residents information on the status of the road and information on forthcoming agreements that would be necessary due to encroachments in the ROW. She explained since the

road was considered private, there wasn't much concern for encroachments. She stated any improvement, or unauthorized use of road ROW is considered an encroachment and can impact the safety and convenience of the motoring public. She shared we have tried to find an amicable way to address existing structures and a topographical survey was done in the fall of 2016 which verified the location of the ROW and identified encroachments listed below. She explained we worked with our attorney, the township and the residents throughout this process. Commissioner Pawloski questioned if we have been snow plowing this portion of the road. Managing Director Johnson answered yes and explained the only way the plows could turn around was to continue to the end of the road where the cul-de-sac was located.

- 11800 – car port and storage shed
- 11901 – retaining walls, storage shed and paved parking area
- 11925 – storage shed and fencing

Carried by the following vote:

Aye: Buchholtz, Worthams, Pawloski, Stehouwer

Commissioner Stehouwer moved and it was seconded to approve the Fiber Optic Agreement and Grant of Indefeasible Right of Use with CTS Communications Corporation (CTS) for Managing Director's signature. Managing Director Johnson shared radio communications of our traffic signals along Sprinkle Road between Covington Road and Center Street had begun to fail. After a review of the necessary work to repair the system, it was determined that perhaps a more reliable method to coordinate the signals would be using fiber optic cable communications for this area. During investigation of this alternative, RCKC staff had discussions with CTS who operates a fiber optic cable running along Sprinkle road. CTS's cable has additional capacity that is unused and they were willing to lease two cables to us for signal communications. Under this agreement they would give us a 20 year lease of the fiber cables and would perform any routine annual maintenance. If major maintenance were to occur, RCKC would split the cost of the repair proportionally with CTS. The agreement was reviewed by RCKC legal counsel. Commissioner Pawloski questioned how long the cable has been in the ground. Traffic Engineer Hoekstra explained it is a fairly large overhead cable. Commissioner Stehouwer questioned if we used fiber in other locations. Traffic Engineer Hoekstra shared we have just constructed a portion on the north section running from E. Michigan to G Avenue and also have a section from Market Street to King Highway that has been there for quite some time and has held up very well. Commissioner Pawloski inquired if a line does come down would it affect the signals. Traffic Engineer Hoekstra stated the traffic signals would continue running.

Carried by the following vote:

Aye: Buchholtz, Worthams, Pawloski, Stehouwer

Commissioner Pawloski moved and it was seconded to approve the Collaborative Agreement with the City of Kalamazoo for KL Avenue from 11th Street to Drake Road, Oshtemo Township for Managing Director's signature. Managing Director Johnson shared the project includes the replacement of the traffic signal at KL Avenue and Drake Road and minor equipment upgrades at the signal at KL Avenue and 11th Street. This agreement would allow us to collaborate and also take care of design and construction engineering costs. Commissioner Pawloski shared he avoids Drake Road and KL Avenue and stated this project is desperately needed.

Carried by the following vote:

Aye: Buchholtz, Worthams, Pawloski, Stehouwer

Commissioner Worthams moved and it was seconded to approve the Comstock Township Local Road Participation Fund Contract for Vice Chairman's signature. Commissioner Buchholtz inquired how long this contract will take. Project Superintendent Worden explained we have a commitment from the contractor to complete this project within two weeks.

- a. **Docsa Street** – Lucerne Avenue to East Main Street, **Lucerne Avenue** – 425' west of Docsa Street to 26th Street, **Lantana Avenue** – Carter Street to Verleen Street, **Elaine Avenue** – Magnolia Street to Verleen Street, **Susan Avenue** – Patricia Street to Verleen Street, **Angelo Avenue** – Magnolia Street to Verleen Street, **Verleen Street** – Angelo Avenue to Lucerne Avenue, **Magnolia Street** – Angelo Avenue to East Main Street, **Patricia Street** – Susan Avenue to Lois Avenue, **Carter Street** – Lois Avenue to East Main Street, **Lois Avenue** – Carter Street to Patricia Street (East Main Homesites No.

October 3, 2017

Chair Int'l _____

Clerk Int'l _____

1, 2, 3) HMA Overlay

Carried by the following vote:

Aye: Buchholtz, Worthams, Pawloski, Stehouwer

Managing Director Johnson mentioned she attended the Kalamazoo Area Transportation Study (KATS) Policy Committee meeting where she received positive feedback from various jurisdictions regarding our chip seal and fog seal operations. She shared the Brady Township Joint meeting is tomorrow evening at 6:00 p.m. Furthermore, she and Project Superintendent Worden will be attending the Ross Township Road Special Assessment Public Hearing next Tuesday at 7:00 p.m. She mentioned over the years she has had the opportunity to work with Larry Brown, Managing Director of the Allegan County Road Commission. She stated Mr. Brown is retiring and his open house will be this Friday. She thanked him for his 40 years of public service and shared how great he was to work with and how he was a terrific sounding board as her peer in Allegan. She also looks forward to working with his replacement Craig Atwood, Allegan County Highway Engineer.

Commissioner Stehouwer shared that he and Commissioner Moyle attended the Gravel Road Educational Session and the Township Supervisors meeting. He shared the session on gravel roads was a good seminar with good attendance. He mentioned the Parks Commission meeting is this Thursday. He shared how much he appreciates receiving documents such as the fuel update and updated financials.

Commissioner Pawloski mentioned he was not available to attend the Brady Township Joint meeting and to please send his regrets. He mentioned he was looking forward to the October 9th Joint meeting with Alamo Township and shared on Wednesday, October 11th he will attend the Environmental Health Advisory Committee meeting.

Commissioner Worthams shared how great it is that we are able to respond to Comstock Township for their request to respond to a late season project. He mentioned we have done so many other great projects throughout the year and how this has been a great year for the commission. He commended staff for all their hard work and mentioned that he knows we will set the foundation for another great year in 2018. He also mentioned the awards we received will lead to receiving additional awards and shared how proud he was of all the work we have done in 2017.

Commissioner Buchholtz agreed with Commissioner Worthams comments and reiterated that the Board thanks staff for staying late at the September 19th work session. She shared the Board is not surprised by staff's professionalism and dedication. She attended the Bike Friendly Kalamazoo meeting looking at what they are calling the KATS 2020 Plan Map 7 Commuter Routes where they are trying to come up with particular signage. She advised that if they do decide on a sign that is not in the Michigan Manual on Uniform Traffic Control Devices (MMUTCD) it will be difficult for our Board to approve and would be contrary to our policy. Furthermore, the Michigan Department of Transportation has chosen a sign for their routes that is not in the MMUTCD yet. Managing Director Johnson shared we will be working with our MDOT partners and mentioned part of the approach is to obtain consistent signage throughout the network. Commissioner Buchholtz mentioned the importance of consistency, approved signage in the MMUTCD and the purpose for signage. She also mentioned to get approval of a sign in the MMUTCD is a lengthy process. She reminded the Board members of the upcoming work session.

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

Attest: Timothy A. Snow, County Clerk

By: _____, Chairperson _____, Deputy Clerk

Chair Int'l _____

Clerk Int'l _____

October 9, 2017 – 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, October 9, 2017. The joint meeting began at 6:00 p.m.

Present: Deborah J. Buchholtz, David C. Pawloski, Larry Stehouwer

Absent: Daniel J. Moyle, David Q. Worthams

Also present: Managing Director Joanna Johnson, Project Superintendent Mark Worden, Township Supervisor Tony Hyet, Trustees John Kennedy and Gail VanderWeele.

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

Township Supervisor Hyet advised the funding received for their township wide special assessment is approximately \$110,000 and with local road participation funds is approximately \$160,000.

Township Supervisor Hyet shared it would be helpful if he knew service requests would be delayed during chip seal operations, so that he could share the information with residents inquiring about the status of their requests.

Mr. VanderWeele inquired about invasive species plants growing in ditches and how to cut the small trees beginning to grow. Project Superintendent Worden advised there is some form of documentation that we believe the Kalamazoo Nature Center is tracking for invasive species management.

Staff shared that our brush spray program is a proactive approach, assisting with vegetation management along our roadsides.

The meeting adjourned at 6:55 p.m.

Attest: Timothy A. Snow, County Clerk

By: _____, Chairperson _____, Deputy Clerk

October 17, 2017

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 17, 2017. Commissioner Moyle called the meeting to order at 3:00 p.m.

Present: Daniel J. Moyle, Deborah J. Buchholtz, David Q. Worthams, David C. Pawloski, Larry Stehouwer

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

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Commissioner Worthams moved and it was seconded to approve the minutes from the October 3, 2017 regular Board meeting and October 9, 2017 Alamo Township Joint meeting as presented.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

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

Payroll Account	\$ 111,330.08
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Vendor Account	\$ 962,988.53
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Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Commissioner Worthams moved and it was seconded to approve Commissioners Buchholtz, Pawloski, Stehouwer and Managing Director Johnson's expense reports.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Commissioner Buchholtz moved and it was seconded to award the Winter Maintenance Services bid to Peters Construction Co. and Maintenance Masters Inc., with an option for 3 – one year extensions. Managing Director Johnson shared the RCKC received 2 bids for option #3, platted areas. Furthermore, we have reviewed our specifications with Maintenance Masters and Peters Construction Co. to ensure they understand our requirements. She added both contractors are confident they can meet our specifications and provide timely productive service for the upcoming winter season. She shared it is increasingly difficult for both full time and seasonal operators to staff our winter maintenance operations commercial driver's license due to high demand in the industry. She also shared we have been working with the Michigan Department of Transportation (MDOT) in terms of recruiting and working together on training. Commissioner Stehouwer shared how he appreciated the thorough write-up including background information provided by General Superintendent DeYoung. Commissioner Buchholtz shared it is a competitive environment. Furthermore, she inquired if part of the issue is while there may be people available with these licenses who have done road construction type of work during the summer months are often receiving unemployment during the winter months and prefer to continue collecting unemployment rather than work jobs that are available. General Superintendent DeYoung answered the state has recently dropped the number of weeks a person is eligible for unemployment. Managing Director Johnson shared it is a unique industry and commended Assistant Finance Director – Human Resources Debbie Hill who has reached out with our Teamsters 214, our operators and working on an apprentice type program. Commissioner Buchholz shared another potential source are military veterans who are also in high demand.

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Commissioner Worthams moved and it was seconded to rescind the J Avenue from VanKal to 2nd Street,

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Oshtemo Township Local Road Contract project. Managing Director Johnson shared due to Oshtemo Township's water main project taking longer than expected, we are unable to complete the J Avenue project that was previously approved on March 21, 2017. Therefore, we will work with the Township to consider it again for 2018. Commissioner Stehouwer inquired if Oshtemo Township was in concurrence. Project Superintendent Worden answered yes. Commissioner Stehouwer questioned if the water main work is contracted out through the city or township. Project Superintendent Worden stated through the township.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Commissioner Worthams moved and it was seconded to rescind the 41st Street, 5807' south of M-89 to M-89, Ross Township Failed Condition Local Road Contract project. Managing Director Johnson shared due to Ross Township's approval of the special assessment district for road improvements, this road is on the project list for reconstruction in 2018. Project Superintendent Worden shared this was confirmed with the new Township Supervisor Gary Moore. Commissioner Stehouwer inquired about the special assessment district and timing. Project Superintendent Worden shared it was a 2 year process engaging with Ross Township who have now established a special assessment district. Furthermore, for all of their paved local roads this is a 3 year special assessment spread over 15 years to all the residents. He shared through a bond they are going to advance construction over 3 years. Managing Director Johnson shared this is very similar to the approach in Kalamazoo Township. Commissioner Moyle inquired if this was the same type of special assessment as in Texas Township. Managing Director Johnson shared it is by parcel and development.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

County Commissioner Julie Rogers commended the RCKC for trying to move the Board meeting time up over the years, but it seems that half of them fall on their Board of County Commission meeting days. She also stated they actually moved their meeting back for the RCKC in order for the County Commissioners to attend this RCKC Board meeting. Furthermore, she appreciates County Commissioner Gisler as their liaison who does a good job at keeping the County Commissioners informed and added it would be beneficial if he was able to attend all the meetings. She encouraged the Board to relook at their meeting schedule in order for them to have a better relationship and communication looking forward. She mentioned she has received positive feedback from the Westwood neighborhood regarding drainage this past weekend. She shared the drainage is much better since some drains were updated. Furthermore, drainage on Cherokee was slow, but better than it was in the past. She would also like to have one on one dialogue regarding the sign policy. She encouraged the RCKC to continue to have feedback and dialogue with the townships and different municipalities. She stated she has struggled for two years to help her neighbors in the Oshtemo area with neighborhood watch signs.

