

January 9, 2018

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 9, 2018. Commissioner Moyle called the meeting to order at 3:00 p.m.

Present: Daniel J. Moyle, D 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 Traffic Engineer & Project Engineer Jim Hoekstra.

Commissioner Worthams moved and it was seconded to approve the agenda as presented.  
Commissioner Moyle stated that Item D under New Business should be Item B.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Commissioner Stehouwer moved and it was seconded to approve the minutes from the December 26, 2017 regular Board meeting as presented.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

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

Payroll Account	\$ 137,659.28
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Vendor Account	\$ 262,818.22
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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 Moyle, Buchholtz, Pawloski, Stehouwer and Managing Director Johnson's expense reports as presented.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Commission Pawloski moved and it was seconded to accept the Michigan Department of Transportation County Act 51 Annual Mileage Certification Report Letter dated January 2, 2018 and refer to staff. Managing Director Johnson shared annually staff completes the Public Act 51 report of primary and local roads based on the approved certification mileage. Furthermore, the report is due to the State by March 31<sup>st</sup>.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Managing Director Johnson gave an overview of the Revised Sign Policy. She explained today is primarily for the Board to review and for public comment. Furthermore, potentially this policy could return to the Board for action at the January 23<sup>rd</sup> Board meeting. She explained the last two years the RCKC team along with the City of Portage and City of Kalamazoo came together in a very collaborative manner to review the similar request received for signs across the county. She shared it was a very rewarding process reviewing the various signs that are utilized and always coming back to the guidelines of both the Manual on Uniform Traffic Control Devices (MUTCD) issued by the Federal Highway Administration (FHWA) and the Michigan manual. She stated presently we have approximately 22,000 signs across the county representing regulatory as well as informational type signs. The RCKC and the 2 cities looked at this in a positive manner for the citizens that we serve for safety. She explained the RCKC put the policy on hold due to a very busy construction season in 2017 and are now revisiting it. She stated we had various public comment periods, met with stakeholders and at this point both cities have other priorities. We as a Road Commission decided to bring the sign policy back forward after all the effort and time we put into it. She shared there are areas within it that have been revised based on public comments such as "Neighborhood

Watch” signs as well as other clarifications that are within this policy. She stated on behalf of the staff we feel this sign policy helps guide our staff and team. She mentioned our sign policy although in draft form was utilized by other road commissions across the state as they form their own policy. Furthermore, the policy is meant with good intentions to help clarify and help road commissions in terms of consistency and avoid sign pollution. She stated like any policy that is before the Board we have the opportunity to review it again with any new information that comes forward in the future. She mentioned there is a process for variance should that be of interest to others. She stated we have provided another opportunity for feedback as the Board considers potential adoption of the policy. Texas Township Supervisor John Hinkle inquired about the 4 foot shoulder width and questioned if it was part of the sign policy. Managing Director Johnson explained the 4 foot shoulders width is also part of our non-motorized facility policy and the two policies work together. Supervisor Hinkle stated some shoulders are not that large and inquired about share the road signs. Commissioner Buchholtz explained it is not for the share the road signs. She stated the difference is signing a bike route versus signing bicycle warning or safety signs. She explained share the road signage is used when paved shoulders are 4 foot or less. Furthermore, the bike route signs are anticipated to have a 4 foot shoulder since bike routes are intended to be areas that are designated and considered safe for cyclists. County Engineer Minkus explained we look at a number of factors in bike route signing and shoulder width is one of the factors for which we would review for safety aspect. He stated in the policy the share the road sign is in reference to when paved shoulders are 4 foot or less and there is a gap in the non-motorized network. Furthermore, it is intended to provide an awareness to drivers. Managing Director Johnson added the bike route signage and the 4 foot shoulder are in the non-motorized facilities as well. Doug Kirk from the Kalamazoo Bike Club stated he was not notified of this meeting and thanked Paul Selden for letting him know about it. He questioned why after a 100 years we need these regulations. He mentioned a year ago he attended meetings with both the City of Portage and Kalamazoo. He mentioned at that time both cities were included in putting together this proposed signage policy. He mentioned both cities have opted out and he questions why. He mentioned former City of Portage Engineer Chris Barnes told him to rewrite what he thought the share the road sign policy should be. Mr. Kirk stated that he drafted a policy, sent it in and cannot see where anyone paid attention to it. He provided the Board and staff with copies and hopes that it will be considered. He mentioned he does not feel the share the road sign portion of the policy was done with good intentions and suggested the road commission discuss the policy with members of the bike clubs who would have valuable input. Paul Selden, Chair of the Kalamazoo Region Bike Route Committee suggested the Board to table the sections that have to do with bicycling related signs due to the reasons that were outlined in his letter that he sent this morning. He mentioned there were technical contradictions within the policy that need to be addressed. He stated the main thing with a community point of view is the direction this community is headed in regard to making it more ethical, livable and economically viable, many elements of the policy would freeze in place or cause a regressive movement that would make it more difficult for our community to stay economically competitive. He mentioned this could reasonably be tabled until a group of stakeholders could come together and look over implications of what is being proposed especially with regard to the bike related signs. He shared in reality this document is already superseded by the provisions of the MMUTCD. Comstock Township Planning & Zoning Administrator Jodi Stefforia echoed Mr. Selden’s comments as well as Oshtemo Township Supervisor Libby Heiny-Cogswell's comments. She mentioned her concern is with the section regarding Guide Signs and Plaques for Bicycle Facilities on page 23. She stated the Bike Route committee that Mr. Selden referenced has worked over 18 months towards implementing the MAP 7 commuter routes and are in the process of finalizing the sign design. Furthermore, the committee is made up of elected officials and staff from Cooper, Comstock, Kalamazoo, Oshtemo and Texas Townships, City of Portage and Kalamazoo, Village of Vicksburg and the Michigan Department of Transportation (MDOT). She stated they are working on a sign design and acknowledging the commuter routes are unique and deserve their own sign. She mentioned the Townships have all agreed to not use this sign on any other routes. She said they realize the erection of the signs will be at the Townships' cost and have been budgeted, except for the “M” routes that MDOT has agreed to sign. She stated it was surprising to see this policy stating that the RCKC would install and maintain these signs. She questioned the engineering judgement behind what says any other bike route sign other than the few reflective in the policy will be authorized. She shared the MMUTCD allows for a variety of signs to be used for bike routes. She mentioned you cannot impose these requirement on other ACT 51 agencies in the area that are going to move forward and sign the commuter routes. She explained potentially there would be an inconsistency of signs along the commuter routes. She inquired about the engineering

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judgment for signing only those commuter routes where there is a 4 foot shoulder. She stated from Richland into the City of Kalamazoo would go through several jurisdictions where the shoulder width will vary causing sections of the route to be signed, other sections having a different sign or not be signed at all. She echoed Mr. Selden's comments regarding postponing the bicycle related aspect of the sign policy. Commissioner Buchholtz shared the road commission and the City of Portage and Kalamazoo currently do have a sign policy in place that is similar in many ways to this policy. She mentioned in this policy it would allow neighborhood watch signs where our current policy does not. She also shared it is not that the two cities do not want to move forward, it is simply that they have staffing changes and we did not want to continue waiting due to jurisdictions who would like to see these policies go into effect.

Commissioner Pawloski moved and it was seconded to approve the Brady Township Local Road Participation Fund Contact for Chair's signature.

- a. 32<sup>nd</sup> Street – U Avenue to T Avenue, Gravel, Pulverize, Hot Mix Asphalt (HMA) Paving, Base Course Only
- b. 26<sup>th</sup> Street – TU Avenue to T Avenue, Chip Seal and Crack Fill
- c. 33<sup>rd</sup> Street – X Avenue to W Avenue, Crack Fill, HMA Wedging and Chip Seal
- d. 34<sup>th</sup> Street – UV Avenue to U Avenue, Crack Fill and Chip Seal

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Commissioner Pawloski moved and it was seconded to select Joanna Johnson for the County Road Association (CRA) Board of Directors ballot. Managing Director Johnson shared assuming re-election she is scheduled to be President of the CRA in 2018. The last President of CRA in its 100 year history from Kalamazoo was Ronald Reid in 1998.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Commissioner Moyle thanked everyone for taking the time to attend the meeting, for their comments on the Revised Sign Policy and mentioned they were welcome to leave material with the Board. Mr. Selden shared there are many people who have shared concerns. Furthermore, if this Board were to move on the Revised Sign Policy he requested the sections related to bike signs under consideration by the road commission be temporarily tabled to a time where there was greater community agreement. Commissioner Buchholtz suggested to Commissioner Moyle that at this time Mr. Selden's request would be out of order since there is no motion on the table. She stated the comments provided would be discussed and it is up to Board leadership to determine and set the next agenda. She also mentioned it would have to be a postponement on the table. She explained tabling means you would come back to an item during the meeting. She stated since there is no motion on the table and having one that restricts the Board from moving forward would not make sense at this time. Commissioner Worthams shared a motion to table is a temporary item on something that is postponed within a meeting. Furthermore, he sees this as general unawareness as to how proper procedure works. He assumes Mr. Selden is asking for a motion to postpone, in which case he agrees with Commissioner Buchholtz that the motion would be out of order and inappropriate at this time now that we have concluded our discussion under old business. Commissioner Moyle stated his intent in addressing Mr. Selden was citizen input on any non-agenda items and to simply thank those that brought material to us. Furthermore, he does not plan on any action.

Managing Director Johnson shared how much she appreciates everyone's patience during winter maintenance. She mentioned tomorrow evening from 5:30 p.m. to 7:00 p.m. we will be at the Kalamazoo Township Hall celebrating our 3 year investment and commitment with the Township and all of our contractors.

Commissioner Stehouwer attended the Parks Commission on January 5<sup>th</sup> where they discussed the downtown bike route and the reason they are there. He mentioned how he appreciated the discussion.

Commissioner Pawloski attended the Environmental Health Advisory Committee (EHAC) last month and looks forward to serving on the committee again in 2018. He thanked the crews for working very hard and pushing

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a lot of snow at this time. He looks forward to attending the Southwest Council meeting on February 12<sup>th</sup>. He shared he was not available to attend the celebration tomorrow evening in Kalamazoo Township and sends his regrets. He shared that he has heard frustration and concerns regarding neighborhood watch signs and looks forward to getting this resolved in the near future by working together to get it resolved.

Commissioner Worthams thanked the crews and reminded the public to move their parked vehicles off the road during the winter in order for us to maintain the roads. He explained it is very difficult for our plows to maneuver around parked vehicles and it also causes a traffic and safety concern. He mentioned he did not attend the last Metropolitan Planning Commission meeting and stated the Master Plan for Kalamazoo County was included in the Board packets. He shared that he spent close to a decade serving the Metropolitan Planning Commission and this was something that we worked very hard on during those days of how to come up with Master Plan. He stated on pages 21 and 36 of the document provided the property classifications of every parcel in the county. Furthermore, it puts into perspective the importance that we have to make sure that our transportation system is capable and is providing service to everyone in the county. It shared the document is a great accomplishment and strongly urged the Board members to review it.

Commissioner Buchholtz mentioned she was not available to attend the celebration tomorrow evening in Kalamazoo Township and will also miss the February 6<sup>th</sup> Board meeting. She attended the Board of Public Works meeting where they elected their leadership and had a presentation about Brownfields. She apologized and explained she thought her tone or words sounded cold when talking about procedure earlier. She explained what she meant to say is that the agenda is set by the Chair, Vice Chair and the Managing Director with input from others the Friday prior to a Board meeting. She mentioned the Board will take into consideration the comments received, continue to reach out, and take input from Commissioners and others in the public to make a determination. She requested Mr. Kirk to provide her with his contact information where she can send information. She also encouraged him to view the website on Friday prior to a Board meeting that is held every other week to view the information. She mentioned how she appreciates everyone who attended and provided their input on the Revised Sign Policy. She stated we take this seriously and will continue to work on this for the good of the community.

Commissioner Moyle thanked citizens and staff for taking the time to attend the Board meeting.

The meeting was adjourned at 3:45 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, January 23, 2018. 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, Traffic Engineer & Project Engineer Jim Hoekstra, Project Engineer Debbie Jung 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 Stehouwer moved and it was seconded to approve the minutes from the January 9, 2018 regular Board meeting as amended. Managing Director Johnson shared the minutes inadvertently stated the meeting took place on December 26, 2017 and should be adjusted to read January 9, 2018.

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	\$ 119,322.83
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Vendor Account	\$ 275,722.22
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Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Mr. Brian Miller of 7256 East Y Avenue shared concerns regarding his mailbox post. He requested that his remaining payment for the removal of his post be cancelled. He explained that he was charged \$476 to have an illegal post removed and has paid \$25 towards the bill. He shared if the RCKC cannot be fair across the board then he suggest the Board to discuss in the future about not taking control of who can or cannot have certain types of mailboxes. He shared he had 30-50 pictures on his cellular device of illegal mailboxes on roads that were chip sealed and fog sealed. Furthermore, some of the pictures are in one plat where the mailboxes/posts are 8 x 8. He stated the RCKC requires 4 x 4 maximum and stated the RCKC is being selective on who they notify about illegal mailboxes. He also inquired about when he could meet with a Board member to discuss the waste of gas tax dollars that was spent on Y Avenue for ditches and re-stoning of the road. He shared \$100,000 was spent on a one mile stretch without any improvements. He shared the road remains rough and water sits in the ditches. Commissioner Moyle questioned if Mr. Miller had submitted service request on his concerns. Mr. Miller stated he drove with the RCKC staff and Commissioner Moyle to look at these roads and assumed they would have submitted the necessary paperwork to address his concerns.

County Engineer Minkus gave a PowerPoint presentation regarding the revised sign policy. He explained the policy was created in a collaborative effort with the Cities of Kalamazoo and Portage and created transparency for the installation of signs. Additionally, it provides guidance to staff and allows the public to see requirements. He mentioned the policy did not replace the Michigan Manual on Uniform Traffic Control Devices (MMUTCD). He explained like the MMUTCD adds clarification to the Federal Manual, this policy provides clarifications on the Michigan Manual. Furthermore, the RCKC policy is for commonly used signs in Kalamazoo County and provides additional guidance where the MMUTCD is lacking. Also, it captures over 100 years of professional engineering experience and practical application of the MMUTCD. He explained how the Share the Road Sign (W16-1p) is not a bike sign and stated it is a warning sign. He mentioned per the MMUTCD, the sign can be used in combination with any Vehicular Warning Sign or Non-Vehicular warning sign. He shared the RCKC policy has outlined criteria for their installation and reserved the use only for bicycles. He compared RCKC's conditions regarding Share the

Road Sign (W16-1p) to the Michigan Department of Transportation (MDOT). He stated they were virtually identical and shared the only place the RCKC made revisions was related to the speed limit. He explained RCKC reduced the speed due to MDOT dealing with higher speed roads. He stated there is also a section where MDOT refers to 6 foot shoulder widths and RCKC reduced it to 4 foot shoulder widths to allow greater flexibility in implementing the use of the sign. He explained how this relates to the Bike Commuter Routes (MAP 7) included in the Kalamazoo Area Transportation Study (KATS) 2045 Metropolitan Transportation Plan. He shared the MAP 7 on Commuter Routes is in the non-motorized element of this policy. He explained in the non-motorized element it explains how KATS is a Planning Organization and how we are to look at everything from an overall network in the region. Also, prior to implementation, as noted in the plan, a corridor level assessment should be completed to investigate the appropriateness of the proposed facility. Furthermore, refinements may be needed as projects develop. He shared this specific language was recently included in our policy based on comments received and from the Board's review where we initially required a 4 foot shoulder. Furthermore, we understand all locations may not accommodate a 4 foot shoulder, however there still needs to be an assessment of the road before the signs can go in.

County Commissioner Julie Rogers of 1428 Marlane Avenue complimented the Board and shared how much she appreciated the new language specifically related to neighborhood watch signs and stated this has moved forward in a very positive fashion. She questioned why law enforcement would make the neighborhood watch sign application if the request was not initially being made by them. She also questioned if the requesting entity is the neighborhood watch group or the local municipality. She mentioned in her opinion it made more sense if it were to be the local municipality. She shared how she appreciates the initial collaboration with the Cities of Kalamazoo and Portage. She stated one of the earlier goals was to have something streamlined and similar so we would not have municipalities throughout the county with different policies and understands both Cities of Kalamazoo and Portage are still in the process of working with their policies and mentioned that she is unsure of the timeliness of voting on this policy today.

Oshtemo Township Planning Director Julie Johnston inquired about "Other Signs" in the policy. She shared the policy is not clear on steps the local jurisdiction has and if the township is included in the policy for initial approval before it goes to the RCKC. She questioned how a local jurisdiction would be informed about a sign if the township is not included. Furthermore, if townships are not allowed to manage neighborhood watch signs through an ordinance like Oshtemo, then there needs to be some type of procedure where the township could weigh in. She also shared in the previous policy there was a supplement section that included all wayfinding signs that both the Cities of Kalamazoo and Portage have in their downtowns to help residents navigate to interesting points within their communities. She questioned if Oshtemo Township had a downtown district authority (DDA) or corridor improvement authority would they be allowed wayfinding signs. She also questioned why the supplement was removed from the RCKC policy. She stated Oshtemo Township is still interested in wayfinding signs and would like some assurance of their availability in the future. Furthermore, the RCKC Policy states for future use and Oshtemo Township would like to be involved in those conversations when that future development of the policy happens.

Doug Kirk of 2615 Mockingbird Drive mentioned the importance of the policy being countywide and working together with the Cities of Kalamazoo and Portage.

City of Portage Mayor Patricia Randall shared the City of Portage is willing to cooperate, consolidate and do whatever it takes to move this issue forward. She shared the city adopted Map 7, the 5 foot ordinance and hosted a bike safety forum to bring people together to discuss ideas. She appreciates the trail system in the City of Portage and the need for education.

Comstock Township Planning and Zoning Administrator Jodi Stefforia thanked the Board for modifying the language regarding the 4 foot shoulder requirement. She shared concerns about the limit in the policy regarding the bike route sign for the Southwest Michigan Bikeway Sign. She shared there is a committee that has a version of a different sign design that is allowed in the MMUTCD. She requested the language be modified to allow

Townships to pay for signs if they choose to and to allow for different guide signs without requesting a variance or deviation from the RCKC.

Mr. Paul Selden of the Kalamazoo Region Bike Route Committee requested the sections in the policy regarding bike signs be put on hold until technical experts had the opportunity to discuss with others.

Comstock Township Supervisor Randy Thompson shared he hopes to continue the collaborative effort and would like to see the items discussed today be held off in the sign policy.

Mike Boersma with the Kalamazoo Bicycle Club shared the club recognizes there is a need for rationalization for a sign policy countywide and recognize a need for education. He stated there is also a need for integrated bicycle routes. Furthermore, he would like to see bike routes throughout the county include roads that are governed by general speed limit. He asked the Board to wait and adopt the policy at a time when it is unified with both the Cities of Kalamazoo and Portage.

Commissioner Worthams requested staff to respond to County Commissioner Rogers questions about the neighborhood sign policies. He stated it was his understanding that the township is the requesting entity of the neighborhood watch sign implementation. Managing Director Johnson stated that is correct. Commissioner Buchholtz shared the neighborhood would register and bring all information to the township. Managing Director Johnson shared this is a national type program that requires registrations and it also helps keep law enforcement on notice. Furthermore, at times law enforcement has neighborhood watch signs through a grant program or the program itself in which to supply signs. She explained it is a collaborative effort between the potential neighborhood, the township or requesting entity, the RCKC Board, and working with law enforcement. Commissioner Worthams also addressed Ms. Johnston's question regarding wayfinding signs and inquired if her interest fell under the section of "Other Signs" on page 20 of the policy. County Engineer Minkus explained the RCKC Construction Guidelines Policy is adopted by townships who also may have additional requirements; this could be similar with this policy. He shared there is also a section in the MMUTCD on wayfinding signs. He stated we would have to review that section as applications are received and may need to add to our policy. He mentioned the supplement page is blank for future use. Commissioner Worthams stated if Oshtemo Township requested a DDA sign today they would need to request the sign from the RCKC who would then look at the MMUTCD. County Engineer Minkus answered yes. Commissioner Stehouwer inquired about not being limited to signs in this policy and stated there is opportunity for additional signs in the MMUTCD and guidelines. Furthermore, it should not be interpreted as excluding other signs. County Engineer Minkus agreed with Commissioner Stehouwer and shared the policy does not include all signage and explained it only includes signage we come across frequently and have the most request for. It also provides a clear guidance and transparency to the public to understand where we are coming from and what type of criteria we are looking for on signage. Commissioner Worthams questioned if this policy were adopted today would the existing share the road signs and existing bicycle facility signs remain up. County Engineer Minkus answered yes. Commissioner Pawloski questioned if there was anything preventing us from collaborating with the Cities of Portage and Kalamazoo if the policy was adopted today. Managing Director Johnson answered absolutely not. Furthermore, it was this organization that took the leadership in bringing others together in a collaborative effort. She echoed what Mayor Randall mentioned that this organization would be happy with enthusiasm to work with the Kalamazoo Bicycle Club, the City of Portage and City of Kalamazoo and stated we could do a great job together on education. She mentioned we are here today regarding a sign policy and were focusing on one sign that is on a commuter route. Furthermore, there is more work that needs to be done in terms of education. She shared this organization is known for collaboration, we led the role and led the charge for collaboration in many aspects and will continue to do so happily. Commissioner Buchholtz stated some of the feedback we received were similarly worded and disappointing that some were fed false information to insight fear and to insight others to be angry with this Board and RCKC staff unwarranted. She mentioned that Commissioner Worthams, Commissioner Stehouwer along with herself are bicyclist and to be accused of not caring about bicycles or bicycle safety is disappointing. She echoed Managing Director Johnson's comments and stated this is a sign policy and nothing we do today is set in stone. She shared there is always unintended consequences and while we try to work those out in advance, there will be

something down the line that we did not think of or something that occurs that we did not anticipate. Furthermore, we will adjust and adapt. She stated all the Board members take their role very seriously. She mentioned Board members will not tolerate when comments are made about RCKC staff. She shared the RCKC staff are the most professional, highly qualified, dedicated, caring people who are always striving to do better. She shared in her opinion when we looked at the signage of the bike route one of her biggest concerns was the lack of consistency due to signs being paid for by the local jurisdictions and the desire to have the local jurisdictions name on the signs. She explained the Board and staff thought in terms of a network to be counterproductive. Furthermore, a network should be signed to be recognizable throughout the county. She stated, our Board recognizes that some of the local jurisdictions may have difficulty paying for signs and it is hard to provide signs for a network when only some of the jurisdictions are likely to participate. She stated what we have done in the picture of the Southwest Michigan Bikeway sign is stated that we will help take the lead in planning these routes and prioritize ways by choosing preferred routes that are the safest and have a network. We shared we do care and we are doing what we can to establish this network and will continue to collaborate with both cities. Furthermore, the two cities names not being on the policy does not mean we are not working with them. She shared we want to collaborate not only on these signs but on many other issues that we could and should do as a community to encourage safe cycling. Commissioner Worthams shared he has served on the Road Commission for 5 years and this has been a topic that has consumed a lot of his time. He mentioned how he appreciates all the input received from respected constituents. He stated in the last couple of weeks many involved in this policy have learned an important lesson. He explained for some constituents this is their first experience with interacting with any form of government and courageously express their opinion. He stated sometimes in taking that leap you become passionate and excited about it and at times what is communicated can be caught in a way that expresses an unintended consequence. He urged others to not send out unintended messages while working on a public policy issue. He agreed with Commissioner Buchholtz about having one of the finest Road Commission staff. He shared his background in transportation policy had him traveling all over the state working with Road Commissions of various types and sizes. He shared that he continues to say that we have the finest Road Commission in the State of Michigan. Furthermore, we have a staff who under financial pressure are doing the best that they can and have given us roads with a fairly high Pavement Surface and Evaluation Rating (PASER) are acknowledging the fact that we have non-motorized facilities to maintain and are dedicated to bringing MAP 7 to life. Additionally, he does not believe the unintended messages that staff may have received of disrespect, of name calling and questioning motives is an accurate representation of the constituency we have. He stated it is a representation of others who are very passionate of what they are doing. He mentioned to those organizations who are looking to improve bicycle facilities that they need to take control of their own destiny. Also, it is very prudent for them to ensure an individual who comes forth stating they are a wealth of knowledge when it comes to non-motorized facilities and MAP 7 that the person is representing the organization in an improper way. It is also important for the leaderships in organizations to stand up for what they believe in and what they want to represent and to make sure undo damage is not being done to their own reputations from the actions of one individual. He mentioned that he would like to move forward and adopt this policy. He stated the policy is not set in stone and it will help us work with the Cities of Kalamazoo and Portage to come up with a unified approach on signs in Kalamazoo County. Commissioner Pawloski echoed Commissioner Worthams comments. He thanked staff and shared that he understands there was a significant amount of time, effort, energy and resources involved in this policy. Commissioner Stehouwer shared he has given comments to staff who have taken time to review and interact with them. He also appreciated community comments and thoughts. Furthermore, he would like to see intergovernmental cooperation that he values tremendously and looked forward to townships proposing what they would like to see in the supplement section of the policy. Additionally, he values uniformity which does not always mean identical in terms of type of signage used throughout the county. He shared this policy is not cast in stone and we intend to look at supplements, changes and variances as a Board.

Commissioner Buchholtz moved and it was seconded to adopt the Road Commission of Kalamazoo County Sign Policy as amended. Commissioner Buchholtz suggested the removal of "...All other bicycle signs not authorized by this policy or in the engineering judgment of the traffic engineer shall not be installed or maintained..." on page 23 under Guide Signs and Plaques for Bicycle Facilities since it is relatively assumed and we know there is a process to bring items to the Board as they arise in the future. County Engineer Minkus shared if it



would help with the perception he does not believe removing the paragraph would negatively impact the policy. Commissioner Buchholtz stated we recognize the community desire and we are trying to work and address it. Commissioner Worthams made the motion to amend page 23 by striking the last paragraph that begins with... "All other bicycle signs...". Managing Director Johnson agreed with Commissioner Buchholtz and stated there are other provisions noted in deviations or elsewhere in the policy that would take care of this. She also shared as presented, one of the first things we will always look at is the MMUTCD and the uses of signs. Commissioner Pawloski shared over this process he has found the RCKC staff adaptable, flexible and enjoyed working with them. Furthermore, they have put the best interest of the community forward. Commissioner Stehouwer shared under destination signs the language came from the planner of Comstock Township and his understanding is that our policy would be much broader and not limiting to only cities, townships or villages as shown in Public Act 51. Managing Director Johnson shared when we talk about Public Act 51 certification we are talking about municipalities not to be confused with guide signs and wayfinding signs. Commissioner Buchholtz reiterated that we would like to work with our municipalities and be involved in educational sessions. Furthermore, with this policy we will continue to adapt and change as necessary and we want to do as much as we can to ensure safe use of facilities for all users of the road. Commissioner Moyle shared it would be great to get KATS involved in the educational aspect and come up with method of monitoring the usage, so we can prioritize how we approach these streets. Managing Director inquired if Commissioner Moyle meant in terms of measuring bicycle use on a particular roadway. Commissioner Moyle stated yes for prioritization.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Commissioner Worthams moved and it was seconded to approve the draft Asset Management Plan (AMP) for Bridges. Managing Director Johnson thanked Project Engineer Jung for all her efforts drafting this plan. She shared the plan highlights where we are today, our performance metrics and how we look at the estimated costs on the type of strategy. Furthermore, it goes through the inventory and shows where the bridges are located, what their material design is and the year they were constructed. She stated the oldest bridge was constructed in 1912 on 40<sup>th</sup> Street in Wakarusa Township and many of these assets have outlived their remaining service life. She stated investments that we make today are for generations to come. Additionally, we are trying to set the stage today for the future and bridges are a critical part. She shared if approved the plan will be posted to our website.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Commissioner Buchholtz moved and it was seconded to approve the purchase of two (2) 2019 Peterbilt, Model 367, tandem axle drive, 64,000 Cab and Chassis, including a 5 year/100,000 mile engine and emission warranty and a 2 year/200,000 mile extended vehicle warranty, from JX Peterbilt of Grand Rapids, through the National Joint Powers Alliance (NJPA) purchasing program – in the best interest of the RCKC. Managing Director Johnson mentioned outlined in our Capital Outlay Budget is the purchase of two (2) 64,000# Cab and Chassis trucks. She shared the total amount of this purchase including the 5 year/100,000 mile Engine and Emissions warranty as well as the 2 year/200,000 mile extended vehicle warranty would be \$253,988 (\$126,994 each). Operations Director Bartholomew shared these are not our typical plow trucks. He explained we are purchasing 2 semi-tractors to replace our current semi-tractors that we use during construction season and will modify them to use during winter operations.

Carried by the following vote:

Aye: Moyle, Worthams, Pawloski, Stehouwer

Mr. Paul Selden stated this is new business and questioned if the Board would consider making a statement or a resolution about whether it wishes to support and encourage implementation of the Southwest Michigan Bikeway or as the Board knows from technical reference is MAP 7. Commissioner Moyle stated he has no intention of adding items to our agenda. Commissioner Buchholtz mentioned we did by adopting the sign policy and the language which reads...."The Bike Route guide sign and plaques for commuter bike facilities (as identified in the Kalamazoo Area Transportation Study 2045 Metropolitan Transportation Plan, Map 7 document)

will be installed and maintained by the RCKC. These signs shall feature.....” She stated the policy talks about the sign and corridor level assessments. She shared we can look over time if we need another statement and explained this was an important part of the policy to actually put in place our start of doing this. Commissioner Worthams shared that he agrees with Commissioner Buchholtz and stated the question was asked and answered numerous times.

Kalamazoo Township Supervisor Don Martin shared he did not get a chance to speak with the Mayor of Portage, however he does work the City Manager quite often and with City of Kalamazoo Manager. Furthermore, he has worked quite often with the RCKC Board the last three years. He shared working together is the right thing to do. He mentioned government agencies have meetings and have residents writing letters telling us how they are not happy with us. He shared as government agencies we are trying to do what is right for our community. He complimented the RCKC and everyone who attended this Board meeting whether it was to listen or give input. He thanked the RCKC and shared what a great job they do.

Managing Director Johnson mentioned two projects that were submitted for Safety Program Funding were selected by MDOT. Furthermore, we are awaiting a formal notification letter. She shared the two projects are D Avenue from 17<sup>th</sup> Street to Riverview for widening shoulders to 4’ paved/2’ gravel and repaving at a cost of \$533,196 and 8<sup>th</sup> Street from R Avenue to S Avenue for construction of left turn lanes on 8<sup>th</sup> Street at the two intersections and repaving at a cost of \$668,948. She stated the RCKC team is constantly looking for resources for funding all our projects and thanked Traffic Engineer and Project Engineer Hoekstra for working on these. She will be giving a presentation in Mount Pleasant at the 10<sup>th</sup> Annual Michigan Utility Coordination Conference about asset management and finding ways we can better coordinate with our utility partners. She thanked the Township Supervisors and stated how she appreciates the positive feedback for our Board. She shared Commissioner Buchholtz took the lead on looking into collaboration for a countywide long term planning map of projects. Furthermore, if we can collaborate on planning of projects over the next 5 years, we will not overlap each other in terms of projects for detour routes, etc. She mentioned some of the volunteers included Kalamazoo Township Supervisor Martin, Texas Township Supervisor John Hinkle and KATS Associate Planner Megan Arntz. Commissioner Buchholtz added this map of projects would include roads, water, sewer, storm water and possibly utilities.

Commissioner Stehouwer shared information regarding an inquiry he received from a builder for utility service to a house they are renovating this winter. He stated our policy does not allow winter construction and mentioned how he appreciated staff willing to look into this issue and researching policies from other road commissions and jurisdictions to find out how they deal with winter construction. Furthermore, staff met with Consumers Energy to work on options and stated this illustrates the willingness of this Board and RCKC staff to work on issues which may or may not lead to policy revisions.

Commissioner Pawloski thanked the City of Portage Mayor Patricia Randall, Kalamazoo Township Supervisor Don Martin, Comstock Township Supervisor Randy Thompson and County Commissioner Julie Roger’s for attending today’s meeting,

Commissioner Worthams echoed Commissioner Pawloski’s comments. He shared the Governor’s State of the State Address is tonight and unfortunately he will not be addressing road funding shortage. He shared the governor will mention the state is short 75,000 people when it comes to skilled trades and hopefully the legislature will address that shortfall and turn it around.

Commissioner Buchholtz apologized and stated she was not available to attend the February 6<sup>th</sup> Board meeting.

Commissioner Moyle thanked staff and all who participated in the 2-3 year project regarding the Sign Policy and shared how he looks forward to progress.

January 23, 2018

Chair Int'l \_\_\_\_\_

Clerk Int'l \_\_\_\_\_

The meeting was adjourned at 4:38 p.m.

Attest: Timothy A. Snow, County Clerk

By: \_\_\_\_\_, Chairperson \_\_\_\_\_, Deputy Clerk

February 6, 2018

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 6, 2018. 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, Finance Director Ann Simmons, Operations Director Travis Bartholomew, Project Superintendent Mark Worden, County Engineer Ryan Minkus, and Project Engineer Debbie Jung.

Commissioner Pawloski moved and it was seconded to approve the agenda as amended. Managing Director Johnson shared for clarity under New Business Item E the letters should be a, b, c, d, e.

Carried by the following vote:

Aye: Moyle, Worthams, Pawloski, Stehouwer

Commissioner Worthams moved and it was seconded to approve the minutes from the January 23, 2018 regular Board meeting as amended. Commissioner Stehouwer shared in Commissioner Buchholtz's comments on page 3 of the minutes the word "unattended should be adjusted to "unintended".

Carried by the following vote:

Aye: Moyle, Worthams, Pawloski, Stehouwer

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

Payroll Account	\$ 105,362.79
Vendor Account	\$ 368,143.52

Carried by the following vote:

Aye: Moyle, Worthams, Pawloski, Stehouwer

Mr. William Thomas of 220 Chicago Avenue provided the Board with a handout and shared concerns regarding Sprinkle Road. He stated the roundabout lanes are too narrow for trucks and the timing between lights should be adjusted. Also, there needs to be larger speed limit signs and the speed limit should be lowered. He suggested using speed traps at East Michigan Avenue and East Main Street, having police vehicles in Biggby parking lot at East Michigan Avenue and suggested placing speed limit trailers at East Michigan Avenue and East Main Street. Managing Director Johnson shared RCKC is not an enforcing agency and does not own speed limit trailers. She shared the Sheriff's office has speed limit trailers and she believed Oshtemo Township had one.

Commissioner Worthams moved and it was seconded to accept the Kalamazoo County Proposed Master Plan letter dated January 19, 2018 and refer it to file. Managing Director Johnson shared this is the official notification as it relates to the County Master Plan. Furthermore, Public Act 33 of 2008 gives local entities the opportunity to comment on the proposed Master Plan. She shared the intergovernmental and public review process is open until March 27, 2018. County Commissioner John Gisler mentioned he attended the last Kalamazoo Metropolitan County Planning Commission. He clarified the Master Plan at the County level consists of pulling together the plans for all cities, villages and townships to place in a binder. He stated there is not a "Master" relationship at the county level.

Carried by the following vote:

Aye: Moyle, Worthams, Pawloski, Stehouwer

Commissioner Worthams moved and it was seconded to approve the final construction design plans for the 42<sup>nd</sup> Street from Z Avenue to North of Y Avenue for the Board and Managing Director's signatures on the construction plan cover sheet. Managing Director Johnson shared the 42<sup>nd</sup> Street project is included in the RCKC 2018 Primary Road Capital Improvement Plan (CIP) with a tentative completion date of late September 2018. She

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mentioned this project alone has 105 tree removals. She shared the residents have been informed and the appropriate tree forms were received from the residents. Commissioner Pawloski inquired about the tree work being completed by March 31<sup>st</sup> due to bats. Managing Director Johnson stated the work will be completed by March 31<sup>st</sup>.

Carried by the following vote:

Aye: Moyle, Worthams, Pawloski, Stehouwer

Commissioner Worthams moved and it was seconded to approve the final construction design plans for the KL Avenue, from 11<sup>th</sup> Street to Drake Road for the Board and Managing Director's signatures on the construction plan cover sheet. Managing Director Johnson shared this has been an ongoing project and collaborative effort between the RCKC, the Michigan Department of Transportation (MDOT) and Oshtemo Township. She mentioned the project is identified in our 2018 Primary Road CIP. She stated a center turn lane will be constructed for the length of the project to accommodate left turns into apartment complexes. She also stated due to MDOT's bridge pier locations, the center turn lane will not be carried under the US-131 overpass. Furthermore, we are aware that Oshtemo Township has identified this portion of the KL corridor as a priority route for a non-motorized facility and RCKC staff is working with the township to finalize a non-motorized agreement for the proposed facility. She mentioned the project is scheduled for construction beginning June 2018 with a tentative open to traffic date of September 2018. Commissioner Stehouwer questioned if the non-motorized facility is part of this project and funded by Oshtemo Township. Managing Director Johnson stated not at this time and mentioned that Oshtemo Township is in the process of trying to secure funding. County Engineer Minkus added space is reserved for the facility in the future in both RCKC plans and MDOT's bridge plans.

Carried by the following vote:

Aye: Moyle, Worthams, Pawloski, Stehouwer

Commissioner Pawloski moved and it was seconded to approve the final construction design plans for the Alma Drive at KL Avenue safety project for the Board and Managing Director's signatures on the construction plan cover sheet and the project easement. Managing Director Johnson shared this project is included in the RCKC 2018 CIP and includes realignment of the intersections of KL Avenue at Alma Drive and 1<sup>st</sup> Street at Alma Drive and improve sight lines for the safety of motorists. In addition, the section of KL Avenue from Alma Drive to 1<sup>st</sup> Street would be removed. Furthermore, meetings with property owners and township officials have been held and the project is currently on tract for a May 2018 MDOT bid letting. She shared our consultant, Hubbell, Roth, & Clark approached the property owners seeking an easement to allow for the construction of the required curb radius at the intersection of Alma Drive at 1<sup>st</sup> Street. She stated the negotiations with the property owners are complete and mentioned utilizing the highway easement will result in a better overall project for all involved.

- West Oshtemo Baptist Church 10640 W. KL Avenue \$600.00

Carried by the following vote:

Aye: Moyle, Worthams, Pawloski, Stehouwer

Commissioner Stehouwer moved and it seconded to approve the Cooper Township Local Road Participation Fund Contract. Commissioner Stehouwer mentioned how he noticed fog seal was included in some Local Road Contracts in others it was not. He questioned if fog seal is a local choice or the RCKC recommendation. Project Superintendent Worden stated fog seal is a local choice.

- Eaglehead Avenue** – Red Rock Trail to 650' east of Rolling Meadows Drive, **Rolling Meadows Drive** – Eaglehead Avenue to D Avenue (Walker Meadows), *Hot Mix Asphalt (HMA) Reconstruct*
- Old Douglas Avenue** – G Avenue to F Avenue, *HMA Wedging/Crack Fill/Chip Seal/Fog Seal*
- 17<sup>th</sup> Street** – D Avenue to C Avenue, *Crack Fill/Chip Seal/Fog Seal*

Carried by the following vote:

Aye: Moyle, Worthams, Pawloski, Stehouwer

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

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Chair Int'l \_\_\_\_\_

Clerk Int'l \_\_\_\_\_

- a. **34<sup>th</sup> Street** – M-89 to D Avenue, *HMA Overlay*
- b. **D Avenue** – 34<sup>th</sup> Street to east township line, *HMA Wedging/Crack Fill/Chip Seal*
- c. **D Avenue** – M-89 to 34<sup>th</sup> Street, *HMA Overlay*
- d. **35<sup>th</sup> Street** – G Avenue to DE Avenue, *HMA Wedging/Crack Fill/Chip Seal*
- e. **EF Avenue** – 32<sup>nd</sup> Street to 3317' east of 32<sup>nd</sup> Street, *HMA Wedging/Chip Seal*

Carried by the following vote:

Aye: Moyle, Worthams, Pawloski, Stehouwer

Commissioner Pawloski moved and it was seconded to approve the MDOT Contract #17-5459 for Managing Director's signature. Managing Director Jonson shared the contract is for Hot Mix Asphalt (HMA) paving work along 9<sup>th</sup> Street from eastbound highway I-94 exit ramp northerly to the south approach structure which is the bridge and carries 9<sup>th</sup> Street over Highway I-94.

Carried by the following vote:

Aye: Moyle, Worthams, Pawloski, Stehouwer

Managing Director Johnson commended our maintenance operations for winter maintenance activities. She shared employees have stepped up to the plate with a great attitude by working long hours and coming in early to keep our roads safe for the motoring public. She mentioned at the state-wide level initiative there was much movement as it relates to various activities in the legislature including telecommunications. She mentioned the County Road Association (CRA) is keeping a pulse on those primarily related to rural broadband and activity for right-of-way and future permitting of applications and fees. Furthermore, she had the opportunity to be with the Governor on Thursday, February 8th in Auburn Hills to kickoff additional budget request investment. She shared as we look at the budget for fiscal year 2019 we would like to continue investing in our infrastructure. Additionally, she toured the facilities with the Governor followed by a short press conference to promote investing in our infrastructure long term.

Commissioner Stehouwer attended the County Parks Commission meeting last Thursday where they approved several events. He mentioned County Parks is running positive in terms of budget with good revenues from last year. He also mentioned County Parks referred potential oil and gas exploration to the County Administration for follow-up.

Commissioner Pawloski shared his interest in hearing the update that will be given on the Zika Mosquito Monitoring Program at the February 14<sup>th</sup> Environmental Health Advisory Council (EHAC) meeting. He inquired about the roundabouts on Sprinkle Road and questioned if they were an MDOT project. Managing Director Johnson answered yes. He also inquired about speed limits. Managing Director Johnson shared speed limits are set by the Michigan State Police (MSP) who work with the RCKC in terms of gathering the data for traffic studies. She stated if a Township request a particular speed study that it needs to go through Township resolution to keep everyone informed. She mentioned the studies are a data driven decision that could result in speeds going higher, lower or remaining the same.

Commissioner Worthams complimented staff on winter operations and passed on compliments from constituents who were very pleased with winter maintenance this past weekend. He attended the Kalamazoo County Metropolitan Planning Commission meeting where they found plans that were consistent with the local surrounding units of government. They also had discussion regarding oil drilling. He stated it was a good meeting and mentioned how good it is that we are still liaising with the Metropolitan Planning Commission.

Commissioner Moyle shared we are struggling with reclaiming our right-of-way. He stated over the last 40 years the growth of trees have encroached on our roads so much that it is has become a safety issue as well as a costly maintenance issue. He shared the public right-of-way has so much in it including unseen buried items. He shared utility companies and private companies are seeking access to our right-of-way. He stated we are not trying to oppose them, rather help accommodate them without destroying other items within the public right-of-way. He shared folks do not understand the problem we are having with coordinating and permitting these internet

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providers and we would like to help with providing internet to areas currently without it. Furthermore, there are risks of working with utilities and current or approved users of our right-of-way. Managing Director Johnson shared none of us are trying to be obstructionist. Furthermore, we are trying to be good stewards of our public right-of-way and we would like to be sure from a statewide perspective that there are rules when you are a guest in the right-of-way and we would like to solidify the public right-of- way for generations to come.

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

Attest: Timothy A. Snow, County Clerk

By: \_\_\_\_\_, Chair \_\_\_\_\_, Deputy Clerk

February 20, 2018

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 20, 2018. 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, Finance Director Ann Simmons, Operations Director Travis Bartholomew, County Engineer Ryan Minkus, 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 Pawloski moved and it was seconded to approve the minutes from the February 6, 2018 regular Board meeting 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	\$ 160,799.72
Vendor Account	\$ 296,689.55

Carried by the following vote:  
Aye: Moyle, Buchholtz, Pawloski, Stehouwer

Mike Dollar of 394 Fineview Avenue shared concerns regarding chip seal. He stated 2 of his vehicles had damage due to loose stone after Fineview Avenue was chip sealed. Furthermore, he submitted several service requests to clean up the loose stone and to his knowledge it has not been completed. Dave Sytsma of 393 Fineview Avenue shared concerns regarding loose tar. He stated when it warms up the tar sticks to the bottom of his shoes and is then tracked into his house. He stated tire marks from tar are visible on his driveway leading into his garage. Cooper Township Supervisor Jeff Sorenson who resides at 4500 East E Avenue shared that his office has received several complaints regarding chip seal on Fineview Avenue, East Baseline Road, E Avenue, 23<sup>rd</sup> Street and DE Avenue. He shared the cost for Baseline Road was split with Gun Plain Township and mentioned the Supervisor of Gun Plain Township has also received complaints. Furthermore, Supervisor Sorenson received several complaints regarding loose stone being 5 feet onto resident's lawns after roads were swept today. He also mentioned the down pressure from the plow trucks were not helping. He stated sweeping will not fix the problem and inquired if a chip seal lock would hold the stone in place. He mentioned the roads were originally chip sealed in 2016 and redone in 2017 and stated he is willing to work with the RCKC to find a solution to the concerns addressed. He shared most complaints were after winter maintenance. Commissioner Buchholtz mentioned in 2016 we used Anionic emulsion and slag and then switched to Cationic and trap rock. She inquired if using the different materials back to back contributed to the problem. She also mentioned since using Cationic and trap rock we have received more compliments than complaints. Operations Director Bartholomew shared both the RCKC and vendors are investigating what, if any issues related to chip seals.

County Commissioner Gisler mentioned how the RCKC is among the rare authorities and Advisory Boards who posts their entire Board packet on the website and shared his appreciation.

Commissioner Buchholtz moved and it was seconded to accept the Cooper Township letter regarding chip seals dated February 13, 2018 and coordinate a meeting with staff as requested.  
Carried by the following vote:  
Aye: Moyle, Buchholtz, Pawloski, Stehouwer



Commissioner Stehouwer moved and it was seconded to accept the Cooper Township Resolutions Requesting Speed Studies and refer them to staff. Managing Director Johnson shared Cooper Township Supervisor Sorenson and members of the Cooper Township Board participated in the Setting Realistic Speed Limits Presentation and is aware of the process. Furthermore, they acknowledged that once the speed study is conducted the speed limit could be increased, remain the same or could be reduced. She also mentioned we will work in conjunction with the Michigan State Police (MSP) on speed resolutions and mentioned how they can take time even after the data is gathered. County Commissioner Gisler inquired about speed studies. Managing Director Johnson explained the speed limit is set by the drivers. Furthermore, it is based on the 85<sup>th</sup> percentile of what traffic is moving at. She stated it's a data driven decision that includes crash information, traffic counts and what speed traffic is moving at.

- a. North 14<sup>th</sup> Street from West G Avenue to West E Avenue (currently 55mph)
- b. West C Avenue from Douglas Avenue to North 17<sup>th</sup> Street (currently 55mph)
- c. North 12<sup>th</sup> Street from B Avenue to Baseline Road (currently 45/55mph)

Carried by the following vote:

Aye: Moyle, Buchholtz, Pawloski, Stehouwer

Commissioner Buchholtz moved and it was seconded to accept the Schoolcraft Township Resolution Requesting Speed Study and refer to staff. Managing Director Johnson shared Schoolcraft Township Supervisor Don Ulsh also participated in the Setting Realistic Speed Limits Presentation and is aware of the process. Furthermore, he understands the speed limit could be increased, remain the same or could be reduced.

- a. Portage Road from W Avenue to XY Avenue (currently 55mph)

Carried by the following vote:

Aye: Moyle, Buchholtz, Pawloski, Stehouwer

Commissioner Buchholtz shared how she received a phone call from a Texas Township resident, Mr. Lucas Fischhaber concerning a claim he had made with the RCKC regarding his mailbox. She stated he was certain that his mailbox was in compliance and was hit by a snow plow truck. She stated Mr. Fischhaber requested the \$30 reimbursement and suggested the amount be revisited and thought it was inadequate. He mentioned his mailbox was a nicer type, newer, and the replacement cost would be approximately \$150. She explained to Mr. Fischhaber the reasons why a flat fee was in place.

Commissioner Buchholtz moved and it was seconded to approve the purchase of a 2018 Caterpillar 140M3 Motor Grader with roller, disc and wing plow attachments from Michigan Cat through the MIDEAL purchasing program. Managing Director Johnson shared this motor grader attachment purchase is outlined in the Capital Outlay section of our 2018 budget. She mentioned the purchase includes the motor grader, roller, disc and wing plow attachments, and additional warranty. Commissioner Pawloski questioned if the 1999 grader would be turned in. General Superintendent DeYoung answered yes. Operations Director Bartholomew shared the new motor grader is controlled by joysticks including the steering. Commissioner Stehouwer inquired about the grader's life expectancy. Operations Director Bartholomew shared 15-20 years. Commissioner Stehouwer inquired about the motor grader's major uses. Operations Director Bartholomew stated it would be used primarily for grading gravel roads, grading gravel shoulder maintenance, high shoulders, ditching and winter maintenance.

