

January 7, 2020

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 7, 2020. Commissioner Pawloski called the meeting to order at 3:00 p.m.

Present: David C. Pawloski, Larry Stehouwer, Thom Brennan
Absent: Deborah J. Buchholtz, Michael Boersma

Also attending: Manager Director Joanna I. Johnson, Operations Director Travis Bartholomew, Engineering and Public Relations Director Mark Worden, County Engineer Ryan Minkus, General Superintendent Bill DeYoung, Communications Administrator Elli Blonde and Administrative Assistant Selena Rider.

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

Commissioner Stehouwer moved and it was seconded to approve the December 23, 2019 regular Board meeting minutes as corrected. On page 3 the word "interst" was corrected to "interest" in the 4th line of paragraph 1.

Carried by the following vote:
Aye: Pawloski, Stehouwer, Brennan

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

Payroll Account	\$	120,580.62
Vendor Account	\$	744,830.91

Carried by the following vote:
Aye: Pawloski, Stehouwer, Brennan

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

Carried by the following vote:
Aye: Pawloski, Stehouwer, Brennan

Operations Director Bartholomew gave a PowerPoint presentation regarding Roadside Vegetation. He explained that the type of right-of-way (ROW) varies and is typically 66' wide. He further explained that an easement and deeded interest in real estate are both commonly referred to as ROW and typically, the ROW is dedicated (deeded) by subdivision plat to the RCKC. He also provided an overview of RCKC's policy. He shared that if a tree falls onto or across a public roadway the RCKC, as first responders, will respond accordingly. He explained fallen trees within the traveled portion of the ROW will be moved outside of the road ROW to adjacent property when possible (except in those instances where the RCKC holds title to the entire road ROW, typically plat/subdivision areas). The relocated fallen tree will be left for the property owner's use and/or disposal. Furthermore, a pink flag will be left near the relocated tree informing residents to call the RCKC for tree removal options. Within fifteen (15 days) of a fallen tree being relocated, the property owner may complete and submit a request that the fallen tree moved by the RCKC, county, municipal or township police, fire, emergency or public utility personnel be cut and stacked adjacent to the public ROW, or may request that it be moved. He mentioned the RCKC receives many tree removal requests and explained that a dead/dying tree located in the ROW by easement are the responsibility of the property owner for removal. Furthermore, if a property owner wishes to remove, trim or prune a tree, a permit from the RCKC is required and the permit fee may be waived. He explained how property owners are notified when trees are to be removed for road improved projects. He discussed the RCKC roadside management budget and provided an overview of contractor tree removal and pruning. He answered various questions regarding roadside vegetation management. Commissioner Gisler questioned if the

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presentation was available on the RCKC website. Managing Director Johnson stated that she would send him the presentation.

Commissioner Brennan moved and it was seconded to approve the Michigan Department of Transportation (MDOT) Contract #19-5591 for the Vice Chair's signature. Managing Director Johnson shared these projects were approved by Board resolution for local bridge program funding on April 4, 2017 and awarded by the MDOT November 20, 2017. All of these projects are noted in our 2020 Primary Road Capital Improvement Plan (CIP) as bridge preventive maintenance with State local bridge funding. Approval of the contract will allow the contract to proceed to bid award.

- a. 29th Street over the Portage River, #4625, Rehabilitation
- b. 9th Street over the Amtrak Railroad #4633, Portage Road over Gourdneck Creek #4634 and 35th Street over the Kalamazoo River #4642, Rehabilitation

Carried by the following vote:

Aye: Pawloski, Stehouwer, Brennan

County Commissioner John Gisler mentioned that everyone is welcome to attend the Kalamazoo Citizens for Responsible Government meeting that is being held next Monday, January 13th at 8:30 a.m. at the new Kalamazoo County's Central Dispatch Authority located at 8th Street and Stadium Drive. Executive Director Jeff Troyer will explain the progress that has been made to date and a tour will be provided to see the dispatchers in operation.

Managing Director Johnson wished everyone a Happy New Year and gave a shout out to our county dispatchers who work closely afterhours with our Superintendents team with regards to snow removal and tree removal events and appreciates all their efforts. She mentioned that our Local Road Participation Program information was sent to the Townships. She is flying to Washington DC on Saturday through Sunday and has the wonderful opportunity to present to the Transportation Research Board on the Maintenance of Low Volume Roads.

Commissioner Brennan had the opportunity to attend the Parks and Recreation meeting on behalf of Commissioner Stehouwer who was unavailable. He shared that the officers remain the same and discussion took place in regards to the Cold Brook Park Master Plan that was being forwarded to the County Commission. He mentioned that the Board of Public Works (BPW) meeting was postponed until February due to availability of personnel.

Commissioner Stehouwer wished everyone a Happy New Year.

Commissioner Pawloski thanked Operations Director Bartholomew for the presentation. He thanked staff and Managing Director Johnson for their work and stated that 2020 will be an exciting year.

The meeting was adjourned at 3:48 p.m.

Attest: Timothy A. Snow, County Clerk

By: _____, Chair _____, Deputy Clerk

January 16, 2020 Driving Change

Chair Int'l _____

Clerk Int'l _____

The special meeting of the Board of County Road Commissioners of the County of Kalamazoo was held at the Michigan Department of Transportation office at 1501 East Kilgore Road, Kalamazoo, Michigan, on Thursday, January 16, 2020 at 10:30am.

Present: Deborah J. Buchholtz, Larry Stehouwer, Thom Brennan

Absent: David Pawloski, Michael Boersma

Also attending: County Engineer Ryan Minkus and Communications Administrator Elli Blonde.

The presentation was provided by the Michigan Department of Transportation (MDOT)'s Office of Economic Development on the Driving Change Bicycle Safety Education Program. A key focus was the experience in Grand Rapids, MI. It included a comprehensive approach from research, development, implementation and evaluation in bicycle safety education.

The meeting adjourned at 12:30pm.

Attest: Timothy A. Snow, County Clerk

By: _____, Chair _____, Deputy Clerk

January 21, 2020

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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, January 21, 2020. Commissioner Buchholtz called the meeting to order at 3:00 p.m.

Present: Deborah J. Buchholtz, David C. Pawloski, Larry Stehouwer, Thom Brennan, Michael Boersma

Also attending: Manager Director Joanna I. Johnson, Operations Director Travis Bartholomew, Finance Director Ann Simmons, Engineering and Public Relations Director Mark Worden, County Engineer Ryan Minkus, Traffic and Project Engineer Jim Hoekstra, General Superintendent Bill DeYoung, Project Superintendent Edward Klein, Project Superintendent Bill Oxx, Communications Administrator Elli Blonde and Administrative Assistant Selena Rider.

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

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Brennan moved and it was seconded to approve the January 7, 2020 regular Board meeting and the January 16, 2020 Driving Changes minutes as presented.

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

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

Payroll Account	\$	136,137.82
Vendor Account	\$	899,224.27

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

County Commissioner Gisler shared that Mr. Craig Williams is the new Director of the Kalamazoo/Battle Creek International Airport and began his new position on January 6th. He stated Mr. Williams has spent over 2 decades in airport management and is extremely qualified for this position. Mr. Williams was formerly the Director of the Flint Airport which is the third largest in the State of Michigan.

Commissioner Boersma moved and it was seconded to receive the Michigan Department of Transportation (MDOT) County Act 51 Annual Mileage Certification Report Letter dated January 2, 2020 and refer it to staff. Managing Director Johnson shared annually staff completed the Public Act 51 report of primary and local roads based on the approved certification mileage. The Board approved our Certification and Countywide Maps at our December 23, 2019 Board meeting. The report is due to the State by March 31.

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Pawloski moved and it was seconded to approve the Right-of-Way (ROW) easement for the W Avenue project between 2nd Street and 4th Street in Prairie Ronde Township. Managing Director Johnson shared our engineering consultant Hubbell, Roth & Clark, Inc. (HRC) is working to complete the design of the project. Furthermore, this project has been moved to 2022. She stated this is an easement that has been acquired and Board approval would allow RCKC greater flexibility with any potential changes to the anticipated year of construction. She shared the ROW easement is a value of \$100.

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Brennan moved and it was seconded to approve the MDOT Contract #19-5625 for the Chair's signature, ROW easements and temporary grading permits for the U Avenue project between 29th Street

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and 32nd Street in Brady Township. Managing Director Johnson shared this project is included in the RCKC 2020 Primary Road Capital Improvement Plan (CIP). The RCKC engineering consultant is Moore and Bruggink (M&B). The plans have been submitted to MDOT and will be in the February 2020 bid letting. Approval of the contract will allow the project to proceed to bid award. During design, staff instructed M&B to approach property owners to obtain temporary grading easement that would allow the roadside to be constructed to a safe and maintainable slope as well as to obtain ROW easements as needed at intersections to accommodate current design standards for intersection layout (radii) where portions of the road would have otherwise been located outside the existing ROW. She mentioned the easements are all of \$100 value. Commissioner Buchholtz questioned how often easements are not agreed to by residents. Managing Director Johnson shared she has not analyzed projects where we have had to acquire easements or grading permits. Furthermore, assuming we are not having to make substantial design changes would lead to the project not fulfilling what it needed to do. She stated there are processes and procedures that are required. Furthermore, we try to work with and negotiate with citizens. She mentioned most of these are Federal Aid related projects where it's very clear what our guidelines are in order to successfully obtain the federal dollars. County Engineer Minkus added the two items we look for are grading easements to make it easier for the property owners to maintain their property and to meet our design standards. Commissioner Buchholtz mentioned it's clearly a benefit to the landowner since we are improving and making their properties safer. County Engineer Minkus shared that regularly we approach property owners and most do grant us an easement.

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Stehouwer moved and it was seconded to approve the MDOT Contract #19-5609 for the Chair's signature, ROW easements and temporary grading permits for the S Avenue project between 34th Street to 36th Street in Pavilion Township. Managing Director Johnson shared this is a High Risk Rural Roads (HRRR) safety improvement project that we have slated for 2020. RCKC engineering consultant is M&B. These plans have been submitted to MDOT and will be in the February bid letting. Approval of the contract will allow the project to proceed to bid. She mentioned there are 5 easement and grading permits. Three are at a value of \$100, one at \$104.55 and one at \$250.00.

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Boersma moved and it was seconded to approve the Oshtemo Township Local Road Contract for the Chair's signature. Managing Director Johnson shared this contract is for engineering services estimated at \$85,721.00. She shared the continued closure of S. 8th Street is an inconvenience and our shared goal is to rebuild S. 8th Street as early as possible in the 2020 construction season so the road is re-opened in 2020. Presently HRC design engineering services notes construction late 2020/early 2020 weather depending. She appreciates the partnership with the Township for this local road project. Commissioner Boersma questioned if we had a good handle on underwater hydrology in the area. Project Superintendent Worden mentioned that is why we have hired HRC to figure out that very question. He stated that Oshtemo Township mentioned to him that they spoke with someone at Western Michigan University (WMU) who determined the water is as high as it's going to be and approval of this contract would allow HRC to work on getting answers.

a. **8th Street** north of ML Avenue, Flooding Repair, Engineering Services

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Brennan moved and it was seconded to select John Hunt for the County Road Association (CRA) Board of Directors Ballot.

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Managing Director Johnson welcomed RCKC's new Project Superintendents Edward Klein and Bill Oxx who both advanced from our Road Maintenance Operations. She also welcomed Elli Blonde as our new

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Communications Administrator and welcomed back Finance Director Ann Simmons. She shared information regarding the snow event and winter maintenance this past weekend. She mentioned as of Tuesday, January 17 we had 5 service requests for icy roads and 75 for snow removal primarily in the Townships of Kalamazoo, Oshtemo, Texas and Richland. Furthermore, we received 2 thank you service requests from Kalamazoo Township. She appreciates the Kalamazoo County Emergency Services contacting us regarding the ice jam in Comstock Township and stated if needed the RCKC is a part of those emergency response units. She mentioned January 12 she flew out to Washington D.C. to present at the Transportation Research Board (TRB) Annual meeting on behalf of the Transportation Asset Management Council (TAMC) and representing the RCKC as a local agency and our development in managing low volume roads. She stated there were a variety of sessions where you could hear about all of the research that is going on to innovate what we do in regards to transportation. She attended the Townships Supervisors meeting where she provided an update on RCKC 2020 invoicing and project estimates. She also mentioned the 2020 Pavement Surface Evaluation and Rating (PASER) maps are available on our website. Commissioner Buchholtz inquired about the changes in the RCKC organizational chart. Managing Director Johnson shared on our website under "Our Team" you will find an updated organizational chart. She explained that Communications Administrator Blonde works closely with the Managing Director for both external and internal communications. Furthermore, under the supervision of Operations Director Bartholomew we have room for another Project Engineer as well as the new Project Superintendents. She shared the goal of this team is to manage our non-federal aid projects as well as project management out in the field. She also shared that Mark Worden's title changed to Engineering and Public Relations Director and explained that he will continue to assist with overseeing our Engineering Department and will be the main contact for our Township Supervisors.

Commissioner Brennan shared the Board of Public Works (BPW) will meet on February 7.

Commissioner Stehouwer mentioned the Parks and Recreation Committee will meet in early February. He attended the Driving Change meeting where they looked at how public outreach can be used in part to improve what is good for all and mutual respect for each other concerning bicyclists and others who are driving vehicles.