County Commissioner John Gisler shared he is the liaison with the Road Commission. He stated complicated timing in which County Commissioner Rogers eluded to is the fact that he serves on the Appointments Committee which meets earlier. He encouraged the Board to continue to discuss timing and intervals of meetings.

Commissioner Stehouwer inquired if there was a follow-up plan regarding timing of meetings and the frequency of conflicts. Commissioner Buchholtz shared we have that information and will review it with our Board at another time.

Managing Director Johnson shared we are working on completing N Avenue. She commended staff on our bridge projects that have now opened up only to have S Avenue closed again due to a railroad project. She also commended the team on the busy weekend due to rain. She shared we did have areas with water over the road, but overall the infrastructure sustained itself very well. Also, due to wind and rain we had approximately 20 trees to address.

Commissioner Stehouwer attended a Go Places event where the topic was about creating spaces. He mentioned the speaker shared when making places for people you have to look at repurposing, revitalizing and

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reconnecting. He attended the Brady Township Joint meeting and shared how much he appreciates the work staff does including their presentation that is well done. He attended the Parks Commission meeting on October 5th and shared he is part of the Friends of the River Valley Trail. He attended the Alamo Township Joint meeting on October 9th. Also, on October 10th he attended the Put the Brakes on Fatalities Day award ceremony that he thought was a fun event. He also attended the Ross Township Board meeting on October 10th where residents had the opportunity to object to the special assessment and reserve their right to appeal to the State Tax Tribunal. He shared that likes being reengaged and stated thanks for the opportunity to serve and believes we are showing we care.

Commissioner Pawloski attended his first Environmental Health Advisory Committee (EHAC) meeting where he met the Drain Commissioner Pat Crowley. He mentioned Cooper Township Supervisor Jeff Sorenson thanked the Road Commission for the rework on G Avenue. He stated the next EHAC meeting is scheduled for December 13th. He shared he was looking forward to meeting with the County Commissioners on November 7th.

Commissioner Worthams shared that he continually finds himself impressed with the work from staff including quality of projects. He mentioned this past weekend he was on the east side of the state and noticed how little their roads were draining compared to Kalamazoo County. He shared we are one of the best road commissions in the state due to the expertise, time and dedication that our staff gives us. He shared the added aesthetics such as extra benches and signage on the Kalamazoo River Valley Trail is nicely done. He mentioned no new plats were submitted to the Kalamazoo Metro Planning Commission for review and explained typically we receive new plats ahead of time prior to their review and stated it is good that we continue to have a contact and communication with the Planning Commission and Road Commission as things move forward.

Commissioner Buchholtz thanked staff for sharing information in regards to policies, procedures and new ways of doing business. She has also been reviewing the Transportation Asset Management Council (TAMC) and comparing our roads and Pavement Surface and Evaluation Rating (PASER) to counties surrounding us and shared the graphs on the site are remarkable. She echoed Commissioner Worthams comments regarding staff and mentioned that asset management has really proven the kind of stewardship this Board and staff continue to have for the roads. Additionally, our roads are in better shape than those in surrounding counties and other counties that are our size or larger whom you would think have excellent roads and do not.

Commissioner Moyle shared for the third year he has had the privilege to provide three young ones with new bicycles and helmets. He asked Managing Director Johnson to elaborate on the judging. She shared this is the third year we have had Put the Brakes on Fatalities Day poster art contest with various age groups. She added, the posters are due on a certain date and our Safety Committee who do not know who the participants, choose the winners by age group. She shared it was a great event with a good turnout and it was fun to see the enthusiasm. She thanked Public Media Network (PMN) for joining us at the event and interviewing each winner. Commissioner Moyle shared it was impressive to watch the kids and the ability they have in explaining their poster art. Managing Director Johnson shared they are good messengers for all of us and also a good reminder that one fatality is too many on our roadways. She added it is also good to help promote that message at a young age.

The meeting was adjourned at 3:32 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 17, 2017. Commissioner Moyle called the meeting to order at 4:07 p.m.

Present: Daniel J. Moyle, Deborah J. Buchholtz, David Q. Worthams, David C. Pawloski, Larry Stehouwer

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

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

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Finance Director Simmons gave a PowerPoint presentation on the 2018 proposed budget. Operations Director Bartholomew reviewed the routine maintenance in primary and local roads and Capital Outlay items. Commissioner Worthams clarified previous revenue including funding received according to Public Acts (PA) 252 and PA 84. Commissioner Stehouwer inquired about the federal and state revenue. Commissioner Buchholtz questioned if we should anticipate the State general fund revenue in 2019 – 2021. Commissioner Worthams advised we will know more in early 2018 with the State revenue estimating and budget process. Commissioner Buchholtz inquired about possibly reviewing the history of contracted services. Commissioner Worthams inquired about the non-motorized budget line items for construction and preservation. Finance Director Simmons advised per PA 51 any non-motorized is part of projects and preservation expenditures. Furthermore, non-motorized trails is within the work for others in both revenue and expenditures. Commissioner Buchholtz advised that as users of the roads, non-motorized includes shoulders which make it a part of non-motorized investments. Finance Director Simmons shared there are definitions for areas based on the State accounting manual. Managing Director Johnson shared the 2016 PA 51 audit also confirmed compliance with PA 51. Commissioner Worthams suggested we revisit the estimates for contract drainage structures in both primary and local roads based on historical trends. Commissioner Moyle stated he fully supports the investments needed to reclaim the right-of-way for vegetation and roadside maintenance. Managing Director Johnson shared that staff considered adding \$50,000 for a boom mower operation following the brush spray program.

The draft Primary Road Capital Improvement Program (CIP) was reviewed.

2017 Organizational Goals were reviewed for a potential template in 2018. Service requests, including level of service were also discussed. Commissioner Stehouwer shared we need to express a “we care” message. General Superintendent DeYoung stated we follow up with residents when necessary with phone calls as well.

Communications was discussed and material reviewed on current services in Kalamazoo County. Commissioner Buchholtz suggested a consultant to conduct a possible survey. Commissioner Worthams suggested a survey with the business community and stated what we do is an important element of economic development. Commissioner Stehouwer suggested further questions with the Townships using the polling tool. Managing Director Johnson suggested the Road Commissioners complete a survey with their respective Township Supervisors. Commissioner Stehouwer shared this would provide a good opportunity to have dialogue time with each Supervisor. Furthermore, he values the Township officials more for discerning comments. Managing Director Johnson suggested requesting feedback on joint meetings and materials presented as a potential question. Discussion took place on whether to request joint meetings during or prior to Township Board meetings. Commissioner Stehouwer advised prior to Township Board meetings is a good time. Managing Director Johnson stated we will inquire at the Township Supervisors meeting.

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The revised Local Road Cost Sharing Policy was reviewed. Both Commissioners Pawloski and Stehouwer shared that the reaction would hopefully be positive from our Township partners. Managing Director Johnson stated the policy would be shared for consideration at tomorrow's Township Supervisors meeting.

The Intergovernmental Collaborative Sign Policy was discussed. Staff will review with the two cities to gauge interest as staffing has changed at both entities. Discussion was held that potentially the Board would consider the policy at a future date. Commissioner Worthams suggested consideration be given to reference the Michigan Department of Transportation (MDOT) guidelines related to bike signs.

Discussion took place on the role of Road Commissioners and County Commissioners including the importance of communications from Road Commissioners to County Commissioners versus staff which will allow for better dialogue, clarity and resolution to service requests. It was also mentioned that Road Commissioners work through the Chairperson.

The meeting was adjourned at 7:45 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 31, 2017. Commissioner Moyle called the meeting to order at 3:00 p.m.

Present: Daniel J. Moyle, Deborah J. Buchholtz, David C. Pawloski, Larry Stehouwer

Absent: David Q. Worthams

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 and General Superintendent Bill DeYoung.

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

Carried by the following vote:

Aye: Moyle, Buchholtz, Pawloski, Stehouwer

Commissioner Buchholtz moved and it was seconded to approve the minutes from the October 17, 2017 regular Board meeting as amended and the October 17, 2017 Board Work Session as presented. Managing Director Johnson shared on page 2 of our October 17th regular Board meeting minutes in paragraph 3, Commissioner Buchholtz suggested we change the second sentence in relation to County Commissioner Julie Rogers comments to read "She also stated they actually moved their meeting back for the RCKC in order for the County Commissioners to attend this RCKC Board meeting". Furthermore, as it was worded before, it could have been misconstrued as changing other meetings as well.

Carried by the following vote:

Aye: Moyle, Buchholtz, Pawloski, Stehouwer

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

Payroll Account	\$ 110,652.62
Vendor Account	\$ 895,218.98

Carried by the following vote:

Aye: Moyle, Buchholtz, Pawloski, Stehouwer

William Thomas of 220 Chicago Avenue thanked the RCKC for cleaning up the creek. He also provided photos while sharing concerns about a tree protruding into the sidewalk. Additionally, he requested removal of the tree. He also shared sight obstruction concerns from vegetation near E. Michigan and Sprinkle Road along with speed concerns on Sprinkle Road.

Comstock Township Supervisor Randy Thompson thanked the RCKC for their hard work over the summer and for taking on an extra plat in his township.

Commissioner Stehouwer moved and it was seconded to open the public hearing for the 2018 Proposed Budget and the 2018-2022 Draft Primary Road Capital Improvement Plan (CIP).

County Commissioner John Gisler inquired about the proposed budget. He noticed on page 4 a list of contract work and inquired if it was typical to farm out projects in lieu of the RCKC doing the work themselves and also questioned if it varied from year to year depending on the workload. Managing Director Johnson shared this is typical for this road commission in order to support all of the activities that we do with our vendors and contractors across the state. Commissioner Gisler inquired about the wages and fringe benefits and questioned if he added the line items together would it show him the entire road commission operation wages and fringe benefits. He mentioned in County Transit for example, 75-80% of the total operating costs on an annual basis are wages, salaries, fringes or people related expenses and shared that that he would like to come up with a similar figure for the road commission. Finance Director Simmons mentioned she would be happy to look into it. Furthermore, the figures in the budget are distributive. She added administration salaries and dollars are also

included in maintenance costs and projects costs. Managing Director Johnson shared as noted in our 2016 annual report and on our website it shows the expenditures for administration, equipment and other is about 3% of our budget. She added, it then splits out into the other categories as previously mentioned. County Commissioner Gisler mentioned he is looking for all salaries and fringes. Finance Director Simmons stated she would calculate the figure...