Carried by the following vote:

Aye: Moyle, Buchholtz, Pawloski, Stehouwer

Commissioner Buchholtz moved and it was seconded to approve the purchase of a 2018 Ford Transit XLT, Passenger Wagon, from Gorno Ford, Woodhaven, MI through the MIDEAL purchasing program. Managing Director Johnson shared outlined in the Capital Outlay section of the 2018 budget is the purchase of an administrative passenger van. She mentioned the large open cabin space will assist when there is a group of staff going across the state and will help offset the costs of driving individual vehicles or personal vehicles. It will also assist with road tour options including RCKC staff, Board members and township officials. Furthermore, it could be utilized for Pavement Surface Evaluation and Rating (PASER) of our network. Commissioner Pawloski questioned if we were

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trading in a vehicle. General Superintendent DeYoung shared the passenger van would be a replacement for a vehicle in the future. Commissioner Buchholtz inquired about a special license. General Superintendent DeYoung shared a special license was not required. He also mentioned the van included a public address system and an aero bar for safety.

Carried by the following vote:

Aye: Moyle, Buchholtz, Pawloski, Stehouwer

Commissioner Pawloski moved and it seconded to approve the Alamo Township Local Road Participation Fund Contract.

- a. **Owen Drive** – C Avenue to 3500' north of C Avenue, **Gravel/Pulverize/Grade/HMA Paving**
- b. **Owen Drive** – 3500' north of C Avenue to B Avenue, **HMA Overlay**
- c. **7<sup>th</sup> Street** – G Avenue to Owen Drive, **Chip Seal/Fog Seal**
- d. **B Avenue** – Van Kal Street to 2<sup>nd</sup> Street, **Chip Seal/Fog Seal**
- e. **F Avenue** – 6<sup>th</sup> Street to 7<sup>th</sup> Street, **Chip Seal/Fog Seal**

Carried by the following vote:

Aye: Moyle, Buchholtz, Pawloski, Stehouwer

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

- a. **Chestnut Trail** – HJ Avenue to Wild Coyote Trail, **Wild Coyote Trail** – Chestnut Trail to 1482' north of Chestnut Trail (Chestnut Hills), **Crack Fill/Chip Seal/Fog Seal**
- b. **MN Avenue** – 26<sup>th</sup> Street to 28<sup>th</sup> Street, **HMA Overlay**
- c. **Winterburn Street** – 650' south of M-96 to M-96, **Ocom Street** – Gleason Street to M-96, **Blalock Street** – Gleason Street to M-96, **Gleason Street** – Ocom Street to 572' east of Blalock Street (Riverdale Plat), **HMA Overlay**
- d. **Lavender Circle** – Daylily Lane to Ivy Street, **Ivy Street** – Daylily Lane to Treetop Drive, **Coral Bells Circle** – Daylily Lane to Autumn Joy Street, **Autumn Joy Street** – Daylily Lane to Candytuft Lane, **Buttercup Street** – 213' south of Daylily Lane to Candytuft Lane, **Juneberry Street** – Daylily Lane to Sundrop Avenue, **Sundrop Avenue** – Buttercup Street to Juneberry Street, **Daylily Lane** – 33<sup>rd</sup> Street to Juneberry Street, **Candytuft Lane** – 895' west of Ivy Street to Buttercup Street, (Rolling Meadows), **HMA Overlay**
- e. **Midway Avenue** – Saratoga Avenue to Savannah Avenue, **Saratoga Avenue** – Gull Road (M-43) to Savannah Avenue, **Jennings Drive** – Gull Road (M-43) to Mission Avenue, **Savannah Avenue** – 320' West of Midway Avenue to Saratoga Avenue, **Mission Avenue** – Saratoga Avenue to Jennings Drive, (Jennings Plat), **HMA Overlay**

Carried by the following vote:

Aye: Moyle, Buchholtz, Pawloski, Stehouwer

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

- a. **Highland View Drive** – 3<sup>rd</sup> Street to 4696' east of 3<sup>rd</sup> Street, **Kullenbrooke Drive** – Highland View Drive to 436 east of Highland View Drive, (Forest Glen Estates), **Crack Fill/Chip Seal/Fog Seal**
- b. **H Avenue** – 3<sup>rd</sup> Street to 6<sup>th</sup> Street, **HMA Overlay**
- c. **J Avenue** – Vankal Street to 2<sup>nd</sup> Street, **HMA Wedging/Crack Fill/Chip Seal**
- d. **Saint Charles Place** – 573' west of Belle Chase Boulevard to 8<sup>th</sup> Street, **Baton Rouge Street** – Belle Chase Boulevard to 8<sup>th</sup> Street, **Belle Chase Boulevard** – 206' south of Saint Charles Street to Baton Rouge Street, **Bayou Vista Street** – Saint Charles Street to Baton Rouge Street, **Cajun Drive** – 175' west of Belle Chase Boulevard to Belle Chase Boulevard (Lasalle Homesites), **Crack Fill/Chip Seal/Fog Seal**
- e. **Maple Hill Drive** – 510' south of M-43 to M-43, **HMA Overlay**
- f. **Saint James Avenue** – 6<sup>th</sup> Street to La Jessica Circle, **La Jessica Circle** – Saint James

Avenue to 1588' east of Saint James Avenue, **La Lisa Lane** – 233' south of La Jessica Circle to La Jessica Circle, **La Lisa Lane** – La Jessica Circle to 865' north of La Jessica Circle (Oak Park), **Crack Fill/Chip Seal/Fog Seal**

- g. **Antiqua Circle** – 11<sup>th</sup> Street to 368' east of Tropicana Street, **Tropicana Street** – Brandy Avenue to Antiqua Circle, **Brandy Avenue** – Tropicana Street to Fountain Square Drive, **Fountain Square Drive** – 183' south of Brandy Avenue to Sweet Briar Drive, **Caribia Avenue** – Fountain Square Drive to 203' east of Fountain Square Drive (Rose Arbor), **Crack Fill/Chip Seal/Fog Seal**
- h. **Toscana Street** – Mirabella Avenue to L Avenue, **Mirabella Avenue** – Toscana Street to 252' east of Toscana Street, **Calabria Avenue** – 261' west of Toscana Street to Toscana Street, **Crack Fill/Chip Seal/Fog Seal**
- i. **Valley Industrial Drive** – 9<sup>th</sup> Street to 610' east of 9<sup>th</sup> Street, **Crack Fill/Chip Seal/Fog Seal**

Carried by the following vote:

Aye: Moyle, Buchholtz, Pawloski, Stehouwer

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

- a. **R Avenue** – 29<sup>th</sup> Street to 4000' east of 29<sup>th</sup> Street, **Gravel/Pulverize/HMA Paving**
- b. **T Avenue** – 32<sup>nd</sup> Street to 34<sup>th</sup> Street, **HMA Wedging/Crack Fill/Chip Seal**

Carried by the following vote:

Aye: Moyle, Buchholtz, Pawloski, Stehouwer

Commissioner Pawloski moved and it was seconded to approve the Pavilion Township Local Road Participation Fund Contract. Operations Director Bartholomew explained the R Avenue structure is a single lane structure that has been widened to two lanes without a shoulder. Furthermore we will be rebuilding the headwalls and recommend the structure be replaced. He stated we hired an engineering company to give us pricing on types of structures and this one seems to be the most cost effective for this application.

- a. **R Avenue over Portage Creek, Aluminum Box Bridge**

Carried by the following vote:

Aye: Moyle, Buchholtz, Pawloski, Stehouwer

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

- a. **Percheron Street** – Q Avenue to Belgian Avenue, **Belgian Avenue** – 344' west of Percheron Street to 95' west of Clydesdale Avenue (Applegate Farms), **Chip Seal/Fog Seal**
- b. **N Pine Island Court** – 1000' west of Finnagen Street to Finnagen Street, **S Pine Island Court** – 970' west of Finnagen Street to Finnagen Street (Pine Island Lake), **Chip Seal/Fog Seal**
- c. **Rolling Pines Court** – 10<sup>th</sup> Street east to 1,230' east of 10<sup>th</sup> Street, **Chip Seal/Fog Seal**
- d. **Windscape Drive** – Plum Hollow Circle to Bay Ridge Road, **Bay Ridge Road** – 590' south of Windscape Drive to Texas Drive, **Plum Hollow Circle** – 375' south of Windscape Drive to Windscape Drive, **Bentley Drive** – 615' south of Windscape Drive to Texas Drive, **Quail Hollow Circle** – 290' west of Bay Ridge Road to Bay Ridge Road, **Arbor Pointe Circle** – Bay Ridge Road to 220' east of Bay Ridge Road (Bay Ridge No. 2), **Chip Seal/Fog Seal**
- e. **Crestway Drive** – 5<sup>th</sup> Street to Fieldwood Point, **Fieldwood Point** – 230' south of Crestway Drive to Crestway Drive, **Fieldwood Circle** – Crestway Drive to 230' north of Crestway Drive (Timber Highlands), **Chip Seal/Fog Seal**
- f. **Glenwynd Drive** – 6<sup>th</sup> Street to O Avenue, **Chip Seal/Fog Seal**
- g. **Autumn Glen Street** – Shane Street to N Avenue, **Autumn Court** – Autumn Glen Street to 235' east of Maple Hollow Avenue, **Oakwood Avenue** – Shane Street to Autumn Glen Street, **Timberview Avenue** – Shane Street to Autumn Glen Street, **Maple Hollow Avenue** – 211' south of Autumn Court to Autumn Court, **Shane Street** – Autumn Glen Street to N Avenue (Autumn Woods), **Chip Seal/Fog Seal**

- h. RS Avenue – 2<sup>nd</sup> Street to 6<sup>th</sup> Street, *Crack Fill/Chip Seal/HMA Wedging***
- i. Glade Trail – Windsong Way to 8<sup>th</sup> Street, *Windsong Way* – Gladeview Drive to Glade Trail, *Gladeview Drive* – Windsong Way to Hobblesh Lane, *Hobblesh Lane* – Gladeview Drive to Lakeridge Place, *Lakeridge Place* – 1,015' south of Glade Trail to Glade Trail, *Crack Fill/Chip Seal/Fog Seal***
- j. Pennycress Lane – P Avenue to 1<sup>st</sup> Street, *Chicory Trail* – Pennycress Lane to 1<sup>st</sup> Street (Mattawan Heights), *HMA Overlay***
- k. Atwater Court – Texas Drive to 750' north of Texas Drive, *HMA Overlay***
- l. Saddle Club Drive – Stoney Brook Road to Dunwoody Court, *Dunwoody Court* – 542' south of Saddle Club Drive to Saddle Club Drive, *Stoney Brook Road* – Braeburn Court to Farmington Avenue, *Braeburn Court* – 298' east of Stoney Brook Road to Stoney Brook Road, *Vista Ridge Court* – 383' west of Stoney Brook Road to Stoney Brook Road, *Bramblewood Drive* – 780' south of Stoney Brook Road to Stoney Brook Road, *Cobblewood Drive* – 1201' south of Stoney Brook Road to Stoney Brook Road, *Brandy Chase* – Bramblewood Drive to Cobblewood Drive, *Thrasher Court* – 227' east of Thrasher Lane to Thrasher Lane, *Thrasher Lane* – Foxcroft Drive to Stoneybrook Road (Rudgate), *Milling/HMA Overlay***
- m. Paw Paw Lake Drive – S Avenue to RS Avenue, *HMA Overlay***

Carried by the following vote:

Aye: Moyle, Buchholtz, Pawloski, Stehouwer

Operations Director Bartholomew mentioned 24 hours into the last snow storm we assessed the condition of the roads and you could see a vast improvement in our winter maintenance program over the years which is attributed to the equipment we have. He thanked the Board for being so supportive.

Mr. Thom Brown of 8798 W. OP Avenue inquired about the joint funding projects and questioned if the RCKC does preliminary work. Commissioner Moyle shared staff works with Township Supervisors. Furthermore, there is a lot of preliminary work that goes into 5 year planning. Commissioner Stehouwer mentioned we participate in local road projects and Townships match allocated dollars. Furthermore, there is hours of preparation work that goes on behind the scenes.

Managing Director Johnson thanked our maintenance operations for winter maintenance activities during the weekend storm. She mentioned seasonal weight restrictions went into effect on Monday, February 19th and shared that weight restrictions preserve our roadways when they are most vulnerable. She mentioned we are hosting a Preliminary Plat and Development Information meeting on March 7<sup>th</sup> where many topics will be discussed. She stated our chip and fog seal project on South Burdick Street which is in partnership with the City of Kalamazoo is now receiving the Michigan Chapter American Public Works Association for the project of the year in the category of transportation less than one million. She shared the awards will be provided on May 24<sup>th</sup>. She shared the Michigan Transportation Fund (MTF) is our primary source for operating revenue. Furthermore, it is always 2 months behind and as of February 2018 we finished off the 2017 year with \$18,603,917.10 of MTF revenues. She mentioned we had an amended budget on December 26<sup>th</sup> where we estimated our year ending 2017 MTF revenues would be \$18,456,000 and shared you can see the impact of the infrastructure funding that took place in 2017. She had the opportunity to review President Trump's legislative outline for the infrastructure plan. She mentioned it is a work in progress and overall she was not sure if we would see much of an impact in Kalamazoo County.

Commissioner Stehouwer shared how he appreciated the opportunity to see the driver's perspective while riding along in a snow plow. He also had the opportunity to drive around the county after the snowstorm and thanked the crews for all their work. He shared on Monday February 12<sup>th</sup> both he and Managing Director Johnson attended the Southwest Council meeting where they received updates from committees, legislative matters and other topics. They also received reminders about the Annual Conference in March and the Commissioner's Conference in April where they are looking for committee members including Commissioners.

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Chair Int'l \_\_\_\_\_

Clerk Int'l \_\_\_\_\_

Commissioner Pawloski apologized for missing the Southwest Council Meeting. He attended the Environmental Health Advisory Council (EHAC) meeting on February 14th and shared in 6 months they will be moving their entire operations to the Alcott area. He thanked the crews for all their work over many long hours.

Commissioner Buchholtz thanked the crews for all their work and mentioned how staff is constantly looking a season ahead and how complicated it is along with the hours, demand, and commitment by all staff. She mentioned how grateful she is for the work being done.

Commissioner Moyle stated preliminary work is done in many aspects and mentioned how tree work, ditching and high shoulder removal is all part of the planning and also shared how important communication is. Commissioner Moyle mentioned he had received 6 calls regarding mailboxes and is working through them.

The meeting was adjourned at 4:00 p.m.

Attest: Timothy A. Snow, County Clerk

By: \_\_\_\_\_, Chair \_\_\_\_\_, Deputy Clerk

March 6, 2018

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 6, 2018. Commissioner Moyle called the meeting to order at 3:00 p.m.

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

Absent: Deborah J. Buchholtz, 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, Traffic Engineer and Project Engineer Jim Hoekstra, General Superintendent Bill DeYoung and Maintenance Superintendent Jim Page.

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

Carried by the following vote:

Aye: Moyle, Pawloski, Stehouwer

Commissioner Stehouwer moved and it was seconded to approve the minutes from the February 20, 2018 regular Board meeting as presented.

Carried by the following vote:

Aye: Moyle, Pawloski, Stehouwer

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

Payroll Account	\$ 113,199.80
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Vendor Account	\$ 272,989.92
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Carried by the following vote:

Aye: Moyle, Pawloski, Stehouwer

Commissioner Moyle moved and it was seconded to add the Charleston Township 38<sup>th</sup> Street variance proposal to the March 20<sup>th</sup> agenda and to delay their local road contract to April 3<sup>rd</sup>. Charleston Township Supervisor Jerry Vander Roest provided the Board with a handout and shared concerns regarding North 38<sup>th</sup> Street. He stated North 38<sup>th</sup> Street is a high priority road in poor condition. He requested the Board to accept the Township's 2017 estimate that included a 13A Base Course – Modified Hot Mix Asphalt (HMA) 1 ½ inches and 36A Wearing Course – Modified HMA 1 ½ inches versus a 4 inch base that is currently required in the construction guideline. He stated the request is for the same specifications that the Township was given in 2017. Furthermore, the Township requests the driveway adjustments be the property owner's responsibility. Managing Director Johnson shared we have had meetings with residents on North 38<sup>th</sup> Street where we shared the condition of the roadway and funding to see if anyone was interested in a special assessment. Furthermore, Project Superintendent Worden has planned data related to Charleston Township roads for preventive maintenance type application projects, if needed. She inquired if the estimate provided was recreated by Township Supervisor Vander Roest, including the elimination of traffic control. Township Supervisor VanderRoest said yes. Project Superintendent Worden shared there are a few other items that he changed and also mentioned this will allow us time to work with the Township on this issue or an alternate project, if needed.

Carried by the following vote:

Aye: Moyle, Pawloski, Stehouwer

Richland Township Treasurer Marsha Drouin shared concerns regarding chip seal. She stated 2017 chip seals did not hold up well and questioned what changed from a few years ago. Furthermore, she was unsure if the Township would consider having their roads chip sealed in 2018. Charleston Supervisor Vander Roest mentioned that he had reported the seal coat applied in 2017 on L Avenue is peeling off. Commissioner Moyle shared the purpose of chip seal is to seal the road and the stone gives a driving surface so emulsion is not tracked. He inquired if the emulsion was still in place on roads in Richland Township. Treasurer Drouin stated you could see the previous pavement line striping underneath it. Commissioner Moyle stated he noticed the roads in his

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Chair Int'l \_\_\_\_\_

Clerk Int'l \_\_\_\_\_

Township still had emulsion and shared the plows have peeled off high points. Managing Director Johnson shared our team is working with and reviewing previously chip sealed roads. She also mentioned there are many roads in the 170 miles that were chip sealed that are in excellent condition and other roads we are trying to isolate those variables whether it be shade, pavement marking that could have an effect on the centerline with stone loss or emulsion. Furthermore, we are looking at the emulsion and aggregate and question if it still holds the integrity of the preservation of the road. Commissioner Moyle shared we have received far less issues in the past two years regarding chip seal. Treasurer Drouin also mentioned how the chip seal on Sprinkle Road was not holding up. Managing Director Johnson shared we want the roads to be in good condition and we pride ourselves in that. She mentioned we are aware and are looking into isolating the issue. County Commissioner Gisler shared on Sprinkle Road south of Centre Avenue there are large pieces missing out of the road in the southbound lane. Managing Director Johnson shared we attended a pavement preservation conference yesterday where we discussed chip seal and other preservation treatments. She shared a chip seal seals the roadway and when the aggregate gets lost aseptically it looks like poor workmanship. She mentioned chip seal is not fresh new pavement, it is a road preservation type of treatment.

Commissioner Stehouwer moved and it was seconded to accept the Michigan Department of Transportation (MDOT) Award Letters dated February 15, 2018 and refer them to file.

- a. 8<sup>th</sup> Street High Risk Rural Roads
- b. D Avenue Highway Safety Improvement Program

Carried by the following vote:

Aye: Moyle, Pawloski, Stehouwer

Commissioner Pawloski moved and it was seconded to approve the Michigan Department of Transportation (MDOT) Cost Agreement for Traffic Signal Control at M-43 (W. Main) at 9<sup>th</sup> Street for Managing Director's signature. Managing Director Johnson shared the traffic signal cost agreements are for the annual cost of signal maintenance, including utility bills and maintenance repairs, for traffic signals at intersections under multiple agency jurisdiction. In this case the MDOT owns and operates the current traffic signal. They have made upgrades to the vehicle detection system and are seeking to memorialize that they have paid the entire cost of the improvement and that annual maintenance and electrical billings will be shared with RCKC. The current traffic signal allocates RCKC 50% of the maintenance costs and this agreement continues the 50% cost share for the new detection system. Commissioner Stehouwer inquired if the allocation is based on traffic. Traffic and Project Engineer Hoekstra shared the cost allocation is based on the legs of the intersections.

Carried by the following vote:

Aye: Moyle, Pawloski, Stehouwer

Commissioner Stehouwer moved and it was seconded to approve the Resolution of Support for the Local Bridge Program for the Washington Street Bridge in the Village of Augusta for the Chair's signature. Managing Director Johnson shared the MDOT has posted the Call for Applications for the Local Bridge Program for FY 2021. The Village of Augusta is seeking our support for their Washington Street Bridge. This is unusual as we are also competing for these funds. However, we also want to support our smaller agencies in Kalamazoo County and support of the funding coming to Kalamazoo County. The Village is planning for the FY 2021 Local Bridge Program Funding to assist with the complete replacement of the Washington Street Bridge over the canal of Augusta Creek (STR 4666). The existing steel I-beam structure was built in 1921 and is poor condition. It is currently load rated at 5 tons. The 2016 bridge inspection rates the structure a 5 (fair condition) and is not considered structurally deficient in accordance with the National Bridge Inventory ratings scale, however with the significantly low load rating of the bridge it is not sufficiently meeting the needs for the community. Prein & Newhof is the consultant assisting the Village on the application. Commissioner Pawloski questioned if the bridge is north of M-96. Project Superintendent Worden answered yes.

#### **RESOLUTION**

**Supporting Application for Local Bridge Program Funds FY 2021  
For**

March 6, 2018

Chair Int'l \_\_\_\_\_

Clerk Int'l \_\_\_\_\_

**Village of Augusta Bridge # STR 4666**

**WHEREAS**, the Washington Street Bridge over the canal of Augusta Creek in the Village of Augusta, Kalamazoo County, Michigan, was constructed in 1921 as a steel I-beam structure and is in poor condition; 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 with a current load rating of 5 tons; and

**WHEREAS**, the investment in the complete bridge replacement will improve the condition of the bridge, avoiding more costly repairs in the future; and

**WHEREAS**, the Village of Augusta has prepared an application for Local Bridge Program Funds to replace this structure; and

**WHEREAS**, the Village Council will consider the application for Local Bridge Program Funds and authorize the submission of the application for Local Bridge Program Funds for FY 2021.

**NOW, THEREFORE, BE IT RESOLVED** that the Road Commission of Kalamazoo County supports the consideration of the Village of Augusta application for Local Bridge Program Funds.

Carried by the following vote:

Aye: Moyle, Pawloski, Stehouwer

Commissioner Stehouwer moved and it was seconded to award the 2018-04 Dust Control Bid to Great Lake Chloride Inc. for 38% and 42% CaCl solution; sole bidder meeting specifications, with an option to extend annually for up to three (3), one (1) year extensions by the mutual agreement of both parties. Managing Director Johnson shared this year we have budgeted for the cost of dust control for 106 miles of gravel roads. Furthermore, in our budget we have estimated a potential of 4 applications of dust control totaling approximately \$130,000. Therefore, this year you will not see Dust Control Agreements come before the Board. She mentioned Townships may apply for a right-of-way permit and coordinate additional dust control at their cost, if they so choose beyond RCKC applications. General Superintendent DeYoung mentioned this bid is only for the calcium chloride portion; we usually have mineral well brine included in the bid which is a third of the costs. He stated after contacting the vendors who typically bid on mineral well brine we found out they were not aware of the bid. Furthermore, we have rebid mineral well brine on its own which is scheduled to open on March 15th and should be brought to the Board on either March 20<sup>th</sup> or April 3rd. Commissioner Moyle inquired if the new bid would have any effect on this current bid. General Superintendent DeYoung stated it would not and explained we do not plan to use calcium chloride on our normal dust control due to the costs. Operations Director Bartholomew shared the 4 applications of dust control that we are recommending would be with the mineral well brine solution. General Superintendent DeYoung shared the calcium chloride will be used in another aspect. Commissioner Pawloski inquired if the RCKC would receive notice if a Township chose to have additional dust control applied beyond the 4 applications. Managing Director shared we would through the normal permitting process.

Carried by the following vote:

Aye: Moyle, Pawloski, Stehouwer

Commissioner Pawloski moved and it was seconded to award the 2018-05 22A/23/A Gravel, Compacted In Place Bid to Kalin Construction Co. Inc., Southwest Transport Co., Balkema Excavating, Inc. as respective low bidders, meeting specifications by township. Managing Director Johnson shared the intent of this 22A/23A Gravel-Compacted In Place bid is to maintain a consistent annual price, by township, for various primary and local road projects. The total bid price per ton for the Gravel-Compacted In Place bid includes the purchase of the material, trucking to the project site (by township), spreading of material, grading to a width and percentage of slope specified by the inspector on the job and compacted to accept traffic. The bid is divided by township to give



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vendors an opportunity to provide RCKC with a competitive price for material, based on haul distance from various gravel pits.

Carried by the following vote:

Aye: Moyle, Pawloski, Stehouwer

Commissioner Stehouwer moved and it was seconded to award the 2018-06 Aggregates, Seasonal Requirements Bid to Aggregate Resources Inc., Art Austin Inc., Byholt Inc., Hillside Gravel LLC, Top Grade Aggregates LLC, and Verplank Trucking based on haul distance for material loaded in RCKC trucks and by low bidder meeting specifications for material delivered to RCKC yard.

Carried by the following vote:

Aye: Moyle, Pawloski, Stehouwer

Commissioner Stehouwer moved and it was seconded to award the 2018-03 Tree Work Bid #1 to Medco – low bidder, meeting specifications, for the amount of \$11,850. Managing Director Johnson shared in this bid there were 9 job sites on 42<sup>nd</sup> Street in Wakeshma Township. This is corresponding to our project on 42nd Street from Z Avenue to North of Y Avenue in our 2018 Primary Road Capital Improvement Plan (CIP). There are approximately 105 trees and the tree work will be completed before March 31st. Tree removal forms have been completed and residents are aware of the upcoming work. Medco has been awarded several other tree work projects for RCKC and we are confident they can complete this project as well. Commissioner Pawloski questioned if the work would be completed by March 31<sup>st</sup>. Maintenance Superintendent Page shared all 105 trees would be cut down, but not necessarily removed.

Carried by the following vote:

Aye: Moyle, Pawloski, Stehouwer

Commissioner Pawloski moved and it was seconded to approve the 2017 Public Act (PA) 51 Mileage Certification and Countywide Maps for the Chair's signature. Managing Director Johnson shared in accordance with PA 51 of 1951, as amended, the RCKC is required to submit an annual report of roadway mileage. The Board has previously approved the 2017 2008D/2008E forms as well as the 2017 resolution to recognize the additions/deletions to the County road system at the December 26, 2017 Board meeting. The changes have been reflected in the 2017 Countywide Certification maps, including the urban area. Staff have also provided feedback for the index and minor updates throughout the year. All of this information is due to the State by March 31, 2018.

Carried by the following vote:

Aye: Moyle, Pawloski, Stehouwer

Managing Director Johnson thanked General Superintendent DeYoung who was on call over the weekend and attended an Emergency Response Operations meeting during the flooding. She mentioned how much she appreciates the teamwork of the RCKC, first responders and the Emergency Operations Center in the county. She stated overall we had some culverts to contend with and appreciates everyone working together to respond to the flooding. She shared the Governor had included within the 2019 FY a \$175 million increase in road funding. She mentioned she was with the Governor and MDOT Director Steudle in Auburn Hills as they presented the budget increase proposal and provided the input on the local system and what the additional dollars may mean to RCKC. She stated the legislature suggested that in lieu of FY 2019 budget that the dollars be moved to FY 2018. She shared for Kalamazoo County it would potentially be an increase of \$1.5 million in FY 2018. She mentioned when final details are announced, staff will have recommendations of how those dollars will be best utilized. She shared there was not a quorum at the last Kalamazoo Area Transportation Study (KATS) Policy meeting where updates were received on various items. She stated we are in the process of scheduling Joint meetings with our Township partners and our first meeting is with Comstock Township is on April 16th. She mentioned all meeting dates and times are posted to our website. She also mentioned that seasonal weight restrictions remain in effect.

Commissioner Stehouwer inquired if culverts were remedied. Operations Director Bartholomew shared 4 culverts are need of repair and 2 are currently closed. He stated the Drain Commission is working with us on the

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one which is county drain and the Department of Environmental Quality (DEQ) is helping to provide emergency permits on the others. Commissioner Stehouwer mentioned that he attended one of the emergency response meeting for local officials and appreciated the efforts of the emergency responders. He shared having D Avenue closed was significant and to have significant roads closed in our county for multiple days should be looked at to see if there is anything we can do to preserve a route like D Avenue and potentially raise it. He also shared that Cooper Township Supervisor Sorenson mentioned that he did not recall this ever occurring before. He attended the Parks Commission meeting where they are reviewing how to proceed when the Parks Commission has controversy amongst ourselves for example with the potential for testing for oil in county parks which is not going to move forward.

Commissioner Pawloski thanked the State for coming up with the \$175 million for roads and thanked State Representative David Maturen for keeping us updated. He stated he will be unable to attend the Pavilion Township Joint meeting on May 14<sup>th</sup>, and both the RCKC regular Board meeting and Richland Township Joint meeting on May 15<sup>th</sup>. He thanked the RCKC crew for working during the recent flooding and reminded the motoring public that driving through water is very dangerous and not to risk it. He mentioned United Way in both Kalamazoo, Battle Creek and the Kalamazoo Community Foundation have set-up a flood fund for donations. Furthermore, 100% of the funds will go to helping those affected by the floods. He thanked Managing Director Johnson for the invitation to the Emergency Response meeting.

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

Attest: Timothy A. Snow, County Clerk

By: \_\_\_\_\_, Chairperson \_\_\_\_\_, Deputy Clerk

March 13 – 15, 2018  
County Road Association 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 100th year dinner banquet during March 13 – March 15, 2018.

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

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

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 15, 2018 at 12:30 p.m.

Attest: Timothy A. Snow, County Clerk

By: \_\_\_\_\_, Chair \_\_\_\_\_, Deputy Clerk

March 20, 2018

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 20, 2018. 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, General Superintendent Bill DeYoung and Maintenance Superintendent Jim Page.

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 March 6, 2018 regular Board meeting and the March 13 – 15 County Road Association Annual Highway Conference 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	\$ 110,278.99
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Vendor Account	\$ 751,772.07
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Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Commissioner Stehouwer moved and it was seconded to deny the variance request from the Township of Charleston for the proposed 38<sup>th</sup> Street project from M-96 to one mile north of M-96. Charleston Township Supervisor Jerry VanderRoest provided the Board with a handout and shared concerns regarding North 38<sup>th</sup> Street. He stated North 38<sup>th</sup> Street is a high priority road in poor condition. He stated the Township is looking to have the south half of 38<sup>th</sup> Street between M-96 and G Avenue. Furthermore, it will require additional major project in the future to complete the road. He requested the same specifications that were given in the 2017 estimate that included a 13A Base Course – Modified Hot Mix Asphalt (HMA) 1 ½ inches and 36A Wearing Course – Modified HMA 1 ½ inches versus a 4 inch base that is currently required in the construction guideline. He shared this is all Township money being used and it will not cost the RCKC any money or hold the RCKC responsible for going against their recommendation on projected life of the road. He stated if the road only lasts 9 years instead of 10 years, it will be the Townships responsibility to the taxpayers and will require the township to come up with additional dollars for earlier repairs, if necessary. Furthermore, the Township requests the driveway adjustments be the property owner's responsibility. He also recommended not having traffic control during the project. He also recommended other adjustments to the RCKC estimate to reduce the cost of the project. Commissioner Worthams expressed concerns with leaving future Township Boards to address the issues and tying their hands to provisions of responsibility. Commissioner Buchholtz also expressed concerns and wondered if double chip seal was an option. Township Supervisor VanderRoest expressed he did not think this was a viable option. Staff also advised the same and noted it was previously double chip sealed and is not recommended. Township Treasurer Benda Schug shared it appears the RCKC doesn't care and they have tried to have meetings as well as a Township millage for roads with no public support. Managing Director Johnson shared we do care and we have been part of meetings related to 38<sup>th</sup> Street. She shared we are working toward the right fix. Commissioner Moyle shared 38<sup>th</sup> Street is our road and we would still be liable for maintenance on the project and could not give responsibilities. Commissioner Stehouwer shared he understands, however specifications are important to reduce future issues.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

March 20, 2018

Chair Int'l \_\_\_\_\_

Clerk Int'l \_\_\_\_\_

Commissioner Buchholtz moved and it was seconded to award the Pavement Line Striping & Specialty Pavement Marking Cooperative Bid, Divisions 1, 2, and 3 to RS Contractors for a total of \$278,421.60, low bidder meeting specifications, with an option to extend for three (3) additional years. Managing Director Johnson shared for the 2018 construction season, the RCKC cooperated with the City of Kalamazoo on a joint bid process for pavement marking. Four contractors bid on the combined bid with the low bid for RCKC being RS Contracting Inc. The RCKC portion of the bid was \$278,421.60. Commissioner Worthams questioned if something else could be done with the bid since there were 2 contractors who bid lower in areas. Operations Director Bartholomew shared the bulk of the work is center line striping. He stated the legend work at the end is low priority and difficult to coordinate schedules with multiple contractors.

Carried by the following vote:

Aye: Moyle, Buchholtz, Pawloski, Stehouwer

Nay: Worthams

Commissioner Worthams moved and it was seconded to award the 2018 Tree Work Bid #2, Area A to Medco for the amount of \$51,100, Area B to CHOP for the amount of \$29,835, Area C to CHOP for the amount of \$28,545; low bidders meeting specifications. Managing Director Johnson shared in this bid there were 117 job sites on local roads in Ross Township for completion by May 15th.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Commissioner Buchholtz moved and it was seconded to approve the Local Program Bridge resolutions for the FY2021 Local Bridge Program funding applications for the Chair's signature. Managing Director Johnson shared the bridges are selected based upon their condition, review of upcoming road projects and review of the inspection reports that have been entered into the Michigan Bridge Inspection System database. The Michigan Department of Transportation (MDOT) allows agencies to submit up to five applications for any given year. Multiple preventive maintenance projects can be submitted as one application, as this type of work typically costs considerably less than rehabilitation and reconstruction projects and grouping structures together provides for better bidding economy because of increased quantities. Applications are reviewed and rated by MDOT, with final project selections made by the Region Local Bridge Committee.

#### **RESOLUTION**

#### **Supporting Application for Local Bridge Program Funds For 24th Street Bridge Preventive Maintenance**

**WHEREAS**, the 24th Street bridge over the Portage Creek is Brady Township, Kalamazoo County, Michigan, was constructed in 2010 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 2021.

**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.

March 20, 2018

Chair Int'l \_\_\_\_\_

Clerk Int'l \_\_\_\_\_

**RESOLUTION**  
**Supporting Application for Local Bridge Program Funds**  
**For**  
**Portage Road Bridge**  
**Preventive Maintenance**

**WHEREAS**, the Portage Road bridge over the Barton-Howard Lake Channel in Brady Township, Kalamazoo County, Michigan, was constructed in 2005 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 2021.

**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**  
**O Avenue Bridge**  
**Preventive Maintenance**

**WHEREAS**, the O Avenue bridge over the Amtrak Railroad in Texas Township, Kalamazoo County, Michigan, was constructed in 1992 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 2021.

**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.

March 20, 2018

Chair Int'l \_\_\_\_\_

Clerk Int'l \_\_\_\_\_

**RESOLUTION**  
**Supporting Application for Local Bridge Program Funds**  
**For**  
**YZ Avenue Bridge**  
**Preventive Maintenance**

**WHEREAS**, the YZ Avenue bridge over Flowerfield Creek in Prairie Ronde Township, Kalamazoo County, Michigan, was constructed in 1986 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 2021.

**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**  
**U Avenue Bridge**  
**Preventive Maintenance**

**WHEREAS**, the U Avenue bridge over Little Portage Creek in Brady Township, Kalamazoo County, Michigan, was constructed in 1981 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 2021.

**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.

March 20, 2018

Chair Int'l \_\_\_\_\_

Clerk Int'l \_\_\_\_\_

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

**WHEREAS**, the Y Avenue bridge over the Portage River in Brady Township, Kalamazoo County, Michigan, was constructed in 1973 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 2021.

**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**  
**2nd Street Bridge**  
**Replacement**

**WHEREAS**, the 2nd Street bridge over Sand Creek in Alamo Township, Kalamazoo County, Michigan, was constructed in 1976 as a multiple steel culvert and due to its age is in a deteriorating condition; and

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

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

**WHEREAS**, this Board has considered the application for Local Bridge Program Funds and authorizes the submission of the application for Local Bridge Program Funds for 2021.

**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.



March 20, 2018

Chair Int'l \_\_\_\_\_

Clerk Int'l \_\_\_\_\_

**RESOLUTION**  
**Supporting Application for Local Bridge Program Funds**  
**For**  
**R Avenue Bridge**  
**Replacement**

**WHEREAS**, the R Avenue Bridge over Wright Drain in Climax Township, Kalamazoo County, Michigan, was constructed in 1963 as a multiple steel culvert and due to its age is in a deteriorating condition; and  
**WHEREAS**, these deficiencies place a risk on the longevity of the bridge, impair the movement of commercial traffic, and the accomplishment of agricultural activities; and

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

**WHEREAS**, this Board has considered the application for Local Bridge Program Funds and authorizes the submission of the application for Local Bridge Program Funds for 2021.

**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, Buchholtz, Worthams, Pawloski, Stehouwer

Commissioner Worthams moved and it was seconded to approve the purchase of a 2018 Handy Hitch WR 90 roller attachment, including installation from AIS Construction Equipment Corporation through the MiDeal purchasing program. Managing Director Johnson shared outlined in our Capital Outlay section of the 2018 Budget is the purchase of a roller attachment. This roller attachment purchase would allow for all three (3) of our motor graders to be equipped with rear mounted rollers, eliminating the need for separate rollers on the jobsites.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

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

**a. OP Avenue** – 44<sup>th</sup> Street to 47<sup>th</sup> Street, *Hot Mix Asphalt (HMA) Wedging/Crack Fill/Chip Seal*

**b. 43<sup>rd</sup> Street** – Q Avenue to P Avenue, *Crack Fill/Chip Seal*

**c. Jamieson Street** – 36<sup>th</sup> Street to Woodin Street, **Watson Street** – QR Avenue to Norscot Street, *HMA Wedging/Crack Fill/Chip Seal*

**d. Norscot Street** – 36<sup>th</sup> Street to Woodin Street, **QR Avenue** – 36<sup>th</sup> Street to Woodin Street, **Erick Road** – QR Avenue to Norscot Street, **Woodin Street** – QR Avenue to 314' north of Norscot Street, *HMA Overlay*

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Commissioner Stehouwer moved and it was seconded to approve the Cooper / Kalamazoo Township Local Road Participation Fund Contract.

**a. G Avenue** – 14<sup>th</sup> Street to Douglas Avenue, *Crack Fill/Chip 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 the Chair's signature.

**a. Nichols Road** – Barney Road to G Avenue, *Chip Seal/Fog Seal*

**b. G Avenue** – Douglas Avenue to Pitcher Street, *Crack Fill/Chip Seal/Fog Seal*

**c. Stewart Drive** – Olmstead Road to 1271' east of Olmstead Road, *HMA Reconstruct*

- d. Dayton Avenue** – Charles Avenue to East Main Street (Eastwood Heights, Vosler's Addition, Sherwood Plat, Washburn Plat and East Highland Park), *Reconstruct*
- e. Stamford Avenue** – East Main Street to Gertrude Street, **Woodrow Drive** – East Main Street to Gertrude Street, **Upland Drive** – East Main Street to 682' north of Gertrude Street, **Baker Drive** – East Main Street to Mulhearn Avenue, Craft Avenue – East Main Street to 675' north of East Main Street, *HMA Overlay*
- f. Bixby Road** – Humphrey Street to M-43, **Elkerton Avenue** – Humphrey Street to M-43, **Wayside Road** – Humphrey Street to 880' north of Humphrey Street, *HMA Overlay*
- g. Fenimore Avenue** – East Main Street to Humphrey Street, **Chicago Avenue** – East Main Street to Humphrey Street, **Briar Place** – Fenimore Avenue to Chicago Avenue, *HMA Overlay*
- h. Colgrove Avenue** – M-43 to 195' north of Ida Street, **Ida Street** – Colgrove Avenue to Elkerton Avenue, **Elkerton Avenue** – M-43 to 176' north of Ida Street, **Clark Avenue** – M-43 to Brook Drive, *HMA Overlay*

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Commissioner Stehouwer moved and it was seconded to Rescind the Previous Pavilion Township Local Road Participation Fund Contract and Approve the Revised Local Road Contract for the Chair's signature. Managing Director Johnson shared the contract was revised due to a \$10.00 mathematical error in total project cost estimates.

- a.** Rescind the Pavilion Township Local Road Participation Fund Contract for **R Avenue** – 29<sup>th</sup> Street to 4000' east of 29<sup>th</sup> Street, *Gravel/Pulverize/HMA Paving* and **T Avenue** – 32<sup>nd</sup> Street to 34<sup>th</sup> Street, *HMA Wedging/Crack Fill/Chip Seal*
- b.** Approve the Revised Pavilion Township Local Road Participation Fund Contract for **R Avenue** – 29<sup>th</sup> Street to 4000' east of 29<sup>th</sup> Street, *Gravel/Pulverize/HMA Paving* and **T Avenue** – 32<sup>nd</sup> Street to 34<sup>th</sup> Street, *HMA Wedging/Crack Fill/Chip Seal*

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Commissioner Pawloski moved and it was seconded to approve the Prairie Ronde Township Local Road Participation Fund Contract for the Chair's signature. Managing Director Johnson shared Prairie Ronde contract includes a unique project for "Various, Partial Recondition of Gravel Surface". RCKC will work to get the gravel quantity as close as possible to planned estimate; provision 8 of the agreement notes the estimated project cost would be the maximum cost to the Township. As we get close to the \$24,755 an additional local road contract may be necessary because the Township costs will be based on actual amount of gravel placed and RCKC would not be responsible for overages.

- a. Various, Partial Recondition of Gravel Surface** (RCKC will work to get the gravel quantity as close as possible to planned. Payment will be based on actual amount of gravel placed).
- b. 10<sup>th</sup> Street** – U Avenue to Texas Township Line, *Chip Seal*
- c. Paw Paw Heights Drive** – 2<sup>nd</sup> Street to Beach by Drive, **Rainbow Ridge** – Paw Paw Heights Drive to 770' east of Paw Paw Heights Drive, **Beach Bay Drive** – Paw Paw Heights Drive to 673' east of Paw Paw Heights Drive, *HMA Overlay*
- d. YZ Avenue** – Prairie Brook Road to East Township Line, *HMA Wedging/Chip Seal*
- e. 4<sup>th</sup> Street** – U Avenue to Paw Paw Lake Drive, *Chip Seal*

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

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

- a. 38<sup>th</sup> Street/39<sup>th</sup> Street** – FG Avenue to D Avenue, *HMA Overlay*
- b. 41<sup>st</sup> Street** – 5800' south of M-89 to M-89, *Gravel/Pulverize/Grade/HMA Paving*
- c. 43<sup>rd</sup> Street** – B Avenue to 4364' north of B Avenue, *HMA Wedging/Chip Seal*

- d. **43<sup>rd</sup> Street** – M-89 to C Avenue, *Gravel/Pulverize/Grade/HMA Overlay*
- e. **46<sup>th</sup> Street** – Augusta Drive to M-89, *Crack Fill/Chip Seal*
- f. **47<sup>th</sup> Street** – B Avenue to Baseline Road, *HMA Wedging/Chip Seal*
- g. **AB Avenue** – 43<sup>rd</sup> Street to 44<sup>th</sup> Street, *Crack Fill/Chip Seal*
- h. **B Avenue** – 44<sup>th</sup> Street to 48<sup>th</sup> Street, *HMA Wedging/Chip Seal*
- i. **B Avenue** – East Gull Lake Drive to 40<sup>th</sup> Street, *HMA Overlay*
- j. **B Avenue** – 40<sup>th</sup> Street to 42<sup>nd</sup> Street, *HMA Overlay*
- k. **Baseline Road** – 800' west of 45<sup>th</sup> Street to 47<sup>th</sup> Street, *HMA Wedging/Chip Seal*
- l. **D Avenue** – 39<sup>th</sup> Street to 40<sup>th</sup> Street, *Crack Fill/Chip Seal*
- m. **D Avenue** – 37<sup>th</sup> Street to 38<sup>th</sup> Street, *HMA Overlay*
- n. **East Gull Lake Drive** – D Avenue to C Avenue, *HMA Overlay*
- o. **EF Avenue** – 41<sup>st</sup> Street to 42<sup>nd</sup> Street, *HMA Wedging/Chip Seal*
- p. **South Gull Lake Drive** – D Avenue to D Avenue, **Green Avenue** – South Gull Lake Drive to Lewis Street, **Avery Street** – South Gull Lake Drive to Lewis Avenue, **Lewis Avenue** – Avery Street to Green Avenue, **Yorkville Lane** – D Avenue North to South Gull Lake Drive, **West Gull Lake Drive** – D Avenue to Shoal Avenue, **Shoal Avenue** – 37<sup>th</sup> Street to 280' east of West Gull Lake Drive, **Lake Vista Drive** – 37<sup>th</sup> Street to 944' east of 37<sup>th</sup> Street, **Burlington Drive** – Corey Entrance to C Avenue, **Corey Entrance** – Burlington Drive to East Gull Lake Drive, **(Franklin Beach Plat, Half Moon Park, Indian Point, Gull Lake)**, *HMA Overlay*
- q. **Idlewild Drive** – 2860' west of Wild Drive to 922' south of Idle Avenue, **Wild Drive** – Idlewild Drive to 568' east of Idlewild Drive, **Idle Avenue** – 37<sup>th</sup> Street to Idlewild Drive, **37<sup>th</sup> Street** – CD Avenue to Idlewild Drive, **CD Avenue** – 37<sup>th</sup> Street to West Gull Lake Drive, **West Gull Lake Drive** – Shoal Avenue to CD Avenue (Idlewild Plat), *HMA Overlay*
- r. **Forney Avenue** – 220' west of East Gull Lake Drive to Gull Lake Drive, **Oakdale Avenue** – 1350' south of Forney Avenue to Forney Avenue, (Oakwood Park), *HMA Reconstruct*
- s. **North Sherman Lake Drive** – 3605' west of 38<sup>th</sup> Street to 38<sup>th</sup> Street, *HMA Overlay*
- t. **Stoney Creek Drive** – Augusta Drive to M-89, **Stoney Creek Court** – Stoney Creek Drive to 890' east of Stoney Creek Drive, **Pin Oak Circle** – Marsh Ridge Trail to 1549' north of Marsh Ridge Trail, **Marsh Ridge Trail** – 2088' west of Stoney Creek Drive to Stoney Creek Drive, (Stoney Creek Plat), *HMA Overlay*

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Commissioner Pawloski moved and it was seconded to approve the Schoolcraft Township Local Road Participation Fund Contract for the Chair's signature.

- a. **16<sup>th</sup> Street** – XY Avenue to W Avenue, *HMA Wedging/Chip Seal*
- b. **16<sup>th</sup> Street** – W Avenue to VW Avenue, *Crack Fill*
- c. **14<sup>th</sup> Street** – VW Avenue to U Avenue, *HMA Wedging/Crack Fill*
- d. **18<sup>th</sup> Street** – XY Avenue to W Avenue, *HMA Wedging/Crack Fill/Chip Seal*

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

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

- a. **38<sup>th</sup> Street** – W Avenue to V Avenue, *HMA Wedging and Chip Seal*

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

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Chair Int'l \_\_\_\_\_

Clerk Int'l \_\_\_\_\_

Commissioner Buchholtz moved and it was seconded to approve the Wakeshma Township Carryover Local Road Contract for the Chair's signature.

**a. 39<sup>th</sup> Street** – V Avenue to U Avenue (2 year Project), *Gravel/Pulverize/HMA Paving base course only*

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Managing Director Johnson shared that she attended the 100<sup>th</sup> Annual County Road Association Conference and Awards Ceremony. She stated the RCKC received several award including the 2017 Impress Award for Excellence in Collaboration for RCKC and the City of Kalamazoo projects, the 2017 Impress Award for Excellence in Communications for Township Joint meetings, the 2017 Impress Award for Excellence in Operations for the Truck Hook Lift Hoist System and the 2017 People's Choice Award in the Collaboration Category – RCKC and the City of Kalamazoo. She shared the RCKC continues to be recognized as leaders in the state. She was elected the president of the CRA for 2018/2019. She stated her term begins April 1<sup>st</sup> and thanked the Board for giving her this opportunity. She shared weather permitting, seasonal weight restrictions will be lifted either Friday or Monday.

Commissioner Stehouwer shared that he attended the CRA Conference and congratulated Managing Director Johnson and the RCKC team. He stated the Parks Commission delayed their meeting until April 12<sup>th</sup>.

Commissioner Pawloski wished that Township Supervisor Jerry VanderRoest was still in the audience. He expressed the desire to continue to work with the Township to develop mutually agreeable plan to ensure the right maintenance solution within their budget constraints. He shared that he attended the CRA Conference and also congratulated Managing Director Johnson and the RCKC team for the many awards they had received. He shared construction season is fast approaching, please be mindful and stay focused for everyone's safety.

Commissioner Worthams shared the Kalamazoo County Metropolitan Planning Commission continues to work on the County Master Plan. He also mentioned the importance of construction zone safety.