Commissioner Pawloski shared he would be absent at the May 12 Board meeting. He drove by the East Michigan Avenue project and stated that both he and the public are happy that it's open until we can finalize the project.

Commissioner Buchholtz mentioned the Driving Change program and shared that 2 years ago we began discussions with both the Cities of Portage and Kalamazoo in regards to doing something collaboratively with bicycle advocacy and the impact that it has in reduction of accidents. Commissioner Brennan mentioned the Driving Change Program is primarily an awareness and informational program. Commissioner Buchholtz stated we have been working with bicycle groups particularly the Kalamazoo Bicycle Club (KBC) and focusing on what routes are most used and most critical for connections. Furthermore, with the help of the Kalamazoo Area Transportation Study (KATS) preliminary maps have been put together as they begin their planning process. She stated to begin the process we will go back and talk to our original partners including the Cities of Kalamazoo and Portage to bring them up to speed, then through the KATS Technical Committee process to update the 2045 Plan. She applauded Managing Director Johnson for leadership in many areas including Asset Management Coordination. Managing Director Johnson shared it's a work in progress and explained how we are always trying to be innovative and trying to coordinate. She stated we are working very hard with KATS in coordinating with building an integrated infrastructure map, so we can show all projects to coordinate with our partners in other cities, other jurisdictions and utilities to better serve the public. Commissioner Buchholtz mentioned the Texas Township Special Meeting for East Crooked Lake Drive Abandonment is tonight beginning at 6:00 p.m. at the RCKC.

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

Attest: Timothy A. Snow, County Clerk

By: _____, Chair _____, Deputy Clerk

A special meeting on the petition for abandonment of East Crooked Lake Drive, Texas Township was held by the Board of County Road Commissioners of the County of Kalamazoo at the Road Commission of Kalamazoo County (RCKC), 3801 E. Kilgore Road, Kalamazoo, Michigan on Tuesday, January 21, 2020. Commissioner Buchholtz called the meeting to order at 6:02p.m.

Present: Deborah J. Buchholtz, David C. Pawloski, Larry Stehouwer, Thom Brennan, Michael Boersma

Also present: Managing Director Joanna I. Johnson, Administrative Assistant – Operations Tara Hendricks, Mark Worden Engineering and Public Relations Director, and Attorney David Lewis.

Commissioner Buchholtz explained the format of the special meeting.

Following explanation, Managing Director Johnson stated that the minutes from the December 10, 2019 Public Hearing had a misspelling of Ms. Simmons, as it has been corrected to Simonds.

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

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Buchholtz shared before we go into comments from citizens on the abandonment there are a few things she wanted to make note of to be entered into the minutes. First, was an issue with law enforcement, she stated she had spoken with Kalamazoo County Sheriff Fuller on December 13, 2019 while at Consolidated Dispatch for a Township Supervisor's meeting. He confirmed our supposition that changing East Crooked Lake Drive from a public to a private road would not change his department's response for criminal incidents, but that they would not dispatch for car accidents unless there was serious injury, a fatality, or hit-and-run incident. He also reminded her that the Sheriff's department is generally unable to respond to concerns or complaints on lakes where public access does not exist. Furthermore, as requested she spoke with Mr. Scott Goeman, Manager of the Department of Natural Resources (DNR) Real Estate Services on January 13, 2020, and he reiterated his November 26, 2019 letter (of which we received a copy) stating the DNR had no interest in the East Crooked Lake Drive properties that started the abandonment request. He indicated, in responding to her question, neither the properties, nor East Crooked Lake Drive, were conducive to public access. He noted the letter was copied to Mr. Mark Hoffman, Chief Administrative Officer of the DNR, indicating that the decision was backed/agreed upon at the highest level within the department. She did not ask, and of course there would be no way for him to say, whether the DNR would ever be interested in access via this road. He did not mention that the DNR already owns a property across the lake, but that it too, is not conducive to public access. She also confirmed through Township Supervisor John Hinkle on January 16, 2020 that the township does not have a formal Board voted position on the abandonment of East Crooked Lake drive. They don't anticipate any major or insurmountable issues should we abandon the road, as the group initiating the abandonment petition would have the ability to do the same for a special assessment district with the township. She mentioned it is up to each Road Commissioner individually to determine the import and/or relevance of this information in determining the best interest of the public. She opened the meeting for public comment.

Resident Mr. Joe Atkinson of 1256 E Crooked Lake Drive shared he will be the spokesperson for the petition of abandonment of East Crooked Lake Drive and stated other members are in warmer weather. He mentioned there are some issues that have been raised at and since the December 10th meeting. He submitted handouts for the Board which included a map where he highlighted parcels that are in favor of the abandonment and a graph. He stated an area of concern is how do we really go about this? He spoke with their lawyer Mr. Matt VanDyke and there are some open issues. As a result, their committee recommends that the Board table this issue until they can make progress resolving these issues. An example of one of these issues is he submitted a Freedom of Information Act (FOIA) request with the RCKC and Register of Deeds office to find out when the transfer of the road occurred that was part of the original Pleasant Park Plat. Furthermore, they have been unable to locate any documents on how that transition took place. That being the case, they can't even answer who would own the

property if it were to be abandoned. That is why they are asking for it to be tabled pending more information on the resident's part.

Commissioner Buchholtz stated we had received a request for postponement because a particular person and some others could not attend. The request was for 60 days.

Mr. Matt VanDyke of 100 W Michigan Avenue stated he is on behalf of Mr. Jim Roberts and explained they would like time to get things set up if the road is abandoned. He requested time to set-up things if they are given 60 to 90 days. If they have the time, then he stated they would have a presentation on the transition.

Ms. Trish Roberts of 1213 East Crooked Lake Drive stated she is Treasurer and Trustee of the Charter Township of Texas. She explained when this comes before the Township Board she will recuse herself because she resides on the street and shared she also has signed the petition. She stated she is familiar with the process and as the Treasurer she will be the one setting up any district that comes forward. She is also familiar with the two private road assessment districts currently in existence. She stated that as far as who owns the road, she has done some research herself for different reasons. She stated a portion you can find deeds, but not for all and mentioned they have not been able to come up with the other deeds. She shared the other two private roads function very well and explained Treasure Island has been in existence over 20 years and the other one that came into existence about 6 years ago is North Eagle Lake Drive. Furthermore, they hire who they want for snow removal and they send the bills to the Township who then pays the snow removal directly. Treasure Island did have a project this summer where about \$7,000.00 of savings funds were used to raise the road. The Township has not taken a position on this. They are comfortable with special assessment districts. If the road is abandoned they would like to see a special assessment district in place. She stated she is in support of this because whether she is there or not she wouldn't want to see any other property under consideration for a lake access.

Commissioner Buchholtz reminded Road Commissioners to decide what is in the best interest of the public.

Commissioner Boersma shared we have another abandonment coming and that we have a process. His concern is that we have a process which is the same for every abandonment and he understands that we were first informed this evening to table this another 90 days and we have already tabled it for 30 days. It is not a good position to be in from a process stand point.

Commissioner Buchholtz stated in the past we have had a process and this is the first we have deviated from it. They were very different, more cut and dry, where typically all parties effected were supportive of it.

Commissioner Stehouwer mentioned when he weighs public interest, he wouldn't want to harm the people that live on the road or broader public by not knowing what could come of it. Furthermore, it is unclear who has deed or title to parcels that are used as the right of way. He stated there should be a process that we are moving towards. He explained something that is viable like when you do a new development there are steps in place to create a new road. Are we right in asking for that to be in place as part of our decision?

Commissioner Brennan stated he is very concerned with the fact the legal representation of that property is not clear regardless of where it goes from here. Postponement would be more beneficial to the entire group versus our rejecting it at this point and having them come back. If we were to reject it, they would have to go through the whole process again.

Commissioner Buchholtz stated that is correct, they could start tomorrow to get signatures for a petition.

Commissioner Pawloski stated in his three years on the Board this is the toughest decision he has run into. In the past, when we have done abandonments, it has typically been where 100 percent of the land owner's signed the petition and we are not there now. He stated the two things he looked into internally both with the county and the State of Michigan both times he has run into when abandoning of the roads if the road is abandoned the Department of Natural Resources (DNR) may be given jurisdiction if the roadway is used for public access, even though there is not a public access at this time on East Crooked Lake Drive. They don't have a right to this road, however to him the intent is there when they wrote the state law. He is having a hard time being supportive of abandoning the road. With new information tonight, on what happens to the property, if the group wants to postpone, he will support that.

Commissioner Stehouwer stated we were presented this map that implies a public road ROW that is how he understood it. We are hearing that questioned tonight, and he asked if the RCKC staff or legal counsel reviewed if it has been properly presented and determined if it is properly presented.

Managing Director Johnson stated the answer is yes, this is the best information that we have available to us along with the information we received from the Township. As Mr. Atkinson stated, he provided a FOIA and we did our own internal research. She understands there have been visits to the Register of Deeds office as well.

Commissioner Buchholtz stated she would like confirmation from Mr. Atkinson or Mr. VanDyke about are there things you could learn that could cause you to back away and say this road should not be abandoned?

Mr. VanDyke stated if the question is whether or not there is something that would drive us to another direction, he stated he does not think so. He stated it is to make sure they have all their ducks in a row to make sure you all are comfortable or what makes you less uncomfortable with what happens afterwards.

Managing Director Johnson stated with having been through many of these over 18 years, not every abandonment is the same. She stated she owes it to everyone here, that what is important, is the question at hand; what is in the best interest of the public. Furthermore, that could be determined by each individual thought process. What is important is that, whether the board postpones, takes action or does not take action at the end of the day. It is important to not to mislead anyone here, the question is what in the best interest of the public.

Mr. Tim Oisten of 1380 East Crooked Lake Drive stated the problem he has with making the road private is he would be paying to not use the lake. He stated he would like to access to the lake, but he can't because there is no access for him. Furthermore, he doesn't want to see boat traffic on his street, but he doesn't want to have to pay to make sure he doesn't use the lake.

Ms. Erin Sloan of 1420 East Crooked Lake Drive mentioned she is not on the lake side. She stated that even though being on the non-lake side she would rather pay money and get plowed quicker. She stated it is a dead end street, we don't get plowed quickly and our road is covered in ice. She mentioned for her it doesn't have anything to do with the lake, it is to keep the road safe for our kids.

Commissioner Buchholtz shared the petitioners could look into having a two-tiered system by those who live on the lake side and not on the lake side. Ms. Roberts stated they have other maintenance assessments and they are tiered.

Commissioner Brennan moved and it was seconded to postpone the motion until April 28, 2020 at 6:00 p.m. Commissioner Boersma made an amendment to the motion that it be the final adjournment of this matter stating that there be no further adjournments. Commissioner Buchholtz stated we could do that, but there could be another motion to amend that.

January 21, 2020 – Special Meeting on Petition for Abandonment of East Crooked Lake Drive Chair Int'l _____

Clerk Int'l _____

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan

Nay: Boersma

The meeting was adjourned at 7:02 p.m.

Attest: Timothy A. Snow, County Clerk

By: _____, Chairperson _____, Deputy Clerk

Chair Int'l _____

Clerk Int'l _____

February 3, 2020 – Wakehsma Township Joint Meeting

A joint meeting of the Board of County Road Commissioners of the County of Kalamazoo and the Wakeshma Township Board of Trustees was held at the Wakeshma Township Hall, 13988 South 42nd Street, Fulton, Michigan, on Monday, February 3, 2020. The joint meeting began at 6:00 p.m.

Present: Deborah J. Buchholtz, David C. Pawloski, Larry Stehouwer, Thom Brennan, Michael Boersma

Also present: Managing Director Joanna I. Johnson, Operations Director Travis Bartholomew, Engineering and Public Relations Director Mark Worden, Project Superintendents Bill Oxx and Edward Klein, Communications Administrator Elli Blonde, Wakeshma Township Supervisor Jason Gatlin, Clerk Shawn Fritz, Treasurer Leanne Munn and Trustee Trevor Bennett.

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

Staff answered questions by the public including the 48th street project, culverts and future return to gravel road projects including 46th Street.

Operations Director Bartholomew shared a variety of information on methods for patching, dust control and projects to assist in answering questions from the public in these areas.

Members of the Wakeshma Township Road Committee were present to share their experience in working with the road commission and the many road tours held to review the first year of projects since the millage passed in February 2019. Engineering and Public Relations Director Worden shared the process Wakeshma Township followed and stated the involvement of the Road Committee is a best practice for others to follow.

RCKC Board members expressed their thanks to Wakeshma Township and its citizens in supporting the millage. Also, Commissioner Brennan shared how much he appreciates Township Supervisor Gatlin attending our RCKC Board meetings.

The meeting adjourned at 7:00 p.m.

Attest: Timothy A. Snow, County Clerk

By: _____, Chairperson _____, Deputy Clerk

Chair Int'l _____

February 4, 2020 Local Pavement Warranty

Clerk Int'l _____

The Board of County Road Commissioners of the County of Kalamazoo attended Local Pavement Warranty training held at the Road Commission of Kalamazoo County (RCKC) office at 3801 East Kilgore Road, Kalamazoo, Michigan, on Tuesday, February 4, 2020. The video modules 3 and 4 training began at 1:30 p.m.

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

Arrived Late: David C. Pawloski

Absent: Michael Boersma

Also attending: Managing Director Joanna I. Johnson

Road Commissioners and staff reviewed the videos for Pavement Warranties Modules 3: Administrative Process and 4: Specific Faults and Remedies which provided an understanding of Local Pavement Warranties and how to comply with the new program.