Charleston Township Supervisor Jerry VanderRoest inquired about the weed and brush control and questioned if the township is still receiving mowing service twice a year. General Superintendent DeYoung shared mowing is a separate line item and explained that weed and brush control is regarding our brush spray program and sending our crews out for any mechanical cutting needed. Supervisor VanderRoest inquired about the increase. General Superintendent DeYoung explained we were on a 4 year rotation and brought it back to a three year rotation. Operations Director Bartholomew pointed out to Supervisor VanderRoest that the number he is looking at is on the local side and the page prior showed the primary roads.

Mr. Thomas inquired if we are still scheduling Joint Township meetings where the public can share feedback. Managing Director Johnson shared on the meetings page of our website there is a listing of where we will be throughout the communities. She explained typically the meeting time is scheduled in the evening. She also mentioned we are working with Kalamazoo Township Supervisor Don Martin to schedule a 3 year recap of completed projects in the township. Mr. Thomas shared the meetings are appreciated. Commissioner Moyle mentioned we work hard to try and draw the public to our Joint meetings. Mr. Thomas shared that he prefers the RCKC meetings and receives better cooperation than the township meetings. Managing Director Johnson thanked Mr. Thomas for the positive feedback and mentioned the last 3 years the meetings held in Northwood, Eastwood and Westwood were very good.

Managing Director Johnson shared a couple of key points regarding the CIP. She explained there are reference numbers 1 thru 6 and stated the last page shows what the numbers reference. She also mentioned the total 5 year plan is an investment of approximately \$61 million across the county.

Commissioner Buchholtz moved and it was seconded to close the public hearing for the 2018 Proposed Budget and the 2018-2022 Draft Primary Road CIP.

Carried by the following vote:

Aye: Moyle, Buchholtz, Pawloski, Stehouwer

Commissioner Pawloski moved and it was seconded to approve the Tuscany East Final Plat, Temporary Turnaround Easement and Traffic Control order 1652, 1653, and 1654, for Managing Director's signature and contingent upon the proper recording of documents and outstanding work no later than November 3, 2017. Managing Director Johnson shared this is a follow-up from a Board action back on August 11, 2015. Furthermore, this development extends Mirabella and creates a connection back to L Avenue with Sienna Street. She stated Sienna Street terminates at the south development boundary with a paved temporary cul-de-sac in a temporary easement that will terminate upon the extension of Sienna Street. Additionally, a stub road was also built to the east limit of the development for any future expansion. Also, the development creates 3,188 feet of new roadway and potentially 25 new lots. She mentioned the development utilizes a storm basin that will be maintained with a 433 Drainage District Agreement with the Drain Commissioner in which a signed agreement has been received. Furthermore, the completed development was inspected by our staff and was found to be in compliance with our Procedures, Guidelines and Specifications. She mentioned a letter was received from the developer stating they are committed to completing all outstanding work by November 3rd. She also mentioned if approved, the roadway of Mirabella Avenue will be extended (0.05 miles) and the roadways of Sienna Street (0.51 miles), Palermo Avenue (0.05 miles) will be accepted into the RCKC road system and the roads would then be added to our certified road mileage this year. Furthermore, if these roads are accepted into the RCKC roadway network, Traffic Control Orders (TCO) will be needed at all intersections. She stated the Traffic and Project Engineer has evaluated the intersections and recommends the following TCOs:

- TCO 1652, Sienna Street to STOP for L Avenue
- TCO 1653, Mirabella Avenue to STOP for Sienna Street

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- TCO 1654, Palermo Avenue STOP for Sienna Street

Carried by the following vote:

Aye: Moyle, Buchholtz, Pawloski, Stehouwer

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 with the Health Reimbursement Account (HRA) and the Delta Dental plan with the PA152 employee share option of the "hard cap". Managing Director Johnson thanked the Board for adding the dental insurance where the rates came subsequently late. She shared the BCN premiums increased 4.64% which seems fairly reasonable from what we have seen in the industry. She shared the dental insurance is through Delta Dental and has increased approximately 17% but the exposure related to the employer is \$100 maximum. Commissioner Buchholtz stated when comparing HRA numbers it looks like the administrative fee associated with the HRA are included in the total cost and compared with a Health Savings Account (HAS) if there is cost, it would be much lower. She questioned if she was correct in evaluating the differences. Finance Director Simmons answered yes.

Carried by the following vote:

Aye: Moyle, Buchholtz, Pawloski, Stehouwer

Commissioner Stehouwer moved and it was seconded to approve the 2017 Budget Amendment #5.

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	2017 Budget Amendment 4	Change	2017 Budget Amendment 5
Revenue			
Michigan Transportation Funds			
Primary Road Fund	13,230,080	796,480	14,026,560
Local Road Fund	4,177,920	251,520	4,429,440
Total Michigan Transportation Funds	17,408,000	1,048,000	18,456,000
Federal, State and Enhancement	4,542,000	0	4,542,000
State General Fund - PA 252	0	0	0
State General Fund - PA 84	0	0	0
Township Projects	5,096,000	0	5,096,000
Township Special Assessments	18,000	4,000	22,000
Cities and other Governmental	10,000	13,000	23,000
Interest	4,000	9,000	13,000
Other	180,000	140,000	320,000
Total Operating Revenue	27,258,000	1,214,000	28,472,000
Expenditures			
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	11,129,000	0	11,129,000
Local Road System	6,224,100	0	6,224,100
Total Preservation - Structural Improvements	17,353,100	0	17,353,100
Routine & Preventive Maintenance		0	
Primary Road System	5,892,500	837,000	6,729,500
Local Road System	3,099,400	238,000	3,337,400
Total Routine & Preventive Maintenance	8,991,900	1,075,000	10,066,900
Total Road Expenditures	26,345,000	1,075,000	27,420,000
Equipment			
Direct Equipment Expense	1,637,000	0	1,637,000
Indirect Equipment Expense	665,000	(33,000)	632,000
Operating Expense	320,000	0	320,000
Total Equipment Expense	2,622,000	(33,000)	2,589,000
Less Equipment Rental	(2,266,000)	0	(2,266,000)
Net Equipment Expense	356,000	(33,000)	323,000
Administration	1,284,000	(59,000)	1,225,000
Work Performed for Others	896,000	0	896,000
Distributive Expenditures (Unspread Fringe, OH)	0	0	0
Capital Outlay	1,199,000	(76,000)	1,123,000
Subtract Provision for Depreciation	(1,287,000)	0	(1,287,000)
Total Expenditures	28,793,000	907,000	29,700,000
Fund Balances			
Beginning Fund Balance	8,521,191		8,521,191
Change in Fund Balance	(1,535,000)	307,000	(1,228,000)
Ending Fund Balance	6,986,191	307,000	7,293,191
Unassigned Fund Balance as a % of MTF Revenue	34%		34%

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Managing Director Johnson mentioned we continuously try to ensure that our budget is reflective of current revenues and expenditures. She stated we will return with additional amendments at year end along with the final audited financials for 2017.

Carried by the following vote:

Aye: Moyle, Buchholtz, Pawloski, Stehouwer

Commissioner Pawloski moved and it was seconded to approve the 2018 – 2022 Primary Road CIP. Managing Director Johnson thanked the team for their work and efforts. She also thanked the public for their feedback. Commissioner Buchholtz echoed Managing Director Johnson's comments and shared the proof of success is in the excellent condition of our roads. Furthermore, when you compare our roads, particularly the primary to any other county in the State of Michigan there is no county that is more highly rated than ours. Commissioner Stehouwer echoed all the thanks that goes into building the CIP. He questioned why 29th Street in Pavilion Township was listed on the CIP in 2020 as chip/fog seal and listed again in 2021 as Hot Mix Asphalt (HMA) overlay. Operations Director Bartholomew explained we have a 6 year plan in place for our chip seal program. Furthermore, we have encompassed all of the roads in our plan for chip seal and as we pave the roads, we will remove them out of our chip seal plan.

Commissioner Buchholtz moved and it was seconded to approve the 2018 Proposed Budget.

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	2018 Budget
<u>Revenue</u>	
Michigan Transportation Funds	
Primary Road Fund	14,896,000
Local Road Fund	4,704,000
Total Michigan Transportation Funds	19,600,000
Federal, State and Enhancement	1,949,000
State General Fund - PA 252	
State General Fund - PA 84	
Township Projects	4,912,000
Township Special Assessments	15,000
Cities and other Governmental	10,000
Interest	12,000
Other	250,000
Total Operating Revenue	26,748,000
<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	8,782,500
Local Road System	6,485,000
Total Preservation - Structural Improvements	15,267,500
Routine & Preventive Maintenance	
Primary Road System	5,891,000
Local Road System	3,772,000
Total Routine & Preventive Maintenance	9,663,000
Total Road Expenditures	24,930,500
Equipment	
Direct Equipment Expense	1,652,000
Indirect Equipment Expense	669,500
Operating Expense	330,000
Total Equipment Expense	2,651,500
Less Equipment Rental	(2,300,000)
Net Equipment Expense	351,500
Administration	1,302,000
Work Performed for Others	227,000
Distributive Expenditures (Unspread Fringe, OH)	0
Capital Outlay	1,348,500
Subtract Provision for Depreciation	(1,283,000)
Total Expenditures	26,876,500
<u>Fund Balances</u>	
Beginning Fund Balance	7,293,191
Change in Fund Balance	(128,500)
Ending Fund Balance	7,164,691
Unassigned Fund Balance as a % of MTF Revenue	31%

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Clerk Int'l _____

Carried by the following vote:

Aye: Moyle, Buchholtz, Pawloski, Stehouwer

Mr. Thomas inquired about the construction on Dayton Avenue. Project Superintendent Worden shared the City of Kalamazoo is replacing the lead water main leads. Mr. Thomas questioned if there will be a reimbursement for the bicycle trail signs on Kennilworth Avenue. Project Superintendent Worden stated the signs are for identifying a route for bicyclist. Furthermore, we permit the signs and it is the responsibility of the township to install and maintain the signage.

Managing Director Johnson attended the Kalamazoo Area Transportation Study (KATS) Policy meeting. She thanked City Commissioner Dave Anderson who gave positive words at the meeting regarding our chip seal and fog seal on Burdick Street which we have nominated for an American Public Works Association (APWA) award. Furthermore, it was a great collaborative effort. Also, she shared at the meeting an update on Commercial Driver's License (CDL) and stated to please send anyone our way who holds this type of license. Furthermore, she mentioned our public hearing and RCKC Connect. She shared that Comstock and Richland Townships along with others share our press releases on a system they have or on their agenda items. She mentioned our last Joint meeting of the year is in Ross Township on November 14th at 6:00 p.m. She also mentioned the RCKC will present our infrastructure report along with the Michigan Department of Transportation (MDOT) at the County Board meeting on November 7th. She thanked both Commissioners Buchholtz and Stehouwer for attending the Non-Motorized Educational Session this morning. She mentioned we received great feedback and it was beneficial for all of us in terms of sharing communication and ways we work collaboratively together. She mentioned we will look to 2018 for further educational series for our local officials. She mentioned we are working on the Stewart Drive culvert in Kalamazoo Township which is now open and working on completing N Avenue in Pavilion Township. Commissioner Stehouwer inquired if we had a concept of when N Avenue will open. County Engineer Minkus shared we have had weather delays, we are waiting on pavement marking and the railroad. He explained the railroad will return either this Friday or the following Friday. Commissioner Stehouwer shared how much he appreciates the diligence that goes into these projects.