Commissioner Buchholtz thanked the staff and shared in the future we may consider having a presentation for our legislators on our work and what we do. Board and staff will continue to work with the Charleston Township Supervisor and Township Board to develop a plan that will work within their budget and provides the correct maintenance solution.

Commissioner Moyle also shared his appreciation to the team and felt the annual legislative luncheon was the best attended.

The meeting was adjourned at 4:54 p.m.

Attest: Timothy A. Snow, County Clerk

By: \_\_\_\_\_, Chair \_\_\_\_\_, Deputy Clerk

April 3, 2018

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 3, 2018. 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: Finance Director Ann Simmons, Operations Director Travis Bartholomew, Assistant Finance Director – Human Resources Debbie Hill, County Engineer Ryan Minkus, Project Engineer, Debbie Jung, Traffic & Project Engineer Jim Hoekstra, and Road Maintenance Superintendent Jim Page.

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

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Commissioner Stehouwer moved and it was seconded to approve the minutes from the March 20, 2018 regular Board 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	\$ 110,718.68
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Vendor Account	\$ 281,977.87
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Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Commissioner Stehouwer moved and it was seconded to approve Commissioner Buchholtz expense report.

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Commissioner Worthams moved and it was seconded to approve the preliminary design plan of Mystic Heights, located in Section 31 of Oshtemo Township. County Engineer Minkus stated Mystic Heights is a proposed site condominium development located off VanKal Avenue between Stadium drive and M Avenue in Oshtemo Township. Furthermore, this development was previously approved in June 2015, however construction drawings were not submitted within the time frame allocated in the RCKC Policy and had to be resubmitted with another review fee. He stated staff reviewed the layout and found it to comply with the 2016 Preliminary Requirements of the RCKC Policy. He shared a non-motorized facility is planned for this project for which a non-motorized application and agreement will be provided prior to final approval. Commissioner Buchholtz stated this is approval for the site plan and inquired if another approval was needed. County Engineer Minkus shared the construction guidelines require construction drawings to be submitted in a certain timeframe after preliminary approval is given. He explained since the timeframe expired we have to reapprove the preliminary drawing for them to submit construction drawings which are approved at the staff level. He explained after the construction is complete it will be brought back to the Board for acceptance of the road.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Commissioner Stehouwer moved and it was seconded to approve the purchase of our 2018 cab and chassis truck components, including installation, totaling \$176,258 to place our two 2018 Peterbilt trucks in service from Truck & Trailer Specialties, Inc. through the MIDEAL purchasing program. Operations Director Bartholomew shared at the January 23<sup>rd</sup> Board meeting the Board approved the purchase of two (2) 2018 Peterbilt cab and chassis trucks. He mentioned this truck component purchase would allow us to complete the build of these units for the winter season. He stated these trucks are unique for we would be converting from a semi-tractor in the

April 3, 2018

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Clerk Int'l \_\_\_\_\_

summer to a plow truck in the winter allowing both trucks to be more versatile.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Commissioner Buchholtz moved and it was seconded to award the Sign Installation and Maintenance Services Cooperative Bid to Rathco Safety Supply Inc. for a total of \$106,982.50, low bidder meeting specifications, with an option to extend for three (3) additional years. Traffic & Project Engineer Hoekstra shared this year the RCKC cooperated with the City of Kalamazoo on a joint bid process for Sign Installation and Maintenance Services. He stated this is something the City had done previously as a pilot project that the RCKC has observed for the past year. Furthermore, we held a pre-bid meeting that was attended by two interested contractors, allowing staff to address questions. Bids were received and Rathco Safety Supply Inc. was the sole bidder. RCKC staff did reach out to Action Traffic Maintenance to identify why they did not submit a bid and explained they did not bid due to the distance between them and the RCKC. He stated bid prices seemed reasonable and comparative to RCKC internal costs currently experienced. He mentioned current staffing levels combined with an increase in workload for 2018 will likely strain our ability to respond to sign maintenance needs in a timely manner. Commissioner Stehouwer inquired about the urgent mobilization on the bid tab. Traffic & Project Engineer Hoekstra explained we broke it down by outer Townships versus inner Townships and stated the urban area has more signs. Also, if we needed a sign set within 24 hours we would use emergency mobilization.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Commissioner Worthams moved and it was seconded to award the 2018-08 Dust Control-Mineral Well Brine Bid for 18% CaCl<sub>2</sub> concentration to S & M Liquid Tire Fill, Inc. sole bidder with an option to extend annually for up to three (3), one (1) year extensions by the mutual agreement of both parties. Operation Director Bartholomew shared at our March 6<sup>th</sup> Board meeting the Board approved a bid for 38% and 42% calcium chloride. Furthermore, we did not have any bidders for the mineral well brine. He stated we contacted our previous vendor who overlooked the notification. He explained the RCKC determined it would be in the best interest of the public and our gravel road system to re-advertise a second Dust Control-Mineral Well Brine Bid. He also explained other vendors could not compete due to the distance of their wells from Kalamazoo County.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Commissioner Stehouwer moved and it was seconded to approve the temporary license agreement with Consumers Energy at the intersection of Ravine Road and 12<sup>th</sup> Street for the Chair's signature. County Engineer Minkus shared currently we are working on finalizing the design of reconstruction of the intersection of Ravine Road at 12<sup>th</sup> Street which is going to require some work to the adjacent private roadway opposite of 12<sup>th</sup> Street. He stated this private roadway is constructed on property belong to Consumers Energy, therefore, a temporary license agreement will be needed to perform the work. Furthermore, Consumers Energy has prepared the temporary license agreement which was reviewed by our consultant.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Commissioner Worthams moved and it seconded to approve the Charleston Township Local Road Participation Fund Contract for the Chair's signature. Operations Director Bartholomew shared that he attended the Charleston Township Board meeting on March 27<sup>th</sup>. He stated the Board approved the contract with the 2<sup>nd</sup> phase to be completed in 2019. Commissioner Buchholtz inquired about the potential for repair on 38<sup>th</sup> Street before the 2<sup>nd</sup> phase. Operations Director shared with low traffic we are confident that with the base improvements that 38<sup>th</sup> Street will hold up. Also, if needed, we will repair before we apply top course paving. He explained the estimate also included traffic control and dust control. Furthermore, it will remain gravel for at least 60 days after the road is pulverized. Commissioner Stehouwer inquired about driveways and shoulder gravel. Operations Director Bartholomew explained this was an additional cost that we worked through with the Township. He explained after the base course we will need to apply should gravel and adjust the driveways.

April 3, 2018

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Clerk Int'l \_\_\_\_\_

Furthermore, we will need to adjust the driveways a 2<sup>nd</sup> time and apply additional shoulder gravel after the 2<sup>nd</sup> phase in 2019.

**a. 38<sup>th</sup> Street** – M-96 to 5200' north of M-96, *Gravel, Grade, Hot Mix Asphalt (HMA) Paving Base Course Only*

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Commissioner Pawloski moved and it was seconded to approve the Michigan Department of Transportation (MDOT) Contract # 18-5076 KL Avenue at Drake Road for the Chair's signature. County Engineer Minkus shared approval of the agreement allows it to proceed to award in the April MDOT letting.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Commissioner Stehouwer moved and it was seconded to approve the MDOT Contract # 18-5084 42<sup>nd</sup> Street from Z Avenue to Y Avenue for the Chair's signature. County Engineer Minkus shared approval of the agreement allows it to proceed to award in the April MDOT letting.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Commissioner Pawloski moved and it was seconded to approve the Standards of Apprenticeship, developed by RCKC and Teamsters Local 214 and Local 214 approved by the U.D. Department of Labor, Office of Apprenticeship, with modifications as deemed necessary in the future, for the Managing Director's signature. Assistant Finance Director – Human Resources Debbie Hill shared some of you are aware of our recruiting challenges in our unique industry. Teamsters Local 214 Business Agent suggested the RCKC reach out to Michigan Human Resources Development, Inc. (Michigan HRDi) to seek additional assistance in recruiting and training to meet our long term succession planning needs. She shared through this research, we were connected with a variety of program supporters including the US Department of Labor (DOL) and Michigan Works Association – Southwest. She stated together we have set a foundation for this Apprenticeship Program to meet our needs. She explained one of the first items to complete is the approval of the standards document for our apprenticeship program which has been approved by the Teamsters Local 214 and the RCKC staff as a joint collaborative effort. Commissioner Pawloski mentioned how happy he is to see this program and is excited about the prospects. Commissioner Buchholtz added how great it is to see the effort between multiple entities including the Teamsters and staff. Furthermore, this would be a model for others throughout the state. She stated it is very exciting to be setting such precedent. Tiffany Clawson with the Michigan DOL shared we are extremely excited and have quite a few other counties that are waiting to see how this is done. Commissioner Moyle congratulated and thanked everyone for their hard work.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Operations Director Bartholomew mentioned seasonal weight restriction were lifted on March 26<sup>th</sup>. He also mentioned that crews are out performing project preparation work, grading and diligently patching potholes.

Commissioner Pawloski mentioned that he planned on attending the next Environmental Health Advisory Committee (EHAC) meeting scheduled for next month. He also shared that last year he attended the Commissioner's conference and was happy that Commissioner Stehouwer was attending this year. He stated it is a good conference that is worth attending.

Commissioner Worthams stated as we get into construction season to be patient through construction projects and try to be safe.

The meeting was adjourned at 3:26 p.m.

April 3, 2018

Chair Int'l \_\_\_\_\_

Clerk Int'l \_\_\_\_\_

Attest: Timothy A. Snow, County Clerk

By: \_\_\_\_\_, Chair \_\_\_\_\_, Deputy Clerk



April 17, 2018

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 17, 2018. 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 Road 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 April 3, 2018 regular Board meeting as presented.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

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

Payroll Account	\$ 104,735.11
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Vendor Account	\$ 781,614.41
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Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

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

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

County Commissioner John Gisler congratulated Managing Director Johnson who recently was elected President of the County Road Association (CRA) of Michigan. He stated it speaks very well for the role that she plays in the organization which is also a carry on for what she does at the RCKC.

Mr. William Thomas of 220 Chicago Avenue thanked the Board for paving roads in the Township and shared concerns regarding several manhole covers below the asphalt causing bumps after the construction on Sunnyside Drive and E. Michigan Avenue. Commissioner Moyle explained the structures will need to be adjusted. Project Superintendent Worden stated from Mr. Thomas described it could be the covers are down from outside the castings and he would check them out. Managing Director Johnson also mentioned a service request would be submitted regarding the covers. Mr. Thomas also shared sight obstruction concerns from vegetation and speed concerns near E. Michigan Avenue and S. Sprinkle Road. Operations Director Bartholomew explained the vegetation is on private property. Managing Director Johnson explained the intersection is signalized and how we need drivers to abide by traffic regulations. She also mentioned that speeding is an enforcement issue for public safety to address.

Commissioner Worthams moved and it was seconded to approve the 2018 budget resolution amended for \$300,000 under PA 82 to be allocated towards the local road program without match and other provisions to be forthcoming by staff.

**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 2018:



Road  
Commission  
of Kalamazoo  
County

*Budget Appropriation*

	2018 Budget Amendment 1	Change	2018 Budget Amendment 2
<b>Revenue</b>			
Michigan Transportation Funds			
Primary Road Fund	14,896,000	0	14,896,000
Local Road Fund	4,704,000	0	4,704,000
<b>Total Michigan Transportation Funds</b>	<b>19,600,000</b>	<b>0</b>	<b>19,600,000</b>
Federal, State and Enhancement	1,949,000	114,000	2,063,000
State General Fund - PA 82 of 2018	0	1,455,000	1,455,000
Township Projects	4,912,000	0	4,912,000
Township Special Assessments	15,000	0	15,000
Cities and other Governmental	10,000	0	10,000
Interest	12,000	0	12,000
Other	250,000	0	250,000
<b>Total Operating Revenue</b>	<b>26,748,000</b>	<b>1,569,000</b>	<b>28,317,000</b>
<b>Expenditures</b>			
Construction & Capacity Improvements			
Primary Road System	0	0	0
Local Road System	0	0	0
<b>Total Construction/Capacity Improvements</b>	<b>0</b>	<b>0</b>	<b>0</b>
Preservation & Structural Improvements			
Primary Road System	8,782,500	2,515,500	11,298,000
Local Road System	6,485,000	300,000	6,785,000
<b>Total Preservation - Structural Improvements</b>	<b>15,267,500</b>	<b>2,815,500</b>	<b>18,083,000</b>
Routine & Preventive Maintenance			
Primary Road System	5,891,000	53,000	5,944,000
Local Road System	3,772,000	365,000	4,137,000
<b>Total Routine &amp; Preventive Maintenance</b>	<b>9,663,000</b>	<b>418,000</b>	<b>10,081,000</b>
<b>Total Road Expenditures</b>	<b>24,930,500</b>	<b>3,233,500</b>	<b>28,164,000</b>
Equipment			
Direct Equipment Expense	1,652,000	0	1,652,000
Indirect Equipment Expense	669,500	0	669,500
Operating Expense	330,000	0	330,000
<b>Total Equipment Expense</b>	<b>2,651,500</b>	<b>0</b>	<b>2,651,500</b>
Less Equipment Rental	(2,300,000)	0	(2,300,000)
<b>Net Equipment Expense</b>	<b>351,500</b>	<b>0</b>	<b>351,500</b>
Administration	1,302,000	0	1,302,000
Work Performed for Others	227,000	0	227,000
Distributive Expenditures (Unspread Fringe, OH)	0	0	0
Capital Outlay	1,373,500	0	1,373,500
Subtract Provision for Depreciation	(1,283,000)	0	(1,283,000)
<b>Total Expenditures</b>	<b>26,901,500</b>	<b>3,233,500</b>	<b>30,135,000</b>
<b>Fund Balances</b>			
Beginning Fund Balance	7,521,191	1,528,851	9,050,042
Change in Fund Balance	(153,500)		(1,818,000)
<b>Ending Fund Balance</b>	<b>7,367,691</b>		<b>7,232,042</b>
Unassigned Fund Balance as a % of MTP Revenue	32%		32%

April 17, 2018

Chair Int'l \_\_\_\_\_

Clerk Int'l \_\_\_\_\_

Managing Director Johnson shared when we look at our budget there are moving parts throughout the year primarily due to projects coming in over or under budget. She shared a couple key areas causing the change included revenues and expenditures. She explained staff added \$325,000 to contract sign maintenance in the local and primary maintenance budget. She stated we have 22,000 signs across the county. She explained some are regulatory signs that need to meet certain specifications when it comes to retro-reflectivity. Also, we are proposing an additional \$100,000 in gravel road maintenance to assist in improving the overall gravel road network. Furthermore, our 2017 audited year end fund balance was larger than budgeted. She shared in revenue Public Act (PA) 82 of 2018 was provided and our legislature appropriated \$175 million for roads throughout the state to be utilized for preservation and construction on county roads. She explained of the \$175 million the RCKC will receive approximately \$1.5 million that we allocated to be used in 2018. She stated part of this budget amendment includes additional projects in 2018. Also, our initial proposal was too allocate an additional \$300,000 to the RCKC Local Road Participation Fund Program (PAR) matched. Furthermore, it has come to staffs attention that if we utilized PA 82 funds for the \$300,000 that it would not require match on local roads for preservation and construction type projects. Commissioner Buchholtz mentioned that she assumed the state would prefer we utilize the dollars in 2018 and not carry over into the next year. Managing Director Johnsons answered yes and stated it would all have to be outlined within the provisions of PA 82. Furthermore, it could be utilized for projects that are currently under contract or potentially for new projects. She explained we would need to set a timeline for final commitment from the Townships in order to track the projects. Commissioner Buchholtz questioned how we will monitor how the funds will be spent. Managing Director Johnson shared it would require contracts from the Townships. Commissioner Worthams shared in PA 82 the one time appropriation is to be spent in accordance with MCL.247 662 which is Section 13 of the Act. He stated subsection 9 of that section requires the match and inquired how we are getting around this. Managing Director Johnson shared CRA inquired to the Michigan Department of Transportation (MDOT) if match funds were required in regards to PA 82. Furthermore, if the Board approves this we will need to send a communication to the Townships. She explained this is new and will be received positively. Commissioner Buchholtz shared every Township is trying to spend more on roads. She stated this makes sense and is comfortable in moving forward. Commissioner Moyle shared there certainly is a need and stated this is very positive. Commissioner Buchholtz inquired about the fund balance being higher this year compared to last year. Finance Director Simmons stated the two major items were preservation projects with MDOT and winter maintenance. Commissioner Pawloski stated he was also comfortable in moving forward.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Commissioner Stehouwer moved and it was seconded to approve the revised 2018-2022 Primary Road Capital Improvement Plan (CIP). Managing Director Johnson shared we added, adjusted and removed a few chip seal projects. Commissioner Pawloski inquired if the CIP included the experiment project on W Avenue. Managing Director Johnson stated yes and explained we applied for the Michigan Department of Environmental Quality Scrap Tire Grant that would be utilizing over 13,000 scrap tires for an experimental project on W Avenue from Schoolcraft Village Limits to Portage Road.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Commissioner Buchholtz moved and it was seconded to approve the Non-motorized Facilities Umbrella Agreements with Kalamazoo Township for the Chair's signature. Managing Director Johnson commended Project Engineer Rebekkah Ausbury who suggested having one umbrella agreement that would cover a complete Township. Furthermore, we worked with our attorney and found this to be a more efficient and effective process. She mentioned in 2017, the RCKC held an educational session on Non-motorized 101 where the option of umbrella agreements was also presented in an effort to more efficiently process these types of requests for all parties. Commissioner Buchholtz questioned if these would generally be without an end date. Managing Director Johnson stated yes by request to accommodate the Township. County Engineer Minkus shared it will save time on the approval process.

Carried by the following vote:

April 17, 2018

Chair Int'l \_\_\_\_\_

Clerk Int'l \_\_\_\_\_

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Commissioner Worthams moved and it was seconded to approve the Non-motorized Facilities Umbrella Agreements with Oshtemo Township for the Managing Director's signature. Managing Director Johnson shared these agreements include a January 1, 2022 provision for potential ending.

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Commissioner Stehouwer moved and it was seconded to approve the Storm Water Drainage and Public Road Easements with Consumers Energy for the Managing Director's signature.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Commissioner Worthams moved and it was seconded to approve the 2017 Public Act 51 Financial Report for the Finance Director and Chair's Signature. Managing Director Johnson shared this is part of our Annual Report due to the State of Michigan by May 2<sup>nd</sup>. Furthermore, it is one of the most important documents that we have here at the RCKC that helps support everything that we do with our Michigan Transportation Revenue through Public Act 51 formula provisions. She shared the report is posted to our website and there is also a dashboard on the Transportation Asset Management Council (TAMC) where these all can be viewed and compared across the state. Commissioner Buchholtz inquired about long term debt and inquired if it was known how many road commissions have long term debt compared to those who do not. Managing Director Johnson shared the CRA is working on having comparable information available.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Commissioner Buchholtz moved and it was seconded to approve the City of Portage Local Municipality Road Contract for the Chair's signature. Managing Director Johnson shared this is a joint collaborative effort with the City of Portage as a preventive maintenance project. Furthermore, this type of preventive maintenance treatment is new to the City and we are hopeful it will be as positive of a project as we had with City of Kalamazoo.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Commissioner Pawloski moved and it was seconded to approve the purchase of a John Deere 5075M Utility tractor with a Sweepster MRH model rotary power broom attachment from Distributing Corp of America through AIS Construction Equipment Corporation, low quote meeting specifications, through the MiDeal purchasing program. Managing Director Johnson shared the purchase of a Tractor/Broom is outlined in our Capital Outlay budget. Commissioner Stehouwer inquired about the typical uses of a Tractor/Broom. Operations Director Bartholomew shared typical uses are approach sweeping, chip seal/fog seal operations and high shoulder removal.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Managing Director Johnson shared the Kalamazoo Area Transportation Study (KATS) meeting is tomorrow at Metro Transit. Following the KATS meeting is the Township Supervisors meeting. She stated it will be Randy Smith's last meeting as Brady Township Supervisor. She wished Supervisor Smith all the best. Furthermore, she will initially share at the meeting the impactful motion the Board took regarding PA 82 and the \$300,000. She mentioned the Scrap Tire Michigan Department of Environmental Quality Grant and stated how Project Superintendent Worden is prepared to share what the material looks like when it comes before the Board. She thanked Commissioner's Buchholtz and Pawloski for attending the Comstock Joint meeting last evening and mentioned it was a positive meeting. She stated the next Joint meeting is on May 14<sup>th</sup> in Pavilion Township at 7:00 p.m. She mentioned how she appreciated Southwest Michigan First giving her the opportunity to provide a quote that was published in the 269 Magazine under "What regional collaborations should happen to propel the future of our region forward?" She also mentioned how she appreciated Road Maintenance Superintendent Engel who

April 17, 2018

Chair Int'l \_\_\_\_\_

Clerk Int'l \_\_\_\_\_

was on call last weekend and received 40 calls in regards to trees due to weather. Commissioner Moyle inquired about the cost of tree maintenance. Project Superintendent Worden shared in 2017 the RCKC spent \$1.2 million in routine maintenance that included trees, mowing and brush control which was slightly below winter maintenance costs of \$1.3 million.

Commissioner Stehouwer attended the Commissioners Conference where they discussed working on policies and stated the conference was well attended. He attended the Parks Commission meeting on April 12<sup>th</sup> where they approved uses of County Parks. Furthermore, they were asked to submit signatures that they will operate under the guidelines of the county for Boards and Commissions. He mentioned last year he had an inquiry from a contractor regarding winter construction. He mentioned RCKC staff surveyed other road commissions and cities to obtain information regarding winter construction. After discussion and review with staff they are not recommending any changes to our current policy. Furthermore, we want to promote safety during winter season and work with contractors to become acclimated with the policy and schedule their work appropriately to avoid winter pavement cuts.

Commissioner Pawloski attended the Environmental Advisory Committee (EHAC) meeting that focused on the flooding that occurred. Also, the Health Department gave a report on the flooding. He thanked everyone who helped with flood recovery. He mentioned how excited he is to see the Apprenticeship Program move forward and appreciates everyone's efforts. He questioned if Schoolcraft Township was notified about the grant in regards to W Avenue. Managing Director Johnson shared she had mentioned it to Schoolcraft Township Supervisor Don Ulsh previously and was planning on contacting him with further information. He inquired about the hinged signs for seasonal weight restrictions. Managing Director Johnson shared she will have a hinged sign at the next Board meeting. Furthermore, we are in the process of removing our standard weight restriction signs and are evaluating whether or not it would be more prudent to work on a bid and have the work contracted out to manufacture the signs and place them.

Commissioner Worthams mentioned the Kalamazoo County Metropolitan Planning Commission continues drafting the County Master Plan. He congratulated Managing Director Johnson for her quote in the 269 Magazine. He mentioned he was not available to attend the May 1<sup>st</sup> Board meeting.

Commissioner Buchholtz stated the Portage City collaboration project is very exciting and questioned what the City is currently doing in regards to road maintenance. Managing Director Johnson shared they are crack filling, doing HMA work and thin overlays. She stated chip seal is the most economical way to preserve our road system. Commissioner Buchholtz inquired if the City of Kalamazoo is looking to collaborate on other projects. Project Superintendent Worden shared they will be doing every road in their water treatment plant and the Board will potentially see a contract on May 1st. He also shared they are encouraged from what they have seen and want to continue moving forward.

The meeting was adjourned at 4:08 p.m.

Attest: Timothy A. Snow, County Clerk

By: \_\_\_\_\_, Chair \_\_\_\_\_, Deputy Clerk

May 1, 2018

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, May 1, 2018. 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, Finance Director Ann Simmons, Operations Director Travis Bartholomew, Project Superintendent Mark Worden and County Engineer Ryan Minkus.

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

Commissioner Pawloski moved and it was seconded to approve the minutes from the April 17, 2018 regular Board meeting as presented.  
Carried by the following vote:  
Aye: Moyle, Buchholtz, Pawloski, Stehouwer

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

Payroll Account	\$ 108,978.14
Vendor Account	\$ 350,203.53

Carried by the following vote:  
Aye: Moyle, Buchholtz, Pawloski, Stehouwer

Commissioner Buchholtz moved and it was seconded to approve Commissioner Moyle and Managing Director Johnson's expense reports as presented.  
Carried by the following vote:  
Aye: Moyle, Buchholtz, Pawloski, Stehouwer

Commissioner Pawloski moved and it was seconded to accept the Resolution for a Speed Study for F Avenue, Richland Township and refer to staff. Managing Director Johnson shared the resolution is for a speed study on F Avenue from 27<sup>th</sup> street to 28<sup>th</sup> Street is currently unposted 55mph. Depending on the results of the study the speed limit could potentially be lowered or remain the same.  
Carried by the following vote:  
Aye: Moyle, Buchholtz, Pawloski, Stehouwer

Commissioner Stehouwer moved and it was seconded to approve the Drake Road Non-motorized Path project for signatures on the design plan cover sheet and Transportation Alternatives Fund Project Resolution. Managing Director Johnson shared this project is to construct a non-motorized facility on the west side of Drake Road between Green Meadow Drive and West Main Street in Oshtemo Township. She explained the Township has been working on this for quite some time and our team is supporting that effort as the Public Act 51 agency. Furthermore, we have an agreement in place for this project and at our last Board meeting the Board approved a non-motorized facilities Umbrella Agreement. She explained the RCKC agreement with the Township indicates the Township will develop, design, acquire right-of-way, provide construction engineering to construct the path and maintain it in the future. Mr. Thom Brennan questioned if the financial responsibility is the Township's. Managing Director Johnson answered yes.  
Carried by the following vote:  
Aye: Moyle, Buchholtz, Pawloski, Stehouwer

Commissioner Buchholtz moved and it was seconded to award the 2018 hot mix asphalt (HMA) Plant Mix

May 1, 2018

& 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 2018 HMA Plant Mix portion of the bid for CP-1 HMA to Wyoming Asphalt Paving Inc. – low bidder, meeting specifications and to award the 2018 CP-6, (cold patch) portion of the bid, which includes delivery to the RCKC, to Lakeland Asphalt Corp. – low bidder, meeting specifications. Managing Director Johnson shared this is an extensive bid that includes three main materials utilized by the RCKC. She explained 36A HMA is used seasonally, when available for both our primary and local road surface patching. Furthermore, the CP-1 HMA Mix is a 36A hot mix with cut back which is a combination of asphalt cement and petroleum solvent. She mentioned the CP-6 (cold patch) is used during the winter season and on rainy days when HMA is not available.

Carried by the following vote:

Aye: Moyle, Buchholtz, Pawloski, Stehouwer

Commissioner Stehouwer moved and it was seconded to award the 2018-08 Crack Fill – Various Locations bid to Scodeller Construction – low bidder, meeting specifications. Managing Director Johnson shared this is our crack fill, another preservation treatment we use throughout the county on both our primary and local road system.

Carried by the following vote:

Aye: Moyle, Buchholtz, Pawloski, Stehouwer

Commissioner Stehouwer moved and it was seconded to award the 2018 HMA #1 – Ross Township Bid Letting to Lakeland Asphalt Corp. – low bidder meeting specifications, with the option to extend annually based on location, pricing and scope of work by mutual agreement of both parties for up to 3 years. Managing Director Johnson shared this is the first year of the Township wide special assessment in Ross Township. Furthermore, the bid includes 24,975 tons of asphalt for a variety of locations. She shared there are 9 Rehabilitation projects, 5 HMA wedging projects in preparation for our chip seal program and 3 road construction projects. Commissioner Stehouwer questioned if we would be advancing projects in Ross Township. Managing Director Johnson stated we will be reviewing projects with the Township and stated RCKC Connect will be vital as we work in Ross Township. Commissioner Buchholtz inquired about this bid compared to the recently approved HMA Plant Mix bid. Operations Director Bartholomew explained the material in the HMA Plant Mix bid, our crews will pick-up at the asphalt plant and fill the potholes. Furthermore, this bid is purchased, delivered to the job site and placed onto the road by the contractor.

Carried by the following vote:

Aye: Moyle, Buchholtz, Pawloski, Stehouwer

Commissioner Pawloski moved and it was seconded to approve the Scrap Tire Market Development Grant for the Managing Director's signature. Managing Director Johnson shared we have been awarded a Michigan Department of Environmental Quality Scrap Tire Development Grant in cooperation with Michigan Technological (MTECH) University. She stated the project will be a lot of work in coordination, as it is an experiment. Furthermore, we have begun conference calls every other week to prepare for this project with the MTECH team. She stated the project includes the use of new rubber technology on W Avenue from Schoolcraft Village Limits to Portage Road with hot rubber chip seal and hot rubber thin overlay. She shared the type of application and material we are utilizing is the first in the United States. Mr. Brennan questioned where the material is prepped. Project Superintendent Worden shared the treated material comes from Spain. Commissioner Stehouwer inquired if there was an additive that goes into the mix. Operations Director Bartholomew stated it is produced in the asphalt distributor with hot asphalt cement and the hot mix application is produced in the drum. Project Superintendent Worden brought in samples to share with the Board. Commissioner Moyle inquired if local contractors have been contacted. Managing Director Johnson shared Rieth – Riley has had a similar experience and we are going to try to bring them into the conversations if they are interested. Mr. Brennan questioned who would be responsible for the analysis of the success of the application. Managing Director Johnson shared both the RCKC and MTECH and explained this is a research project with MTECH. Commissioner Pawloski inquired about the timeline and requested he be informed of the start date so he could observe the operation. Managing Director Johnson shared the project is scheduled for this summer. She also stated she would let the Board know when the

May 1, 2018

projects begins. Commissioner Buchholtz questioned if we had an agreement with MTECH. Managing Director Johnson shared there is an agreement in place with MTECH who have been great partners from the beginning and share the same goal for this experiment to be a success. Commissioner Moyle questioned if MTECH would have any involvement in quality control. Project Superintendent Worden shared in the initial design all aggregate samples are sent to MTECH to design the HMA mixtures. Furthermore, he planned to require the contracting partner to perform quality control at the time of production. Also, he planned to request at least 4 samples that will be retained for future testing. Commissioner Pawloski inquired about the expected result. Project Superintendent Worden stated Indonesia has seen good results that are performing better than the HMA overlay counterpart next to it. He stated the experiment in France is only a year old. Mr. Brennan inquired about the expected result. Project Superintendent Worden shared it is hoped it will reduce maintenance costs and have a longer life than HMA overlay. Mr. Brennan questioned if the material reduces the cost of the application. Project Superintendent Worden shared the cost will increase due to it being new technology. Commissioner Buchholtz shared theoretically the material contains more rubber and actually could be more durable. She stated she is curious to see how the road will hold up during the winter season. Managing Director Johnson shared scrap tire has been around for a while and this could potentially be another tool for road preservation and road construction. Commissioner Stehouwer shared Cooper Township Clerk read an article regarding using plastic as the new asphalt and stated this could potentially be another research project. Furthermore, he informed Cooper Township that we are exploring and testing the scrap tire method. Managing Director Johnson shared that Schoolcraft Township is fully aware of the scrap tire experiment on W Avenue. There is a risk to the project, however we don't know if we don't try.

Carried by the following vote:

Aye: Moyle, Buchholtz, Pawloski, Stehouwer

Commissioner Buchholtz moved and it was seconded to approve the Michigan Department of Transportation (MDOT) Contract #18-5159 for West KL Avenue from 1<sup>st</sup> Street to Almena Drive for the Chair's signature. Managing Director Johnson shared approval of the contract allows the project to proceed to bid award.

Carried by the following vote:

Aye: Moyle, Buchholtz, Pawloski, Stehouwer

Managing Director Johnson showed the Board an example of a hinged seasonal load and speed restriction sign that may potentially be utilized by the RCKC. She explained each year we have posts in designated areas when we put seasonal weight restrictions into effect to save our infrastructure from the freeze / thaw cycle. She also mentioned each year the RCKC installs and removes the signage. She explained with these new hinged signs we could keep the signs up year round. She explained when weight restrictions go into effect we would flip the sign up and when weight restrictions are lifted we would flip the sign down and bolt the folded sign to the post. Commissioner Stehouwer questioned if there were any provisions for vibration from the wind. Operations Director Bartholomew shared if there is an issue we may have to place something between the folded sign. Managing Director Johnson shared the hinged signs are used throughout the state including for water over the road. Operations Director Bartholomew shared the RCKC puts up over 400 weight restriction signs and then removes them when they are lifted. He stated the new hinged signs would require one person to maintain them during seasonal weight restrictions. Managing Director Johnson shared more than likely the Board may see a bid for these signs and/or potentially work with our current sign supplier to place these signs. Mr. Brennan questioned if the bid would include pricing and installation. Managing Director Johnson answered yes. Operations Director Bartholomew shared we place these signs anywhere there is a road off our all season network or a road that comes into our county. Commissioner Moyle questioned if the placement and removal of these signs are currently done by RCKC employees and inquired about the time involved. Operations Director Bartholomew explained it takes 8 employees 2 days to place the signs. Mr. Brennan inquired if seasonal weight restrictions went into effect more than once this year in Kalamazoo County. Managing Director Johnson shared weight restrictions were on one time.

She mentioned we did communicate and letters have gone out to all the Townships related to Public Act 82 and Project Superintendent Worden is answering Township questions regarding projects and utilization of the funds. She reminded citizens and residents to sign up for RCKC Connect and explained it is a great tool to stay



May 1, 2018

connected with all the different road projects, closures and detours we have throughout the county. She stated it will be a busy construction season and requested patience with service request. She explained service request are delayed during our chip seal operations and throughout the construction season. She shared an article on M-Live regarding fatalities across the state. She explained safety is our primary mission and the RCKC participates in working towards Toward Zero deaths which is a national strategy. She shared the latest update dated April 26, 2018 mentioned that although Michigan traffic deaths remained above 1,000 for the second consecutive year there was a 3 percent decrease in fatalities during 2017. She shared statistics that included:

- Bicyclist fatalities decreased from 38 in 2016 to 21 in 2017, down 45 percent.
- Teen fatalities decreased from 94 in 2016 to 64 in 2017, down 32 percent
- Commercial motor vehicle-involved fatalities decreased from 120 in 2016 to 95 in 2017, down 21 percent.
- Motorcyclist fatalities decreased from 141 in 2016 to 137 in 2017, down 3 percent.
- Pedestrian fatalities decreased from 165 in 2016 to 158 in 2017, down 4 percent.
- Deer-involved fatalities increased from 14 in 2016 to 17 in 2017, up 21 percent.

She shared the article also compares Kalamazoo County to other counties and the comparable is also available on the Transportation Asset Management Council (TAMC) dashboard where you can also look at crashes and other data.

She requested County Engineer Minkus to provide the Board with an update on bike route signs. County Engineer Minkus shared we collected data to understand cross sections of the roads where these signs may be placed to determine if there were any concerns or issues. Furthermore, we collected all the data from the commuter bike route map Kalamazoo Area Transportation Study (KATS) Plan and began analyzing the data in reference to the commuter route plan and our 2018-2022 Capital Improvement Plan (CIP) to determine how projects line up and to see if the limitation of those routes coordinate with our projects. Also, we completed a review identifying projects that could be implemented with this year's CIP and complete some routes this year listed on the commuter route plan. Furthermore, we continue to reach out to Township Supervisors regarding 2018 projects to give them the opportunity to participate if they are wanting to widen the width of the shoulders. He stated throughout the summer we will continue to move forward with the 2019-2022 CIP and begin developing a plan for next 5 years this fall. Mr. Brennan inquired about the acronym CIP. County Engineer Minkus explained it is our Capital Improvement Plan which is our primary road construction project list. Commissioner Stehouwer questioned when we would know which roads and locations would be impacted by 2018 projects. County Engineer Minkus shared when we hear from the Townships. He explained we want to make sure the projects are moving forward even though 4 foot shoulders are not required. Commissioner Stehouwer shared he is a bicyclist and to him raising public awareness of bicycle rights is an advantage. He also inquired about shoulder widths. County Engineer Minkus shared the shoulder width is not the only criteria. He explained primarily shoulder width comes into play if there are high crash counts on a road with no shoulders. Furthermore, if there is a low crash count it may not be as much of an issue. Managing Director Johnson stated we have an obligation in terms of safety and there is also guidance on where the signs will be placed along a route. County Engineer Minkus mentioned the sign policy was updated and no longer requires a 4 foot shoulder requirement. Commissioner Stehouwer shared how he appreciated the update.

Commissioner Stehouwer shared the Parks Commission meets this Thursday for routine events. He said they will receive a presentation regarding a memorial for the cyclist who lost his life on Westnedge Avenue. He mentioned they are close to moving towards construction on a previously approved site. He received a call from a resident at 12<sup>th</sup> Street and Ravine Road concerning a project. Furthermore, after speaking with Project Superintendent Worden he was able to forward project information to the resident. He mentioned the marathon is May 6<sup>th</sup> and on May 12<sup>th</sup> is the TrailBlazer at the Kalamazoo River Valley Trail. Also on May 14<sup>th</sup> the bicyclists are helping County Parks host the downtown connector open house to explain how to use the biking trail through downtown Kalamazoo. Mr. Brennan mentioned the Chain Gang has an unveiling on June 7<sup>th</sup> at the Markin Glen location for the five cyclist followed by a Memorial Ride. He mentioned the Bike Club has a monument dedicated toward the Smith Memorial that he believes will be near the location where the accident occurred on Portage Road. Commissioner Stehouwer apologized for the mix-up.

May 1, 2018

Vice Chair Int'l \_\_\_\_\_

Clerk Int'l \_\_\_\_\_

Commissioner Pawloski mentioned how excited he is to hear about the Township funds and appreciates staffs' last minute efforts. He shared there was good discussion at the Charleston Township Board meeting that both he and Managing Director Johnson attended. He mentioned how the RKC offered to help as they struggle through their issues and thought we are moving in a positive direction in Charleston Township. He mentioned how he had received a service request from a resident in Schoolcraft Township and will forward to Commissioner Worthams a service request he received from a resident Richland Township. He mentioned how Oshtemo Township is happy with the non-motorized moving forward. He shared how happy he is to see the Ross Township project moving forward and how interested he is in seeing the City of Portage project that the RKC will do this summer.

Commissioner Moyle inquired about the potential Amtrak delay with the Oshtemo Township non-motorized project. Managing Director Johnson shared with any project there is a lot of work behind the scenes that takes place including requirements, dollars, obligations, and acquisitions. She explained when railroads are involved there are limitations of what we can do. She mentioned in this particular non-motorized project there is a rail line track within a segment of the non-motorized. Furthermore, we have to work with the requirements and design specification that can potentially delay projects. She stated the rail road requires an application to be submitted when there is a trail or project close to a rail line. She mentioned the cost is approximately \$80,000 for them to even review a potential project for impacts to the rail line. Commissioner Moyle inquired about a refund if the rail line denies the application. Managing Director Johnson stated there is no refunds from the rail line. County Engineer Minkus shared the entities involved with the portion of the rail line is the City of Kalamazoo and we have partnered with Oshtemo Township and the Township with MDOT. All the entities have come forward to say they are committed to getting a non-motorized element on Drake Road and understand the importance of it. Furthermore, they are doing everything they can to make sure things align and happen. He explained although it did delay this one project there is a potential it could align with another segment that is scheduled for 2019. He shared it could work out if the timing of the rail road is what they told us it would be. He mentioned we are waiting to hear on that end to see how it would align with our next planned section of the Drake Road Trail with the Township. Managing Director Johnson inquired if there was a timeline at this point regarding the rail line. County Engineer Minkus shared he did not know the specifics and stated an update could be provided by the City of Kalamazoo or the Township. Commissioner Moyle inquired about the issues at the railroad crossing in Galesburg and questioned if it required arms. County Engineer Minkus stated a resolution was reached to accommodate and stated there are two crossings that are being done at the same time. He shared although they may not construct both segments of the trail in the same year, both railroad crossings will be upgraded to reduce the cost so when the trail comes in they can connect to what was already built. Furthermore, he understands everything has been approved for improvements on the crossings. He shared we are currently working with the Kalamazoo River Valley Trail on agreements so they can start approaching MDOT and transportation alternatives for funding for grants. Commissioner Stehouwer inquired about the fee from the railroad and questioned if we could look for integrated projects within our CIP and integrate road improvements with non-motorized, so we could distribute the cost of the railroad application amongst the entities. County Engineer Minkus mentioned we have projects that abut railroads and we were required to submit our road plans. Furthermore, the rail lines require onsite flaggers from the railroad company to watch for trains and we or our contractor are responsible to pay for the flaggers. He mentioned one of the inspections fees for one of our jobs was \$32,000 just to have someone watching for a train on the rail line. Furthermore, payment is required before they will issue the permit to begin working. He mentioned how we expect high fees when dealing with the rail line and stated there has been times we have had to adjust our budget to accommodate for these fees. Also, with our non-motorized policy, agreements, applications and knowing when Townships intend to do projects has opened up an opportunity for us to plan and coordinate better. Managing Director Johnson shared this is why it is so important to submit non-motorized applications at minimum 3 years in advance.

The meeting was adjourned at 4:04 p.m.

Attest: Timothy A. Snow, County Clerk

May 1, 2018

Vice Chair Int'l \_\_\_\_\_

Clerk Int'l \_\_\_\_\_

By: \_\_\_\_\_, Vice Chair \_\_\_\_\_, Deputy Clerk

Vice Chair Int'l \_\_\_\_\_

Clerk Int'l \_\_\_\_\_

May 14, 2018 – 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 14, 2018. The joint meeting began at 7:00 p.m.

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

Absent: Daniel J. Moyle, David Pawloski

Also present: Managing Director Joanna I. Johnson, Project Superintendent Mark Worden, Project Engineer Debbie Jung, Pavilion Township Supervisor John Speeter, Clerk Karen Siegwart, Treasurer Robyn Maxson, Trustees Gregory Thomas, Ruth Blake and Township Attorney Charles Martell.

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

Supervisor Speeter thanked the RCKC for their presentation, professionalism, and communication.

The meeting adjourned at 7:45 p.m.

Attest: Timothy A. Snow, County Clerk

By: \_\_\_\_\_, Vice Chair \_\_\_\_\_, Deputy Clerk

May 15, 2018

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, May 15, 2018. Commissioner Buchholtz called the meeting to order at 3:00 p.m.

Present: Deborah J. Buchholtz, Larry Stehouwer

Absent: Daniel J. Moyle, David Q. Worthams, David C. Pawloski

Also attending: Project Superintendent Mark Worden and County Engineer Ryan Minkus, General Superintendent Bill DeYoung, Road Maintenance Superintendent Jim Page.

Commissioner Buchholtz explained we do not have a quorum which means we cannot conduct business, approve minutes or any items on the agenda. She mentioned we welcome statements from the public and requested the public to give their statements from the podium.

Mr. William Thomas of 220 Chicago Avenue shared concerns regarding a plugged drain on Chicago Avenue. County Engineer Minkus shared the drain Mr. Thomas is describing is a county drain.

County Commissioner John Gisler shared this afternoon he received a communication from a constituent on the southeast corner of Indian Lake and has issues with drainage. Furthermore, the resident phoned in a service request in February regarding flooding in his front yard near the road. The resident waited 3-4 weeks before phoning in a 2nd service request and questioned if he should have received a response from the RCKC. Also, the same resident has a low area in front of his property next to the road. He stated when there is a hard rain the water runs into his yard. He explained there is culvert underneath the property and the owner understands it is his responsibility to keep it open. He inquired about when the RCKC and the Drain Commission interact. County Engineer Minkus shared there are certain areas within the county that the Drain Commission has jurisdiction over. He also shared the Drain Commission has maps on their website identifying where county drains are located throughout the county. He mentioned a road ditch handling road water would fall under the RCKC jurisdiction. He stated the RCKC works with the Drain Commission as needed when working on road projects.

Commissioner Gisler inquired about returning calls to residents regarding service request. Commissioner Buchholtz shared if you submit a service request online you will receive an email back stating the request was received. Furthermore, there usually is a call back when an issue is resolved. She explained sometimes we receive service request without contact information. She stated if you call into the office you will speak to a person. Project Superintendent Worden shared we have had many phone calls from citizens who reside on lake properties. He stated almost every lake in the county is experiencing flooding with residents adjacent to the lakes. Furthermore, the water levels have not receded since the flooding. He stated this last rain event came so quickly the water did not have time to soak in. He mentioned it will take time for the water to dissipate. General Superintendent DeYoung shared we cannot return calls on every service request received. Commissioner Stehouwer added on pothole requests citizens will see the patch. He stated our concern would be on culvert or ditch blockage that would need to be addressed or something we could mitigate. Commissioner Gisler shared the resident did mention he had a culvert and inquired if it was the residents responsibility to keep it cleaned. General Superintendent DeYoung stated if it is causing a problem in the ditch line farther up the road we may go out and clean it.

Mr. Thomas shared concerns regarding the culvert on Schippers Lane. He stated the water stops and does not run into the drainage ditch.

Commissioner Buchholtz shared this week is Bike Week and stated we are looking forward to doing more with the Bike Club.

Commissioner Stehouwer shared several Bike Week events are scheduled throughout the week. He also inquired about the Ride of Silence. Mr. Thom Brennan shared the event is tomorrow evening at 6:30 p.m.

May 15, 2018

Vice Chair Int'l \_\_\_\_\_

Clerk Int'l \_\_\_\_\_

The meeting was adjourned at 3:13 p.m.

Attest: Timothy A. Snow, County Clerk

By: \_\_\_\_\_, Vice Chair \_\_\_\_\_, Deputy Clerk

Vice Chair Int'l \_\_\_\_\_

Clerk Int'l \_\_\_\_\_

May 15, 2018 – 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 32<sup>nd</sup> Street, Richland, Michigan, on Tuesday May 15, 2018. The joint meeting began at 6:00 p.m.

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

Absent: Daniel J. Moyle, David Pawloski

Also present: Managing Director Joanna I. Johnson, Project Superintendent Mark Worden, Project Engineer Rebekkah Ausbury, Road Maintenance Superintendent Assistant Rich Hassenzahl, Richland Township Supervisor Lysanne Harma, Clerk Desiree LaDuke, Treasurer Marsha Drouin, Trustees Trey Eldridge, Paul Foust, Bear Priest, David Wendzel, and Drain Commissioner Pat Crowley.

Following introductions, the Road Commission of Kalamazoo County (RCKC) staff reviewed the joint meeting PowerPoint Presentation, including poll questions, an update for resident Mr. Bryant of Miller Lake, the Gull Lake Fisheries Grant and Richland Township's chip seal concerns.

The RCKC and Drain Commissioner Crowley explained to Mr. & Mrs. Bryant that their concerns are not in the jurisdiction of the RCKC or Drain Commissioner. Furthermore, their options are to seek a drainage district, work with the Department of Environmental Quality (DEQ) and/or review the Lake Leveling Act. Trustee Eldridge stated the culvert is on private property and questioned if homeowners could clean out the culvert themselves. Both Project Superintendent Worden and Drain Commissioner Crowley stated no and explained the DEQ would have concerns. Also, it could potentially be a liability to the homeowner if they flooded another property. Mr. Bryant mentioned the RCKC had cleaned the elbow out in the past and inquired if they should now. Project Superintendent Worden shared the RCKC does not have record of the cleaning. Project Engineer Ausbury stated we cannot speak for what was done in the past. Furthermore, we follow current policy of not cleaning culverts that are not under RCKC jurisdiction. Mr. Bryant questioned if he could start a petition. Drain Commissioner Crowley apologized and explained the last time she and Mr. Bryant spoke she was not understanding he had a lake level system which would require a different process. She provided Mr. Bryant with a handout that included information on how to proceed with creating a lake level county drain. She also explained the high water tables throughout the county due to the large amount of snow melt and rain.

The meeting adjourned at 7:00 p.m.

Attest: Timothy A. Snow, County Clerk

By: \_\_\_\_\_, Vice Chair \_\_\_\_\_, Deputy Clerk

May 18, 2018

Vice Chair Int'l \_\_\_\_\_

Clerk Int'l \_\_\_\_\_

The special rescheduled 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 Friday, May 18, 2018. Commissioner Buchholtz called the meeting to order at 8:00 a.m.

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

Absent: Daniel J. Moyle, David C. Pawloski

Also attending: Project Superintendent Mark Worden, General Superintendent Bill DeYoung and Road Maintenance Superintendent Jim Page.

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

Carried by the following vote:

Aye: Buchholtz, Worthams, Stehouwer

Commissioner Worthams moved and it was seconded to approve the minutes from the May 1, 2018 regular Board meeting as presented.