The meeting adjourned at 2:30 p.m.

Attest: Timothy A. Snow, County Clerk

By: _____, Chair _____, Deputy Clerk

February 4, 2020

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 4, 2020. Commissioner Buchholtz called the meeting to order at 3:00 p.m.

Present: Deborah J. Buchholtz, David C. Pawloski, Larry Stehouwer, Thom Brennan, Michael Boersma

Also attending: Manager Director Joanna I. Johnson, Operations Director Travis Bartholomew, Finance Director Ann Simmons, Engineering and Public Relations Director Mark Worden, General Superintendent Bill DeYoung and Administrative Assistant Selena Rider.

Commissioner Stehouwer moved and it was seconded to approve the agenda as amended. Managing Director Johnson shared under correspondence we request to add Item B: Request Receipt of the Climax Township Resolution for a Traffic Study.

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Brennan moved and it was seconded to approve the January 7, 2020 regular Board meeting as presented and the January 21, 2020 Special Meeting for Abandonment of East Crooked Lake Drive, Texas Township as amended. Commissioner Stehouwer shared in the fifteenth line of Commissioner Buchholtz's comments on page one of the January 21, 2020 Special Meeting minutes the word day was corrected to "say".

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

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

Payroll Account	\$	151,099.63
Vendor Account	\$	652,149.03

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Charleston Township Supervisor Jerry VanderRoest provided the Board with handouts. He thanked the Board for additional Participation (Par) Funds. He also shared his appreciation for the yellow stripes that were added to signs at two intersections. He explained at 38th Street /Climax Drive/ and Miller Drive there were two accidents in 2019 and one accident this year and at N. 40th Street and Fort Custer Drive there were 3 accidents in 2019 and three accidents this year. He shared the warning sign may need to be moved further back from the intersection. Commissioner Buchholtz inquired about the accident information. Managing Director Johnson shared some of the crashes have not been reported with a UD-10. She mentioned both intersections are familiar to staff who have visited the sites many times and have worked with the property owners. Furthermore, we have done various things to try to mitigate including working with the Michigan Department of Transportation (MDOT) for extra signage and pavement marking corrections. Unfortunately we do not have all the answers related to driver behavior.

County Commissioner John Gisler shared at their 4:00 p.m. meeting today there will be discussion in regards to the issues at Eagle Lake and Crooked Lake that will hopefully turn into a long term solution. He also filed out the paperwork to run for re-election.

Commissioner Boersma moved and it was seconded to receive the Ross Township Speed Study Resolutions and route them to staff. Managing Director Johnson shared the resolutions were received on January 28th. Furthermore, each resolution supports the fact and understanding that the speed limit could be reduced, stay the same or increase.

- a. East Gull Lake Drive – 38th Street to C Avenue
- b. FG Avenue – 39th Street to Village of Augusta

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c. Yorkville Lane – D Avenue to Gull Lake Drive South
Carried by the following vote:
Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Brennan moved and it was seconded to receive the Climax Township Resolution for a Traffic Study. Managing Director Johnson shared we are recommending that this resolution be routed back to the Township for further clarification and then proceed through the normal process for a traffic study. Commissioner Brennan shared he attended the Climax Township Board meeting 3 weeks ago where Climax Township Supervisor Trent Piper shared concerns on 3 items that included not receiving an updated copy of the 5- year local road plan, latest Pavement Surface Evaluation and Rating (PASER) ratings and timing of a speed study. Working with staff the 5-year plan and PASER ratings were taken care of and this morning the township forwarded copies of the resolution from their November meeting which had not been forward to the RCKC by the Township.

Carried by the following vote:
Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Stehouwer moved and it was seconded for the Board to proceed and request a property market value appraisal according to the Sale of Surplus Real Estate Policy for further review at a future Board meeting. Managing Director Johnson shared this is not a parcel that the RCKC had for sale. A written offer was received on December 19, 2019 and we are processing this according to policy. She shared if the Board would like to entertain the idea per policy we would require an appraisal. Rachel Foster of Warner Norcross & Judd, her client Mr. Bill Dorrance and the RCKC team understand any of the costs associated with an appraisal would be absorbed by the client through the offer of purchase. She stated it does not mean by going through this process that the Board would be acknowledging or moving forward with the sale, but allows additional information to utilize in making a decision in the future. She explained the current parcel includes land north of Miller Drive and two areas west and east of the Miller Service Drive. There is a Conservation Easement on the land north of Miller Drive for wetland mitigation which was approved by the Board May 28, 2009 in conjunction with our 35th Street bridge project. She mentioned Mr. Dorrance is only interested in the parcel to the south, the larger of two parcels, east of the Miller Service Drive. This is adjacent to property he already owns. He does not have any interest in the property to the North of Miller drive with our easement, nor the parcel to the west of Miller Service Drive. In preliminary review with Comstock Township, it may be possible to split the current RCKC parcel and combine the portion requested with the larger parcels owned by Mr. Dorrance. Commissioner Boersma questioned how much the RCKC paid for the property back in 2002. Managing Director Johnson explained that she is still piecing all of the parcels together and stated according to the records of the Township and some of what she has been able to locate it looks like \$421,000. Mr. Dorrance shared he realizes there is power lines running across the property and stated this piece ties into the 2 pieces he had purchased south to build a dealership. He stated they are intending to make a major investment in the area. Managing Director Johnson shared back in late 2017/2018, Consumers Energy had approached the RCKC about obtaining an easement to place aerials lines across this property to allow for the installation of a street light at the intersection of Miller Service Drive and Miller Drive. Staff had reservations with agreeing to the easement. After a number of conference calls with Consumers Energy and the Township we were able to find a way to have the aerial power lines necessary for the street light in the right-of-way and eliminated the need for an easement that would have implications on this proposal. Ms. Foster stated from our perspective we were looking to gage interest from the Board in selling the property and moved forward with drafting a purchase agreement to show they are serious. She stated they are interested in taking it a step at a time by seeing the results of the appraisal, making sure both parties agree with the appraisal, then moving forward with any revisions to the purchase agreement to change the purchase price and allowing the RCKC attorney to review the documents. Furthermore, once the purchase agreement is approved by the Board and signed we would move through the normal due diligence process as part of real estate ensuring Mr. Dorrance is protected from environmental liability and obtaining a survey and title work to ensure there is nothing unexpected. Discussion continued...

Carried by the following vote:
Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

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Commissioner Stehouwer moved and it was seconded to accept the Western Michigan University (WMU) Business Technology and Research (BTR) Park 2 Site Condominium roadway network and associated Traffic Control Order (TCO) located in Section 25 of Oshtemo Township, in accordance with RCKC Procedures, Guidelines and Specifications for Developing New Public Road (RCKC Policy) contingent upon receipt of the escrow payment and recorded documents within 60 days and incurred RCKC development fees. Managing Director Johnson shared we have made this contingent since WMU is working through their process related to approval. She explained we are in partnership with WMU and Oshtemo Township for a Commerce Economic Development Administration (EDA) Grant. We attended a required meeting in November of 2016 to meet with the EDA along with representatives from WMU, Oshtemo Township and consultants to review specifics of the grant. This development is an expansion of WMU's current BTR Park located at the south of Parkview Avenue at Drake Road. The sidewalk within the development will be covered under Oshtemo Township's Non-Motorized Umbrella Agreement. Commissioner Pawloski inquired about the road name. Managing Director Johnson shared the road name is Robert Jones Way. Furthermore, Traffic Control Order (TCO) will be needed for Robert Jones Way to STOP for Drake Road. Commissioner Stehouwer inquired about WMU reserving the right to name the road or change the name. Engineering Public Relations Director Worden mentioned it was clarified that they will request name changes at the RCKC's sole discretion.

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Stehouwer moved and it was seconded to approve the final design plans and easement for G Avenue from 2nd Street to 6th Street in Alamo Township for the Board and Managing Director's signatures on the plan cover sheet. Managing Director Johnson shared RCKC was awarded funding from MDOT High Risk Rural Roads (HRRR) program for safety improvements on G Avenue between 2nd Street originally to include 3 foot wide paved shoulders with edge line markings. The project is included in the RCKC 2020 Capital Improvement Plan (CIP) for construction with additional scope to mill and overlay the entire roadway. During design the scope of work was again reduced to exclude the milling and overlay in order to keep the project within budget limits. During design RCKC engineering consultant Hubbel, Roth, & Clark (HRC), Inc. approached property owners to obtain temporary grading easements that would allow the roadside to be constructed to a safe and maintainable slope as well as to obtain Right-of-Way (ROW) easements to accommodate current design standards for the intersection layout (radii) where portions of the road would have otherwise been located outside the existing ROW. This project intended to coordinate with a chip seal in order to seal up joints between the new paved shoulders and the existing roadway. Total estimated compensation for all parcels is \$3,110.00. This work is not included with the safety project. It will be done in coordination by RCKC crews. We omitted this treatment in 2020 as a part of our 2020-2020 CIP. Discussion continued...

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Stehouwer moved and it was seconded to approve the G Avenue from 2nd Street to 6th Street in Alamo Township chip seal for \$50,000 and modifying the project treatment type to Shoulder Widen / Ditching in the 2020 Primary Road Capital Improvement Plan (CIP)

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Boersma moved and it was seconded to approve the Brady Township Local Road Contract for the Chair's signature. Managing Director Johnson shared on February 5, 2019 the Board approved a similar contract. On July 16, 2019 bids were open for this project, however the bids came in well over the contract amount and we chose not to award the project at that time, re-evaluate and re-bid in 2020. The local road contract presented considers new estimates and new options for the project. The contract is for \$456,238.00. The RCKC pays up to 70% for this type of project and would be paying \$319,366.60. There are PAR funds that the township would be utilizing towards this project at \$68,435.70 which would bring the Townships 30% share to \$68,435.70. Commissioner Buchholtz inquired about the modifications. Operations Director Bartholomew explained previously we bid it as a complete package to purchase the structure and then to install it. This year we

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separated the two out. We purchased the structure ahead of time and now our contractor will know what structure to bid to build. Furthermore, since this is a county drain we will be contacting the drain commission office to see if they can help.

- a. 32nd Street over Asher Drain, *Culvert Replacement 13' Span (30/70 share)*

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Pawloski moved and it was seconded to approve the Kalamazoo Township Local Road Contract for the Chair's signature. Managing Director Johnson shared Kalamazoo Township has an Umbrella Agreement for non-motorized and has provided applications for non-motorized projects corresponding to our CIP and Township planning. Initially, the application was for sidewalk/pathway along Nichols Road. However, in working together, the scope was changed to increase the shoulder width in accordance with our Non-motorized Facilities Policy. Nichols Road is currently in our 2021 Primary Road CIP for construction. Engineering and Public Relations Director Worden shared originally there was going to be a path which cost more than what the Township had budgeted. This would provide another foot on each side and accommodate the traffic they are anticipating. Discussion continued...

- a. Nichols Road – Grand Prairie Road to Ravine Road, *Design Engineering and ROW/Grading Permits for Shoulder Widening*

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Brennan moved and it was seconded to approve the MDOT Contract #19-5628 for the Chair's signature. Managing Director shared the contract includes Hot Mix Asphalt (HMA) cold milling, and resurfacing work along Drake Road from KL Avenue to Highway M-43; including concrete sidewalk and ramp, permanent pavement marking work and all the necessary related work. It also includes traffic signal upgrade and fiber optic cable installation work along South Drake Road from Parkview Avenue to KL Avenue and all the necessary related work.

- a. Drake Road – Parkview Avenue to W. Main Street

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Stehouwer moved and it was seconded to approve the MDOT Contract #20-5003 for the Chair's signature. Managing Director Johnson shared the contract includes a non-motorized path along the south side of Battle Creek Street from 35th Street, in the vicinity of the Galesburg-Augusta Primary School, northerly to Michigan Avenue east of Burgess Drive, along the north side of Michigan Avenue from east of Burgess Drive easterly to McCollum Road, and along McCollum Road from Michigan Avenue northerly to north of Eagle Drive. Non-motorized path construction work along Michigan Avenue from Augusta Drive easterly for approximately 1,200 feet; including boardwalk construction, bicycle rack, bench, trash receptacle, and concrete sidewalk ramp installation work; and all necessary related work. There is also non-federal participation including landscaping work. She stated as the Act 51 agency for the Kalamazoo River Valley Trail (KRVT) we are requesting approval of the contract. Commissioner Stehouwer shared County Parks is anticipating bids soon with hopefully construction this year. He shared in terms of construction details they had to pull back from the railroad ROW. He is glad the RCKC work is ACT 51 agency to help as these kind of non-motorized projects go forward.

- a. Kalamazoo River Valley Trail (KRVT) #6

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Buchholtz shared with Wakeshma Township Supervisor Jason Gatlin that the Wakeshma Township Board meeting was great and that she always loves the partnership with him. She also values his attendance at RCKC meetings. Furthermore, our working relationship has done great things for this road commission and Wakeshma Township residents for roads in their community.

