

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
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Vendor Account	\$	744,830.91
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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

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 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
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Vendor Account	\$	899,224.27
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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

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

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

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

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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Chair Int'l _____

Clerk Int'l _____

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

February 4, 2020

Chair Int'l _____

Clerk Int'l _____

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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Vice Chair Int'l _____

Clerk Int'l _____

The regular meeting of the Board of County Road Commissioners of the County of Kalamazoo was held at the Road Commission of Kalamazoo County (RCKC) office at 3801 East Kilgore Road, Kalamazoo, Michigan, on Tuesday, 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

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

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...

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

Vice Chair Int'l _____

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

Clerk Int'l _____

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, Wakarusa 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
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Vendor Account	\$	289,956.44
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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

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

March 3, 2020

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

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 (TCOs) S 39-02-20, S 39-03-20, 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 (KRV) 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 KRVV was originally planned as a 2.3-mile extension of the existing 22-mile-long KRVV 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

The Board of County Road Commissioners of the County of Kalamazoo held a special meeting by telephonic and video conferencing on Monday, March 30, 2020 for the purpose of technological alignment and set-up in preparation for the March 31, 2020 regular Board meeting. The meeting began at 3:01 p.m.

This meeting is being held in accordance with Governor Gretchen Whitmer and the Michigan Department of Health and Human Services' [recommendations designed to help prevent the spread of Coronavirus Disease 2019 \(COVID-19\)](#) and [Executive Order 2020-15](#) declaring public bodies subject to the Open Meetings Act can meet electronically, including by telephonic conferencing or video conferencing, in a manner in which both the general public and the members of the public body may participate by electronic means.

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, Communications Administrator Elli Blonde and Administrative Assistant Selena Rider.

Managing Director Johnson reviewed best practices to assist with the new platform. She mentioned an RCKC Moderator would be available to assist with coordinating public questions and comments and for any assistance for technical assistance. Various questions from Commissioners and staff were discussed.

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

Attest: Timothy A. Snow, County Clerk

By: _____, Chair _____, Deputy Clerk

The regular meeting of the Board of County Road Commissioners of the County of Kalamazoo was held by telephonic and video conferencing on Tuesday, March 31, 2020. Commissioner Buchholtz called the meeting to order at 3:00 p.m.

This meeting was held in accordance with Governor Gretchen Whitmer and the Michigan Department of Health and Human Services' [recommendations designed to help prevent the spread of Coronavirus Disease 2019 \(COVID-19\)](#) and [Executive Order 2020-15](#) declaring public bodies subject to the Open Meetings Act can meet electronically, including by telephonic conferencing or video conferencing, in a manner in which both the general public and the members of the public body may participate by electronic means.

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 Buchholtz reviewed telephonic and video conferencing protocols.

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 Boersma moved and it was seconded to approve the March 17, 2020 regular Board meeting as presented.

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

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

Payroll Account	\$	144,110.97
Vendor Account	\$	384,635.69

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

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

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Managing Director Johnson gave an update on COVID-19 and how it's impacting the RCKC. She shared the RCKC began remotely working on March 23rd which is the same day the Governor's 2020-21 Executive Order came out "Stay Home and Stay Safe". She mentioned operations from the administrative side are working remotely by using various platforms available to us. We are dispatching all our road maintenance operators remotely and have equipment throughout the county. She stated the RCKC is working and doing our work as essential, critical infrastructure component for this state and doing all we can in public service while also practicing best practices to ensure the health and welfare of our employees and the public we serve. She shared a press release went out on March 27th also asking the public if they see our crews or contractors who are working on our behalf to please recognize they are working and to practice those same COVID-19 best practices while they are working within the public right-of-way (ROW).

Commissioner Stehouwer moved and it was seconded to accept the Safety Improvement Project 2021 Award Letters dated March 12, 2020. Managing Director Johnson shared the Board approved resolutions in support of the program resolutions on July 23, 2019. Mosel Avenue was also submitted but was not funded.

- a. U Avenue, Portage Road
- b. Dual Stop and Stop Ahead Signs

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Brennan moved and it was seconded to approve the Resolution of support for the Local Bridge Program for the Washington Street Bridge in the Village of Augusta for the Chair's signature. Managing Director Johnson shared the Village of Augusta is seeking our support for their Washington Street Bridge. The Kalamazoo Area Transportation Study (KATS) also approved our bridge resolutions along with the Village of Augusta. We want to support our smaller agencies in Kalamazoo County and support of the funding coming to Kalamazoo County. We supported the application in 2018 and 2019 by similar resolution.

RESOLUTION

Supporting Application for Local Bridge Program Funds FY 2023

For

Village of Augusta Bridge # STR 4666

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

WHEREAS, the current deterioration places a risk on the longevity of the bridge, the service it provides and its value as an important transportation system asset with a current load rating of 5 tons; and

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

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

WHEREAS, the Village Council will consider the application for Local Bridge Program Funds and authorize the submission of the application for Local Bridge Program Funds for FY 2023.

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

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Boersma moved and it was seconded to approve final design plans and resolution for the Stadium Drive Sidewalk from west Quail Run Drive to 11th Street in Oshtemo Township for the Board and Managing Director's signatures on the plan cover sheet and Chair's signature on the resolution. Managing Director Johnson shared Oshtemo Township has an approved umbrella non-motorized agreement that covers this facility. This project would be funded by the Transportation Alternatives Program (TAP) funds. With a signed cover sheet and resolution, these items can be turned into MDOT and the project can continue moving forward toward a May 2020 bid letting.

**RESOLUTION ADOPTED BY THE
BOARD OF COUNTY ROAD COMMISSIONERS
OF THE COUNTY OF KALAMAZOO**

March 31, 2020

WHEREAS, the Stadium Drive Sidewalk from 700 feet west of Quail Run Drive to 11th Street, construction project, within Oshtemo Township, MI, in Kalamazoo County, is to be a public facility within Kalamazoo County,

Michigan; and

WHEREAS, the Board of County Road Commissioners of the County of Kalamazoo, Michigan, has entered into agreement on April 17, 2018 with Oshtemo Township to design and construct the Stadium drive Sidewalk; and

NOW, THEREFORE, BE IT RESOLVED that the Board authorizes the Managing Director of the Road Commission of Kalamazoo County (RCKC) to request funding through the Transportation Alternatives Program; and

BE IT FURTHER RESOLVED that the Board authorizes the County Engineer of the RCKC to act as the agency's applicant during the project development, and to provide signature to the project program application upon funding award; and

BE IT FURTHER RESOLVED that the Board attests to the existence of and commits to the matching funds necessary to carry out the project

BE IT FURTHER RESOLVED that the Board, through an agreement with Oshtemo Township, commits to owning, operating, funding and implementing a maintenance plan over the design life of the facility constructed with Transportation Alternatives funding.

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Stehouwer moved and it was seconded to award the design, fabrication and delivery of the 32nd Street culvert to Northern Concrete pipe, Inc. for Option #1, a precast concrete box culvert quoted at \$84,090.00, low bidder meeting specifications and contingent upon award of the future 2020 32nd Street Culvert installation bid. Managing Director Johnson shared at the January 9, 2018 Board meeting, a Local Road Participation Fund Contract was approved for 32nd Street from U Avenue to T Avenue, to gravel, pulverize, and Hot Mix Asphalt (HMA) pave base course only in Brady Township. As a part of that contract, one culvert (an existing timber structure with an approximate span length of 13-feet) was identified to be a part of the project. In July of 2019, the RCKC opened bids for Bid #2019-20, which had bundled the culvert design, fabrication and installation all into one package. At that time, the low bid was 83% (\pm \$220,000) over the contract that RCKC had with Brady Township. With this information in hand, RCKC and the Township agreed to attempt a two bid approach. The first bid #2020-10 was for the design, fabrication and delivery of the culvert to the site. The second bid which will be posted in April, will be for the installation of the selected structure from the #2020-10 bid. Both bids are to be awarded early in the 2020 construction season. There were variations of different types of culverts that had been provided within the bid and our the RCKC team believed that option #1 was the best alternative.

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Boersma moved and it was seconded to award Bid #2020-11 Roadside Mowing Services for Specification #1 to Property Revolution, LLC, low bidder, meeting specifications for \$37,273.08 per year, with the option to extend the bid for three (3), one (1) year extensions by the mutual agreement of both parties and to award Bid #2020-11 Road side Mowing Services for Specification #2 to J. Jablonski and Sons Inc., low bidder, meeting specifications for \$82,990.70 per year, 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 RCKC maintains our roadside vegetation to provide the motoring public a clear vision area on straight sections of roadway and especially at intersections for safety. Roadside mowing also helps maintain a clear view of traffic control devices. Roadside Mowing Services Specification #1 requires vegetation and brush to be cut back a minimum of 6 feet from the edge of the shoulder. Roadside Mowing Services Specification #2 requires mowing of all grasses and vegetation cut 4" to 6" above the level of the ground. We require all mowing to be complete within 30 calendar days of notice of commence. We do mow 965 miles of our 1,268 miles of roadway along our road right-of-way 3 times a year for designated primary and local roads. We do exclude our platted subdivision streets. Commissioner Stehouwer questioned if it's typical that the mowing service is awarded to 2 different contractors for Specification

1 and Specification 2. Managing Director Johnson shared we did not start additional mowing until 2018. Road Maintenance Superintendent Page shared last year we did a trial mowing of Specification #2, additional width mowing which went very well. This year we decided to include in the bid the additional width mowing for all Townships. Operations Director Bartholomew shared the trial was in Alamo Township last year. Furthermore, multiple contractors are not uncommon.

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Pawloski moved and it was seconded to award Bid#2020-12 Vacuum Truck Sweeping to Superior Sweeping Inc., sole 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 the vacuum truck sweeping activity is a very vital part of maintaining our storm sewer systems on both our primary and local roads throughout the county street sweeping program. Collecting debris in the curb line (gutter pan) and bridges before it reaches the storm basins reduces storm sewer cleaning costs. We did see reductions in street sweeping mileage due to updates in our infrastructure data and areas where no storm sewer systems are present. RCKC has maintained a complete mapping system to identify the locations for sweeping.

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Stehouwer moved and it was seconded to approve the Michigan Department of Transportation (MDOT) Contract #20-5149, G Avenue from 2nd Street to 6th Street for the Chair's signature. Managing Director Johnson shared this is a 2020 RCKC project. Approval of the contract will allow the project to proceed to the MDOT May bid letting and bid award.

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

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

- a. Climax Drive (partial) – 718' west of 38th Street to 38th Street, Streamside Drive - Miller Drive to Climax Drive, Sandwood Street – Miller Drive to Streamside Drive; *Crack Fill, HMA Wedging, Chip Seal, Fog Seal*
- b. Ambling Avenue – 37th Street to 1855' east of 37th Street; *Crack Fill, Chip Seal, Fog Seal*
- c. L Avenue – 40th Street to 44th Street; *Crack Fill, HMA Wedging, Chip Seal, Fog Seal*

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Stehouwer moved and it was seconded to approve the Oshtemo Township Local Road Contract, subject to Oshtemo Township's approval for the Chair's signature. Managing Director shared this is a contract for local road improvements. Commissioner Stehouwer questioned if the projects are expected to move forward at this time. Managing Director Johnson shared at this point we are planning a normal construction season, but that all depends on what happens with our contractors and supply change of material. She stated we are working as if we are going to do all of these projects for this construction season pending COVID-19 conditions and effects overall. Commissioner Brennan stated we are seeing more areas requesting fog seal and questioned if there is an extended life by using fog seal. Managing Director Johnson shared there is a statewide study that came out through the Transportation Asset Management Council (TAMC) in late 2018 or early 2019 on the effects of the various treatments including fog seal applications. We anticipate on average to adding approximately 1 year of additional service life. Operations Director Bartholomew agreed with the 1 additional year of life. He stated RCKC has been fog sealing for 5 years and after year 2 it's typically hard to see any additional benefits.

- a. L Avenue – VanKal Street to 4th Street; *Crack Fill, HMA Wedging, Chip Seal, Fog Seal*
- b. Crystal Lane – Parkview Avenue to 11th Street; *Chip Seal, Fog Seal (1-2 years)*
- c. Holiday Lane – 11th Street to 610' east of 11th Street; *Crack Fill, Chip Seal, Fog Seal*
- d. Nature Way – 540' West of 4th Street to 4th Street; *Crack Fill, Chip Seal, Fog Seal*

- e. Oshtemo Trace – 920' south of Upper Valley Trail to KL Avenue, Upper Valley Trail – Oshtemo Trace to 213' east of Oshtemo Trace, Oshtemo Court – 285' west of Oshtemo Trace to Oshtemo Trace; *Crack Fill, Chip Seal, Fog Seal*
- f. 5th Street – M43 to H Avenue; *Crack Fill, HMA Wedging, Chip Seal, Fog Seal*
- g. H Avenue – 3rd Street to 6th Street; *Chip Seal, Fog Seal (1-2 years)*
- h. 3rd Street – Big Rock Drive to G Avenue; *Crack Fill, HMA Wedging, Chip Seal, Fog Seal*
- i. 6th Street – Stadium Drive to ML Avenue; *Crack Fill, HMA Wedging, Chip Seal, Fog Seal*
- j. Big Rock Drive – M-43 to M-43; *HMA Wedging, Chip Seal, Fog Seal*
- k. Pondview Drive – 407' west of Ponds Edge Circle to M Avenue, Ponds Edge Circle – 138' south of Pondview Drive to Pondview Drive; *Crack Fill, Chip Seal, Fog Seal*
- l. Carver Drive - N Avenue to 2,100' north of N Avenue, Wilson Drive – 450' west of Carver Drive to Carver Drive; *Crack Fill, Chip Seal, Fog Seal*
- m. Haven Way – 553' South of Almena Drive to Almena Drive; *Crack Fill, Chip Seal, Fog Seal*
- n. M Avenue – VanKal Street to 4th Street; *Crack Fill, HMA Wedging, Chip Seal, Fog Seal*

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Brennan moved and it was seconded to approve the Oshtemo Township Local Road Contract for Sewer/Water Related Project, subject to Oshtemo Township's approval for the Chair's signature. Managing Director Johnson shared we added this policy 2 years ago and Osthemo Township does meet the requirements of the cost sharing for a township-initiated sewer and water. They are also carrying over the same type of contract with local road participation (PAR) funds from 2019 into 2020.

- a. Extend approximately 5,800 feet of sanitary sewer and add 14 sanitary manholes and one lift station to 28 residential, 1 small commercial, and 2 Governmental properties along 7th Street and West Main Street and provide each lot with a sanitary lateral
- b. Extend approximately 2000 feet of sanitary sewer and add 8 sanitary manholes to 26 residential units on Beech Ave and provide each lot with sanitary lateral
- c. Extend approximately 4,300 feet of sanitary sewer and add 17 sanitary manholes to 59 residential units in the Fairlane Subdivision Plat and provide each lot with a sanitary lateral
- d. Extend approximately 1,280 feet of sanitary sewer and add 8 sanitary manholes to 11 residential units in the Meridian Subdivision Plat and provide each lot with a sanitary lateral
- e. Extend approximately 6,080 feet of sanitary sewer, add 25 sanitary manholes, and one lift station to 94 residential units in the Skyridge and Burgundy Manor Subdivision Plats and provide each lot with a sanitary lateral
- f. Extend approximately 4,270 feet of sanitary sewer and add 46 manholes to 66 residential units in the Whitegate Farms #1 and #2 Subdivision Plats and provide each lot with a sanitary lateral

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Pawloski moved and it was seconded to approve the Texas Township Local Road Contract for the Chair's signature. Managing Director shared 2020 is the last year of their township wide special assessment.

- a. Briarcliff Lane – O Avenue to 1,172' north of O Avenue; *Crack Fill, Chip Seal, Fog Seal*
- b. Alidor Street – 203' south of Phiant Avenue to R Avenue, Phiant Avenue – 913' west of Alidor Street to Alidor Street; *Chip Seal, Fog Seal*
- c. Clydesdale Avenue – Percheron Street to Belgian Avenue; *Crack Fill, Chip Seal, Fog Seal*
- d. Misty Creek Drive – Willowbend Trail to 12th Street, Willowbend Trail – 304' west of Fountain Square Drive to Misty Creek Drive, Cranberry Court – 187' north of Willowbend Trail to Willowbend Trail, Willowbend Way – 184' north of Willowbend Trail to Willowbend Trail; *Crack Fill, Chip Seal, Fog Seal*
- e. Dustin Circle – P Avenue to Terrier Trail, Terrier Trail – Dustin Circle to Dustin Circle; *Crack Fill, Chip Seal, Fog Seal*

- f. O Avenue – 2,820' west of 1st Street to 1,400' east of 4th Street; Crack Fill, HMA Wedging, Chip Seal; Fog Seal
- g. Boyne Street – Charlevoix Street to Q Avenue, Charlevoix Street – Northport Avenue to Texas Heights Avenue, Northport Avenue – 200' west of Petoskey Street to Charlevoix Street, Suttons Bay Street – Petoskey Street to Boyne Street, Petoskey Street – 730' feet south of Bowers Harbor Avenue to Suttons Bay Street, Manitou Avenue – 200' west of Petoskey Street to Charlevoix Street, Bingham Avenue – Petoskey Street to Charlevoix Street, Presque Isle Drive – Trout Bay Street to Petoskey Street, West Bay Street – Presque Isle Drive to 150' north of Presque Isle Drive, Port Hope Drive – 200' west of Trout Bay Street to 200' east of Petoskey Street, Trout Bay Street – Bowers Harbor Avenue to Presque Isle Drive, Bowers Harbor Avenue – Trout Bay Street to Petoskey Street; Crack Fill, Chip Seal, Fog Seal
- h. Montezuma Avenue – 4th Street to Shoshone Street, Shoshone Street – Montezuma Avenue to El Dorado Avenue, El Dorado Avenue – Shoshone Street to Denali Street, Himalayas Avenue – El Dorado Avenue to Denali Street, Denali Street – Himalayas Avenue to Andes Avenue, Andes Avenue – Denali Street to Rocky Mountain Street, Rocky Mountain Street – 316' south of Andes Avenue to 370' north of Maricopa Trail, Maricopa Trail – 4th Street to Rocky Mountain Street; Crack Fill, Chip Seal, Fog Seal
- i. Misty Creek Drive – 11th Street to Willowbend Trail, Fountain Square – Willowbend Trail to Misty Creek Drive; HMA Overlay
- j. Paw Paw Lake Drive – 2,140' east of 2nd Street to S Avenue; HMA Overlay

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Managing Director Johnson shared she has been in a variety of meetings across the state. She stated there has been a reduction in traffic. Furthermore, we looked at traffic volumes on Sprinkle Road at the intersection north of H Avenue as well as Vanrick Drive. The data pulled from March 26th showed a 55% reduction of traffic on Sprinkle Road. Furthermore, as we looked across the state there is a reduction in traffic and to us in our work extends to gas tax revenue. The County Road Association (CRA) provided a "guess" of 5% - 10% in reduction of Michigan Transportation Fund (MTF) revenue for each month the COVID-19 Executive Order Stay Home, Stay Safe continues. For the RCKC if we were to consider March, April and May we would estimate a 25% reduction of MTF Revenue could equate to approximately \$6 million. She stated that is quite a dent in our number one revenue source for the RCKC and road agencies across the state. Finance Director Simmons mentioned based on today's data we are projecting and starting to look at as a team to plan for a 25% reduction in our MTF. She stated we are working on a plan and looking at all available options. Managing Director Johnson shared as noted in the Executive Order our work is indeed essential and critical as is the work of our contractors. She shared it was further clarified across the state that any of our work for construction related projects is indeed essential and critical, however some of our contractors and vendors for their own reasons may have choose to do otherwise. She mentioned on Friday evening the Michigan Infrastructure Transportation Association (MITA) Board shared with the Governor as a resolution to make them non-essential in terms of contractors working across the state on construction infrastructure related projects. She stated the RCKC is continuing to bid and receive supplies while practicing all those best practices of COVID-19. She stated our chip seal season begins in April and we will need to think about how to continue doing our work while maintaining a safe 6 feet of distance apart. She remains optimistic, while we continue working knowing there will be delays along the way. Discussion continued...

Managing Director Johnson shared the April Joint meetings with Pavilion and Ross Townships will be rescheduled.

Commissioner Brennan moved and it was seconded to postpone the East Crooked Lake Drive Abandonment Special meeting to May 26th at 6:00 p.m. at the RCKC, contingent upon any updates for

COVID-19, inform residents by letter and to request residents to monitor the RCKC website for any additional meeting times moving forward.

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Managing Director Johnson requested staff to provide project updates. County Engineer Minkus shared both S Avenue and U Avenue had tree work completed last week. This week the contractor is working on stump grinding on U Avenue and then move to S Avenue. Road work on U Avenue is schedule to begin April 6th and road work on S Avenue will begin in June. He stated bridge preventive maintenance will begin mid- July on 4 bridges throughout the county. Also, tree work began on Segment 6 of the Kalamazoo River Valley Trail (KRVTV). Traffic and Project Engineer Hoekstra shared the traffic signal was replaced at Riverview Drive and G Avenue. Furthermore, we expect the contractor to return for paving, sidewalk and intersection work. He stated the schedule is undetermined due to COVID-19. He mentioned the sign project that includes stop sign improvements began last week in the south county. He stated we finished Prairie Ronde Township and are currently working in Schoolcraft Township.