Carried by the following vote:

Aye: Buchholtz, Worthams, Stehouwer

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

Payroll Account	\$ 109,229.42
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Vendor Account	\$ 581,605.05
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Carried by the following vote:

Aye: Buchholtz, Worthams, Stehouwer

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

Carried by the following vote:

Aye: Buchholtz, Worthams, Stehouwer

Commissioner Worthams moved and it was seconded to award the 2018-12 Roadside Mowing Bid to Frontline Maintenance for Areas, 1, 2, 3 & 4 – low bidder meeting specifications, with an option to extend annually for up to three (3), one (1) year extensions by the mutual agreement of both parties. General Superintendent DeYoung shared the RCKC contracts roadside mowing for site distance throughout the county. He mentioned typically the RCKC mowed one quarter of the county however, based on operational needs for the 2018 season we have determined it to be in our best interest to contract out the entire county. He shared this year we added additional width mowing in Kalamazoo Township. Commissioner Stehouwer inquired about the normal mowing width. General Superintendent DeYoung answered 6 feet. He shared the additional width would be to the edge of the right-of-way. Commissioner Stehouwer inquired about mowing at intersections. General Superintendent DeYoung explained intersections are cut 150 feet in all directions and a minimum of 15 feet wide to obtain a clear vision area. Commissioner Buchholtz questioned if the additional width mowing was included as a test to see if brush spray is needed. General Superintendent DeYoung stated we will continue with brush spraying for maintenance. Furthermore, vegetation is overgrown to a point where the additional width mowing is needed. Maintenance Superintendent Page shared the additional width mowing addresses the vegetation that brush spraying and regular mowing did not.

Carried by the following vote:

Aye: Buchholtz, Worthams, Stehouwer

Commissioner Stehouwer moved and it was seconded to approve the Comstock Local Road Contract for the Vice Chair's signature. Project Superintendent Worden shared this contract is a follow up to last year's paving



May 18, 2018

Vice Chair Int'l \_\_\_\_\_

Clerk Int'l \_\_\_\_\_

project that was added late in the year. He mentioned the paving was completed with the exception of the restoration.

- a. **Docsa Street** – Lucerne Avenue to East Main Street, **Lucerne Avenue** – 425' west of Docsa Street to 26<sup>th</sup> 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. 1, 2, 3),

**Restoration**

Carried by the following vote:

Aye: Buchholtz, Worthams, Stehouwer

Commissioner Stehouwer moved and it was seconded to approve the temporary grading permits for 10075 S. 36<sup>th</sup> Street, 10128 S. 36<sup>th</sup> Street, and 10920 East S Avenue on the 36<sup>th</sup> Street Bridge over Dorrance Creek replacement project. Project Superintendent shared during the design phase of the project the elevation of the road was raised and the width of the bridge was increased to accommodate a wider paved shoulder. He stated these grading easements will allow for easier construction of the bridge abutments and allow the roadside slopes to be restored to an acceptable slope.

Carried by the following vote:

Aye: Buchholtz, Worthams, Stehouwer

Project Superintendent Worden wished Commissioner Moyle a speedy recovery.

Commissioner Stehouwer shared the Parks Commission was presented with the concept of the Memorial on Westnedge Avenue by Markin Glen Park that is due to be dedicated on June 7<sup>th</sup>.

Commissioner Worthams mentioned the RCKC has officially received notice of the County Master Plan from the Metropolitan Planning Commission. He stated RCKC staff is reviewing and is progressing smoothly.

Commissioner Buchholtz shared both she and Commissioner Stehouwer attended an event during Bike Week that included an update on bicycle safety initiatives in and around the community. Furthermore, she is excited for opportunities that the RCKC continues to have to be included in these types of endeavors. She wished Chairman Moyle a speedy recovery and stated all of our thoughts are with him. .

The meeting was adjourned at 8:09 a.m.

Attest: Timothy A. Snow, County Clerk

By: \_\_\_\_\_, Vice Chair \_\_\_\_\_, Deputy Clerk

May 29, 2018

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, May 29, 2018. Commissioner Buchholtz called the meeting to order at 3:00 p.m.

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

Commissioner Worthams arrived at 3:29 p.m.

Absent: Daniel J. Moyle

Also attending: Managing Director Joanna Johnson, 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: Buchholtz, Pawloski, Stehouwer

Commissioner Pawloski moved and it was seconded to approve the minutes from the May 14, 2018 Pavilion Township Joint meeting, May 15, 2018 regular Board meeting, May 15, 2018 Richland Township Joint meeting and May 18, 2018 Special Rescheduled Regular Board meeting as presented.

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer

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

Payroll Account	\$ 105,539.93
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Vendor Account	\$ 534,687.45
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Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer

Gary Gillette of 2170 South 36<sup>th</sup> Street shared concerns regarding the lack of grading on South 36<sup>th</sup> Street. He also shared how the road washes out whenever it rains. He stated in front of his home the washout has created a gouge across the entire road. He stated how unhappy he is with the service he is receiving from the RCKC and requested South 36<sup>th</sup> Street to be repaired to solve the situation. Commissioner Buchholtz inquired if staff had the needed information pertaining to Mr. Gillette. General Superintendent DeYoung stated both he and Operations Director Travis Bartholomew have spoken with Mr. Gillette. Commissioner Buchholtz thanked Mr. Gillette for his comments and mentioned that RCKC staff will look into his concerns.

Mr. William Thomas of 220 Chicago Avenue shared concerns regarding parking for the Rose Park Veterans Memorial. He provided the Board with a handout and requested the RCKC to work with the City of Kalamazoo to provide parking that was favorable for those visiting the Memorial. He inquired about moving the Veterans Memorial to where the Bronson Park Fountain of the Pioneers was located. He also shared concerns regarding several manhole covers below the asphalt causing bumps. Commissioner Buchholtz thanked Mr. Thomas for his comments and mentioned that RCKC staff will look into his concerns.

Commissioner Pawloski moved and it was seconded to award the 2018 HMA #2 bid letting 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 3 years. Managing Director Johnson shared included in the second 2018 HMA bid letting are the intersection improvement and resurfacing of D Avenue at Douglas Avenue to 17<sup>th</sup> Street, a primary road in Cooper Township and Ravine Road at 12<sup>th</sup> Street to D Avenue, a primary road in Alamo Township, which are on the RCKC 2018 Primary Road Capital Improvement Plan (CIP). She stated this bid was out primarily due to its uniqueness of intersections and not part of our extensions from other bids we currently have on hot mix asphalt. Commissioner Stehouwer shared it is good to see the price is favorable.

Carried by the following vote:

May 29, 2018

Aye: Buchholtz, Pawloski, Stehouwer

Commissioner Stehouwer moved and it was seconded to Rescind the previous Comstock Township Local Road Participation Fund Contract and Approve the Revised Local Road Contract for the Vice Chair's signature. Managing Director Johnson shared the local road contract that we utilized as we put our contracts in place this year used our standard language. Furthermore, in 2016 we had a local road contract that clearly mentioned the Township Board authorizing dollars based on MCL 247.670. She stated the 2<sup>nd</sup> paragraph in this contract was revised to reflect where the funds are coming from. She stated this is the only change and projects remain the same within the contract.

- a. **Chestnut Trail** – HJ Avenue to Wild Coyote Trail, **Wild Coyote Trail** – Chestnut Trail to 1482' north of Chestnut Trail (Chestnut Hills), **Crack Fill/Chip Seal/Fog Seal**
- b. **MN Avenue** – 26<sup>th</sup> Street to 28<sup>th</sup> Street, **HMA Overlay**
- c. **Winterburn Street** – 650' south of M-96 to M-96, **Ocom Street** – Gleason Street to M-96, **Blalock Street** – Gleason Street to M-96, **Gleason Street** – Ocom Street to 572' east of Blalock Street (Riverdale Plat), **HMA Overlay**
- d. **Lavender Circle** – Daylily Lane to Ivy Street, **Ivy Street** – Daylily Lane to Treetop Drive, **Coral Bells Circle** – Daylily Lane to Autumn Joy Street, **Autumn Joy Street** – Daylily Lane to Candytuft Lane, **Buttercup Street** – 213' south of Daylily Lane to Candytuft Lane, **Juneberry Street** – Daylily Lane to Sundrop Avenue, **Sundrop Avenue** – Buttercup Street to Juneberry Street, **Daylily Lane** – 33<sup>rd</sup> Street to Juneberry Street, **Candytuft Lane** – 895' west of Ivy Street to Buttercup Street, (Rolling Meadows), **HMA Overlay**
- e. **Midway Avenue** – Saratoga Avenue to Savannah Avenue, **Saratoga Avenue** – Gull Road (M-43) to Savannah Avenue, **Jennings Drive** – Gull Road (M-43) to Mission Avenue, **Savannah Avenue** – 320' West of Midway Avenue to Saratoga Avenue, **Mission Avenue** – Saratoga Avenue to Jennings Drive, (Jennings Plat), **HMA Overlay**

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer

Commissioner Stehouwer moved and it was seconded to approve the payment in the amount of \$2,060.00 to Consumers Energy for the Storm Water Drainage and Public Road Easements at the intersection of Ravine Road and 12<sup>th</sup> Street. Managing Director Johnson shared at the April 17, 2018 RCKC Board meeting, the Board approved the agreements for the Managing Director's signature. A \$20.00 payment was also approved for the easements. Upon receiving all signed documents, Consumers issued a letter requesting payment of \$1,500.00 for the processing and review of the agreements, \$500.00 for administrative fees, and \$60.00 for recording fees for a total of \$2,060.00.

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer

Commissioner Pawloski moved and it was seconded to approve the Highway Easement with Ms. Gloria Greig Parcel No. 05-19-405-018 at the intersection of Almena Drive at KL Avenue. Managing Director Johnson shared staff and our consultant successfully negotiated with the property owner for an easement at Almena Drive at 1<sup>st</sup> Street. Furthermore, this easement will allow us to maintain a portion of the property south of KL Avenue and east of Almena Drive for roadway purposed and continues to allow RCKC access to property within 33 feet from the center of the new roadway alignment. She shared the payment is to Gloria Greig in the amount of \$2,693.00. She stated we appreciate Ms. Greig cooperating with the RCKC on this project.

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer

Commissioner Stehouwer moved and it was seconded to approve the two candidates as presented for the 2018 Michigan County Road Commission Self-Insurance Pool (MCRCSIP) Board of Directors Election Ballot. Managing Director Johnson shared the two listed on the ballot are, Doug Fuller with the Washtenaw County Road

May 29, 2018

Vice Chair Int'l \_\_\_\_\_

Clerk Int'l \_\_\_\_\_

Commission and Tim Haagsma with the Kent County Road Commission. Commissioner Pawloski stated he is glad the two candidates are willing to serve.

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer

Managing Director Johnson wished Commissioner Moyle a speedy recovery and looked forward to having him return to the RCKC. She mentioned that both she and Project Superintendent Worden attended the American Public Works Association State Conference where they received the 2018 Project of the Year Award for South Burdick Street in the Category of Transportation less than \$1 million. She shared the recognition was appreciated and gave kudos to the team for their work in coordination with the City of Kalamazoo. She attended the Transportation Asset Management Council (TAMC) conference last week. She stated the conference went well and they will be sharing information statewide regarding the condition of our Federal Aid Network where an interesting picture was presented with a little analysis. She shared the RCKC still has the best roads in the State on the Federal Aid Network. She mentioned our chip seal program will be in full swing next week. She thanked Drain Commissioner Pat Crowley for attending our Richland Township Joint meeting where she discussed water tables throughout the county. She mentioned in the May 25<sup>th</sup> edition of the Climax Crescent Drain Commissioner Crowley was featured in an article titled "Flooding Frustrations, Wet Basements Expected to Continue" where she mentioned high ground water levels will continue to rise, meaning flooding frustrations and water problems in basements will linger for many county residents. Managing Director Johnson stated we have received many calls where residents are experiencing different flooding issues. Furthermore, we have closed roads due to water over the road. She stated we are trying to share with the citizens throughout county to please not move our barricades when we have roads closed. She explained we have experienced many issues related to primarily 8<sup>th</sup> Street in both Texas and Praire Ronde Townships. She stated the barricades are out there for safety reasons. She mentioned a public service announcement will be released stating please do not drive around or move the barricades for the safety of our citizens, road workers and contractors. Mr. Thom Brennan stated he has driven on 8<sup>th</sup> Street for 30 years and has never seen the road closed. He inquired about why it is closed. General Superintendent DeYoung explained 8<sup>th</sup> Street is closed due to an unusually high water table. Furthermore, there is a river that runs through the area that is 3 feet higher than normal. He mentioned the water was completely over the road and is slowly receding.

Commissioner Stehouwer thanked all Veterans for their service. He gave his best wishes to Commissioner Moyle. He mentioned the next Parks Commission meeting is scheduled for next week.

Commissioner Pawloski also gave his best wishes to Commissioner Moyle. He shared that his son marched in the Memorial Day Parade that included a ceremony at the Rose Park Veterans Memorial. He thanked Mr. Thomas for his comments regarding inadequate parking at the Veterans Memorial and stated he would like to see the parking issue addressed in the future. He apologized for missing the May 15<sup>th</sup> Board meeting and mentioned he will also miss the June 26<sup>th</sup> Board meeting.

Commissioner Buchholtz mentioned we have not had water tables this high in the community for 30 years. She shared it is not a road or drainage problem and it could potentially be awhile before the water tables decrease. She thanked all staff for the huge amount of work they do on behalf of citizens including road projects, township meetings, working on plans for bike signs etc. She also thanked the citizens who help us maintain the roads by providing us with service requests.

Commissioner Worthams sent his best wishes to Commissioner Moyle to continue to get well and mentioned we are praying for him.

The meeting was adjourned at 3:31 p.m.

Attest: Timothy A. Snow, County Clerk

By: \_\_\_\_\_, Vice Chair \_\_\_\_\_, Deputy Clerk

June 12, 2018

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 12, 2018. Commissioner Buchholtz called the meeting to order at 3:06 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, 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: Buchholtz, Worthams, Pawloski, Stehouwer

Commissioner Worthams moved and it was seconded to approve the minutes from the May 29, 2018 regular Board meeting as presented.

Carried by the following vote:

Aye: Buchholtz, Worthams, Pawloski, Stehouwer

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

Payroll Account	\$ 119,008.32
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Vendor Account	\$ 619,861.37
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Carried by the following vote:

Aye: Buchholtz, Worthams, Pawloski, Stehouwer

Don and Beth Smeal of 8679 West W Avenue shared concerns regarding drainage. Ms. Smeal explained walkout level of her residence has flooded with 3 feet of standing water 3 separate times in the past 18 months. She mentioned not only was this costly, but it would hard to sell her home. She stated the 18 inch culvert is inadequate and needs to be larger to prevent future flooding. Commissioner Buchholtz thanked Mr. & Mrs. Smeal for their comments and mentioned that RCKC staff will look into their concerns. County Commissioner John Gisler mentioned we have had numerous issues like this and questioned if the Drain Commission was contacted. He also shared that he would assist in any way he could with this issue. Commissioner Buchholtz shared the water table is high and the ground is saturated throughout the County.

Commissioner Worthams moved and it was seconded to award the bid #2018-14 for construction of 36<sup>th</sup> Street Bridge over Dorrance Creek, to Davis Construction – low bidder, meeting specifications. Managing Director Johnson shared the 36<sup>th</sup> Street bridge was built in 1953 and has a span of 23 feet over the Dorrance Creek and consists of concrete box beams on steel sheet pile abutments with an asphalt surface. The proposed structure will increase the span to 40 feet in order to span the river from bank to bank, the overall elevation of the structure will be increased to improve the vertical alignment of the bridge, and the width of the crossing will be increased to accommodate an 8 foot shoulder. She shared if approved work could commence as early as June 18<sup>th</sup> with substantial completion, and open to traffic, by the end of October 2018 with final completion by May 2019 to evaluate restoration. She mentioned Davis Construction completed work for the RCKC last year for the replacement of the S Avenue and Q Avenue bridges over the Portage River in Pavilion Township and they completed the job ahead of schedule. Commissioner Buchholtz inquired if this was the last bridge on a primary road that is structurally deficient. Managing Director Johnson shared it is currently the only structurally deficient bridge on the primary road system.

Carried by the following vote:

Aye: Buchholtz, Worthams, Pawloski, Stehouwer

Commissioner Pawloski moved and it was seconded to approve the Licensed Professional Engineer reimbursement for Vice Chair'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. County Engineer, Ryan Minkus serves in this capacity.

Carried by the following vote:

Aye: Buchholtz, Worthams, Pawloski, Stehouwer

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

a. Crystal Lane – Parkview Avenue to 11<sup>th</sup> Street, *HMA Overlay*

Carried by the following vote:

Aye: Buchholtz, Worthams, Pawloski, Stehouwer

Commissioner Worthams moved and it was seconded to Rescind the previous Oshtemo Township Local Road Participation Fund Contract and Approve the Revised Local Road Contract for the Vice Chair's signature. Managing Director Johnson shared this contract is being updated because of deleting Maple Hill Drive from the previous contract due to anticipated development.

a. Highland View Drive – 3<sup>rd</sup> Street to 4696' east of 3<sup>rd</sup> Street, Kullenbrooke Drive – Highland View Drive to 436 east of Highland View Drive, (Forest Glen Estates), *Crack Fill/Chip Seal/Fog Seal*

b. H Avenue – 3<sup>rd</sup> Street to 6<sup>th</sup> Street, *HMA Overlay*

c. J Avenue – Vankal Street to 2<sup>nd</sup> Street, *HMA Wedging/Crack Fill/Chip Seal*

d. Saint Charles Place – 573' west of Belle Chase Boulevard to 8<sup>th</sup> Street, Baton Rouge Street – Belle Chase Boulevard to 8<sup>th</sup> Street, Belle Chase Boulevard – 206' south of Saint Charles Street to Baton Rouge Street, Bayou Vista Street – Saint Charles Street to Baton Rouge Street, Cajun Drive – 175' west of Belle Chase Boulevard to Belle Chase Boulevard (Lasalle Homesites), *Crack Fill/Chip Seal/Fog Seal*

e. Saint James Avenue – 6<sup>th</sup> Street to La Jessica Circle, La Jessica Circle – Saint James Avenue to 1588' east of Saint James Avenue, La Lisa Lane – 233' south of La Jessica Circle to La Jessica Circle, La Lisa Lane – La Jessica Circle to 865' north of La Jessica Circle (Oak Park), *Crack Fill/Chip Seal/Fog Seal*

f. Antiqua Circle – 11<sup>th</sup> Street to 368' east of Tropicana Street, Tropicana Street – Brandy Avenue to Antiqua Circle, Brandy Avenue – Tropicana Street to Fountain Square Drive, Fountain Square Drive – 183' south of Brandy Avenue to Sweet Briar Drive, Caribia Avenue – Fountain Square Drive to 203' east Of Fountain Square Drive (Rose Arbor), *Crack Fill/Chip Seal/Fog Seal*

g. Toscana Street – Mirabella Avenue to L Avenue, Mirabella Avenue – Toscana Street to 252' east of Toscana Street, Calabria Avenue – 261' west of Toscana Street to Toscana Street (Tuscany Plat), *Crack Fill/Chip Seal/Fog Seal*

h. Valley Industrial Drive – 9<sup>th</sup> Street to 610' east of 9<sup>th</sup> Street, *Crack Fill/Chip Seal/Fog Seal*

Carried by the following vote:

Aye: Buchholtz, Worthams, Pawloski, Stehouwer

Commissioner Pawloski moved and it was seconded to Rescind the previous Prairie Ronde Township Local Road Participation Fund Contract and Approve the Revised Local Road Contract for the Vice Chair's signature. Managing Director Johnson shared Prairie Ronde Township is not pleased with the Local Road Contract for gravel roads regavel. The Township's understanding and expectation of best practices and application rate for gravel road maintenance is not reasonably achievable. The Township cited, it had been done in the past. There were meetings held prior to the contract and recently prior to any gravel application in an attempt to resolve, educate and share best practices. Operations Director Bartholomew shared the Township requested the RCKC to spread 2" thick of gravel 8 feet wide and to leave material in area to create a crown effect. He mentioned this would be hard to accomplish with the equipment we have. He stated after grading the gravel would mix in with the other gravel and would not stay in the middle of the road. He also stated it is hard to tell between old and new gravel. Commissioner Stehouwer questioned if these projects would come back later this year. Operations Director Bartholomew shared they would not and explained we have done spot graveling within our maintenance budget. He mentioned gravel roads are an intricate part of our system. He explained they wanted a crown point that

June 12, 2018

Chair Int'l \_\_\_\_\_

Clerk Int'l \_\_\_\_\_

becomes rounded after time which can be done with the old gravel. Operations Director Bartholomew shared traffic beats down the gravel road and stated the crown remains longer on a 4 wheel path road. Commissioner Stehouwer questioned if we are pulling gravel from shoulders. Operations Director Bartholomew shared we do in early spring or fall due to less vegetation and reuse the gravel when we can. Managing Director Johnson shared until there is a project gravel road ratings remains the same.

Carried by the following vote:

Aye: Buchholtz, Worthams, Pawloski, Stehouwer

Managing Director Johnson shared the East Long Lake Drive Informational meeting on June 7<sup>th</sup> in Pavilion Township had a great turnout where RCKC staff answered many good questions. She shared Thomas Wood an expert in chip seals from the Minnesota Department of Transportation (MNDOT) toured chip seals throughout Kalamazoo County. She stated that Mr. Wood shared that he did not see a poor chip seal in the County. She mentioned a list of local roads that will receive a 2<sup>nd</sup> application/treatments in 2018 at no cost to Townships while stating these are not failed chip seals.

Charleston Township

- L Avenue – 38<sup>th</sup> Street to 7288; east of 38<sup>th</sup> Street (stop at concrete pavement) 2<sup>nd</sup> Application

Cooper Township

- E Avenue – 12<sup>th</sup> Street to 14<sup>th</sup> St – Partial 2<sup>nd</sup> Application 2018
- Fineview – Douglas Avenue to North Westnedge Avenue – Fog Seal 2018
- E Avenue – 23<sup>rd</sup> Street and DE Avenue – Riverview Drive to North Sprinkle Road – Fog Seal in 2018

Ross Township

- D Avenue – West Township Line to 37<sup>th</sup> Street – Partial 2<sup>nd</sup> Application 2018

Richland Township

- Sprinkle Road – DE Avenue to G Avenue – Partial Construction Joint Only 2018

She shared Climax Township Joint meeting is tonight at 6:00 p.m. Furthermore, we will be in Cooper Township on July 9<sup>th</sup> at 7:00 p.m. and in Prairie Ronde Township on July 10<sup>th</sup> at 6:00 p.m.

Commissioner Stehouwer congratulated Project Engineer Rebekkah Ausbury for passing her Professional Engineer exam. He attended the Parks Commissioner meeting where other uses of County Parks was approved. He mentioned property acquisitions went to the County Board. He shared on June 7<sup>th</sup> there was a Bicycle Memorial at the Markin Glen County Park. He thanked everyone involved including emergency responders, county prosecutor, hospital attendants and others.

Commissioner Pawloski gave a shout out to Commissioner Moyle for a speedy recovery. He shared that he will be at the Climax Township Joint meeting tonight. He also mentioned he could not attend the June 26<sup>th</sup> regular RCKC Board meeting. He shared tomorrow he planned to attend the Environmental Health Advisory meeting where an update will be shared on medical marijuana.

Commissioner Worthams shared the Michigan Legislature will wrap up their sessions today before summer break. Furthermore, they will be back in their districts for anyone who would like to ask questions.

Commissioner Buchholtz apologized for missing the Wakeshma Township Joint meeting. She mentioned estimates initially appear high until bids come in and gave kudos to staff for being spot on with estimates. She also shared information regarding paved Federal Aid Roads and mentioned how great Kalamazoo County roads are rated throughout the state.

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

Attest: Timothy A. Snow, County Clerk

June 12, 2018

Chair Int'l \_\_\_\_\_

Clerk Int'l \_\_\_\_\_

By: \_\_\_\_\_, Chair \_\_\_\_\_, Deputy Clerk



Chair Int'l \_\_\_\_\_

Clerk Int'l \_\_\_\_\_

## June 12, 2018 – Climax Township Joint Meeting

A joint meeting of the Board of County Road Commissioners of the County of Kalamazoo and the Climax Township Board of Trustees was held at the Climax Township Hall, 110 N. Main St, Climax, Michigan, on Tuesday June 12, 2018. The joint meeting began at 6:03 p.m.

Present: Deborah J. Buchholtz, David Pawloski Larry Stehouwer

Absent: Daniel J. Moyle, David Q. Worthams

Also present: Operations Director Travis Bartholomew, Project Superintendent Mark Worden, Road Maintenance Superintendent Jim Page, Road Maintenance Superintendent Rich Hassenzahl, Climax Township Supervisor Trent Piper, Clerk Marcia Lewis, Treasurer Steven Walman, Trustees Richard Thierjung, and Joel Amos.

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

Supervisor Piper mentioned the pie charts in the presentation were not correct. Project Superintendent Worden stated he would look into it.

Supervisor Piper questioned the Climax Township gravel road ratings. Operations Director Bartholomew explained Inventory Based Rating (IBR) for gravel roads including how the current surface condition does not affect the IBR rating.

Project Superintendent Worden shared RCKC chip seal cost compared to other road agencies and contractors. One of the Township Board members inquired about prevailing wage. Commissioner Pawloski explained prevailing wage would not apply to the chip seal comparison since Federal Funding was not utilized.

Supervisor Piper inquired about the status of the 38<sup>th</sup> Street project north of O Ave. He also questioned when the road would be returned to a local road. Operations Director Bartholomew shared the project was in process and included Hot Mix Asphalt (HMA) complete with gravel shoulder restoration and pavement marking remaining. He mentioned that 38<sup>th</sup> Street from O Avenue to MN Avenue had already been transferred to the local system. He also shared the 38<sup>th</sup> Street project followed RCKC policy requiring the road surface to be in good condition as part of the road classification change.

Supervisor Piper inquired about the status of the P Avenue culvert replacement located west of 40<sup>th</sup> Street. Road Maintenance Superintendent Page explained the Michigan Department of Environmental Quality (MDEQ) process for resident input due to the alternate culvert capacity RCKC proposed. Operations Director Bartholomew shared the culvert has been delivered and staff is soliciting quotes for installation.

Supervisor Piper inquired about a potential project at the Wright Drain on R Avenue. Operations Director Bartholomew shared RCKC submitted the Wright Drain as a candidate for potential Critical Bridge Funding. Project Superintendent Worden also shared there are no guarantees it would be funded as it would not rank very high in priority. Also, the RCKC submitted the 36<sup>th</sup> Street Bridge over Dorrance Creek multiple times with no success.

Both Clerk Lewis and Treasurer Walman shared resident concerns with drainage and gravel shoulder maintenance. Operations Director Bartholomew stated service requests would be entered for staff follow up.

Clerk Lewis questioned if signs could be placed identifying intersection names throughout the township. Operations Director Bartholomew explained RCKC only installs regulatory signs and the township would need to utilize the RCKC permit process to potentially allow signage or place signage outside the road right-of-way.

Chair Int'l \_\_\_\_\_

Clerk Int'l \_\_\_\_\_

June 12, 2018 – Climax Township Joint Meeting

Supervisor Piper inquired about potential bike route signage throughout the county. Commissioner Buchholtz explained the logistics of routes and limiting the amount of signs due to effectiveness.

The meeting adjourned at 7:05 p.m.

Attest: Timothy A. Snow, County Clerk

By: \_\_\_\_\_, Chair \_\_\_\_\_, Deputy Clerk

June 26, 2018

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, June 26, 2018. 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: 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, Stehouwer

Commissioner Worthams moved and it was seconded to approve the minutes from the June 12, 2018 regular Board meeting and June 12, 2018 Climax Township Joint meeting as presented.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Stehouwer

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

Payroll Account	\$ 123,269.23
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Vendor Account	\$ 1,322,030.58
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Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Stehouwer

County Commissioner John Gisler welcomed Commissioner Moyle back, noting his speedy recovery.

Commissioner Buchholtz moved and it was seconded to accept the Texas Township Resolutions Requesting Speed Studies and refer to staff. County Engineer Minkus shared both roads are currently at 55mph and based on data gathered the speed limit could decrease or remain the same. Commissioner Stehouwer inquired about the timing on speed resolutions. County Engineer Minkus shared speed resolutions require time to collect and analyze data and to repair a report for the Michigan State Police (MSP) who have to concur with our findings of the study. Furthermore the State Police have a process they go through to create the traffic control order which then sets the speed limit for the road. He mentioned the process can take over a year before it is complete. Commissioner Moyle inquired about our portion of the process. County Engineer Minkus shared after acceptance of the resolutions the data collection will be completed by fall. After the data is analyzed it will be sent to the MSP before winter. Commissioner Moyle questioned how long the equipment is out on the road. County Engineer Minkus stated a couple of days and during normal operations on the road in order to obtain traffic counts. Commissioner Buchholtz stated these resolutions seem to come in during the summer when engineers are busy with other projects and inquired about the time it takes to analyze the data collected including crash data, driveway access points etc., during a busy construction season. County Engineer Minkus shared we normally wait a couple of weeks after school is back in session and there are normal traffic patterns. There are things we can do in the interim before we get the data. He stated summer gives us time to look at the other features such as driveway access points while waiting for the timeframe to do the actual study.

a. South 6<sup>th</sup> Street from I-94 overpass to N Avenue (currently 55mph)

b. West PQ Avenue from South 6<sup>th</sup> Street to South 3<sup>rd</sup> Street (currently 55mph)

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Stehouwer

Commissioner Stehouwer moved and it was seconded to approve the Pass-through Agreement between the Kalamazoo Area Transportation Study (KATS) and the Board of County Road Commissioners of the County of

June 26, 2018

Kalamazoo for the Culvert Mapping Pilot for the Chair's signature. County Engineer Minkus shared as part of the FY18 Michigan State budget, 2 million has been allotted to the Transportation Asset Management Council (TAMC) to execute a local agency culvert data collection mapping pilot project focused on roadway culverts. The pilot has a very quick turnaround and began with a survey on which local agencies would be willing to participate. The RCKC was one of the agencies selected participate. Furthermore, from the pilot we will receive a maximum of \$48,002 with \$10,000 for mobilization. He mentioned the RCKC is in the process of collecting data for Oshtemo Township which is due to the State by July 30<sup>th</sup>. He also mentioned during the TAMC process review it was determined to continue to work with our Metropolitan Planning Organization (MPO)/Regional Planning Association (RPA), as we do with Pavement Surface Evaluation & Rating (PASER) data collection for funding selected agencies. He state the Michigan Department of Transportation (MDOT) and their Contract Services office advised that an added contract/agreement is needed if the local agencies are using consultants and/or if the invoices will be more than \$25,000. This agreement addresses the pass through from MDOT to KATS to ensure reimbursement to the RCKC. He mentioned KATS policy has this on their June 27<sup>th</sup> agenda as well, pending RCKC approval. KATS Executive Director Jon Start mentioned this has been a hectic schedule and he appreciates everyone's involvement and cooperation from the RCKC through MDOT.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Stehouwer

Commissioner Buchholtz moved and it was seconded to approve the City of Kalamazoo Local Municipality Road Contract for the Chair's signature. Project Superintendent Worden mentioned this is another opportunity for collaboration. He mentioned this is our 2nd contract with the City of Kalamazoo. He stated last year we had the Burdick Street project that went very well. Furthermore, we received numerous awards for collaborative effort with the City of Kalamazoo and the quality of chip seal and fog seal.

a. Kalamazoo Water Reclamation Plant, Chip Seal and Fog Seal

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Stehouwer

Operations Director Bartholomew shared that our chip seal project on 35<sup>th</sup> Street from I-94 to M-96 two weeks ago was compromised. Our contractor was scheduled to apply a fog seal over our recent chip seal application. The fog seal material applied was miss loaded at the contractor's site and ended up being the emulsion that we apply underneath the aggregate of a chip seal. Our crew has since applied sand over the top of the emulsion to minimize any damage to vehicles. Staff will be re-evaluating the surface condition to determine next steps. Hot mix asphalt (HMA) paving may be the best option for a long term fix. Project Superintendent Worden shared while waiting for the outside lanes of 35<sup>th</sup> Street to cure we also fog sealed a portion of Chestnut Trails plat in Comstock Township. The plat did not have the same severity as 35<sup>th</sup> Street due to low traffic volume. Operations Director Bartholomew stated we will try to fog seal the plat by testing a short section to determine if it will work. Furthermore, we could potentially be bringing to the Board a recommendation to pave a portion of 35<sup>th</sup> Street. He stated last Tuesday we chip sealed Ravine Road, east and west of Nichols Road. He shared the emulsion did not set before the unusually heavy rain began. He explained numerous vehicles drove through it in a short period of time before we recognized we had an issue. Furthermore, our crew quickly went back to set-up a closure, applied sand to the area and stayed on site until it cured. He stated we are not sure if we will re-chip the wheel paths or the entire lane on Ravine Road. General Superintendent DeYoung explained generally rain does not affect a chip sealed road. Mr. Thom Brennan inquired who is responsible for the incorrect material that was used on 35<sup>th</sup> Street. Operations Director Bartholomew shared the contractor is responsible and will be returning in a couple of weeks to re-evaluate. Commissioner Buchholtz inquired about roads closed due to excess water. Operations Director Bartholomew shared 8<sup>th</sup> Street from S Avenue to U Avenue has been closed for approximately 6 weeks and S Avenue to the west of 8<sup>th</sup> Street has also been closed. He also mentioned S Avenue to the east of 8<sup>th</sup> Street was recently closed along with a few other locations throughout the county closed due to water over the road.

Commissioner Buchholtz mentioned to the Board that there were critical timing issues with the importing of the rubber tire material. She explained knowing that the project was previously approved by the Board she authorized the material order from Portugal due to timing issues. Project Superintendent Worden shared there is

June 26, 2018

Vice Chair Int'l \_\_\_\_\_

Clerk Int'l \_\_\_\_\_

such long lead time through customs we had to move quickly to ensure the material would arrive one week before the proposed trial date scheduled for the first week of August. Commissioner Buchholtz stated typically no vendor checks are mailed until approved by the Board. Commissioner Stehouwer shared the Board was kept abreast of the details and appreciated Commissioner Buchholtz handling the issue appropriately.

Commissioner Worthams inquired about the 35<sup>th</sup> Street issue and questioned how much of a budget implication there would be if milling was needed or if it is was covered in the budget. Operations Director Bartholomew shared it is not covered in the current budget. He explained the repair estimate has not been finalized and could be significant. Project Superintendent Worden shared both Comstock Township Supervisor Randy Thompson and Comstock Township Manager Scott Hess are aware of the issue and viewed the projects.

Commissioner Stehouwer mentioned he has driven on some of the chip sealed projects and was impressed. He stated they looked like brand new roads. He apologize to the citizens who have had difficulties with tar on their vehicles. Furthermore, he understands there is a process to have vehicles cleaned for legitimate issues.

Commissioner Worthams welcomed Commissioner Moyle back. He shared that on June 5th the Kalamazoo County Board of Commissioners adopted the proposed County Master Plan. Furthermore, once we hear from staff that the plan is consistent we should weigh in by concurring that the plans are consistent with the plans we have seen from the neighboring units of government and for our plans as well. He commended the Metropolitan Planning Commission and the County Board for their work on the Master Plan and stated it is a great document

Commissioner Buchholtz also welcomed Commissioner Moyle back. She mentioned there was a note in the weekly update regarding project mapping initiative that was mentioned at the Township Supervisors meeting. She stated some time ago Managing Director Joanna Johnson, Brian Vilmont from Prein& Newhof and herself discussed various initiatives. She mentioned at the state level there were 2 areas in Grand Rapids and the Detroit area who had received large grants to map infrastructure projects. She stated the general goal was to coordinate efforts. Furthermore, we took the initiative to contact Southwest Michigan First, the Townships, cities, and utility companies to coordinate efforts in our community for mapping infrastructure projects. She stated soon we will hear about information that was collected and how we will plan around it. She mentioned this should provide us as a community with money saving and infrastructure improving opportunities by knowing what each other has planned and what the needs are in 5 years to improve coordination of projects with each other.

Commissioner Moyle mentioned how great it is to be back and how much he appreciated everyone's thoughts and prayers.

The meeting was adjourned at 3:31 p.m.

Attest: Timothy A. Snow, County Clerk

By: \_\_\_\_\_, Vice Chair \_\_\_\_\_, Deputy Clerk

Chair Int'l \_\_\_\_\_

Clerk Int'l \_\_\_\_\_

## July 9, 2018 – 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 9, 2018. The joint meeting began at 7:00 p.m.

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

Absent: David Q. Worthams

Also present: Managing Director Joanna Johnson, Project Superintendent Mark Worden, 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 second chip seal applications.

Treasurer DeHaan thanked staff for the fog seal on Fineview Avenue.

Supervisor Sorensen shared with the Board that he would like greater flexibility on choosing treatments based on pavement surface evaluation and rating (PASER). Furthermore, he will not ask residents to pay for road improvements. He stated the Township has matched and even overmatched local road participation (PAR) funds and shared the Township has no obligation to spend funds on roads. He mentioned that he appreciates the PAR funds and understands many Townships in the State may only receive \$10,000 from their road commission which doesn't go far based on treatment costs. He stated the township would like greater flexibility to choose the road treatments that they can afford. Commissioner Buchholtz stated how she appreciated the feedback for the Board to consider and explained any issues by residents or the Township would still be with the road commission. Trustee Frederick asked Commissioner Buchholtz what she thought about road treatments in her plat that could extend service life. Managing Director Johnson shared that the state is also taking a close look in ensuring the right treatment at the right time for road projects. She also shared that she is aware the Township was considering a double chip seal in a plat which was not advised by the RCKC.

Trustee Vlietstra inquired about the Ravine Road project and questioned when the project will begin. Project Superintendent Worden shared the project will begin in the next few weeks.

Trustee Frederick inquired about road jurisdiction at intersections with the Michigan Department of Transportation (MDOT). Project Superintendent Worden stated typically these areas are within MDOT's jurisdiction. Managing Director Johnson shared there are discussions by the County Road Association (CRA) and MDOT to clarify various jurisdictional issues around the state on construction and maintenance. Trustee Frederick advised there is an area in Parchment on Riverview Drive just north of Mosel where no one is claiming jurisdiction. Furthermore, he went ahead and patched it as it had a large crack in it. Managing Director Johnson advised we cannot use RCKC funds on roads we do not certify. Trustee Frederick mentioned that General Superintendent Bill DeYoung advised him to patch it since he was in the area. He then questioned who had jurisdiction over this area. Managing Director Johnson stated she has a meeting with Parchment and will check into it. She also shared if the RCKC does not certify the road, we cannot do work on it.

Trustee Buiskool inquired if E Avenue would be fog sealed. Managing Director Johnson answered no. Trustee Buiskool mentioned the aggregate material seemed different than last year. Superintendent Worden shared the same material is being used this year. Trustee Buiskool stated the Township may want to consider fog sealing E Avenue in the future.

Chair Int'l \_\_\_\_\_

Clerk Int'l \_\_\_\_\_

July 9, 2018 – Cooper Township Joint Meeting

Clerk Janssen advised that there have been recent issues with chip seal and inquired about the process/material. Superintendent Worden shared information on chip seal. Managing Director Johnson mentioned there have always been some issues with chip seal as there are contributing variables to the treatment. Clerk Janssen questioned why the RCKC was not fog sealing all chip seal roads and inquired about the extended treatment life of a fog seal. Project Superintendent Worden advised we are on the primary road system, however each Township decides on fog seals as there is a cost. He shared extended life from a fog seal is hard to determine and stated it may be one year.

A citizen questioned who was accountable for the poor workmanship on Riverview Drive. He explained he had black tar on his vehicle and stated there are clumps on the road. He also questioned why a skid steer is transported on an RCKC truck around the county. Managing Director Johnson advised that she was accountable and apologized for the tar on his vehicle. Project Superintendent Worden explained the swap loader and its' uses. The same citizen stated on the PASER map 17<sup>th</sup> Street is rated as poor. He mentioned the road was just done and inquired about the accountability.

The meeting adjourned at 8:00 p.m.

Attest: Timothy A. Snow, County Clerk

By: \_\_\_\_\_, Chairperson \_\_\_\_\_, Deputy Clerk

July 10, 2018

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 10, 2018. 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, Operations Director Travis Bartholomew, Project Superintendent Mark Worden, Project Engineer Debbie Jung and Traffic and Project 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 June 26, 2018 regular Board 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	\$ 110,668.43
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Vendor Account	\$ 1,371,083.74
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Carried by the following vote:

Aye: Buchholtz, Worthams, Pawloski, Stehouwer

Commissioner Pawloski moved and it was seconded to award the 2018 Tree Work #3 – Countywide to Treeworks, Inc. for Area A and B, low bidder meeting specifications. Managing Director Johnson shared in this bid there were 95 job sites to be completed by October 1, 2018. She mentioned Treeworks, Inc. have performed work for RCKC in the past. Furthermore, staff is confident they can complete the work with quality and timeliness. Commissioner Stehouwer mentioned he has noticed trees and vegetation growing in front of signs. He explained the importance of tree work and keeping sight lines open to signage.

Carried by the following vote:

Aye: Buchholtz, Worthams, Pawloski, Stehouwer

Commissioner Worthams moved and it was seconded to approve the Comstock Local Road Contract for the Vice Chair's signature. Managing Director Johnson shared the RCKC is not guaranteeing the performance of this paving project. Furthermore, because the Township has a plan for a long term project on this section of Miller Drive this temporary treatment was brought before the Board. Project Superintendent Worden mentioned the Township is well aware this is temporary and is not guaranteed.

a. Miller Drive - 7392' west of 35<sup>th</sup> Street to 35<sup>th</sup> Street. *Temporary, HMA wedging. RCKC will not guarantee the performance of this paving (Reflective cracking will occur within 12 months).*

Carried by the following vote:

Aye: Buchholtz, Worthams, Pawloski, Stehouwer

Commissioner Pawloski moved and it was seconded to award the 2018 Air Conditioning System for the RCKC Administrative Office Bid to R.W. LaPine Inc., low bidder meeting specifications. Managing Director Johnson shared the current air conditioner was installed in 1998. Furthermore, there are issues related to the air conditioning unit and its consistency. She mentioned the unit has served its life expectancy and needs to be replaced.

Carried by the following vote:



Aye: Buchholtz, Worthams, Pawloski, Stehouwer

Commissioner Stehouwer moved and it was seconded to approve the proposed changes to the Drainage Agreement for the Corporate Woods development for the Vice Chair's signature. Managing Director Johnson shared Corporate Woods is a commercial site condominium development. She explained the proposed changes to the agreement pertain to changing the boundaries of the drainage basin and associated drainage easements to eliminate this conflict. She mentioned ownership of the property has also changed from Corporate Woods, LLC to 840 Interchange, LLC. Furthermore, staff has evaluated the proposed changes to the drainage basin and found there is sufficient storage for the storm water that will be directed to it. She stated the other documents have been evaluated by staff and are in order. Commissioner Worthams questioned if staff should contact the Drain Commissioner regarding this issue. Project Engineer Jung explained it is a private drainage basin and the Drain Commissioner is aware of this project. Commissioner Stehouwer questioned if the drainage area served the sites in what was formerly Corporate Woods or is it specific to the roadways. Project Engineer Jung stated the drainage served some of the sites and the road. Commissioner Stehouwer stated there is a private road now with storm sewer from the public road to the drainage area and questioned if it will change. Project Engineer Jung mentioned we continue to have access. She shared before it was an easement and now it will be a private road. She also mentioned the area has changed slightly since there will be a cul-de-sac at the end of it.

Carried by the following vote:

Aye: Buchholtz, Worthams, Pawloski, Stehouwer

Commissioner Worthams moved and it was seconded to approve the Traffic Control Orders (TCO) O 39-06-18 for No Parking on Texas Drive in Texas Township and TCO S 39-07-18 for a speed limit of 45 mph on Atlantic Avenue in Oshtemo Townships for Managing Director's signature. Managing Director Johnson shared at the request of Texas Township, Michigan State Police (MSP) and the RKC investigated the possibility of establishing No Parking along various sections of Texas Drive to provide for the safety of all roadway users. After an investigation, MSP has agreed to the request as well as to a speed reduction on Atlantic Avenue from 9<sup>th</sup> Street to Parkview Avenue in Oshtemo Township. Commissioner Stehouwer questioned when the signage would go up. Traffic/Project Engineer Hoekstra shared 2 – 3 weeks pending approval of both TCO's.

Carried by the following vote:

Aye: Buchholtz, Worthams, Pawloski, Stehouwer

Managing Director Johnson apologized for missing the last Board meeting and shared how much she appreciated the team putting Board items together in her absence. She mentioned outstanding road closures include 8<sup>th</sup> Street south of S Avenue and S Avenue east and west of 8<sup>th</sup> Street. Operations Director Bartholomew shared we have not seen much progress in these areas and do not anticipate opening the roads anytime soon. Managing Director Johnson shared we will keep citizens posted regarding the closures and plan to issue a press release informing citizens that we continue to monitor them. She mentioned last evening we were in Cooper Township where a citizen made comments related to chip seal on Riverview Drive. Operations Director Bartholomew shared what looks like "chunks" on road is from material that was picked up on our equipment tires that is caused from heat, excess moisture in the stone and overlap or double spraying. He mentioned the "chunks" in the road are more cosmetic than anything. Managing Director Johnson shared we are receiving quite a few comments related to our chip and fog seal project on 35<sup>th</sup> Street from I-94 to M-96. She explained we had equipment breakdown and material type issues. She stated we are working with our vendor and she apologized for the inconvenience. Furthermore, we will be communicating what the potential fix is and appreciates the patience. She mentioned we will likely be returning to the Board for corrective action. Operations Director Bartholomew shared he is meeting with the vendor Friday onsite. Managing Director Johnson mentioned that we have 196+ projects within the county and stated there are more successes than those where we have experienced field related issues. She shared that we received a grant for a culvert pilot study and have some of our culverts inventoried throughout the county. Furthermore, the State budgeted funding in order to assess their condition. She shared our team will be marking our culverts in the public right-of-way with culvert markers. She explained it is a visual marker showing that the culvert has been inventoried, reviewed and inspected. Furthermore, they will help with water related issues and future projects. Operations Director shared the markers will also be helpful to

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our road maintenance team and our contractor who does our storm sewer cleaning. Commissioner Stehouwer inquired about lettering on the markers. Operations Director Bartholomew explained the markers will be labeled with RCKC and the year they were installed. Commissioner Worthams inquired about damaged markers during winter maintenance. Operations Director Bartholomew shared the markers are fiberglass and somewhat flexible. Furthermore, they will be placed at the end of the culverts that are far enough off the road in the public right-of-way. Managing Director Johnson mentioned we will be in Prairie Ronde Township tonight at 6:00 p.m. for a joint meeting. She shared tomorrow beginning at 4:00 p.m. there will be a public informational meeting held at the Scotts Community Center to discuss the 36<sup>th</sup> Street Bridge over Dorrance Creek project.

Commissioner Stehouwer shared due to the holiday the Parks Commission meeting was pushed back to Thursday July 12<sup>th</sup>. He attended the Cooper Township Joint meeting last night where he heard their concerns and comments. He had one citizen contact him regarding a washout along 34<sup>th</sup> Street and TS Avenue. He discussed the concern with Operations Director Bartholomew who is looking into a longer term repair.

Commissioner Pawloski also attended the Cooper Township Joint meeting and thanked Supervisor Sorensen for his comments and looked forward to working with him in the future. He attended the Environmental Health meeting where the State of Michigan discussed the new medical marijuana regulations and how they affect local jurisdictions. Furthermore, Drain Commissioner Pat Crowley shared her frustrations regarding the water levels around the county. He mentioned that he will attend the Prairie Ronde Joint meeting tonight and welcomed back Commissioner Moyle.

Commissioner Worthams apologized for not attending the Cooper Township Joint meeting last evening and for missing tonight's meeting in Prairie Ronde Township. He complimented staff on projects and stated while driving around the county he is continually reminded that we have the greatest road commission staff in the state. He shared it is very apparent with the professionalism and the work that goes into the construction projects both on and outside of wet ground. He politely reminded everyone to keep their grass clippings and leaves out of the public right-of-way and stated it could be detrimental to road projects that are in progress.

Managing Director Johnson shared our 2017 Financial Audit Presentation and our Apprenticeship Program Presentation will be presented at the July 24<sup>th</sup> Board meeting. Furthermore, she is looking forward to seeing both presentations.

Commissioner Buchholtz apologized and mentioned she would not be attending tomorrow's public informational meeting held at the Scotts Community Center.

The meeting was adjourned at 3:31 p.m.

Attest: Timothy A. Snow, County Clerk

By: \_\_\_\_\_, Chair \_\_\_\_\_, Deputy Clerk

Chair Int'l \_\_\_\_\_

Clerk Int'l \_\_\_\_\_

## July 10, 2018 – Prairie Ronde Township Joint Meeting

A joint meeting of the Board of County Road Commissioners of the County of Kalamazoo and the Prairie Ronde Township Board of Trustees was held at the Prairie Ronde Township Hall, 8140 West W Avenue, Schoolcraft, Michigan, on Tuesday, July 10, 2018. The joint meeting began at 6:00 p.m.

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

Absent: David Q. Worthams

Also present: Managing Director Joanna Johnson, Operations Director Travis Bartholomew, Road Maintenance Superintendent Will Engel, Prairie Ronde Township Supervisor Tom Swiat, Deputy Clerk Tom 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 additional information on gravel roads.