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Managing Director Johnson shared Comstock and Kalamazoo Township joint meetings are scheduled. Both she and Commissioner Buchholtz attended the Kalamazoo Area Transportation Study (KATS) Policy Committee meeting where she was updated on a few of the informational meetings that we will be having. She attended the Revitalizing Michigan's Infrastructure on Tuesday, January 28th. Items on the agenda were Building Smarter Water Systems, Future Energy Infrastructure and Partnership with Local Government. It was worth attending and was a good meeting. On behalf of the Transportation Asset Management Council (TAMC) she attended the Michigan State Transportation Committee on Thursday, January 30th. It was the same meeting the MDOT presented the Governor's initiative related to the issuance of selling of \$3.5 billion in bonds, an update of projects was provided to the MDOT plan, and the State Transportation Commission (STC) unanimously agreeing to sell bonds for state infrastructure. She stated it was very clear at the meeting that it is not solving the long term issues of the investment that is needed in our infrastructure not only at the state level, but statewide. At the last Township Supervisors meeting she appreciated the cooperation and the collaborative effort with 911 Dispatch as well as County Planning. She explained we are looking at the naming conventions, some of the duplication of road names the improper spelling of road names as it relates to roads throughout the county. Furthermore, we are working together to update the 2002 Street Name Guidelines. At the next Board Meeting on Tuesday, February 18th Emergency Management will be presenting on updating the Emergency Management Plan. There will also be a presentation on winter maintenance practices, including routing and material usage. Also, that evening at 6:00 p.m. the Pitcher Street Abandonment Public Hearing will take place at the RCKC. Commissioner Boersma questioned if information was received from the City of Kalamazoo in regards to Pitcher Street. Managing Director Johnson stated yes and explained we are waiting for written documentation to be provided. She shared at this point the City of Kalamazoo does not have a petition to vacate their portion of Pitcher Street. She shared Traffic and Project Engineer Jim Hoekstra will be receiving the Urban Engineer of the Year Award tonight at the County Road Association (CRA) Engineer's Workshop.

Commissioner Boersma shared the Environmental Health Advisory Council (EHAC) will meet next week. He commended the citizens of Wakeshma Township and shared he was very impressed by their knowledge and ownership of the local roads within the Township. Furthermore, they appeared to be knowledgeable about the needs of the roads and it was an impressive meeting with the community and Road Committee who are actively involved.

Commissioner Brennan shared the Board of Public Works (BPW) canceled the February 7th meeting and have rescheduled for March 6th.

Commissioner Stehouwer shared the Parks and Recreation Committee will meet Thursday where the KRVF will be discussed to move the project forward. He echoed Commissioner Boersma's comments regarding the Wakeshma Township Joint meeting.

Commissioner Pawloski thanked Wakeshma Township Board for inviting the RCKC to their meeting. He thanked the Township Board and Supervisor Gatlin for having the millage on their ballot. He shared County Commissioner Gisler talked about the legal lake level in Texas Township and as the process moves down the road he thanked the road commission, staff for all the outstanding work that is being done in Texas Township. Operations Director Bartholomew provided an update on the pumps that are continuously running in Texas Township.

Commissioner Buchholtz sent to the Board a draft of concepts for a Board Evaluation. She stated the TAMC website was brought up at KATS meeting to inform folks what the organization does and what information is available. She was surprised how little some new about the TAMC website, how to access it and the information available. She shared the website has good information and mentioned the RCKC staff utilizes the information often. Managing Director Johnson brought up the website at <https://www.michigan.gov/tamc/> and shared with everyone the dashboards available including pavement conditions, bridge conditions, traffic volumes, safety in relation to crash data, maintenance and finance. She stated the website will be updated shortly including the annual report. Commissioner Buchholtz inquired about the bonding that was passed. Managing Director Johnson

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shared the STC approved the bonding on January 30th and mentioned the dollars will go to MDOT for their roads. She explained at the STC meeting they approved what they call the Rebuilding Michigan New Bond Resolution and as part of that, they approved \$3.5 billion of bonds. At the same meeting they revised their 5-year plan to adjust what roadways are to be done. Discussion continued....Commissioner Buchholtz mentioned staff continues to schedule Joint Township meetings in order share information.

The meeting was adjourned at 4:35 p.m.

Attest: Timothy A. Snow, County Clerk

By: _____, Chair _____, Deputy Clerk

February 10, 2020 – Southwestern District Council

Chair Int'l _____

Clerk Int'l _____

The Board of County Road Commissioners of the County of Kalamazoo attended a Southwestern District Council meeting held at the Allegan County Road Commission located at 1308 Lincoln Road, Allegan, Michigan on Monday, February 10, 2020. The meeting began at 10:00 a.m.

Present: Deborah J. Buchholtz, David C. Pawloski, Larry Stehouwer, Thom Brennan, Michael Boersma

Also attending: Managing Director Joanna I. Johnson, Communications Administrator Elli Blonde

Allegan County Road Commission hosted the Southwestern District Council meeting with representatives from Allegan, Barry, Berrien, Cass, Kalamazoo, 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) and the County Road Association Self Insurance Fund (CRASIF). Legislative bills and the recent Michigan Department of Transportation (MDOT) \$3.5 billion road bonding program were discussed. A presentation was provided by the Michigan Wetland Bank Program. The next meeting will be held on May 11th hosted by the Barry County Road Commission.

The meeting was adjourned at 1:00 p.m.

Attest: Timothy A. Snow, County Clerk

By: _____, Chair _____, 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, February 18, 2020. Commissioner Buchholtz called the meeting to order at 3:00 p.m.

Present: Deborah J. Buchholtz, David C. Pawloski, Larry Stehouwer, Thom Brennan, Michael Boersma

Also attending: Manager Director Joanna I. Johnson, Operations Director Travis Bartholomew, Finance Director Ann Simmons, Engineering and Public Relations Director Mark Worden, County Engineer Ryan Minkus, Traffic and Project Engineer Jim Hoekstra, General Superintendent Bill DeYoung, Road Maintenance Supervisors Will Engel, Jim Page and Rich Hassenzahl, Project Superintendents William Oxx and Edward Klein, Communications Administrator Elli Blonde, Administrative Assistant – Operations Tara Hendricks, and Administrative Assistant Selena Rider.

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

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Stehouwer moved and it was seconded to approve the February 3, 2020 Wakeshma Township Joint meeting, February 4, 2020 Local Pavement Warranty, February 4, 2020 regular Board meeting and February 10, 2020 Southwestern District Council minutes as presented.

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

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

Payroll Account	\$	142,226.32
Vendor Account	\$	362,304.59

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Ms. Emily Vinic of 1115 Bunkerhill Drive provided handouts and mentioned she previously shared her concerns at a Board meeting on August 20th in regards to a flooding issue from an RCKC retention pond. She stated this is the 3rd time her house flooded from the retention pond. She was directed to submit a claim form and was told it would take 3-4 weeks to process. Three months later she received a rejection letter. She inquired about remediation from the RCKC. She also inquired about the possibility of expanding the pond and mentioned Oshtemo Township has been surveying. Commissioner Buchholtz thanked Ms. Vinic and stated the Board will look at the insurance claim and the future of the pond.

Richland Township Supervisor Lysanne Harma mentioned she had several residents express concerns regarding winter maintenance of road plowing. She shared in 2015 the township had minimal complaints regarding snow removal and over the last 2 years there has been a dramatic increase in complaints. It appears that salt is not being used on the roads contributing to an increase in fire calls. She stated on December 18, 2019 a delivery truck driver ran into the townships fire truck and caused minor damage. She shared their average cost of a fire call is \$550 and last week they had over \$1100 in fire calls due to slippery roads. She mentioned her concern is the safety of the first responders and Gull Lake Community Schools Transportation having difficulty with their buses and traction. She stated the issues presented are negatively impacting the Township on a financial standpoint. She mentioned there have been RCKC employees leaving and Managing Director Johnson had expressed concerns of not being able to hire drivers. She questioned if RCKC employees are being replaced and if she is going to see this trend continue to get worse or better.

Mr. Andrew M. Alspach, Kalamazoo County Sheriff's Office Department Office of Emergency Management gave a PowerPoint presentation regarding an update from Emergency Management. He explained their primary

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responsibility is training in outreach, exercises, planned preparations, support plan outreach for various non-governmental organizations, government departments and jurisdictions. On other days they are in emergency operations center mode where they do event and incident management. He stated they are trying to reach the entire community with this plan and explained how mitigation works including the Federal Emergency Management Agency (FEMA). He stated requirements for communities to be eligible include making a motion at an official Board or Council meeting to participate in the planning process. Furthermore after revisions from the Michigan State Police (MSP) and approval from FEMA communities have to adopt the plan to be eligible for the funding. He mentioned the funding mechanisms are changing and programs in FEMA are changing rapidly. He stated they have a 5-year update process and the last integration of the plan was in 2013. He shared the state is in the process of doing their revision and FEMA is coming out with a new program on funding mitigation project. Mr. Alspach answered various questions from the RCKC Board and audience.

Operations Director Bartholomew gave a PowerPoint presentation in regards to Winter Maintenance including RCKC's snow route system, gravel roads, material types/usage, plowing/equipment, material storage, costs, Michigan snow statute and safety reminders. He shared RCKC owns 34 trucks that are used for winter maintenance operations and cost approximately \$250,000 each. When fully loaded with material they weigh approximately 66,000 pounds. He stated RCKC is available around the clock with 3 shifts of operators. He shared it costs over \$80,000 to clear roads after a snow event. Gravel roads have exponentially more factors that have to be considered before being treated including environmental, infrastructure, and public safety concerns. He stated salt cannot be spread on bridges and roads before a snow event due to the salt bouncing off the dry surface. Furthermore, the small amount of product that does manage to stay on the road is subject to wind and likely to blow away. He mentioned anti-icing treatments are utilized when circumstances permit. He mentioned RCKC maintains 1,268 miles of road and it takes 24-48 hours after the winter storm has ended to complete all winter maintenance and stated we cannot cover all roads with salt/sand. He explained it would be expensive and would have detrimental environmental and infrastructure effects. He shared the winter maintenance budget is funded solely by fuel taxes and vehicle fess collected by the State of Michigan. Commissioner Buchholtz questioned how long it takes a driver to get through a snow route one time. Operations Director Bartholomew shared it depends on the level and explained level 1 snow routes would take 4-6 hours knowing we will have to continually treat them. Furthermore, the 15 routes in each township are generally 12 hour shifts, but our team also has to return for material. He shared our trucks have been hit 3 separate times which is not only costly but, puts our drivers and equipment out of commission as well. He explained vehicles drive too fast for conditions and we cannot control driver behavior. He stated for safety reasons vehicles should stay 200 feet away from plow trucks. Commissioner Buchholtz mentioned that most of us have had the opportunity to ride in a plow truck and mentioned how little visibility the drivers have while determining the mix of salt/sand needing to be spread on roads. She stated it's a tough job and the drivers are working long shifts. Commissioner Stehouwer shared concerns he had received regarding local roads that were persistently iced over for a period of time after a snow event and questioned how RCKC policy addresses this issue. Operations Director Bartholomew explained we do not have a policy that states whether we will treat or not treat an icy road. Our goal is to be reasonably safe. He stated in this situation we would need a service request for our crew to follow-up and mentioned every situation and variable is different. Commissioner Stehouwer stated he is looking for expectations. He explained he was told there were repeated service requests including from the township and neighbors who felt there was not an observable response from the RCKC. He mentioned where he lives there has been persistent icy road conditions with numerous slide offs. Furthermore, drivers expectations have changed. He questioned if the RCKC is staffed adequately. Operations Director Bartholomew stated that depends on what the expectation is. Managing Director Johnson shared we do have 5 vacant positions and we have been trying to recruit to fill each position. Furthermore, we have not adjusted our level of service expectations. She stated our vehicles require Commercial Driver Licenses (CDL) and in the future if this continues we may need to adjust our level of service to meet those continuing demands or do more with pick-up trucks etc. which has its own liability and risk. Discussion continued...

Commissioner Stehouwer moved and it was seconded to Accept the Petition of Abandonment for St. Luke Avenue, Cooper Township and to schedule a public hearing for Tuesday, April 14th at 6:00 p.m. Managing Director Johnson shared we have a valid petition for the abandonment of St. Luke Avenue, Cooper Township in the plat of

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Cooper Meadows. At this point this is an issue related to a stub road and a parcel that is along the stub road, potential sale of the property and a driveway access issue. We have been working to come up with an amicable solution and we are potentially close to a solution related to a temporary easement cul-de-sac within the property. The easement would go away should the road be extended. We recommend the Board set a public hearing date knowing that potentially we may be able to resolve this prior to the public hearing date.

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Boersma moved and it was seconded to approve the Michigan State Police (MSP) issued Traffic Control Order (TCO) SR39-27-19 for 12th Street in Cooper Township for Managing Director's signature. Managing Director Johnson shared on February 20, 2018, a resolution was received by the Board from Cooper Township to study and review the speed limit on 12th Street from Baseline Road to B Avenue. In working with the Michigan State Police (MSP) a speed study was conducted in 2018 and signed the TCO in October of 2019. The speed study results found the 85th percentile speed between Baseline Road and B Avenue to be 53.41 mph. The speed limit on 12th Street from Baseline Road to AB Avenue is 45 mph under TCO S 39-152-74 and the section of 12th Street from AB Avenue to B Avenue is 55 mph unposted. The TCO will rescind the previous TCO S 39-152-74 which will set the speed limit of 12th Street at 55 mph with approval of this TCO. RCKC staff met with Cooper Township on January 20, 2020 and made them aware of the change. Commissioner Stehouwer inquired about the speed limit in Allegan County north of Baseline Road. He believed the speed limit to be 45 mph where the JPS facility is located. Both Managing Director Johnson and Traffic and Project Engineer Hoekstra stated they did not know off hand. Commissioner Stehouwer inquired if the two different speed limits were taken into account. Traffic and Project Engineer Hoekstra shared the speed study takes that into account. Commissioner Stehouwer questioned if it was normal to have an advance speed limit sign showing 45 mph ahead. Traffic and Project Engineer Hoekstra stated yes.