Commissioner Boersma shared Environmental Health Advisory Council (EHAC) has cancelled meetings until a future date. He commended all RCKC leadership team for their actions over the last several weeks in response to this crisis. He stated a crisis requires leadership and the team has shown very definite leadership in being able to move the organization forward. He mentioned that he may or may not be at the April 28th Board meeting.

Commissioner Brennan shared the Board of Public Works (BPW) is on hold until we have more information on COVID-19. He attended the BPW meeting on February 7th where he had the honor of being appointed Co-Chair for 2020. He thanked County Commissioner John Gisler for his expression of confidence in his abilities. He echoed Commissioner Boersma's comments and shared his thanks and appreciation for all the work that RCKC staff and the entire team is doing. He enjoyed the learning opportunities at the CRA Highway Conference in Lansing. He was proud of the awards the RCKC received and congratulated Managing Director Johnson for the award for her continuing a phenomenal service throughout the state.

Commissioner Stehouwer shared County Parks meeting scheduled for April 2nd is cancelled and mentioned the county parks are closed. He gave thanks to staff and stated it was good to Communications Administrator Blonde on board. He appreciated staff updates as things unfolded. He stated as Commissioners we have been well informed by staff and continue to receive frequent updates. Furthermore, we have a high level of confidence in staff. He thanked staff for their work, persistence and prays that they are healthy and well and continue to be that way.

Commissioner Pawloski echoed Commissioner Stehouwer's comments regarding staff. He wants everyone to be safe while doing critical, essential work. He said to let the Board know if there is anything they can do as we move forward.

Commissioner Buchholtz stated she couldn't say better accolades then what's been previously stated. She shared it's through adversity and tough times when the great really shine and our team at the road commission has done just that. It's great to be a part of an organization that is like that and appreciates what staff has been doing. She stated it's through challenges like these that opportunities are discovered, innovation and new approaches that we would not have thought of.

The meeting was adjourned at 4:23 p.m.

Attest: Timothy A. Snow, County Clerk

By: _____, Chair _____, Deputy Clerk

Chair Int'l _____

April 14, 2020 Southeast Michigan Council of Governments Webinar

Clerk Int'l _____

The Board of County Road Commissioners of the County of Kalamazoo participated in a webinar on The Economic Impacts of COVID-19 presentation held by the Southeast Michigan Council of Governments (SEMCOG) on Tuesday, April 14, 2020. The webinar began at 10:00 a.m. and was scheduled through 11:20 a.m.

Present: Deborah J. Buchholtz, Thom Brennan, Michael Boersma

Absent: David C. Pawloski, Larry Stehouwer

The COVID-19 pandemic is causing substantial disruptions to our economy. Economists at the University of Michigan provided updated forecasts on the U.S. and Michigan economy and their up to date analysis.

Attest: Timothy A. Snow, County Clerk

By: _____, Chair _____, Deputy Clerk

The regular meeting of the Board of County Road Commissioners of the County of Kalamazoo was held by telephonic and video conferencing on Tuesday, April 14, 2020. Commissioner Buchholtz called the meeting to order at 3:00 p.m.

This meeting was held in accordance with Governor Gretchen Whitmer and the Michigan Department of Health and Human Services' [recommendations designed to help prevent the spread of Coronavirus Disease 2019 \(COVID-19\)](#) and [Executive Order 2020-15](#) declaring public bodies subject to the Open Meetings Act can meet electronically, including by telephonic conferencing or video conferencing, in a manner in which both the general public and the members of the public body may participate by electronic means.

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, Road Maintenance Superintendent Jim Page, Communications Administrator Elli Blonde and Administrative Assistant Selena Rider.

Commissioner Buchholtz reviewed telephonic and video conferencing protocols.

Commissioner Brennan 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 March 30, 2020 Telephonic and Video Conferencing Special meeting and the March 31, 2020 Telephonic and Video Conferencing regular Board meeting minutes as presented. Commissioner Buchholtz shared there were some grammatical changes made to the March 31, 2020 regular Board meeting minutes, however no content was changed.

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

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

Payroll Account	\$	128,164.57
Vendor Account	\$	694,272.63

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

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

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Managing Director Johnson provided an update on COVID-19 and its' effect on RCKC Operations. She stated the RCKC is working on construction projects, routine maintenance and continuing to work remotely. She shared the Governor issued Executive Order 2020-42 which extended our work remotely through April 30th. She stated the RCKC participates in the Emergency Operations Center (EOC) calls every Monday, Wednesday, and Friday to receive updates which are helpful with staying in tune with the latest developments in Kalamazoo County.

Commissioner Stehouwer moved and it was seconded to award the Pavement Line Striping & Specialty Pavement Marking Cooperative Bid #2020-06 to P.K. Contracting Inc. for a total of \$357,908.20, sole bidder

meeting specifications, with an option to extend for three (3) one (1) year extensions by the mutual agreement of both parties. Managing Director Johnson shared for the 2020 construction season we cooperated with the City of Kalamazoo as a joint bid process for pavement marking which we have also done in the past. The bid document does allow each jurisdiction to accept or reject their portion of the bid separately. P.K. Contracting is a Michigan Department of Transportation (MDOT) prequalified pavement marking contractor. We anticipate the City of Kalamazoo to also award to P.K. Contracting Inc. Commissioner Buchholtz questioned what the benefits were of having a joint bid with the City of Kalamazoo knowing that each entity has the right to not accept the contract. Managing Director Johnson shared we have done cooperative type purchasing in the past including at a statewide level. The idea is that the volume will assist us with two entities coming in together with pricing. Furthermore, there are fewer and fewer contractors in the state that do this type of work which is a limiting factor as it relates to pricing and volume of work. Traffic and Project Engineer Hoekstra added we have been bidding this contract with the City of Kalamazoo for quite a while. He explained the RKC has a large amount of line work to do whereas the City has more urban, crosswalks and stop bars. He stated there may be some mutual benefit for both agencies in those areas. Furthermore, he has not come across the situation to where both entities have awarded separately to different contractors.

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Brennan moved and it was seconded to approve the Local Road Contracts for Climax, Kalamazoo, Ross and Schoolcraft Townships for the Chair's signature.

Climax Township Local Road Contract

- a. OP Avenue – 42nd Street to 44th Street; Crack Fill, HMA Wedging, Chip Seal
- b. 39th Street – S Avenue to R Avenue; Crack Fill, HMA Wedging, Chip Seal
- c. 45th Street – Q Avenue to P Avenue; Crack Fill, HMA Wedging, Chip Seal
- d. Q Avenue – 40th Street to 43rd Street; Crack Fill, HMA Wedging, Chip Seal
- e. Q Avenue – 44th Street to 46th Street; Crack Fill, HMA Wedging, Chip Seal
- f. P Avenue – 44th Street to 45th Street; Crack Fill, HMA Wedging, Chip Seal

Kalamazoo Township Local Road Contract

- a. Skyline Drive – Andora Avenue to Grand Prairie Road, Thistle Mill Court – Squires Drive to 854' east of Squires Drive (Skyline), Crack Fill, Chip Seal, Fog Seal
- b. Aspen Drive – Chaparral Street to Andora Avenue, Cumberland Street – Grand Prairie Road to 2,803' north of Grand Prairie Road (Grand Prairie Estates); Chip Seal, Fog Seal
- c. Stolk Drive – 1,408' west of Nichols Road to Nichols Road; Crack Fill, Chip Seal, Fog Seal
- d. Calhoun Street – Haskell Street to 659' north of Haskell Street, Manor Street – Atlee Street to 661' north of Haskell Street; Crack Fill, Chip Seal, Fog Seal
- e. Haskell Street – Nichols Road to Fletcher Avenue, Ella Marie Drive – Coolidge Avenue to 648' west of Coolidge Avenue, Ella Marie Drive – Coolidge Avenue to Jenks Boulevard, Althea Street – Coolidge Avenue to LaCross Street, Coolidge Avenue – Haskell Street to Timberleaf Lane, Coolidge Court – Coolidge Avenue to 127' north of Timberleaf Lane, Timberleaf Lane – Coolidge Court to Grand Pre Avenue, Grande Pre Avenue – M-43 to Olney Street, Jenks Boulevard – Grand Pre Avenue to Haskell Street, North Fletcher Avenue – M-43 to Hillsdale Avenue, Olney Street – Jenks Boulevard to Grand Pre Avenue, Crestview Avenue – Coolidge Avenue to 629' west of Coolidge Avenue, Grand Pre Avenue – M-43 to Jenks Boulevard (Prairie Edge); Crack Fill, Chip Seal, Fog Seal
- f. Harvey Avenue – Alamo Avenue to 840' north of Alamo Avenue (Early View Plat); Crack Fill, Chip Seal, Fog Seal
- g. Ferndale Avenue – Hillsdale Avenue to Alamo Avenue, Climax Avenue – Hillsdale Avenue to Alamo Avenue, Hillsdale Avenue – 180' west of Ferndale Avenue to North Berkley Street, Richland Avenue – Hillsdale Avenue to Alamo Avenue, Jefferson Avenue – Arlington Street to 155' east of Arlington Street; Crack Fill, Chip Seal, Fog Seal
- h. LaCross Street – Althea Street to Pinehurst Boulevard, Pinehurst Boulevard – M-43 to Alamo Avenue, Crown Street – LaCross Street to Hillsdale Avenue (Hillsdale Park); Crack Fill, Chip Seal, Fog Seal

- i. Campbell Avenue – M-43 to Pinehurst Avenue, Wilmette Street – Pinehurst Boulevard to LaCross Street, Waverly Street – Pinehurst Boulevard to 665' west of Pinehurst Boulevard (Pinehurst); Crack Fill, Chip Seal, Fog Seal
- j. Commonwealth Place – Campbell Avenue to Dartmouth Street; Crack Fill, Chip Seal, Fog Seal
- k. Clarendon Street – 154' south of Hillsdale Avenue to Hillsdale Avenue (Prospect Park); Crack Fill, Chip Seal, Fog Seal
- l. North Arlington Street – M-43 to Jefferson Avenue (Summit Park); Crack Fill, Chip Seal, Fog Seal
- m. Old Douglas Avenue – Douglas Avenue to G Avenue; Crack Fill, Chip Seal, Fog Seal
- n. Edison Street – Douglas Avenue to Westnedge Avenue, Truman Street – Edison Street to G Avenue, Taft Street – Edison Street to G Avenue, George Street – Stassen Street to G Avenue, Glen Street – Stassen Street to Edison Street, Stassen Avenue – Edison Street to Westnedge Avenue (Supervisor's Plat of Northwood); Crack Fill, Chip Seal, Fog Seal
- o. Waldorf Street – Edison Street to G Avenue, Glen Street – Waldorf Street to G Avenue (Northwood); Crack Fill, Chip Seal, Fog Seal
- p. Orchard Avenue – 1,122' west of Douglas Avenue to Douglas Avenue; Crack Fill, Chip Seal, Fog Seal
- q. Burdick Street – Mosel Avenue to 2,436' north of Mosel Avenue; Crack Fill, Chip Seal, Fog Seal
- r. Pitcher Street – Mosel Avenue to 950' north of Mosel Avenue; Crack Fill, Chip Seal, Fog Seal
- s. Lum Avenue – Coy Avenue to Dearborn Avenue; HMA Wedging

Ross Township Local Road Contract

- a. 39th Street - 175' south of Baseline Road to Baseline Road; HMA Base and Surface Paving
- b. B Avenue - 75' west of 45th Street to 75' east of 45th Street, 45th Street – 60' south of B Avenue to B Avenue; HMA Overlay
- c. 39th Street - East Gull Lake Drive to C Avenue; HMA Overlay
- d. 46th Street - M-89 to C Avenue; HMA Overlay
- e. CD Avenue - 46th Street to 48th Street; HMA Overlay
- f. DE Avenue - 3,810' west of 37th Street to 37th Street; HMA Overlay
- g. Baseline Road - 44th Street to 45th Street; Culvert Replacement
- h. EF Avenue at 41st Street; Culvert Replacement
- i. 38th Street - N. Sherman Lake Drive to M-89; Culvert Replacement
- j. 46th Street - Augusta Drive to M-89; Culvert Replacement

Schoolcraft Township Local Road Contract

- a. 22nd Street – Y Avenue to XY Avenue, XY Avenue – 22nd Street to 22nd Street, 22nd Street – XY Avenue to X Avenue; Crack Fill, HMA Wedging, Chip Seal, Fog Seal
- b. X Avenue – 22nd Street to 24th Street; Chip Seal, Fog Seal
- c. Z Avenue – 21st Street to 24th Street; Crack Fill, HMA Wedging, Chip Seal, Fog Seal
- d. Sugar Island Drive – Shaver Road to Higley Circle West, Higley Circle West – Higley Circle East, Higley Circle East – Sugar Island Drive to Higley Circle West (entire plat); Crack Fill, Chip Seal, Fog Seal
- e. Green Prairie Street – 1,334' south of VW Avenue to VW Avenue; Crack Fill, Chip Seal, Fog Seal
- f. 21st Street – Z Avenue to Y Avenue; Crack Fill, HMA Wedging, Chip Seal, Fog Seal
- g. Starlet Street – South Hill Avenue to Crimora Drive, Blue Ridge Drive – South Hill Avenue to Crimora Drive, Blackstone Avenue – Heron Street to Blue Ridge Drive; Crack Fill, HMA Wedging, Chip Seal, Fog Seal
- h. 22nd Street – Y Avenue to 700' north of Y Avenue; Pulverize, HMA Base, Surface Paving

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Managing Director Johnson welcomed all guests to the meeting and acknowledged Dennis Randolph who was the previous Managing Director in Calhoun County. She stated Mr. Randolph mentored her back in 2001 in Calhoun County and she shared her appreciation for all his support over the years. She also acknowledged Wakeshma Township Supervisor Jason Gatlin and a representative from Lakeland Asphalt who is one of our prime contractors. She thanked them for their efforts and for supporting the RCKC through this construction season. She

shared the RCKC is working through our construction season with the hopes of continuing together with our team, the preparation work as well as all our projects. She acknowledged Administrative Assistant Selena Rider, Administrative Assistant of Operations Tara Hendricks, and Communications Administrator Elli Blonde for their involvement in creating the 2019 Abbreviated Annual Report. She stated the full Annual Report does not come out until June which is late compared to previous reports. She mentioned we like to have the reports immediately following our financial audit. As we work with the County of Kalamazoo in our financial preparations, we typically bring the full report out in June. She stated hard copies of the Abbreviated Annual Report were delivered to the office for future distribution and the electronic version will be available on our website. She thanked the RCKC team, Board members for their support and the public for their patience and understanding as we get through this very difficult time.

Commissioner Boersma congratulated RCKC staff and team for all the work they have done during these difficult times. Furthermore, it is a testament to leadership and to the team that has been built that the RCKC is able to continue with normal operations through this time. He shared the Environmental Health Advisory Council (EHAC) has cancelled meetings until a future date. He had the opportunity to attend the Southeast Michigan Council of Governments (SEMCOG) webinar today where they had several economists from the University of Michigan who prognosticated about what kinds of financial impacts to expect to Michigan government due to COVID-19. He stated the economists believe the Michigan economy will begin opening in the second half of May or early June. Furthermore, the speed at which the economy opens depends on the amount of testing that is available. They estimate in order to open up to March 1st level of operations in the state the testing capacity would need to be approximately 1 million tests per day and at present we are under 100,000 tests per day. Also, they do not believe Michigan's economy will reach March 1, 2020 levels until sometime in 2022. He stated until a vaccine is produced, social distancing at some level will need to continue which will affect travel throughout Michigan and fuel tax revenue although there was no direct discussion on Michigan Transportation Fund (MTF) Revenue estimates. Furthermore, they do believe at some level Michigan will be back in the second half of 2020.

Commissioner Brennan shared his thanks and appreciation to the entire team. He mentioned the fact that the RCKC is continuing to do business and maintain some sort of order with our activities that are necessary to keep our roads in good shape is a testament to the team that has been put in place. He also had the opportunity to attend the SEMCOG webinar and found it very interesting that the long-term full recovery is perhaps way beyond what we are led to believe. He stated even in mid-June there will continue to be the issue with large groups including theaters, sporting events, and religious services who will continue to suffer through the imperative of continuing social distancing. He also found interesting that even with all the layoffs that will reach astronomical numbers for the state of Michigan the actual income levels for the state is projected to not fall below 97% or 98% of normal. He stated full employment will not be expected for 2 years.

Commissioner Stehouwer shared that he is pleased to see construction happening in Cooper and Alamo Townships. He encourages the public to stay home and stay safe. He mentioned the Parks Commission is scheduled to meet the first week of May if conditions allow. He shared how good it is to see many pedestrians, bicyclists and families out enjoying public amenities.

Commissioner Pawloski shared how impressed he has been with RCKC staff and team for putting together zoom meetings and shared how professional the meetings have been. He stated keep up the good work, stay safe and take care of your families.

Commissioner Buchholtz echoed what was previously stated by Commissioners. She stated the RCKC continues to work and shared how often she feels privileged to be a part of an organization that comes together so well and always continues to be so dedicated and passionate in their work. She mentioned we have been working hard to have two meetings annually with the Kalamazoo County Board of Commissioners as stated in our policy. It continues to be our goal and it may not happen this year. She mentioned our investments in technology have enabled us to have meetings like today and for staff to continue working. Furthermore, if these investments have not been made, we would not be having the success we have been having. Managing Director Johnson shared we

are leaders in our industry. She requested Communications Administrator Blonde to provide an update regarding the Public Relations Committee meeting they had both attended. Communications Administrator Blonde shared she took part in the County Road Association (CRA) Public Relations Meeting where a handful of road commissions from around the state participated. She mentioned each road commission shared what they are doing for their crisis communications and how they were connecting externally and internally as an organization. She stated many are now looking into obtaining the mass notification system like RCKC Connect which has proven to be invaluable in our current situation. Furthermore, they were impressed with how the RCKC sends out their daily assignment sheets and with how RCKC can have mobile operations including laptops and other technology made available. Managing Director shared we are using a mix of fixes including Microsoft Teams for our internal meetings, RCKC Connect for notices to our employees and well as assignments, Zoom for our Board meetings and we have the ability to answer phones remotely from home. She stated we are effectively and efficiently conducting our work. She mentioned the economic effects on the RCKC related to MTF has deeply affected the funds coming in not only to the RCKC but statewide. She explained the RCKC is working behind the scenes and potentially coming forward with a budget amendment at the May 12th Board meeting depending on what happens with Executive Order 2020-42. She mentioned the RCKC is fiscally sound which will help us as it relates to fund balance. Commissioner Buchholtz attended the SEMCOG meeting and mentioned that state revenue looked like for the next two years 10% and 12% reductions and they specifically talked about revenue sharing which will affect our township partners in what they are able to do. She mentioned Kalamazoo Area Transportation Study (KATS) has sent out a survey for the general public in regards to assisting with gaging interest in terms of priorities including priorities the community may have for spending dollars on various road related infrastructure.

Commissioner Brennan moved and it was seconded to adjourn.

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

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

Attest: Timothy A. Snow, County Clerk

By: _____, Chair _____, Deputy Clerk

The regular meeting of the Board of County Road Commissioners of the County of Kalamazoo was held by telephonic and video conferencing on Tuesday, April 28, 2020. Commissioner Buchholtz called the meeting to order at 3:00 p.m.

This meeting was held in accordance with Governor Gretchen Whitmer and the Michigan Department of Health and Human Services' [recommendations designed to help prevent the spread of Coronavirus Disease 2019 \(COVID-19\)](#) and [Executive Order 2020-75 \(COVID-19\)](#) declaring public bodies subject to the Open Meetings Act can meet electronically, including by telephonic conferencing or video conferencing, in a manner in which both the general public and the members of the public body may participate by electronic means.

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, Project Engineer Dean Disterheft, General Superintendent Bill DeYoung, Project Superintendent Edward Klein, Project Superintendent Bill Oxx, Road Maintenance Superintendent Rich Hassenzahl, Communications Administrator Elli Blonde and Administrative Assistant Selena Rider.

Commissioner Buchholtz reviewed telephonic and video conferencing protocols.

Commissioner Boersma 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 April 14, 2020 Southeast Michigan Council of Government (SMCOG) Webinar and the April 14, 2020 Telephonic and Video Conferencing regular Board meeting minutes as presented.

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

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

Payroll Account	\$	127,131.10
Vendor Account	\$	333,437.26

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

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

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

County Commissioner John Gisler shared virtual meetings are becoming habitual and gave kudos to the RCKC for their virtual meetings.

Managing Director Johnson provided an update on COVID-19 and its' effect on RCKC Operations. She stated as essential, critical infrastructure workers the RCKC administratively has been working remotely since March 23rd. We continue with routine maintenance, high side shoulder removal and dispatching remotely. We are also gearing up for chip seal season to begin. On the administrative side we have a plan to transition back to the office beginning May 4th. Furthermore, we will prepare the facilities as it relates to COVID-19 best practices and Executive Order 2020-59. On May 11th we will have additional staff transition back with the remainder of administrative staff on May 18th. She thanked the RCKC team and Board members for their continued support.

Commissioner Stehouwer moved and it was seconded to approve the 2019 Public Act (PA) 51 Financial Report for the Finance Director and Chair's signature. Managing Director Johnson shared the PA 51 Report is due to the State annually by May 2. The report reflects the RCKC's 2019 expenditures and revenues of all road work and funds. Furthermore, we are planning to have a financial report by our auditors at the June 23 Board meeting. The approved report is posted to the publications page of our website and a dashboard and data can also be found on the Michigan.gov website. Finance Director Simmons shared the audit went well and the financial report is a sound picture of the organization in 2019.