Trustee Tomlinson stated he understands the water has no place to go and questioned what the next steps are regarding the 8<sup>th</sup> Street road closure. Operations Director Bartholomew shared design engineering would be needed for the road may need to be raised. Furthermore, the issue will continue returning without a longer fix.

Operations Director Bartholomew updated the Board on dust control, gravel roads and invited them to come out with a grader and observe best practices of maintaining gravel roads. He explained that dust control and grading will be completed in areas as needed upon review of gravel roads. He also described well brine. Supervisor Swiat questioned what the Township's role was in gravel road maintenance. Operations Director Bartholomew advised to provide service requests as needed. Supervisor Swiat mentioned he would like to see a steeper crown on gravel roads.

Supervisor Swiat questioned if the Township's limited funding would best be spent on gravel or paved roads. He also mentioned how paved roads are deteriorating. Managing Director Johnson shared it will continue to be a mix of fixes. Trustee Tomlinson questioned if the RCKC planned to increase local road participation (PAR) funds. Managing Director Johnson shared more than likely yes, however the funds are determined according to our budget. She advised Townships to be in a position to match PAR funds and the Township Board agreed.

Trustee Tomlinson shared how previously he had issues with obtaining overweight permits. Furthermore, RCKC staff were not available to respond. Managing Director Johnson shared typically we have back-up staff to address these types of permits. Furthermore, we are in the process of hiring another permit agent.

Trustee Chapin mentioned the Township Board may be receiving a petition to lower a speed limit. Managing Director Johnson explained how speed limits are determined and why a resolution is needed.

The meeting adjourned at 7:00 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, July 24, 2018. 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, Assistant Finance Director – Human Resources Debbie Hill, Senior Accountant Diane DeWaters and Accounting Clerk Katie Howell.

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

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Managing Director Johnson gave heartfelt thanks to all members and partnerships of the Apprenticeship Program. She thanked Teamsters Local 214 Business Agent Mark Gaffney who presented the Apprenticeship Program idea to the RCKC and expressed her appreciation for all his efforts. Mr. Gaffney shared that he worked with Managing Director Johnson and Operations Director Bartholomew to represent the workforce. He stated the seniority teamster members will be helping the apprentices learn their craft. He thanked Managing Director Johnson for having the vision to go through with the program and mentioned that everyone involved is proud to be the first road commission in Michigan to have the Apprenticeship Program. He shared the program will be helpful in hiring new workers in diversifying the workforce. Business Services Manager for M-HRDI/Michigan Works Sam Dougherty, stated this is an incredible partnership and is looking forward to working together. Michigan Works Southwest Director Ben Damerow echoed Mr. Dougherty's comments and congratulated the Teamsters and RCKC for their leadership and stated what a pleasure it has been partnering with everyone. Southwest Michigan Works Sector Strategy Coordinator Kara Stewart shared how much she has enjoyed working with everyone and meeting new acquaintances and partnerships. United States Department of Labor – Office of Apprenticeship Director Russ Davis stated it is an honor to be here to sign the standards for this Apprenticeship. He mentioned the RCKC is the first road commission to set up a full fledge maintenance technician. He stated this trade is a high wage skilled job requiring education and responsibility. He mentioned the funding from the State of Michigan is greatly appreciated and explained how he oversees \$20 million in both federal and state grants that provide training for programs like this one. He thanked everyone who has worked on this project. Senator Margaret O'Brien thanked everyone for their partnership. She mentioned there are great jobs to be had that require further education. Furthermore, our skilled trades are a great career and shared her appreciation for the road commission for being very forward thinking. She also mentioned how they are known throughout the state for always pushing the boundaries. She thanked labor for willing to come to the table and acknowledge that we do need to train our replacements. She also thanked Michigan Works who have been fantastic with our low unemployment rate while still thinking about how to get people who are under employed into better employment. She explained it is opportunities like this where young people will realize they can do anything they want whether it is going to college or obtain an education from a hands on learning environment. She thanked everyone and mentioned how much she appreciates their partnership in utilizing taxpayer resources to make it a better future for everyone. Mr. Davis signed the standards for maintenance technician that was received by Managing Director Johnson, Assistant Finance Director – Human Resources Hill and Mr. Gaffney. Managing Director Johnson thanked everyone including the Board for supporting the vision on this program. She also stated that anyone who is interested in the Apprenticeship Program should contact 269-488-7618. She also expressed her appreciation for Mr. Dougherty's work. She mentioned he is reviewing candidates and appreciates the initiative. She also is looking forward to having our first apprentice on board shortly. Commissioner Moyle shared our Teamsters are the key to the success of this program and thanked them for taking this on.

Commissioner Buchholtz moved and it was seconded to approve the minutes from the July 9, 2018 Cooper Township Joint meeting as presented, July 10, 2018 regular Board meeting as corrected and the July 10, 2018 Prairie Ronde Joint meeting as presented. Commissioner Stehouwer shared in Commissioner Pawloski's

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comments on page 3 of the July 10<sup>th</sup> regular Board meeting minutes the word "Copper should be adjusted to "Cooper". Furthermore, he inquired if the dollar amount of bids awarded should be included in the minutes. He mentioned staff indicated it is not required.

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	\$ 124,588.74
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Vendor Account	\$ 1,869,377.18
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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 Johnsons' expense reports as presented.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Mr. Don Smeal of 8679 E. W Avenue shared concerns regarding drainage. He mentioned the same concerns were shared at the June 12<sup>th</sup> Board meeting where he was told he would receive information and has not heard anything regarding a determination. He stated he was told that this commission has determined that there will never be corrective action until the Axtell drain fails. He mentioned his home has flooded 3 separate times in the past 18 months. He also filed a loss form and has not heard anything regarding his claim. He shared pictures with the Board of standing water on his property and mentioned how the drain has failed. He stated he was told by the Drain Commissioner that the 18 inch drain should be replaced by a 48 inch drain. Mrs. Beth Smeal handed the Board additional photos and stated the culvert is inadequate. She mentioned that Commissioner Buchholtz commented about the water levels at the June 12<sup>th</sup> Board meeting and shared that she understands water levels and shared that she has an 18' deep pond on her property. Managing Director Johnson apologized and mentioned how she understands the difficulties in dealing with the water situation not only on their property but across the county. She explained that she will follow up with both the insurance carrier and the drain commission. County Commissioner John Gisler mentioned that Don and Beth Smeal are in his district. Furthermore, he visited their property shortly after the high water mark was reached. He stated it was shocking to see the amount of water on the north side of W Avenue compared to what is going on the south side. He explained he has several constituents who reside further north and have mentioned the water is not receding and stated maybe this all leads to the Axtell drain. He shared how he has made this a personal issue and will try to get involved with the Drain Commission and the RCKC to find a long term solution. Commissioner Moyle stated we do have several sections of roads that are closed due to water over the road which are not a drain issue per se. He also stated that we will get an answer out to the Smeal's. Commissioner Buchholtz mentioned the answer should also be sent to Commissioners. Managing Director Johnson shared more than likely the answer will be sent from our attorney.

The 2017 Financial Audit presentation was presented by Jean Young and Britni McDole from Plante Moran. They mentioned the finance team 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 this year we adopted Governmental Accounting Standards Board (GASB) 75. They mentioned RCKC received a clean audit opinion which is the highest level provided. Commissioner Buchholtz questioned if the retirement plan designs were different from other entities within the pension. Managing Director Johnson answered yes and explained the RCKC has its' own retirement plan design as well as for Other Post Employee Benefits (OPEB). Commissioner Stehouwer inquired if the pension and benefit side of the funds are separate. Ms. Young explained the pension and OPEB are part of a trust that the county is responsible for and is reported within their financial statements. Furthermore, the RCKC is allocated pieces from those. She explained the funds within the pension

should be used to pay pension obligations and the funds within the OPEB fund should be used for health benefits and other potential retirement benefits. She mentioned the trust does have restrictions on how funds are used. County Commissioner Gisler mentioned an issue that arose previously regarding the pension and inquired if the issue was resolved. Commissioner Moyle explained the state is concerned statewide and they are requesting reporting. Furthermore, we are reporting a different number than what the county is. He explained the difference in using an actual number compared to an accounting practice number and stated it would be different if one group was paying in the same amount. He explained each entity has different union contracts and the funding/benefits are not the same. Ms. Young explained how GASB 68 allows different allocation methods and stated the RCKC is in a stronger position with pension assets than other governmental entities even though there is negotiations on final amounts. Commissioner Moyle and Managing Director Johnson thanked Ms. Young, Ms. McDole and the RCKC finance staff for their assistance during the audit and daily accounting.

Commissioner Worthams moved and it was seconded to approve the Non-motorized Facilities applications and agreement for Segments 6 and 7a of the Kalamazoo River Valley Trail (KRVt) for the Chair's signature. Managing Director Johnson thanked Kalamazoo County Parks Trail Program Coordinator Jill Sell and County Engineer Minkus and stated how much she appreciates the partnership that we have had with KRVt. She stated when completed, the KRVt will encompass 35 miles of trail throughout the county. She also shared Kalamazoo County Parks has recently completed a master planning phase for Segments 6 (35<sup>th</sup> Street to Galesburg – Augusta High School) and 7a (Galesburg – Augusta High School to Fort Custer Recreation Area) of the trail and the RCKC would act as the Act 51 Agency. She shared Parks has submitted two non-motorized facilities project applications for Segments 6 and 7a of the KRVt. She mentioned the proposed agreement is not in the same format as the current templates due to a third partner on these projects, the Parks Foundation of Kalamazoo who is primarily responsible for the initial financing of the KRVt. Commissioner Stehouwer stated at the Parks Commission meeting there were compliments given to RCKC staff for the relationship and appreciation.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Managing Director Johnson thanked the supplier BitMat/K-Tech Specialty Coatings for being present. She stated that Sales Representatives Blake and John Baumgartner and Vice President Tony Winters are all aware that we have had issues with the fog seal material that was delivered to our projects for 35<sup>th</sup> Street, Chestnut Hills Plat, G Avenue and Stadium Drive. She explained that the fog seal that we utilize on projects was not the fog seal material delivered. Furthermore, it caused quick action from our operations team to do quick recovery as it relates to our chip and fog seal field processes. Mr. Winters expressed to the Board that his company values the relationship and partnership with the RCKC and stated the company's goal is to maintain the RCKC as a customer. He apologized and shared how they admitted there was an error and a mistake was made by supplying the wrong material. Commissioner Moyle shared chip seal is a controversial process in the best of times and it is also the best tool for preserving our roads throughout Kalamazoo County. He explained we are trying to educate the public on why we chip seal newly paved roads and unfortunately mistakes are remembered. He also shared concerns regarding the team who strive to work on these projects to the best of their ability. He stated K-Tech has always been a great partner. Mr. Winters explained our priority is to help the RCKC through this and realizes there will be financial responsibilities. Commissioner Worthams stated explanations have been shared at the Board level and stated he would like to hear from the vendor what happened. Mr. Winters shared to put it simply it was human error. He also shared the procedure that was in place should have been more than adequate. Furthermore, there is now a sign-off procedure in place that includes the front office, the driver and the loader to ensure the correct product is on the truck. Commissioner Stehouwer inquired about visual check. Mr. Winters shared between the crew, driver and actual distributor they will visually inspect the material which takes training. Commissioner Buchholtz questioned if there would be training for RCKC staff. Operations Director Bartholomew answered there would be training and shared the distributor operator, our team and superintendents will all be a part of that training. He explained we will visually check the material by dipping the material with a stick, pull it out and let it cure for a few minutes and then test the consistency for verification. Commissioner Worthams questioned how long it would take to test the material. Mr. Baumgartner answered it would take 5-10 minutes for the chip seal material. He stated fog seal material is thinner and will take additional training time in order for staff to see the

difference. He mentioned we will train our drivers as well as RCKC staff. Managing Director Johnson shared what our team experienced with public relations is hard to put a value on. She explained we will have to build that trust again not only in what we do but also our chip and fog seal processes. She expressed her appreciation for the partnership, for being out on the job sites and monitoring the roads. She mentioned there will be financial aspects involved and we will be sure to articulate what those are. She shared we are dealing with public funds and want to constantly know we are building public trust. Comstock Township Supervisor Randy Thompson shared how much he appreciated the quick communication from Operations Director Bartholomew regarding the application error. Commissioner Worthams questioned if daily operations would be affected if incorrect material is found after being trained. Operations Director explained it would slow us down and material would be sent back to the supplier. He also shared depending on the material it could shut down or slow down operations for the day. Commissioner Stehouwer questioned if other customers have received incorrect material. Mr. Winters shared they have experienced this issue one other time. He shared unfortunately it happened twice with this road commission.

Senator O'Brien thanked the Board and Managing Director Johnson for all their work in bringing extra funds for road projects in Kalamazoo County. She stated Managing Director Johnson had a very good handle on not only road commission roads, but also roads within the City of Portage, City of Kalamazoo and our Villages and stated they are all very important. She mentioned every road entity would like to receive as much money as they can and stated if that comes at the expense of some of our community partners then that is not a good policy for funding our roads. She mentioned Kalamazoo County did receive the highest allocation at nearly \$5 million for roads within our community and for projects that were accelerated. She expressed her appreciation to Managing Director Johnson and staff for providing her with information quickly. She shared how amazing it was to see that Managing Director Johnson was already aware of all other projects that were priorities and could be accelerated in other road funding jurisdictions. She applauded the Board, Managing Director Johnson and staff for making her job easier and making her an effective fighter in bringing back more road funding.

Commissioner Gisler shared his appreciation for Senator O'Brien's work in Lansing and throughout Kalamazoo County.

Managing Director Johnson thanked Senator O'Brien and shared how she has always been a supporter for infrastructure and appreciates her advocacy. She also thanked her for taking the time out of her busy schedule to attend today's meeting. She mentioned S Avenue east of 8<sup>th</sup> Street is open today and both S Avenue west of 8<sup>th</sup> street and 8<sup>th</sup> Street south of S Avenue remain closed due to water related issues. She attended the Michigan County Road Commission Self Insurance Pool (MCRCSIP) conference last week where they had harassment training. She shared the conference was well attended. She mentioned Wakeshma Township has an informational meeting on August 6<sup>th</sup> at 6:00 p.m. at the Township Hall to discuss roads, funding and potential future of what we do with local roads and infrastructure within the Township. Also, Richland Township will have a special assessment informational meeting on August 27<sup>th</sup> at 7:00 p.m. for the Eastern Heights Plat. She mentioned Kalamazoo Township Joint meeting is scheduled for August 13<sup>th</sup> and Oshtemo Township Joint meeting is scheduled for August 14<sup>th</sup>.

Commissioner Stehouwer attended the Parks Commission meeting last week. He stated the Kalamazoo County Fair is quickly approaching and emails have been sent in regards to volunteers. He appreciated the support for the non-motorized agreement and shared a golf scramble is scheduled in September to help with funding. He thanked field staff for the amount of hours they have been working and shared how much their work is appreciated.

Commissioner Pawloski thanked staff, Teamsters 214, Senator O'Brien and all others involved for taking on the Apprenticeship Program and mentioned the Board will assist in any way to help make this a successful program.

Commissioner Worthams echoed Commissioner Pawloski's comments.

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Commissioner Buchholtz apologized and mentioned she would not be attending the meeting scheduled for August 8th with the MDOT and the Kalamazoo County Board of Commissioners meeting. She will however attend the Wakeshma Township informational meeting on August 6th. She gave kudos to the Apprenticeship Program and stated she is looking forward to a successful program and to including other positions in the future.

Commissioner Moyle shared our field staff will be the direct contact in the Apprenticeship Program and mentioned how much time it takes to train others in the field. He shared an Apprentice is not necessarily an asset in the beginning and would like the field crews to know that the Board is supporting them while counting on their help for a successful program.

The meeting was adjourned at 4:22 p.m.

Attest: Timothy A. Snow, County Clerk

By: \_\_\_\_\_, Chair \_\_\_\_\_, Deputy Clerk



August 7, 2018

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 7, 2018. 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, Finance Director Ann Simmons, Operations Director Travis Bartholomew, Project Superintendent Mark Worden, County Engineer Ryan Minkus, Traffic and Project Engineer Jim Hoekstra 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, Worthams, Pawloski, Stehouwer

Commissioner Worthams moved and it was seconded to approve the minutes from the July 24, 2018 regular Board meeting as presented.

Carried by the following vote:

Aye: Moyle, Worthams, Pawloski, Stehouwer

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

Payroll Account	\$ 116,362.10
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Vendor Account	\$ 1,049,557.49
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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 report as presented.

Carried by the following vote:

Aye: Moyle, Worthams, Pawloski, Stehouwer

Commissioner Worthams moved and it was seconded to accept the Richland Township D Avenue Chip Seal Project Cancellation Letter dated July 25, 2018 and refer it to file. Managing Director Johnson shared this letter corresponds with New Business item A.

Carried by the following vote:

Aye: Moyle, Worthams, Pawloski, Stehouwer

Commissioner Stehouwer moved and it was seconded to accept the Michigan Department of Transportation (MDOT) Letter regarding the Annual Road Mileage Certification dated August 1, 2018 and refer it to file. Managing Director Johnson shared this is a follow up from our year end 2017. She explained it is the letter MDOT sends us certifying our road mileage. She shared we have 1,267.81 miles certified within the county including 445.82 on the primary road network and 821.99 on the local road network.

Carried by the following vote:

Aye: Moyle, Worthams, Pawloski, Stehouwer

Commissioner Worthams moved and it was seconded to remove the Chip Seal from the Local Road Participation Fund Contract for D Avenue project #680628. Managing Director Johnson stated this is a follow up to Correspondence item A. She shared on February 6<sup>th</sup> this Board approved a local road contract with Richland Township that included D Avenue from 34<sup>th</sup> Street to the East Township Line Project #680628. The project included a combination of crack fill, chip seal and hot mix asphalt (HMA) wedging. She stated presently the Township is reviewing issues related to a potential water line and per- and polyfluoroalkyl substances (PFAS) issues

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across the state. She explained Richland Township would prefer not to chip seal this portion of D Avenue knowing in the future a water line may need to be incorporated into a larger project.

Carried by the following vote:

Aye: Moyle, Worthams, Pawloski, Stehouwer

Commissioner Stehouwer moved and it was seconded to approve the resolutions supporting the High Risk Rural Road (HRRR) Program applications for G Avenue from 2<sup>nd</sup> Street to 6<sup>th</sup> Street and S Avenue from 34<sup>th</sup> Street to 36<sup>th</sup> Street projects and the Safety Program application for U Avenue from Oakland Drive to Portage Road for the Chair's signature. Managing Director Johnson shared the MDOT is requesting new projects for their HRRR program for fiscal year (FY) 2020. Furthermore, we are recommending that G Avenue from 2<sup>nd</sup> Street to 6<sup>th</sup> Street and S Avenue from 34<sup>th</sup> Street to 36<sup>th</sup> Street are good candidates for potential funding for HRRR. She shared the total funds requested from that program would be \$794,700.00. Also, the MDOT is requesting projects for their Safety program also for FY 2020. We are suggesting that U Avenue from Oakland Drive to Portage Road in Schoolcraft Township as a good candidate for potential funding. She mentioned the total request for this particular fund would be \$600,000. Traffic and Project Engineer Hoekstra explained we usually hear back in January or February if the projects are approved.

**HIGH RISK RURAL ROAD PROJECT RESOLUTION  
G AVENUE FROM 2<sup>ND</sup> STREET TO 6<sup>TH</sup> STREET  
August 7, 2018**

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 HRRR Program; and

WHEREAS, the Road Commission of Kalamazoo County has identified an improvement project of G Avenue from 2<sup>nd</sup> Street to 6<sup>th</sup> Street in Oshtemo Township, and G Avenue is a public road; and

WHEREAS, an application is being prepared to request funding to make the identified improvement project of adding paved shoulders edgeline pavement markings; 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 G Avenue from 2<sup>nd</sup> Street to 6<sup>th</sup> Street; 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.

**HIGH RISK RURAL ROAD PROJECT RESOLUTION  
S AVENUE FROM 34<sup>TH</sup> STREET TO 36<sup>TH</sup> STREET  
August 7, 2018**

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 HRRR Program; and

WHEREAS, the Road Commission of Kalamazoo County has identified an improvement project of S Avenue from 34<sup>th</sup> Street to 36<sup>th</sup> Street in Pavilion Township, and S Avenue is a public road; and

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Chair Int'l \_\_\_\_\_

Clerk Int'l \_\_\_\_\_

WHEREAS, an application is being prepared to request funding to make the identified improvement project of adding a center left turn lane at the intersection of S Avenue at 34<sup>th</sup> Street, vertical curve modifications east of 34<sup>th</sup> Street, and widening and repaving of S Avenue from 34<sup>th</sup> Street to 36<sup>th</sup> Street; and

WHEREAS, the Road Commission of Kalamazoo County, upon ratification of the award of the funding for the safety project, is prepared to have the project developed for construction letting by 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 S Avenue from 34<sup>th</sup> Street to 36<sup>th</sup> Street; 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.

**SAFETY PROGRAM PROJECT RESOLUTION  
U AVENUE FROM OAKLAND DRIVE TO PORTAGE ROAD  
August 7, 2018**

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 U Avenue from Oakland Drive to Portage Road in Schoolcraft Township, and U Avenue 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 on Portage Road at U Avenue, improving superelevation, paving, and signage in the horizontal curves on U 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 Safety project application to secure Federal funding for this safety improvement on U Avenue from Oakland Drive to Portage Road; 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, Worthams, Pawloski, Stehouwer

Commissioner Pawloski moved and it was seconded to approve the resolution supporting the Streamline Systemic Safety Program application for the Stop Controlled Intersection Sign Upgrade Project for the Chair's signature. Managing Director Johnson shared this is first time we have become eligible as a local unit for this type of funding. She stated the program is estimated to have for the 2020 budget \$1.5 million in federal funds overall. She explained the proposed project would upgrade stop signs at all County Primary intersections within Prairie Ronde, Schoolcraft, Brady, Wakeshma, Climax, Pavilion and Texas Townships and would account for 315 intersection approaches. She mentioned the existing stop signs would be replaced with new dual 36" stop signs with red reflective sheeting on sign posts. Also, advance warning signs would be installed where they do not currently exist. She shared staff will request \$247,500 in federal funds.

**STREAMLINED SYSTEMIC SAFETY PROGRAM PROJECT RESOLUTION**

August 7, 2018

Chair Int'l \_\_\_\_\_

Clerk Int'l \_\_\_\_\_

**STOP CONTROLLED INTERSECTION SIGN UPGRADE PROJECT**  
**August 7, 2018**

WHEREAS, the Transportation Act, provides Federal 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 Streamlined Systemic Safety Program; and

WHEREAS, the Road Commission of Kalamazoo County has identified an improvement project of stop controlled intersection sign upgrades in Prairie Ronde, Schoolcraft, Brady, Wakeshma, Climax, Pavilion, and Texas Townships; and

WHEREAS, an application is being prepared to request funding to make the identified improvement project of installing dual, 36-inch, stop signs with red reflective sheeting on sign posts; 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 Streamlined Systemic Safety Program project application to secure Federal funding for this safety improvement; 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 Streamlined Systemic Safety Program Funds and agrees to provide the necessary local match funds required for the Streamlined Systemic Safety Program Fund and agrees to continue maintenance of the facility.

Carried by the following vote:

Aye: Moyle, Worthams, Pawloski, Stehouwer

Commissioner Pawloski moved and it was seconded to award Bid # 2018-18 HMA #3 to Rieth-Riley Construction – for \$386,225 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 3 one year extensions. Managing Director Johnson shared the only project included in the third HMA bid is 35<sup>th</sup> Street ML Avenue to M-96 in Comstock Township. She shared the fix recommended by RCKC staff is to keep a consistent project along the complete corridor. She shared the CIP includes \$104,000 for resurfacing 35<sup>th</sup> Street from ML Avenue to I-94, and \$28,090 for the chip and fog seal from I-94 to M-96 for a total of \$132,090. Furthermore, we are working with Bit Mat/KTech to determine mitigation costs that would also be applied to this project. Any additional funds necessary to cover the additional \$254,135 would be applied from our 2018 primary road projects coming in under budget and /or our fund balance as needed. Commissioner Pawloski inquired about completion date. Managing Director Johnson shared the project completion date is August 31st. Commissioner Stehouwer questioned how much will be milled. Project Superintendent Worden explained we are cold milling 1.5 inches and resurfacing 1.5 inches.

Carried by the following vote:

Aye: Moyle, Worthams, Pawloski, Stehouwer

Commissioner Stehouwer moved and it was seconded to approve the Traffic Control Orders 1657-1660 for the Sky King Meadows No.3 condominium roadway network, located in section 23 of Oshtemo Township for Managing Director's signature. Managing Director Johnson shared the Sky King Meadows No. 3 development road network was accepted by the Board at the September 19, 2017 Board meeting utilizing an Escrow Agreement. Since all work was not completed at that time, a traffic control order was not issued for stop signs and street name signs. Top course paving and restoration is now complete and meets the RCKC Policy for signs to be placed.

- a. TCO 1657, Ben Street to STOP for Wood Hollow Avenue
- b. TCO 1658, Sabrina Trail to STOP for Wood Hollow Avenue
- c. TCO 1659, Gabriella Trail to STOP for Buckham Wood Drive
- d. TCO 1660, Wood Hollow Avenue to STOP for Buckham Wood Drive

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Chair Int'l \_\_\_\_\_

Clerk Int'l \_\_\_\_\_

Carried by the following vote:

Aye: Moyle, Worthams, Pawloski, Stehouwer

Commissioner Worthams moved and it was seconded to approve the Certificate of Period of Usefulness for Ross Township for the Chair's signature. Managing Director Johnson shared at the request of Ross Township, the Certificate is being requested for approval for their road special assessment bonding. She stated this is unusual as we have not been asked to provide a similar document for other special assessment projects. She shared this certificate is simply for the Townships compliance with their IRS regulations and does not constitute a warranty or guaranty of any road improvements, expected service life, wear and tear, and/or deterioration of any portion of the project.

Carried by the following vote:

Aye: Moyle, Worthams, Pawloski, Stehouwer

County Commissioner John Gisler mentioned the red tape along the stop sign posts really "pop". He mentioned the red tape is a step in the right direction and will be very helpful to drivers. He shared how difficult it was to see a bicyclist riding one evening along South Sprinkle Road due to the sun coming down, shadows over the road and the bicyclist wearing a dark shirt and pants. He thanked Managing Director Johnson for the update and diagram of the scrap tire experiment along W Avenue and looks forward to future updates. He shared there are many residents in south county who are interested in this project.

Comstock Township Supervisor Randy Thompson thanked the Board for approving the 35<sup>th</sup> Street project.

Commissioner Moyle commented on County Commissioner Gisler's comments regarding the bicyclist and inquired about a safety committee. Managing Director Johnson shared at present we do have some of the Southwest Michigan Bikeway signs up in those areas where we currently have shoulders and have been reviewed. Furthermore, the next step would be to reconvene with the Kalamazoo Bicycle Club along with potentially the Kalamazoo Area Transportation Study (KATS) to look at some of the routes provided with their review of potential routing throughout the county for safety. Traffic and Project Engineer Hoekstra gave another update on the Southwest Michigan Bikeway signage in compliance with our sign policy. He shared in two days we have put up 22 signs on bike routes along Q Avenue, 12<sup>th</sup> Street, Parkview and 11<sup>th</sup> Street in Texas and Oshtemo Townships according to the plan previously shared. Furthermore, another 1.2 miles will be forthcoming before the end of the month along Nichols Road in Kalamazoo Township. Commissioner Moyle mentioned he shared County Commissioner Gisler's concerns regarding the difficulty of seeing bicyclist in the evening. Managing Director Johnson mentioned the new legislation that states the 3 foot move over will also help in terms of bicycle safety. Furthermore the City of Kalamazoo adopted the 5 foot move over. Commissioner Stehouwer questioned if we had received feedback on the new signage. Traffic and Project Engineer Hoekstra stated we have not received any feedback. Commissioner Stehouwer reminded cyclists to wear colors that people can see and have headlights.

Managing Director Johnson mentioned that we reached out to the Kalamazoo Bicycle Club for their support on the promotion of Put the Brakes on Fatalities Day scheduled for October 10th and shared how she looks forward to partnering with the Kalamazoo Bicycle Club. She mentioned that we were featured at MI Works as "Employer of the Day". She shared it was good turnout with a lot of interest in the Apprenticeship program. She gave an update on the scrap tire project and mentioned everyone who was at the RCKC from across the nation for the project. She stated Monday morning we had a preconstruction meeting and also mentioned the project was delayed due to the weather forecast. She shared the chip seal side of the project will be begin at 6 a.m. tomorrow and the hot rubber overly will take place on Thursday. County Commissioner Gisler questioned if the project will be videotaped and documented. Managing Director Johnson stated we are trying to document everything including what is working or not working and lessons learned. Project Superintendent Worden passed around 6" core samples and gave an update on the test run that was completed Saturday at Lakeland Asphalt. He answered various questions from the Board and shared how pleased he was with the test run. Managing Director Johnson mentioned an update was received regarding Towards Zero Deaths that stated as of August 7<sup>th</sup>, 28 people died on Michigan Roadways since last week making a total of 538 this year. In addition, 113 more were seriously

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injured for a statewide total of 3,006 to date. Furthermore, compared to last year at this time there are 65 fewer fatalities and 332 fewer serious injuries. She mentioned the state has launched their newly designed MI Drive construction and traffic information website that now shows speeds, construction cameras and incidents, snowplows, maintenance vehicles and truck parking locations on state highways. She mentioned MI Drive is available on both desk tops and smartphones. She mentioned it is Fair week in Kalamazoo County and stated she is working at the Kalamazoo County Fair along with the Drain Commissioner's Office. In addition we have one of our trucks there supporting the Fair and appreciates the outreach effort. She stated Public Media Network has our latest chip seal video on the government channel titled "Chip Sealing in Action". She shared her appreciation for Karen Woodworth who has done a great job helping us educate the public. She mentioned the video is also linked to the maintenance page of our website. She mentioned last evening both she and Operations Director Bartholomew were in Wakeshma Township for a road informational meeting. Furthermore, the Wakeshma Township Board did move forward with a November ballot having 3 mills for local road improvements. She shared tomorrow evening at 7:00 p.m. we will be at the County Board giving our annual infrastructure report along with our partners at the MDOT. She mentioned the presentation will include highlights of projects and how we compare across the state in our infrastructure. She thanked Senior Accountant Diane DeWaters and Administrative Assistant Selena Rider for completing the Annual Report that includes all of our projects from 2017. She mentioned the report will be posted to our website along with a press release. She shared August 13<sup>th</sup> we will be in Kalamazoo Township for a Joint meeting beginning at 6:30 p.m. and in Oshtemo Township on August 14<sup>th</sup> at 6:00 p.m.

Commissioner Stehouwer stated it is construction season and suggested that residents walk on the grass shoulder and not on the fog seal when it is applied. He had a resident call regarding projects and shared how he was able to answer their questions due to receiving RCKC Connect alerts. He thanked Traffic and Project Engineer Hoekstra for visiting a resident who had contacted him regarding ponding on their property. He shared that he had planned to attend both Joint meetings mentioned and the County Board meeting.

Commissioner Pawloski mentioned tomorrow morning the Environmental Health Advisory Committee (EHAC) will meet at 9:00 a.m. He shared more than likely they will discuss PFAS and the City of Parchment. He thanked everyone who had participated in the project including the City of Kalamazoo, Kalamazoo County, County Health Department, City of Parchment, Kalamazoo Township, Fire Departments and the community football teams who handed out water. He stated how great it is to see how this community comes together.

Commissioner Worthams shared the Kalamazoo County Metropolitan Planning Commission had a public hearing on the consolidated county plan. Furthermore, there were no changes to the plan based on the public hearing and he is looking forward to attending their next meeting to hear what project they will be working on next. He shared that today is the August Primary Election Day and mentioned another election is scheduled for Tuesday, November 6th. He stated that voters should plan accordingly and make sure your voices are heard.

Commissioner Moyle mentioned after the rainfall this past week he had noticed many large limbs down. He also inquired about 4-way stop signs and questioned how we could get the 4 way stops on local roads upgraded as well as the primary roads.

County Commissioner Gisler stated today is Primary Election Day and in the past Kalamazoo County results have been available on a sight called Election Magic. Furthermore, since January the Election Magic site is no longer available. He shared Kalamazoo County Clerk Timothy Snow is in the process of having a replacement site available on the county website. General Superintendent DeYoung shared the new site is up and running.

The meeting was adjourned at 3:55 p.m.

Attest: Timothy A. Snow, County Clerk

By: \_\_\_\_\_, Chair \_\_\_\_\_, Deputy Clerk

Chair Int'l \_\_\_\_\_

Clerk Int'l \_\_\_\_\_

## August 8, 2018 – County Board Infrastructure Report Presentation

A meeting of the Board of County Road Commissioners of the County of Kalamazoo and the Kalamazoo County Board of Commissioners was held at 201 West Kalamazoo Avenue, Kalamazoo, MI 49007, on Wednesday, August 8, 2018 at 7:00 p.m.

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

Absent: Deborah J. Buchholtz, David Q. Worthams

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

The presentation given by Managing Director Johnson and MDOT Southwest Region Engineer Parker reviewed various infrastructure activities of the Road Commission of Kalamazoo County (RCKC) and MDOT. Various questions were answered regarding projects.

The meeting adjourned at 9:00 p.m.

Attest: Timothy A. Snow, County Clerk

By: \_\_\_\_\_, Chairperson \_\_\_\_\_, Deputy Clerk

Chair Int'l \_\_\_\_\_

Clerk Int'l \_\_\_\_\_

August 13, 2018– Kalamazoo Township Joint Meeting

A joint meeting of the Board of County Road Commissioners of the County of Kalamazoo and the Kalamazoo Township Board of Trustees was held at the Kalamazoo Township Hall, 1720 Riverview Drive Kalamazoo, Michigan, on Monday, August 13, 2018. The joint meeting began at 6:30 p.m.

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

Also present: Managing Director Joanna I. Johnson, Kalamazoo Township Manager Dexter Mitchell, Supervisor Don Martin, Treasurer Sherine Miller, Clerk Mark Miller, Trustees Jeremy Hathcock, Nicolette Leigh, Steven Leuty, Jennifer Strebs and Attorney Roxanne Seeber of Bauckham Sparks.

Following introductions, Managing Director Johnson reviewed the joint meeting PowerPoint presentation and answered various questions.

The meeting adjourned at 7:30 p.m.

Attest: Timothy A. Snow, County Clerk

By: \_\_\_\_\_, Chairperson \_\_\_\_\_, Deputy Clerk



Chair Int'l \_\_\_\_\_

Clerk Int'l \_\_\_\_\_

## August 14, 2018 – 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, August 14, 2018. The joint meeting began at 6:00 p.m.

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

Absent: David C. Pawloski

Also present: Managing Director Johnson, Oshtemo Township Clerk Dusty Farmer, Treasurer Nancy Culp, Trustees Deb Everett, Dave Bushouse, Ken Hudock, Zak Ford, Public Works Director Marc Elliott and Attorney Jim Porter.

Following introductions, Managing Director Johnson reviewed the joint meeting PowerPoint presentation.

Clerk Farmer stated she was asked to read last year's letter of concerns and stated a response was not received. Clerk Farmer shared concerns on RCKC policy in conflict with their complete streets policy and the ability to appeal decisions. Managing Director Johnson shared the RCKC policy considers complete streets and potentially we can discuss outside of this meeting for clarifications and seeking to understand. She also stated the Township is looking for Act 51 dollars on their own and would like the RCKC to put more than 1% toward non-motorized.

Public Works Director Elliott shared how he appreciates work from the Capital Improvements Committee and further work in collaboration with the United States Department of Agriculture (USDA) grant.

The meeting adjourned at 6:35 p.m.

Attest: Timothy A. Snow, County Clerk

By: \_\_\_\_\_, Chairperson \_\_\_\_\_, Deputy Clerk

August 21, 2018

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Clerk Int'l \_\_\_\_\_

The regular meeting of the Board of County Road Commissioners of the County of Kalamazoo was held at the Road Commission of Kalamazoo County (RCKC) office at 3801 East Kilgore Road, Kalamazoo, Michigan, on Tuesday, August 21, 2018. 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, Finance Director Ann Simmons, Operations Director Travis Bartholomew, County Engineer Ryan Minkus, General Superintendent Bill DeYoung, Road Maintenance Superintendent Jim Page 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, Worthams, Pawloski, Stehouwer

Commissioner Stehouwer moved and it was seconded to approve the minutes from the August 7, 2018 regular Board meeting as corrected. Commissioner Pawloski mentioned on page 1 the approval of minutes should be adjusted to the July 24, 2018 date.

Carried by the following vote:

Aye: Moyle, Worthams, Pawloski, Stehouwer

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

Payroll Account	\$ 122,935.67
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Vendor Account	\$ 1,328,767.56
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Carried by the following vote:

Aye: Moyle, Worthams, Pawloski, Stehouwer

Paul Selden of the Kalamazoo Region Bike Route Committee provided handouts regarding signage and shared that he noticed in the August 7<sup>th</sup> minutes that the sign installations for the Southwest Michigan Bikeway has started. He stated this shows a positive spirit on the RCKC's part to start the motion forward. He also shared the Kalamazoo Region Bike Route Committee has worked over 2 years on where and what signs should be used. He invited a representative from the Board and/or RCKC staff to participate in the sub-committee to plan out a pilot for how to implement the system.

Ms. Molly Morgan of 5096 Savannah Avenue provided the Board with pictures and a handout regarding basement flooding and concerns regarding structural damage to her driveway due to the road draining onto her property. She submitted service requests and stated this is an ongoing problem that has not yet been resolved. She inquired about who was responsible to pay for her driveway damage caused by negligent in road conditions. Commissioner Stehouwer requested a staff report at the next Board meeting regarding this issue. Commissioner Moyle questioned if the issue is in the service request system. Managing Director Johnson answered yes.

Mr. William Thomas of 220 Chicago Avenue provided a handout and shared concerns regarding parking for the Rose Park Veterans Memorial. He shared that there should be parking favorable for those visiting the Memorial. He suggested moving the Veterans Memorial.

Comstock Township Supervisor Randy Thompson requested the Township to be kept informed regarding the Savannah Avenue issue.

Commissioner Worthams moved and it was seconded to accept the Comstock Township Resolution and refer to staff. Managing Director Johnson shared this is a speed study that has been requested from Comstock Township for N. 35<sup>th</sup> Street from the Galesburg City limit to East G Avenue. She stated presently it is a 55 mph

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zone. She explained the Michigan State Police (MSP) is involved in this process that potentially can take up to two years once the data is compiled.

Carried by the following vote:

Aye: Moyle, Worthams, Pawloski, Stehouwer

Commissioner Worthams moved and it was seconded to accept the Special Assessment Petition and Declaration of Necessity Resolution for East Long Lake Drive – R Avenue to 25<sup>th</sup> Street, Pavilion Township and set a public hearing date of October 2, 2018. Managing Director Johnson thanked Administrative Assistant – Operations Hendricks for her work on the petition. She shared that a validated petition was received by the circulators for East Long Lake Drive. Furthermore, a public informational meeting was held on June 7<sup>th</sup> and a previous public meeting was held in 2010. She mentioned the estimated cost of the project is \$219,917.00. She explained that the Board must set a public hearing date within 60 days of receipt of the petition per Public Act 246. She mentioned that Pavilion Township requested the meeting be held at the RCKC and suggested the Board to consider meeting times of 5:00 p.m., 6:00 p.m. or 7:00 p.m. on Tuesday, September 18<sup>th</sup> or Tuesday, October 2<sup>nd</sup> in the RCKC basement meeting room. She mentioned this would also allow time for mailings to the Township and various residents. After discussion the Board agreed on the October 2<sup>nd</sup> date. Managing Director Johnson mentioned that she and Administrative Assistant – Operations Hendricks will choose a time. Furthermore, she will let the Board know what time was chosen and send out notices to citizens accordingly.

#### **RESOLUTION ON DECLARATION OF NECESSITY**

WHEREAS, a certified copy of a landowner petition for improvements, was filed with this Road Commission on August 9, 2018, said petition requesting certain highway improvements over the following described area:

##### **Cold Milling and Hot Mix Asphalt (HMA) Paving –East Long Lake Drive – R Avenue to 25<sup>th</sup> Street**

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

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

WHEREAS, said Section 1 of said Act requires this Road Commission to make a declaration of necessity; Now, THEREFORE, BE IT HEREBY RESOLVED, that this Road Commission, in accordance with the provisions of Act 246 of the Public Acts of Michigan of 1931, as amended, hereby declares that proposed improvement is necessary for the benefit of the public and the benefit of the public welfare and convenience.

IT IS FURTHER RESOLVED, that a public hearing upon this declaration of necessity shall be held the regular meeting of Board of County Road Commissioners of the County of Kalamazoo at the offices of the Road Commission of Kalamazoo County, 3801 E. Kilgore Road, Kalamazoo, Michigan 49001, on the 2nd day of October 2018, at (to be determined), for the purpose of providing the property owners affected by this proposed improvement project to object to same and file their objection, in accordance with Section 1 of said Act 246

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

Carried by the following vote:

Aye: Moyle, Worthams, Pawloski, Stehouwer

Commissioner Pawloski moved and it was seconded to approve the Brady Township Local Road Participation Fund Contract for the 32<sup>nd</sup> Street Culvert for the Chair's Signature. Managing Director Johnson shared Brady Township's Local Road Contract was approved January 9, 2018. Included in the contract was 32<sup>nd</sup> Street from U Avenue to T Avenue for gravel, pulverize and only base course paving this year with completion in 2019. Furthermore, as we reviewed the project there is a culvert in failed condition. She stated this local road agreement is to address the culvert for either replacement or repair in preparation for the final phase of the

project in 2019. Commissioner Moyle questioned if the Department of Environmental Quality is involved. Operations Director Bartholomew shared the DEQ was onsite. Commissioner Stehouwer inquired about the culvert size. Operations Director Bartholomew shared the culvert expands 12 feet to 14 feet.

a. 32<sup>nd</sup> Street Culvert – 1900' south of T Avenue (over Asher Drain), Culvert Inspection and Scoping  
Carried by the following vote:

Aye: Moyle, Worthams, Pawloski, Stehouwer

Commissioner Stehouwer moved and it was seconded to award the 2018 Underbody Scraper – Sectional Tungsten Carbide Tipped Cutting Edge Bid# 2018-21 to Truck and Trailer Specialties Inc. low bidder, meeting specifications for a total of \$109,958.40. Managing Director Johnson shared underbody scrapers are used for winter maintenance and our graders. She mentioned the per foot price of the underbody scrapers went down from \$73.25 per cutting edge to \$46.74 per foot. Operations Director Bartholomew shared this bid includes enough cutting edges for approximately 3 years.

Carried by the following vote:

Aye: Moyle, Worthams, Pawloski, Stehouwer

Commissioner Pawloski moved and it was seconded to award the 2018 Seasonal Load and Speed Restriction Signs Bid# 2018-20 to Dornbos Sign & Safety Inc., low bidder meeting specifications for a total of \$17,465. Managing Director Johnson shared at our May 1, 2018 Board meeting we provided a sample of these signs. She explained this will allow us to install them one time and as seasonal weight restrictions are inactive we can fold the sign down making the process more efficient and effective in our ability to manage weight restriction signs. Commissioner Stehouwer inquired about retaining some of the old signs. Road Maintenance Superintendent Page explained the signs will be disposed of due to the visibility and retro reflectivity life expectancy expiring. Furthermore, this contract allows for extra signs to be kept in inventory as replacements. Commissioner Pawloski inquired if the operations crew will be involved in the placement of the signs. Operations Director Bartholomew explained the sign post remain each year so we know the locations. Furthermore, the only time we would add signs is if we add roads to the all season network. Mr. Tom Brennan of the Kalamazoo Bike Club inquired about the signs life expectancy. Managing Director Johnson explained we presently have 22,000 + signs across the county. Furthermore, we have a reflectometer that measures the life expectancy to ensure they meet certain guidelines and is required on regulatory signs. Operations Director Bartholomew added most of the year the signs will be folded down which will give them extended life.

Carried by the following vote:

Aye: Moyle, Worthams, Pawloski, Stehouwer

Commissioner Worthams moved and it was seconded to cast the official ballot for the persons as presented for the 2018 County Road Association Self-Insurance Fund (CRASIF) Board of Trustees Official Ballot. Commissioner Pawloski thanked those who are willing to serve.

Carried by the following vote:

Aye: Moyle, Worthams, Pawloski, Stehouwer

County Commissioner John Gisler inquired about the 22,000 + signs mentioned previously. He questioned if there was a breakdown listed on the RCKC website. Managing Director Johnson shared there is not a list posted on the website. County Commissioner Gisler questioned if the list could be made available. Managing Director Johnson mentioned that a list can be obtained from our data base where the signs are inventoried.

Managing Director Johnson shared our chip and fog seal operations should be completed by the end of August. She mentioned we currently have 31 active projects that does not include our countywide operations. She thanked Mr. Brennan and the Kalamazoo Bike Club for working with us to help promote "Put the Brakes on Fatalities Day". She mentioned the increase in salt prices that are bid through the state through MIDeal. She shared previous prices were approximately \$43 and this year the price is \$76. She added the good news is that we filled our barn at the \$43 price.

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Chair Int'l \_\_\_\_\_

Clerk Int'l \_\_\_\_\_

Commissioner Stehouwer mentioned that he had visited with Comstock and Ross Townships and drove quite a few roads in both communities while noticing roadwork activity. He also noticed a road closure sign on ML Avenue due to a washout and reminded the public that if you see a road problem to enter a service request. He also questioned if there was way to receive feedback on a service request or lookup a number to see if the request is filled. He mentioned that he will look for feedback on this topic.

Commissioner Pawloski attended the Environmental Health Advisory Committee (EHAC) a couple of weeks ago where information was shared on Per- and polyfluoroalkyl substances (PFAS), the City of Parchment and the water situation in Cooper Township. He expressed his appreciation for all the volunteers who helped take care of the situation. He mentioned the City of Kalamazoo is hooking up permanent water connections to the City of Parchment water system. He added two of the connections are complete and the third should be completed shortly. He mentioned the water is still not safe to drink and they are being extra cautious in making sure the chemistry is right between the two systems. He attended the Schoolcraft Township meeting where the Township addressed issues with golf carts on public roadways. Furthermore, the Sheriff's Deputy did a great job explaining the rules.

Commissioner Worthams expressed his thanks and gave compliments to the staff for the series of presentations in both Oshtemo and Kalamazoo Townships and stated it continues to be a strong form of communication with public officials. He also thanked staff for taking time to sit down with local officials which also establishes a new line of communication. He mentioned that school will be starting and the bus stops will be active.

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

Attest: Timothy A. Snow, County Clerk

By: \_\_\_\_\_, Chair \_\_\_\_\_, Deputy Clerk

Chair Int'l \_\_\_\_\_

Clerk Int'l \_\_\_\_\_

## September 10, 2018 – 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 10, 2018. The joint meeting began at 5:00 p.m.

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

Absent: David Q. Worthams, Larry Stehouwer

Also present: Managing Director Joanna I. Johnson, Project Superintendent Mark Worden, Texas Township Supervisor John Hinkle, Superintendent Julie VanderWiere, Clerk Linda Kerr, Treasurer Trish Roberts, Trustees Wendy Mazer, Tim Brown, Don Boven, Nick Loeks and Township Engineer Tom Wheat, Prein & Newhof.

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

Supervisor Hinkle shared how much he appreciates the RCKC as part of the Road Committee.

Superintendent VanderWiere shared how she would appreciate consideration of improved communication in their downtown development authority. She mentioned that complaints were received regarding illuminated signs not working. Furthermore, since replaced they are difficult to see at night. Project Superintendent Worden suggested to have citizens call the RCKC office with questions.

Clerk Kerr inquired about follow-up on service requests. Managing Director Johnson mentioned service requests remain open in our system until which time the issue has been addressed.

Superintendent VanderWiere shared there have been concerns by citizens that the water off of roads is bringing additional water issues and flooding in Texas Township. Township Engineer Wheat explained that in the short term that may be the case of contributing to the ground water, however not long term. Superintendent VanderWiere requested an update on road closures specifically 8<sup>th</sup> Street. Project Superintendent Worden shared that we are performing some testing with the hopes that RCKC can temporarily open the road before the snow flies. He mentioned this would apply to S Avenue as well.

Trustee Brown questioned if the RCKC is prepared to do something with the 8<sup>th</sup> Street culverts to assist in relieving flooding issues. Project Superintendent Worden stated the RCKC stands ready to assist. Furthermore, we participated in a collaborative meeting this morning with many partners to review flooding. He also mentioned the RCKC is awaiting the Township's study results for potential next step considerations.