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Brennan moved and it was seconded to approve the final design plans and grading permits for the N Avenue project between 9th Street and 11th Street in Oshtemo Township for the Board and Managing Director's signatures on the plan cover sheet. Managing Director Johnson shared RCKC and our design consultant, Wightman and Associates, developed plans and bid documents to reconstruct N Avenue from 9th Street to 11th Street. The 2020 Capital Improvement Plan (CIP) has this project set to be constructed in 2021. The project would include full depth reconstruction with crushing and shaping. The remaining portion of the project would be milled and resurfaced with shoulder widening that would include 3' paved and 3' gravel shoulders. According to our Non-motorized Facilities Policy, RCKC did receive a non-motorized application for this section of N Avenue from Oshtemo Township, but not from Texas Township. In discussion with the Oshtemo Township, RCKC and Wightman provided the township with estimated costs for construction of two options of non-motorized improvements. RCKC received communication that Oshtemo Township would not move forward with either of these non-motorized improvements. Oshtemo Township did not receive a commitment from Texas Township to share in the cost of improvement on this border road and Oshtemo Township was unable to fund the entire additional costs. It was also noted that substantial tree removal would be required for either of these non-motorized plans. We were also looking to strike that balance between tree removals as well as the potential of widening the shoulder. Commissioner Boersma questioned if this design would allow Oshtemo Township to run a sidewalk or some sort of non-motorized along N Avenue in the future if they had the funds. Managing Director Johnson explained that would work through our Non-Motorized Facilities Policy and at this point the township does not have the funding for it. Furthermore, we would have to consider the Texas Township side since it is a boarder road. Traffic and Project Engineer Hoekstra shared the space is being preserved and explained that we are not moving any land area that would potentially take that option off the table. Discussion continued...

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

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Commissioner Boersma moved and it was seconded to approve the Michigan Department of Transportation (MDOT) Contract #20-5039 for the Chair's signature, and the final design plans for the Drake Road Trail from KL Avenue to Green Meadow Drive for the Board and Managing Director's signatures on the construction plan cover sheet. Managing Director Johnson shared this project began on January 28, 2014 with various revisions and approvals. On October 29, 2019, the Board approved revisions to the planned non-motorized facilities (NMF) along Drake Road in Oshtemo Township to align it with current Public Act (PA) 51 jurisdictional limits, and allow for more of the trail to move forward with construction. Phase 2 is the KL Avenue to Green Meadow Drive has MDOT Safety Funds which were awarded to the RCKC as the PA 51 Agent. The RCKC currently has a Drake Road resurfacing project in the same vicinity of this proposed trail project, which is also scheduled to begin in 2020.

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Pawloski moved and it was seconded to approve the Richland Township Local Road Contract for the Chair's signature. Managing Director Johnson shared the RCKC installed a culvert as an emergency repair issue and we were informed it was restricting the passing of fish. She explained the Michigan Department of Natural Resources (DNR) advised us the existing culvert is undersized. In 2018 and 2019 we tried to obtain a grant from the Great Lakes Fishery Trust which we did not receive. Commissioner Stehouwer shared from an engineering perspective we should be careful that we are not moving everything rapidly to the Kalamazoo River where it can have more intense flooding. Richland Township Supervisor Lysanne Harma shared the water flow through that area is very minimal and it's a deep ditch area. Furthermore, the issue is that Spring Brook is a designated trout stream. Commissioner Stehouwer stated another day we will have another area where a storm water management tool is to slow down the runoff using impoundment areas and all these factors need to be considered. Commissioner Buchholtz questioned what would happen if we didn't replace the culvert. Managing Director Johnson shared she has not tested that theory and not advised. Discussion continued...

- a. **East CD Avenue** – Design engineering services for culvert replacement over Spring Brook Tributary (30/70 share)

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Brennan moved and it was seconded to award the Tree Work#1 – Countywide Bid #2020-02 to Tree Servants LLC., low bidder meeting specifications for Jobs #1-53 for a total of \$29,250.00. Managing Director Johnson shared in this bid, the first bid for 2020, the RCKC received opened bids from six (6) tree service vendors for this letting. There are 53 sites within the bid with a total of 107 trees. Tree Servants LLC was the low bid. RCKC has not worked with this contractor in the past. References and work was reviewed. Tree Servants LLC are power line certified and have two (2) Certified Arborists on staff and has assured the RCKC that all work can be completed by the March 1, 2020 deadline. Commissioner Stehouwer inquired if County Parks is bidding trees for their own projects. Managing Director Johnson stated that she would get an answer and follow-up. She mentioned County Parks is not included in this particular bid.

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Stehouwer moved and it was seconded to approve the purchase of Global Positioning System (GPS) and Section Control and Receiver including installation from Deere & Company, utilizing the MiDeal purchasing program. Managing Director Johnson shared RCKC had an innovation of using GPS locating technology to assist our operations especially in the intersections and cul-de-sacs with automatic control of our chip spreader aggregate application coverage. In 2019, RCKC partnered with GreenMark Equipment to build and install a temporary automated section control unit on our chip spreader. The experiment was successful and therefore we outlined in our 2020 budget the capital purchase of GPS Section Control and Receiver for \$34,000. Operations Director Bartholomew added the unit is portable except for the rig controller. Commissioner Boersma stated once the system is up and moving he would like to see a report of how this is improving the operation. Discussion continued...

February 18, 2020

Vice Chair Int'l _____

Clerk Int'l _____

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Pawloski moved and it was seconded to approve the Right-of-Way (ROW) Resolution provided for the Eagle Lake Drain, Texas Township for the Chair's signature. Managing Director Johnson shared the Kalamazoo County Office of the Drain Commissioner (KCDC) received petitions to relieve the flooding within Texas Township. The KCDC convened a Board of Determination for the petition. The Board of Determination agreed that the establishment of these drains are necessary and conducive to the public health. Two approvals are needed including a permit from the RCKC and a resolution covering the street or public place which has been put together by the KCDC.

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Managing Director Johnson acknowledged and congratulated Traffic and Project Engineer Hoekstra who was awarded the Urban Engineer of the Year award. She commended and publicly thanked Road Maintenance Operator (RMO) Pete Snyder who is retiring March 10th with 26 years of service and Mechanic Phil Affhalter who also serves on our Safety Committee is retiring March 11th with 25 years of service. She shared her appreciation for all their years of public service. She shared Township Joint meetings are currently scheduled with Pavilion, Comstock, Kalamazoo, Texas and Brady Townships. She attended the Southwestern District Council meeting along with all RCKC Board members and Communication Administrator Blonde held at the Allegan County Road Commission (ACRC) where they also had the opportunity to tour their facilities. Tonight there will be a public hearing on the abandonment of Pitcher Street held at the RCKC at 6:00 p.m.

Commissioner Boersma shared the Environmental Health Advisory Committee (EHAC) met last Wednesday where they discussed Per-and Polyfluoroalkyl Substances (PFAS). He stated Burroughs Corporation groundwater exclusion zone is moving forward. He mentioned Drain Commissioner Patricia Crowley indicated that her office will begin testing chloride levels in local water.

Commissioner Brennan shared the Board of Public Works (BPW) did not meet this month and are scheduled to meet in March. He attended Infrastructure Management and found it very informative and helpful in understanding the overall processes and requirements.

Commissioner Stehouwer shared County Parks met on February 6 and discussed trees and extension of the Kalamazoo River Valley Trail (KRVT). He shared that they anticipate the KRVT project to be bid through MDOT in March. He mentioned they are utilizing trust fund dollars for improvements such as restrooms, playground and parking area to Markin Glen Park. They are currently working on the County Fair. He mentioned they have developed a Natural Resource Protection Plan for the Parks. Furthermore, the County Commission set a set a public hearing for March and the plan will be implemented eventually as part of Parks Policy and Rules. He plans to attend Driving Change Bicycle Safety Education Program.

Commissioner Pawloski thanked everyone who attended the Southwestern District Council meeting. He stated it was very helpful and thanked Allegan County Road Commission for the tour of their facilities. He also thanked RCKC crews for clearing roads during this winter season.

Commissioner Buchholtz thanked Managing Director Johnson for putting together a combination of special presentations at our Board meetings and dedicated meetings for other topics in which we invite others to including the Annual Utility and Plat Development Informational meeting on March 13th and Establishing Realistic Speed Limits on March 19th. Managing Director Johnson mentioned although we have previously done the Speed Limits Presentation this year we have included school zones and no parking as part of the presentation. Commissioner Buchholtz shared back in October 2019 we had mentioned at the Joint meeting with Oshtemo Township that both she and Commissioner Pawloski would meet with them again. She stated that we have not forgotten and continue to try setting up a meeting. She stated dates and times were provided to the township and

February 18, 2020

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Clerk Int'l _____

we are hoping for a March meeting. She reminded the Board to return their Board Self Evaluation forms. Both she and Managing Director Johnson are working on performance measures regarding metrics/comparisons to benchmark ourselves against other road commissions or against a goal we have created in our constant quest to continually improve. She will be absent at the March 3rd Board meeting.

The meeting was adjourned at 5:26 p.m.

Attest: Timothy A. Snow, County Clerk

By: _____, Vice Chair _____, Deputy Clerk

A public hearing on the petition for abandonment of a portion of Pitcher Street, Kalamazoo Township, was held by the Board of County Road Commissioners of the County of Kalamazoo at the Road Commission of Kalamazoo County (RCKC), 3801 E. Kilgore Road, Kalamazoo, Michigan on Tuesday, February 18, 2020. Commissioner Buchholtz called the meeting to order at 6:00p.m.

Present: Deborah J. Buchholtz, David C. Pawloski, Larry Stehouwer, Thom Brennan, Michael Boersma

Also present: Managing Director Joanna I. Johnson, Operations Director Travis Bartholomew, Administrative Assistant – Operations Tara Hendricks, Mark Worden Engineering and Public Relations Director, and Attorney David Lewis.

Commissioner Buchholtz stated that on December 17, 2019 RCKC received a *Petition for Absolute Abandonment and Discontinuance of Roadway or Portion Thereof* to abandon Pitcher Street along with the survey/legal description within the jurisdiction of the RCKC. The petition was initiated by Graphic Packaging which is one of the main property owners abutting the road.

Rusty Miller, Senior Vice President of Engineering and Technology for Graphic Packaging provided a PowerPoint presentation on reasons why they submitted the petition for abandonment. He stated the main reasons are speed, theft and crime, property damage, the safety of Graphic Packaging contractors and employees, reduces dumping and littering and it supports future development. He also shared the level of investment Graphic Packaging was making in the area. Further review would be necessary should the 131 bypass be addressed in the future.

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

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

James Baker, City of Kalamazoo, with the Department of Public Services stated he was not in a position to share an official comment by the City. He did share that if the road were to be abandoned the City would need to detail out how the City would handle it.

Don Martin, Kalamazoo Township Supervisor, stated he is in 100 percent support of the abandonment. He stated the safety concerns were a reason he is in support. Also, he supports the future expansion of Graphic Packaging.

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

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Boersma asked Attorney David Lewis is there a guideline when considering abandoning a road? Attorney Lewis stated it is what is in the best interest of the public, meaning all public traveling and otherwise.

Commissioner Pawloski asked if Graphic Packaging tried to abandon the City portion. And how would Graphic Packaging handle the snow plowing portion of the City? Rusty Miller, Graphic Packaging, stated no, if they were to abandon the Township side that would achieve safety. The City portion would be more difficult. The snow plowing at this time was not taken into consideration.

Kalamazoo Township Supervisor Martin, stated that Riverview Drive is not used to its full potential. That would be a route the public could take.

James Baker, City of Kalamazoo, with the Department of Public Services, stated that currently Pitcher Street is classified as a major road and if the Road Commission of Kalamazoo County does abandon Pitcher Street

then it would become a local street. There would be involvement with neighborhood associations and some more public engagement, specifically Prouty Street.

Commissioner Brennan stated he thanks Graphic Packaging for good citizenship and cleanup of the area. He would be looking out for employees' safety as well.

Commissioner Stehouwer asked what would happen to the township portion if it does get abandoned. Rusty Miller, Graphic Packaging, stated that on each end there would be gates.

Kalamazoo Township Supervisor Martin, stated that when we did close Pitcher Street for a month a while back Kalamazoo Township did not receive any calls regarding the closure.

There was discussion and questions related to the potential abandonment and potential issues. Jason Gatlin, Wakeshma Township Supervisor asked the Board what other information is needed in order to make a decision. Commissioner Buchholtz asked staff if we could do a temporary closure or if all parties could meet to come to an agreement and discuss the issues. Joanna Johnson, Managing Director, stated they would have to go through the permit process to have it closed in stages of the construction phases. Also, what could be done is a traffic engineering study before to find out information on the road before a closure and after closure. To help or shape what this portion of Pitcher Street could look like and potentially address Commissioner concerns.