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Brennan moved and it was seconded to award the Crack Fill Bid #2020-15 to K&B Asphalt Sealcoating, Inc. for \$330,132.50, 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 crack fill treatments seal the various cracks within our roadways. The bid includes both primary and local roads. This season we will be transitioning our crack fill material requirements to reflect the current Michigan Department of Transportation (MDOT) Standard Specifications. K&B Asphalt Sealcoating, Inc. is a new contractor to RCKC. We recently made a site visit to their facility and they have also worked with other road commissions. They tentatively plan to start on May 4 to keep ahead of our chip seal operations. Operations Director Bartholomew shared crack fill is the hardest treatment to estimate due to the width and depth of cracks. Historically, we had bid crack fill by the pound. Currently we estimate on a per project basis and let the contractors figure out the width, depth and material needed to fill roadway cracks. Furthermore, by comparing our estimates to the contractors helps us adjust based on other observations.

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Boersma moved and it was seconded to approve the 2020 Budget Capital Outlay purchase of a Dual Radio Intercom System from FireCom Dual Radio Intercom System from ROE-COMM Inc., low quote meeting specifications, for \$7,679.00. Managing Director Johnson shared in 2019 we began researching the usefulness of a digital wireless headset system and push to talk radio interface system for use in our chip seal operations, as well as our aerial lift operations. The digital headsets provide a clear conversation between RCKC Team members, despite a potential loud and noisy surrounding environment. This digital wireless headset system will allow us to perform our chip seal operation while keeping our "social distance" COVID-19 best practices, as the operation of the chip spreader takes two road maintenance operators. It will also allow a safer more effective means of communication between ground personnel and the aerial lift operator during tree trimming and removal operations. General Superintendent DeYoung added this system will enhance the safety of our operations immensely. Furthermore, based on our handheld radio purchase the life expectancy would be approximately 10 years.

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Managing Director Johnson mentioned we are gearing up for crack fill and chip seal. We are currently paving and working on projects including D Avenue in Cooper Township and N Avenue in Comstock Township. She reminded the public to review our construction news releases that are published on Friday's and to sign-up for RCKC Connect. If there are any questions please contact us at info@kalamazooountyroads.com or go onto the home page of our website at www.kalamazooountyroads.com to connect and stay up to date with our latest happenings and construction updates with the RCKC. She attended meetings regarding the Michigan Transportation Fund Revenue. Furthermore, we intend to bring to the Board a budget amendment on May 12 to include the revenue forecasts updates. She stated this is a moving target based on extensions of Executive Orders and the "Stay Home Stay Safe". She mentioned as of today it looks like we are down in March approximately 9% and we estimate anywhere between 18% and 20% in April. We need to budget and forecast pending the length of the "Stay Home Stay Safe". Furthermore, there has been discussion regarding the 2015 State revenue package

which went into effect in 2017 related to the income tax and additional \$600 million, whether that will remain in the budget and continue towards our infrastructure. She stated it is undeterminable at this point. The state budget is challenged at this time however it has been made clear that if there is a change in the \$600 million to the transportation package it would require the legislature to vote on it. She mentioned the RCKC team has been working on follow-up items with Chair Buchholtz and Vice Chair Pawlowski including an issue with Ms. Vinic who attended a few Board meetings as it relates to flooding. She shared that we continue to work diligently on this issue that also includes Michigan County Road Commission Self Insurance Pool (MCRCSIP) and Advia Credit Union. Furthermore, we are following up on other issues including Ms. Herder and the Pitcher Street Abandonment. She mentioned the East Crooked Lake Drive Abandonment Special meeting is scheduled for May 26. She stated operationally we are going to be scheduling our project informational meetings in the Zoom platform. Furthermore, project informational meetings will be recorded giving the public opportunities to replay if they are unable to participate during the actual meeting. Additionally, bid openings are also now in the Zoom platform.

Commissioner Boersma shared the Environmental Health Advisory Council (EHAC) is not meeting during these times and will meet at a future date. He stated that he will be at the May 12 Board meeting. He gave kudos and congratulated the RCKC staff and crew for all their hard work in terms of continuing operations even though were in a highly unusual situation.

Commissioner Brennan shared the Board of Public Works (BPW) is also not meeting during these times and currently have no firm plans for their next meeting. He congratulated the entire RCKC team for working through difficult processes and procedures right now. He stated the use of technologies has worked out extremely well and he will continue to support the team in any way he can.

Commissioner Stehouwer reminded folks that County Parks are closed. He shared the County Parks meeting scheduled for May 7 is canceled. He stated he is pleased that he continues to receive information from RCKC staff including the Spring/Summer Newsletter that gave a good overview of performance goals. He appreciates receiving RCKC Connect messages related to road activities. He inquired about State and Federal Aid projects including the Kalamazoo River Valley Trail (KRVT) project. Managing Director Johnson shared the majority of our trailway projects for which we are the acting PA51 agency are continuing. County Engineer Minkus stated our Federal Aid projects are moving forward. Furthermore, we had a pre-construction meeting last week for the KRVT project where a schedule was provided. He shared all other projects are staying on schedule. Furthermore, with the reduced amount of traffic on the roads the contractors are keeping up, staying safe and following COVID-19 best practices.

Commissioner Pawloski shared health and safety is something we do all the time in construction and it's a good time for us to set an example to the rest of the community.

Commissioner Buchholtz continued to echo comments for staff. She thanked staff for continuing to stay abreast of the current conditions and set high standards for our continued work while showing other organizations how to get things done. She mentioned that it's very exciting knowing that some things we have had to do differently may continue including Zoom meetings for various projects and bid openings and communication headsets that were previously approved at this meeting.

Commissioner Brennan moved and it was seconded to adjourn.

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

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

Attest: Timothy A. Snow, County Clerk

By: _____, Chair _____, Deputy Clerk

The regular meeting of the Board of County Road Commissioners of the County of Kalamazoo was held by telephonic and video conferencing on Tuesday, May 12, 2020. Commissioner Buchholtz called the meeting to order at 3:00 p.m.

This meeting was held in accordance with Governor Gretchen Whitmer and the Michigan Department of Health and Human Services' [recommendations designed to help prevent the spread of Coronavirus Disease 2019 \(COVID-19\)](#) and [Executive Order 2020-75 \(COVID-19\)](#) declaring public bodies subject to the Open Meetings Act can meet electronically, including by telephonic conferencing or video conferencing, in a manner in which both the general public and the members of the public body may participate by electronic means.

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

Also attending: Manager Director Joanna I. Johnson, Finance Director Ann Simmons, Engineering and Public Relations Director Mark Worden, County Engineer Ryan Minkus, General Superintendent Bill DeYoung, Road Maintenance Superintendent Jim Page, Permit Agent Jon Fitzsimmons, Communications Administrator Elli Blonde and Administrative Assistant Selena Rider.

Commissioner Buchholtz reviewed telephonic and video conferencing protocols.

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 April 28, 2020 Telephonic and Video Conferencing regular Board meeting minutes as presented.

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

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

Payroll Account	\$	130,438.17
Vendor Account	\$	472,971.89

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Managing Director Johnson provided an update on COVID-19 and its' effect on RCKC Operations. She stated a COVID-19 Preparedness and Response Plan was sent out to the RCKC team on Friday. We've been following along with the 77 Executive Orders from the Governor's office ensuring best practices. Our Administrative Team began transition back to the facilities on May 4th. We had a few other administrative employees back this week and anticipate everyone to return on May 18th. We are working throughout the county with the various jurisdictions and are looking to potentially stay coordinated with them for a June 1st open to the public date pending executive orders. She thanked the RCKC team, Board and the public for their patience. Commissioner Stehouwer questioned if permits were going out when needed. Managing Director Johnson stated permits are being monitored and issued as needed. Engineering and Public Relations Director Worden added there has been an increase in permits. He explained in 2019 we had issued 1300 permits for the entire year and for 2020 we have 800 permits which have already been issued. He stated we are keeping pace with Right-of-Way (ROW) permits.

Commissioner Brennan moved and it was seconded to deny the variance request by the applicant Mr. Thomas Kaupa, homeowner, for a second driveway at 8163 Boyne Street, Texas Township. Managing Director Johnson shared the issues related to this variance request first began on November 1, 2019, when our Permit Agent observed construction underway at 8163 Boyne Street and noted there had not been a permit for a second

driveway issued. Since that initial observation, staff had communicated with the property owner. Ultimately, a variance request was submitted requesting approval for a low use driveway, as well as for a second driveway without the required minimum lot frontage. This review determined that this location does not align with the definition of a low use driveway, the property does not come close to meeting frontage requirements, and it also appeared that no other alternatives had been considered before making this request. The request for a variance was denied by County Engineer Minkus, and the resident letter advised that there was still an option to appeal this decision to the Board. County Engineer Minkus shared we have been in communication with the property owner trying to find some reasonable solution. From the staff's perspective access points is where accidents happen on roads. Guidelines and policies that we have in place are designed to help minimize crashes and make the road safe for all users. He shared the property frontage is 100 feet which is well below our 300' minimum requirement. Mr. Kaupa provided documentation of other locations within the county. Some of those were within the City of Portage which is not under our jurisdiction. The 3 that were in Texas Township were older and most if not all of them met or nearly met the frontage requirements at the time those driveways were constructed. From our perspective the needs of safety haven't been looked at or addressed and it appears the major concerns are aesthetics of a low use access. We do not see the need to permit a second driveway because of the limited frontage. He stated if the property owner leaves the concrete where it is at, they would be permitted to drive across their property, not to exit it, in an infrequent manner. Additionally, we have had issues with Texas Township in the past with them issuing building permits without having a proper driveway permit in place beforehand which has led to issues that have previously come before this Board. We did reach out to the building official for Texas Township who stated that he had shared with the builder that the driveway connection would not be allowed to Boyne Street. They are allowed an access out of the garage and the only other option they had was to connect to their existing driveway. Furthermore, he is not sure if the message was relayed to the property owner. Mr. Kaupa mentioned they had hired a reputable builder who did not share with them the conversations he had with the Texas Township Building Official. He stated If the builder had communicated the issues he was encountering they would have steered in a totally different direction. Mr. Kaupa terminated the relationship with the builder and picked up all the loose ends which is when communication began with the RCKC who helped him understand the process, what information to submit, what his limitations were and options. He stated he has a lot invested in cement that he would like to aesthetically make ease of access to the road. He would not use the driveway to park a vehicle and there is no visual impedance to accessing it. He shared they are stumped as to how to make this aesthetically pleasing in trying to add value to their home. He stated they are willing to pursue alternatives based on RCKC's recommendations to have something that does not turn into mud or become a maintenance money pit. He is trying to figure out how to make it right without tearing out \$25,000 worth of concrete. Commissioner Buchholtz shared with the Mr. & Mrs. Kaupa that staff and the Board recognizes they are in a bad spot. Managing Director Johnson mentioned from the road commission's perspective we are not suggesting that the property owner tears out their investment that they made of \$25,000 +in the existing driveway outside the ROW and added that is outside of our jurisdiction. Commissioner Stehouwer mentioned after reading the material provided that he thinks it was implied that the Township did allow construction of the accessory building on a single residential lot. Mr. Kaupa stated that is true and explained there was no issue with that permit. Furthermore, during the permit process he went online to confirm boundary distances between property lines had surveyors with that information in hand, worked with the township around the regulation and size of the building and what could and could not be built. Managing Director Johnson shared we have made it clear by statute that building permits are not issued until which a driveway permit for accessibility can be as well for safety reasons and sight distance. She stated it does appear without a doubt in the building permit copy that she had that it was provided. The Township did tell the builder who submitted the permit that the second driveway would not be allowed. Permit Agent Fitzsimmons stated that he had spoken with Rich McGrew from the Building Department in Texas Township who informed him that he had spoken with the builder before the permit was issued for the building and it made it clear there would be no connection allowed to Boyne Street directly from the garage in question and that they could connect to the existing driveway. Mr. & Mrs. Kaupa shared that option was never relayed to them. Commissioner Buchholtz inquired about the process. County Engineer Minkus shared Permit Agent Fitzsimmons and Brian Franklin have been doing outreach to Townships to ensure everyone is aware of the need for a driveway permit. They have put together packets and have been visiting Township offices and setting up meetings with building officials to review the information included in the packet. Furthermore, he

believes on the Texas Township Permit Application there is a line that specifically states that an RCKC permit is required for a driveway. Commissioner Stehouwer mentioned from his exposure with the Southwest Building Authority they have reinforced the requirements for a driveway permit. Furthermore, generally we think of that with the construction of a new home. We are dealing with an accessory building of secondary use where the Township permitted an accessory building. He stated our issue is an accessory building and second driveway. He inquired about the adjacent lot. Mr. Kaupa stated there is an occupied residential home adjacent and this request is equal distance between the existing driveways. Commissioner Boersma inquired about a low use driveway. County Engineer Minkus explained low use is more of a utility building that is not frequently visited. Commissioner Boersma questioned if the RCKC would have a problem if there was not an actual driveway apron installed. Managing Director Johnson shared the issue for the road commission is not the material or aesthetics it's the connectivity in the deeded ROW to Boyne Street. Commissioner Pawloski stated the reason we have these regulations is for safety. Furthermore, we've improved these regulations over the years and have made it safer for people. He stated this is a good direction and we need to continue in this direction. Commissioner Stehouwer inquired about recreational vehicles and motor homes. He stated if a motor home or boat was parked on a side lawn the RCKC would not object to it provided there was not a driveway. He also inquired about covenant restrictions to the plat. Engineering and Public Relations Director Worden shared it's impossible to keep track of covenant restrictions for 15 Townships. Managing Director Johnson shared the RCKC's jurisdiction begins and ends in the public ROW and we do have the ability to request vehicles to be moved if they are within the public ROW even if a covenant restriction is in place. Discussion continued...

Carried by the following vote:

Aye: Pawloski, Stehouwer, Brennan, Boersma

Nay: Buchholtz

Commissioner Boersma moved and it was seconded to Rescind the Kalamazoo Township Local Road Contract dated April 14, 2020 and Approve the Revised Kalamazoo Township Local Road Contract for the Chair's signature. Managing Director Johnson shared due to concerns with State local revenue sharing and impacts to the Kalamazoo Township budget due to COVID-19, the RCKC is being asked to modify the previously approved local road contract for 2020. As shared with the Township, if there are changes to be made, now would be the time to do so before major construction activities were to begin. Other options were explored including delaying payment. Due to the potential long-term uncertainty for RCKC and the Township, together we discussed this as the best option as they could not commit to what/if any funding for 2021. Projects previously approved for crack fill, chip seal and fog seal, are being changed to crack fill only treatments at this time. This allows for continued preventive maintenance on the system and preserve previous investments made. Lum Avenue treatment has not changed. The previously approved local road contract project estimates was for a total of \$585,260.00. The new local road contract project estimates are for a total of \$22,319.00. Local Road Participation (PAR) Funds not used in the amount of \$276,335.50 will return to the primary road fund.

- a. Skyline Drive – Andora Avenue to Grand Prairie Road, Thistle Mill Court – Squires Drive to 854' east of Squires Drive (Skyline); Crack Fill
- b. Stolk Drive – 1,408' west of Nichols Road to Nichols Road; Crack Fill
- c. Calhoun Street – Haskell Street to 659' north of Haskell Street, Manor Street – Atlee Street to 661' north of Haskell Street; Crack Fill
- d. Haskell Street – Nichols Road to Fletcher Avenue, Ella Marie Drive – Coolidge Avenue to 648' west of Coolidge Avenue, Ella Marie Drive – Coolidge Avenue to Jenks Boulevard, Althea Street – Coolidge Avenue to LaCross Street, Coolidge Avenue – Haskell Street to Timberleaf Lane, Coolidge Court – Coolidge Avenue to 127' north of Timberleaf Lane, Timberleaf Lane – Coolidge Court to Grand Pre Avenue, Grande Pre Avenue – M-43 to Olney Street, Jenks Boulevard – Grand Pre Avenue to Haskell Street, North Fletcher Avenue – M-43 to Hillsdale Avenue, Olney Street – Jenks Boulevard to Grand Pre Avenue, Crestview Avenue – Coolidge Avenue to 629' west of Coolidge Avenue, Grand Pre Avenue – M-43 to Jenks Boulevard (Prairie Edge); Crack Fill
- e. Harvey Avenue – Alamo Avenue to 840' north of Alamo Avenue (Early View Plat); Crack Fill
- f. Ferndale Avenue – Hillsdale Avenue to Alamo Avenue, Climax Avenue – Hillsdale Avenue to Alamo Avenue, Hillsdale Avenue – 180' west of Ferndale Avenue to North Berkley Street, Richland Avenue –

- Hillsdale Avenue to Alamo Avenue, Jefferson Avenue – Arlington Street to 155' east of Arlington Street; Crack Fill
- g. LaCross Street – Althea Street to Pinehurst Boulevard, Pinehurst Boulevard – M-43 to Alamo Avenue, Crown Street – LaCross Street to Hillsdale Avenue (Hillsdale Park); Crack Fill
 - h. Campbell Avenue – M-43 to Pinehurst Avenue, Wilmette Street – Pinehurst Boulevard to LaCross Street, Waverly Street – Pinehurst Boulevard to 665' west of Pinehurst Boulevard (Pinehurst); Crack Fill
 - i. Clarendon Street – 154' south of Hillsdale Avenue to Hillsdale Avenue (Prospect Park); Crack Fill
 - j. North Arlington Street – M-43 to Jefferson Avenue (Summit Park); Crack Fill
 - k. Edison Street – Douglas Avenue to Westnedge Avenue, Truman Street – Edison Street to G Avenue, Taft Street – Edison Street to G Avenue, George Street – Stassen Street to G Avenue, Glen Street – Stassen Street to Edison Street, Stassen Avenue – Edison Street to Westnedge Avenue (Supervisor's Plat of Northwood); Crack Fill
 - l. Waldorf Street – Edison Street to G Avenue, Glen Street – Waldorf Street to G Avenue (Northwood); Crack Fill
 - m. Orchard Avenue – 1,122' west of Douglas Avenue to Douglas Avenue; Crack Fill
 - n. Burdick Street – Mosel Avenue to 2,436' north of Mosel Avenue; Crack Fill
 - o. Pitcher Street – Mosel Avenue to 950' north of Mosel Avenue; Crack Fill
 - p. Lum Avenue – Coy Avenue to Dearborn Avenue; HMA Wedging

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Pawloski moved and it was seconded to Rescind the Texas Township Local Road Contract dated March 31, 2020 and Approve the Revised Texas Township Local Road Contract, for the Chair's signature, contingent upon Texas Township Approval. Managing Director Johnson shared this is a similar request as Kalamazoo Township. She stated Dustin Circle/Terrier Trail treatment was changed to crack fill only. The previously approved local road contract project estimates was for a total of \$829,232.00. The new local road contract project estimates are \$789,667.00. PAR funds in this case remain fully utilized. She mentioned this is the last year of their Township wide special assessment. She stated a signed contract was received from the Township.

- a. Briarcliff Lane – O Avenue to 1,172' north of O Avenue; Crack Fill, Chip Seal, Fog Seal
- b. Alidor Street – 203' south of Phiant Avenue to R Avenue, Phiant Avenue – 913' west of Alidor Street to Alidor Street; Chip Seal, Fog Seal
- c. Clydesdale Avenue – Percheron Street to Belgian Avenue; Crack Fill, Chip Seal, Fog Seal
- d. Misty Creek Drive – Willowbend Trail to 12th Street, Willowbend Trail – 304' west of Fountain Square Drive to Misty Creek Drive, Cranberry Court – 187' north of Willowbend Trail to Willowbend Trail, Willowbend Way – 184' north of Willowbend Trail to Willowbend Trail; Crack Fill, Chip Seal, Fog Seal
- e. Dustin Circle – P Avenue to Terrier Trail, Terrier Trail – Dustin Circle to Dustin Circle; Crack Fill
- f. O Avenue – 2,820' west of 1st Street to 1,400' east of 4th Street; Crack Fill, HMA Wedging, Chip Seal; Fog Seal
- g. Boyne Street – Charlevoix Street to Q Avenue, Charlevoix Street – Northport Avenue to Texas Heights Avenue, Northport Avenue – 200' west of Petoskey Street to Charlevoix Street, Suttons Bay Street – Petoskey Street to Boyne Street, Petoskey Street – 730' feet south of Bowers Harbor Avenue to Suttons Bay Street, Manitou Avenue – 200' west of Petoskey Street to Charlevoix Street, Bingham Avenue – Petoskey Street to Charlevoix Street, Presque Isle Drive – Trout Bay Street to Petoskey Street, West Bay Street – Presque Isle Drive to 150' north of Presque Isle Drive, Port Hope Drive – 200' west of Trout Bay Street to 200' east of Petoskey Street, Trout Bay Street – Bowers Harbor Avenue to Presque Isle Drive, Bowers Harbor Avenue – Trout Bay Street to Petoskey Street; Crack Fill, Chip Seal, Fog Seal
- h. Montezuma Avenue – 4th Street to Shoshone Street, Shoshone Street – Montezuma Avenue to El Dorado Avenue, El Dorado Avenue – Shoshone Street to Denali Street, Himalayas Avenue – El Dorado Avenue to Denali Street, Denali Street – Himalayas Avenue to Andes Avenue, Andes Avenue – Denali

- Street to Rocky Mountain Street, Rocky Mountain Street – 316' south of Andes Avenue to 370' north of Maricopa Trail, Maricopa Trail – 4th Street to Rocky Mountain Street; Crack Fill, Chip Seal, Fog Seal
- i. Misty Creek Drive – 11th Street to Willowbend Trail, Fountain Square – Willowbend Trail to Misty Creek Drive; HMA Overlay

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Brennan moved and it was seconded to award the installation of the 32nd Street culvert, Bid #2020-14 to Balkema Sitework & Development, LLC for \$184,000.00, low bidder meeting specifications. Managing Director Johnson shared this bid is a follow-up to RCKC Bid #2020-10 for the Culvert Design, Fabrication and Delivery, 32nd Street Over Asher Drain Culvert that was awarded at the March 31, 2020 Board meeting, contingent upon the award of this bid. That fabrication bid award was made contingent on the award of the installation bid, so as not to require the purchase of the culvert if the construction costs exceeded our current contract amount with the Township. Commissioner Buchholtz inquired about the original combined estimate. Managing Director Johnson shared back in 2019 the low bid was 83% (\pm \$220,000) over the contract and because of this that bid was not awarded, and the Township contract was cancelled.