Commissioner Stehouwer echoed his thanks for the educational series throughout the year. He shared it helps us communicate and collaborate together countywide. He is looking forward to the Parks Commission meeting on Thursday. He had the opportunity to review comments from County Commissioners regarding relaying resident concerns and following up with staff. He stated that he tends to ask quite a few questions and appreciates how staff answers in a timely manner. He also appreciated all the documents that staff provided to the Board at the work session.

Commissioner Pawloski thanked staff for putting together the 2018-2022 CIP and 2018 Budget and shared as his first one, he learned a lot, appreciated all the work and is excited about the future.

Commissioner Moyle thanked staff and shared how he appreciated all their efforts and hard work.

The meeting was adjourned at 3:42 p.m.

Attest: Timothy A. Snow, County Clerk

By: _____, Chairperson _____, Deputy Clerk

Chair Int'l _____

Clerk Int'l _____

November 7, 2017 – Kalamazoo County Government Joint Meetings

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, November 7, 2017 at 4:00 p.m. and 7:00pm

Present: Daniel J. Moyle, Deborah J. Buchholtz, David Q. Worthams (7:00pm), David C. Pawloski, Larry Stehouwer

Absent: David Q. Worthams at 4:00pm

Also present: Managing Director Joanna I. Johnson, Michigan Department of Transportation (MDOT) Southwest Region Engineer Demetrius Parker.

The Committee of the Whole 4:00pm meeting provided opportunity to share Road Commission of Kalamazoo County (RCKC) Communication Opportunities and build consensus on how best to work together to determine a process which respects the roles and responsibilities of both and best fosters communication, collaboration, and excellent customer service and stewardship. Discussion included if a citizen contacts a County Commissioner or County staff with a new service request, to please route them to the RCKC. Where a citizen may contact a County Commissioner directly or comes before County Board at Citizen's Time for an issue the citizen feels has not been addressed after bringing it to RCKC's attention, please route to the RCKC Chairman or Road Commissioner. Road Commissioners liaisons to particular Townships was also reviewed. The RCKC will provide contact cards and RCKC Connect cards that can be provided to citizens with RCKC contact information for use by County Commissioners and County staff. County Commissioner Chair Dale Shugars shared the discussion was beneficial and we were all better off than we were before. Also, he hopes to have another meeting in three (3) months to discuss infrastructure policy for potential federal funding opportunities.

An Infrastructure Report was provided at the regular 7:00pm meeting by the RCKC and MDOT. Various questions were received from the County Commissioners primarily for the MDOT.

The meeting adjourned at 8:25 p.m.

Attest: Timothy A. Snow, County Clerk

By: _____, Chairperson _____, Deputy Clerk

Chair Int'l _____

Clerk Int'l _____

November 9, 2017 – Kalamazoo Chapter of the Michigan Township Association Annual Meeting

A special meeting of the Board of County Road Commissioners of the County was held at the Four Points Sheraton at 3600 E. Cork Street, Kalamazoo, MI, on Thursday, November 9, 2017. The meeting began at 6:00 p.m.

Present: Deborah J. Buchholtz, David C. Pawloski, Larry Stehouwer

Absent: Daniel J. Moyle, David Q. Worthams

Also present: Managing Director Joanna I. Johnson, local officials and guests.

The meeting adjourned at approximately 8:25 p.m.

Attest: Timothy A. Snow, County Clerk

By: _____, Chairperson _____, Deputy Clerk

November 14, 2017

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 14, 2017. Commissioner Moyle called the meeting to order at 3:00 p.m.

Present: Daniel J. Moyle, Deborah J. Buchholtz, David Q. Worthams, Larry Stehouwer

Absent: David C. Pawloski

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

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

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Stehouwer

Commissioner Buchholtz moved and it was seconded to approve the minutes from the October 31, 2017 regular Board meeting and November 9, 2017 Kalamazoo Chapter of the Michigan Township Association Annual Meeting as presented and to approve the November 7, 2017 Kalamazoo County Government Joint Meetings as amended. Commissioner Worthams shared on our November 7th Kalamazoo County Government Joint meetings he did not attend the 4:00 p.m. meeting and was in attendance at the 7:00 p.m. meeting. He suggested a line be added to show who was in attendance at the 7:00 p.m. meeting.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Stehouwer

Commissioner Stehouwer moved and it was seconded to approve the payroll and vendor accounts as presented. Commissioner Stehouwer questioned 3 vendor account items for a better understanding. An explanation was given on each item to his satisfaction.

Payroll Account	\$ 111,408.63
Vendor Account	\$ 1,119,064.16

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Stehouwer

Commissioner Buchholtz moved and it was seconded to approve 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, as a sole source purchase. Managing Director Johnson shared this is a recommendation to improve the remaining 4G LTE technology which is our GPS system for our passenger vehicles and construction equipment and mentioned they are the only provider that can communicate with our material/salt rate controllers. She stated this purchase includes the equipment, hardware and software for 42 pieces of equipment and would also include a one-time equipment purchase fee plus re-occurring monthly costs. Operations Director Bartholomew shared RCKC has already purchased half of the units for our salt trucks and these additional units would be installed in our passenger vehicles and construction equipment. Furthermore, we are trying to utilize the same system so we have one vendor for all units. Managing Director Johnson shared potentially we are looking at having the availability for the public to see where our units are in the county related to winter maintenance operations. She stated, we also have contractors working for us and will potentially have extra units for them in order to have a good view countywide. Operations Director Bartholomew mentioned with this purchase we would have 2 additional units that we could possibly use in contractor units. Commissioner Stehouwer inquired if seasonal shut down would be utilized to reduce monthly fees. General Superintendent DeYoung explained we have 36 plow trucks and some are used during the summer months. Operations Director Bartholomew added we will not need as much data in the summertime. Commissioner Stehouwer inquired about the sole provider and stated some communities try to get away from the proprietary systems. Operations Director Bartholomew shared this system is not proprietary and is the only company that has gone to 4G.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Stehouwer

Commissioner Worthams moved and it was seconded to award the 2017 Countywide Tree Work #4; Area 1 Bid, to Treeworks – low bidder (only Bid) meeting specifications, for the amount of \$65,600. Area 2 Bid, to CHOP – low bidder meeting specifications, for the amount of \$28,895. Managing Director Johnson shared this bid included 96 separate sites throughout the Townships of Kalamazoo, Oshtemo, Cooper, Comstock, Richland, Charleston, Pavilion, Brady, Schoolcraft, Prairie Ronde and Texas. Commissioner Buchholtz inquired about the vast difference between the bids. General Superintendent DeYoung shared both contractors stood by their price without giving a reason. Commissioner Moyle inquired about Area 1 having one bid. General Superintendent DeYoung shared CHOP did not bid on Area 1 due to a site involving removal and replacement of a fence. Commissioner Stehouwer inquired about the length of time for advertisement regarding these bids. Finance Director Simmons stated typically 2-3 weeks.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Stehouwer

Commissioner Worthams moved and it was seconded to award the Winter Maintenance Services Bid #2; 2017-19 to ELC Leasing Corporation with an option for 3 – one year extensions.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Stehouwer

County Commissioner John Gisler inquired about the approved tree work bid and 96 sites. General Superintendent DeYoung explained the sites are an accumulation of projects that are coming up or ones that have been completed. Furthermore, the sites also include trees that are too dangerous for our staff due to power lines or other elements. He stated each site is different and explained one site could have 3-4 trees and another could have one large tree. Commissioner Gisler inquired about the percentage of treework done by the RCKC staff versus contractors. General Superintendent explained contractors do most of the tree work and staff is geared more towards the emergency response aspect. Managing Director Johnson added some of these sites within this bid and other tree bids are from service requests that our Forester works to track and ensure we have the proper documentation as we work with property owners and for determining the best way to dispose of trees and wood. Commissioner Moyle inquired about the percentage of work for future projects. Operations Director Bartholomew mentioned very little and explained we are looking at projects now for 2018.

Managing Director Johnson shared our last Joint meeting of the year is tonight at 6:00 p.m. in Ross Township. She mentioned we continue to have progress on our 2018 design projects. She stated we have received great comments throughout the county on our chip seal operation and shared that Project Superintendent Worden will show in a presentation of the great work and talent from our team and what we have done in chip seal in 2017.

Project Superintendent Worden gave a presentation on our 2017 chip seal construction season in review. 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 City of Kalamazoo and both Vicksburg and Richland Village. He also showed chip seal and fog seal cost comparison with both the City of Battle Creek and the Michigan Department of Transportation (MDOT). He stated 175 total centerline miles of chip seal were completed in 41 days. He concluded by giving kudos to the team for a huge and successful year of chip seal and fog seal. Commissioner Moyle inquired about the 41 days and questioned how many hours were worked in the average length of day. Project Superintendent Worden shared 10 – 10.5 hours per day. Maintenance Superintendent Page added due to different variables fog seal hours averaged less than chip seal hours. Commissioner Stehouwer inquired about maintenance improvements in Kalamazoo Township and questioned if we did more chip seal or overlay projects. Project Superintendent Worden explained this year we completed 5-7 miles of chip seal. He also shared there will be a separate presentation with Kalamazoo Township reviewing the last 3 years of projects. Commissioner Stehouwer gave kudos to the team and field crew for their long hours in the field and dealing with motorists and residents, and also with drainage, driveways and tree issues. He shared it was a privilege to hear the Kalamazoo Township Supervisor saying thank you and complimenting the field crew. Commissioner Gisler shared the presentation was excellent and commendable. He also mentioned the comparable data was good and stated

November 14, 2017

Chair Int'l _____

Clerk Int'l _____

we need to find a way to share this information with the rest of the county. He suggested including the information from the presentation at our future Joint meetings, including with the County Commission.

Commissioner Stehouwer attended the County Parks meeting on November 2nd where they discussed the downtown connector in terms of trail ways. On November 6th he attended a Bike Safety meeting held by a few of our legislators at Portage City Hall. He complimented the quality of the meeting due to honest input from multiple perspectives to our legislators as they wrestle with safety on roads with motorists and cyclists for non-motorized. He mentioned he was honored to attend the Michigan Township Association reception on November 9th. He also attended the Southwest Council meeting along with Managing Director Johnson and Commissioner Pawloski. He stated he was looking forward to the Ross Township Joint meeting tonight.

Commissioner Buchholtz shared the Joint meeting with the Kalamazoo County Government was very productive. She mentioned we have a communication going out to them as follow-up and will continue to work with them to best serve the citizens of our county.

The meeting was adjourned at 3:37 p.m.

Attest: Timothy A. Snow, County Clerk

By: _____, Chairperson _____, Deputy Clerk

Chair Int'l _____

Clerk Int'l _____

November 14, 2017 – 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, November 14, 2017. The joint meeting began at 6:00 p.m.

Present: Daniel J. Moyle, David Q. Worthams, David C. Pawloski, Larry Stehouwer

Absent: Deborah J. Buchholtz

Also present: Operations Director Travis Bartholomew, Township Supervisor Gary Moore, Clerk Norm Kellogg, Treasurer Cynthia Genung, Trustees Diana Langshaw, Robb Blain and Jeff Price.

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

The meeting adjourned at 6:42 p.m.

Attest: Timothy A. Snow, County Clerk

By: _____, Chairperson _____, Deputy Clerk

November 28, 2017

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 28, 2017. Commissioner Moyle called the meeting to order at 3:00 p.m.