Commissioner Stehouwer stated master plans are important and he would like to see them to help him make a decision. Has anyone done an access determination on Mosel Avenue? He would not like to see us abandon the road and then not be able to have a driveway on Mosel Avenue. Managing Director Johnson, suggested for consideration to assist the Board is to have information from Graphic Packaging for a master plan for the site, master plans from the Township and City, potential RCKC driveway access determination for Mosel Avenue, and a traffic study which has been used by other developments to address traffic flow. As it relates to the permitting side, we would review the same way as completed previously. Graphic Packaging could apply for a right-of-way permit with key provisions such as dates, time frames during the stages of construction. This would be through our normal permit application process.

Commissioner Buchholtz stated that it is not what Graphic Packaging wanted now, but it is not a no. Discussion continued.

Commissioner Brennan stated 90 days should be sufficient time frame.

Managing Director Johnson stated that the traffic study needs to be done before the potential road closure and after the road is closed.

Commissioner Stehouwer made a motion to adjourn and it was seconded.

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

The meeting was adjourned at 08:01 p.m.

Attest: Timothy A. Snow, County Clerk

By: _____, Vice Chair _____, Deputy Clerk

March 3, 2020

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 3, 2020. Commissioner Pawloski called the meeting to order at 3:00 p.m.

Present: David C. Pawloski, Larry Stehouwer, Thom Brennan, Michael Boersma
Absent: Deborah J. Buchholtz

Also attending: Operations Director Travis Bartholomew, Finance Director Ann Simmons, Engineering and Public Relations Director Mark Worden, County Engineer Ryan Minkus, Traffic and Project Engineer Jim Hoekstra, Project Engineer Dean Disterheft, Permit Agent Brian Franklin, General Superintendent Bill DeYoung, Road Maintenance Superintendent Jim Page, Project Superintendents William Oxx and Edward Klein, Communications Administrator Elli Blonde, and Administrative Assistant Selena Rider.

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

Commissioner Brennan moved and it was seconded to approve the February 18, 2020 regular Board meeting and February 18, 2020 Public Hearing for Abandonment of a Portion of Pitcher Street, Kalamazoo Township.

Carried by the following vote:
Aye: Pawloski, Stehouwer, Brennan, Boersma

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

Payroll Account	\$	146,339.29
Vendor Account	\$	289,956.44

Carried by the following vote:
Aye: Pawloski, Stehouwer, Brennan, Boersma

Permit Agent Franklin gave a PowerPoint presentation on the Science Behind Frost Laws. He shared weight restrictions are enforced to minimize the damage caused during Michigan's seasonal thaw. He explained as the ground thaws in the spring, water is forced towards the surface and exerts pressure on roads, causing them to buckle and become prone to damage. There is a greater possibility of heavier vehicles harming the roads. He mentioned during the weight restriction period, trucks traveling on "posted" roads must carry lighter loads and travel at slower speeds. He stated weight restrictions are designed to prevent roadway damage, are usually temporary and are lifted once the spring thaw ends. He provided the history of seasonal weight restrictions. He explained the many tools utilized in determining when to enforce and remove weight restrictions including staff experience, field observations, Michigan Department of Transportation (MDOT) Frost Tubes, Minnesota Department of Transportation (MIN DOT) Freeze/Thaw Index and communication from neighboring road commissions. He stated the RCKC has 303 miles of All Season Routes and mentioned the All Season Route Map is available on the RCKC website. Commissioner Boersma questioned how many tickets are issued annually during seasonal weight restrictions. Permit Agent Franklin stated typically between 10 and 15 tickets. Furthermore, it depends on the length of the season. Commissioner Brennan questioned if alternate routes are suggested. Permit Agent Franklin stated if he does not agree with a proposed route, he will suggest an alternate route. Commissioner Stehouwer inquired about the folding weight restriction signs. Operations Director Bartholomew shared staff has all weight restriction signs flipped up within 2 shifts. Discussion continued...

Commissioner Brennan moved and it was seconded to accept the letter Withdrawing the St. Luke Abandonment Request, Cooper Township and cancel the public hearing scheduled for Tuesday, April 14, 2020 at 6:00 p.m. Engineering and Public Relations Director Worden shared we worked to address this issue with a temporary easement should future development occur. Commissioner Stehouwer requested a brief explanation

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of the temporary easement. Engineering and Public Relations Director Worden explained it's a stub road where we will be given at the next Board meeting an easement for the property to construct a turnaround if needed. Furthermore, the temporary easement would go away if the plat is ever extended.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Brennan, Boersma

Commissioner Stehouwer moved and it was seconded to approve the Traffic Signal – N Avenue at 9th Street Bid #2020-01 to Severance Electric, low bidder meeting specification for a total of \$43,288.00. Traffic and Project Engineer Hoekstra shared on February 13, 2019, RCKC was alerted to a crash that occurred at the intersection of N Avenue at 9th Street. A pickup truck with a plow had collided with one of our signal poles. Staff inspected the damaged infrastructure and determined that the signal pole had considerable damage both to the pole itself, as well as, the foundation. Emergency repairs were performed by Severance Electric with the intent to bid the replacement of the signal infrastructure in accordance with RCKC purchasing policy. Emergency repairs with Severance Electric have cost \$24,300. To date, the driver's insurance company has reimbursed the repair costs. He mentioned the biggest hinderance will be lead time on poles since there is a shortage nationally.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Brennan, Boersma

Commissioner Boersma moved and it was seconded to award the Hot Mix Asphalt (HMA) Plant Mix & Cold Patch (CP-6) Bid #2020-04 for 36A and 13A HMA to Lakeland Asphalt Corp., Michigan Paving and Materials Co., Rieth-Riley Construction Co., Inc. and Wyoming Asphalt Paving Co., Inc. – based on haul distance from plant to the job sites and to award the HMA Plant Mix CP-1 portion of Bid #2020-04 to Wyoming Asphalt Paving Co., Inc. – low bidder meeting specifications and to award the CP-6, (cold patch) portion of Bid #2020-04, which includes delivery to the RCKC, to Lakeland Asphalt Corp. – low bidder meeting specifications. Road Maintenance Superintendent Page shared our recommendation to award to numerous vendors for HMA plant mix loaded in RCKC trucks is based on minimizing the haul distance to the job site. The 36A HMA is used seasonally, when available, for both our primary and local road surface patching. Furthermore, 13A modified HMA is generally used for major road repairs such as a culvert replacement or road base repairs. He explained CP-1 HMA Mix is a 36A hot mix with cutback. Cutbacks in our patching material allows crews to patch with hot material on cool days while prolonging the "workability" of the material. The CP-6 is used during the winter season and on rainy days when HMA is not available.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Brennan, Boersma

Commissioner Stehouwer moved and it was seconded to award the 22A/23A Gravel, Compacted in Place Bid #2020-05 to Southwest Transport Co., respective low bidder by Township. Road Maintenance Superintendent Page shared this is an annual bid and the intent of this 22A/23A Gravel 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.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Brennan, Boersma

Commissioner Brennan moved and it was seconded to award the Aggregates – Seasonal Requirements Bid #2020-07 to Aggregate Resources Inc., Hillside Gravel LLC, Stoneco, Top Grade Aggregates LLC, and Verplank Trucking based on haul distance for material loaded in RCKC trucks and by low bidder for material delivered to RCKC yard.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Brennan, Boersma

Commissioner Stehouwer moved and it was seconded to approve the 2020 Truck Components Purchase including; one (1) Swap Loader Hoist, one (1) steerable lift axle, two (2) 9' right hand wing plows, two (2) dual

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auger deicer/sander units, and two (2) complete hydraulic systems and one (1) Swap Loader flatbed body with skid and to remove and reuse two (2) underbody scrapers, two (2) 14' stainless steel dump boxes, to be placed on (2) new Swap Loader skids including installation and applicable warranties to place our two (2) 2021 Peterbilt trucks in service from Truck & Trailer Specialties, Inc. through the MIDEAL purchasing program for \$284,739. Operations Director Bartholomew shared outlined in our Capital Outlay section of the 2020 Budget is the purchase right hand wing plows, hydraulic systems, controls, and other components for a cost of \$225,000. This purchase is necessary to complete the build of our two (2) new 2021 Peterbilt trucks, allowing them to be placed in service. The two new 2021 Peterbilt cab/chassis, once custom built, with the additional equipment included in this truck components purchase, will be utilized in our daily operations including winter maintenance, hauling equipment and material along with other routine maintenance activities. The Swap Loader hoist system allows our trucks to attach various bodies within minutes, making them very versatile. Truck & Trailer Specialties Inc. bid includes a one (1) year warranty on all the equipment and components. They have proposed a 270-day timeline to complete the two units. Our goal is to have these units in service for the 2020-2021 winter season.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Brennan, Boersma

Commissioner Brennan moved and it was seconded to approve the Brady Township Local Road Contract. Operations Director Bartholomew shared these are local road projects for preventative maintenance and rehab type work. These are the type of projects that the Participation (PAR) Funds are incorporated into. He stated Items F, G, and H are similar and have been approved by the Township Boards.

- a. V Avenue – 32nd Street to 34th Street; Crack Fill, HMA Wedging, Chip Seal
- b. 34th Street – V Avenue to UV Avenue; Crack Fill, HMA Wedging, Chip Seal
- c. 26th Street – UV Avenue to TU Avenue; Crack Fill, Chip Seal
- d. 34th Street – Z Avenue to YZ Avenue; Gravel, Pulverize

Carried by the following vote:

Aye: Pawloski, Stehouwer, Brennan, Boersma

Commissioner Boersma moved and it was seconded to approve the Richland Township Local Road Contract.

- a. 28th Street – M-89 to AB Avenue; Crack Fill, Chip Seal, Fog Seal
- b. 28th Street – D Avenue to C Avenue; Crack Fill, HMA Wedging, Chip Seal
- c. 30th Street – M-43 to D Avenue; Crack Fill, HMA Wedging, Chip Seal
- d. 34th Street – DE Avenue to M-89; HMA Wedging, Chip Seal
- e. BC Avenue – M-43 to West Gull Lake Drive; Crack Fill, Chip Seal
- f. C Avenue – 28th Street to M-89; Crack Fill, HMA Wedging, Chip Seal
- g. DE Avenue – 35th Street to 3,835' east of 35th Street; Chip Seal
- h. E Avenue – North Sprinkle Road to 28th Street; Crack Fill, Chip Seal
- i. F Avenue – North Sprinkle Road to 27th Street; Crack Fill, Chip Seal
- j. FG Avenue – 24th Street to North Sprinkle Road; Chip Seal

Carried by the following vote:

Aye: Pawloski, Stehouwer, Brennan, Boersma

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

- a. XY Avenue – 1,320' west of 37th Street to 37th Street; Gravel, Pulverize
- b. YZ Avenue – 46th Street to 3,960' east of 46th Street; Gravel, Pulverize
- c. 39th Street – V Avenue to U Avenue; HMA Overlay
- d. 44th Street – Z Avenue to X Avenue; Gravel Resurfacing

Carried by the following vote:

Aye: Pawloski, Stehouwer, Brennan, Boersma

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Chair Int'l _____

Clerk Int'l _____

Commissioner Stehouwer inquired about other Township Local Road Contracts. Operations Director Bartholomew shared the deadline was extended from March 15 to April 3 primarily due to adjustments in RCKC staff estimating process. Furthermore, since we have an HMA bid extension with our contractor we are not on a timeline to bid these projects.

County Commissioner John Gisler shared the contract for Kalamazoo County Administrator Tracie Moored was extended for another 3 years. He sits with the Kalamazoo County Planning Commission and shared that Mr. Art Mulder has a landscape operation on Ravine Road and Nichols Road. Mr. Mulder attended a County Planning Commission meeting with his attorney and is convinced that they can start a business recycling demolition and construction debris. The business requires special permits from the state to process that kind of material. The nearest locations to process this type of material is in Kent County and Jackson County and therefore, most of the material does not get transported but is disposed of in a local landfill. Furthermore, per the state this will require the County to update their Solid Waste Disposal Plan and to submit their plan as an amendment. He stated it will take several months to a year to process the necessary paperwork.

Operations Director Bartholomew introduced and welcomed Project Engineer Dean Disterheft to the RCKC.

Commissioner Brennan attended the Charleston Township Board meeting where a presentation was given on Emergency Management. Furthermore, the Township Board signed a resolution to begin the process. The Board of Public Works (BPW) meeting is scheduled for Friday.

Commissioner Stehouwer shared on Thursday he is scheduled to attend the Parks Commission meeting. He received a thank you from a Comstock Township citizen who was pleased with road conditions. Metro Transit gave a presentation at the Comstock Township meeting last night. He stated it was good to hear the overview. He mentioned the Township is installing new streetlights at Sprinkle Road and East Main. He also mentioned they have an alert system for Township related business called Nixle.

Commissioner Pawloski thanked the Office of Emergency Management for presenting at our last Board meeting. He stated the presentation was very insightful and he supports their efforts. He mentioned Board members will be attending the County Road Association (CRA) Highway Conference next week.

The meeting was adjourned at 3:46 p.m.

Attest: Timothy A. Snow, County Clerk

By: _____, Chair _____, Deputy Clerk

March 10 – 12, 2020
County Road Association Commissioners and 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 in Lansing, Michigan March 10 – March 12, 2020.

Present: Deborah J. Buchholtz, David Pawloski, Larry Stehouwer, Thom Brennan, Michael Boersma

Also attending: Managing Director Joanna I. Johnson, Operations Director Travis Bartholomew, Finance Director Ann Simmons, Engineering and Public Relations Director Mark Worden, County Engineer Ryan Minkus, and Communications Administrator Elli Blonde.