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Stehouwer moved and it was seconded to award the Hot Mix Asphalt (HMA) Patching Bid #2020-16 to A1 Asphalt Inc., low bidder meeting specifications with an option to extend for three (3) one (1) year extensions by the mutual agreement of both parties. Managing Director Johnson shared the purpose of this bid was to assist the RCKC for the unforeseen areas of HMA work that may be needed. This bid allows us to meet our purchasing policies, as often each repair may require quotes, or a bid based on estimated costs. RCKC has rebid this for the 2020 season because A1 Asphalt, Inc. had overlooked the previous contract extension deadline.

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Stehouwer moved and it was seconded to award the Bid #2020-18 Tree Work #3, Alamo Township to American Arbor LLC, low bidder meeting specifications for Area A \$12,721.50 and low bidder for Area B \$5,703.75 for a total of \$18,425.25. Managing Director Johnson shared the RCKC received and opened 6 bids for two local road projects in Alamo Township. Tree work may begin May 13th. All work on W. EF Avenue (Area A) must be completed by May 22nd. All work on W. F Avenue (Area B) must be completed by May 30th.

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Pawloski moved and it was seconded to award the Bid #2020-19 Ohio #9 Limestone to Stoneco of Michigan, low bidder meeting specifications with an option to extend for three (3) one (1) year extension by the mutual agreement of both parties, based on haul distance for material loaded in RCKC trucks and for material delivered to the RCKC yard. Managing Director Johnson shared RCKC received two bids, Stoneco of Michigan and Verplank Trucking for Ohio #9 Limestone. Ohio #9 Limestone is used for our spray injection patching units. RCKC has experimented with different aggregate products and sizes and found that Ohio #9 Limestone is the most efficient product to use with these machines.

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Boersma moved and it was seconded to approve the revised 2020 Year of the 2020-2024 Primary Road Capital Improvement Plan (CIP). Managing Director Johnson shared staff continuously monitors projects in relation the CIP to ensure that at year end we fall in line with the annual budget as approved by the Board. It is important to consider timing of when we build the CIP in relation to budgeting and project bidding. By keeping a pulse on projects and the overall budget, we can make recommendations when budget amendments become necessary. To date, bid projects have been coming in within estimates, and most of the construction

projects include Federal funds and most move forward in 2020 or we risk losing funding. While working through project estimates and planning for the 2020 construction season, it became evident that a few minor changes to the 2020 CIP needed to be made. These changes are necessary even as we consider the issues of COVID-19 and future impacts to our 2020 Budget and future CIPs. County Engineer Minkus gave an overview of the 2019 Primary Road CIP Adjustments.

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Stehouwer moved and it was seconded to approve and adopt the amended budget for the calendar year of 2020, as presented and in compliance with the Michigan Uniform Budgeting and Accounting Act. Managing Director Johnson shared as previously shared staff have been working diligently to ensure a comprehensive and planful response to the Coronavirus pandemic (COVID-19). With so many variables including new challenges and the unknowns during unprecedented time staff have carefully reviewed all funding sources, planned expenditures and projects, as well as the fund balance status. She stated at this time, based on our financial position, we are able to continue with one of our largest expenditures which is our road and bridge projects in 2020. As we are all aware, the impacts from COVID-19 are yet to be fully determined and we expect to see continued adjustments as we move forward in 2020 and beyond. Finance Director Simmons gave an overview of the amended budget including revenues, expenditures and fund balance. Commissioner Stehouwer thanked staff for a good write-up on the budget and on all other items within this Board packet. Commissioner Pawloski echoed his comments and thanked previous Boards for putting the RCKC in a good position and staff for being good stewards of taxpayer dollars.

RESOLUTION

Be it resolved, that in compliance with the Michigan Uniform Budgeting and Accounting Act, the Board of County Road Commissioners of the County of Kalamazoo hereby approves and adopts the following budget amendment for the calendar year 2020:

	2020 Budget Amendment 1	Change	Proposed 2020 Budget Amendment 2
<u>Revenue</u>			
Michigan Transportation Funds			
Primary Road Fund	17,860,000	(1,368,000)	16,492,000
Local Road Fund	5,640,000	(432,000)	5,208,000
Total Michigan Transportation Funds	23,500,000	(1,800,000)	21,700,000
Federal, State and Enhancement	6,249,700	0	6,249,700
State General Fund - PA 207 of 2018	0	0	0
State General Fund - PA 82 of 2018	0	0	0
Township Projects	4,400,000	670,000	5,070,000
Township Special Assessments	89,000	0	89,000
Cities and other Governmental	1,175,000	0	1,175,000
Interest	150,000	0	150,000
Other	300,000	0	300,000
Total Operating Revenue	35,863,700	(1,130,000)	34,733,700
<u>Expenditures</u>			
Construction & Capacity Improvements			
Primary Road System	0	0	0
Local Road System	0	0	0
Total Construction/Capacity Improvements	0	0	0
Preservation & Structural Improvements			
Primary Road System	12,756,000	(356,000)	12,400,000
Local Road System	5,575,000	(2,970,000)	2,605,000
Total Preservation - Structural Improvements	18,331,000	(3,326,000)	15,005,000
Preventive Maintenance			
Primary Road System	1,402,000	800,000	2,202,000
Local Road System	0	3,718,000	3,718,000
Routine Maintenance			
Primary Road System	3,978,000	0	3,978,000
Local Road System	4,922,000	0	4,922,000
Total Routine & Preventive Maintenance	10,302,000	4,518,000	14,820,000
Total Road Expenditures	28,633,000	1,192,000	29,825,000
Equipment			
Direct Equipment Expense	1,845,000	0	1,845,000
Indirect Equipment Expense	691,000	0	691,000
Operating Expense	350,000	0	350,000
Total Equipment Expense	2,886,000	0	2,886,000
Less Equipment Rental	(2,730,000)	0	(2,730,000)
Net Equipment Expense	156,000	0	156,000
Administration	1,514,000	0	1,514,000
Work Performed for Others	3,375,000	0	3,375,000
Distributive Expenditures (Unspread Fringe, OH)	0	0	0
Capital Outlay	3,236,440	60,000	3,288,440
Subtract Provision for Depreciation	(1,217,000)	0	(1,217,000)
Total Expenditures	35,697,440	1,252,000	36,941,440
<u>Fund Balances</u>			
Beginning Fund Balance	9,075,928	1,484,711	10,560,639
Change in Fund Balance	166,260	(2,382,000)	(2,207,740)
Ending Fund Balance	9,242,188	(897,289)	8,352,899

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Managing Director Johnson requested discussion on the E. Crooked Lake Drive Abandonment Special Meeting Date. She stated we began this process back in December of 2019 and revisited the issue in January. The residents were to acquire additional information related to property. At the March 31, 2020 Board meeting it was approved to postpone the meeting to May 26th due to COVID-19. She asked for the Board's guidance in whether to proceed potentially with a Zoom platform or in person. She stated we want to provide to the residents along E. Crooked Lake Drive advance notice should we decide to change the platform or date. She shared just prior to this meeting Mr. Jim Roberts contacted Administrative Assistant of Operations Tara Hendericks and stated that he would prefer a meeting in person. Furthermore, we have not received any information related to the property or any of the information that we had initially been awaiting to assist in making a decision for abandonment. Commissioner Boersma shared in February the residents stated they would send us additional background material that we have not received. Commissioner Brennan stated we have given adequate time and suggested moving forward with a Zoom meeting on May 26th. Commissioner's Pawloski and Stehouwer echoed Commissioner Brennan's comments. Commissioner Buchholtz agreed and stated a Zoom meeting will be scheduled for May 26th at 6:00 p.m.

Managing Director Johnson mentioned we had 2 flyovers this afternoon from the International National Guard as well as the Blue Angels saluting the frontline workers. She gave a big shout out and thanked our road construction operators, vendors, consultants and contractors who have been working on getting our infrastructure done amid COVID-19. We have over 20 projects under construction, we are working on routine maintenance, prepping road projects, monitoring service requests and hoped that the public does not see a disruption in service on behalf of the RCKC.

Commissioner Boersma shared the Environmental Health Advisory Council (EHAC) is not meeting during these times and will meet at a future date. He gave kudos to the RCKC and mentioned that he has seen projects taking place in Oshtemo Township. He stated it's wonderful to not hit potholes especially when bicycling during bike month.

Commissioner Brennan shared the Board of Public Works (BPW) is also not meeting during these times and currently have no firm plans for their next meeting. He stated, "GO TEAM" and shared that RCKC staff and crew have done a phenomenal job in trying to get through this pandemic that has created extensive work that was not planned for. Furthermore, the fact that it's being handled so appropriately is well worth the kudos.

Commissioner Stehouwer shared County Parks has not met. He stated County Parks are now open for limited use. He shared the County is looking at purchasing the Scout Camp that he fully supports. The Kalamazoo River Valley Trail (KRVt) extension is happening in Galesburg. He thanked staff for getting the word out on Facebook and RCKC Connect. He stated it's great to see the construction happening at the paper mill and is looking forward to helping them out. He shared it is Bike Week and there are 2 virtual meetings happening. He signed up for the meetings on May 13th and May 14th. Discussion took place on attendance for the upcoming virtual meetings.

Commissioner Pawloski stated to keep up the good work and mentioned health and safety first. He shared potentially we will get a little back to normal come June 1st but in the meantime stay healthy and safe.

Commissioner Buchholtz shared the Center of Technology for Michigan Tech has an Asset Management for Elected Officials from 9:00 a.m. until 12:00 noon on May 27th. Managing Director Johnson shared it's the Basics of Asset Management that has been hosted at the RCKC a for few years.

Commissioner Stehouwer moved and it was seconded to adjourn.

Carried by the following vote:

May 12, 2020 Telephonic and Video Conferencing Regular Board Meeting

Chair Int'l _____

Clerk Int'l _____

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

The meeting was adjourned at 5:32 p.m.

Attest: Timothy A. Snow, County Clerk

By: _____, Chair _____, Deputy Clerk

May 21, 2020 Webinar COVID-19 Fiscal Outlook for County Road Agencies

Chair Int'l _____

Clerk Int'l _____

The Board of County Road Commissioners of the County of Kalamazoo participated in a webinar, COVID-19 Fiscal Outlook for County Road Agencies, presented by the Michigan County Road Association (CRA) on Thursday, May 21, 2020. The webinar began at 2:00 p.m. and ended at 3:05 p.m.

Present: Larry Stehouwer, Thom Brennan, Michael Boersma

Absent: Deborah J. Buchholtz, David C. Pawloski

Also attending: Managing Director Joanna I. Johnson

The COVID-19 pandemic is causing substantial disruptions to our economy. Key representatives from the Michigan Departments of Treasury and Transportation provided a snapshot of revenue, transportation fund and their expectations with underfunded liabilities.

Attest: Timothy A. Snow, County Clerk

By: _____, Chair _____, Deputy Clerk

The regular meeting of the Board of County Road Commissioners of the County of Kalamazoo was held by telephonic and video conferencing on Tuesday, May 26, 2020. Commissioner Buchholtz called the meeting to order at 3:00 p.m.

This meeting was held in accordance with Governor Gretchen Whitmer and the Michigan Department of Health and Human Services' [recommendations designed to help prevent the spread of Coronavirus Disease 2019 \(COVID-19\)](#) and [Executive Order 2020-75 \(COVID-19\)](#) declaring public bodies subject to the Open Meetings Act can meet electronically, including by telephonic conferencing or video conferencing, in a manner in which both the general public and the members of the public body may participate by electronic means.

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

Also attending: Manager Director Joanna I. Johnson, Finance Director Ann Simmons, 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 Buchholtz reviewed telephonic and video conferencing protocols.

Commissioner Boersma 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 May 12, 2020 Telephonic and Video Conferencing regular Board meeting and the May 21, 2020 Webinar COVID-19 Fiscal Outlook for County Road Agencies 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	\$	135,120.01
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Vendor Account	\$	782,925.17
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Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Managing Director Johnson provided an update on COVID-19 and its' effect on RCKC Operations. She shared we continue to work in compliance with Executive Orders (EO) and COVID-19 best practices. We had planned on opening to the public on June 1st. However, due to the June 12th extension of the "Stay Home Stay Safe" EO we extended the date to June 15th. Furthermore, this is consistent with many of our surrounding municipalities and entities in Kalamazoo County. This would also mean our June 9th Board meeting will take place by Zoom. She appreciates our team and their efforts as we continue to do public service in our infrastructure under these conditions. Commissioner Stehouwer inquired who was working in the office. Managing Director Johnson stated all employees are working in the office on the Administrative team and we continue to run our operations team remotely.

Commissioner Boersma moved and it was seconded to Rescind the Comstock Township Local Road Contract dated March 17, 2020 and Approve the Revised Comstock Township Local Road Contract for the Chair's signature. Managing Director Johnson shared the Comstock Township local road contract is being revised due to RCKC project selection contract errors. She explained that additions include Rockingham Avenue, Normandy Avenue, Sandy Cove Drive and Forest Harbor Drive. Removals included Buck Avenue, Roush Street and Landing Way. Also, we completed hot mix asphalt on a part of Jacille Avenue which transitions midpoint from public to

private; that project segment in the contract has now been properly described. The Township will not be billed for this work and the residents have been notified accordingly. Participation (PAR) Funds remain fully utilized.

- 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 – 180' west 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. 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
- e. 28th Street – M-96 to East Main Street; Crack Fill, Chip Seal, Fog Seal
- f. MN Avenue – 26th Street to 28th Street; Crack Fill, Chip Seal, Fog Seal
- g. 30th Street – K Avenue to East Main Street; Crack Fill, Chip Seal, Fog Seal
- h. 33rd Street – N Avenue to ML Avenue; Crack Fill, Chip Seal, Fog Seal
- i. Worden Avenue – Oran Avenue to K Avenue; Crack Fill, Chip Seal, Fog Seal
- j. Rosemont Drive – Plaza Place to M-96, Plaza Place – 540' west of Rosemont Drive to Rosemont Drive; Crack Fill, Chip Seal, Fog Seal
- k. Henning Street – M-96 to Packard Street, Packard Street – M-96 to East Michigan Avenue; Crack Fill, Chip Seal, Fog Seal
- l. Leenhouts Street – East Michigan Avenue to 2,220' north of East Michigan Avenue; Pulverize, HMA Base, Surface Paving
- m. Rockingham Avenue – H Avenue to Gull Road, Normandy Avenue – H Avenue to Gull Road; HMA Overlay
- n. Forest Harbor Drive – 26th Street to 180' east of Sandy Cove Drive, Sandy Cove Drive – 26th Street to Forest Harbor Drive (Forest Harbor and Lyons Lake Plats); Pulverize, HMA Base, Surface Paving

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Stehouwer moved and it was seconded to approve the Revised Warranty Deed Adobe Road, Alamo Township for the Chair's signature. Managing Director Johnson shared on November 13, 2018, the Board of County Road Commissioners of the County of Kalamazoo accepted a warranty deed for the Adobe Road extension south of D Avenue, including a temporary easement for cul-de-sac turnaround. The warranty deed was signed by the grantors on June 9, 2017 and recorded in the County of Kalamazoo on December 21, 2018 Liber 2018 Page 039465. In 2020 Jeff Schierbeek, Manager of Schierbeek Properties, LLC, was working to sell a parcel of land off the road extension and it was discovered that the RCKC was deeded the entire property in the commercial development in which the Adobe Road extension was built. The documents have been reviewed by staff and RCKC legal counsel. Commissioner Boersma inquired about the financial impact and questioned if the RCKC would be compensated. Managing Director Johnson shared she was not planning on asking for compensation since it's up to both entities to ensure the accuracy of these warranty deeds. Commissioner Boersma shared other than the road commission being as gracious as they have been this could have been a very expensive mistake by Mr. Schierbeek's attorney. Commissioner Stehouwer shared the importance of verifying legal descriptions.

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Managing Director Johnson shared chip seal operations begin on June 1st followed by fog seal. She gave a shout out to the RCKC Engineering team, Communications Administrator Blonde and Administrative Assistant Rider who assisted in putting together our project informational meetings that are listed on our website. Furthermore, in lieu of having in-person informational meetings we have moved to the zoom platform. She mentioned two of the meetings are completed and the recorded meetings can be found on the projects page of our website. She shared we have received positive comments. Furthermore, she appreciated Commissioner Stehouwer's positive comments in reviewing the Drake Road informational meeting. Pavement marking is to begin

this week. We've been working with crack fill operations to keep the contractor ahead of our chip seal operations. We also continue to do our bids in the Zoom platform. She participated in the COVID-19 Fiscal Outlook for County Road Agencies webinar. She stated there is a lot of unknowns and we have a long road ahead of us as we look to the impact of the Michigan Transportation Funds (MTF) which are the road commissions' primary operating funds. Furthermore, we are doing everything we can to stay abreast of this for our funding and for the work we do in budgeting. She stated it did not seem like a very positive outlook.

Commissioner Boersma shared the Environmental Health Advisory Council (EHAC) is scheduled to meet on August 12th. He stated the Health Department is reminding everyone that Eastern Equine Encephalitis (EEE) is still an issue. Also, they will be responding to doing surveys for certain mosquitos. He shared to please be careful when there is a good rain or whenever mosquitos are active. He mentioned the health department is working to identify disease carrying mosquitos. They also are continuing their Per-and Polyfluoroalkyl Substances (PFAS) surveillance throughout the county. He took part in the COVID-19 Fiscal Outlook for County Road Agencies webinar and stated it was a sobering webinar. He explained revenues will be significantly affected until at least 2022. Furthermore, the state and road association are hopeful that there will not need to be a negative supplemental mid-year budget cut in the MTF. There was also discussion on potential income tax redirection. He shared there is general fund money that has been earmarked for the MTF. He mentioned there will be cuts, but hopefully it will not be a draconian cut. He shared there is possibly relief on the Federal end. He explained there is some infrastructure built-in to a proposed round of Federal Aid to states and if it materializes it would reduce the impact in Michigan based on the lack of MTF revenue.

Commissioner Brennan shared the June 5th Board of Public Works (BPW) meeting may not occur. On May 13th both he and Commissioner Stehouwer had the opportunity to participate in a webinar that was hosted by Bike Friendly Kalamazoo which is an annual evaluation and informational session for all bicycling improvement activities that take place in the Greater Kalamazoo area. He stated it was a well prepared presentation with six presenters including Kalamazoo Area Transportation Study (KATS), Bill Adams, President of Village of Vicksburg, presented on Vicksburg's Bike Friendly Plans, James Baker, Public Services Director & City Engineer for the City of Kalamazoo presented on Protected Bike Lanes, David Rachowicz, Director of County Parks, Recreation and Expo Center for Kalamazoo County presented on the expansion of the KRVt, Brian Sanada, Transportation Planner, Michigan Department of Transportation (MDOT) presented on MDOT's Bicycling Plans and Actions, and Kathleen Hoyle, Director of Parks, Recreation and Senior Services for the City of Portage presented on Bicycling's Impact on Community Building. He participated in the Bike Safety webinar and participated in the COVID-19 Fiscal Outlook for County Road Agencies. He gave thanks to all RCKC personnel for working through this terrible time and appreciates all that staff and the organization is doing.

Commissioner Stehouwer stated it's good to see roadwork occurring and that he observed crack filling on F Avenue. He attended the Bike Safety webinar and was impressed with the Office of Highway Safety Planning through the Michigan State Police (MSP), with the data they collect and share and how specific you can zero in on your community. Furthermore, the public needs to learn the law including drivers, bicyclist and pedestrians and operate according to the law. He shared public education was a key component. He is pleased to see construction in progress on the KRVt during COVID-19. He viewed the Drake Road project meeting online and found it very informative. Furthermore, he was pleased to see informational meetings occurring. He thanked staff for their diligence in doing these meetings and making them available on the website to view later.

Commissioner Pawloski shared to keep up the good work and to stay safe.

Commissioner Buchholtz thanked the RCKC for their hard work and stated they have not missed a step and it has been impressive to watch. She shared in regard to the economic state of our state, and revenue streams changing, that hopefully we will not remain closed to much longer. She stated each day we remain closed the longer it will take for us to recover.

Commissioner Pawloski moved and it was seconded to adjourn.

May 26, 2020 Telephonic and Video Conferencing Regular Board Meeting

Chair Int'l _____

Clerk Int'l _____

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

The meeting was adjourned at 3:36 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 by telephonic and video conferencing on Tuesday, May 26, 2020. Commissioner Buchholtz called the meeting to order at 6:02p.m.