Present: Daniel J. Moyle, Larry Stehouwer, David C. Pawloski

Absent: Deborah J. Buchholtz, David Q. Worthams

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

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

Carried by the following vote:

Aye: Moyle, Pawloski, Stehouwer

Commissioner Pawloski moved and it was seconded to approve the minutes from the November 14, 2017 regular Board meeting and November 14, 2017 Ross Township Joint meeting as presented.

Carried by the following vote:

Aye: Moyle, Pawloski, Stehouwer

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

Payroll Account	\$ 197,270.81
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Vendor Account	\$ 220,713.44
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Carried by the following vote:

Aye: Moyle, Pawloski, Stehouwer

Charleston Township Supervisor Jerry VanderRoest mentioned he had given a police report to RCKC staff for their review and to determine if a party is responsible for damaging a road. He also shared his disappointment in a resident who was burning leaves on asphalt and mentioned how he intends to send a letter to the resident.

Commissioner Pawloski moved and it was seconded to approve the Revised Local Road Cost Sharing Policy. Managing Director Johnson stated we reviewed the revised policy at both the October and November Township Supervisors meeting and received positive feedback. She mentioned the revised policy proposes that RCKC absorb the costs of dust control within our budget. She added in our 2018 Budget we budgeted a potential of 4 applications per mile (\$130,000) which is approximately double what is currently occurring. Furthermore, the revised policy, still allows a Township to apply for a right-of-way permit and coordinate additional dust control at their cost, if they so choose beyond RCKC applications. She read a portion of an email received by Richland Township Supervisor Marsha Drouin that stated "...It will be beneficial to the Township financially, but it will give more control to the RCKC to manage these roads without waiting for the Township to get involved. The RCKC staff are more knowledgeable about the timing and type of applications that are necessary to manage our gravel roads and I think this amendment will assist them in their management...." Commissioner Pawloski thanked the staff for putting together this unique opportunity. Commissioner Stehouwer echoed the dialogue with the Supervisors during their input that helped affirm this is a good decision moving forward. Commissioner Moyle inquired about the average number of applications historically. Operations Director Bartholomew stated 1 to 4 applications is typical with most townships having 1 or 2 applications. Managing Director Johnson added from 2012 to 2016 our Township partners spent approximately \$346,000 in dust control averaging among the 15 townships approximately \$69,000 annually. Commissioner Moyle questioned if dust control pricing could potentially be lower. Operations Director Bartholomew stated he did not anticipate a reduction in pricing.

Carried by the following vote:

Aye: Moyle, Worthams, Pawloski

Managing Director Johnson shared we will be back in Kalamazoo Township on December 11th at 5:30 p.m. to recap 2017 and also our 3-year partnership in review. She mentioned the Climax Crescent Edition No.6 featured

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Chair Int'l _____

Clerk Int'l _____

an article about Pat White who has served as Pavilion Township Supervisor for 36 years. Furthermore, there will be an open house for Township Supervisor White on December 14th from 2 – 5 p.m. at the Pavilion Township Hall. She also welcomed John Speeter who will be Supervisor White's replacement.

Commissioner Stehouwer attended a meeting on November 15th regarding underfunded pensions and healthcare for retired government employees. He shared the purpose of the meeting was to gather input to help craft legislation to work on solutions. He appreciated the opportunity to give feedback to our state legislators and shared that he thought we were well funded on the pension side with some work to do on the healthcare side. He mentioned tomorrow is the ribbon cutting ceremony for the downtown trail way connector at the Kalamazoo Valley Museum at 4:00 p.m. He also mentioned on November 30th there is a public hearing scheduled for a proposed trail way extension from Galesburg to Galesburg – Augusta High School. He mentioned a Parks Commission meeting is scheduled for next week. Furthermore, he expects to attend the December 11th meeting in Kalamazoo Township to celebrate all the good work that was completed.

Commissioner Pawloski also attended the November 15th meeting and echoed Commissioner Stehouwer's comments. He added the meeting arranged by Senator Margaret O'Brien was informative and shared how it will be interesting to see what solutions the state comes up with as we move forward. He plans to attend the Environmental Health Advisory Committee (EHAC) meeting on December 13th. He attended the Southwestern Road Commission Council meeting on November 13th along with Managing Director Johnson and Commissioner Stehouwer and mentioned how he appreciated hearing all the information shared by different counties.

The meeting was adjourned at 3:10 p.m.

Attest: Timothy A. Snow, County Clerk

By: _____, Chairperson _____, Deputy Clerk

Chair Int'l _____

Clerk Int'l _____

December 11, 2017 – Kalamazoo Township/RCKC Partnership 3-Year Project Review

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, December 11, 2017. The joint meeting began at 5:30 p.m.

Present: Deborah J. Buchholtz, David Pawloski, Larry Stehouwer

Absent: Daniel J. Moyle, David Q. Worthams

Also present: Managing Director Joanna Johnson, Project Superintendent Mark Worden, Project Engineer Rebekkah Ausbury, Job Classification 3/Team Leader Aaron Srackangast, Kalamazoo Township Manager, Dexter A. Mitchell, Supervisor Donald D. Martin, Clerk Mark E. Miller, Treasurer Sherine M. Miller, Trustees Jeremy L. Hathcock, Nicolette Leigh, Steven C. Leuty and Jennifer A. Strebs.

Managing Director Johnson introduced the RCKC Board and team. Project Superintendent Worden presented a review of the 2017 and the 3-year partnership with Kalamazoo Township for local road improvements. Polling questions were used to reflect the amount of work completed within the 3-year time period.

Township Supervisor Martin thanked the residents, RCKC, Mr. Srackangast and Project Superintendent Worden for all their efforts on this 3-year project.

Trustee Leuty shared his appreciation on how RCKC came ready and prepared to do the work from the beginning.

Trustee Strebs also shared her appreciation for the work and for improving the infrastructure which is highly important in Kalamazoo Township.

The meeting adjourned at 6:00 p.m.

Attest: Timothy A. Snow, County Clerk

By: _____, Chairperson _____, Deputy Clerk

December 12, 2017

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 12, 2017. Commissioner Moyle called the meeting to order at 3:00 p.m.

Present: Daniel J. Moyle, Deborah J. Buchholtz, David C. Pawloski, Larry Stehouwer

Absent: David Q. Worthams

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

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

Carried by the following vote:

Aye: Moyle, Buchholtz, Pawloski, Stehouwer

Commissioner Stehouwer moved and it was seconded to approve the minutes from the November 28, 2017 regular Board meeting as presented. Commissioner Buchholtz stated she was unable to attend the last meeting and expressed her appreciation for the thoroughness in the way the minutes were written.

Carried by the following vote:

Aye: Moyle, Buchholtz, Pawloski, Stehouwer

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

Payroll Account	\$ 101,468.34
Vendor Account	\$ 270,613.09

Carried by the following vote:

Aye: Moyle, Buchholtz, Pawloski, Stehouwer

William Thomas of 220 Chicago Avenue shared concerns regarding speeding traffic on Sprinkle Road. He shared a variety of Kalamazoo Gazette articles including Sprinkle Road being hazardous, one way streets in the City of Kalamazoo and a potential bill that would allow golf carts on main roads.

Commissioner Buchholtz moved and it was seconded to accept the Michigan Department of Transportation (MDOT) Local Bridge Advisory Board Award Letter for 2020 Bridge Projects dates November 20, 2017 and refer to file. Managing Director Johnson shared the following preventive maintenance projects selected are noted in our 2018-2022 Primary Road Capital Improvement Plan (CIP).

- 29th Street over Portage River: \$109,000
- 9th Street over Amtrak Railroad: \$74,000
- Portage Road over Gourdneck Creek: \$53,000
- 35th Street over Kalamazoo River: \$100,000

Carried by the following vote:

Aye: Moyle, Buchholtz, Pawloski, Stehouwer

Discussion took place regarding the Road Classification Change for Miller Drive in Charleston Township. Managing Director Johnson shared road classification changes for all other roads in the Road Classification Review of 2016 were approved. She stated the Board elected to pause the reclassification of Miller Drive until further study for another traffic count to be completed. A traffic count was completed and the results were shared in a letter to Charleston Township dated December 1, 2017. She mentioned at this time, Miller Drive will be included on the Board agenda with our annual resolution of roads for 2017 on December 26th. Commissioner Buchholtz mentioned Miller Drive is in both Comstock and Charleston Townships and questioned if the Comstock Township portion was previously approved by the Board. Managing Director Johnson shared Miller Drive is a border road between the two townships. County Engineer Minkus shared no sections of Miller Drive were approved. Commissioner Buchholtz inquired if County Engineer Minkus could explain how the number of parameters are

looked at including the process. County Engineer Minkus shared every 10 years after the census is completed data analysis is completed and designation of urban areas are adjusted to match population shift. Furthermore, the Metropolitan Planning Organization (MPO) are asked to look at the primary road network and balance out between rural and urban mileage related to that. He explained we participated with the Kalamazoo Area Transportation Study (KATA) our MPO in that process in 2015. He stated through the process staff began to look into the last time the process had been completed on our local and primary road network. Having not found any information, we hired our consultant Wightman & Associates (WAI), to complete a data review of the road network around the County to ensure balance and connectivity. He shared Wightman did the study and looked at several factors including Pavement Surface Evaluation and Rating (PASER), average daily traffic, whether it was in the rural or urban boundaries, length of the road, number of access points, speed, number of lanes, connectivity in the overall network, whether it was an all season route or not and restrictions on the road. He shared Wightman performed some analysis on a number of roads and recommended that Miller Drive should convert from a primary road to a local road. Managing Director Johnson mentioned we also have a Board Policy as it relates to what condition these roads will transfer in from primary to local and stated these roads will brought to good and reasonable condition before they are transferred. County Engineer Minkus pointed out as part of the KATS review, they were given numbers from the State of Michigan on where to target certain classification in the primary system and Kalamazoo County as a whole had slightly more primary roads than what the state recommends. Commissioner Stehouwer inquired about the current PASER rating on Miller Drive. Managing Director Johnson stated the road was rated 7 in 2015 and mentioned there is also a culvert issue. Operations Director Bartholomew shared the structure will be looked at for improvement consideration. Charleston Township Supervisor Jerry Vander Roest shared the Township Board opposes the Miller Drive classification change. Furthermore, they plan to attend the December 26th Board meeting. Commissioner Buchholtz mentioned she will be unable to attend the December 26th meeting. She suggested if Charleston Township has any information they would like to present to the Board, they should do so in advance of the December 26th meeting, so there is time to review and share her thoughts with the Board. Managing Director Johnson added at the request of Charleston Township we recommended delayed Board action today and we moved it to December 26th for consideration.

Commissioner Stehouwer moved and it was seconded to approve the preliminary plans for Autumn Woods No. 4, Texas Township. Managing Director Johnson shared Autumn Woods No. 4 is proposed to be a site condominium development and is the fourth phase of residential development bound by I-94, 6th Street, N Avenue and the Corporate Woods Development. Furthermore, staff reviewed the layout and found it to comply with the 2016 Requirement of RCKC Policy. She mentioned the developer plans to utilize a public drainage system that will be owned and maintained by the Kalamazoo County Drain Commission (KCDC) with a 433 agreement.

Carried by the following vote:

Aye: Moyle, Buchholtz, Pawloski, Stehouwer

Commissioner Buchholtz moved and it was seconded to approve the Traffic Control Orders (TCO) 1655 and 1656 in Kalamazoo and Charleston Townships for Managing Director's signature.

- TCO 1655, Traction Court to STOP for Boardman Street
- TCO 1656, Southbound 40th Street to STOP for East Michigan Avenue

Carried by the following vote:

Aye: Moyle, Buchholtz, Pawloski, Stehouwer

Commissioner Pawloski moved and it was seconded to establish Commissioner Moyle as Chair.