The commissioners and staff attended various functions, educational sessions and activities.

The meeting adjourned on March 12, 2019 at 11:00 a.m.

Attest: Timothy A. Snow, County Clerk

By: _____, Chair _____, Deputy Clerk

March 17, 2020

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 17, 2020. Commissioner Buchholtz called the meeting to order at 3:00 p.m.

Present: Deborah J. Buchholtz, David C. Pawloski, Larry Stehouwer, Michael Boersma
Absent: Thom Brennan

Also attending: Managing Director Joanna I. Johnson, Operations Director Travis Bartholomew, and Administrative Assistant Selena Rider.

Commissioner Stehouwer moved and it was seconded to approve the agenda as amended. Managing Director Johnson requested to correct under New Business Item F: Request Approval of the Traffic Control Orders (TCO's) letter a from East Cork Street to M Avenue and to add under New Business Item Q: Request Correction for the Approval of Bid #2020-07: Aggregates – Seasonal Requirements.

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

Commissioner Stehouwer moved and it was seconded to approve the March 3, 2020 regular Board meeting and March 10 – 12, 2020 County Road Association (CRA) and Annual Highway Conference.

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

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

Payroll Account	\$	144,744.70
Vendor Account	\$	254,232.81

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

Sally Herder of 3728 S. 28th Street shared flooding concerns due to neighbor rerouting water. She stated the water is pond water. She explained the pond has an overflow pipe and the landowner has altered their land by digging trenches, directing the water to the culvert causing flooding of properties on the opposite side of the road. She requested the RCKC to stop the flow of water by sealing the culvert or monitor the culvert, so flooding does not happen in the future. Commissioner Buchholtz advised the Board would investigate this and get back with her. Managing Director Johnson shared our key operation teams have made site visits and when there is a future rain event to potentially visit the site to see what is flowing and where it is coming from. Mrs. Herder stated there is no surface water on the ground and there should be no water flowing through the culvert. Managing Director Johnson shared across this county today there is water in many places for which we have not typically seen based on ground water and other issues. Furthermore, we need to understand where the water is flowing from. Commissioner Buchholtz shared we have high water in many places that we haven't before and with a future rain event we could observe, clearly and directly where the water is coming from to see if any action can be taken. Discussion continued...

Commissioner Boersma moved and it was seconded to accept the Meadowshire Plat and approve for the Chair's signature the right-of-way (ROW) easement, located in Section 29 of Richland Township. Managing Director Johnson shared in June of 2013 we saw the Preliminary Plat of Meadowshire. On April 22, 2014 the RCKC Board approved a deeded 33ft with an additional 17ft ROW easement. On June 11, 2019, the Board approved the Preliminary Plat of Meadowshire. The developer has provided the ROW easement as previously approved back in 2014. The Meadowshire Plat is a proposed 19 lot strip plat to be located on a portion of E Avenue which is classified and certified as a local road. Being constructed adjacent to E Avenue, this plat will not include the construction of any new roadways. Commissioner Stehouwer questioned the timing. Commissioner Buchholtz

March 17, 2020

Chair Int'l _____

Clerk Int'l _____

shared it was economically not feasible for the builder at the time. Managing Director shared the delay from 2013 is not due to the RCKC.

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Boersma

Commissioner Stehouwer moved and it was seconded to approve the temporary easement for St. Luke Avenue Lot #1 in Cooper Township for the Managing Director's signature. Managing Director Johnson shared at the February 18, 2020 regular Board meeting, the Board accepted the petition for abandonment of a portion of St. Luke Avenue, Cooper Township and set a public hearing date. Then on March 3, 2020 the petitioner requested a withdrawal of abandonment request as staff continued to work on potential solutions. Together the resolution has been obtained by a temporary vehicle turnaround easement agreement, should future development occur. This turnaround easement will address future development and the driveway permit application for the parcel on the stub road.

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Boersma

Commissioner Boersma moved and it was seconded to approve the final design plans and easement for the River Street Signal Upgrade project at the intersections of River Street at Comstock Avenue and River Street at ML Avenue in Comstock Township for the Board and Managing Director's signatures on the plan cover sheet. Managing Director Johnson shared our design consultant Hubbell, Roth, & Clark (HRC) worked with us to develop the plans and bid documents. The 2020 Primary Road Capital Improvement Plan (CIP) has this project set to be constructed in 2020. The project would include full replacement of traffic signals including, new underground conduit, poles and cabinets. It will also ensure compliance with the American with Disabilities Act (ADA) at the sidewalk ramps within the signal location. In this situation, RCKC is providing compensation to the owner for both the property acquired (\$800.00) and the cost to relocate the commercial sign at this location (\$10,550.00).

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Boersma

Commissioner Pawloski moved and it was seconded to approve the Geographic Information System (GIS) Technician Agreement with County of Kalamazoo for the Chair's signature. Managing Director Johnson shared in 2019, representatives from the Kalamazoo County Consolidated County Dispatch Authority (KCCDA), County Planning, County Administration and the RCKC began discussing various Geographic Information Systems (GIS) needs. Presently, we do some of our own GIS work and some areas are also supported by the Kalamazoo Area Transportation Study (KATS). We felt the need to supplement our own resources. For many years, we have collaborated with County planning for our County map, which is also the basis for KCCDA use. As the needs and timeliness of updates to the County map and other GIS demands have grown, the County felt another GIS position in County Planning was needed to support these efforts. KCCDA and RCKC agreed to support funding the new position as a pilot beginning in 2020. We provided County Planning with a potential list of needs and expected timelines. The County approved its 2020 Budget on Tuesday, October 1, 2019 including the creation of a County GIS Technician position, which included the RCKC commitment of \$3,000 and the KCCDA commitment of \$15,000 to support the position. This agreement was approved on March 4, 2020. We will be monitoring the level of services and timely deliverables, for further review and discussion after our initial pilot year. Commissioner Stehouwer stated he totally supports this agreement and stated it's a great benefit. Commissioner Buchholtz applauded Managing Director Johnson for taking initiative with the KCCDA Director in seeing an issue and coming up with an idea to present to the county.

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Boersma

Commissioner Stehouwer moved and it was seconded to approve the bridge program resolutions to request funding through the Michigan Department of Transportation (MDOT) for the Local Bridge Program call for applications. Managing Director Johnson shared the bridges are selected for submission based upon their condition, review of upcoming road projects and review of the inspection reports that have been entered into the

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Michigan Bridge Inspection System database. The MDOT allows agencies to submit up to five applications for any given year. This is a competitive process statewide with historically more than 300 applications submitted for the very limited funding. The bridges are proposed by RCKC staff for submittal to the Local Bridge Program for funding in 2023. Commissioner Buchholtz questioned how successful we have been in the past. Managing Director Johnson stated there was one year we did not receive funding. She stated there will be a resolution that we have previously supported at our next meeting for the South Washington Bridge from Jeff Heppler, Village of Augusta. Commissioner Stehouwer mentioned that he appreciated hearing about bridge bundling at the County Road Association (CRA) Conference and questioned if this agenda item relates to this. Managing Director Johnson stated it does not relate to this and explained how bridge bundling works. Discussion continued...

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 Schoolcraft 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 2023.

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
Y Avenue Bridge Preventive
Maintenance

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

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

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

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

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WHEREAS, this Board has considered the application for Local Bridge Program Funds and authorizes the submission of the application for Local Bridge Program Funds for 2023.

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
24th Street Bridge Preventive
Maintenance

WHEREAS, the 24th Street bridge over the Portage Creek in 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 2023.

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
YZ Avenue Bridge Replacement

WHEREAS, the YZ Avenue bridge over Portage River in Brady Township, Kalamazoo County, Michigan, was constructed in 1966 as a timber structure with a hot mix asphalt slab overlay and due to its age has reached its end of useful life; 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 2023.

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

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the necessary local funds for this project and to continue to maintain this structure.

RESOLUTION
Supporting Application for Local Bridge Program Funds For
North Sprinkle Road Bridge
Rehabilitation

WHEREAS, the North Sprinkle Road bridge over Spring Brook in Richland Township, Kalamazoo County, Michigan, was constructed in 1998 as a concrete arch culvert 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 rehabilitation will improve the condition of the bridge fascia and headwall, 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 2023.

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: Buchholtz, Pawloski, Stehouwer, Boersma

Commissioner Stehouwer moved and it was seconded to approve the Traffic Control Orders (TCO)s S 39-02-20, S39-03-20, S 39-04-20, S 39-05-20, and S 39-06-20 for speed limits in Comstock, Oshtemo, and Ross Townships for the Managing Director's signature. Managing Director Johnson shared RCKC staff identified roads where signs posted do not match TCOs on file. Once this is done, RCKC typically initiates a speed study on the roadway, collects necessary data, and cooperates with the Michigan State Police (MSP) on establishing a TCO if required. In the cases of these roadways, RCKC staff notified the townships of the incorrectly posted speed limits and the speed studies initiated by the RCKC. Speed data was collected on some of these roadways in 2019 while others require more data collection in 2020. Commissioner Stehouwer shared he is supportive, however is disappointed in Croyden Avenue. He stated there is a large apartment complex, hospice facility, pedestrian traffic, a curve in the road, and vacant land. He is disappointed that the parameters of speed studies seem inappropriate in terms of the character of that land and potential future development. He is hopeful in the future as the vacant land develops that a more "common sense" speed limit is set.

- a. S 39-02-20 for Park Circle and M Avenue from Sprinkle Road to South 26th Street
- b. S 39-03-20 for Midlink Drive from Park Circle Drive to Old Cork Street
- c. S 39-04-10 for 37th Street between M-89 and D Avenue
- d. S 39-05-20 for Croyden Avenue between Maple Hill Drive and Drake Road
- e. S 39-06-20 for Maple Hill Drive between M-43 and the north end of the roadway

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Boersma

Commissioner Boersma moved and it was seconded to award the Tree Work #2, Kalamazoo River Valley Trail (KRVT) Bid #2020-09 to Arbanas Tree Service, low bidder meeting specifications for \$23,695.00. Managing

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Director Johnson shared this segment of KRVT was originally planned as a 2.3-mile extension of the existing 22-mile-long KRVT network. It was not until January of 2020 that MDOT staff confirmed the project would not be included in the MDOT March bid letting and that the plans, specifications and estimate would again need to be revised and a separate bidding process would be necessary to have the trees removed prior to March 31st. The RCKC team began diligently working on this latest set of revisions. Commissioner Stehouwer thanked staff for their hard work and efforts to meet the necessary schedule. Discussion continued....

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Boersma

Commissioner Stehouwer moved and it was seconded to approve the Construction Materials Testing Countywide Bid #2020-03 to Soil and Materials, Engineers, Inc. (SME), low bidder meeting specifications with the option to extend the bid for three (3) one (1) year extensions by the mutual agreement of both parties. Managing Director Johnson shared materials sampling and testing is necessary to confirm that the materials being placed on a project as well as the construction method used to place them are meeting accepted standards for RCKC projects.

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Boersma

Commissioner Boersma moved and it was seconded to award the Surveying Services Bid #2020-08 to Fishbeck, low bidder meeting specifications with the option to extend the bid for three (3), one (1) year extensions by the mutual agreement of both parties. Managing Director Johnson shared these services were last bid in 2016 with the same extension options as noted within this bid and awarded to Fishbeck. Fishbeck has provided this service, utilizing the same staff, to the RCKC since 2013. Commissioner Stehouwer mentioned he would like to have seen local companies bid. Managing Director Johnson stated, as a public bid, they did have the opportunity to bid.

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Boersma

Commissioner Pawloski moved and it was seconded to award the Hot Mix Asphalt (HMA) #1 Bid #2020-13 to Rieth Riley Construction Co., Inc., low bidder meeting specifications for \$159,802.15 with the option to extend the bid based on pricing, location or scope of work by mutual agreement of both parties for three (3) one (1) year extensions.. Managing Director Johnson shared in 2017 the RCKC had a mill and overlay project on N Avenue between Sprinkle Road and 26th Street. As a part of that project there was a 300-foot section near the Grand Trunk Railroad crossing just east of Sprinkle Road that was not widened due to the proximity of crossing gates and warning lights at the edge of the existing roadway. Grand Trunk Railroad started and completed the work for the replacement of these facilities in the summer of 2019. The work proposed for 2020 will complete the widened section of N Avenue all the way to Sprinkle Road. The project will consist of milling, overlay and trench widening to accommodate a new center turn lane. She mentioned Rieth Riley is the company that has either had a work stoppage or has been on strike that has affected our project on D Avenue the last two years. Commissioner Boersma inquired about liquidated damages. Operations Director Bartholomew shared liquidated damages are \$1,000.00 per day and the deadline is clearly noted. Discussion took place...