This meeting was held in accordance with Governor Gretchen Whitmer and the Michigan Department of Health and Human Services' [recommendations designed to help prevent the spread of Coronavirus Disease 2019 \(COVID-19\)](#) and [Executive Order 2020-75 \(COVID-19\)](#) declaring public bodies subject to the Open Meetings Act can meet electronically, including by telephonic conferencing or video conferencing, in a manner in which both the general public and the members of the public body may participate by electronic means.

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, and Engineering and Public Relations Director Mark Worden.

Commissioner Buchholtz reviewed the telephonic and video conferencing protocols and the format of the special meeting.

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

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Managing Director Johnson reviewed the agenda and background on the petition of the absolute abandonment of East Crooked Lake Drive.

- On Thursday, October 17, 2019 the Board received a Petition for Absolute Abandonment and Discontinuance of Roadway or Portion Thereof to Abandon East Crooked Lake Drive. On Tuesday, December 10, 2019 the Board held a Public Hearing regarding the Petition for Absolute Abandonment and Discontinuance of Roadway or Portion Thereof to Abandon East Crooked Lake Drive.
- On Tuesday, January 21, 2020 the Board held a Special Meeting regarding the Petition for Absolute Abandonment and Discontinuance of Roadway or Portion Thereof to Abandon East Crooked Lake Drive. The Board decided to postpone action to allow the residents time to provide information on who would own the property if abandoned in advance of the April 28th meeting.
- Another Special Meeting was scheduled for April 28, 2020 at 6:00pm. On Tuesday, March 31, 2020 the Board cancelled the Tuesday, April 28, 2020 Special Meeting and rescheduled the Special Meeting to Tuesday, May 26, 2020 at 6:00pm.
- A letter was sent to the residents notifying them of the change and to monitor our website for future possible changes. On Tuesday, May 12, 2020 the Board stated at this time, according to Michigan Executive Order 2020-75 the Special Meeting of May 26 will be held by Zoom video conferencing. Also included in the packet there was additional information we received dated May 22, 2020 related to this abandonment. Along with any draft resolutions if any action should occur.

Commissioner Buchholtz reviewed the letter that was received by Miller Johnson Attorneys, noting that there were three (3) different parts to it. One being confirmation that the RCKC holds title to East Crooked Lake Drive, second that they would establish a private road association to manage, maintain and repair East Crooked Lake Drive. Thirdly that they would prepare and propose an annual budget for a Private Road Association.

Commissioner Buchholtz stated that at this time we would open the meeting to citizen input first and then Commissioners will discuss.

Mr. Matt VanDyke of 100 W Michigan Avenue stated he is speaking on behalf of Mr. Jim Roberts and some other owners on East Crooked Lake Drive. He thanked everyone for their time and that everyone is staying healthy during this time. As it was discussed at the last meeting, he stated they have provided an outline for making this a smooth transition from a public to private road. They spoke to the Township regarding a Special Assessment District to finance costs, which would cover the insurance, repair and maintenance and although they have not put those in place they wanted to confirm there was a plan in place. He stated he is requesting to approve the abandonment.

Mrs. Trish Roberts of 1213 East Crooked Lake Drive stated she is Treasurer and Trustee of the Charter Township of Texas. She stated she is speaking on behalf of the Township. As Treasurer the Township currently has two private road special assessment districts (SAD) that have worked out well over the years. We would anticipate that if the majority of the owners execute a petition within Public Act (PA)188 the Township is receptive to that. If this district was created the Township would inform them that the process needs to be completed by November 1 in order for that to be on the 2020 winter taxes. Otherwise, it would be on next year's winter taxes for any anticipated funding.

Mr. Jim Roberts of 1213 East Crooked Lake Drive stated he agrees with Mrs. Roberts regarding establishing the SAD. He stated that he had several residents that approached him letting him know that if they knew the whole story, they would have signed the petition. As the cost is really pretty reasonable. However, since Covid-19 came up it changes things in for the Township and he believes the RCKC is going to have challenges getting funding for roads. He stated he spoke with Mark Worden the other day about another project and Mr. Roberts stated that he thinks this would be unique opportunity for the RCKC to abandon a road and see the procedure of it and do a case study of it. He shared they would start by filling the cracks and do an aggressive maintenance program on this road. He stated they would try to make this road last 40 percent longer. He shared they already have several participants that are wanting to be on the homeowner's association if the road does get abandoned.

Mr. Landon Kovacs of 1190 East Crooked Lake Drive stated he is in support of the abandonment. He stated he is one of the residents that has children and there are more and more kids that are on the road. That continues to make him nervous. He shared especially with the virus going around now it seems more and more people are driving around as they have had more traffic on our road. He stated he would also be one of the people that would be involved in the homeowner's association to help oversee.

Mr. Jim Roberts stated that Matt VanDyke asked for a conditional approval abandonment, however they would be in favor of an affirmative vote to abandon it. Mr. Roberts stated they would have time for a SAD since they didn't have all the steps done as of today, it normally takes ninety days to get a SAD done, so they needed some time to do that and go through that process.

Commissioner Buchholtz asked Managing Director if there could be a conditional approval. Managing Director stated she did not believe there is anything that states the RCKC cannot grand conditional approval and there is no timeline either that an action has to be taken.

Commissioner Brennan stated asked Mr. Roberts, or another resident how is privatizing the road going to improve safety for children playing? Do you intend to gate the road or do something else to restrict the flow of traffic? Mr. Jim Roberts stated they would probably put up a private road sign that says private road or limited access to residents and a speed limit sign. Currently there is no speed limit sign.

Mr. Matt VanDyke, stated that private road snow plowing would be better for improving the safety of the road.

Mr. Landon Kovacs, stated would privatizing this road makes it any safer hundred percent, no. However, by privatizing the road for someone that is not aware of the road, there are a lot of curves and a sign would cause people to be careful of the speed of the road. It would make you aware it is a private road and cut down on the number of cars that are driving through. Currently people will drive down to the cul-de-sac and sit and eat lunch in their car, so if we can cut the flow of traffic that comes down here then he would be in favor of it.

Commissioner Stehouwer asked the question of staff regarding speed limit, dead end, and parking; is there anything that prohibits those signs from being placed? Managing Director Johnson stated she would refer back to our sign policy. The speed limit on East Crooked Lake Drive is 25mph there is a standard according to the law. Both speed limits and parking have both Township and Michigan State Police associated with putting up signs. Speed limits set can't go less than 25mph on a public road, then there is the issue of signs and their placement. She stated she would have to check the sign guidelines for the dead-end sign. Mr. Jim Roberts stated due to the children and driveways on this road he drives 15mph. Driveways are only about 20 feet from the road. Commissioner Buchholtz stated it is state law. 25mph is the maximum and you are to drive the prudent speed for the conditions that exists. Managing Director Johnson stated regarding the dead-end sign; the sign guidelines states they are called road ends and typically those can be installed and maintained for a road that terminates, but that is subject to the traffic engineer's review.

Commissioner Buchholtz asked Managing Director Johnson to discuss snow removal and there is a possibly without the road getting abandoned of using a private company with a permit. Managing Director Johnson stated that if a private citizen wanted to maintain a particular roadway for winter maintenance, they would have to apply for a right-of-way permit with the RCKC. Our permit agents would review it along with liability insurance. Also, with winter maintenance there would need to be communication to us to let us know when the contractor would be completed. Commissioner Stehouwer stated we contract platted areas for snow plowing, he stated he thought it has been quite effective. Do we do that in Texas Township? Managing Director Johnson followed up we do have contractors working for us in Texas Township for snow removal. Commissioner Buchholtz stated that with the Road Commission contracting our plats for snow plowing; the priority level therefore would not change.

Commissioner Stehouwer stated that if people are willing to be assessed then they can do a SAD initiated by the residents. There is public process to do so.

Commissioner Pawloski asked Managing Director Johnson if we were to deny the abandonment what is the time limit where they have to wait to petition to have it abandoned again in the future? Managing Director Johnson stated that according to the law it does not speak to any time limit. Commissioner Buchholtz stated we believe the answer could be tomorrow.

Commissioner Boersma asked a question of the Managing Director; we have heard that one issue is maintenance to the road. Just for clarification what is the process for determining which roads receive maintenance and what schedule, do we work with the Township to set that schedule. Managing Director Johnson stated in Texas Township there is a road committee and Mark Worden, our Engineering and Public Relations Director participates in those meetings. There has been a plan in place over the last 10 years related to prioritizing the road network on the local system for which we have shared costs and through their Township SAD. Those roads have been prioritized by an asset management plan in coordination with the Township Road Committee.

Commissioner Buchholtz asked Mr. Matt Vandyke about the membership of a private road association versus the SAD. Mr. Matt VanDyke, stated that if for whatever reason the SAD doesn't get established, an

association would still have the ability to assess by private agreement for those who agreed to be a part of the association.

Commissioner Buchholtz stated her concern is a free rider situation that it may be ok today but over time ownership changes. And as the road is not to standard once it becomes private it would remain private.

Commissioner Stehouwer stated he is uncomfortable, with all due respect, to the neighborhood interested in the private road he thinks that they are doing a good job moving that direction for privatizing the road. He stated he is uncomfortable with the fifteen to seventeen parcels that didn't signed the petition as he didn't feel he could vote in favor of an abandonment.

Commissioner Pawloski stated this is by far the toughest decision we have had to deal with.

Commissioner Brennan stated the original request came through with the issue of the Department of Natural Resources (DNR) putting in a boat ramp which is not going to happen. He stated he finds it hard to believe that putting a sign up would improve safety.

Commissioner Brennan moved and it was seconded the rejection of the petition for Abandonment of East Crooked Lake Drive, Texas Township. Commissioner Boersma stated our Attorney David Lewis advised the decision is to be based on what is in the best interest of the public. For which there really is no definition for what this means in the statute. Commissioner Pawloski stated he agrees with the comments made by Commissioner Boersma and can't support the abandonment. Commissioner Stehouwer stated the number of residents opposed is what tells him it is not in the interest of the public at this time. Mr. Landon Kovacs stated we do have a working plan in place to transition. Even with the DNR not interested right now, a majority of residents do support it. Therefore, it is not just about blocking the DNR for having an access point. Mr. Russell Walters stated he does not live on the road and has been to the other abandonment meetings. He stated they were under the impression that if they got a majority of the residents to sign the petition then it would pass. They would like to have some better guidance on what is expected as they have already wasted enough of time.

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

The meeting was adjourned at 7:06p.m

Attest: Timothy A. Snow, County Clerk

By: _____, Chair _____, Deputy Clerk

The regular meeting of the Board of County Road Commissioners of the County of Kalamazoo was held by telephonic and video conferencing on Tuesday, June 9, 2020. Commissioner Buchholtz called the meeting to order at 3:00 p.m.

This meeting was held in accordance with Governor Gretchen Whitmer and the Michigan Department of Health and Human Services' [recommendations designed to help prevent the spread of Coronavirus Disease 2019 \(COVID-19\)](#) and [Executive Order 2020-75 \(COVID-19\)](#) declaring public bodies subject to the Open Meetings Act can meet electronically, including by telephonic conferencing or video conferencing, in a manner in which both the general public and the members of the public body may participate by electronic means.

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

Also attending: Manager Director Joanna I. Johnson, Finance Director Ann Simmons, Operations Director Travis Bartholomew, Engineering and Public Relations Director Mark Worden, County Engineer Ryan Minkus, Road Maintenance Superintendent Jim Page, Communications Administrator Elli Blonde and Administrative Assistant Selena Rider.

Commissioner Buchholtz reviewed telephonic and video conferencing protocols.

Commissioner Stehouwer moved and it was seconded to approve the agenda as amended. Commissioner Buchholtz stated the May 26, 2020 Petition for Abandonment of East Crooked Lake Drive Special Meeting Minutes should also be listed on the agenda under minutes. Managing Director Johnson mentioned the Special Meeting minutes were included in the Board packet but were not listed on the agenda.

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Boersma moved and it was seconded to approve the May 26, 2020 Telephonic and Video Conferencing regular Board meeting minutes and the May 26, 2020 Petition for Abandonment of East Crooked Lake Drive Special Minutes as presented.

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

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

Payroll Account	\$	159,274.44
Vendor Account	\$	664,946.25

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Managing Director Johnson provided an update on COVID-19 and its' effect on RCKC Operations. She shared we continue to work in compliance with Executive Orders (EO) and COVID-19 best practices. On Monday June 15th we plan on opening to the public with guidelines in place. She mentioned on our entrances to the facilities there will be guidelines stating to wear a face covering and the typical questions related COVID-19 ensuring that if you are sick please do not enter RCKC facilities. She encouraged folks who need to conduct business with the road commission to do so via electronic means or by telephone in lieu of coming into the facility.

Managing Director Johnson congratulated Steve Stepek as the new Executive Director of Kalamazoo Area Transportation Study (KATS). She also thanked Jon Start, retired Executive Director for his many years of service. Mr. Stepek gave a PowerPoint presentation on Understanding Federal Aid. He discussed performance measures and the federal role in transportation planning, partnerships with the metropolitan planning organization, the difference in planning agencies when it comes to transportation and speculation on future pending legislation. He explained KATS's role in Fixing America's Surface Transportation Act (FAST) and current activities such as the 2050

Metropolitan Transportation Plan. He mentioned how KATS focuses on locally adopted plans and the coordination between agencies. He mentioned non-motorized is incorporated by incorporating local adopted plans through townships, cities and villages and conforming them together for the Metropolitan Transportation Plan. He mentioned KATS coordinates and prioritizes based on goals and objectives and is not an implementation agency. He explained their planning process and goal is to adopt a new plan by February 2021. Managing Director Johnson shared looking at prioritization of projects, they are prioritized with rating programs and we are all competing for those limited federal funds. Furthermore, we are always seeking to ensure that we are working towards those performance measures and goals as a State. Mr. Stepek shared the KATS Policy Board has taken the opinion that when performance measures are adopted, they are backing the State's goals. As far as prioritization, they analyze the previous Transportation Improvement Program and look at those projects to see if they need to make any edits in how they score projects for the next Transportation Improvement Program development. Managing Director Johnson shared that KATS is our other public outreach for public input on projects. She explained when the RCKC has projects KATS reaches out for public input and provides that information to the road commission. Mr. Stepek stated if a project involves federal funds it flows through our process and goes through KATS public engagement pursuant to their public participation plan. Commissioner Buchholtz inquired about the non-motorized network. She shared in working with the Kalamazoo Bike Club (KBC), Paul Sotherland, Doug Kirk, and others have looked at popular routes that bicyclists currently use and important linkages between various communities. Furthermore, they worked with KATS staff to put those areas onto a map to provide input into the process and questioned what happens next. Mr. Stepek shared there has been a lot of leg work both from the KBC and other members of the public on obtaining more information. Furthermore, a lot of work and public engagement went into the last plan and we are looking at where routings and facilities should be. He shared going through KATS Moves Process where we had a consultant come in and develop a prioritization schedule for non-motorized that will hopefully roll into project selection implementation. He stated local units of government implement routing and facilities into their jurisdiction safely. Mr. Paul Sotherland shared both he and Doug Kirk compiled maps of frequently used bike routes in Kalamazoo County that were digitized and then put together on a geographic information system (GIS) map to serve as a starting point for making decisions for prioritization of routing. Furthermore, he and several others put together what will become a second layer of currently well signed bike routes to look for connections between routes that are well signed. Depending on what the road commission and municipalities decide they can potentially see how they can make connections across the entire KATS area to help facilitate bicyclists. Mr. Stepek added KATS does not receive funding to plan recreational routing. KATS has to show that routes are providing a transportation service.

Commissioner Stehouwer moved and it was seconded to Rescind the Richland Township Local Road Contract dated March 3, 2020 and Approve the Revised Richland Township Local Road Contract for the Chair's signature. Managing Director Johnson shared due to anticipated City of Kalamazoo water expansion project in Richland Township along DE Avenue, Richland Township would like to remove the 2020 Chip Seal project for DE Avenue from 35th Street east to the Township line. The next phase of the expansion project will be along this section of DE Avenue and may affect the roadway this year or early next year. There is no effect on local Participation (PAR) funds.

- a. 28th Street – M-89 to AB Avenue, Crack Fill, HMA Wedging, Chip 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. E Avenue – North Sprinkle Road to 28th Street, Crack Fill, Chip Seal
- h. F Avenue – North Sprinkle Road to 27th Street, Crack Fill, Chip Seal
- i. FG Avenue – 24th Street to North Sprinkle Road, Chip Seal

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Pawloski moved and it was seconded to award Bid #2020-17: Culvert Installation and Restoration – County Wide, Division 2 & Division 3, to Vander Veen Excavating, sole bidder meeting specifications, with an option to extend for three (3), one (1) year extensions by the mutual agreement of both parties. Managing Director Johnson shared the way we structured the bid was in 3 Divisions. The bid was opened on June 2nd and we had one bidder for all 3 Divisions. She stated Division 1 was developed to allow staff to utilize a contractor to replace culverts. Previously we solicited quotes and hired contractors on a per job basis. Division 1 of this bid was intended to allow our team to utilize this bid pricing to expedite the purchasing process and have a single contractor available to complete the culvert replacements on an as needed basis. We contacted Vander Veen Excavating Inc. to understand why their Division 1 bid pricing was relatively high. Vander Veen Excavating Inc. shared they bid worst case scenario for each size since there are multiple unknown obstacles that could delay the work such as utility locations/damage, buried foundations from previous structures, weather, trees/stumps, traffic control etc., She stated we do not recommend that the Board award Division 1 and believe we can utilize Division 3 effectively. She explained Division 2 is for local road projects in Ross Township with known locations, and Division 3 required the bidder to provide pricing on an hourly basis for a variety of excavation and construction type equipment. She mentioned Division 3 bid will be utilized to assist RCKC with the many culvert replacements required for the 2020 season. Furthermore, due to the diversity of equipment offered by Vander Veen Excavating the RCKC believes there to be an opportunity to utilize Vander Veen Excavating in other endeavors to assist with operations. RCKC believes the hourly rate to be reasonable.

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Stehouwer moved and it was seconded to award Bid #2020-20: Culvert Materials – Corrugated Steel Pipe (CSP) to Jensen Bridge & Supply Company, low bidder meeting specifications, with an option to extend for three (3), one (1) year extensions by the mutual agreement of both parties. Managing Director Johnson shared RCKC uses corrugated steel pipe (CSP) as a conduit to convey water under a road or driveway adjacent to the road. The CSP we are recommending to purchase would be placed in our inventory and utilized on primary and local road projects requiring culvert replacements as well as routine maintenance for culvert failures.

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Brennan moved and it was seconded to approve the purchase of Audio-visual equipment for the Board room including installation from Smart Homes, Inc. for \$23,791.85, utilizing the MiDeal purchasing program. Managing Director Johnson shared the Board room recording audio visual equipment have had multiple repairs in the last few years. The whiteboard and projector were purchased in 2014. Staff have researched the many possible options to address our technological needs. Public Media Network (PMN) staff have provided some guidance. We also discussed options with Aunalytics (formerly Secant Technologies), our information technology (IT) service providers. Both provided a general budget amount in the same range as our capital outlay budget. Smart Homes, Inc. holds the MiDeal contract for Conference Room/Training Room Audio Visual Equipment and Installation. The new system would provide digital recording which will significantly improve sound and video quality. The new system would include projector and whiteboard, live production system with recorder, monitor, and two cameras, new control computer, new audio equipment including ceiling speakers, hardware for setup in RCKC cabinet, on-line video conferencing, engineering, installation, programming, testing and training. Finance Director Simmons added we have reviewed our existing system and worked with Smart Homes who have spent a lot of time working on the design of this system. Furthermore, it would be a good fit for our organization and allow us to continue to share our meetings and other activities with the public. Commissioner Stehouwer questioned if we were to continue online is there any benefit or is it primarily for in office. Finance Director Simmons mentioned the system will coordinate with a Zoom meeting if we are in the building, but it is to facilitate recordings and presentations within that room. Mr. John Guilly from Smart Homes shared because of the COVID-19 constraints they have had multiple customers use as a hybrid where half of the members were online remotely, and half were in the Board room.

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Managing Director Johnson shared we are continuously working with chip seal and fog seal. A press release will be issued related to temporary campaign signs in the public right-of-way (ROW). She explained the signs cannot have any sight distance related issues especially at intersections. Furthermore, when the election is over, we ask that signs be removed. She attended a County Road Association (CRA) Board meeting today where legislative updates were shared including bills related to the Federal Aid Buyout which is an opportunity for road agencies and transportation agencies to potentially sell their Federal Aid back to the state. She understands they are looking at 90 cents on the dollar which allows more flexibility assuming projects are within the transportation improvement plan for agencies to utilize the dollars towards projects that may not have some of the limitations that are currently on the federal aid cycle that includes numerous regulations. The information was shared in case you want to contact your legislature. She mentioned the CRA is going to do another investment study looking at 2019 data. Also, we anticipate having another Southwest Council meeting in August.

Commissioner Boersma shared the Environmental Health Advisory Council (EHAC) is scheduled to meet on August 12th.

Commissioner Brennan shared the Board of Public Works (BPW) will not be meeting in June and the next meeting has not been determined.

Commissioner Stehouwer shared County Parks did not meet in June. Road project activities continue in his neighborhood. He observed crack sealing in Alamo Township. He also observed chip sealing on Riverview Drive which also gave him the opportunity to explain why we were chip sealing. He thanked staff for resolving a driveway question on S Avenue. He also thanked staff for answering questions he had on payroll/vendor accounts. He stated to stay safe and healthy.