Carried by the following vote:

Aye: Moyle, Buchholtz, Pawloski, Stehouwer

Commissioner Pawloski moved and it was seconded to establish Commissioner Buchholtz as Vice Chair. Commissioner Stehouwer inquired about rotating chair to gain experience. Commissioner Moyle shared in the past there was rotation after two years. Commissioner Buchholtz shared it is difficult for Commissioner Worthams to take on this leadership position due to his job. Furthermore, Commissioner Moyle has the time, experience and brings much knowledge to the role as Chair. Commissioner Stehouwer shared he is supportive of the decisions made.

Carried by the following vote:

Aye: Moyle, Buchholtz, Pawloski, Stehouwer

Discussion took place regarding the draft 2018 Board meeting schedule. Commissioner Moyle shared we have spent a lot of time discussing and looking at the constraints of other committees and boards that we serve on as Road Commissioners. He also shared if the RCKC Board schedule were to be approved today as presented it would conflict with 14 – 15 County Commission meetings as it has historically. County Commissioner Gisler shared the County Commission has asked if the RCKC Board would reconsider their schedule. Furthermore, the Commission understands the road commission is extremely important and would like to ensure someone is in attendance on a regular basis. Commissioner Gisler stated he is the liaison for the RCKC and the meetings would take priority over other committee meetings that he sits on. Furthermore, the County Commission is bumping things up even earlier due to openings for various committees and authorities. He shared as a member of the County Appointments Group he frequently has to attend those meetings by 2:30 p.m. Commissioner Buchholtz shared we began looking at the request by understanding the role of a liaison. She explained we as Road Commissioners are liaisons for townships and by serving in that role does not mean we attend every one of their meetings. She mentioned that we were not aware that the RCKC liaison appointed by the County Commission was expected to attend every meeting. She shared if we moved our meetings to 2:30 p.m. they would still conflict with the Appointments Committee meetings which is also contingent on Commissioner Gisler being appointed to serve next year on that committee and as liaison to the road commission. Furthermore, we would like to keep things consistent so it is not difficult for the public to know when we meet. Commissioner Gisler shared the County Commission meets the 1st and 3rd Tuesdays of each month at 4:00 p.m. He stated if the RCKC would choose a different time and day he would make sure he was in attendance. He added the County Commission strongly urges the liaison to attend meetings. He explained that the road commission is a local government that is important to citizens and each county commissioner have various reasons as to why they need to be kept informed of road commission activities. He also shared that Managing Director Johnson sends him a summary of each meeting that is extremely helpful in keeping the other commissioners informed. He mentioned it would be very helpful if both schedules were in sync. Commissioner Buchholtz respectfully stated she served in the County Commissioner role and road commissioners were appointed to be that link. Furthermore, the County Board was only involved if there was a major issue. She shared we need to ensure the public has the ability to attend our meetings. She explained meetings held earlier in the day make it hard for the public to attend. Also, it would take a toll on employees if we did evening meetings. She shared the reason so many governmental meetings are on Tuesdays is for the Board to have the weekend to review the packet, ask necessary questions and for staff to have time to gather additional information. She mentioned moving the meetings to Wednesdays would involve staff having to wait for Board actions and decisions. She shared Tuesday meetings make the most sense since it adds to productivity for many involved and is most conducive for road commissioners. Mr. Gisler shared he appreciates all of Commissioner Buchholtz valid comments and added this can be resolved with as little inconvenience for everyone by changing meeting times to the 2nd and 4th Tuesdays of each month. Commissioner Moyle added we meet with 15 townships in the evenings at a minimum annually. Commissioner Buchholtz questioned what impact would it have on the RCKC to move meetings to the 2nd and 4th Tuesdays. Finance Director Simmons shared it would change how often our vendors are paid. Commissioner Gisler stated an administrative function from the financial side has nothing to do with serving citizens. Commissioner Buchholtz shared prompt payment helps with terms that you get and the price that you receive. Managing Director Johnson shared she would be happy to look at the 2nd and 4th Tuesdays and stated it should be made clear that it is not just administrative functions. She mentioned the other piece is collective bargaining agreements that we have negotiated on and agreed upon terms and conditions that could also be affected by changes related to payroll processing. Commissioner Pawloski mentioned in his short time as a Road Commissioner he prefers to meet every two weeks as opposed to twice a month and stated it is good prudence on the road commission's part. Commissioner Stehouwer shared although consistent meeting times are helpful, he is flexible. Commissioner Gisler shared the last time both commissions met it was agreed that everyone would like to work on improving communication between the two commissions. Commissioner Moyle shared without sounding disrespectful he could count on 2 hands the number of times County Commissioners attended RCKC meetings in the last 11 years. Commissioner Buchholtz shared we should leave the schedule as it and request staff to look at what if any impact it would have by changing the meetings to the 2nd and 4th Tuesdays of each month. Commissioner Gisler mentioned that he could request to not serve on the

Appointments Committee in 2018 and that would alleviate that conflict. Commissioner Pawloski questioned when County assignments will change. Commissioner Gisler answered January 1st. Commissioner Stehouwer shared changing meeting times to 2:30 p.m. seemed like a compromise. Managing Director Johnson shared 2:30 p.m. was one of the options we put forth and mentioned we also would like to work within Public Media Network (PMN) schedule. Furthermore, the 2:30 p.m. time worked well with PMN and from a staff's perspective 2:30 p.m. would also work for us. Commissioner Gisler shared he would let it be known that he does not desire to serve on the Appointments Committee. Commissioner Moyle shared that Commissioner Worthams indicated that 2:30 p.m. was a step he was willing to take. Commissioner Stehouwer shared staff should have time to deliberate and converse with the County Commission to solidify what would work. Commissioner Buchholtz mentioned feedback from Township Supervisors would also be helpful. Supervisor VanderRoest shared that Tuesdays worked good for him. Managing Director Johnson clarified for the next meeting she is to check with Township Supervisors if 2:30 p.m. meeting time works for them.

Commissioner Stehouwer moved and it was seconded to leave the Township Representation and Committee Assignment the same for 2018 as it was in 2017.

Carried by the following vote:

Aye: Moyle, Buchholtz, Pawloski, Stehouwer

Commissioner Pawloski 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, Buchholtz, Pawloski, Stehouwer

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, Buchholtz, Pawloski, Stehouwer

Commissioner Stehouwer moved and it was seconded to approve the 2018 Organizational Goals as presented. Managing Director Johnson shared as an organization we are constantly in the mode of continuous improvement and most importantly safety on our roadways. Furthermore, we set organizational goals that all of us strive for annually. She shared some of the goals including asset management, safety of our personnel, fiscal responsibilities as it relates to Michigan Transportation Funds (MTF) and service requests that we track and measure in terms of how many we have received and our response time. She also shared we are always trying to reduce fatalities and severe injuries on our roadways.

Carried by the following vote:

Aye: Moyle, Buchholtz, Pawloski, Stehouwer

Mr. Thomas shared he has sat at both Township and RKC meetings and share how much he appreciates this Board working together. He also shared concerns with Kalamazoo City property located near the Township side that has large pile of leaves sitting there for last 10 years.

Managing Director Johnson shared we have been recognized with another award of merit by the Asphalt Pavement Association of Michigan (APAM) for projects from 10,000 to 30,000 tons for the Stadium Drive project from 9th Street to US-131. Furthermore, this is a collaborative project we did with Rieth Riley and Moore and Bruggink Inc. She congratulated the team for being recognized. She mentioned in the latest issue of the County Road Association (CRA) of Michigan Crossroads magazine the RKC was recognized in the Innovations Alley section for Creative Ideas to Improve Road Surfaces for our G Avenue project and the Burdick Street collaboration. Furthermore, you can find Project Superintendent Worden and Project Engineer Ausbury both quoted within the article. She stated the CRA Highway Conference will be held March 13th – March 15th at the Radisson in Lansing. Furthermore, it will be the 100 year celebration for the CRA. She shared Operations Director Bartholomew will be presenting on Skip the Rumor Mill by Improving your Internal Communications and Finance Director Simmons will be presenting on Changes in the 2019 Accounting Manual. She stated last evening we were at Kalamazoo

December 12, 2017

Chair Int'l _____

Clerk Int'l _____

Township where we did a recap review of our 3 – year partnership. She mentioned on Friday, December 15th both County Engineer Minkus and Permit Agent Brian Franklin will be presenting on the Science Behind Frost Laws at the 2017 Sewage System Installers Conference. She shared the Kalamazoo County Planning Department is working on the county master plan. She also shared a draft plan is available that we will be reviewing and there will be opportunity for public input. She wished everyone a Happy Holiday!

Commissioner Stehouwer gave best wishes for the holidays! He mentioned that he plans to attend the December 26th Board meeting. He shared the Park Commission met last week where the E-Bike legislation was shared and was going to the governor for signature and both golf carts and e-bikes will be on roads and trails. He mentioned the County Fair Planning was going well. He shared the trail way gained a \$300,000 trust fund grant for an extension through Galesburg.

Commissioner Pawloski thanked the Kalamazoo Township Board and stated the meeting was fabulous. He thanked Township Supervisor Martin for his kind words and gave tremendous thanks to staff and township for a job well done. He acknowledged Mr. Tom Brennan in the audience who is a former colleague.

Commissioner Buchholtz shared the Kalamazoo Township 3-year project provided a model for other townships in Kalamazoo County and within the state and gave kudos to staff for their hard work. She stated the project was excellently done as evidence from comments by the Kalamazoo Township Board. She apologized for missing the November 28th Board meeting. She stated our new gravel road policy will benefit the townships, residents and improve our ability to provide improved infrastructure. She shared at their meeting with the County Board they discussed a process for communication and service requests that may require attention from a County Commissioner, transferring to Road Commissioners and staff. She mentioned to County Commissioner Gisler that a letter was sent and inquired about how the letter was received. Commissioner Gisler stated he has not seen a copy of the letter. Commissioner Buchholtz suggested a copy of the letter be emailed to Commissioner Gisler. Commissioner Gisler mentioned the business cards that were made for the County Commissioners were well received.

Commissioner Moyle wished everyone a Merry Christmas and a safe holiday season.

The meeting was adjourned at 4:15 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, December 26, 2017. Commissioner Moyle called the meeting to order at 3:00 p.m.

Present: Daniel J. Moyle, David Q. Worthams, David C. Pawloski, Larry Stehouwer

Absent: Deborah J. Buchholtz

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

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

Carried by the following vote:

Aye: Moyle, Worthams, Pawloski, Stehouwer

Commissioner Stehouwer moved and it was seconded to approve the minutes from the December 11, 2017 Kalamazoo Township/RCKC Partnership 3-Year Project Review and December 12, 2017 regular Board meeting as presented.

Carried by the following vote:

Aye: Moyle, Worthams, Pawloski, Stehouwer

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

Payroll Account	\$ 121,751.52
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Vendor Account	\$ 354,169.57
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Carried by the following vote:

Aye: Moyle, Worthams, Pawloski, Stehouwer

Commissioner Stehouwer moved and it was seconded to approve Commissioner Worthams expense reports.