Trustee Loeks inquired about the delay in project work for they would like to potentially add projects this year. He mentioned they are waiting on final billing to know the budget. Project Superintendent Worden mentioned contractor availability and provided an update on the Michigan Infrastructure and Transportation Association (MITA)/Operating Engineers 324 issue. Trustee Loeks questioned when roads in Texas Township would be rated again. RCKC staff advised we would check into it.

Trustee Roberts questioned what the policy was for temporary political signs in the right-of-way. Managing Director Johnson provided as long as they are temporary and do not cause a sight obstruction they can be placed. She also sent out a reminder regarding the political signs by email as it is an election year.

Steve Deisler, Texas Township Planning, Zoning and Development Administrator inquired about the Southwest Michigan Bikeway signs and if they are following the commuter route Map 7. He stated that he understands the signs have been placed and mentioned that the Township has interest in paying and placing signs

Chair Int'l \_\_\_\_\_

Clerk Int'l \_\_\_\_\_

September 10, 2018 – Texas Township Joint Meeting

by the bike group that has been working on their own sign, although not vastly different from the sign being used. He suggested a meeting to discuss and the process that the Township can use for the other sign. Managing Director Johnson shared the signs are following the commuter route map 7 and explained there is a permitting process and a variance process outlined in the sign policy. Furthermore, she will send the Township a copy of the policy.

Trustee Boven inquired about another water issue at 1<sup>st</sup> Street and P Avenue. RCKC staff advised that they would check into it. Trustee Boven added the road projects looked good.

The meeting adjourned at 5:44 p.m.

Attest: Timothy A. Snow, County Clerk

By: \_\_\_\_\_, Chairperson \_\_\_\_\_, Deputy Clerk

Chair Int'l \_\_\_\_\_

Clerk Int'l \_\_\_\_\_

## September 11, 2018 – Schoolcraft Township Joint Meeting

A joint meeting of the Board of County Road Commissioners of the County of Kalamazoo and the Schoolcraft Township Board of Trustees was held at the Schoolcraft Township Hall, 50 East VW Avenue, Vicksburg, Michigan, on Tuesday September 11, 2018. The joint meeting began at 6:03 p.m.

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

Absent: Deborah J. Buchholtz, David Q. Worthams

Also present: Operations Director Travis Bartholomew Project Superintendent Mark Worden, Project Engineer & Traffic Engineer Jim Hoekstra, Road Maintenance Superintendent Will Engel, Road Maintenance Superintendent Rich Hassenzahl, Schoolcraft Township Supervisor Don Ulsh, Clerk Virginia Mongreig, Treasurer Teresa Scott, Trustee Greg Feldmeier and 3 residents.

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

Treasurer Scott inquired if RCKC would remove a tree limb from a resident's yard that fell across the road from another resident's property. Project Superintendent Worden replied RCKC would clean up the limb if it fell in the road and RCKC crew moved it to the resident's property, but would not be responsible if the limb directly fell in the yard from a tree on the adjacent resident's property.

Clerk Mongreig inquired about a tree limb that fell across the road from another resident's property and was moved by the RCKC onto her property. Operations Director Bartholomew replied in this situation RCKC would remove the limb and suggested calling the RCKC to enter a service request.

Supervisor Ulsh questioned if the PASER data for Kalamazoo County included the Cities and Villages. Project Superintendent Worden shared the PASER data only included RCKC's jurisdiction.

Supervisor Ulsh questioned why the RCKC did not have a street sign labeling the north border road between the City of Portage and Schoolcraft Township as T Avenue along with the City of Portage's street sign identifying the road as Mandigo Street. Supervisor Ulsh mentioned the residents on the south side of Mandigo Street have West T Avenue mailing addresses. Project Superintendent Worden replied the road is under the City of Portage's jurisdiction. Furthermore, we would need to investigate the situation further to provide an accurate response.

Trustee Feldmeier questioned if the additional cost of the rubber chip seal would be justified with extended service life. Project Superintendent Worden shared the anticipation is 2-3 times the service life needed to justify the additional cost. The rubber chip seal trial will assist to determine if additional service life will offset the additional cost.

The meeting adjourned at 6:32 p.m.

Attest: Timothy A. Snow, County Clerk

By: \_\_\_\_\_, Chairperson \_\_\_\_\_, Deputy Clerk



September 4, 2018

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 4, 2018. 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 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

Commissioner Stehouwer moved and it was seconded to approve the minutes from the August 21, 2018 regular Board meeting.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

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

Payroll Account	\$ 123,312.98
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Vendor Account	\$ 1,956,527.50
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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 Public Act 51, Section 18j, MCL 247.668j Annual Certification of Employee related Conditions form for Compliance with Chair 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. She stated 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 Stehouwer moved and it was seconded to approve the Michigan Department of Transportation (MDOT) Contract #18-5390 for the Chair's signature. Managing Director Johnson shared this is the Oshtemo trail project that RCKC is acting as the Public Act 51 agency. Furthermore, it is listed in our 2018 Capital Improvement Plan (CIP) of projects. She shared approval of the contract will allow the MDOT to award the project.

a. Drake Road from Green Meadow Road to West Main Road (M-43)

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Commissioner Pawloski moved and it was seconded to approve the MDOT Contract #2018-0773 for the Managing Director's signature. Managing Director Johnson shared this project was selected as part of the State's FY 2018/2019 budget earmarks which totaled \$330 million in June of 2018 of which \$4.6 million is for projects in Kalamazoo County. Furthermore, this contract notes the \$460,000 for this project will be processed with two payments; initial payment \$230,000 and final payment with evidence of project advertisement \$230,000.

a. Texas Drive from NE of 8<sup>th</sup> Street to 12<sup>th</sup> Street

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Commissioner Stehouwer moved and it was seconded to award the 2018 Underbody Scraper – Sectional Tungsten Carbide Tipped Cutting Edge Bid# 2018-21 to Truck and Trailer Specialties Inc. low bidder, meeting specifications for a total of \$109,958.40. Managing Director Johnson shared underbody scrapers are used for winter maintenance and our graders. She mentioned the per foot price of the underbody scrapers went down from \$73.25 per cutting edge to \$46.74 per foot. Operations Director Bartholomew shared this bid includes enough cutting edges for approximately 3 years.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Managing Director Johnson provided an update on Ms. Molly Morgan's property located at 5096 Savannah Avenue. She shared as we responded to previous service requests, we continued to do so and met with Ms. Morgan on-site. Furthermore, we will continue project restoration work and we plan to install a driveway culvert. She explained that Ms. Morgan understands based on the location and drainage patterns, this will not eliminate future drainage concerns. She also provided an update on Mr. & Mrs. Smeal's property located at 8679 E. W Avenue. She mentioned we worked together with the County Drain office to address the drainage issue. Furthermore, they are aware that we plan to replace the culvert and are satisfied with that approach. She mentioned that Mr. and Mrs. Smeal are aware that the culvert replacement is scheduled to begin Monday and they understand based on the location this will not fully alleviate drainage issues. She mentioned over the weekend we chased 75 trees and shared her appreciation for the team. She mentioned we were made aware that the Operating Engineers across the state potentially may have an issue related to an agreement between Michigan Infrastructure and Transportation Association (MITA) and the Operating Engineers. Furthermore, this could impact some of our projects with Rieth Riley.

Commissioner Stehouwer shared his appreciation to staff for following up on service requests. He mentioned the Parks Commission is scheduled to meet this Thursday. He also mentioned that he has noticed shoulder washouts on occasion and reminded the public to call in service requests where road attention is needed.

Commissioner Pawloski shared that he has been working with the Environmental Health Advisory Council (EHAC) and the City of Parchment on the water crisis. Furthermore, he distributed water last week with other local officials and thanked the community for stepping up during the crisis. He reminded the public that buses are back on the road, school is back in session and to be extra careful when driving. He shared his appreciation to staff for looking into temporary repairs for the road closures in Texas Township and mentioned how he shares the residents' frustration.

Commissioner Worthams shared the legislature returns to action this week and in reviewing their schedule they will have 9 session days between now and the November election. Furthermore, the house will have 14 session days between now and the November election for the senate. He stated we will see if any transportation bills get any movement in that short timeframe. He also mentioned they will have 9 total session days scheduled between the November election and the end of the year. He shared the Kalamazoo County Metropolitan Planning Commission agenda for this week has not been released however, their last major action back in June was the public hearing on the County Master Plan and he congratulated them on their work. He mentioned how grateful he is for the work staff has done amidst the lockout situation with the primary operators and mentioned that he is quite sure we will continue to be made aware of any projects that have delays due to the lockout.

Commissioner Buchholtz apologized for missing the last Board meeting and for missing some of the Township meetings. She requested Managing Director Johnson to provide an update on the cooperative mapping project. Managing Director Johnson explained we have been working with other municipalities in working on mapping our plan to propose projects for the next 3-5 years in an effort to coordinate in advance amongst all of us and collaborate. She mentioned their hub is Kalamazoo County Planning with their GIS Software. She explained County Planning provided GIS data, so we could see what the next 3-5 years looks like on a map and to potentially

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see areas where we may need to collaborate or work together on projects. Furthermore, additional information is needed to be populated. She shared the next meeting is planned for November.

Commissioner Moyle inquired about the 8<sup>th</sup> Street barricades being moved. General Superintendent DeYoung stated the barricades were put back in place last Wednesday and as of today are still in place. Managing Director Johnson shared although the road may look passable the ground is saturated. She shared an update will be given on the road closure to Texas Township at the Joint meeting scheduled for September 10<sup>th</sup> at 5:00 p.m. Also, the evening of September 10<sup>th</sup> there is a road informational meeting in Wakeshma Township. She shared the Township has requested that a road millage be placed on the November ballot for 3 mills and the RCKC's role is to educate. Furthermore, Schoolcraft Township Joint meeting is scheduled for September 11<sup>th</sup> at 6:00 p.m. Commissioner Moyle inquired about chip seal operations. General Superintendent DeYoung shared that chip seal is complete and there are 4-5 days left of fog sealing. Operations Director Bartholomew provided an update on the KL Avenue and Drake Road project and stated we are working with the Department of Environmental Quality (DEQ) on drainage concerns.

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

Attest: Timothy A. Snow, County Clerk

By: \_\_\_\_\_, Chair \_\_\_\_\_, Deputy Clerk

September 18, 2018

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 18, 2018. 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, Project Superintendent Mark Worden, County Engineer, Ryan Minkus, Traffic Engineer & Project Engineer Jim Hoekstra, General Superintendent Bill DeYoung and Road Maintenance Superintendent Rich Hassenzahl.

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 Pawloski moved and it was seconded to approve the minutes from the September 4, 2018 regular Board meeting, September 10, 2018 Texas Township Joint meeting and September 11, 2018 Schoolcraft Township Joint meeting.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

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

Payroll Account	\$ 119,869.08
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Vendor Account	\$ 1,230,796.68
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Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Ms. Molly Morgan of 5096 Savannah Avenue shared that on September 7<sup>th</sup> a driveway culvert was installed on her property. She stated since it has not rained she cannot comment on the effectiveness of the culvert. She also shared concerns regarding structural damage to her concrete driveway due to water from the road running onto her property and questioned who will pay for her driveway damage.

Cooper Township Supervisor Jeff Sorensen shared concerns regarding brush cutting on Rolling Hills Drive and patching on both Rolling Hills Drive and Springbrook Avenue. He also mentioned Rolling Hills Drive was not named in the service request system on the RCKC website.

Mr. David Borden provided the Board with a handout and spoke on behalf of his granddaughter Ms. Morgan. He shared concerns regarding water runoff onto Savannah Avenue. He stated the roads were just repaved, raised and any crown that was in the old road was removed causing additional water runoff onto Savannah Avenue. He mentioned the water was regraded away from the drain. He also shared concerns regarding the culvert across 5096 Savannah Avenue driveway. He stated the culvert raised the height of the driveway. He stated the water is now diverted directly into the front and side yards, across the driveway and closer to the house making the water situation worse. He suggested brining in dirt to build up a berm from the edge of the road in order for the water to stand on the road or runoff the other side.

Managing Director Johnson shared the RCKC volunteered and was selected to be part of the statewide Transportation Asset Management Council (TAMC) culvert inventory and condition evaluation pilot program. She stated the FY 2018 budget provided for \$2,000,000 from the state restricted Michigan Infrastructure Fund to inspect and inventory culverts on the local road system. Furthermore, 50 agencies participated in the culvert pilot and the RCKC was one of the agencies selected. She mentioned there are 1,620 culverts in Kalamazoo County in inventory currently. She explained based on standards the pilot allowed us to review the condition data of culverts. We were awarded approximately \$48,000 and \$10,000 for equipment to accomplish the goals of the

pilot. Data from the pilot needed to be submitted to the State by July 30<sup>th</sup> and a final statewide TAMC report on the project will be provided on September 30<sup>th</sup>. She mentioned due to their sewer extension project we decided to start with Oshtemo Township. She thanked Road Maintenance Superintendent Rich Hassenzahl for his work on this project and mentioned that he will provide a brief summary of the culvert condition data collection. Road Maintenance Superintendent Rich Hassenzahl gave a short presentation on culvert data collection and explained how we utilize the equipment. Commissioner Buchholtz inquired if there are plans for the other Townships on a rotating basis to review condition data. Managing Director Johnson shared our priorities will be projects to ensure we are assessing them for condition. Commissioner Buchholtz questioned if potentially over time an intern could be hired in summer months for this project. Managing Director Johnson shared the idea for the pilot was to initiate a statewide consistent way to inventory and assess roadway culverts. Furthermore, each agency did things differently and there are some conclusions and recommendations that will be forthcoming based on the results of this pilot. An intern has been used by some agencies.

Commissioner Pawloski moved and it was seconded to approve the preliminary design plan with the three provisions for Turning Stone Site Condominium, located in Sections 21 and 22 of Texas Township. Managing Director Johnson shared Turning Stone is a proposed site condominium development located off 6<sup>th</sup> Street between Q Avenue and Texas Heights in Texas Township. She shared three items to note on the proposed plan.

- First, the developer has agreed to make the “eyebrow” road private for this development.
- Second, the RCKC conceptually approve the installation of a roundabout and perform analysis as a part of the construction drawing design plans.
- Third, the Texas Township planning commission approved of only one connection to the Texas Heights plats via Presque Isle Drive to the south of the proposed development boundary.

She shared the developer plans to utilize a private drainage system that will be owned and maintained privately. Also, a non-motorized facility is planned for this project for which a non-motorized application and agreement will be provided prior to final approval per RCKC Policy. Commissioner Worthams inquired about the eyebrow road. County Engineer Minkus pointed out the eyebrow road on a map. Commissioner Buchholtz questioned if the eyebrow road was for access to the retention basin. County Engineer Minkus explained there are vacant lots and it also provides access to the storm water area located behind the lots. Commissioner Buchholtz inquired if the road was private. County Engineer Minkus stated the developer has agreed to make this “eyebrow” road private for the development and the others are public. Commissioner Buchholtz inquired if the one connection was good for long term. Managing Director Johnson explained according to our Guidelines and Policies as long as the Planning Commission in Texas Township concur then it will be its’ designation. County Engineer Minkus added that the Township stated they are satisfied with the requirements and without making other connections. Commissioner Stehouwer stated often those adjacent connections are important for utilities and questioned if public utilities have been addressed and if adjacent connections are needed. County Engineer Minkus shared there is service ability from the interior of the plat. Hurley & Stewart Civil Engineer Alex Phelan mentioned they did reach out to the City of Kalamazoo regarding water and sewer and have planned connections.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Commissioner Worthams moved and it was seconded to approve the data collection and design engineering costs from Hubbell, Roth & Clark, Inc. (HRC) in the amount of \$74,000 for S Avenue at Mud Lake in Texas Township and 8<sup>th</sup> Street at Harrison Lake in Prairie Ronde Township. Managing Director Johnson expressed her appreciation for the public and their patience as a portion of 8<sup>th</sup> Street and S Avenue have been closed. She stated we are currently working on a temporary fix for both segments of roadways. She shared both S Avenue and 8<sup>th</sup> Street are primary roads and both have sections constructed through some large wetland areas which notoriously have poor soils on which to construct roadways. Furthermore, S Avenue passes through an area known as Mud Lake, while 8<sup>th</sup> Street passes through an area known as Harrison Lake. She shared with RCKC staff workload due to design and construction projects we reached out to our consultant Hubbell Roth & Clark (HRC), who will also be working on a road design project on 8<sup>th</sup> Street between S Avenue and R Avenue for 2019 to see if they could assist us with next steps on these road. Furthermore, staff are working on temporary options to allow us to get the roads safely opened back up to traffic before winter, however this request would also allow us to

work on a longer term solution for the future. Commissioner Stehouwer requested overview on the length of roadway. County Engineer Minkus shared the length is approximately .5 mile of road. He mentioned there is another section on 8<sup>th</sup> Street that we are concerned about and have asked HRC to extend the limits back to that area so we could potentially raise that section of road up as well to prevent future flooding. Commissioner Pawloski thanked RCKC staff and stated this is a very difficult situation and knows that Texas Township is dealing with historic high water levels.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Discussion took place regarding the Michigan Infrastructure and Transportation Association (MITA) & Operating Engineers (OE) #324 Work stoppage since September 4<sup>th</sup>. Managing Director Johnson stated this is not a labor dispute by the RCKC, nor does the RCKC have control over any portion of the process. She also stated we do not know how long this dispute will continue. She shared Governor Snyder is trying to work on this impact and mentioned currently across the state there are approximately 161 road construction projects at a standstill. She explained these projects are related to the contractors who work through MITA. She mentioned a press release was sent out in on Friday and without question patience are running thin with all of us as to the status of these construction projects currently impacted.

- Ravine Road: 12th Street to US-131, Alamo Township
- 35th Street: ML Avenue to M-96, Comstock Township
- D Avenue: Douglas Avenue to 17th Street, Cooper Township
- Kalamazoo Township Local Roads, Kalamazoo Township
- KL Avenue: 9th Street to 11th Street, Oshtemo Township
- KL Avenue: 11th Street to Drake Road, Oshtemo Township

She shared we have asked for emergency assistance from some of our contractors to keep the roads in condition that would allow for continued travel when safe to do so. She stated we have had numerous communications with our contractor and internal conversations on planning and potential options. Furthermore, this is a state-wide issue and pending how long this will continue, our projects/contractors will need to re-prioritize with other projects across the state. She explained this could mean projects being completed into October/November (weather permitting) or even in 2019. She shared as a team we are looking at what we can do to prep the roads that are in between various stages of construction before winter and suggested potential scenarios.

- RCKC crews assist in maintaining roadways and charge the project. This is difficult, as we have a lot of work to complete by our own team and may cause other labor disputes. We have been assured the contractor will try to maintain them safe and most recently completed patching on KL Avenue between 9th Street to 11th Street.
- Work with another paving contractor, not currently in the dispute, to complete the work. This is an option on the locally bid projects, however not on the Michigan Department of Transportation (MDOT) projects. All contractors are busy and this could cost an additional \$12.00 per ton and the contractors would want immunity from any potential lawsuits.
- Wait. This is difficult as we are getting a lot of service requests and patience is short to get these projects completed, especially for KL Avenue which is where we have received the most calls. This will also impact our 2018 and 2019 CIP and budget.

Cooper Township Trustee Brenda Buiskool and another member of the audience shared concerns regarding D Avenue and Douglas Avenue. Information was shared and discussion took place regarding project delays, contracts, contractor obligations, RCKC prioritization list, winter maintenance preparation and safety of the public regarding the labor dispute.

Managing Director Johnson shared information regarding the October 10<sup>th</sup> Put the Brakes on Fatalities Day event on and reminded the public of September 28<sup>th</sup> due date for artwork. She mentioned that chip and fog seal is completed throughout the county and shared that the pavement marking contractor will be back next week. She mentioned yesterday Michigan Technological University was back in Kalamazoo County to do some noise testing on W Avenue for our scrap tire project. She thanked Sue Moore from South County who spent time with them on W Avenue and will be writing an article on the project. She mentioned Pavement Surface Evaluation and

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Chair Int'l \_\_\_\_\_

Clerk Int'l \_\_\_\_\_

Rating (PASER) on both the local and primary system is complete. She shared that she is pleased to be able to represent the RCKC and participate in the Federal Highway Administration (FHWA) Everyday Counts Summit in St. Louis on October 29<sup>th</sup> and 30<sup>th</sup> to discuss "On-Ramp Innovation" by developing, launching and administering strategic innovation deployment throughout the country. She thanked Commissioner Stehouwer for attending the 2<sup>nd</sup> informational meeting in Wakeshma Township and shared the 3<sup>rd</sup> informational meeting will be held on October 1<sup>st</sup> at 7:00 p.m. at the Wakeshma Township Hall. She mentioned the Brady Township Joint meeting is scheduled for October 3<sup>rd</sup> at 6:30 p.m. and the Alamo Township Joint meeting will be held on October 8<sup>th</sup> at 6:00 p.m.

Commissioner Stehouwer shared his appreciation for all the work going on by RCKC staff and contractors. He also thanked the public for their patience. He attended the Parks Commission meeting and shared the Kalamazoo County Fair did well by breaking even financially. They also recommended approval of several venues use of parks facilities. He attended the Wakeshma informational meeting and shared how impressed he was by the road committee members. He mentioned that he has biked on Rolling Hills Drive in Cooper Township and stated how rough the road is. He also biked on Ravine Road and 12<sup>th</sup> Street and shared that the road is passable and needs occasional maintenance. He mentioned how happy he is to see bikeway signs going up. He also mentioned that he planned on attending the Kalamazoo Conservation District Ag-Tech Tour.

Commissioner Pawloski thanked both Texas and Schoolcraft Townships and stated they were both very good meetings and appreciated sharing information and hearing their input on various items. He mentioned that he is unable to attend the Kalamazoo Conservation District Ag-Tech Tour and shared his appreciation for the invite from the Kalamazoo Conservation District. He mentioned KL Avenue is an active construction zone and reminded the motoring public to slow down, watch where you are going and use your turn signals.

Commissioner Worthams shared the next scheduled meeting for the Kalamazoo County Metropolitan Planning Commission is set for 7:00 p.m. October 4<sup>th</sup>. He congratulated Managing Director Johnson for an excellent article in the recent County Road Association (CRA) magazine. He shared it made him very proud to know that Kalamazoo County is having a great impact on that Association.

Commissioner Buchholtz suggested sending Put the Brakes on Fatalities information to Big Brothers Big Sisters and stated it would be a great project for them to participate in. She mentioned that she could help with contact information. She apologized for missing the Schoolcraft Township Joint meeting. She shared while driving she noticed from the highway how Western Illinois had a lot of flooding issues. She mentioned that she had been out to D Avenue and Douglas area and shared that individual meetings will be set-up with Mr. Hatfield and another business owner to discuss concerns. She also will be attending the Kalamazoo Conservation District Ag-Tech Tour.

Commissioner Moyle thanked everyone for taking the time to attend the meeting.

The meeting was adjourned at 4:28 p.m.

Attest: Timothy A. Snow, County Clerk

By: \_\_\_\_\_, Chair \_\_\_\_\_, Deputy Clerk

September 18, 2018 Board Team Dinner

Chair Int'l \_\_\_\_\_

Clerk Int'l \_\_\_\_\_

The Board team dinner of the Board of County Road Commissioners of the County of Kalamazoo was held at the Beacon Club at 5830 Portage Road, Portage, Michigan, on Tuesday, September 18, 2018. Commissioner Moyle called the meeting to order at 5:00 p.m.

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

Absent: David Q. Worthams left at 6:50 p.m.

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

The Board and RCKC team discussed a variety of items including pension and Public Act 202, 2009 salary schedule, Southwest Michigan Bikeway signs implementation, Hot Mix Asphalt (HMA) bid, roadside vegetation, building renovations and a service request report for the website.

The Board and RCKC team shared appreciation for the dinner and for all the services RCKC provides.

The meeting was adjourned at 8:00 p.m.

Attest: Timothy A. Snow, County Clerk

By: \_\_\_\_\_, Chair \_\_\_\_\_, Deputy Clerk



October 2, 2018

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 2, 2018. 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, Operations Director Travis Bartholomew, Finance Director Ann Simmons, Project Superintendent Mark Worden, County Engineer Ryan Minkus, Traffic Engineer & Project Engineer Jim Hoekstra, General Superintendent Bill DeYoung and Road Maintenance Superintendent Jim Page.

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 September 18, 2018 regular Board meeting as corrected and to approve the September 18, 2018 Board Team Dinner as presented. Commissioner Stehouwer shared on page 1 of the September 18<sup>th</sup> regular Board meeting minutes the date "September 4, 2018 should be adjusted to September 18, 2018".

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	\$ 108,884.33
Vendor Account	\$ 800,996.11

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Ms. Molly Morgan provided an update regarding her property. She stated trees were cut down and grass seed and straw were put down. She questioned if additional work was going to be done to her property. She mentioned rain has occurred after dark and noticed water pooling. She said it looks like the drain will be clogged based on how the ditch was dugout. Commissioner Stehouwer mentioned at his home there was heavy rain last night. Furthermore, today he drove by Ms. Morgan's property and shared how the ditching did not show any washout, there was not standing water in the ditch and he was pleased with what he sees happening in terms of trying to mitigate the water runoff. Managing Director Johnson mentioned that she also drove the completed neighborhood today and stated the work looked good. She questioned if there was any other work planned at Ms. Morgan's property other than monitoring the work completed. Operations Director Bartholomew shared there is no other work planned for Ms. Morgan's property. Furthermore, we will monitor the work for erosion and the seeding to ensure the grass is growing. Ms. Morgan inquired about the gravel migrating towards her driveway. Operations Director Bartholomew explained we will monitor it and explained the gravel should lock in and needs time to compact.

Mr. William Thomas of 220 Chicago Avenue shared concerns regarding inadequate parking for those wanting to visit the Rose Park Veterans Memorial. Managing Director Johnson explained the Rotary Club of Kalamazoo Sunrise has worked on the Memorial for years. Furthermore, the Rotary Club, City of Kalamazoo and Wightman and Associates have worked on "Finding your Brick Location" that is now available on the website. Additionally, Arcadia has a book available to assist in finding your brick location. She mentioned that this Board does not have anything to do with the Rose Park Veterans Memorial. She explained it is located within the City of Kalamazoo and is ran by Kalamazoo City Parks who have limited funding for trying to figure out what space to utilize for parking in order to visit the Memorial. Mr. Thomas shared concerns regarding a tree protruding into the sidewalk in front of 206 Chicago Avenue. He shared speeding concerns on Sprinkle Road and drainage concerns on

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Schippers Lane. He also mentioned the vegetation was causing a sight obstruction at E. Michigan Avenue and Sprinkle Road.

Commissioner Worthams moved and it was seconded to accept the Richland Township Resolution Requesting a Speed Study and refer it to staff. Managing Director Johnson shared the Michigan State Police (MSP) in conjunction with the Road Commission and Township look at engineering data gathered to determine the proper speed limit. She stated in this area we placed a 55mph speed limit sign due to a transition in speed limits from 40mph. Furthermore, the entire corridor includes a section posted at 40mph and section of unposted 55mph. She explained the sign was placed to reduce confusion for the public on where the 55mph section starts. However, feedback was received from the Township that the entire length be posted at 40mph initiating the speed study resolution. She shared pending results the decision could be to raise the speed limit, lower the speed limit or keep the speed limit as is.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Commissioner Pawloski moved and it was seconded to award the Kitchen Renovation – Administration Building bid to Elite Companies for a total of \$33,900; sole bidder meeting specification. Managing Director Johnson shared this bid was outlined in our Capital Outlay Budget for 2018 and is the installation of a kitchenette and sanitary sewer renovation down in our basement meeting room. She stated the meeting room is used for a variety of meetings and training sessions. Furthermore, we allow the room to be open for other local municipalities and local organizations to utilize for their meetings. General Superintendent DeYoung shared the current sink and cabinets are in rough shape and need to be replaced. Furthermore, the sanitary sewer pump needs to be brought up to code and boxed in. Managing Director Johnson added the kitchen cabinets were also soaked from the flooding that occurred back in 2008. Commissioner Buchholtz mentioned at some point we need to look at facilities overall. Managing Director Johnson shared we still need to keep investing in this facility to keep it viable for current activities. Commissioner Stehouwer questioned how long the construction would take. Ryan Long of Elite Companies shared after verification of case work, layout and colors he can begin working with a completion date of December 17<sup>th</sup>.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Commissioner Buchholtz moved and it was seconded to award the 2018 Guardrail Installation and Repair bid to Nashville Construction Co. for a total of \$71,215.04; low bidder, meeting specifications. Managing Director Johnson shared staff has identified 9 guardrail repair/replacement locations throughout the county that will require extensive improvements. Furthermore, the Nashville Construction Co. intends to start work on October 15, 2018 and has verified the can complete the work by November 30, 2018. Commissioner Stehouwer questioned how often we bid out guardrail work. Roads Maintenance Superintendent Page answered guardrail work is bid out annually.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Commissioner Worthams moved and it was seconded to award the Fine Aggregates Bid with an option to extend annually for up to three (3), one (1) year extensions by the mutual agreement of both parties to Verplank Trucking Co.; sole bidder, meeting specifications. Managing Director Johnson shared since 2015, staff has performed various trials with numerous aggregates and emulsion for our chip seal program. Overall, we have seen positive results with the trap rock as an alternative to blast furnace slag in our chip seal program. She shared that we do stockpile the aggregate close to projects to minimize transportation cost with our trucks and mentioned that we are currently using seven locations throughout the county to store material. Commissioner Buchholtz inquired about pricing on trap rock alternatives. Operations Director Bartholomew explained that we use and experiment with the natural aggregate on a routine basis. Furthermore, the struggle we have is we have local availability. He mentioned it is the same type of aggregate used in the Hot Mix Asphalt (HMA) industry and it is considerably cheaper. He shared our experience with it has not been consistent and we are not confident in

switching and getting competitive with the asphalt industry. Project Superintendent Worden added the asphalt industry is increasing and the demand is going up.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Commissioner Pawloski moved and it was seconded to award the Bid# 2018-26 Sprinkle Road Traffic Signal Upgrades to Severance Electric Co., Inc. for a total of \$141,896; low bidder, meeting specifications. Managing Director Johnson shared staff identified four locations where improved communications between traffic signals are desired to maintain coordinated signal timing patterns for optimal progression of traffic flow on Sprinkle Road. She stated the four locations are the signals at Sprinkle Road/Comstock Avenue, Sprinkle Road/Miller Road, Sprinkle Road/Midlink Drive, and Sprinkle Road/Zylman Avenue. She explained that we prepared this bid to construct a fiber optic communication link with the nearest adjacent traffic signal for the locations mentioned. She stated two (2) proposals were received. Furthermore, Severance Electric Inc., was the low bidder and they are required to be Michigan Department of Transportation (MDOT) prequalified. She shared the project completion date for this project is November 15, 2018. Commissioner Pawloski inquired about fiber optic and requested some background. Project Engineer and Traffic Engineer Hoekstra shared in the past we utilized radio technology that results in annual upkeep that was problematic. He mentioned the fiber optics are a cable running between the signals and are more reliable. Commissioner Buchholtz inquired if there was an opportunity to work with others along a route. Project Engineer and Traffic Engineer Hoekstra shared these represent the last four signals out of thirteen on Sprinkle Road that need to be connected to the system. Furthermore, we have partnered with Climax Telephone Service (CTS) and have a 20 year lease with them. Also, we are partnering with others to reach other signals in the county. He stated unfortunately at these four locations no one has anything nearby. Commissioner Buchholtz questioned if there was opportunity to allow others to use it. Project Engineer and Traffic Engineer Hoekstra stated usually we only hook into signal cabinets. He shared the conduit pad could be utilized by others like Charter, Midwest and CTS. Commissioner Stehouwer stated that he supports an educational session and mentioned it would be informative and helpful to hear from a Traffic Engineer's perspective how they attempt to manage signals. Commissioner Pawloski stated this is well worth the investment.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Managing Director Johnson provided an update regarding the Michigan Infrastructure and Transportation Association (MITA) & Operating Engineers (OE) #324 work stoppage that began on September 4<sup>th</sup> and ended September 27<sup>th</sup>. She mentioned although MITA and the Operating Engineers do not have a contract, they are back to work. She explained the construction season is fast approaching an ending which is why we try very hard at this time of year to button up projects before November 15 and sometimes before October 31<sup>st</sup>. She mentioned although both the MITA and Operating Engineers have returned to work, the work stoppage continues to affect the entire state and will continue to affect it long after these projects are completed. She mentioned how she anticipates seeing scheduling issues and price increases as we move in 2019 and beyond. She shared County Engineer Minkus will provide an update as to where we are at on projects that were affected by the work stoppage including additional work we anticipate to complete before the snow flies. She reminded the public that the hot mix asphalt (HMA) plants close by November 15<sup>th</sup> and the RCKC along with 617 transportation agencies across the state will be wrestling with getting roads completed that were impacted by the work stoppage.

County Engineer Minkus shared we have been in contact with contractors and the projects we have open that have been impacted by this dispute are as follows:

**a. Ravine Road: 12th Street to US-131, Alamo Township**

County Engineer Minkus explained that we had the existing intersection at Ravine and 12<sup>th</sup> Street pulverized and planned to do an intersection realignment. Furthermore, the excavator was scheduled to be onsite today to begin work to bring up the grade for the new aligned intersection and prepping it for HMA base and leveling courses. He shared 2 layers of HMA need to be placed before winter in order to have traffic move through the intersection with the new alignment. The rest of the work that was scheduled including pulverizing and paving

the remainder of Ravine Road would be put on hold until 2019. He mentioned from a maintenance perspective the intersection would be safe for winter travel.

**b. 35th Street: ML Avenue to M-96, Comstock Township**

County Engineer Minkus shared that the contractor did not have anything scheduled and has not provided us with any scheduled updates. We decided to postpone the project until 2019 allowing us to maintain the road and traffic to have access. Furthermore, this past week we had the paint contractor put pavement markings back down. Managing Director Johnson reminded the Board this was a stretch of road where we had incorrect product down for our chip and fog seal. She shared the road rides much better and it is curing.

**c. D Avenue: Douglas Avenue to 17th Street, Cooper Township**

County Engineer Minkus shared that the contractor is filling in the trenches and widening some of the road. He shared the contractor will mill later this week and then pave HMA on the widening sections. Furthermore, a week later the contractor will come back to pave the top course on the entire project. He mentioned the project will be completed within two weeks.

**d. Kalamazoo Township Local Roads, Kalamazoo Township**

County Engineer Minkus shared that Kalamazoo Township had a few roads to be completed using their Bond funds. He shared the contractor began milling today and are on target to complete the roads this year.

**e. KL Avenue: 9th Street to 11th Street, Oshtemo Township**

County Engineer shared this project was paved last week. We are waiting on minor restoration items such as shoulder gravel and pavement marking.

**f. KL Avenue: 11th Street to Drake Road, Oshtemo Township**

County Engineer Minkus shared this is part of an MDOT funded project. He shared we are trying to work out a few issues with the DEQ and MDOT to be able to allow the road widening work to move forward. Furthermore, the contractor indicated to us the entire project will not likely be completed by winter. However, we do have a meeting scheduled later this week with MDOT, the contractor and our consulting Engineer to discuss what needs to be done to make the road safe and passable for motorist for travel this winter. He mentioned the contractor would return in the spring to complete the project.

Managing Director Johnson shared we are trying to find out where each project is at in order to know what to budget for and what the work may involve going into 2019. Commissioner Stehouwer shared a business owner in Cooper Township appreciated the trench sections across D Avenue and Douglas Avenue that reduced the dust. Commissioner Pawloski shared compared to two weeks ago this was a great report.

Managing Director Johnson shared this evening the RCKC will be holding a public hearing on the East Long Lake Drive Special Assessment District at 6:00 p.m. She thanked Road Maintenance Superintendent Rich Hassenzahl and Operations Director Travis Bartholomew for attending the informational meeting in Wakeshma Township. She mentioned it was the Township's 3<sup>rd</sup> information meeting where they shared information about roads and how they are funded. She commended the Wakeshma road committee for their hard work and appreciated all their efforts. She mentioned the Brady Township Joint meeting is tomorrow evening at 6:30 p.m. She stated we that have two roads that remain closed due to flooding and have been working on a temporary fix for 8th Street. Furthermore, we have identified after obtaining soil borings that 8<sup>th</sup> Street will cost between \$80,000 and \$100,000 for a temporary fix to potentially open the road before winter and more than likely S Avenue will remain closed. She mentioned that traffic counts and phone calls received were looked at regarding both segments of roadways and by far 8<sup>th</sup> street is the main focus. She mentioned that we continue to work in Texas Township with local leaders and the Township as it relates to flooding in Texas Township. Additionally, we are working with the Department of Environmental Quality (DEQ) along with other local leaders on options with groundwater issues and flooding. She stated the culvert study pilot program results press release will be out today and shared that the RCKC participated in the pilot.

Commissioner Stehouwer stated he has had the opportunity to interact with local Township officials and appreciates their thoughts and concerns. He shared the County Parks Commission meets this Thursday. He mentioned that he was unable to attend the Charleston Township Joint meeting on October 23<sup>rd</sup>.

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Chair Int'l \_\_\_\_\_

Clerk Int'l \_\_\_\_\_

Commissioner Pawloski mentioned that he will be attending the Environmental Health Advisory Committee meeting on October 10<sup>th</sup> at 9:00 a.m. where they will receive updates on Per- and Polyfluoroalkyl Substances (PFAS). Additionally, David Harman from the DEQ will give dioxin updates from Allegan and Cooper Township. He mentioned that he had the opportunity to be at a Public Works Department from another municipality outside the County. He shared how they spoke very highly of the RCKC.

Commissioner Worthams shared that he planned on attending the next Kalamazoo County Metropolitan Planning Commission meeting on Thursday at 7:00 p.m. He mentioned that he was unable to attend the October 30<sup>th</sup> Board meeting.

Commissioner Buchholtz thanked both County Engineer Minkus and Project Engineer Rebekkah Ausbury for meeting at the intersection of D Avenue and Douglas Avenue in Cooper Township during the work stoppage. She shared they met with some of the landowners who had concerns and Project Engineer Ausbury did a good job speaking with landowners and helping them gain a better understanding of the project. She inquired about receiving fewer bidders lately. Managing Director Johnson shared we can see who downloads our bids from our website and we track them. She mentioned that contractors are busy and how we have limited contractors across the state. Commissioner Moyle shared we lost many contractors during the downturn and stated labor is another issue. Commissioner Worthams shared from his conversations with policy makers labor is big issue and as the economy has bounced back there is more infrastructure money. He mentioned the MDOT receives a large portion and Road Commissions, Townships and Cities receive what is left limiting the ability for contractors to participate in every bid. Commissioner Buchholtz mentioned the State of the County is tonight at 7:00 p.m.

The meeting was adjourned at 4:03 p.m.

Attest: Timothy A. Snow, County Clerk

By: \_\_\_\_\_, Chair \_\_\_\_\_, Deputy Clerk

Chair Int'l \_\_\_\_\_

Clerk Int'l \_\_\_\_\_

## October 2, 2018 – East Long Lake Drive Special Assessment Declaration of Necessity Public Hearing

A public hearing upon the Declaration of Necessity regarding the East Long Lake Drive, Pavilion Township special assessment was held by the Board of County Road Commissioners of the County of Kalamazoo at the Road Commission of Kalamazoo County, 3801 E. Kilgore Road, Kalamazoo Michigan 49001 on Tuesday October 2, 2018 Commissioner Moyle called the meeting to order at 6:02p.m.

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

Also present: Managing Director Joanna I. Johnson, Operations Director Travis Bartholomew, Tara Hendricks, Administrative Assistant – Operations and Pavilion Township Supervisor John Speeter

Following introductions, the Road Commission of Kalamazoo County (RCKC) staff reviewed PowerPoint presentation regarding the history of East Long Lake Drive and the Special Assessment process.

Commissioner Moyle reviewed the special assessment district and the project description of East Long Lake Drive – R Avenue to 25<sup>th</sup> Street, Cold Milling and Hot Mix Asphalt (HMA) Paving. The total current estimate is = \$219,917.00. He shared the Special Assessment District includes 92 property owners/7,936.62 feet of frontage. The Township at-large contribution is estimated at \$2,500 (approximately 1.1%); therefore the remaining estimated balance is \$217,417.00.

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

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

The following residents were present, based on the public hearing sign in sheet:

Lonne & Mary Oberlee	9098 E Long Lake Drive
Toni & Lori O'Malley	8684 E Long Lake Drive
Austin & Kara Spieth	8790 E Long Lake Drive
Helen & Ron Ferrucci	8604 E Long Lake Drive
Janice Tagla	8728 E Long Lake Drive
Bob & Jan Kopen	8918 E Long Lake Drive
Frank Graziano & I Macdonald	8692 E Long Lake Drive
Don Overbeek	8778 E Long Lake Drive
Scott & Deborah Friedersdorff	9108&9119 E Long Lake Drive
Sid & Heidi Helmus	8672 E Long Lake Drive
Gary Alkire	8942 E Long Lake Drive
Robert Bundy	8814 E Long Lake Drive
Don Bell	1704 Roseland Avenue
Dale & Nancy Helsom	8672 E Long Lake Drive
Sue Mills	8722 E Long Lake Drive
Carol Overloop	8926 E Long Lake Drive
Steve & Kathy Peters	8964 E Long Lake Drive
Roland & Jennifer Bellman	8656 E Long Lake Drive
Terri Nelson	8854 E Long Lake Drive

Resident Ferrucci stated that she has multiple parcels, therefore she is against the special assessment.

Resident Friedersdorff stated that he is for the special assessment.

Chair Int'l \_\_\_\_\_

Clerk Int'l \_\_\_\_\_

Resident Helsom at 9000 E Long Lake Drive mentioned that there is a drainage issue and wanted to know what would be done to address it.

Resident Oberlee inquired at what is the best way to control the speed limit after the road work is complete. Commissioner Moyle shared that the RCKC does not have authority to enforce speed limits. Managing Director Johnson shared there is information on the website and a brochure on speed limits in the RCKC lobby. However, she believes the speed limit is already 25mph, which is the lowest applicable speed limit in a plat. Commissioner Moyle also shared typically it is the residents and those visiting in a plat that are speeding.

Resident O'Malley stated he is in favor of the special assessment. He also mentioned that many people who have parcels on Tobey Drive are willing to pay the full assessment price. He would like the Board to consider assessing Tobey Drive residents.

Resident Helmus agreed that the residents of Tobey drive should pay the full amount.

Resident Overbeek agreed that the residents of Tobey Drive should pay the full special assessment.

Resident Overloop stated he is in favor of the special assessment.

Resident Peters stated he is in favor of the special assessment and thanked those who circulated the petition.

Resident Eager stated they are strongly in favor of the special assessment.

Operations Director – Travis Bartholomew responded to residents comments on drainage. He did look at the drainage issues after the public informational meeting. One drainage issue would be resolved with the installation of an additional catch basin including a connection to the existing storm sewer system. The additional drainage improvement was added to the revised project estimate. The second drainage issue at 9000 East Long Lake Drive, would not be included in the East Long Lake Drive project. The current drainage system in place at 9000 East Long Lake Drive is not under RCKC jurisdiction, as it is a private drain. RCKC cannot connect a public storm sewer system to a private drainage structure. Operations Director Bartholomew also shared minor drainage improvements will be incorporated in the project preparation process such as minor ditching and removing high shoulders.

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

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Commissioner Worthams stated that since there are drainage issues, we should look to see about resolving those first before proceeding forward with the road project.

Commissioner Stehouwer asked that staff review the drainage options again before moving forward.

Commissioner Buchholtz questioned, could the project be completed with the current scope of work and an additional project could be added at a later date, if needed, for further drainage improvements. Operations Director Bartholomew shared, yes it may be possible, however engineering design work would need to be completed, to address all of the drainage concerns prior to the proposed HMA project. Operations Director Bartholomew also shared, additional storm sewer improvements would significantly increase the project cost and the Michigan Department of Environmental Quality regulations would need to be considered if a potential outlet was proposed into Long Lake.

Resident Helsom noted that he is ok with the project moving forward without the drainage repair at 9000 East Long Lake Drive as it does seem to be draining at his residence, which he knows is private. Although at times it does get clogged with debris and he has maintained it.

Chair Int'l \_\_\_\_\_

Clerk Int'l \_\_\_\_\_

Managing Director Johnson stated, that we did discuss the drainage issues at the informational meeting and the project estimate that was provided with the petition included the scope of work the residents had requested. Staff did review the drainage concerns with the residents. Managing Director Johnson also stated, RCKC can provide another engineering estimate for the design work including drainage, if the residents prefer.

A Resident asked, if the current project estimate is revised would the petition process need to start over, Managing Director Johnson stated yes, the process would need to start over providing the residents with a clear petition for the work.

A Resident commented that we are not looking to build super highway, but rather to improve the road from the current condition it is in. He further added we should move forward with the project.

Commissioner Worthams moved and it was seconded WHEREAS this Board, pursuant to the provisions of said Act, scheduled this date for a public hearing on its Determination of Necessity for said project as specified in the Notice of the public meeting, which said Notice has been duly given, and the said public meeting was duly held on , the day of Tuesday, October 2, 2018, at 6:00pm at the Road Commission, located at 3801 E Kilgore Road NOW, THEREFORE, BE IT HEREBYRESOLVED that this Commission is still of the opinion that said improvement project is necessary and would be for the benefit of the public welfare and convenience and that this Commission shall proceed with approval of this project and establishment of a special assessment district for same, in accordance with the provisions of said Act.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Commissioner Moyle reviewed a public hearing on the First Order of Determination will be held on December 11, 2018 at 3:00 p.m. during a regular RCKC Board meeting at the RCKC. At the conclusion of that hearing, a Final Order of Determination will be approved, unless objections are filed.

Based on timing and construction season scheduling, the project would need to be completed in 2019. Public Act 246 Section 8 states that "the commissioners shall take such action as may be necessary to commence construction of the proposed improvements, or cause such construction to be commenced, within 6 months, or if weather does not then permit, as soon thereafter as the weather does permit after making said final order."

Commissioner Worthams moved and it was seconded to adjourn the public hearing.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

The meeting was adjourned at 7:12 p.m.

Attest: Timothy A. Snow, County Clerk

By: \_\_\_\_\_, Chair \_\_\_\_\_, Deputy Clerk



Chair Int'l \_\_\_\_\_

Clerk Int'l \_\_\_\_\_

October 3, 2018 – Brady Township Joint Meeting

A joint meeting of the Board of County Road Commissioners of the County of Kalamazoo and the Brady Township Board of Trustees was held at the Brady Township Hall, 13123 S. 24<sup>th</sup> Street, Vicksburg, Michigan, on Wednesday, October 3, 2018. The joint meeting began at 6:30 p.m.

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

Absent: David Q. Worthams

Also present: Project Superintendent Mark Worden, Road Maintenance Superintendent Will Engel, Township Supervisor Tracy Locey, Clerk Michelle Crawford, Treasurer Malia Allgaier, Trustees John Meyer and Randy Smith.

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

Trustee Smith mentioned that it appears road conditions are improving and stated it could be due to South County Fire saving the Township dollars.

Discussion took place regarding the Z Avenue gravel trial project. Project Superintendent Worden mentioned conclusions should be coming shortly.

Discussion took place regarding the scrap tire rubber experiment on W Avenue including the cost and expected performance. Project Superintendent Worden explained a grant from the Department of Environmental Quality (DEQ) funded a portion of the project. Furthermore, Michigan Technological University will be analyzing results for years to come.

Supervisor Locey mentioned projects in 2019 will include paving and culvert repair on 32<sup>nd</sup> Street.

The meeting adjourned at 7:05 p.m.

Attest: Timothy A. Snow, County Clerk

By: \_\_\_\_\_, Chairperson \_\_\_\_\_, Deputy Clerk

Chair Int'l \_\_\_\_\_

Clerk Int'l \_\_\_\_\_

October 8, 2018 – 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, 7901 N. 6<sup>th</sup> Street, Kalamazoo, Michigan, on Monday, October 8, 2018. 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: Project Superintendent Mark Worden, General Superintendent Bill DeYoung, Township Supervisor Gail VanderWeele, Clerk Eric Cornell, Treasurer Mary Stoneburner and Trustee John Kennedy Jr.

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

Residents inquired about the ongoing Ravine Road construction project. Project Superintendent Worden briefly explained the work stoppage between Michigan Infrastructure and Transportation Association (MITA) & Operating Engineers (OE) #324.

Residents inquired about how roads are selected to become a project. Commissioner Buchholtz explained Asset Management and how we use it to prioritize projects.

Residents on West EF Avenue requested their road to become a project. One resident suggested returning the road to a gravel and shared how it would be an improvement. Project Superintendent Worden explained the RCKC Failed Road Policy.

The meeting adjourned at 6:55 p.m.