Commissioner Pawloski stated to keep up the good work and stay safe.

Commissioner Buchholtz shared an email from the CRA went out regarding the Federal Aid Buyout and suggesting that Commissioners contact their local representatives and senators to advocate support for the buyout. Typically, as a Board we do not vote on individual legislations and allow lobbying or advocacy to the CRA. Managing Director Johnson shared we operate as a Board and not as individuals. She mentioned as legislative priorities are reviewed at Southwest Council meetings they are then approved at the March CRA Highway Conference. Discussion took place...

Commissioner Pawloski mentioned the CRA has a Political Action Committee (PA), the Roads + PAC and urged his fellow Road Commissioners to consider donating as he does annually.

Commissioner Buchholtz commended Managing Director Johnson for the extra work provided within the weekly report by adding items assailing to the Board including folks who come before the Board with questions or concerns and other ongoing items. Managing Director Johnson shared there is Road Tour scheduled with Road Commissioners on Monday from 9:00 a.m. to noon. Furthermore, we will be visiting some of those sites on the list that will prove beneficial. Commissioner Buchholtz shared staff is planning on bringing the Construction Guidelines before the Board in October for potential request for revisions based on their notes they have compiled over the past year. At that time, it would be appropriate for the Board to look at all items within the Construction Guidelines including the section on variance requests.

Commissioner Stehouwer moved and it was seconded to adjourn.

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

The meeting was adjourned at 4:34 p.m.

Attest: Timothy A. Snow, County Clerk

June 9, 2020 Telephonic and Video Conferencing Regular Board Meeting

Chair Int'l _____

Clerk Int'l _____

By: _____, Chair _____, Deputy Clerk

Chair Int'l _____

Clerk Int'l _____

June 15, 2020 – Board of County Road Commissioners Road Tour

The Board of County Road Commissioners of the County of Kalamazoo participated in a road tour on Monday, June 15, 2020. The tour began at 9:00 a.m. from the Road Commission of Kalamazoo County (RCKC) 3801 E Kilgore Road, Kalamazoo, MI 49001.

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

Also present: Managing Director Joanna Johnson, Operations Director Travis Bartholomew and Engineering and Public Relations Director Mark Worden.

Following COVID-19 guidelines Road Commissioners and RCKC team members toured sites including 26th Street, 3728 South 28th Street, East Michigan Avenue, Riverview Drive, D Avenue, RCKC gravel pit on D Avenue, F Avenue which was closed recently due to flooding, Bunkherhill retention basin, 8th Street which is closed due to flooding and Drake Road. Staff shared information on the projects and answered questions.

The meeting adjourned at approximately 12:50 p.m. returning to the RCKC.

Attest: Timothy A. Snow, County Clerk

By: _____, Chair _____, Deputy Clerk

Chair Int'l _____

June 23, 2020 – Vicksburg Mill Tour

Clerk Int'l _____

The Board of County Road Commissioners of the County of Kalamazoo toured the Vicksburg Mill Project located at 300 Highway Street, Vicksburg, Michigan on Tuesday, June 23, 2020. The tour began at 12:00 p.m.

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

Absent: David C. Pawloski

Also attending: Managing Director Joanna I. Johnson, Engineering and Public Relations Director Mark Worden.

Commissioners and staff walked through the Vicksburg Mill to gain an understanding of the project along with other local officials.

The meeting adjourned at approximately 2:10 p.m.

Attest: Timothy A. Snow, County Clerk

By: _____, Chair _____, Deputy Clerk

The regular meeting of the Board of County Road Commissioners of the County of Kalamazoo was held by telephonic and video conferencing on Tuesday, June 23, 2020. Commissioner Pawloski called the meeting to order at 3:00 p.m.

This meeting was held in accordance with Governor Gretchen Whitmer and the Michigan Department of Health and Human Services' [recommendations designed to help prevent the spread of Coronavirus Disease 2019 \(COVID-19\)](#) and [Executive Order 2020-129 \(COVID-19\)](#) declaring public bodies subject to the Open Meetings Act can meet electronically, including by telephonic conferencing or video conferencing, in a manner in which both the general public and the members of the public body may participate by electronic means.

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

Also attending: Manager Director Joanna I. Johnson, Finance Director Ann Simmons, Assistance Finance Director – Human Resources Debbie Hill, Accountant Steve Olson, Accounting Clerk Katie Howell, Operations Director Travis Bartholomew, Engineering and Public Relations Director Mark Worden, County Engineer Ryan Minkus, Traffic and Project Engineer Jim Hoekstra, Communications Administrator Elli Blonde and Administrative Assistant Selena Rider.

Commissioner Pawloski reviewed telephonic and video conferencing protocols.

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 Boersma moved and it was seconded to approve the June 9, 2020 Telephonic and Video Conferencing regular Board meeting and June 15, 2020 Board of County Road Commissioners Road Tour minutes as presented.

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

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

Payroll Account	\$	165,665.41
Vendor Account	\$	881,597.78

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Mr. Daniel Buzz of 1638 Burlington provided a handout (by email) and shared concerns regarding Gull Lake Ministries (GLM). He stated GLM purchased residential property in 2019 consisting of 5 residential lots on the corner of Burlington Avenue and Hoffmaster Street and have built 3 homes facing Hoffmaster Street. He explained Mr. Daniel Wallace, General Manager of GLM directed a landscaping company to place boulders along the county road to prohibit parking along Burlington Drive. He shared the GLM property line is approximately 10 feet from the edge of the road and the boulders have been placed 5 feet from the edge of the road. He stated all attempts to compromise with GLM have been ignored. Furthermore, GLM has installed sprinklers on the grounds and is in violation of the Michigan Riparian Rights Ordinance by irrigating directly from Gull Lake to a non-lake front property. He stated GLM trenched under the county road to run piping for their irrigation system. He requested the RCKC to take action by requesting GLM to move the boulders back to their legal property line and to take action and investigate whether a permit was issued and if trenching meets RCKC requirements. Commissioner Buchholtz thanked Mr. Buzz for his comments and stated the RCKC will get back with him.

Mr. Robert Baker of 1650 Burlington Drive stated GLM has created road hazards and public safety issues with their construction of 3 houses and landscaping in the road Right-of-Way (ROW) on Burlington Drive and at the

corner of Burlington Drive and Hoffmaster Street. He explained the issues affect fire trucks, ambulances, walkers, bicyclists, and the general driving public. He shared the issues includes unpermitted transport of water by GLM under Burlington Drive and Hoffmaster Street, unpermitted boulders, fill dirt, water pipes and sprinkler heads placed in the county ROW. He requested the RCKC to direct GLM to immediately stop transporting water under the county road ROW and repair any damage that may have occurred. Furthermore, he requested the removal of the large boulders, fill dirt, sprinkler pipes and sprinkler heads. Commissioner Buchholtz thanked Mr. Baker for his comments and shared the RCKC would be in contact.

The 2019 Audit presentation was presented by Jean Young and Britni McDole from Plante Moran. They mentioned the finance team did a great job and they appreciated all the efforts that took place. They reviewed the financial report and audit presentation. Key points of the presentation included a healthy balance sheet, key positioning by RCKC in managing pension and post employee benefits and the RCKC being in compliance with Michigan Public Act (PA) 51 of 1951 as amended. They did not detect any misstatements as a result of audit procedures. Furthermore, there were no new accounting standards but did have a subsequent event related to the overall impact of the COVID-19. They explained the audit was issued in May when there were shutdowns and its impact affected everyone differently. Furthermore, the impact is unknown however there were no significant impairments that had to be considered for the December 19 audit. They mentioned RCKC received a clean audit opinion which is the highest level provided. Commissioner Stehouwer inquired about limitations such as debt service and questioned if the limitations were included in the full report. Ms. McDole shared their work papers would detail out the various pieces of PA 51 and mentioned that she would be happy to forward the supporting documents to the RCKC. Ms. Young stated the limitations would not be included in the report. The report would state these are the various items that were tested and state the RCKC is within compliance. Furthermore, their work papers would support the various test. Commissioner Buchholtz and Managing Director Johnson thanked Ms. Young, Ms. McDole and the RCKC finance team for their assistance during the audit and daily accounting.

Commissioner Pawloski moved and it was seconded to approve the resolutions supporting the Highway Safety Improvement Program (HSIP) and High Risk Rural Road (HRRR) program applications for the Sprinkle Road, 24th Street, 12th Street, and Comstock Fire Department Signal Pre-emption projects for the Chair's signature. Managing Director Johnson stated the Michigan Department of Transportation (MDOT) fiscal year (FY) 2022 budget for this program is estimated to be \$7,500,000 for HSIP and \$6,000,000 for HRRR in federal funds. MDOT reviews applications and proposed projects based upon crash history, the number of serious and fatal crashes, and the time of return on investment of the project. Annually, RCKC reviews crashes on our network to identify safety improvements and to find proposed projects for these funds. Commissioner Brennan stated it is so exciting for us to be able to continue these safety programs that have proven time over time to be extremely beneficial to the public. Furthermore, the new endeavor with Comstock Township Fire Department is something innovative, new, and exciting to try to see how well it works. He stated this is an exceptional program that we are involved in. Commissioner Stehouwer echoed Commissioner Brennan's comments and added that he appreciates seeing 12th Street included. He added the shoulder will be very well merited. Commissioner Buchholtz questioned how we typically fair on these resolutions. Traffic and Project Engineer Hoekstra stated this is something we have applied for many times in the past and we have been very fortunate and successful. Furthermore, there has only been one or two applications that we have not received.

SAFETY PROGRAM PROJECT RESOLUTION
SPRINKLE ROAD FROM G AVENUE TO EAST MAIN STREET

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

WHEREAS, the Road Commission of Kalamazoo County has identified an improvement project of Sprinkle Road from G Avenue to East Main Street in Comstock Township, and Sprinkle Road is a public road; and

WHEREAS, an application is being prepared to request funding to make the identified improvement project of establishing standard superelevation, widening the roadway area to allow for a standard shoulder, and installation of rumble strips; and

WHEREAS, the Road Commission of Kalamazoo County, upon ratification of the award of the funding for the safety project, is prepared to have the project developed for construction letting by fall of 2022;

NOW, THEREFORE, BE IT RESOLVED that the Board of County Road Commissioners of the County of Kalamazoo, in support of its mission to provide reasonable safe and convenient roads, has developed a safety project application to secure federal funding for this safety improvement on Sprinkle Road from G Avenue to East Main Street; and

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

HIGH RISK RURAL ROAD PROJECT RESOLUTION
24th STREET FROM D AVENUE TO AB AVENUE AND
AB AVENUE FROM 24TH STREET TO M-89

WHEREAS, the Transportation Act, provides Federal High Risk Rural Road (HRRR) Funding for safety improvements on the state and local road systems, and the Michigan Department of Transportation is soliciting new candidate project applications for the HRRR Program; and

WHEREAS, the Road Commission of Kalamazoo County has identified an improvement project of 24th Street from D Avenue to AB Avenue and on AB Avenue from 24th Street to M-89 in Richland Township, and 24th Street and AB Avenue are public roads; and

WHEREAS, an application is being prepared to request funding to make the identified improvement project of constructing paved shoulders; and

WHEREAS, the Road Commission of Kalamazoo County, upon ratification of the award of the funding for the safety project, is prepared to have the project developed for construction letting by fall of 2022;

NOW, THEREFORE, BE IT RESOLVED that the Board of County Road Commissioners of the County of Kalamazoo, in support of its mission to provide reasonable safe and convenient roads, has developed a HRRR project application to secure federal funding for this safety improvement on 24th Street from D Avenue to AB Avenue and AB Avenue from 24th Street to M-89; and

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

SAFETY PROGRAM PROJECT RESOLUTION
12TH STREET FROM RAVINE ROAD TO D AVENUE

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

WHEREAS, the Road Commission of Kalamazoo County has identified an improvement project of 12th Street from Ravine Road to D Avenue in Cooper Township, and 12th Street is a public road; and

WHEREAS, an application is being prepared to request funding to make the identified improvement project of constructing paved shoulders; and

WHEREAS, the Road Commission of Kalamazoo County, upon ratification of the award of the funding for the safety project, is prepared to have the project developed for construction letting by fall of 2022;

NOW, THEREFORE, BE IT RESOLVED that the Board of County Road Commissioners of the County of Kalamazoo, in support of its mission to provide reasonable safe and convenient roads, has developed a safety project application to secure federal funding for this safety improvement on 12th Street from Ravine Road to D Avenue; and

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

SAFETY PROGRAM PROJECT RESOLUTION
COMSTOCK TOWNSHIP FIRE DEPARTMENT SIGNAL PRE-EMPTION

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

WHEREAS, the Road Commission of Kalamazoo County has identified an improvement project at signalized intersections in collaboration with Comstock Township, and the signalized intersections are a public road; and

WHEREAS, an application is being prepared to request funding to make the identified improvement project of installing emergency vehicle pre-emption at 20 signalized intersections in Comstock Township; and

WHEREAS, if the application is accepted, the Road Commission of Kalamazoo County may enter into an agreement with Comstock Township for a said project, and

WHEREAS, the Road Commission of Kalamazoo County, upon ratification of the award of the funding for the safety project, is prepared to have the project developed for construction letting by fall of 2022 subject to agreement with Comstock Township;

NOW, THEREFORE, BE IT RESOLVED that the Board of County Road Commissioners of the County of Kalamazoo, in support of its mission to provide reasonable safe and convenient roads, has developed a safety project application to secure Federal funding for this safety improvement for Comstock Township Fire Department Signal Pre-emption; and

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

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Boersma moved and it was seconded to award Bid #2020-21: River Street Traffic Signal Upgrades to Severance Electric Co., Inc. low bidder meeting specifications for a total of \$552,997.01. Managing Director Johnson shared the River Street Signal Upgrade project is included in the RCKC 2020 Primary Road Capital Improvement Plan (CIP). The new signals will include video traffic detection cameras, uninterruptible power systems, and wireless interconnection to the rest of our signal work. According to the terms of the bid, most of the underground work will be done before September 15, 2020 and the project must be complete by February 26, 2021. The completion date is late in the season because the industry has seen a delay of 16-20 weeks to manufacture steel poles. Commissioner Pawloski inquired about the awarded contractors past performance issues. Managing Director Johnson shared we have communicated those issues with the contractor and have included liquidated damages (\$900 per calendar day) in all our signal contracts. Furthermore, having the liquidated damages does help support that we are all performing to a standard and meeting expectations of the RCKC and public. Traffic and Project Engineer Hoekstra shared with this project we are also going to upgrade the pedestrian features which are minimal if any. He mentioned the ramps are not standard and this project will accommodate the pedestrians as well.

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Brennan moved and it was seconded to approve Mr. Lester Livermore (I) Mackinac and Mr. Brett Laughlin (I) Ottawa to the Michigan County Road Commission Self Insurance Pool (MCRCSIP) 2020 Board of Directors. Managing Director Johnson shared positions are available for the At Large and Two-Year Term. She stated Mr. Livermore and Mr. Laughlin sent an email asking for their support.

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Stehouwer moved and it was seconded to approve the Michigan Department of Transportation (MDOT) Contract #20-5265 for the Chair's signature. Managing Director Johnson shared the MDOT contract is for the non-motorized path along both sides of Stadium Drive from 11th Street to approximately 600 feet west of Quail Run Drive. Approval of the contract will allow the project to proceed to bid award.

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Managing Director Johnson shared our projects are in full swing and we have been sending a lot of project information on RCKC Connect. She thanked Communications Administrator Elli Blonde for all her work and for posting information on our social media platforms. She mentioned last week we had a Road Commissioner Tour where service requests and projects were reviewed. She appreciated the participation. She thanked Operations Director Bartholomew and Engineering and Public Relations Director Worden for organizing and coordinating the tour. She wished everyone a very happy and safe 4th of July.

Commissioner Boersma shared the Environmental Health Advisory Committee (EHAC) will meet in August. He thanked Managing Director Johnson, Operations Director Bartholomew and Engineering and Public Relations Director Worden for the wonderful road tour last week. He shared personally he found the tour so much more informative by seeing the different concerns around the county in person. Furthermore, it made it easier to connect the dots. He also had the opportunity to tour the Vicksburg Mill. He stated it was a very informative process about infrastructure needs that may becoming before the Board in the future. He welcomes these opportunities for his own personal education as a Road Commissioner.

Commissioner Brennan shared the Board of Public Works (BPW) did not meet in June. He stated the Road Tour on June 15th was excellent. He echoed Commissioner Boersma's comments and added its extremely valuable for us to go out and touch, feel and see these projects and how they are coming along and the difference it is making for our community. On June 16th he had the opportunity to learn about gravel road maintenance that he

found very informative. Furthermore, it was probably one of the most valuable webinars learning about roads that he has experienced thus far.

Commissioner Stehouwer echoed prior Commissioner comments regarding the Road Tour and the Vicksburg Mill. While bicycling out in Ross Township he checked out new roads and encountered many road projects in Alamo and Cooper Townships. He gave compliments on the chip and fog seal. He stated the work looks very good in the north central and northwest part of the county. He shared the Parks and Recreation Committee has not met in sometime and he has not heard if the July meeting will be happening. He is pleased to see the County Parks opening and becoming available to residents and campers once again. He wished everyone a good 4th of July.

Commissioner Pawloski echoed his former colleague Commissioner David Wortham's by stating how much he appreciates the social media notices. He gave thanks and stated to keep up the good work. He congratulated the RCKC on a great audit. He thanked Plante Moran, the entire finance team and past leadership for putting us in the fiscal position that we are in today.

Commissioner Buchholtz apologized for being late for today's meeting. She inquired about the July 7th Board meeting. Managing Director Johnson shared we have an Executive Order (EO) 2020-129 extending the ability to have public meetings as we are today on this platform through July 31st. Furthermore, we are working hard to get the basement set-up for the space and technology to be able to meet in person. She stated more than likely the July 7th meeting will be on the zoom platform. Commissioner Buchholtz shared with Managing Director Johnson her opinion on the Road Tours. She stated the Commissioners find the tours very valuable and appreciated the work that goes into them. She mentioned if Road Commissioners have any suggestions of areas you would like to see or do to please share their thoughts with Managing Director Johnson.

Commissioner Brennan moved and it was seconded to adjourn.

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

The meeting was adjourned at 4:10 p.m.

Attest: Timothy A. Snow, County Clerk

By: _____, Chair _____, Deputy Clerk

The regular meeting of the Board of County Road Commissioners of the County of Kalamazoo was held by telephonic and video conferencing on Tuesday, July 7, 2020. Commissioner Buchholtz called the meeting to order at 3:00 p.m.

This meeting was held in accordance with Governor Gretchen Whitmer and the Michigan Department of Health and Human Services' [recommendations designed to help prevent the spread of Coronavirus Disease 2019 \(COVID-19\)](#) and [Executive Order 2020-129 \(COVID-19\)](#) declaring public bodies subject to the Open Meetings Act can meet electronically, including by telephonic conferencing or video conferencing, in a manner in which both the general public and the members of the public body may participate by electronic means.

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

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

Commissioner Buchholtz reviewed telephonic and video conferencing protocols.

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 June 23, 2020 Vicksburg Mill Tour and June 23, 2020 Telephonic and Video Conferencing regular Board meeting and 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	\$	147,846.42
Vendor Account	\$	1,164,989.88

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Mr. Gary Gillette of 2170 South 36th Street shared concerns regarding dust control. He explained last year the road was perfect and the dust control was applied heavily from edge to edge. This year dust control is being applied with one pass down the middle and is creating problems that is unacceptable. He stated there is loose stones and potholes. He compared South 36th Street to other gravel roads within the county. Commissioner Buchholtz thanked Mr. Gillette and mentioned that she is aware RCKC staff has been working with him regarding his concerns. She stated our goal is to have quality work every year. Furthermore, there are times when complications are beyond our control such as weather and other environmental elements that make it difficult. She mentioned RCKC staff will continue to monitor the situation. She shared in 2017 the RCKC changed their policy and procedures regarding dust control. She stated previously the Townships paid and assisted in guiding dust control applications. In 2017 the RCKC took over and pays for applications to have control over timing and to better maintain gravel roads. She stated we will continue to maintain the South 36th Street the best we can based on our resources and environmental conditions. Managing Director Johnson stated that she would forward the Board handouts that were provided from Mr. Gillette during today's meeting.

Commissioner Pawloski moved and it was seconded to award the Road Widener Attachment Bid #2020-22 with the push roller, 2-inch shoe extension and curb backfill attachment to Michigan CAT sole bidder, meeting specifications for \$56,203.00. Managing Director Johnson shared the Road Widener Attachment is included in our 2020 Capital Outlay budget and would be utilized on both our local and primary road networks. The purchase of

the Road Widener Attachment would allow the RCKC team to add additional gravel to low areas while performing gravel shoulder maintenance activities. The widener is an attachment capable of attaching to our wheel loaders. The purchase would also include a push roller extension, 2-inch shoe extension and a curb backfill attachment. Commissioner Stehouwer questioned if the attachment would be useful for major washouts on hillsides. Operations Director Bartholomew shared our current process is limited to two (2) trucks with side conveyors to transport aggregate. This tool allows us to utilize as many trucks as necessary to be efficient since no special conveyor is necessary for transporting aggregate. Furthermore, this equipment would be utilized for gravel shoulder maintenance and construction, Hot Mix Asphalt (HMA) shoulder construction, HMA curb construction and embankment backfill. Commissioner Boersma shared he had the opportunity at the County Road Association (CRA) Road Show in March to view this piece of equipment while becoming educated. He stated that he is a firm believer that this agenda item should be approved.