Carried by the following vote:

Aye: Moyle, Worthams, Pawloski, Stehouwer

Commissioner Stehouwer moved and it was seconded to approve the Road Classification change for Miller Drive from a Primary Road to Local Road, Charleston/Comstock Townships. Charleston Township Supervisor Jerry VanderRoest shared concerns regarding Miller Drive changing from a primary road to a local road. He provided the Board with handouts. He shared the township has over 44% of tax exempt properties and stated the additional responsibility will create a financial burden for the township. He mentioned the last traffic count showed over 1,245 vehicles that traveled Miller Drive daily in 2017. Furthermore, there are no roads that intersect with Miller Drive from South 35th Street to South 38th Street except the two plat streets to Wren Acres. Additionally, this volume of traffic is above normal for most primary roads in the county. He believed the fall 2017 traffic count is no positive indication of the volume of traffic on Miller Drive. He mentioned there are 47 houses located on Miller Drive. Also, the township's population almost doubles during the day as many employees work at Fort Custer Industrial Park, Fort Custer Training Center, Target, and Eaton Corporation. There is an adult facility on the road and due to the Industrial Parks and the Commercial and Industrial Development west of Galesburg City limits, he has seen an increase in trucks using the road. He also stated many drivers use this route to avoid going through the City of Galesburg. He has also noticed traffic in the winter is heavier due to those choosing not to travel I-94 during inclement weather. He mentioned Miller Drive is the road that most drivers use during emergencies on I-94 from Exit 92 to Exit 85. Also, during emergencies or backups, drivers using their global position systems (GPS) can see Miller Drive runs along next to the highway by only hundreds of feet. He shared the Charleston Township Board members are requesting that the RCKC leave Miller Drive as a primary road. Managing Director Johnson shared she did a cursory review of what was submitted by the township on December

27, 2016 and noticed aside from additional maps it appeared all points were similar other than the traffic count. Supervisor Vander Roest stated he provided additional maps along with additional detail and agreed with Managing Director Johnson's statement. Managing Director Johnson shared we went through a cursory review of the county as a whole back in 2016 where a road classification review and study was done. Somewhat in conjunction with the Kalamazoo Area Transportation Study (KATS) where we looked at the classification of Federal Aid roads simultaneously with the census that was completed in 2010. She shared land use zoning and different changes affect the roadway and the way people travel throughout the county. She added we as a road commission could not find any documentation of one that had been completed previously, so we undertook this in 2016. She mentioned there were roads that did not change at all and others that did. Furthermore roads changed from primary to local or local to primary the Board approved in 2016, were approved by the state in August of 2017. Furthermore, we paused the Miller Drive segment due to the feedback we received from Charleston Township and we honored the request to do another traffic study which has been completed. She also mentioned in 2016 we approved the Road Classification Policy that if we were to move a primary road to the local road classification, the Board would transfer that road in good condition. She advised, as also stated by Supervisor Vander Roest, Miller Drive is noted on the Primary Road Capital Improvement Plan (CIP) for 1.1 million dollar cost which also includes a drainage structure that we would want to repair and ensure it is in good condition. She stated we still continue to maintain the road network, those roads still remain under our jurisdiction and it is a matter of future financial support from the township. Supervisor Vander Roest shared that he understood the policy, but sooner or later the township would be responsible. Commissioner Moyle inquired if the drainage structure is a bridge. County Engineer Minkus stated it is not a bridge. Commissioner Moyle questioned what portion of the 1.1 million is for the culvert. Operations Director Bartholomew answered close to half. Commissioner Stehouwer shared earlier he had emailed and questioned if this was part of an emergency route and Supervisor Vander Roest answered it is not officially a signed emergency route. Commissioner Stehouwer questioned if it was an all season route. County Engineer shared it is not. Commissioner Stehouwer clarified that the road would be signed with weight restrictions during the spring. Mr. Ken Smothers of 11110 Miller Drive concurred with Supervisor Vander Roest's comments. He added that Consumers Energy has a main transmission line that goes right through his property. Furthermore, years back there was a power outage. He shared Miller Drive should remain a primary road and kept cleaned off and fixed up in case there was another power outage and Consumers trucks could get down the road to fix it. Charleston Township Treasurer Brenda Shug 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 stated there are many citizens who cannot pay their taxes. She explained how hard it is to ask for a road millage or an assessment when citizens cannot pay their taxes. Supervisor Vander Roest shared the residents have turned down a road millage in 2014 and again in 2016. Commissioner Worthams clarified if we were to vote to move Miller Drive from primary to local we would bring Miller Drive up to good condition before the transfer per the Road Classification Policy adopted in 2016. Managing Director Johnson read the excerpt from the policy under PRIMARY TO LOCAL ROAD CLASSIFICATION: "...The Board may transfer a primary road into the local road classification as determined through primary/local road network review and staff recommendation. Primary roads transferred to the local road system must be in reasonably good condition with the most recent minimum Pavement Surface Evaluation and Rating (PASER) rating of 8. These roads will be planned in the primary road CIP...." Commissioner Worthams questioned if we voted today for the transfer if the 2021 project would continue including the culvert. Managing Director Johnson answered yes and explained the policy states that considerations would include the road structure, bridges, culverts, surface conditions and other applicable features such as a guard rail. Commissioner Worthams questioned would we wait until 2021 or advance the project. Managing Director Johnson shared assuming this is approved to transfer today, this is planned and programmed within our CIP for 2021. Commissioner Worthams mentioned so the countdown clock for the road to deteriorate does not begin until 2021. Managing Director Johnson answered yes and shared once it is improved to a Pavement Surface Evaluation and Rating (PASER) of 8. Commissioner Worthams shared that would give us time to see if the traffic count increased and to revisit the issue if needed. Commissioner Stehouwer questioned if we see a significant change in the traffic count, emergency routes were re-evaluated or there was substantial evidence that there is heavy traffic on Miller Drive when I-94 has blockages or impediments would those be factors to reconsider to a primary road. Managing Director Johnson shared the factors looked at were based on the road classification study and traffic counts is only one piece of it. Furthermore, the attributes can be

revisited at the Board's discretion. Commissioner Worthams shared it is usually once a year that we annually have the opportunity to work with the Michigan Department of Transportation (MDOT) to transfer a road from local to primary or primary to local. Managing Director Johnson shared we do not typically take traffic counts on every local road annually. Supervisor Vander Roest shared there are many factors to consider and we thought we made it without considering traffic counts and if the traffic count is that important then what is the magic number. Managing Director Johnson shared we are focused on the traffic count at the request of the township and stated there are 10 items that are attributable. Commissioner Stehouwer questioned the land use. Supervisor Vander Roest shared they are doing a master review of our master plan and this area is our highest residential we have and our zoning will match up to the importance of the road. Managing Director inquired about the land use, plats and residential developments. Supervisor Vander Roest shared there is sewer and water available. Managing Director Johnson questioned if the township would accept local roads that were part of new developments. Supervisor Vander Roest answered yes. Commissioner Stehouwer inquired about winter maintenance and questioned if there would be any change in the level of service. Operations Director Bartholomew shared it is currently and would remain a level 2 route. Commissioner Pawloski shared he would support the recommendation of the staff. Furthermore, the transportation flow on I-94 is a concern. He explained, when I-94 is closed down it is chaos. He also appreciated Commissioner Worthams's comments regarding nothing is set in stone we could always revisit the issue. Commissioner Worthams concurred with the I-94 concern and has personally seen how traffic flow tends to be when I-94 is closed down. He shared as we approach 2021 he urged staff to work with KATS to see what the traffic pattern is and if the traffic pattern continues it will be an issue that future road commissions will have to revisit. Furthermore, in order to move forward on this issue he will concur with staff's recommendation to move Miller Drive from a primary road to a local road. Commissioner Pawloski thanked the township officials and stated he understands their concerns. Furthermore, he understands there are many people who cannot pay their taxes which does not negate our responsibility to cover the entire county. He stated we have asked for additional funding from the state level and maybe one day it will come through.

Carried by the following vote:

Aye: Moyle, Worthams, Pawloski, Stehouwer

Commissioner Worthams moved and it was seconded to adopt the proposed 2018 Board meeting schedule at a 3:00 p.m. start time. Managing Director Johnson stated a survey was conducted with our 15 Townships: 10 responded with 5 preferring 2:30 p.m. and 5 preferring 3:00 p.m. Commissioner Pawloski stated we did mention at the last meeting the potential of starting meetings at 2:30 p.m. Furthermore, County Commissioner John Gisler's conflict with our Board meetings seems to be that his Appointments Committee meeting begins at 3:00 p.m. Also, it was his understanding from the last Board meeting that Commissioner Gisler would not serve on the Appointments Committee meeting in 2018 which would free up the conflict of interest. He inquired if once the meeting schedule is set would a 2/3 vote be needed for a future change. Commissioner Worthams explained according to the Open Meetings Act, a public posting would be required stating there is a different meeting time or that the meeting has been changed. He mentioned that he appreciates the comments Mr. Gisler made and the comments from the County Commission expressing their interest in our activities and operations. He shared the deciding factor for him was the poll sent out to the Township Supervisors. He explained we work closely with the Supervisors on issues and their feedback is very important when it comes to crafting our budget and our CIP. He also mentioned after the survey poll results there was no argument for a change. Managing Director Johnson clarified that there are 4 different public notice requirements and she believed two of them applied to this conversation. She stated one read: "...for a change in schedule of regular meetings of a public body they shall be posted within 3 days of a public meeting at which the change is made a public notice stating the new dates, times and places of its' regular meetings..." and another provision read: "...for a rescheduled regular or special meeting of a public body a public notice stating the date, time, and place of the meeting shall be posted 18 hours before the meeting..." Commissioner Stehouwer mentioned if there was a need to have a pre-meeting that type of request could easily be accommodated. Commissioner Pawloski added we need to look at long term and what is best for the County Commission as a whole as opposed to accommodating one Commissioner and their schedule that could change each year.

Carried by the following vote:

Aye: Moyle, Worthams, Pawloski, Stehouwer

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Commissioner Pawloski moved and it was seconded to approve the Michigan Department of Transportation (MDOT) Contract #17-5516 for the Chair's signature. Managing Director Johnson shared approval of the contract will allow the projects to proceed to bid award. She also mentioned both are on the 2018 Primary Road CIP.

Carried by the following vote:

Aye: Moyle, Worthams, Pawloski, Stehouwer

Commissioner Worthams moved and it was seconded to approve and adopt the 2017 Year End Budget Amendment #6, and 2018 Budget Amendment #1 Resolution as presented. Managing Director Johnson shared staff carefully reviewed each line item, and amended amounts conservatively based on current and historical trends. Furthermore, projects, purchase orders, invoices and outstanding items were reviewed to best determine year end balances. She stated the 2017 Proposed Year End Amended Budget reflects the best estimate of year-end results. We also reviewed the impacts to our 2018 budget based on 2017 year end projections. The 2018 amendment reflects the addition of capital outlay for 2017 budgeted items not planned to be received or invoiced, thus proposed to be carried forward. Commissioner Worthams thanked Finance Director Ann Simmons for sending the information early in her absence.