Attest: Timothy A. Snow, County Clerk

By: \_\_\_\_\_, Chairperson \_\_\_\_\_, Deputy Clerk

October 16, 2018

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 16, 2018. 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, 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, Stehouwer

Commissioner Stehouwer moved and it was seconded to approve the minutes from the October 2, 2018 regular Board meeting, October 2, 2018 East Long Lake Drive Special Assessment Declaration of Necessity Public Hearing, October 3, 2018 Brady Township Joint meeting and the October 8, 2018 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	\$ 113,478.05
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Vendor Account	\$ 1,043,660.35
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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

Ms. Molly Morgan of 5096 Savannah Avenue mentioned that today she sent an email that included a link to pictures and videos she had collected over time showing damage to her driveway from water. She questioned who is going to pay for the damage caused by the negligent road conditions to her driveway.

Commissioner Worthams moved and it was seconded to approve the Pavilion Township Local Road Participation Fund Contract for R Avenue over Adams Drain, Culvert Design for the Chair's signature. Managing Director Johnson shared this local road contract is for a culvert located east of the R Avenue bridge project which we are planning on rebidding for 2019. She mentioned the bid came in significantly over the engineer's estimate. Furthermore, we will add this structure with the new bid to complete jointly. Commissioner Moyle questioned if both structures could be under construction at the same time. Managing Director Johnson advised yes.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Managing Director Johnson thanked Commissioner Moyle for being present for the Put the Brakes on Fatalities Day event on October 10th. She also thanked Mr. Tom Brennan and the Kalamazoo Bicycle Club for helping to promote the event and for handing out information during the event. She mentioned that the RCKC will continue partnering for greater participation. Also, on October 10<sup>th</sup> was International Walk to School Day. She had the opportunity to walk to school with children from downtown Kalamazoo. She said both events were a great opportunity for all non-motorized users to help educate on safe practices. This morning she attended the Seven County Council meeting in Howell. She mentioned reports, knowledge and great information was shared from

October 16, 2018

Chair Int'l \_\_\_\_\_

Clerk Int'l \_\_\_\_\_

other road commissions. Yesterday she spent the day in Lansing looking at legislative bills in terms of positions for the County Road Association (CRA) related interest between the right-of-way and a variety of issues that are out on the table. The CRA Board also updated their legislative priorities that will be presented at the Southwest Council meeting that is hosted by the RCKC in November. She mentioned that Tuesday, October 23<sup>rd</sup> is the Fall Transportation Asset Management Council (TAMC) conference in Marquette. She shared there will be an update on the Michigan Infrastructure Council, Water Asset Management Council and the Transportation Asset Management Council. There will also be an update on how they are all working together in preserving our assets, inventorying them including the condition and planning with data driven decisions. She mentioned the CRA has a new brochure called the 83 County Road Agencies – Many Roles. The brochure includes information about all the things that road commissions do and the many areas they cover. She shared the Mackinaw Center Report on Roads in Michigan Quality Funding and Recommendations was sent out on October 5<sup>th</sup>. She stated the report includes information about the Act 51 formula and recommendations long term to fund our infrastructure. She shared that our final joint meeting of the year is October 23<sup>rd</sup> in Charleston Township at 4:00 p.m. She requested Operations Director Bartholomew to give an update on our temporary fix on 8<sup>th</sup> Street in hopes of opening the road before winter. Operations Director Bartholomew provided an update and shared that significant progress was made in the last week. He explained the current grade is approximately 2 feet higher than the existing water level. He also explained the work that was still needed including signage notifying residents that the road narrows and speeds need to be reduced, restoration, guard rail or some type of barrier and pavement marking. Discussion took place regarding the temporary fix on 8<sup>th</sup> Street including signage, Traffic Control Order (TCO) and speed on 8<sup>th</sup> Street.

Commissioner Stehouwer attended the County Parks Commission meeting at Markin Glen Park on October 4<sup>th</sup> where they were able to see the renovations to the Markin house. He mentioned they are looking forward to trail way construction next summer from 35<sup>th</sup> Street to the Galesburg High School and hoping to receive Transportation Alternative Program (TAP) grant funds to help with the project. He stated that he is looking forward to attending the Rail Network presentation on October 18<sup>th</sup>. He mentioned that he was invited to join the County Parks Commission with American Society Civil Engineer Local Chapter for a short trail ride followed by refreshments. He mentioned that he was not (as corrected 10-30-18) available to attend the Charleston Township Joint meeting on October 23<sup>rd</sup>. He reminded the public that if they see problems out on the roadway to please to submit a service request. He stated he was pleased to see service request addressed that he had submitted. Furthermore, it shows the service request system does work.

Commissioner Pawloski mentioned that he attending the Environmental Health Advisory Committee meeting on October 10<sup>th</sup> at 9:00 a.m. where they received updates on Per- and Polyfluoroalkyl Substances (PFAS). He apologized for not bringing his meeting notes and stated he will have a report at the next meeting. He shared his appreciation for all the contractors and volunteers who helped to place filters on faucets. He mentioned the time change is quickly approaching and reminded the public to slow down and to watch for children.

Commissioner Worthams shared that he attempted to attend the Kalamazoo County Metropolitan Planning Commission meeting on October 4<sup>th</sup> and unfortunately they did not meet. He mentioned that was planning to attend their next scheduled meeting on Thursday, November 1st at 7:00 p.m.

Commissioner Buchholtz shared that she is working on a response to a letter received from Comstock Township Supervisor Randy Thompson requesting details regarding the RCKC sign policy and bicycle route signs for the Kalamazoo Area Transportation Study (KATS) 2045 Metropolitan Transportation Plan, MAP 7 commuter routes. She stated Mr. Thompson questioned the rationale behind the sign differences. She mentioned she will finalize the response with RCKC staff and send to Road Commissioners for review. Furthermore, the goal is to have the information to Mr. Thompson before their next bicycle committee meeting. She explained that folks are not fully understanding our position and it continues to be misunderstood and misconstrued. She mentioned in the last CRA magazine one of the articles provided information about the Jackson County Cold In Place Recycling purchase. She stated it was a very expensive purchase and questioned the return on the investment.

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Commissioner Moyle attended the Texas Township Task Force meeting with Operations Director Bartholomew. He complimented Operations Director Bartholomew for the way he represented the RCKC. Furthermore, Mr. Dale Shugars questioned how the RCKC will notify the public regarding the culvert installation. He mentioned how Operations Director Bartholomew shared all of our communication tools including RCKC Connect. He also mentioned with all the effort the RCKC puts forth regarding communication there still seems to be a large void between RCKC and the public. Operations Director Bartholomew shared it is getting the public to understand the means that we have to communicate and where to find it. Commissioner Stehouwer commented a different signage he has seen posted on roads regarding road closures that were coming up. Operations Director Bartholomew mentioned that the RCKC typically signs long term road closures. He also shared that the new motor grader is here and would like to showcase the grader to the Commissioners one day after a Board meeting.

The meeting was adjourned at 3:33 p.m.

Attest: Timothy A. Snow, County Clerk

By: \_\_\_\_\_, 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, October 16, 2018. Commissioner Moyle called the meeting to order at 3:40 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, Senior Accountant Diane DeWaters, 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

Managing Director Johnson reviewed the 2019 draft Budget. She shared the budget revenue will need to be adjusted to include Public Act (PA) 207 as it is anticipated an additional \$2.5 million will be received. Commissioner Stehouwer inquired with the revenue addition would this also impact local road participation funds. Managing Director Johnson said yes. Expenditures were reviewed and Operations Director Bartholomew shared an update on the additional mowing and potential boom mower use to maintain roadsides. Salaries/Fringe were reviewed including the 2009 Salary Schedule, Salary Performance Review Policy and Performance Incentive Policy. The Board requested additional information on total cost of the salary adjustments. Commissioner Stehouwer shared consideration of contributing additional funds to the Other Post Employee Benefit (OPEB) unfunded liability. He added a little over time can go a long way. Commissioner Buchholtz also asked if our health insurance rates have been provided. Managing Director Johnson shared they have not. Operations Director Bartholomew reviewed the Capital Outlay and Facilities and Grounds 5-year plans. General Superintendent DeYoung advised of a correction in the description for the 2020 year for the truck purchases. He added the dollar figures are correct. Commissioner Buchholtz requested the staff review the budget and consider the potential building design review for 2019. The 2019 fund balance estimate was also reviewed which remains within the recommendation of our financial auditors and organizational goal.

Managing Director Johnson reviewed the 2019 draft Organizational Goals. Commissioner Buchholtz asked about the amount of structurally deficient bridges and funding. County Engineer Minkus shared the 4 current structurally deficient bridges are on the local system. Typically, these bridges have not scored well in seeking funding from the local bridge program which is very competitive. We continue to work with our township partners in this area for planning. Managing Director Johnson shared the County Road Association (CRA) also has a priority in funding further revenue into the local bridge program which does not have additional funding as we have seen with roads. There was considerable discussion on the Continued Public Outreach goal and township joint meetings. Specifically, the value in joint meetings and feedback from the communications survey. Commissioner Stehouwer suggested outreach on how we function, i.e., how are service requests processed as an example. Commissioner Buchholtz shared the idea of a citizens' academy. Town hall meetings were also suggested. Staff will review and potentially provide the townships with the option of joint meetings. However, there is value in township joint meetings for the public which may be present. Commissioner Worthams shared most road commissions do not provide this type of outreach. Commissioner Moyle also shared the importance of understanding the role that road commissioners have as a liaison. Attendance at township board meetings primarily as requested.

County Engineer Minkus reviewed the 2019 - 2023 draft Primary Road Capital Improvement Plan (CIP). He noted projects will now be adjusted based on the PA 207 funding. He reviewed a variety of projects in each year. He reviewed the non-motorized facilities project and will add the Kalamazoo River Valley Trail. He also reviewed the impact of primary road restricted routes including 11th Street in Oshtemo Township which is in poor condition. These are not currently identified in the (CIP) and will need to be considered for future freight traffic.

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These primary roads are also not likely to see federal funding because of the freight prioritization issue thru the Kalamazoo Area Transportation Study (KATS) prioritization process.

Managing Director Johnson reviewed the draft Community Engagement Policy. Commissioner Worthams shared he liked the policy. He suggested adjusting Major Project to read "If a construction project costs more than \$500,000 or the road will be closed for more than two weeks". Commissioner Buchholtz suggested adding on-site notification signage.

Managing Director Johnson reviewed the draft Road Commissioners Code of Conduct Policy. Commissioner Stehouwer shared the Rules of General Conduct from the Kalamazoo County Government Guidelines for Kalamazoo County Government Advisory Boards and Commissions (Guidelines). Commissioner Worthams suggested the word partisan in bullet point seven be changed to political. Commissioner Stehouwer suggested potential inclusion of the 2nd, 3rd and 4th bullet point from the Guidelines. Commissioner Buchholtz suggested incorporating our mission in the opening paragraph. Commissioner Worthams shared he liked the County Road Association version.

The meeting was adjourned at 7:05 p.m.

Attest: Timothy A. Snow, County Clerk

By: \_\_\_\_\_, Chairperson \_\_\_\_\_, Deputy Clerk

October 18, 2018 – Rail Network

Chair Int'l \_\_\_\_\_

Clerk Int'l \_\_\_\_\_

The Board of County Road Commissioners of the County of Kalamazoo attended a Rail Network presentation held at the Road Commission of Kalamazoo County (RCKC) office at 3801 East Kilgore Road, Kalamazoo, Michigan, on Thursday, October 18, 2018. The presentation began at 9:00 a.m.

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

Absent: David Q. Worthams, David C. Pawloski

Also attending: Managing Director Joanna Johnson, Senior Accountant Diane DeWaters, Traffic Engineer and Project Engineer Jim Hoekstra, Project Engineer Rebekkah Ausbury, General Superintendent Bill DeYoung, Administrative Assistant – Operations Tara Hendricks, various Local Officials and staff from public municipalities/agencies.

Following introductions Mr. Jon Cool, President of the Michigan Railroads Association and Mr. Larry Lloyd, Go Rail State Director gave a Power Point Presentation reviewing the factors effecting freight rail at the Federal and State level, along with technology achievements in the industry. The presentation offered an opportunity for questions and discussions regarding railroads and railroad crossings.

The meeting was adjourned at 10:37 a.m.

Attest: Timothy A. Snow, County Clerk

By: \_\_\_\_\_, Chairperson \_\_\_\_\_, Deputy Clerk



Chair Int'l \_\_\_\_\_

Clerk Int'l \_\_\_\_\_

October 23, 2018 – Charleston Township Joint Meeting

A joint meeting of the Board of County Road Commissioners of the County of Kalamazoo and the Charleston Township Board of Trustees was held at the Charleston Township Hall, 1499 South 38<sup>th</sup> Street, Galesburg, Michigan, on Tuesday, October 23, 2018. The joint meeting began at 4:05 p.m.

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

Absent: David Q. Worthams, Larry Stehouwer

Also present: Project Superintendent Mark Worden, Project Engineer Rebekkah Ausbury, Charleston Township Supervisor Jerry VanderRoest, Clerk Linda Kramer, Treasurer Brenda Schug, Trustees Don Balkema and Art Samson.

Following introductions, Project Superintendent Worden went over the packet provided by the RCKC and reviewed the RCKC 5-year Capital Improvement Plan (CIP).

Supervisor VanderRoest questioned if any projects were being accelerated. Project Superintendent stated yes and shared that Hot Mix Asphalt (HMA) prices will increase. He mentioned that 35<sup>th</sup> Street will be carried over to next year and clarified that the failed chip seal section will be part of that mill and pave project.

Supervisor VanderRoest inquired about the bidding of projects. Project Superintendent Worden explained as soon as we have projects put together we will bid them in the HMA bid together in the early spring. Supervisor VanderRoest inquired if there was a shortage of contractors. Project Superintendent Worden explained there is a shortage of contractor/labor employees. Furthermore, material prices are increasing and so is demand.

Treasurer Schug shared it is difficult to turn farm equipment from East MN Avenue south onto 38th Street due to a low hanging limb on the south side of the road. RCKC staff suggested entering a service request.

Supervisor VanderRoest provided a packet including a list of service requests to be forwarded to General Superintendent Bill DeYoung. He reviewed some of the key service requests to bring to the RCKS's attention. He questioned if a gravel road had to be graded in order to repair a pothole. Project Superintendent Worden stated he would check with Operations Director Travis Bartholomew and mentioned you would have to disturb the area around the pothole to repair it.

Supervisor VanderRoest mentioned L Avenue at the Calhoun County line needs the name changed and needs to be plowed and graded. He stated that it may have been forgotten since the only way to get to it is from Calhoun County. Project Superintendent Worden shared all concerns should be entered as a service request or called into the RCKC office.

Commissioner Buchholtz mentioned we will enter these concerns into our service request system for metrics. She stated if you enter service request online it saves time. Furthermore, pictures could be attached like the tree limb that Treasurer Schug mentioned.

The meeting adjourned at 4:55 p.m.

Attest: Timothy A. Snow, County Clerk

By: \_\_\_\_\_, Chairperson \_\_\_\_\_, Deputy Clerk

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Clerk Int'l \_\_\_\_\_

The regular meeting of the Board of County Road Commissioners of the County of Kalamazoo was held at the Road Commission of Kalamazoo County (RCKC) office at 3801 East Kilgore Road, Kalamazoo, Michigan, on Tuesday, October 30, 2018. 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: Finance Director Ann Simmons, Assistant Finance Director – Human Resources Debbie Hill, Operations Director Travis Bartholomew, Project Superintendent Mark Worden, County Engineer Ryan Minkus, General Superintendent Bill DeYoung and Road Maintenance Superintendent Jim Page.

Commissioner Pawloski 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 16, 2018 regular Board meeting as corrected, October 16, 2018 Board Work Session, October 18, 2018 Rail Network and the October 23, 2018 Charleston Township Joint meeting as presented. Commissioner Stehouwer shared in his comments on page 2 of the October 16<sup>th</sup> regular Board meeting minutes, the 5<sup>th</sup> sentence should be corrected to read “he was not available to attend the Charleston Township Joint meeting”.

Carried by the following vote:

Aye: Moyle, Buchholtz, Pawloski, Stehouwer

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

Payroll Account	\$ 113,819.91
Vendor Account	\$ 1,042,959.25

Carried by the following vote:

Aye: Moyle, Buchholtz, Pawloski, Stehouwer

Commissioner Pawloski moved and it was seconded to approve Commissioner Moyle’s expense report.

Carried by the following vote:

Aye: Moyle, Buchholtz, Pawloski, Stehouwer

Ms. Molly Morgan of 5096 Savannah Avenue questioned if the road commission was going to take responsibility and pay for her damaged driveway that was caused by road negligence. Operations Director Bartholomew questioned if Ms. Morgan received a letter from the road commission. Commissioner Buchholtz explained a letter was sent to Ms. Morgan stating the road work was finished. Ms. Morgan asserted the driveway was a separate issue.

County Commission John Gisler shared the budget passed for 2019 by a 10-0 unanimous vote. He stated the original budget presented by County Administration was approved at their last meeting.

Commissioner Stehouwer moved and it was seconded to award the 2018 Winter Maintenance Services Bid #2018-24 to Peters Construction Company and Maintenance Master Inc., with an option to extend annually for up to three (3), one (1) year extensions by the mutual agreement of both parties. Road Maintenance Superintendent Page mentioned that winter maintenance operations involves a mix of fixes to accomplish winter maintenance services based on current service delivery expectations. He stated the RCKC recently opened the Winter Maintenance Services RFP that was advertised for the 2018-2019 winter season. He mentioned that staff had included (3) three different options of bidding. Furthermore, after reviewed bids and past experience the staff recommendation includes: Peters Construction Company – Westport plat, Oshtemo Township and Maintenance Masters – Gull Lake plats, Ross and Richland Townships. He explained that we continue to evaluate our current

snow routes and districts and utilize the new equipment in areas which gain the most efficiency. He explained that as we review our upcoming winter season we will continue to make adjustments due to staffing, equipment, material, funding, efficiencies, and priorities. He mentioned as we all know, it is increasingly difficult to find individuals with a commercial driver's license for work in our industry. Furthermore, as shared previously, we may need to adjust expectations in service and priorities in this area in the near future based on limited staffing. General Superintendent DeYoung added we may request to award two other plat areas from this bid, after further investigation and clarification with the vendor is completed.

Carried by the following vote:

Aye: Moyle, Buchholtz, Pawloski, Stehouwer

Commissioner Buchholtz moved and it was seconded to award the Tree Work # 4 – Countywide Bid #2018-27 to Chop for Area A and B, low bidder meeting specifications for a total of \$124,855.00. Road Maintenance Superintendent Page shared in this bid there are 85 job sites in Area A and 65 job sites in Area B. He stated the RCKC received and opened 2 bids for this letting, CHOP and Treeworks Inc. Commissioner Moyle inquired about the jobsite. General Superintendent DeYoung shared there may be multiple trees at one location. Commissioner Stehouwer inquired if the bid is countywide. General Superintendent DeYoung answered yes. Commissioner Moyle inquired about the limitation for bats. County Engineer Minkus shared due to bat hibernation and roosting periods, tree cutting is to be completed primarily October through March.

Carried by the following vote:

Aye: Moyle, Buchholtz, Pawloski, Stehouwer

Commissioner Pawloski moved and it was seconded to approve the continuation of the current Blue Care Network (BCN) Health Maintenance Organization (HMO) Gold 2000 health insurance plan for employees and elect the Public Act (PA) 152 employee hard cap share option to be effective January 1, 2019 and approve the continuation of the current Delta Dental dental insurance plan for employees effective January 1, 2019. Finance Director Simmons shared the renewal of the employee health insurance and dental plan runs from January 1<sup>st</sup> through December 31<sup>st</sup>. Furthermore, 44North provided options in addition to the renewal of the existing health insurance plan. She explained the health insurance premium renewal increased 6.82%. Also, 44North provided options in addition to the renewal of the existing dental insurance plan. She shared Delta Dental, our current provider's renewal reflects a 2.4% increase. Discussion took place regarding the health insurance and dental plan options. Commissioner Buchholtz suggested next year that staff review compensation and to also consider the overall value of benefits. Commissioner Stehouwer inquired about the history of rebidding health insurance. Finance Director Simmons stated we have our service provider rebid annually and receive a range of different options.

Carried by the following vote:

Aye: Moyle, Buchholtz, Pawloski, Stehouwer

Commissioner Stehouwer moved and it was seconded to approve the Comstock Township Local Road Contract for Woodlea Drive at Glendalock Street for the Chair's signature. Project Superintendent Worden shared Woodlea Drive and Glendalock Street are located in the Wildwood Hills plat, Comstock Township. He stated that we have responded with routine maintenance, however with further review by our team and contractor it was determined the existing storm sewer pumps need to be replaced. Furthermore, we are hopeful this will assist during large storm/rain events for the future.

a. Woodlea Drive at Glendalock Street, *remove two broken sewer pumps and replace with a single pump that has a higher capacity.*

Carried by the following vote:

Aye: Moyle, Buchholtz, Pawloski, Stehouwer

Commissioner Stehouwer requested an update on 8<sup>th</sup> Street. Operations Director Bartholomew explained that the temporary fix on 8<sup>th</sup> Street is just about finished. He mentioned today the contractor is installing guardrail in all 4 quadrants, pavement markings are complete, signs are in place and this afternoon our crew placed rip rap on the shoulders to keep them from eroding. Commissioner Stehouwer inquired about the need for a Traffic

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Control Order (TCO). Operations Director Bartholomew stated a TCO is not required and shared that small light - emitting diode (LED) lights were included on the signage. Furthermore, a press release will be issued once the road is open.

Commissioner Buchholtz requested an update on other road construction projects. Project Superintendent Worden stated all of our local road projects are completed except for one day of paving in Kalamazoo Township. He shared that paving is complete on KL Avenue between 11<sup>th</sup> and Drake Road. Furthermore, after guardrail installation and restoration work the road should be open by the end of next week. He also mentioned that paving is complete at the intersection of D Avenue and Douglas and restoration should be completed by the end of this week. Paving is scheduled for early next week at Ravine and 12<sup>th</sup> Street with restoration to follow. He stated we are hopeful the intersection will open within 2 -3 weeks. He mentioned the remainder of the project is on hold until 2019. Commissioner Stehouwer inquired about the culvert work on Ravine Road between 12<sup>th</sup> Street and F Avenue. County Engineer Minkus shared the culvert work will take place next spring. Operations Director Bartholomew added staff has worked with the Department of Environmental Quality (DEQ) regarding size for a new culvert on 8<sup>th</sup> Street north of Texas Drive. Furthermore, the culvert will be delivered on Thursday and installation is planned for Friday or Saturday. He explained a press release was sent out today informing the public of the upcoming road closure. He mentioned road closed signs will be placed at both Texas Drive and O Avenue.

Commissioner Stehouwer shared how he appreciated the opportunity to attend the Rail Seminar and mentioned how informative it was. He stated the Parks Commission meets this Thursday. He has a conflict with the Michigan Township Association (MTA) meeting held on November 8<sup>th</sup>. He mentioned how he experienced a double railroad crossing in Houston where one set of arms went over the road and other set went over a trail way. He stated it has been discussed in Kalamazoo and understands the installation is very expensive.

Commissioner Pawloski mentioned that he will also miss the MTA meeting and expressed his appreciation for the invitation and looks forward to future invites. He provided an update on the Per- and Polyfluoroalkyl Substances (PFAS) situation from the Environmental Health Advisory Council and thanked everyone for their work. He also thanked the RCKC for their work on 8<sup>th</sup> Street in Prairie Ronde/Texas Townships.

Commissioner Buchholtz questioned if pumping water from a basement to a retention basin was legal. General Superintendent DeYoung shared direct discharge from a private resident is not legal. Operations Director Bartholomew stated there are 3 different types of retention basins. He explained there are basins under the RCKC jurisdiction, others are under the Drain Commission's jurisdiction and there is also drainage easements. She also inquired about contract extensions and if Board action is required. General Superintendent DeYoung shared that Board action is not required. She mentioned an email that was received regarding an update about Public Act (PA) 207. She inquired about the funding restrictions of the PA 207 versus the PA 82 funding received in 2018. She requested that staff provide further details on its' requirements and rationale to increase or not increase Local Road Participation Funds to the local road system. She responded to the letter received from Comstock Township Supervisor Randy Thompson who had questions regarding the RCKC sign policy and bicycle route signs including the rationale behind the sign differences. She attended the bicycle committee meeting last Tuesday where the sign differences were discussed. Mr. Tom Brennan thanked Commissioner Buchholtz and shared his appreciation for her work.

Commissioner Moyle inquired about the group who met at a railroad crossing in Oshtemo Township after the Rail Network meeting. Commissioner Buchholtz shared that County Commissioner Dale Shugars thought it was very beneficial. Commissioner Stehouwer shared that Amtrak Senior Manager Derrick James from Chicago attended the Rail Network meeting and was aware of the US-131, KL Avenue and Drake Road project and suggested to see the project first hand. He mentioned it is always good to have a representative from an agency see a project in the field rather than just an application.

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

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Clerk Int'l \_\_\_\_\_

Attest: Timothy A. Snow, County Clerk

By: \_\_\_\_\_, Chair \_\_\_\_\_, Deputy Clerk

The Board of County Road Commissioners of the County of Kalamazoo attended the Southwestern District Council meeting held at the Road Commission of Kalamazoo County (RCKC) office at 3801 East Kilgore Road, Kalamazoo, Michigan, on Monday, November 12, 2018. The presentation began at 9:30 a.m.

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

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

RCKC hosted the Southwestern Council meeting with representatives from Allegan, Barry, Berrien, Calhoun, Cass, Muskegon, Ottawa, St. Joseph and Van Buren County Road Agencies present. Updates were provided from the County Road Association (CRA) committees and various organizations including the Michigan County Road Commission Self Insurance Pool (MCRCSIP), Wetland Bank, and the County Road Association Self Insurance Fund (CRASIF). Legislative bills and priorities were reviewed. A motion was made by Muskegon and seconded by Barry to approve the County Road Association Southwestern District Council Resolution strongly opposing Senate Bill 396 (S-5);

#### **COUNTY ROAD ASSOCIATION SOUTHWESTERN DISTRICT COUNCIL**

##### **RESOLUTION ON SENATE BILL 396**

**WHEREAS**, Roads are the backbone to the social, cultural and economic stability of the County Road Association of Michigan Southwestern District Council which includes Allegan, Barry, Berrien, Cass, Kalamazoo, Muskegon, Ottawa, St. Joseph and Van Buren County Road Agencies and our region; and

**WHEREAS**, Senate Bill (SB) 396 (S-5) passed and reported out of the Senate Transportation Committee on September 6, 2018, allows exemptions from seasonal weight restrictions (also known as “frost laws”) to the forest product industry during the spring thaw when roads are the most vulnerable to damage from heavy loads; and

**WHEREAS**, It is a fact throughout all Northern states that roads become soft in the spring as frost melts, and applying unrestricted 164,000-pound truck loading and traffic on soft roads, whether paved or unpaved, is poor public policy that defies common sense when it comes to road preservation, and will lead to significant damage to the road system, economic damage and increased risk to drivers in our region; and

**WHEREAS**, SB 396 also grants exemptions to the forest industry that will allow the hauling of forest products and transport of equipment on the public road system without obtaining proper permits from road authorities at all times of the year; and

**WHEREAS**, the provisions of SB 396 ***will result in costly damage to the public road system which is the opposite of what the Michigan Legislature and the people of Michigan called for in the 2015 Michigan Transportation Package***; and

**WHEREAS**, the provisions of SB 396 ***will negatively impact the traveling public*** accessing the road system, burdening road authorities with expensive reactive maintenance repairs and significantly increased taxpayer costs, as well as increased county and township contributions to maintain the public road system; and

**WHEREAS**, the provisions in SB 396 and subsequent impacts to the local road system will negatively impact the health, safety and welfare of our residents and the traveling public; and

November 12, 2018 – Southwestern District Council

Chair Int'l \_\_\_\_\_

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**WHEREAS**, the Southwestern District Council and the other County Road Agencies work closely with a variety of industry for valuable contributions to the Michigan economy, while also continuously monitoring road conditions and permitting to move equipment and material on roads when the roads can structurally support such loading without negatively impacting the road system and the traveling public;

**THEREFORE, BE IT RESOLVED**, that the County Road Association Southwestern District Council hereby **strongly opposes** SB 396 (S-5).

Motion carried by a unanimous roll call vote Allegan, Barry, Berrien, Cass, Kalamazoo, Muskegon, Ottawa, St. Joseph, and Van Buren.

The meeting was adjourned at 2:15 p.m.

Attest: Timothy A. Snow, County Clerk

By: \_\_\_\_\_, Chairperson \_\_\_\_\_, Deputy Clerk

November 13, 2018

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 13, 2018. 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, Operations Director Travis Bartholomew, Finance Director Ann Simmons, Project Superintendent Mark Worden, County Engineer Ryan Minkus, 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 Stehouwer moved and it was seconded to approve the minutes from the October 30, 2018 regular Board meeting as presented.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

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

Payroll Account	\$ 112,895.49
Vendor Account	\$ 982,433.72

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Mr. William Thomas of 220 Chicago Avenue shared several articles from the Kalamazoo Gazette including the Kalamazoo County Consolidated Dispatch Authority, the City of Kalamazoo approving the \$3 million sale of a downtown parking ramp to a local developer, the Kalamazoo County moving forward with a plan for a public defender's office and an article on the potential of plastic bottles paving roads.

Commissioner Worthams moved and it was seconded to open the public hearing for the 2019 Proposed Budget and the 2019-2023 Draft Primary Road Capital Improvement Plan (CIP). Managing Director Johnson mentioned we have had both proposals posted on our website, RCKC Connect and have communicated with our Township partners. She explained the budget articulates all of the potential estimated projects, revenue and expenditures for 2019. It also includes our primary road CIP and estimates for our local roads with Township partners. She stated public comments are welcome related to both proposals.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Commissioner Worthams moved and it seconded to close the public hearing for the 2019 Proposed Budget and the 2019 – 2023 Draft Primary Road CIP.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Commissioner Buchholtz moved and it was seconded to accept the Adobe Road extension and temporary easement for cul-de-sac turnaround located in Section 24 of Alamo Township, into the public road system once all documents have been properly recorded and with the understanding that the Developer will comply with the erosion control measures as advised for the Managing Director's signature. Managing Director Johnson shared on August 21, 2017 the Board approved the Preliminary Plan of the Adobe Road extension. She stated there was a gravel cul-de-sac that is now paved. She explained at this time we now have a permanent 433 drainage agreement



November 13, 2018

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with the Kalamazoo County Drain Commission (KCDC) related to Adobe Road. She shared the completed development was reviewed by RCKC staff and found to be in compliance with our specifications and guidelines.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Commissioner Stehouwer moved and it was seconded to accept the Special Assessment Petition and the Declaration of Necessity Resolution for Roads within Eastern Heights Plat, Richland Township and set a public hearing date for January 8<sup>th</sup> at 6:00 p.m. Managing Director Johnson shared a public informational meeting was held on August 27, 2018 as it relates to the Eastern Heights plat. Furthermore, we have received according to Public Act (PA) 246 of 1931 a land owner's petition for highway improvements. She stated the estimated cost of the project is \$372,474.00. She explained that the Board must set a public hearing date within 60 days of receipt of the petition per Public Act 246. She mentioned the meeting will be held in the RCKC basement meeting room and suggested the Board to consider meeting on January 8<sup>th</sup> or January 22<sup>nd</sup> and to consider the meeting time of 5:00 p.m., 6:00 p.m., or 7:00 p.m. She noted the official 2019 Board schedule has not yet been adopted and explained if the scheduled meeting date is not on our typical Board meeting schedule there will then be a special meeting of this Board in order to accommodate the special assessment.

a. Oatman Drive, Eagle Ridge Drive, Sturbridge Drive and Gullwynd Drive

#### **RESOLUTION ON DECLARATION OF NECESSITY**

WHEREAS, a certified copy of a landowner petition for improvements, was filed with this Road Commission on November 5, 2018, said petition requesting certain highway improvements over the following described area:

**Hot Mix Asphalt (HMA) Reconstruct, Remove and Replace HMA pavement – Eastern Heights plat - Oatman Drive, Eagle Ridge Drive, Sturbridge Drive, Gullwynd Drive, Richland Township**

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

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

WHEREAS, said Section 1 of said Act requires this Road Commission to make a declaration of necessity; Now, THEREFORE, BE IT HEREBY RESOLVED, that this Road Commission, in accordance with the provisions of Act 246 of the Public Acts of Michigan of 1931, as amended, hereby declares that proposed improvement is necessary for the benefit of the public and the benefit of the public welfare and convenience.

IT IS FURTHER RESOLVED, that a public hearing upon this declaration of necessity shall be held at the f Board of County Road Commissioners of the County of Kalamazoo at the offices of the Road Commission of Kalamazoo County, 3801 E. Kilgore Road, Kalamazoo, Michigan 49001, on the 8<sup>th</sup> day of **January, 2019**, at 6:00 p.m., for the purpose of providing the property owners affected by this proposed improvement project to object to same and file their objection, in accordance with Section 1 of said Act 246

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

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Commissioner Stehouwer moved and it was seconded to approve the Budget for the 2019 fiscal year as presented. Managing Director Johnson shared our main operating revenue is the Michigan Transportation Fund (MTF). She highlighted areas regarding revenue and expenditures. Commissioner Buchholtz inquired about the Local Road Participation (PAR) Funds not including Public Act (PA) 207 funds. Managing Director Johnson explained PA 207 is one time funding and is not necessarily part of the MTF fund revenue. Furthermore, it is not consistent in going forward. She stated unlike PA 82 where we had to use the funds this year, PA 207 does not necessarily account for that. She stated it is discretionary funding and not constitutionally dedicated. She explained that we continue to use the MTF as proportionate share for the allocation of PAR funds. Commissioner

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Pawloski shared how pleased he was to see the increase from 2 to 3 in mowing continue along with dust control. Commissioner Worthams shared this is the 6<sup>th</sup> budget that he will cast a vote for. He mentioned the one trend that he noticed is the MTF revenue growing thanks to actions by the legislature. He shared this budget will reflect the start and continuation of a good trend. He stated how he hoped to continue seeing that reflection of Par funds and to find a way to address the problem of increase in PAR funds and making sure that our local partners are capable of coming up with their match for those projects. He congratulated and thanked RCKC staff for their work on the budget and looked forward to adopting it.

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 budget for the calendar year 2019:

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	<u>Proposed 2019 Budget</u>
<b><u>Revenue</u></b>	
Michigan Transportation Funds	
Primary Road Fund	16,264,000
Local Road Fund	5,136,000
<b>Total Michigan Transportation Funds</b>	<b>21,400,000</b>
Federal, State and Enhancement	3,162,000
State General Fund - PA 207 of 2018	1,716,000
State General Fund - PA 82 of 2018	0
State General Fund - PA 84 of 2015	0
Township Projects	5,748,000
Township Special Assessments	14,000
Cities and other Governmental	1,135,000
Interest	95,000
Other	250,000
<b>Total Operating Revenue</b>	<b>33,520,000</b>
<b><u>Expenditures</u></b>	
Construction & Capacity Improvements	
Primary Road System	0
Local Road System	0
<b>Total Construction/Capacity Improvements</b>	<b>0</b>
Preservation & Structural Improvements	
Primary Road System	11,666,000
Local Road System	7,128,000
<b>Total Preservation - Structural Improvements</b>	<b>18,794,000</b>
Routine & Preventive Maintenance	
Primary Road System	6,695,000
Local Road System	4,577,000
<b>Total Routine &amp; Preventive Maintenance</b>	<b>11,272,000</b>
<b>Total Road Expenditures</b>	<b>30,066,000</b>
Equipment	
Direct Equipment Expense	1,915,000
Indirect Equipment Expense	670,000
Operating Expense	330,000
<b>Total Equipment Expense</b>	<b>2,915,000</b>
Less Equipment Rental	(2,428,000)
<b>Net Equipment Expense</b>	<b>487,000</b>
Administration	1,379,000
Work Performed for Others	3,276,000
Distributive Expenditures (Unspread Fringe, OH)	0
Capital Outlay	1,349,000
Subtract Provision for Depreciation	(1,522,000)
<b>Total Expenditures</b>	<b>35,035,000</b>
<b><u>Fund Balances</u></b>	
Beginning Fund Balance	9,447,042
Change in Fund Balance	(1,515,000)
<b>Ending Fund Balance</b>	<b>7,932,042</b>

Unassigned Fund Balance as a % of MTF Revenue

32%

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Commissioner Worthams moved and it was seconded to adopt the 2019 – 2023 Primary Road CIP. Managing Director Johnson shared this is our primary road network. She mentioned the total 2019 primary road project costs is over \$18 million. She explained how there is a lot of data driven decisions and field work that goes into building the CIP. She noted that 35<sup>th</sup> Street from ML Avenue to M-96 in Comstock Township is listed on the CIP for a mill and Hot Mix Asphalt (HMA) overlay and is also listed under preventive maintenance for chip seal and fog seal. She apologized and stated for clarification we will continue to have 35<sup>th</sup> Street listed for mill and HMA overlay and not for chip seal and fog seal. Commissioner Stehouwer shared the Parks Commission complimented staff for their work on non-motorized such as the Kalamazoo River Valley Trail. He also noticed how we are working with Oshtemo Township on non-motorized and shared his appreciation to staff for their efforts to coordinate projects.

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Commissioner Buchholtz moved and it was seconded to award the 2018 Winter Maintenance Services Bid# 2018-24 to Maintenance Masters Inc., with an option to extend annually for up to three (3), one (1) year extensions by the mutual agreement of both parties. Managing Director Johnson shared this item was at our last Board meeting and from the bids that we received our team reached back out to Maintenance Masters Inc. who was awarded a portion of winter maintenance. She explained one of the key issues is to ensure our contractor has the proper equipment in order to be successful clearing our roads in a timely manner. She shared that General Superintendent DeYoung reviewed Maintenance Masters Inc. equipment and found them acceptable to plow RCKC roads. Managing Director Johnson shared that if you know of anyone who has a commercial driver's license (CDL) to please let them know that the RCKC is hiring both full time and seasonal. She mentioned an apprentice program is also available.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Commissioner Stehouwer moved and it was seconded to approve the 2019 Organizational Goals. Managing Director Johnson shared the Board reviewed the draft at the Board work session. Furthermore, staff and the Board assisted in feedback and goal suggestions. Also, we worked with the County Road Association Self Insurance Fund (CRASIF) Administrator for a goal regarding workers' compensation. Commissioner Stehouwer shared the goals were reviewed with RCKC staff and appreciated their thoughts and on-going efforts.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Commissioner Worthams moved and it was seconded to approve the Community Engagement Policy. Managing Director Johnson shared the Board reviewed the policy at the Board work session. Furthermore, RCKC staff and the Board assisted in feedback and suggestions to formalize community engagement processes that have been in place.

## **COMMUNITY ENGAGEMENT**

It is the policy of the Board of County Road Commissioners of the County of Kalamazoo (Board) to formalize community engagement processes that have been in place and to provide clear direction to staff on how and when to engage with the community regarding the Road Commission of Kalamazoo County (RCKC) road improvement projects.

### **GOAL**

It is RCKC's goal to continue to communicate with the community and our regional partners. It is also the goal of the Board for citizens to contact RCKC directly using the various communication mediums, including by mail, telephone, email, RCKC Connect, social media, and website, to best track and respond to service requests.

This policy will clarify specific community engagement opportunities related to infrastructure

improvement projects, best determined by the project's scope/scale. These are not intended to be an all-inclusive list of those opportunities.

## **REPRESENTATIVES**

The Managing Director will work with the Board and the community to develop, implement and evaluate the effectiveness of this policy for areas which can be measured.

## **PRINCIPALS**

- Provide information in project design.
- Share project information on RCKC mediums in a timely and professional manner.
- Respond to community inquiries about specific projects in a timely and professional manner.
- Communicate consistently about projects of comparative scope/scale.
- Strive for continuous improvement in all community engagement.
- Coordinate projects according to our Non-motorized Facilities Policy and other related policies.
- Provide another opportunity for RCKC to share information on infrastructure asset management, asset management in project selection and funding.

## **COMMUNICATION MEDIUMS**

RCKC staff will use a variety of mediums to engage the community depending on which area the RCKC infrastructure project fits into.

The current communication mediums available to RCKC include, but not limited to:

- Main Office Telephone
- RCKC Website - Project Webpage
- RCKC Connect
- News Releases
- Social Media
  - Facebook and Twitter
- Public Meeting(s)
- Mailings - as needed
- Public Media Network
- RCKC Newsletter
- Annual Reports
- 5-year Infrastructure Plans

External mediums that may also share information related to infrastructure projects include, but not limited to:

- Township Newsletter
- Township Website
- Township Joint Meeting
- Township Supervisor Meeting
- Community Group
- Local Print and Electronic Media
- Kalamazoo Area Transportation Study (KATS); Public Participation in Transportation Decision Making

## **PROJECT SCOPE DETERMINATION**

RCKC will categorize projects into three different areas based on the following criteria:

- Project cost

- Type of work
- Duration of road closure
- Environmental impact (such as degree of drainage, capacity impacts and tree removals)
- Other special circumstances as determined by RCKC

The level of community engagement will be determined by the areas the project best fits into and scope of work. A general guideline is below;

**MAJOR PROJECT**

*If a construction project costs more than \$500,000 OR If a major road will be closed for more than two weeks*

*AND/OR*

*-Project is changing the character of the road*

*AND/OR*

*-Project includes items such as significant drainage, capacity enhancements, and traffic*

*AND/OR*

*tree removal*

- Staff will notify Township Supervisor of the Primary Road Capital Improvement Plan (CIP) and/or public hearing on the CIP.
- Staff will ensure the project, as required, is part of the KATS public process.
- Staff will hold an informational meeting before project starts and invite residents within the project limits.
- Staff will share project information on the various mediums listed above, including project completion notice.
- Staff will consider on-site signage for advance notice of a project.

**MINOR PROJECT**

*-Road will be closed more than a day, but less than two weeks*

*AND/OR*

*-Emergency repair work*

*AND/OR*

*-Other significant traffic impacts*

- Staff will send out RCKC Connect notice when road is closed or lane restricted.
- Staff will share project information on the various mediums listed above, including project completion.

**ROUTINE MAINTENANCE**

*-Road maintenance moving operation*

*AND/OR*

*-Activities such as mowing, grading, brush control, winter maintenance, etc.*

- Staff will share general information on RCKC's webpage.
- Staff will share routine maintenance information on the various mediums listed above, based on extent of work or new procedure.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Commissioner Pawloski moved and it was seconded to approve the Code of Conduct Policy as amended. Managing Director Johnson shared the Board reviewed the Code of Conduct Policy at the Board work session and assisted in feedback and suggestions to formalize this policy. Commissioner Pawloski stated in the 2<sup>nd</sup> to the last paragraph the word partisan should be changed to "political". Managing Director apologized and stated the

change was mentioned at the work session. She mentioned the sentence should read “shall avoid being placed in a position of conflict of interest and refrain from using the Board position for personal or political gain”.

### **ROAD COMMISSIONERS CODE OF CONDUCT**

It is the policy of the Board of County Road Commissioners of the County of Kalamazoo (Board) to formalize a Road Commissioners Code of Conduct in addition to the job description for a Road Commissioner. The policy assists with understanding the role of a Road Commissioner and representing the Road Commission in an efficient and respectful manner.

- Road Commissioners will conduct themselves lawfully, with integrity and high ethical standards using our expertise, energy and funds to provide the safest and most convenient road system possible, and to contribute to economic development and high quality of life throughout the county. In addition, a Road Commissioner:
- Will attend as many Board meetings as possible informed of concerning issues. Inform the Managing Director of any impending absences.
- Will actively promote positive public confidence in the Road Commission.
- Shall exercise his or her obligation to vote upon issues at hand unless a conflict of interest is present.
- Will not personally direct any part of the operational organization.
- Will work with other Road Commissioners to establish effective policy and delegate authority for administration to the Managing Director.
- Shall support the employment of those individuals best qualified to serve as employees and insist on regular impartial evaluations of employees.
- Shall avoid being placed in a position of conflict of interest and refrain from using the Board position for personal or political gain.
- Will maintain confidentiality appropriate to sensitive issues and information that otherwise may tend to compromise the integrity or legal standing of the organization, especially those matters discussed in a closed session that is privileged under applicable law.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Mr. Dennis Root 6384 Sturbridge Drive shared safety concerns regarding the intersection of Gull Road (M-43), G Avenue and 27<sup>th</sup> Street. He stated with the increased population this area is an accident waiting to happen. Also, he heard rumors of a possible round-a-bout at this intersection in 2021. He proposed an interim solution by adding a traffic signal on Gull Road northeast of 27<sup>th</sup> Street. He mentioned that he understands the state has jurisdiction over this area however, since this Board has more influence on this issue he encouraged the Board to make the state aware of his concerns. Commissioner Worthams suggested Mr. Root to write his concerns in a memo or letter to the RCKC. Furthermore, it would make it easier for us to pass along the concerns to the MDOT. Managing Director Johnson stated that she will share the information with the MDOT. Furthermore, there will be time for public input and public comment throughout Gull Road process and she will share Mr. Root's contact information with the state. Commissioner Stehouwer stated another good communication tool to share concerns is our online service request system or by calling the office. He mentioned this gives the RCKC a systematic way to receive the information and to process it with the Managing Director and staff.

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Mr. Thomas shared a photo that showed damaged telephone poles tied together. He also shared drainage concerns on Schippers Lane and Chicago Avenue. Managing Director Johnson mentioned that Schippers Lane and Chicago Avenue have been brought to our attention quite often by Mr. Thomas and suggested that the RCKC team share what our role is in addressing this drainage issue to be assured of our follow-up. General Superintendent DeYoung shared this is a low area between two hills where there is standing water. Furthermore, the water dissipates over a period of time that we deem as acceptable. He also stated there are improvements that could be made in conjunction with the Township, however would be costly. Managing Director Johnson shared if the water is dissipating within approximately 24 hours depending on the rain event then the drain is working as well as it can. Commissioner Buchholtz added the drain is on a local road and any project would require funds from both the RCKC and another source such as the Township or residents. Furthermore, this adds to the dilemma due to the high cost.

Managing Director Johnson mentioned construction season has come to an end and announced that KL Avenue is now open to thru traffic. She stated as we look at our CIP we do have some of projects returning next year due to the work stoppage. She mentioned that Commissioners Moyle, Buchholtz and herself attended the Michigan Township Association (MTA) Annual meeting. She shared it was a great opportunity to network, communicate and work with our local elected officials and local leaders. She also mentioned that she along with Commissioners Pawloski, Stehouwer, Buchholtz, 9 Road Commissions and their respected Boards and teams attended the Southwestern Council meeting yesterday hosted by the RCKC. She shared discussions primarily covered legislative issues, road related issues and innovations were shared.

Commissioner Stehouwer mentioned a booklet called "83 County Road Agencies Many Roles" was shared at the Southwestern Council meeting. He shared each road agency is in their unique county with concerns and stated there is a lot of value in collaborating and in gaining from each other's experiences or sharing those to trigger new thoughts. It stated it was a valued meeting as a Southwest group and statewide level. He thanked all the Veterans for their service. He mentioned articles within the current RCKC Newsletter regarding winter driving, shake your mailbox and to slow down and be cautious during winter driving. He shared the County Parks Commission met on November 1<sup>st</sup> and mentioned the Park Foundation is celebrating their 30<sup>th</sup> anniversary. He stated they have been very instrumental in helping fund County Parks and in raising funds for maintenance of certain parks like the Kalamazoo River Valley Trail. He mentioned they are having a good year and are seeing good attendance at the Expo Center events.

Commissioner Pawloski thanked and congratulated the voters of Wakeshma Township in passing the road millage and shared how he is looking forward to working with them in the future and to prove to them that it was well worth it. He mentioned to Mr. Thomas that he shared his concerns with the Sheriff about the speeding on Sprinkle Road and Michigan Avenue. He found the Southwestern Council meeting yesterday very valuable. He mentioned trees were discussed and one suggestion was that property owners should start thinking about taking responsibility for trees and not push it on entitlement that road commissions should pay for them. He mentioned trees is a complicated issue that will be discussed in the future. He congratulated County Commissioner John Gisler for being re-elected and looked forward to working with the County Commissioners in the future.

Commissioner Worthams shared that he did not have any news to report from the Kalamazoo County Metropolitan Commission. He shared on Tuesday, November 27<sup>th</sup> he would be absent from the Board meeting which is also the day that legislature returns to session. He mentioned that Governor elect Whitmer is willing to meet with the legislatures on a regular basis to try and come up with a plan to provide necessary revenue for our transportation system. He announced that he will not be seeking reappointment to this Board. He stated it has been his honor to serve on this Board for 6 years and wished his colleagues well.