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Boersma

Commissioner Stehouwer moved and it was seconded to approve the Alamo Township Local Road Contract for the Chair's signature. Managing Director Johnson summarized Items K – O which are all part of our Local Township Program. As the Board is aware, we did extend the local road contracts through April 3rd partially due to the February 28th deadline that we had for HMA projects was not needed since we had the extension in pricing. Furthermore, we have a new team working on the estimates. Commissioner Buchholtz inquired about how projects are selected. Managing Director Johnson shared we use the principles of asset management. We work with our Township partners, even though they are not required to contribute funding, to help fund improvements on the local road system. Some of our townships fund local roads through general fund dollars,

millages and special assessment districts. They are in support of local road improvements for construction purposes as outlined in Public Act (PA) 51. We have taken the position as the local road professionals the right fix at the right time regardless of funding sources. We have our 5-year local road plans and recommend to our township partners which roads with the right fix at the right time in building those 5-year plans some of which are already on our website. This year we made it a goal to have all the 5-year plans on the local road system on website which was shared with the townships. We review all roads in a township based on the funding available and we prioritize them. We select the treatment and make the recommendation by presenting townships various estimates. In future years we need to adjust the type of treatment. This year we now have a Project Engineer dedicated to most of the projects and have 2 Project Superintendents who have been creating these local road estimates. Operations Director Bartholomew stated it was a good year to train these employees since we have an HMA bid extension and have known prices. Discussion continued... Commissioner Stehouwer inquired about a double chip seal. Operations Director Bartholomew shared a double chip seal is 2 layers of chip seal over a prepared graded gravel surface which must be maintained the next year with another chip seal treatment.

- a. **Stoney Woods Drive – Ravine Road to 2,278' east of Ravine Road; Crack Fill, Chip Seal, Fog Seal**
- b. **DE Avenue – 2nd Street to 6,920' east of 2nd Street; Crack Fill, HMA Wedging, Chip Seal, Fog Seal**
- c. **3rd Street – G Avenue to F Avenue; Crack Fill, Chip Seal, Fog Seal**
- d. **Far Hills Way – F Avenue to 1,240' north of F Avenue; Crack Fill, Chip Seal, Fog Seal**
- e. **F Avenue – Far Hills Way to 6th Street; Crack Fill, HMA Wedging, Chip Seal, Fog Seal**
- f. **E Avenue – 1,840' west of 12th Street to 12th Street; Chip Seal, Fog Seal**
- g. **C Avenue – 2,120' west of 12th Street to 12th Street; HMA Wedging, Chip Seal, Fog Seal**
- h. **Hart Drive – F Avenue to Owen Drive; Chip Seal, Fog Seal**
- i. **F Avenue – 8th Street to 9th Street; Crack Fill, HMA Wedging, Chip Seal, Fog Seal**
- j. **F Avenue – 9th Street to Ravine Road; Crack Fill, Chip Seal, Fog Seal**
- k. **DE Avenue – 3,680' west of 6th Street to 6th Street; Crack Fill, Chip Seal, Fog Seal**
- l. **Hart Drive – Owen Drive to 6th Street; Chip Seal, Fog Seal**
- m. **EF Avenue – 5,122' west of 2nd Street to 2nd Street; Gravel, Pulverize, Double Chip Seal**
- n. **F Avenue – 3rd Street to Far Hills Way; Gravel Pulverize, Double Chip Seal**

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Boersma

Commissioner Boersma moved and it was seconded to approve the Comstock Township Local Road Contract for the Chair's signature.

- a. **Sumac Avenue – Treetop Drive to Battenkill Drive, Treetop Drive – Sumac Avenue to Catskill Street, Catskill Street – Treetop Drive to G Avenue, Battenkill Drive – Treetop Drive to G Avenue, Firefly Street – Battenkill Drive to 160' east of Catskill Street, Cascade Court – Firefly Street to 511' north of Firefly Street; Crack Fill, Chip Seal, Fog Seal**
- b. **Jacille Avenue – 550' east of Oranoco Street to 26th Street, Oranoco Street – H Avenue to Jacille Avenue; Crack Fill, HMA Wedging, Chip Seal, Fog Seal**
- c. **HJ Avenue – 26th Street to 1,890' east of 26th Street; Crack Fill, HMA Wedging, Chip Seal, Fog Seal**
- d. **Buck Avenue – 30th Street to 30' east of Antler Street, Roush Street – 170' south of Buck Avenue to Buck Avenue; Crack Fill, Chip Seal, Fog Seal**
- e. **JK Avenue – 28th Street to Worden Avenue, Worden Avenue – JK Avenue to 26th Street, Oran Avenue – Worden to 26th Street; Crack Fill, Chip Seal, Fog Seal**
- f. **28th Street – M-96 to East Main Street; Crack Fill, Chip Seal, Fog Seal**
- g. **MN Avenue – 26th Street to 28th Street; Crack Fill, Chip Seal, Fog Seal**
- h. **30th Street – K Avenue to East Main Street; Crack Fill, Chip Seal, Fog Seal**
- i. **33rd Street – N Avenue to ML Avenue; Crack Fill, Chip Seal, Fog Seal**
- j. **Worden Avenue – Oran Avenue to K Avenue; Crack Fill, Chip Seal, Fog Seal**
- k. **Rosemont Drive – Plaza Place to M-96, Plaza Place – 540' west of Rosemont Drive to Rosemont Drive; Crack Fill, Chip Seal, Fog Seal**

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- l. Henning Street – M-96 to Packard Street, Packard Street – M-96 to East Michigan Avenue; *Crack Fill, Chip Seal, Fog Seal***
- m. Leenhouts Street – East Michigan Avenue to 2,220' north of East Michigan Avenue; *Pulverize, HMA Base, Surface Paving***
- n. Landing Way – 1,500' south of G Avenue to G Avenue; *Pulverize, HMA Base, Surface Paving***

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Boersma

Commissioner Stehouwer moved and it was seconded to approve the Cooper Township Local Road Contracts for the Chair's signature.

- a. Walkers Ridge Road – 12th Street to 650' east of Red Rock Trail, Red Rock Trail – Walkers Ridge Road to Rolling Meadows Drive, Eaglehead Avenue – Red Rock Trail to 650' east of Rolling Meadows Drive, Rolling Meadows Drive – Eaglehead Avenue to D Avenue (Walker Meadows); *Chip Seal, Fog Seal***
- b. F Avenue – Old Douglas to Westnedge Avenue; *Crack Fill, HMA Wedging, Chip Seal, Fog Seal***
- c. 22nd Street – B Avenue to Baseline Road; *Crack Fill, HMA Wedging, Chip Seal, Fog Seal***
- d. 14th Street – E Avenue to D Avenue; *Gravel, Pulverize, HMA Base Paving***
- e. C Avenue – Douglas Avenue to 17th Street; *Crack Fill, Chip Seal, Fog Seal***
- f. AB Avenue – 16th Street to 17th Street; *Crack Fill, HMA Wedging, Chip Seal, Fog Seal***

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Boersma

Commissioner Stehouwer moved and it was seconded to approve the Pavilion Township Local Road Contract for the Chair's signature.

- a. 26th Street – S Avenue to RS Avenue; *Crack Fill, Chip Seal***
- b. 33rd Street – R Avenue to Q Avenue; *Chip Seal***
- c. T Avenue – 26th Street to 27th Street; *Crack Fill, HMA Wedging, Chip Seal***
- d. TS Avenue – 29th Street to 685' east of East Indian Lake Drive; *Crack Fill, HMA Wedging, Chip Seal, Fog Seal***
- e. 25th Street – Q Avenue to P Avenue; *HMA Wedging, Chip Seal***
- f. 25th Street – P Avenue to O Avenue; *Crack Fill, HMA Wedging, Chip Seal***
- g. RS Avenue – 25th Street to 28th Street; *Crack Fill, HMA Wedging, Chip Seal***
- h. O Avenue – 2,690' west of 25th Street to 28th Street, 28th Street – O Avenue to ON Avenue, ON Avenue – 28th Street to 29th Street; *Crack Fill, HMA Wedging, Chip Seal***

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Boersma

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

- a. 2nd Street – U Avenue to TU Avenue; *Crack Fill, HMA Wedging, Chip Seal***
- b. V Avenue – Van Kal Street to 2nd Street; *Crack Fill, Chip Seal***
- c. YZ Avenue – 85' west of 6th Street to 7th Street; *Crack Fill, HMA Wedging, Chip Seal***
- d. Paw Heights Drive – 2nd Street to Beach Bay Drive, Rainbow Ridge – Paw Heights Drive to 770' east of Paw Heights Drive, Beach Bay Drive – Paw Heights Drive to 673' east of Paw Heights Drive; *Chip Seal, Fog Seal (1-2 years)***
- e. Prairie Ronde Road – Deer Run Road to 467' north of Woodbrook Street, Woodbrook Street – Prairie Ronde Road to 11th Street, Angus Avenue – Woodbrook Street to Deer Run Road, Silo Street – Angus Avenue to Deer Run Road, Deer Run Road – Prairie Ronde Road to Angus Avenue, Prairie Ronde Road – YZ Avenue to Deer Run Road; *Crack Fill, HMA Wedging, Chip Seal, Fog Seal***

Carried by the following vote:

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Aye: Buchholtz, Pawloski, Stehouwer, Boersma

Commissioner Buchholtz shared she had sent out the Board Self Evaluation Form and requested discussion. Commissioner Stehouwer mentioned that he appreciated the effort to those who put together the survey and using this opportunity to critique ourselves as Board members. Discussion continued...

Commissioner Boersma moved and it was second to correct the previous award of the Aggregates – Seasonal Requirements Bid #2020-07 from the March 3, 2020 Board meeting to Aggregate Resources Inc., Hillside Gravel LLC, Top Grade Aggregates LLC, Verplank Trucking, aggregate Industries, Austin Sand & Gravel, and Superior Gravel based on haul distance for material loaded in RCKC trucks and by low bidder for material delivered to RCKC yard. Managing Director Johnson shared Stoneco did not bid, and Aggregate Resources, Austin Sand & Gravel, and Superior Gravel were excluded from the memo, yet they were listed on the Bid tab correctly.

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Boersma

Managing Director Johnson commended the team and appreciates the honors that the RCKC was awarded at the CRA Highway Conference. Furthermore, she will have the awards available at a future Board meeting. She stated we have been monopolized as well as other agencies with COVID-19. Furthermore, we have been engaged with various entities and thanked Kalamazoo and County Governments including County Administrator Tracie Moored who has kept us in the loop. She stated the RCKC issued a press release stating that we are continuing operations and although we have not closed our lobby, we are taking precautions and encouraging in all lines of our business to do things by teleconference and or mail delivery. Many conferences, training sessions and seminars that we have had planned have since been canceled. She stated we are doing all we can to protect our citizens and our employees. We will continuously send out notices and updates sharing best practices that have also been shared with us. Discussion continued... Managing Director Johnson shared we sent out our first construction press release for 2020 on county projects that included tree removal on U Avenue and S Avenue.

Commissioner Boersma announced that the Environment Health Advisory Council (EHAC) has been postponed to a future date. He had an informative time in Lansing at the CRA Highway Conference. He stated that both he and Commissioner Buchholtz shared time at a training session on Roberts Rules of Order where he learned what happens when dysfunctional Board members do not follow Roberts Rules. He and Commissioner Buchholtz discussed coming up with Board by-laws to address worse case scenarios like surprise amendments to the agenda, especially if they are personnel related which happened in a neighboring county. He enjoyed walking through the Road Show with Operations Director Bartholomew and found it very informative

Commissioner Buchholtz shared that Commissioner Brennan informed her that the Board of Public Works (BPW) met and he is now Vice Chair of that organization.

Commissioner Stehouwer mentioned he appreciates the work of our Board and staff and stated situations may arise when we need a special meeting at the Board level such as funding limits. He shared the Board could be called in if necessary. He stated meeting every other week sets a good pace for normal business. He appreciates everyone exercising patience during this time with COVID-19. At the CRA Highway Conference he appreciated the efforts of RCKC staff that showed in awards received in the communication area, roadside vegetation management and honors to Managing Director Johnson for receiving the Distinguished Service Award. He stated the conference was very valuable and a keynote speaker stated, "we have the opportunity to overcome adversity". Positive Relationships was another good topic where we were given tools to work on them. Another topic he found interesting was Creating Fairness in Road Funding. He stated we are not all the same and how you learn when you get to know the differences. He stated many of us were surprised to learn in some counties how local roads are far superior to primary roads.

Commissioner Pawloski echoed Commissioner Stehouwer comments. He stated he is very proud of the way we do business at the RCKC and heard many great comments from other road commissions at the CRA

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Highway Conference. He stated the awards received were well deserved. He appreciated Managing Director Johnson canceling future trainings and seminars. He will be present at the May 12th Board meeting since his conference was canceled. He mentioned to Commissioner Boersma that he watched the City of Kalamazoo meeting and learned the threshold is usually \$100,000 and stated they temporarily raised it to \$5 million due to large construction projects in the near future.

Commissioner Buchholtz mentioned in the last addition of CRA Crossroads Magazine our very own Jim Hoekstra, Traffic and Project Engineer was featured for receiving the Urban Engineer of the Year Award. Managing Director Johnson mentioned she had the opportunity to testify about asset management and understanding how projects are selected. The House of Appropriations for Transportation committee knew the condition of our roads in Kalamazoo County. She gave kudos to the RCKC team for being recognized.

Commissioner Pawloski thanked State Representatives Jon Hoadley and Beth Griffin for meeting with us at the CRA Highway Conference.

Commissioner Buchholtz enjoyed watching RCKC staff walk the floor of the Road Show. She shared seeing their interaction and involvement with the people they know and how well they are respected and sought after for advice was exciting. Furthermore, seeing the excitement in our new Project Superintendents was fun to see, including the ownership of the work that they do. Commissioner Boersma mentioned he may potentially be absent at the May 12th Board meeting.

The meeting was adjourned at 4:46 p.m.

Attest: Timothy A. Snow, County Clerk

By: _____, Chair _____, Deputy Clerk