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 2017 and 2018:

Budget Appropriations

<i>Current Year</i>						
	2017 Budget Amendment 5	Change	2017 Budget Amendment 6	2018 Budget	Change	2018 Budget Amendment 1
Revenue						
Michigan Transportation Funds						
Primary Road Fund	14,026,560	0	14,026,560	14,896,000	0	14,896,000
Local Road Fund	4,429,440	0	4,429,440	4,704,000	0	4,704,000
Total Michigan Transportation Funds	18,456,000	0	18,456,000	19,600,000	0	19,600,000
Federal, State and Enhancement	4,542,000	(982,000)	3,560,000	1,949,000	0	1,949,000
State General Fund - PA 252	0	0	0	0	0	0
State General Fund - PA 84	0	0	0	0	0	0
Township Projects	5,096,000	(830,000)	4,266,000	4,912,000	0	4,912,000
Township Special Assessments	22,000	0	22,000	15,000	0	15,000
Cities and other Governmental	23,000	66,000	89,000	10,000	0	10,000
Interest	13,000	0	13,000	12,000	0	12,000
Other	320,000	15,000	335,000	250,000	0	250,000
Total Operating Revenue	28,472,000	(1,731,000)	26,741,000	26,748,000	0	26,748,000
Expenditures						
Construction & Capacity Improvements						
Primary Road System	0	0	0	0	0	0
Local Road System	0	0	0	0	0	0
Total Construction/Capacity Improvements	0	0	0	0	0	0
Preservation & Structural Improvements						
Primary Road System	11,129,000	(979,000)	10,150,000	8,782,500	0	8,782,500
Local Road System	6,224,100	(84,100)	6,140,000	6,485,000	0	6,485,000
Total Preservation - Structural Improvements	17,353,100	(1,063,100)	16,290,000	15,267,500	0	15,267,500
Routine & Preventive Maintenance						
Primary Road System	6,729,500	(161,500)	6,568,000	5,891,000	0	5,891,000
Local Road System	3,337,400	55,600	3,393,000	3,772,000	0	3,772,000
Total Routine & Preventive Maintenance	10,066,900	(105,900)	9,961,000	9,663,000	0	9,663,000
Total Road Expenditures	27,420,000	(1,169,000)	26,251,000	24,930,500	0	24,930,500
Equipment						
Direct Equipment Expense	1,637,000	2,000	1,639,000	1,652,000	0	1,652,000
Indirect Equipment Expense	632,000	13,000	645,000	669,500	0	669,500
Operating Expense	320,000	(90,000)	230,000	330,000	0	330,000
Total Equipment Expense	2,589,000	(75,000)	2,514,000	2,651,500	0	2,651,500
Less Equipment Rental	(2,266,000)	0	(2,266,000)	(2,300,000)	0	(2,300,000)
Net Equipment Expense	323,000	(75,000)	248,000	351,500	0	351,500
Administration	1,225,000	(48,000)	1,177,000	1,302,000	0	1,302,000
Work Performed for Others	896,000	(646,000)	250,000	227,000	0	227,000
Distributive Expenditures (Unspread Fringe, OH)	0	0	0	0	0	0
Capital Outlay	1,123,000	(29,000)	1,094,000	1,348,500	25,000	1,373,500
Subtract Provision for Depreciation	(1,287,000)	8,000	(1,279,000)	(1,283,000)	0	(1,283,000)
Total Expenditures	29,700,000	(1,959,000)	27,741,000	26,876,500	25,000	26,901,500
Fund Balances						
Beginning Fund Balance	8,521,191		8,521,191	7,521,191		7,521,191
Change in Fund Balance	(1,228,000)	228,000	(1,000,000)	(128,500)	(25,000)	(153,500)
Ending Fund Balance	7,293,191		7,521,191	7,392,691		7,367,691
Unassigned Fund Balance as a % of MTF Revenue	34%		35%	32%		32%

Carried by the following vote:

Aye: Moyle, Worthams, Pawloski, Stehouwer

Commissioner Pawloski moved and it was seconded to authorize the transfer of up to thirty (30) percent of the Primary Road Michigan Transportation Fund (MTF) revenue, as needed to balance the Local Road Fund deficit at year end. Managing Director Johnson shared annually we are required to submit, to MDOT, a financial report that accurately reflects the Revenues and Expenditures of all road work and funds by systems, and conforms to the requirements of Act 51, Public Acts of 1951 (PA 51), as amended. We refer to this as our annual Act 51 Report. She mentioned this report reflects our fiscal year activity by Primary Road Fund, Local Road Fund and County Road Commission Fund. Furthermore, this page of the report is titled the Statement of Changes in Fund Balances. The Local Road Fund typically ends the year in a deficit position, with expenses greater than revenues. PA 51 Section 12 defines how counties and county road commissions may spend MTF money. We are allowed to transfer up to thirty (30) percent of our Primary Road – MTF Revenue to our Local Road Fund to cover this deficit. She added the majority of funds received from MTF is allocated to the primary road network. She mentioned many factors throughout a year may impact the amount of transfer including routine maintenance items such as snow plowing or storm damage. Also, a negative fund balance is not permitted in any fund.

Carried by the following vote:

Aye: Moyle, Worthams, Pawloski, Stehouwer

Commissioner Stehouwer moved and it was seconded to approve the 2017 Resolution to accept recently constructed roads into the public road system, the classification changes of primary roads to the local roads, and the vacation/deletion of roads. This includes Miller Drive. Managing Director Johnson shared in accordance with (PA 51), as amended, the Board of County Road Commissioners (Board) is required to submit an annual report of roadway mileage to the State Transportation Department/State Highway Commissioner. She stated the resolution itemizes the roadways that were added to the RCKC system during 2017 as improved roads and/or new plat and condominium and itemized roadway deletions. Furthermore, the additional roadways were constructed according to the Procedures, Guidelines, and Specifications for Developing New Public Roads, and inspected by a representative of the RCKC.

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 vacations.

New Developments

Sky King Meadows No.3, Section 23, Oshtemo Township Tuscany East, Section 30, Oshtemo Township

Road Extensions

Wood Hollow Avenue, Section 23, Oshtemo Township, from 218 feet east of Buckham Wood Drive to Gabriella Trail

Mirabella Avenue, Section 30, Oshtemo Township, from 252 feet east of Toscana Street to Sienna Street

New Roads

Gabriella Trail, Section 23, Oshtemo Township, from Wood Hollow Avenue to Wood Hollow Avenue

Ben Street, Section 23, Oshtemo Township, from Wood Hollow Avenue to north end Sabrina Trail, Section 23,

Oshtemo Township, from Wood Hollow Avenue to east end Sienna Street, Section 30, Oshtemo Township,

from L Avenue to south end

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Palermo Avenue, Section 30, Oshtemo Township, from Sienna Street to east end

Classification Changes – Primary to Local

Miller Drive, Section 19, Charleston Township, from west township line to 38th Street Miller Drive, Section 24, Comstock Township, from Miller Service Drive to east township line

Road Vacations

Old Cork Street, Section 30, Comstock Township, from west end to Midlink Drive

Carried by the following vote:

Aye: Moyle, Worthams, Pawloski, Stehouwer

Commissioner Pawloski moved and it was seconded to approve the Kalamazoo Area Transportation Study (KATS) FY2019 Agreement for Managing Director's signature.

Carried by the following vote:

Aye: Moyle, Worthams, Pawloski, Stehouwer

Supervisor Vander Roest mentioned the seal coat applied to L Avenue is peeling off. Managing Director Johnson stated a service request will be entered on Supervisors Vander Roest behalf.

Managing Director Johnson provided an overview of 2017:

COMMUNICATION:

- We continued our Township joint meeting presentations with an added touch of polling for greater participation. It has indeed been well received.
- We completed our third final year in Kalamazoo Township to support projects for the \$9.75 million dollar resident supported bond proposal and provided a construction season update - adding a little tune.
- We participated in public outreach including the Touch a Truck event and continued our Put the Brakes on Fatalities Day poster contest.
- We had a variety of public educational opportunities with special thanks to Public Media Network including Put the Brakes on Fatalities Day coverage and winter maintenance.
- RCKC Connect outreach continued and refined with shorter direct messaging.
- Communications Survey completed.
- We helped organize a variety of educational workshops including Non-motorized Facilities 101.
- We met with the County Board of Commissioners and together we have a consensus of the process to foster those communications and provide optimum results and customer satisfaction.

PROJECTS:

- We had 2 bridge projects to eliminate structurally deficient bridges - S Avenue and Q Avenue over Portage Creek; we had one preventive maintenance project on E Michigan Avenue as well.
- We paved approximately 35 miles of road.
- We updated our chip seal program and implemented new application methods successfully transitioning.
- We chip sealed approximately 176 miles of road / 131 Fog Seal - a record year.
- We continued experiments including more Texas Underseals.
- We were once again most proud of our overall chip seal program this year and our successful year end with Kalamazoo Township projects.
- We continue to have one of the best road surface conditions in the State.

THE TEAM:

- Administrative team leadership sessions continued in 2017.
- Team Leaders job description and presentation for expectations completed for success and understanding.

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- We welcomed employees 6 new employees/we thanked 3 employees for their combined 68 years of service as they retired.
- We continued opportunities in a variety of staff training throughout the year - too numerous to mention.
- Various staff continue in a variety of leadership positions in industry associations.
- The administrative team provided the Board with presentations on their positions and shared the depth of knowledge in the team and the importance of leadership support.
- We participated in the County Road Association Self-Insurance Fund return to work and crisis response plan; which we look forward to next steps in 2018.
- We thanked Commissioner Oscarson for serving as Road Commissioner since January 2007 and welcomed Commissioners Pawloski and Stehouwer in March 2017.
- AND we all worked toward completion of our organizational goals.

MISC:

- We continue to be fiscally responsible as seen in our Financial Audit and our first Act 51 audit
- We learned a lot about Communication Service Providers and the right-of-way and were proactive in a Board Policy.
- We continued to be recognized by various awards with our contractors and partners.
- We continued collaborative efforts including the MDOT, Drain Commissioner, Villages, City of Kalamazoo and Road Commissions in the State
- 3,090 (2,487 same time 2016 and same time 2015 = 1,652) likes on Facebook
- 5,281 (4,997 same time 2016 and same time 2015 = 4,715) Service Requests YTD
- 314 (185 same time 2016) RCKC Connect

Yes there were and always will be CHALLENGES/LESSONS LEARNED including

- Sign Policy, Commercial Drivers' License Recruitment, Succession Planning and meeting public expectations - as what we do touches all.

However, even when daily accomplishments may not be recognized, 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 - especially over this holiday weekend, all our contractors, vendors and local officials – wishing you all the best in 2018!

Commissioner Stehouwer echoed thanks to staff who worked over the Christmas holiday. He enjoyed participating in Pat White's retirement event and thanked him for his service. He shared we greatly appreciate our Township Supervisors for the tremendous amount of work they do. He attended the staff holiday potluck last week and appreciated the time to build relationships with them. He received a call from a builder on a day the RCKC was closed. He addressed the issue with Managing Director Johnson who responded promptly. The concern was the need for a utility service on a replaced dwelling and our winter construction season policy and the need for service conflict. He explained, staff is reviewing with him and he will respond to the builder once the information is gathered from staff. He wished everyone a Happy New Year.

Commissioner Pawloski shared that he attended the Environmental Meeting Advisory Council (EHAC) where he spoke with the Drain Commissioner Pat Crowley and stated it is good to be able to serve on the Board with her. Furthermore, they are looking at exploring health issues including free disposal of used needles. He thanked staff for working during the snowstorm over the holiday. He wished everyone a Happy New Year.

Commissioner Worthams gave huge kudos to staff for handling the recent snow event. He received the latest Kalamazoo County Communicator Newsletter and shared on page 5 there is an article that explains what the County Planning Department does and how they interact with the Metropolitan Planning Commission. He wished

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a very blessed Hanukah for those who have celebrated, wished everyone a Merry Christmas for those who have celebrated, and wished everyone a blessed Kwanza and a Happy New Year.

Commissioner Moyle wished everyone a safe and Happy New Year.

The meeting was adjourned at 4:27 p.m.

Attest: Timothy A. Snow, County Clerk

By: _____, Chairperson _____, Deputy Clerk