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Stehouwer moved and it was seconded to approve the Licensed Professional Engineer reimbursement for the Chair's and two Board members signatures. Managing Director Johnson shared annually, and in accordance with Section 12(2) of Act 51 as amended, RCKC requests the reimbursement in the amount of \$10,000 for a licensed professional engineer retained by the commission. We thank County Engineer, Minkus who currently serves in this capacity.

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Toni Macigewski of 7361 North 14th Street shared concerns regarding her driveway. She explained North 14th Street was just repaved. She had a concrete driveway and now has partial asphalt at the end of her driveway. She questioned why she was not notified the end of her driveway would be replaced with asphalt. Commissioner Buchholtz stated this a policy the RCKC has had for a long time. Managing Director Johnson shared any work within the public right-of-way (ROW) including driveway is under permit by road commissions. Furthermore, in the past assuming that a permit was pulled to put in a concrete driveway there would be stipulations to understand that if there was a road improvement project the end of a concrete driveways would be cut back and replaced with asphalt. She apologized to Ms. Macigewski if she was not notified and understood that the RCKC team knocked on doors. She stated typically we send out letters to residents who have concrete driveways to the edge of the roadway prior to a project. Ms. Macigewski stated she did not receive a letter or a knock on her door. Managing Director Johnson again apologized and stated to Ms. Macigewski that she is welcome to work with staff if wanting to replace the asphalt with concrete under permit. She also explained the policy states that ends of driveway are replaced with asphalt when there is a concrete driveway. Commissioner Buchholtz mentioned that Commissioner Boersma is the liaison for Cooper Township and both he and RCKC staff will follow-up with Ms. Macigewski for further discussion.

Managing Director Johnson shared currently we have 212 projects in some capacity underway throughout the county that is over \$26 million worth of work. Furthermore, we have 60 miles of chip seal completed. Commissioner Stehouwer questioned if chip seal is rotated around the county. Managing Director Johnson answered yes and mentioned the chip seal route list is available on the RCKC website which was requested by the Kalamazoo Bike Club years ago. She mentioned there have been quite a few comments across the state concerning the Michigan Transportation Fund (MTF) Revenue. Furthermore, compared to last year MTF Revenue is down approximately 30%. For the RCKC it's approximately a 32% decrease in MTF for the same time last year. We allocated and adjusted in our budget and currently our MTF is showing approximately a 7.5% decrease from what we had allocated in terms of budgeting. She mentioned we must get through this year and stated it's a challenging time. Furthermore, we are in the middle of construction season and we are committed to those projects. She stated it's been very hot and thanked the team for working under those conditions. She mentioned tonight at 6:00 p.m. is the Failed Condition Local Road meeting in Wakeshma Township.

Commissioner Boersma shared the Environmental Health Advisory Committee (EHAC) will meet in August.

Commissioner Brennan shared the Board of Public Works (BPW) is on a month to month basis due to the pandemic. He thanked Operations Director Bartholomew for his assistance in answering a resident's question who was happy with the quick response.

Commissioner Stehouwer shared County Parks and Recreation did not meet in July. He stated the next meeting is scheduled for August 6th pending pandemic guidelines. He is pleased to see the Kalamazoo River Valley Trail (KRVT) extension work continue in Galesburg. He will not be available for the August 18th Board meeting. He questioned if the July 13th Pavilion Township and July 21st Ross Township Joint meetings are still happening. Managing Director Johnson shared we will notify Commissioners if the meetings get rescheduled.

Commissioner Pawloski inquired about the Executive Order (EO) for telephonic conferencing. Managing Director Johnson shared the EO expires the end of July. Furthermore, our hope is that we will be able to utilize the RCKC basement meeting room sooner versus later and explained the delay is the delivery of the projector. She stated we will keep you posted whether the July 21st Board meeting will be held by zoom platform or in person. Commissioner Pawloski reminded folks regarding driveway replacements the RCKC replaces gravel with gravel, asphalt with asphalt and concrete with asphalt.

Commissioner Buchholtz thanked staff especially road maintenance operators for working in this heat and humidity and stated how much they are appreciated.

Commissioner Stehouwer moved and it was seconded to adjourn.

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

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

Attest: Timothy A. Snow, County Clerk

By: _____, Chair _____, Deputy Clerk

The regular meeting of the Board of County Road Commissioners of the County of Kalamazoo was held by telephonic and video conferencing on Tuesday, July 21, 2020. Commissioner Buchholtz called the meeting to order at 3:00 p.m.

This meeting was held in accordance with Governor Gretchen Whitmer and the Michigan Department of Health and Human Services' [recommendations designed to help prevent the spread of Coronavirus Disease 2019 \(COVID-19\)](#) and [Executive Order 2020-154 \(COVID-19\)](#) declaring public bodies subject to the Open Meetings Act can meet electronically, including by telephonic conferencing or video conferencing, in a manner in which both the general public and the members of the public body may participate by electronic means.

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

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

Commissioner Buchholtz reviewed telephonic and video conferencing protocols.

Commissioner Boersma 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 July 7, 2020 Telephonic and Video Conferencing regular Board meeting minutes as presented.

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	\$	147,592.07
Vendor Account	\$	1,452,397.98

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Brennan moved and it was seconded to approve Commissioner Stehouwer and Managing Director Johnson's expense reports.

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Stehouwer moved and it was seconded to approve the Resolution of Support of the Village of Vicksburg Economic Development Administration Grant for the Chair's signature. Managing Director Johnson shared the Village of Vicksburg plans to upgrade its wastewater collection system to provide additional capacity necessary to accommodate growth in the system. The proposed improvements include upgrading the Spruce Street lift station as well as constructing a new force main running from the Spruce Street lift station to approximately Zylman Avenue in the City of Portage. The Village of Vicksburg plans to apply for a grant from the Economic Development Administration (EDA) to cover a portion of the \$9.1 million estimated cost of the project. The Village of Vicksburg will be solely responsible for the administration of, and providing any financial match for the grant; all aspects of the construction (including, required permitting), design, administration, and funding for the project; and the maintenance and repair of the project. The City of Portage and the RCKC have no responsibility whatsoever for such financing, installation, and maintenance for the project. For all parts of the project within a right-of-way under the jurisdiction of the RCKC, the Village of Vicksburg has committed to complying with the Road Commission's Construction Guidelines and Specifications and permitting.

**RESOLUTION ADOPTED BY THE
BOARD OF COUNTY ROAD COMMISSIONERS
OF THE COUNTY OF KALAMAZOO (Board)**

WHEREAS, the Village of Vicksburg plans to upgrade its wastewater collection system to provide additional capacity necessary to accommodate growth in the system; and

WHEREAS, the proposed improvements include upgrading the Spruce Street lift station as well as constructing a new force main running from the Spruce Street lift station to approximately Zylman Avenue in the City of Portage; and

WHEREAS, the Village of Vicksburg plans to apply for a grant from the Economic Development Administration (EDA) to cover a portion of the \$9.1 million estimated cost of the upgrade to its wastewater collection system; and

WHEREAS, the Village of Vicksburg's proposed schedule for the wastewater collection system project is to secure funding in the Summer/Fall 2020; complete design and appropriate permitting in the Fall 2020/Winter 2021; and construct the proposed improvements, which includes part of the wastewater collection system located within right-of-way under the Board's jurisdiction, according to the Board's Construction Guidelines and permitting in the Spring 2022/Fall 2023; and

WHEREAS, the Village of Vicksburg and the Board continue to work cooperatively for a coordinated infrastructure improvement effort; and

NOW, THEREFORE, BE IT RESOLVED, the Board supports the Village of Vicksburg's wastewater collection system project and the Village of Vicksburg's efforts to apply for the EDA grant.

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Boersma moved and it was seconded to approve the Ross Township Local Road Contract for the Chair's signature. Managing Director Johnson shared projects have been added based on available funding from Ross Township in support of asset management.

- a. Gull Lake Drive South – D Avenue to D Avenue, Yorkville Lane – D Avenue to Gull Lake Drive South, Avery Street – Gull Lake Drive South to Lewis Avenue, Lewis Avenue – Avery Street to Green Avenue, Green Avenue – Gull Lake Drive South to Lewis Avenue; Crack Fill
- b. D Avenue – 37th Street to Gull Lake Drive East; Crack Fill

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Managing Director requested the Board to review the County Road Association (CRA) Draft 2021 Legislative Priorities. She stated the CRA Legislative Priorities are being provided for initial review. This is an opportunity as a Board to review, comment and/or suggest other priorities to bring forward to our CRA Southwest District Council meeting for further consideration. As noted, the feedback from the CRA District Council meetings, moves to the CRA General Policy Committee before final vote at the CRA annual highway conference. Commissioner Buchholtz stated we have had some success in getting some movement. Furthermore, with these Legislative Priorities it is always difficult being an association for all the priorities do not necessarily impact us equally. She explained some we may not entirely agree with but can understand why others may need some of the flexibility that has been requested. Commissioner Stehouwer appreciated the opportunity to read through the Legislative Priorities and finds himself generally in support of all items. Managing Director Johnson mentioned although we have similar industries with our county road agency partners, some of these affect each one of us differently. Commissioner Boersma mentioned after reading through the Legislative Priorities he has an issue with the Non-motorized Requirement on page 3. He

explained having such a requirement has not been a problem for the RCKC and he could see in some of the rural counties around the state where that could be a requirement. Furthermore, he has reservations about the Legislative Priority eliminating that. Commissioner Brennan stated that he and Commissioner Boersma had the opportunity to converse offline and they are fully aware of the fact that local usage of funding is far beyond the 1% issued. Commissioner Buchholtz mentioned that we could consider a resolution stating that we as a body support the Legislative Priorities however Kalamazoo County is committed to the 1% minimum with aspirational goals of additional dollars as funds allow. Discussion continued...

Managing Director Johnson thanked the RCKC team who had attended the Brady Township Failed Local Road meeting. She also thanked Commissioner Stehouwer and Engineering and Public Relation Director Worden for attending the Pavilion Township Joint meeting. She participated in the Township Supervisors meeting and appreciated RCKC Permit Agents Brian Franklin and Jon Fitzsimmons for sharing information related to acquiring driveway access determinations if needed prior to potential building permits being issued. Furthermore, they plan to visit each Township, when appropriate due to COVID-19, to provide them with the informational packet. She provided an update on our Tree and Woody Vegetation Program that begins on August 8th. She mentioned we hope to have our basement facilities ready for the August 4th Board meeting. She explained we are still waiting on parts and will advise as the work continues in the basement. She requested Operations Director Bartholomew to provide an update on the 8th Street closure in Oshtemo Township, the Sprinkle Road project and our chip seal and fog seal program. She also requested Engineering and Public Relations Director Worden to give an update on the Drake Road and G Avenue projects.

Commissioner Boersma shared the Environmental Health Advisory Committee (EHAC) will meet in August.

Commissioner Brennan shared the Board of Public Works (BPW) did not meet in July. He had the opportunity to attend the Climax Township Board meeting and shared the Township is pleased with the progress we have made on chip seal.

Commissioner Stehouwer mentioned County Parks and Recreation is scheduled to meet August 6th. Furthermore, County Parks Director David Rachowicz provided the Committee with updates that included significant items. They are pleased to see good use of the county parks. They have repositioned staff from areas that cannot be utilized into other areas. He mentioned Engineering and Public Relations Director Worden and himself attended the Pavilion Township Joint meeting where a handout with highlights was discussed. The Township thanked the RCKC for their work and are pleased with road projects. They also expressed their thanks for timely responding to a service request from a resident on East Long Lake Drive. He shared that he had a couple resident calls and appreciated the timely responses. He is not available to attend the RCKC Road Tour in August.

Commissioner Buchholtz thanked Commissioners for providing updates during Commissioners time regarding various meetings they have attended and where discussion took place on road commission items. She shared that Managing Director Johnson and herself plan to have a telephone conference with Commissioner Pawloski to discuss scheduling options. She explained that annually the RCKC reports to the Board of County Commissioners on the status of road commission operations.

Commissioner Brennan moved and it was seconded to go into Closed Session pursuant to section 8 (c) of the Open Meetings Act for to consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained.

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

The meeting was adjourned at 4:30 p.m.

Attest: Timothy A. Snow, County Clerk

July 21, 2020 Telephonic and Video Conferencing Regular Board Meeting

Chair Int'l _____

Clerk Int'l _____

By: _____, Chair _____, Deputy Clerk

The regular meeting of the Board of County Road Commissioners of the County of Kalamazoo was held by telephonic and video conferencing on Tuesday, August 4, 2020. Commissioner Buchholtz called the meeting to order at 3:00 p.m.

This meeting was held in accordance with Governor Gretchen Whitmer and the Michigan Department of Health and Human Services' [recommendations designed to help prevent the spread of Coronavirus Disease 2019 \(COVID-19\)](#) and [Executive Order 2020-154 \(COVID-19\)](#) declaring public bodies subject to the Open Meetings Act can meet electronically, including by telephonic conferencing or video conferencing, in a manner in which both the general public and the members of the public body may participate by electronic means.

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

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

Commissioner Buchholtz reviewed telephonic and video conferencing protocols.

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 Boersma moved and it was seconded to approve the July 21, 2020 Telephonic and Video Conferencing regular Board meeting and July 21, 2020 Board Closed Session minutes as presented.

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

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

Payroll Account	\$	152,364.11
Vendor Account	\$	1,016,485.48

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

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

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Stehouwer moved and it was seconded to rescind the acceptance of the Meadowshire Plat, located in Section 29 of Richland Township. Managing Director Johnson shared On March 17, 2020, the Board accepted the Meadowshire Plat and approved the Right-of-Way (ROW) easement for the Chair's signature. After that meeting, the developer was to submit the final plat documents to the State of Michigan for final approval before a final mylar version of this document was to be circulated for final signatures. During the State's review, the Department of Licensing and Regulatory Affairs (LARA) advised the developer the plat would not be processed with the additional 17-foot easement provided to the RCKC. LARA was requiring that this additional 17-feet easement be shown as ROW on the plat documents before it would be accepted. The RCKC team went back to the engineering team for American Village Builders (AVB) and reviewed their options related to the easement. The developer opted to convert the development to a site condominium in lieu of a plat development. The Board, having previously accepted the Meadowshire plat, should act to document that the Meadowshire plat is no longer accepted. As a site condominium no additional approvals by the RCKC is required as E Avenue is an existing roadway. Mr. Todd Hurley shared we made it through the RCKC and Richland Township approval process. He explained at the state level the 17-foot easement was a technicality that they would not

approve. A site condominium was their only option. The developer Mr. Jack Gesmundo shared it has taken way to long and it's a painful process to get to the final parts of a platting process with the State. Commissioner Stehouwer inquired about the easement. Managing Director Johnson shared the easement that was approved in 2014 remains intact. County Engineer Minkus shared it was agreed upon in 2014 that the easement would be granted to the RCKC as a part of the plat approval process. Furthermore, the document was recorded.

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Pawloski moved and it was seconded to approve the purchase of a JCB Teletruck TLT 35D Rough Terrain Forklift from AIS Construction Equipment through the MiDeal purchasing program for \$82,397.00. Managing Director Johnson shared this Forklift is currently part of our capital outlay items. She stated the RCKC currently utilizes an electric warehouse forklift for material handling purposes. Our current forklift is a 1995 TCM 3,000 lbs. capacity unit. Staff started researching a multi-use rough terrain forklift for purchase in 2019. We were in search of a forklift that was able to traverse rough terrain and could also multi-purpose rather than just a forklift. There are many forklift options available including rough terrain units, but all were limited to forklift use other than the JCB Teletruck. The JCB Teletruck has the capability of a wide range of attachments, including bucket, forks, work platforms, spreader bars for lifting, and a lifting hook attachment. The JCB Teletruck has a maximum lift capacity of 7,716 lbs. and a maximum lift height of 14ft. 4in. allowing us to reach any area we currently reach with our warehouse forklift. The unit also includes a bucket attachment which would allow us to load aggregate into various size trucks with bulk materials including salt, various aggregates, patch material, etc. Commissioner Stehouwer inquired about the rough terrain and 4-wheel drive. General Superintendent DeYoung shared it is 4-wheel drive and pneumatic tire which will allow us to go off paved surfaces. Furthermore, our current warehouse forklift gets stuck in the gravel yard and in that aspect the Rough Terrain Forklift will be very useful.

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Boersma moved and it was seconded to approve the Michigan Department of Transportation (MDOT) Cost Agreement for Traffic Signal Control 39042-01-001 at M-96 at 33rd Street for Managing Director's signature. Managing Director Johnson shared traffic signal cost agreements are for the annual cost of signal maintenance, including utility bills and maintenance repairs, for traffic signals at intersections under multiple agency jurisdiction. In this case, the MDOT will own and operate the traffic signal. This would be the installation of a new traffic signal on M-96 at 33rd Street and MDOT is seeking to memorialize the participation of cost for the installation and that annual maintenance and electrical billings which will be shared with RCKC. The traffic signal allocates RCKC 33.33% of the maintenance costs and this agreement continues the 66.67% cost share for the new traffic signal. This is in line with typical cost sharing for traffic signals and is similar to the other traffic signals that RCKC shares jurisdiction. Commissioner Stehouwer questioned if they are on fixed time or camera. County Engineer Minkus shared he does not believe this is a fixed time location. Managing Director Johnson shared that we will follow-up after clarification.

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Pawloski moved and it was seconded to approve the Charleston Township Local Road Contract for the Chair's signature. Managing Director Johnson shared as the local road professionals, we are hesitant for such agreements, considering the right fix at the right time regardless of the funding source. In the spirit of cooperation, we will consider this an experiment. We anticipate reflective cracking will occur, therefore potentially having an appearance of a material and/or quality issues. Commissioner Boersma questioned why this location with no guarantee. Managing Director Johnson stated we do not have a guarantee provision in any of our local road contracts. In this case it was not necessarily the staff's recommendation of the right fix at the right time. Furthermore, we had 2-3 estimates that we had brought forward to the Township Supervisor and Township Board and it became a budget issue for the Township to help allocate for an improvement on Shady Shore Drive that has a lot of alligator cracking. Engineering and Public Relations Director Worden stated the correct fix for a complete reconstruct was \$58,000.00 and we have seen this fix perform well in other locations throughout the county. He stated due to budget

constraints the Township opted for Hot Mix Asphalt (HMA) Wedging. He shared the Pavement Surface Evaluation and Rating (PASER) rating of Shady Shore Drive is 1 due to alligator cracking.

- a. Shady Shore Drive – 42nd Street to 1,293' east of 42nd Street; Temporary, HMA Wedging. RCKC will NOT guarantee the performance of this paving. (Reflective cracking will occur within 12 months)

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Stehouwer moved and it was seconded to rescind the Sewer/Water Related Project Contracts and approve the 8th Street and 10th Street contracts for the Chair's signature. Managing Director Johnson shared due to various delays with the Sewer/Water related projects in Oshtemo Township, the team approached the Township to consider using unspent local road participation (PAR) funds from 2019 and 2020 toward a local road project, 8th Street otherwise the PAR funds would all be returned to the primary road fund if left unspent in 2020. At this time, Oshtemo Township has agreed therefore we are requesting to rescind the previous Sewer/Water Related Project Contracts and move the PAR funds to the 8th Street temporary road grade lift project. Please note the 10th Street project contract is not a local road contract; it is a Local Municipality Contract as it is associated with a utility manhole adjustment.

- a. 8th Street - 250' North of ML Avenue to 750' North of ML Avenue, *Temporary Road Grade Lift*
- b. 10th Street -2,800' South of H Avenue to 2,700' South of H Avenue, *Sanitary Sewer Manhole Adjustment*
- c. Rescind Local Township Sewer/Water Related Project Carryover Contract dated December 23, 2019
- d. Rescind Local Township Sewer/Water Related Project Contract dated March 31, 2020

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Boersma moved and it was seconded to adopt the 2021 County Road Association (CRA) Legislative Priorities Resolution and forward to the Southwest Council. Commissioner Buchholtz shared because of our review of the Legislative Priorities at the last meeting, we discussed the option that we may or may not want to have a Resolution. Furthermore, staff worked to put together a Resolution for the Board to consider. Managing Director Johnson shared this stems from the previous discussion and feedback on whether or not the Board wanted to take a position related to the CRA Draft 2021 Legislative Priorities to bring forth to the Southwest Council meeting on August 10th. Commissioner Boersma shared the Resolution captures what was discussed at the last Board meeting in terms of both balancing the need for flexibility when it comes to Act 51 dollars. It also captures the fact that we want to reserve at least 1% for non-motorized. Commissioner Stehouwer shared counties are all different and we need to be respectful of those differences. Furthermore, the Resolution is in a respectful way to present to the Southwest Council and then on to State level. Commissioner Pawloski echoed both Commissioner's Boersma and Stehouwer's comments.

**RESOLUTION ADOPTED BY THE
BOARD OF COUNTY ROAD COMMISSIONERS
OF THE COUNTY OF KALAMAZOO (Board)**

August 4, 2020

WHEREAS, the Board reviewed the 2021 County Road Association (CRA) Working Draft Legislative Priorities and is in general support of the CRA positions on legislative proposals as presented; and

WHEREAS, the Board understands that Public Act (PA) 51 requires than not less than 1% of local road agency's Michigan Transportation Fund (MTF) revenue shall be expended for construction or improvement of non-motorized transportation services and facilities; and

WHEREAS members of the Board are advocates for non-motorized transportation, members of the bicycle community and continue to support the investment in non-motorized as required by PA 51; and

WHEREAS, the Board recognizes current funding from MTF is not adequate and additional revenue is necessary to maintain existing roadway surfaces; and

WHEREAS, the Board reviewed the CRA 2021 Working Draft Legislative Priorities PA 51 Of 1951 – 1% Non-motorized Requirement; and

NOW, THEREFORE, BE IT RESOLVED, the Board does support the legislative priorities with the exception of legislation to allow local road agencies the flexibility to utilize MTF and other state, federal or local funding sources to satisfy non-motorized expenditures to 1% of the agency's MTF.