Commissioner Buchholtz shared comments related to road millages and all the different methods the Township partners have utilized in seeking additional funding for roads. She stated it would not have been possible without the backing of staff. She mentioned all the preparation time and long hours it takes in putting together the necessary estimates and the planning involved in timing and the best way to approach road condition improvements. She thanked staff for all of their efforts and mentioned how people are often willing to accept



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paying more if they know not only how funds will be spent but knowing that they are spent wisely and prudently and solving the problem. She mentioned the RCKC staff has been instrumental in doing this. She stated at the Southwestern Council and within the County Road Association of Michigan it continues to be evident the impact the RCKC has in that organization and throughout the state with their innovation, best practices and leadership that continues to go above and beyond. Managing Director Johnson stated at the Southwestern Council meeting all 9 road agencies present had a unanimous support of opposition to Senate Bill (SB) 396. She shared the bill is a large issue primarily in the Upper Peninsula and the upper half of Lower Michigan. She explained the bill primarily deals with logging activities and exemptions during seasonal weight restrictions when our roads are most vulnerable. She mentioned that the Resolution will be shared with our legislative leadership.

The meeting was adjourned at 4:23 p.m.

Attest: Timothy A. Snow, County Clerk

By: \_\_\_\_\_, Chairperson \_\_\_\_\_, Deputy Clerk

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The regular meeting of the Board of County Road Commissioners of the County of Kalamazoo was held at the Road Commission of Kalamazoo County (RCKC) office at 3801 East Kilgore Road, Kalamazoo, Michigan, on Tuesday, November 27, 2018. 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 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 Pawloski moved and it was seconded to approve the minutes from the November 12, 2018 Southwestern District Council meeting and the November 13, 2018 regular Board meeting as presented.

Carried by the following vote:

Aye: Moyle, Buchholtz, Pawloski, Stehouwer

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

Payroll Account	\$ 200,351.08
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Vendor Account	\$ 1,664,255.07
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Carried by the following vote:

Aye: Moyle, Buchholtz, Pawloski, Stehouwer

Managing Director Johnson thanked Commissioner Stehouwer for sharing concerns he received regarding the plat approval process. She stated the RCKC plat status update is sent to the Board on Friday's prior to Board meetings. In reviewing the updates Commissioner Stehouwer noticed that some plat projects had multiple submittals prior to approval. She shared in 2015 we updated our construction guidelines, protocol and checklist which are all available on our website. Furthermore, quite a few adjustments were made making it easier for our plat developers. She shared that Project Engineer Jung will give a brief presentation on this topic to run through the process, checklist and issues that arise.

Project Engineer Jung shared that procedures and guidelines are in place for accepting public roads. Furthermore, staff follows this process for all roads including road extensions, plats and site condominiums. She stated the first step in the process is the preliminary plan review. She explained that staff receives the plan for the project which is a general layout that includes connectivity. Furthermore, once approved at the staff level it would then require Board approval. She stated after Board approval construction drawing approval is required. She mentioned at this point in the process we are given a full set of construction plans that includes drainage design, soil borings and the previously approved road layout. She explained how approval of the construction plan could be delayed by not receiving all the necessary items. She also explained how a checklist was developed to highlight specifics needing attention and providing for a smoother approval process.

Commissioner Stehouwer inquired about the 30 day review time that is stated in the policy. Project Engineer Jung shared that generally we are within the 30 days. However, there could be times during construction season when it is more difficult and additional time may be needed. Also, there are many instances when there are changes from the initial submittals, therefore needing additional review time. Commissioner Stehouwer inquired about developers understanding the policy. Project Engineer Jung shared we point out specific areas within the guidelines to developers. County Engineer Minkus shared that recently we have seen submittals that are not conforming to what is outlined within the policy or without reasoning. He explained if a submittal is received with no explanation then it is assumed by staff that it is following the procedures and guidelines. He

shared staff is requesting developers to inform us upon submittal if they are deviating from the policy and the reason for the deviation. Managing Director Johnson mentioned that annually we invite plat developers to attend an informational meeting for review and feedback to try to make the process as smooth as possible. Furthermore, we did make changes and updates through a public process to our construction guidelines in 2015 and have a checklist available. Project Engineer Jung also shared if any improvements or clarification to our guidelines is brought to our attention by developers, we request specifics to be submitted in writing to the RCKC and those are considered for future updates.

Commissioner Buchholtz stated when receiving plat updates it would be beneficial to know how many projects are active. She inquired about the number active as of today. Project Superintendent Worden stated approximately 12. Commissioner Buchholtz questioned if a developer has everything needed for submittal, how difficult is it to get through the process and inquired if staff has noticed any major issues. Project Engineer Jung shared issues seem to vary from project to project. However, if everything is received from the checklist, typically those go quickly which is beneficial to everyone. Furthermore, Townships also have a say in the process. County Engineer Minkus shared that frequently we hear about radius requirements at intersections. Furthermore, prior to revising the construction guidelines we looked at the information and researched surrounding communities similar in size and operation to the RCKC to see if there was an opportunity to address the issue within the policy. He explained how we look for opportunities and shared how we presently have a red line draft ongoing. He explained when the time comes for the next revision to our Construction Guidelines and Policy we will have a head start on where we need to review for potential changes. Managing Director Johnson shared that both the Drain Commission and the Townships review plat projects. Also, both the checklist and Construction Guidelines Policy are available on our website. Commissioner Stehouwer requested Project Engineer Jung to walk through the steps for clarification. Project Engineer Jung shared a few steps including:

- a. Preliminary plan review documents and payments are received by Administrative Assistant Selena Rider
- b. The documents are given to County Engineer Minkus
- c. Documents are forwarded to Project Engineer Jung who then reviews the plans by utilizing the checklist and guidelines
- d. A letter is emailed to the Design Engineer, Township, County Planning, Drain Commission and County Engineer Minkus noting deficiencies or items that may need attention
- e. A second set of plans is received addressing any issues
- f. After preliminary approval by staff the plans are brought to the Board for approval
- g. Construction drawings are received after Board approval
- h. The design process usually begins after the overall approval of the layout
- i. Letter of Approval is sent to the Design Engineer, Township, County Planning, Drain Commission and County Engineer Minkus
- j. A preconstruction meeting is set-up with the Developer, RCKC, Utility Companies, Contractors and an inspection fee is also submitted based on 3% of the construction cost which covers our time and any testing needed.

Discussion continued regarding the plat approval process.

Commissioner Buchholtz moved and it was seconded to approve the Michigan Department of Transportation (MDOT) Cost Agreement 39024-01-003 for Traffic Signal Control at I94 West Bound Off Ramp at 9<sup>th</sup> Street for Managing Director's signature. Managing Director Johnson shared the traffic signal cost agreements are for the annual cost of signal maintenance, including utility bills and maintenance repairs, for traffic signals at intersections under multiple agency jurisdiction. In this case, the MDOT owns and operates the current traffic signal. They have made upgrades, paid the entire cost of the improvement and the annual maintenance and electrical billing will be shared with the RCKC. Commissioner Pawloski inquired about the 67% cost. Project Superintendent Worden stated we have 2 of the three legs. Managing Director Johnson shared the estimated annual cost to the RCKC is \$354.00 and the total is \$528.00.

Carried by the following vote:

Aye: Moyle, Buchholtz, Pawloski, Stehouwer

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County Commissioner John Gisler inquired about left turn arrows. He shared that he had noticed at some intersections there is a left turn arrow before the green and at other times there are left turn arrows after the green. Furthermore, he has noticed yellow flashing left turn arrows and inquired about the guidelines. County Engineer Minkus shared that there has been change in guidance on how left turns are to operate. He stated everything will be switching to flashing yellow arrows and four section heads which are now the standard. He explained this allows the operation for a person to turn during the green phase and potentially not needing the left turn phase. Furthermore, it is a safer operation.

Managing Director Johnson mentioned a press release was sent out yesterday in regards to the wet, heavy snow we received. She explained how over 125 trees fell impeding our winter maintenance operations in plats and other roads. She thanked the RCKC team and the public for their patience as we continue with winter maintenance. She shared that today Channel 3 was here with questions regarding a gentleman who was driving on US-131 and recording one of our trucks plowing snow over the bridge on West Michigan Avenue. She explained the snow came over the bridge and smashed his windshield. She shared that Channel 3 interviewed Operations Director Bartholomew and requested that he give an update. Operations Director Bartholomew shared it was an unfortunate situation and mentioned how this was a Michigan Department of Transportation (MDOT) structure. He stated the structure is narrow with no shoulder space for snow and it has an open rail. He mentioned that most bridges have a solid rail and a shoulder for the snow. He shared eventually the snow builds up causing us to go onto the bridge decks with wheel loaders to carry the snow off. Managing Director Johnson mentioned the video will be shared with our road crew for training purposes. Commissioner Pawloski questioned if other bridges in the county were similar to the West Michigan Bridge. Operations Director Bartholomew shared there are several. Managing Director Johnson thanked Commissioner Moyle, the RCKC team, and Forester Mike Graham for attending the Township Supervisors meeting on November 21<sup>st</sup>. She shared the RCKC gave a presentation on roadside vegetation that was well received and we were given great feedback. She mentioned we are continuously recruiting for persons with commercial driver's license and stated that we also have a new incentive program.

Commissioner Stehouwer mentioned that we contract for snowplowing services in several areas and questioned if we monitor those areas. Operations Director Bartholomew stated that we do monitor the areas on a routine basis. Commissioner Stehouwer shared that he attended an Amtrak meeting on November 16<sup>th</sup> where a presentation was given by Amtrak's Director, Government Affairs, Derrick James. He shared how they are trying to increase their speeds and mentioned the new equipment that are getting that included locomotives and passenger vehicles. He mentioned how important it is to have a good rapport with a representative of Amtrak and anticipates their help with coordinating projects. He shared the Parks Commission will meet next week and shared how they are looking forward to the RCKC receiving bids for the Kalamazoo River Valley Trail. He is also looking forward to opportunities for education including the next County Road Association (CRA) Highway Conference in March 2019. He thanked staff for all their efforts and mentioned the retirement of an RCKC employee. Managing Director Johnson shared that Senior Accountant Diane DeWaters is planning to retire on January 16<sup>th</sup> after 31 years of public service and mentioned how Senior Accountant DeWaters handles all of our Federal Aid, local road participation funds, invoicing and a whole litany of other responsibilities within her job description. She shared her appreciation for all of her work and wished her the best in her retirement.

Commissioner Pawloski reminded residents to take it easy when pushing the heavy snow and mentioned how dangerous it can be especially for seniors. He shared his appreciation for today's presentation and mentioned how informative it was. He also mentioned how he appreciates staff and everything they do.

Commissioner Buchholtz mentioned that all RCKC trucks are equipped with Global Positioning System (GPS) and questioned if the devices were in contractors units. Operations Director Bartholomew shared that GPS devices are not in our contractors units for winter maintenance. He explained challenges, especially with one of our contractors who uses pick-up trucks and wheel loaders. Furthermore, we do not have enough devices to cover all of them. Also, it would be difficult for the RCKC to have our GPS system online due to contractors units without devices. He explained the online system would show voids in these areas which would be misleading to the public.

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Commissioner Buchholtz also mentioned how much she enjoyed the presentation today and inquired about looking at other items to bring to the Board that may be beneficial.

Commissioner Moyle thanked both staff and Township Supervisors for taking the time for the Roadside Vegetation presentation at the Township Supervisors meeting. Comstock Township Supervisor Randy Thompson shared that both the meeting and presentation were excellent. He also stated how other Township Supervisors shared positive comments regarding the meeting and presentation. Commissioner Moyle shared that the information was valuable and mentioned how we need to inform residents so that they can have a better understanding of the procedure. Comstock Supervisor Thompson shared that he planned to post the presentation on the Township website. He also mentioned how surprised he was to learn that live trees were many times more critical than dead trees. Managing Director Johnson thanked Comstock Supervisor Thompson and other Townships for sharing RCKC information on both their agendas and website. Commissioner Moyle inquired about the length of time fallen trees are on properties and how plow trucks have to maneuver around them. Comstock Township Supervisor Thompson shared residents do not realize they have 15 days to contact the RCKC after a tree has fallen to discuss tree removal options. Furthermore, the pink flags that are left by the fallen tree look similar to flags left by Miss Dig. Commissioner Moyle explained that the pink flag is placed on the fallen tree since we do not know whose tree it is. County Commissioner Gisler mentioned that he attended the Township Supervisors meeting and stated the presentation was terrific. He thanked Operations Director Bartholomew for simplifying many questions he had. Commissioner Moyle mentioned that he attended the Texas Township Task Force meeting on Monday, November 26<sup>th</sup> and shared that an endangered rattlesnake was found in the wetland where they would like to pump water. Furthermore, they would like to begin pumping water within 60 to 90 days and pump again 90 days later. Project Superintendent Worden mentioned that the invasive species that would hamper the volume of water they would like to pump was also discussed at the meeting.

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

Attest: Timothy A. Snow, County Clerk

By: \_\_\_\_\_, Chairperson \_\_\_\_\_, Deputy Clerk

December 11, 2018

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 11, 2018. Commissioner Moyle called the meeting to order at 3:01 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 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 Buchholtz moved and it was seconded to approve the minutes from the November 27, 2018 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	\$ 123,885.32
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Vendor Account	\$ 739,335.49
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Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Commissioner Moyle reviewed the special assessment district timeline of events and the project description of East Long Lake Drive – R Avenue to 25<sup>th</sup> Street, Pavilion Township, Hot Mix Asphalt (HMA) Reconstruct, remove and replace HMA Pavement. He stated the current estimate is = \$219,917.00. He shared the Special Assessment District includes 92 property owners/7,936.62 feet of frontage. Furthermore, the Township at-large contribution is estimated at \$2,500 (approximately 1.1%); therefore the remaining estimated balance is \$217,417.00. He noted the estimated total cost per parcel is \$2,363.23.

Commissioner Worthams moved and it was seconded to open the public hearing allowing for public comment and consideration for the Final Order of Determination for East Long Lake Drive – R Avenue to 25<sup>th</sup> Street, Pavilion Township.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Mr. Steve Ellis of 8972 East Long Lake Drive also owns a non-buildable vacant lot on the opposite side of the road. He shared concerns about having to pay the same amount for the vacant lot as the residents who live on the lake. He questioned if there could be consideration to look at the value of the vacant lots differently than the lots with houses.

Mr. Gary Cook of 9066 East Long Lake Drive questioned who was responsible for paving East Long Lake Drive the first time and also questioned how many roads around the lakes in Kalamazoo County were paved and paid for by the residents. Managing Director Johnson shared historical information that was completed within the area. She explained the Longwood Plat was certified in 1922 and the Supervisors Plat was certified in 1975. Furthermore, at that time there was a project from R Avenue to 25<sup>th</sup> Street for HMA that was shared between the Township and the Road Commission. She mentioned there was also a sewer project in 1980. She mentioned that both Greenfield Shores and Deep Point Drive had special assessments within the last few years in Pavilion Township.

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Ms. Helen Ferrucci of 8604 East Long Lake Drive shared that she owns multiple parcels on the East Long Lake Drive. She mentioned how her deed does not state that the road is private and questioned who declared the road private and why the road has not been maintained except for cold patch. Managing Director Johnson mentioned that East Long Lake Drive is a public road and Tobey Drive is a private road. Furthermore, in the State of Michigan per Public Act (PA) 51 the RCKC cannot provide for more than patch and routine maintenance unless there are dollars available for construction on any local road such as East Long Lake Drive. Furthermore, the special assessment process is used within Pavilion Township in partnership with the RCKC per PA 246 for construction related projects. Commissioner Pawloski questioned if the RCKC snow plows or performs any routine maintenance on Tobey Drive. Managing Director Johnson answered we do not.

Mr. Lonne Oberee of 9098 East Long Lake Drive mentioned that Tobey Drive is a private road and East Long Lake Drive is a platted road. He mentioned that he has learned through the special assessment process that the Township has never collected any type of assessment for replacement of platted roads. He shared that the road is in poor shape and needs to be paved.

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

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Commissioner Worthams mentioned a letter that the Board received from Mr. Donald Overbeek who resides at 8778 East Long Lake Drive. He shared that Mr. Overbeek suggested doing something different then treating each property the same when determining the proportionality of the assessment district. Managing Director Johnson shared that a 2<sup>nd</sup> letter was provided to the Board from Ms. Ferrucci dated 11-13-18. She explained that based on practice and working with all the other special assessments per PA 246 we have not treated parcels differently based on the benefit received proportionately for those parcels that are abutting the roadway improvement. Furthermore, Tobey Drive is treated as one parcel split amongst the properties which is similar to what we did with Greenfield Shores and Highland Drive.

Commissioner Worthams moved and it was seconded to approve the Final Order of Determination for East Long Lake Drive, Pavilion Township, from R Avenue to 25<sup>th</sup> Street for a HMA Reconstruct, remove and replace HMA Pavement project budgeted at \$219,917.00.

**Resolution of Public Hearing Regarding Highway Improvement Board of County Road  
Commissioners of the County of Kalamazoo**

**East Long Lake Drive- R Avenue to 25th Street, Pavilion Township**

It is duly noted that less than thirty (30) days have passed since said public hearing and that Section 7 of said Act 246 of the Public Acts of Michigan of 1931, as amended, requires the Road Commission of Kalamazoo County (Road Commission) to take certain action within thirty (30) days after said hearing.

WHEREAS a public meeting has been duly held, pursuant to notice thereof given in accordance with the provisions of Act 246 of the Public Acts of Michigan of 1931, as amended, said public meeting relating to certain highway improvements as requested in a petition submitted to the Road Commission by landowners in the Township of Pavilion, Kalamazoo County, Michigan, received by the Road Commission on August 9, 2018.

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

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

NOW, THEREFORE, BE IT HEREBY RESOLVED, that this Road Commission declares and make its Final Order of Determination that the proposed improvement project is necessary and would be for the benefit of the public

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welfare and convenience, and that the proposed improvement project shall be made in accordance with the final specifications which are herewith adopted, a copy of which is attached to this Final Order Of Determination.

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

**East Long Lake Drive- R Avenue to 25th Street, Pavilion Township**  
**Total estimate is \$219,917 for HMA Reconstruct, remove and replace HMA Pavement**

And designate that the special assessment will be spread over a period of three (3) years; and that interest at the rate of six percent (6%) per year shall be charged on the unpaid balance of each assessment annually; and that the due date for these assessments shall be delinquent if not paid prior to March 1 of each year hereafter;

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

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Commissioner Worthams moved and it was seconded that the special assessment district be comprised of East Long Lake Drive from R Avenue to 25<sup>th</sup> Street, Pavilion Township all the properties that have frontage and impact thereof; and further designate that the special assessment be spread over a period of three (3) years at an interest rate of six percent (6%) per year be charged on the unpaid balance of each assessment annually; and that the due date for these installments shall be delinquent if not paid prior to March 1 of each year thereafter.

**Resolution Establishing Special Assessment District**  
**Board of County Road Commissioners of the County of Kalamazoo**  
**East Long Lake Drive – R Avenue to 25<sup>th</sup> Street, Pavilion Township**

WHEREAS a petition by landowners in the Township of Pavilion, Kalamazoo County, Michigan was filed with this Road Commission of Kalamazoo County (Road Commission) on August 9, 2018, said petition requesting certain highway improvements over the following described area:

**East Long Lake Drive – R Avenue to 25<sup>th</sup> Street, Pavilion Township**  
**Total estimate is \$219,917 for Hot Mix Asphalt (HMA) Reconstruct, remove and replace HMA Pavement**

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

WHEREAS, this Road Commission duly held a public meeting on October 2, 2018, pursuant to Notice thereof duly given, said meeting relating to the determination of necessity for said project made by this Commission, and thereafter, on December 11, 2018, made its First Order of Determination, all pursuant to the provision of said Act, scheduling this date for a public hearing on said project for the purposes specified in the Notice of this public meeting, which said notice has been duly given, and the said public meeting was duly held on the 11th day of December, 2018 at 3:00 p.m. o'clock at the office of the Road Commission of Kalamazoo County, 3801 E. Kilgore Road, Kalamazoo, Michigan 49001,

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

**East Long Lake Drive- R Avenue to 25th Street, Pavilion Township**  
**Total estimate is \$219,917 for HMA Reconstruct, remove and replace HMA Pavement**

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



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Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Commissioner Worthams moved and it was seconded in accordance to the special assessment determination and district created for the East Long Lake Drive project from R Avenue to 25<sup>th</sup> Street, Pavilion Township that staff is authorized to forward all documents and take the necessary and procedural steps in accordance with the provisions of PA 246 of 1931 to begin the project.

**Resolution of Collection of Assessment  
Board of County Road Commissioners of the County of Kalamazoo  
East Long Lake Drive – R Avenue to 25<sup>th</sup> Street, Pavilion Township**

WHEREAS a petition by landowners in the Township of Pavilion, Kalamazoo County, Michigan was filed with this Road Commission of Kalamazoo County (Road Commission) on August 9, 2018, said petition requesting certain highway improvements over the following described area:

**East Long Lake Drive- R Avenue to 25th Street, Pavilion Township**

**Total estimate is \$219,917 for Hot Mix Asphalt (HMA) Reconstruct, remove and replace HMA Pavement**

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

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

**East Long Lake Drive- R Avenue to 25th Street, Pavilion Township**

**Total estimate is \$219,917 for Hot Mix Asphalt (HMA) Reconstruct, remove and replace HMA Pavement**

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

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

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Commissioner Buchholtz moved and it was seconded to award the bid for Engineering Services for the Kalamazoo River Valley Trail (KRVt) Segment 6 Bid #2018-28 to AR Engineering, LLC for \$182,064.00. Managing Director Johnson shared the RCKC, in cooperation with Kalamazoo County Parks Commission (KCPC), requested proposals for Engineering Services on the KRVt, Segment 6. She mentioned five engineering firms bid on the project and after initial conversations we made the recommendation to award the bid to Wolverine Engineers & Surveyors, Inc. She stated after further consideration and discussion staff is prepared to make a new recommendation. County Engineer Minkus explained that both he and Kalamazoo County Parks Director, David Rachowicz, interviewed the three low bidders. He shared that Wolverine Engineers & Surveyors, Inc. conveyed to us that they could meet the schedule and that all expenses were included in their budget. He shared yesterday morning their Project Manager called with questions regarding the project and in the afternoon a conference call was held with County Parks Director Rachowicz, County Engineer Minkus and Wolverine Engineers and Surveyors. He stated after speaking with them their confidence level in their ability to complete the project on time severely eroded. He explained the schedule is very crucial and included rail work on a rail crossing that had to be completed by October 2019. He shared the second low bidder admitted they could not begin to survey right of way delaying the schedule. He shared that we are recommending to award the bid to the third low bidder, AR Engineering Services for this contract. Commissioner Buchholtz thanked RCKC Staff, County Parks Director Rachowicz and Toni Thompson, President of the Parks Foundation of Kalamazoo County for their continued work

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on this trail and mentioned how she appreciates the partnership. County Commissioner Gisler requested clarification on funding the KRV. County Parks Director Rachowicz shared the Michigan Department of Transportation (MDOT) funded \$640,000 and there is a \$300,000 trust fund grant that the County Parks Department applied for. He stated the remaining balance will be funded through the project fundraising that has been completed by the Parks Foundation of Kalamazoo County. He shared county and road tax dollars are not being used for this project. He mentioned the project is 2.5 miles from 35<sup>th</sup> Street to Galesburg-Augusta School and how excited they are to have a non-motorized path option. He stated they will also build a rail crossing at Fort Custer on the eastern edge of Kalamazoo County and will connect the State Park into Augusta and potentially Augusta Drive.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Commissioner Pawloski moved and it was seconded to approve the 2019 Board Meeting Schedule as presented. Managing Director Johnson shared annually we establish the regular Board meeting schedule. She mentioned over the years we have discussed the time/day of our Board meetings including time/day of the meeting to accommodate any conflicts with the County Board meetings, as well as, the various Township Board meetings. Commissioner Pawloski shared that he has found it to be very beneficial. Commissioner Stehouwer mentioned how he appreciated the options that were presented to the Board.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Commissioner Pawloski moved and it was seconded to establish Commissioner Moyle as Chair. Commissioner Buchholtz suggested discussing the establishment of Chair and Vice Chair as well as Committee Township and Representation. She stated this has been a recurring issue due to the timing of appointments from the County Board to our Board. Furthermore, we do not know when the County Board appointments will be made for 2019. She stated that Commissioner Moyle has requested to be reappointed and unfortunately Commissioner Worthams has not. She mentioned that typically these decisions have been made in December for the next year and inquired if this was appropriate or should we wait. She stated should reaffirm precedence or establish new precedence as deemed necessary. Commissioner Stehouwer questioned if formal action could be delayed until reappointments or new appointments are made. Commissioner Moyle stated delaying establishment is an option. He mentioned that Commissioner Worthams is in a different situation and it may become a hardship for him to attend these meetings. Furthermore, asking him to stay until another person is appointed seems unfair. Commissioner Worthams shared per the statute and the oath that Board member take, Board members are to serve 6 years or until their replacement. He mentioned that if this is delayed until February then he will continue to attend the meetings as much as possible. Furthermore, this should not prohibit this Board from selecting who should be an officer for this Board or delaying the decision and depending the outcome of appointments there could always be another election when it is determined. Commissioner Buchholtz shared it is unfortunate and inexcusable if we wait again before replacements are chosen. She stated that we should not wait for the appointing organization to act. She mentioned that the Board should be good stewards and lead this organization and make decisions as soon as possible. Furthermore, as Commissioner Worthams stated they can be changed as necessary as well as our meeting schedule and the Boards that we serve on or leadership that we select. She encouraged the Board to affirm their prior precedent of electing officers and making these important decisions in December. Commissioner Pawloski mentioned it would be best if we moved forward with a decision.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Commissioner Stehouwer moved and it was seconded to establish Commissioner Buchholtz as Vice Chair.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Commissioner Stehouwer moved and it was seconded to leave the Township Representation and Committee Assignment the same for 2019 as it was in 2018.

Carried by the following vote:

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Aye: Moyle, Buchholtz, Worthams, 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 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

County Commissioner Gisler highly endorsed the RCKC Board for taking care of road commission business and not waiting for appointments by the County Commission. He mentioned how the RCKC Board meets with the citizens of the county and interacts with them on a daily basis.

Managing Director Johnson shared that both she and Commissioner Stehouwer attended the County Road Association (CRA) training on December 4<sup>th</sup>. She stated the morning educational session covered Considering Boundaries: Road agency tips for working with drain commissioners and providing mutual aid in an emergency and the afternoon session dealt with weather disaster on local roads. She mentioned it was good opportunity to network with other road commissions. She mentioned that we received two American Public Works Association (APWA) awards. She stated one was for Wakeshma Township for their road millage. Furthermore, they were awarded Project of the Year in Governmental Cooperation along with the Road Commission as well as W Avenue for Transportation Less than One Million. She thanked Project Superintendent Worden who is part of the APWA Southwest Region and for the event recognizing the work for both W Avenue and Wakeshma Township. She mentioned that many variance requests may be potentially coming to the Board as they relate to winter construction. She wished everyone a Happy Holiday!

Commissioner Stehouwer shared his appreciation for being able to attend the educational sessions on December 4<sup>th</sup>. He mentioned on his way to the event there was a lot of construction on US-131 and stated as an industry perhaps construction is behind. Furthermore, he anticipated projects being completed soon. He appreciated the Board taking action regarding the KRVT. Furthermore, the KRVT was a major item at the Parks Commission last week. He shared on behalf of County Parks they are pleased to see the project move forward knowing that the schedule was critical. He shared how a resident contacted him stating that he was unable to get access to his parcel in Ross Township. He explained how he submitted a service request and shared that the resident called back to thank him.

Commissioner Pawloski mentioned that he will be attending the Environmental Health Advisory Council (EHAC) meeting tomorrow and wished everyone a Happy Holiday Season!

Commissioner Worthams stated he did not have anything to report regarding the Kalamazoo Metropolitan Planning Commission. He mentioned in 2001 he had his first endeavor into public service and at the time there was a group of 3 young leaders who began attending County Commission meetings, discussing policies and knocking on doors to get elected. He shared years later they became a part of Kalamazoo County Crew Public Servants. He stated his friend Margaret O'Brien went on to the State Legislature and his friend Deb Buchholtz came from the County Commission to the Road Commission where he has been honored to serve the last 6 years. He mentioned how grateful he is for his time with the RCKC and mentioned how the RCKC has the best staff out of all the county road commissions in the state. He shared how he is especially thankful to Managing Director Johnson and shared that by her serving as President of the CRA and being a long time member of the Asset Management Council shows her strengths as a leader and her dedication to the citizens of Michigan. He thanked his fellow County Commissioners current and past and shared that he is honored to call them all friends. He thanked the members of the Township Supervisors who have been wonderful to work with. He shared the cooperative approach that we have crafted here in Kalamazoo County shows how public servants and all units of

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government can come together to do what we can for the citizens in in the county and throughout the state. He thanked Public Media Network (PMN) for volunteering and getting the meetings out to the public. He stated how grateful he is to members of the County Commission who appoint us. He shared this is a group that has an opportunity to recruit non-partisan and bipartisan leaders who care more about public than partisanship and anticipates County Commission returning to that so we do not have to worry about delayed appointments or things falling through the cracks. He thanked his family who dealt with late nights and shared how proud he is over the things we have accomplished over the last 6 years especially the work that was done in Kalamazoo Township with their bond program. He is also proud of what we have done with increased communications such as Twitter and Facebook. He mentioned how he regretted not running a snowplow and especially not being available when the staff photos were taken. He stated that he is not saying goodbye, but is saying "I will see you later".

Commissioner Buchholtz mentioned how Commissioner Worthams has been such a friend long before being on this Board which has solidified that friendship and shared her admiration and respect for him. She mentioned whether we have all those variances that were previously mentioned come to the Board or not, it may be a good opportunity to review the winter construction policy. Managing Director Johnson shared how staff has started the review process and have also reached out to all the other road commissions for feedback.

Commissioner Moyle shared how it has been a privilege to work with Commissioner Worthams. He also shared how exciting it is to finally see an increase in revenue and how optimistic he is to be able to do projects and other items that have been previously discussed.

The meeting was adjourned at 4:30 p.m.

Attest: Timothy A. Snow, County Clerk

By: \_\_\_\_\_, Chairperson \_\_\_\_\_, Deputy Clerk

December 26, 2018

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 26, 2018. 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, Ann Simmons Finance Director, Operations Director Travis Bartholomew 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, Buchholtz, Worthams, Pawloski, Stehouwer

Commissioner Worthams moved and it was seconded to approve the minutes from the December 11, 2018 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	\$ 113,331.11
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Vendor Account	\$ 362,938.70
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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 Moyle's expense report as amended. Managing Director Johnson shared the October 9<sup>th</sup> Ross Township Joint meeting listed on the expense report was canceled.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Senator Margaret O'Brien shared that it is an honor to be able to recognize her good friend Commissioner Worthams for his service to the Road Commission. She presented a tribute and recognition on behalf of the 99<sup>th</sup> State Legislature and the entire Kalamazoo County delegation and thanked him for all his service to the community. Managing Director Johnson thanked Senator O'Brien for taking the time to be here. Commissioner Buchholtz thanked Senator O'Brien for her service. She mentioned how both the Board and Managing Director Johnson have had direct access to both herself and her staff on a variety of issues and thanked her for the collaborative relationship with the RCKC and her service and dedication with the community.

Commissioner Buchholtz moved and it was seconded to approve the Local Pavement Warranty Program Policies. Managing Director Johnson shared as part of Transportation Funding Package of 2015, the Michigan Legislature created a requirement in Michigan Compile Law (MCL) in regards to adopting a Local Pavement Warranty Program. She shared the County Road Association (CRA) worked with the Michigan Department of Transportation (MDOT) to get a warranty program approved. She mentioned agencies must annually report on projects with \$2 million or more in paving-related items such as Hot Mix Asphalt (HMA). She shared the program, as approved by MDOT, consists of documents including Special Provisions, Warranty Bond Form and Contract Form and Guidelines for Local Agency Pavement Warranty Program. Furthermore, all local road agencies have until September 18, 2019 to adopt a warranty program to remain in compliance with the mandate.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Commissioner Worthams moved and it was seconded to approve and adopt the 2018 Year End Budget Amendment #6, and 2019 Budget Amendment #1 Resolution as presented. Managing Director Johnson shared how the Revenues were amended to reflect year-to-date activity and expected income through the end of the year with a 9% overall increase which included Public Act (PA) 207 of 2018 which added \$2,980,800. She explained that Expenditures were also amended to reflect year-to-date-activity and expected expenses through the end of the year with a 7% decrease. She mentioned there is a proposed increase to the 2019 Capital Outlay Budget of \$165,000 and explained that we expect the 2018 Unassigned Fund Balance to be 54% at year end which is primarily due to PA 207 funds recorded in 2018 not yet expended in 2019. Furthermore, if we were to exclude the PA 207 funds the Unassigned Fund Balance would have been at 39%.

### 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 2018 and 2019:

### Budget Appropriations

	<i>Current Year</i>					
	2018 Budget Amendment 2	Change	2018 Budget Amendment 3	2019 Budget	Change	2019 Budget Amendment 1
<b><u>Revenue</u></b>						
Michigan Transportation Funds						
Primary Road Fund	14,896,000	304,000	15,200,000	16,264,000	0	16,264,000
Local Road Fund	4,704,000	96,000	4,800,000	5,136,000	0	5,136,000
<b>Total Michigan Transportation Funds</b>	<b>19,600,000</b>	<b>400,000</b>	<b>20,000,000</b>	<b>21,400,000</b>	<b>0</b>	<b>21,400,000</b>
Federal, State and Enhancement	2,063,000	(592,000)	1,471,000	3,162,000	0	3,162,000
State General Fund - PA 207 of 2018	0	2,980,800	2,980,800	1,716,000	(1,716,000)	0
State General Fund - PA 82 of 2018	1,455,000	0	1,455,000	0	0	0
State General Fund - PA 84 of 2015	0	0	0	0	0	0
Township Projects	4,912,000	(545,000)	4,367,000	5,748,000	0	5,748,000
Township Special Assessments	15,000	(1,000)	14,000	14,000	0	14,000
Cities and other Governmental	10,000	80,000	90,000	1,135,000	0	1,135,000
Interest	12,000	92,000	104,000	95,000	0	95,000
Other	250,000	80,000	330,000	250,000	0	250,000
<b>Total Operating Revenue</b>	<b>28,317,000</b>	<b>2,494,800</b>	<b>30,811,800</b>	<b>33,520,000</b>	<b>(1,716,000)</b>	<b>31,804,000</b>
<b><u>Expenditures</u></b>						
Construction & Capacity Improvements						
Primary Road System	0	0	0	0	0	0
Local Road System	0	0	0	0	0	0
<b>Total Construction/Capacity Improvements</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Preservation & Structural Improvements						
Primary Road System	11,298,000	(1,748,000)	9,550,000	11,666,000	0	11,666,000
Local Road System	6,785,000	(259,000)	6,526,000	7,128,000	0	7,128,000
<b>Total Preservation - Structural Improvements</b>	<b>18,083,000</b>	<b>(2,007,000)</b>	<b>16,076,000</b>	<b>18,794,000</b>	<b>0</b>	<b>18,794,000</b>
Routine & Preventive Maintenance						
Primary Road System	5,944,000	(147,000)	5,797,000	6,695,000	0	6,695,000
Local Road System	4,137,000	266,000	4,403,000	4,577,000	0	4,577,000
<b>Total Routine &amp; Preventive Maintenance</b>	<b>10,081,000</b>	<b>119,000</b>	<b>10,200,000</b>	<b>11,272,000</b>	<b>0</b>	<b>11,272,000</b>
<b>Total Road Expenditures</b>	<b>28,164,000</b>	<b>(1,888,000)</b>	<b>26,276,000</b>	<b>30,066,000</b>	<b>0</b>	<b>30,066,000</b>
Equipment						
Direct Equipment Expense	1,652,000	57,000	1,709,000	1,915,000	0	1,915,000
Indirect Equipment Expense	669,500	20,500	690,000	670,000	0	670,000
Operating Expense	330,000	(35,000)	295,000	330,000	0	330,000
<b>Total Equipment Expense</b>	<b>2,651,500</b>	<b>42,500</b>	<b>2,694,000</b>	<b>2,915,000</b>	<b>0</b>	<b>2,915,000</b>
Less Equipment Rental	(2,300,000)	(60,000)	(2,360,000)	(2,428,000)	0	(2,428,000)
<b>Net Equipment Expense</b>	<b>351,500</b>	<b>(17,500)</b>	<b>334,000</b>	<b>487,000</b>	<b>0</b>	<b>487,000</b>
Administration	1,302,000	5,000	1,307,000	1,379,000	0	1,379,000
Work Performed for Others	227,000	(132,000)	95,000	3,276,000	0	3,276,000
Distributive Expenditures (Unspread Fringe, OH)	0	0	0	0	0	0
Capital Outlay	1,373,500	(222,500)	1,151,000	1,349,000	165,000	1,514,000
Subtract Provision for Depreciation	(1,283,000)	220,000	(1,063,000)	(1,522,000)	0	(1,522,000)
<b>Total Expenditures</b>	<b>30,135,000</b>	<b>(2,035,000)</b>	<b>28,100,000</b>	<b>35,035,000</b>	<b>165,000</b>	<b>35,200,000</b>
<b><u>Fund Balances</u></b>						
Beginning Fund Balance	9,050,042		9,050,042	9,447,042		11,761,842
Change in Fund Balance	(1,818,000)	4,529,800	2,711,800	(1,515,000)	(1,881,000)	(3,396,000)
<b>Ending Fund Balance</b>	<b>7,232,042</b>	<b>4,529,800</b>	<b>11,761,842</b>	<b>7,932,042</b>		<b>8,365,842</b>
<i>Unassigned Fund Balance as a % of MTF Revenue</i>						
			54%	32%		34%

Carried by the following vote:

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Commissioner Worthams moved and it was seconded to authorize the transfer of up to thirty (30) percent of the Primary Road (MTF) revenue, as needed to balance the Local Road Fund deficit at year end. Managing Director Johnson shared that a negative fund balance is not permitted in any fund. She stated that Public Act of 1951 (PA 51) allows us to move 30% of our primary road revenue to local fund to ensure we are not in a negative position. Furthermore, should there be any type of emergency we are able to transfer an additional 20%.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Commissioner Stehouwer moved and it was seconded to approve the 2018 Resolution to accept recently constructed roads into the public road system, and the vacation/deletion of roads. Managing Director Johnson shared the resolution itemizes the roadways that were added to the RCKC system during 2018 as improved roads and/or new plats and itemizes roadway deletions.

### **RESOLUTION**

Act 51, Public Act 1951, as amended, requires that each Board of County Road Commissioners (Board) 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.

#### Road Extensions:

Adobe Road, Section 24, Alamo Township, from 820 feet south of D Avenue to 1,037 feet south of D Avenue

#### Road Vacations

KL Avenue, Section 19, Oshtemo Township, from 1st Street to Almena Drive

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Commissioner Worthams moved and it was seconded to approve the Defend, Indemnify and Hold Harmless the County Engineer for Professional liability as recommended by the Michigan County Road Commission Self Insurance Pool (MCRCSIP). Managing Director Johnson shared this is specifically for employees of a road commission that have a Professional Engineering (PE) license. She explained that the RCKC does have more than one individual with a PE license and this is strictly for who we have designated as County or Chief Engineer and in this case County Engineer Minkus serves in that capacity. She mentioned, their professional standards could expose them to more risk than the RCKC normally has because of its governmental immunities. Furthermore, this policy gives the County Engineer assurance that the RCKC's insurance can cover the issue. She shared per the Michigan County Road Self Insurance Pool (MCRCSIP) it needs to be in the form of a Policy. Commissioner Moyle mentioned this is the first year we have had this policy and questioned if there was a similar policy in the past. Managing Director Johnson mentioned that we have not had a similar policy in the past. Furthermore, we have not had any issues arise to defend.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Commission Pawloski moved and it was seconded to approve the Kalamazoo Area Transportation Study (KATS) FY2019 Agreement for Managing Director's signature. Managing Director Johnson shared this work program agreement is for FY 2020 (October 1, 2019 – September 30, 2020). She stated it outlines the third party

contributions and the RCKC team tracks hours and time that are applied for various activities. She explained the RCKC currently has a membership due for KATS of \$1,500 and \$22,000 of contributed services for match. Commissioner Worthams shared in the past he had concerns with KATS and their level of reception of our concerns or suggestions. Furthermore, he believes that level as increased and has definitely improved in the last two years. He shared in the past he had voted no on this resolution and stated today he is voting yes in order to recognize that improvement. He urged the Board and the members of KATS to continue working towards a good cooperative relationship and improving communication between both organizations.

Carried by the following vote:

Aye: Moyle, Buchholtz, Worthams, Pawloski, Stehouwer

Managing Director Johnson thanked Commissioner Worthams for his years of service and for the opportunity to work with him. She appreciated all of his key points regarding the Open Meetings Act, Special Assessments and a variety of other items. She presented to him with a team photo and stated "no further regrets and wait no more for we found Commissioner Worthams where he will be forever more". She shared the photo is a token of appreciation on behalf of the RCKC team and mentioned how he will never regret not being included in our team picture. She mentioned how much she appreciated all the opportunities, years and wisdom and stated that he will be missed. She provided an overview of 2018:

#### **COMMUNICATION:**

- We continued our Township Joint meeting presentations and completed a Township Joint meeting survey.
- We began to Tweet on Twitter.
- We participated in public outreach including the Touch a Truck, Put the Brakes on Fatalities Day supported by the Kalamazoo Bicycle Club, MIWorks Employer of the Day and International Walk to School Day.
- We had a variety of public educational opportunities with special thanks to Public Media Network which showcased our winter maintenance program, 2018 projects and chip seal.
- We helped organize a variety of educational workshops including Utility and Plat Development, Railroad Network, and Integrated Infrastructure Mapping.
- We had further permit application updates and availability of on-line payments.

#### **PROJECTS:**

- We continue to have one of the best road surface conditions in the State.
- We spent time with Tom Wood talking chip seals and proactively addressed issues in the field.
- Kalamazoo Township recognized RCKC in our efforts from 2015 - 2017 local road improvement partnership.
- We received additional road funding and put it to efficient and effective use in planning projects and toward our local road partnership.
  - Texas Drive funding in the FY 2018-2019 supplemental budget for 2019.
- Awards:
  - The County Road Association (CRA) celebrated 100 years and we received 4 CRA awards.
  - American Public Works Association (APWA) Awards - Wakeshma Governmental Cooperation & W Avenue Scrap Tire Project
- We were highlighted in CRA Crossroads magazine for innovations in preventive maintenance.
- We responded to flooding which included road closures, task forces and more.
- We were awarded the 2018 Scrap Tire Development Grant - W Avenue project.
- We were awarded funding by the Transportation Asset Management Council (TAMC) for the Culvert Inventory Pilot.
- Collaborative projects including with City of Portage and City of Kalamazoo.
- Two safety projects funded - D Avenue/8th Street for 2019.
- Year 1 Ross Township Special Assessment totaling over \$2 million worth of local road investments.
- We began our transition with our engineering department managing local road projects - learning opportunities for all and very proud of the efforts!



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Chair Int'l \_\_\_\_\_

Clerk Int'l \_\_\_\_\_

- We survived a longer than planned construction season due to a work stoppage and quickly tried to prepare projects incomplete for winter.
- We managed over a 190 projects!

#### **THE TEAM:**

- We welcomed 7 new employees/we thanked 1 employee for their 21 years of service as they retired.
- We continued opportunities in a variety of staff training throughout the year – too numerous to mention.
- We became a registered Apprentice Program for our Road Maintenance operations with the US Department of Labor. A joint effort with our Teamsters Local 214.
- Various staff continue in a variety of leadership positions in industry associations.
- Rebekkah Ausbury passed her Professional Engineer exam!
- I was invited to participate in the Federal Highway Administration every day counts on innovation.
- WE all worked toward completion of our organizational goals.
- I continue to be proud to serve as CRA President (20 years since Kalamazoo held this position) and in various infrastructure asset management capacities.
- We thank Commissioner Worthams for serving as Road Commissioner since January 2013. I am extremely grateful and honored for his kind words. I especially respect his experience and background in governmental relations - I thank you and so glad to have the opportunity to work together!

#### **MISC:**

- Wakeshma Township - informational meetings and citizens supported 3 mills beginning in 2019.
- Charleston Township .5 mills MCL247.670 by the Township Board.
- Southwest Michigan Bikeway signs placed in support of non-motorized efforts, and sign policy.
- Policies approved this year included the Sign Policy, Road Commissioners Code of Conduct, and Community Engagement.
- We continued collaborative efforts including the MDOT, Drain Commissioner, Villages, City of Kalamazoo, City of Portage and Road Commissions in the State
- Facebook Likes: **4,020** (3,090 = 2017, 2,487 = 2016 and 2015 = 1,652)
- RCKC Connect: **426** (314 = 2017, 185 = 2016)
- Twitter: **68** Followers
- Service Requests YTD: **5,884** (5,281=2017, 4,997 = 2016,2015 = 4,715)

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

- First Amendment Audits, and meeting public expectations - as what we do touches all.

***However, even when daily accomplishments may not be recognized, and we learn from our mistakes - when we take the time to “PAUSE” ( ) we continue to have a team of dedicated public servants, dedicated to maintaining service and continuing to challenge our operations for improvements as the Best Road Commission in the State.***

***Thank you to our Board, employees and their families - all our contractors, vendors and local officials – wishing you all the best in 2019!***

Commissioner Stehouwer shared how he is looking forward to the Parks Commission meeting on January 3rd and mentioned how happy they were that the Kalamazoo River Valley Trail project was awarded. He gave thanks for being able to work with staff and the Board as a team in 2018. He explained that it is good to ask questions and shared how people are good at hearing them and giving back their input. He mentioned how he does not have as broad of a perspective that he would always like to have. He wished everyone a Happy New Year!

Commissioner Pawloski thanked Administrative Assistant Selena Rider for the way she handled the audit incident. He also mentioned how thankful he was for the opportunity to serve with Commissioner Worthams and

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Clerk Int'l \_\_\_\_\_

thanked Senator O'Brien for being here and presenting the proclamation on behalf of the County delegation. He shared words that describe public service that included leadership, integrity, service and a steward of resources and stated how all of them reflect Commissioner Worthams.

Commissioner Worthams shared how grateful he is for all of the kind words, the tribute from the State Delegation, the RCKC team photo and mentioned that it has been a memorable six years and he will greatly cherish the time spent together. He stated "I am not saying goodbye but see you later". He shared that the Michigan Legislature will convene for their last time in 2018 on Friday, December 28th. Also on that day the clock will begin for any bills that pass the legislature and are signed by the Governor that did not receive immediate effect. He questioned if the logging bill passed. Managing Director Johnson stated it did not. He stated any transportation bills that did not receive immediate effect will become effective on March 28, 2019 according to the Constitution. Also, according to the Constitution the 100<sup>th</sup> Legislature will convene for the first time on January 9<sup>th</sup> at 12:00 p.m. and the House will officially elect Lee Chatfield from Northern Michigan as the next Speaker of the House, Triston Cole from Mancelona will be the Majority Floor Leader, Mike Shirkey from Spring Lake will be the Senate Majority Leader, Pete MacGregor from the Grand Rapids area will be the Majority Floor Leader in the Senate, Christine Greig will be the Minority Leader in the House and Jim Ananich returns as the Minority Leader in the Senate. He mentioned that Committees should be announced within the following 2-3 weeks after they first convene and stated that we will see who the next Transportation Chairs will be.

Commissioner Buchholtz shared how instrumental Commissioner Worthams has been and mentioned how much she values his friendship. She bestowed the title of Road Commissioner Ameritas to him which includes unlimited citizens time at the podium, an invitation to a future road trip in the RCKC's new passenger van, a winter snowplow ride along, that he continue in a liaison capacity to receive, discuss, and help resolve citizen and local elected official complaints and issues. She also mentioned that anytime a legislative issue arises that he lobby on our behalf, so we can "fix the damn roads". She mentioned that we would like to have a super, secret direct line for quick discussions on pending or new legislation that would impact the road commission and for answering questions regarding parliament procedures, Open Meetings Act and any Public Acts (PA). Furthermore, any Facebook and Twitter suggestions can be sent directly to Administrative Assistant Rider. She shared how he has a standing invitation to pop-in for staff photos. She presented him with two bumper stickers which read "Road Commission Pacesetter since we really are pacesetters in the state thanks in a large part to David Q. Worthams" and "Driving Continuous Road Non-Motorized Improvement Rated #1 in Michigan by Commissioner Worthams". She thanked Commissioner Worthams and shared that he has always been a great friend and an inspiration.

Commissioner Moyle presented a plaque to Commissioner Worthams in recognition of his 6 years of service and shared that his knowledge and experience was a positive influence to the Board. He thanked him for going above and beyond and mentioned how at times he turned to him for guidance to get through various issues. He thanked him for being willing to stay on until a replacement is appointed and stated that he looks forward to working with him for the next couple of months.

Operations Director Bartholomew shared an update on the gravel road system. He mentioned that this year we are trying something new by gravel patching. He explained it seems to be working well and we will continue to monitor the patching to see how it works out long term.

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

Attest: Timothy A. Snow, County Clerk

By: \_\_\_\_\_, Chairperson \_\_\_\_\_, Deputy Clerk