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

County Commissioner John Gisler mentioned he found rating cards that he had previously used. He decided he was going to rate Zoom meetings and gave RCKC a 10 and stated, "very well done".

Managing Director Johnson shared the traffic signal related to M-96 and 33rd Street is a camera-initiated system that is different from what we normally utilize due to it being an MDOT system. She had Communications Administrator Blonde share a PowerPoint slide that showed many faces of the RCKC team as part of a campaign supporting Road Maintenance Operators (RMO) and other open positions. She mentioned the RCKC currently has 6 RMO's positions open that require a Class A Commercial Driver License (CDL) License and an open Mechanics position. She shared earlier this week we reviewed with the CRA Fiscal Year (FY) 2020 Supplemental Budget Bill that was signed by the Governor. She explained there are 2 negative adjustments to FY 2020 Transportation Budget that fall within a \$13 million reduction to the Transportation Economic Development Fund Category A which is funds applicable for economic development road projects. Also, as part of that reduction is the Transit Capital Program. She mentioned RCKC participates in Towards Zero Deaths and as of today 23 people have died on Michigan roadways since last week bringing the total to 541 this year. In addition, we have had 160 seriously injured for a statewide total of 2,584. Compared to last year we have 5 more fatalities and 403 fewer serious injuries. She mentioned distracted driving continues to be an issue. We hope to be done with chip seal operations at the end of next week and fog seal within the next 2 weeks. We continue to do mowing throughout the county and our tree and woody vegetation program has started. She asked the Board if they had any questions regarding any of our projects.

Commissioner Boersma shared the Environmental Health Advisory Committee (EHAC) canceled the August meeting due to COVID-19. He stated the information they sent along with the cancellation is that they are busy at work on non-COVID related matters around the county including water service into Richland area due to Per- and Polyfluoroalkyl Substances (PFAS) contamination. They are conducting environmental surveying for various insect born pathogen around the county and are also involved in finalizing the Burroughs groundwater exclusion zone that will be coming before County Commission shortly.

Commissioner Brennan shared there has not been a Board of Public Works (BPW) meeting. He attended the Michigan County Road Commission Self-Insurance Pool (MCRSCIP) meeting and the Charleston Township Board meeting.

Commissioner Stehouwer shared County Parks cancelled the August 6th meeting due to COVID-19. He is pleased to see county parks operating to the extent they are including trailways. He mentioned it is a good day to vote or turn in absentee ballots. Furthermore, we appreciate that privilege in the United States and he encourages everyone to vote. He was pleased to see the campaign and pictures showing the kind of work RCKC does.

Commissioner Pawloski shared both Charleston and Comstock Townships were working on road millages and ran into hiccups with the County. He mentioned we have not had any recent Township road millages and referred to the successful road millage in Wakeshma Township. Furthermore, there are lessons to be learned by other Townships if they choose to take that path.

Commissioner Buchholtz mentioned that she had the opportunity to observe the new hot box in use for major patching. She mentioned many RCKC Facebook posts have been very interesting and entertaining. She thanked Communications Administrator Blonde for all her work. She mentioned today when she voted in Cooper Township, she received a vote pen in lieu of a sticker.

Commissioner Pawloski suggested sending the approved 2021 CRA Legislative Priorities Resolution to the County Commissioners. Commissioner Buchholtz stated we will forward a copy to County Commissioner Gisler to report during County Commissioners time.

Commissioner Stehouwer requested an update on the G Avenue project. Managing Director Johnson shared the project deadline has not changed. Furthermore, the project changed from a chip seal project to an HMA Overlay project. County Engineer Minkus added paving begins tomorrow.

Commissioner Pawloski moved and it was seconded to adjourn.

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

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

Attest: Timothy A. Snow, County Clerk

By: _____, Chair _____, Deputy Clerk

The Board of County Road Commissioners of the County of Kalamazoo participated in the Southwestern District Council meeting on Monday, August 10, 2020 by Zoom. The meeting began at 10:00 a.m.

Present: Larry Stehouwer, Thom Brennan, Michael Boersma

Absent: Deborah J. Buchholtz, David C. Pawloski

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

The Ottawa County Road Commission hosted the Southwestern District Council meeting with 27 participants from Allegan, Barry, Berrien, Cass, Kalamazoo, Muskegon, Ottawa, St. Joseph and Van Buren County road agencies. 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). The next meeting is tentatively scheduled for November 9th hosted by the Barry County Road Commission.

The meeting was adjourned at 11:58 a.m.

Attest: Timothy A. Snow, County Clerk

By: _____, Chair _____, Deputy Clerk

The regular meeting of the Board of County Road Commissioners of the County of Kalamazoo was held by telephonic and video conferencing on Tuesday, August 18, 2020. Commissioner Buchholtz called the meeting to order at 3:00 p.m.

This meeting was held in accordance with Governor Gretchen Whitmer and the Michigan Department of Health and Human Services' [recommendations designed to help prevent the spread of Coronavirus Disease 2019 \(COVID-19\)](#) and [Executive Order 2020-154 \(COVID-19\)](#) and [\(2020-165\)](#) declaring public bodies subject to the Open Meetings Act can meet electronically, including by telephonic conferencing or video conferencing, in a manner in which both the general public and the members of the public body may participate by electronic means.

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

Absent: Larry Stehouwer

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

Commissioner Buchholtz reviewed telephonic and video conferencing protocols.

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

Carried by the following vote:

Aye: Buchholtz, Pawloski, Brennan, Boersma

Commissioner Brennan moved and it was seconded to approve the August 4, 2020 Telephonic and Video Conferencing regular Board meeting and August 10, 2020 Southwestern District Council Minutes as presented.

Carried by the following vote:

Aye: Buchholtz, Pawloski, Brennan, Boersma

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

Payroll Account	\$	145,103.54
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Vendor Account	\$	1,661,379.66
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Carried by the following vote:

Aye: Buchholtz, Pawloski, Brennan, Boersma

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

Carried by the following vote:

Aye: Buchholtz, Pawloski, Brennan, Boersma

Commissioner Brennan moved and it was seconded to accept the Michigan Department of Transportation (MDOT) Letter regarding the Annual Road Mileage Certification dated August 1, 2020 and refer it to file. Managing Director Johnson shared annually we submit to the state a map and acknowledgement of all the roads that are publicly certified for which we maintain. This letter signifies that our submittal was approved and articulates that we have 1,268.98 of road miles of which 445.82 are primary and 823.16 are local.

Carried by the following vote:

Aye: Buchholtz, Pawloski, Brennan, Boersma

Commissioner Boersma moved and it was seconded to accept the Offer to Purchase Real Estate by Dorrance Holdings, LLC for the south portion of 10373 Miller Drive (Part of Parcel 07-24-380-020) for \$49,000 for the Managing Director's signature. Managing Director Johnson thanked Rachel Foster for joining today's meeting. She shared Ms.

Foster is the attorney representing Warner Norcross and Judd on behalf of the buyer William Dorrance. She explained on December 19, 2019 the RCKC received an offer to purchase property owned by the RCKC at 10373 Miller Drive, Galesburg MI parcel ID 07-24-380-020. The offer was provided by Warner Norcross who on behalf of the buyer. At our February 4, 2020 Board meeting the Board took action 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. On May 12, 2020, an Appraisal Report was received by Kal-Creek Commercial Appraisers, L.C. hired by the RCKC and paid for by the potential buyer (per Policy). The appraisal noted the value of the "south" part of the subject property was valued at \$49,000. The purchase agreement provided has been reviewed by our legal counsel and has communicated with the buyer legal counsel. The provision of the agreement supports our Policy. Key provisions of the agreement includes a deposit of \$5,000, any fees including any environmental assessment is paid by the buyer, "as is" condition and no warranties on condition, and closing shall take place as soon as possible, but no later than October 20, 2020.

Carried by the following vote:

Aye: Buchholtz, Pawloski, Brennan, Boersma

Commissioner Pawloski moved and it was seconded to award Bid #2020-23: Guardrail Installation and Repair to Dale Dukes and Sons Inc., low bidder meeting specifications with an option to extend for three (3), one (1) year extensions by the mutual agreement of both parties. Managing Director Johnson shared the 2020 guardrail installation and repair bid include numerous primary and local road sites throughout the county in which the guardrail system does not meet current construction standards or is damaged and in need of extensive repairs. This bid also includes the 8th Street north of ML Avenue temporary road lift project in in Oshtemo Township.

Carried by the following vote:

Aye: Buchholtz, Pawloski, Brennan, Boersma

Commissioner Boersma moved and it was seconded to award Bid #2020-24: 9A Aggregate to Aggregate Resources, low bidder meeting specifications with an option to extend for three (3), one (1) year extension by the mutual agreement of both parties. Managing Director Johnson shared RCKC received three bids for this type of material. The intent is to be used in the 8th Street temporary road lift project north of ML Avenue in Oshtemo Township. This material creates the main structural foundation for the new HMA road surface which will be above the current flooded water levels on 8th Street. This material creates a suitable subbase for the new road surface because of its angular and interlocking nature. A Local Road Participation (PAR) Fund contract was approved by the Board August 4, 2020 and will be financed by the Township and PAR funds. The 9A aggregate was estimated at \$22.00/ton with the low bid by Aggregate Resources at \$21.56/ton.

Carried by the following vote:

Aye: Buchholtz, Pawloski, Brennan, Boersma

Commissioner Pawloski moved and it was seconded to approve the 2020 County Road Association Self-Insurance Fund (CRASIF) Board of Trustee Official Ballot as presented. Managing Director Johnson shared there are 4 persons on the ballot to fill 4 openings.

Carried by the following vote:

Aye: Buchholtz, Pawloski, Brennan, Boersma

Commissioner Boersma moved and it was seconded to approve the Public Act (PA) 51, Section 18j, MCL 247.668j Annual Certification of Employee related Conditions form for Compliance with the Chair and Finance Director's signatures. Managing Director Johnson shared this is something the RCKC has been doing annually since PA 506 was adopted in 2012. Beginning September 30, 2014 and each year thereafter there are certain provisions and conditions that we must formerly present to the state as to our compliance with PA 152. This is related primarily to the Public Funded Health Insurance Contribution Act that points out key provisions including the current fiscal year budget, number of active employees, unfunded liabilities, job classification, Commissioners names and contact information, revenue dashboard, expenditure dashboard and certificate of compliance. This form can be found on the [publications page](#) of our website.

Carried by the following vote:

Aye: Buchholtz, Pawloski, Brennan, Boersma

Managing Director Johnson mentioned construction projects are winding down. Chip seal will be done this week and fog seal is 83% completed. She sent a quick message to our Township Partners briefing them on projects and Joint meetings. She also informed them that the RCKC will be working on planning for the next 5 years for our primary and local road asset management plans as we look at budgeting for 2021 and beyond. She shared completion of service requests are delayed during construction season. Furthermore, a list of active service request can be found on the "contact us" page of our website. She stated work sessions and budget is planned for the month of October. She and a few Commissioners participated in the Southwestern District Council meeting. She stated the Legislative Priorities were on the agenda but were not discussed in depth. She shared the CRA and Southwest District Chair has our Resolution on non-motorized and mentioned the Legislative Priorities will be on the next Southwestern District Council agenda. Commissioner Boersma questioned if there is any positive news regarding transportation funding. Managing Director Johnson shared in terms of revenue we are not seeing it. She stated if there is any light at the end of the tunnel it may come from the federal side. She mentioned the Highway Trust Fund is in deficit and the Highway Trust Act expires this year. We hope for positive news that it gets extended and whether or not there may be some additional revenue from the federal side. She explained all those dollars have such a high level of regulation and strings attached making it very cumbersome to utilize those funds. She mentioned RCKC is holding its own in terms of estimating to where we are with Michigan Transportation Fund (MTF) Revenue.

Commissioner Boersma shared the Environmental Health Advisory Committee (EHAC) did not meet in August and plans meet in October. He will be meeting with some members of the public on the West Main Hill in Kalamazoo Township in a week or so along with a member of the RCKC. Managing Director Johnson shared she will be attending the meeting him.

Commissioner Brennan shared the Board of Public Works (BPW) did not meet in August.

Commissioner Pawloski shared that he appreciates all the hard work RCKC crew and staff have been doing. Furthermore, he is very proud of our road system in Kalamazoo County. He mentioned Thursday, at 9:00 a.m. there will be an Informational Session on the Kalamazoo County Street Naming and Addressing Policy, Procedures and Guidelines by Zoom. Managing Director Johnson shared that she and Traffic and Project Engineer Jim Hoekstra have been working collaboratively with Jeff Troyer, Consolidated Dispatch Authority, Lotta Jarnefelt and Lisa Henthorn, County Planning to update the old Street Naming Guideline and Policy and to also include addressing. She explained they created a revised draft policy and on Thursday at 9:00 a.m. and at 6:00 p.m. they will be presenting a draft policy for feedback. She shared it will go to the Planning Commission for review and before this Board for Resolution of Support before it moves its way to the County Board of Commissioners.

Commissioner Buchholtz shared we will be starting work sessions for the budget and for different topics of interest or concern. She asked Commissioners to send her any specific areas of interest or concerns they might have within the next couple of weeks. She mentioned American Village Builders (AVB) would like to offer to Commissioners and RCKC staff to join them at their Turning Stone Development where they will share some of the unique features they have put together. She is not available to attend the Township Supervisor's meeting tomorrow or the Road Tour scheduled for Friday. Commissioner Pawloski extended an invitation to County Commissioner Gisler to attend the Road Tour. Commissioner Boersma stated there is going to be a significant turnover in County Board and Township local officials. after November. He questioned if the RCKC has an educational piece in place to explain the role of the Road Commission to new Board members and local officials. Commissioner Buchholtz shared we have tried this in the past and with the turnover that we are going to see it would be a great idea to try it again. She stated the issue in the past was getting folks to participate. Discussion took place...

County Commissioner Gisler shared to the best of his knowledge there is a Township Supervisors meeting in Texas Township tomorrow at the outside pavilion.

Commissioner Brennan moved and it was seconded to adjourn.

August 18, 2020 Telephonic and Video Conferencing Regular Board Meeting

Chair Int'l _____

Clerk Int'l _____

Carried by the following vote:

Aye: Buchholtz, Pawloski, Brennan, Boersma

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

Attest: Timothy A. Snow, County Clerk

By: _____, Chair _____, Deputy Clerk

Chair Int'l _____

August 31, 2020 – Turning Stone Development Tour

Clerk Int'l _____

The Board of County Road Commissioners of the County of Kalamazoo toured the Turning Stone Development located at the southeast corner of Texas Township at Q Avenue and 6th Street in Kalamazoo, Michigan on Monday, August 31, 2020. The tour began at 3:00 p.m.

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

Absent: David C. Pawloski

Commissioners and Texas Township officials toured and discussed the Turning Stone Development with American Village Development leadership and key contractors. The development's curvilinear roads, non-motorized pathways, park, naturalized landscaping, and model home were visited with various general questions asked and discussed.

The meeting adjourned at approximately 4:20 p.m.

Attest: Timothy A. Snow, County Clerk

By: _____, Chair _____, Deputy Clerk

The regular meeting of the Board of County Road Commissioners of the County of Kalamazoo was held by telephonic and video conferencing on Tuesday, September 1, 2020. Commissioner Buchholtz called the meeting to order at 3:00 p.m.

This meeting was held in accordance with Governor Gretchen Whitmer and the Michigan Department of Health and Human Services' [recommendations designed to help prevent the spread of Coronavirus Disease 2019 \(COVID-19\)](#) and [Executive Order 2020-154 \(COVID-19\)](#) and [\(2020-165\)](#) declaring public bodies subject to the Open Meetings Act can meet electronically, including by telephonic conferencing or video conferencing, in a manner in which both the general public and the members of the public body may participate by electronic means.

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

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

Commissioner Buchholtz reviewed telephonic and video conferencing protocols.

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

Carried by the following vote:

Aye: Buchholtz, Stehouwer, Pawloski, Brennan, Boersma

Commissioner Brennan moved and it was seconded to approve the August 18, 2020 Telephonic and Video Conferencing regular Board meeting minutes as presented.

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	\$	152,242.51
Vendor Account	\$	1,250,778.92

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Stehouwer moved and it was seconded to approve the final design plans for the Streamlined Systemic Sign Upgrade Safety Project for the Board and Managing Director's signatures on the construction plan cover sheet. Managing Director Johnson shared on July 23, 2019 the Board approved a resolution supporting this safety project and on March 12, 2020 the Board received notification of funding for this project. The project is included in the RCKC 2020 Primary Road Capital Improvement Plan (CIP) for design in 2020 with construction in 2021. This project includes upgrades to stop signs at 279 intersection approaches at all county primary intersections within Alamo, Cooper, Richland, Ross, Charleston, Comstock, Kalamazoo, and Oshtemo Townships. Existing stop signs will be replaced with new dual 36" stop signs with red reflective sheeting on sign posts. Advance warning signs will be installed where they do not currently exist. In 2020, construction was completed of a similar project for Prairie Ronde, Schoolcraft, Brady, Wakeshma, Climax, Pavilion, and Texas Townships. RCKC engineering consultant Hubbell, Roth & Clark (HRC) has completed the design of the project. Commissioner Stehouwer questioned if these are used on local roads. Managing Director Johnson stated rarely are these used on local roads, especially the dual stop signs. Traffic and Project Engineer Hoekstra explained reflective sheeting is installed on single post stop signs for locals, however we do not install the dual application as there is not as much traffic. Commissioner Brennan questioned if this would complete our entire county for primary roads. Traffic and Project Engineer Hoekstra stated the south county was done this year and this would allow us to upgrade stop signs in the north county in 2021.

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Brennan moved and it was seconded to approve the Traffic Control Orders (TCOs) S 39-23-20 KL Avenue from 8th Street to Drake Road Oshtemo Township rescinding TCO S 39-41-72, SR 39-22-20 KL Avenue from 4th Street to 8th Street, Oshtemo Township rescinding TCO S 39-287-68 and, S 39-24-20 Gull Lake Drive East from D Avenue to the Countyline, Ross Township rescinding TCO S39-196-64 for the Managing Director's signature. Managing Director Johnson shared these are speed related TCOs. Over the course of the 2019 construction season, RCKC staff identified roads where signs posted did not match TCO's on file. RCKC is required to remove such signs and post signs on the road in accordance with the existing TCO. Once this is done, RCKC typically initiates a speed study on the roadway. Speed studies may take up to 1 year to process and require partnership with the Michigan State Police and Townships. The TCO's before the Board are as follows:

- S 39-23-20 KL Avenue from 8th Street to Drake Road in Oshtemo Township. Under this new TCO, KL Avenue will have a speed limit of 45 mph from 11th Street to Drake Road and 50 mph from 8th Street to 11th Street. This TCO would rescind TCO S 39-41-72.
- SR 39-22-20 KL Avenue from 4th Street to 8th Street in Oshtemo Township. This TCO would rescind TCO S 39-287-68 from the 45-mph leaving the road at an unposted speed limit of 55 mph.
- S 39-24-20 Gull Lake Drive East from D Avenue to the Countyline in Ross Township. Under this new TCO, Gull Lake Drive East from D Avenue to C Avenue will have a speed limit of 30 mph and 40 mph from C Avenue to the Countyline.

She explained typically, when we receive requests from various Townships or citizens it needs to come from Township resolution. She mentioned typically citizens are looking to reduce the speed limits on roadways. Through the data driven process a speed limit can stay the same, increase or decrease. A TCO is a legal document for which a traffic violation may be issued by law enforcement. Commissioner Stehouwer questioned if accident reports were included in the analysis. Traffic and Project Engineer Hoekstra explained when we review these with the Michigan State Police (MSP) the RCKC pulls the speed data and the MSP pulls the accident history which is taken into consideration. Commissioner Stehouwer shared speeding and non-motorized do not go well together. Furthermore, as much as he supports the motion, he is disappointed the speed is always increasing. He stated we are going in the wrong direction and losing respect for speed limits. Commissioner Buchholtz mentioned earlier studies showed that changing speed limit signs did not have an impact on speed that people drove due to people driving for conditions rather than what is posted. Furthermore, when a posting is artificially set low to slow people down there is not only a greater variance but often an increase in the average speed driven. Managing Director Johnson shared the importance of selecting bicycle routes that also consider speeds in a corridor level assessment. Discussion continued...

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Boersma moved and it was seconded to approve the Richland Township Local Road Contract for the culvert replacement at CD Avenue over Spring Brook for the Chair's signature. Managing Director Johnson shared in 2018 and 2019, the RCKC tried twice for funding support with Great Lakes Fishery Trust and unfortunately was denied, with many letters of support for the grant. Therefore, on February 18, 2020 the Board approved a local road contract for design engineering services for this culvert. The design work is nearing completion and this local road contract for construction in 2021 is estimated at \$328,124. Commissioner Stehouwer shared he appreciates the design work but is disappointed the grant funds were not successful. He stated it is great to support wildlife and fish, but it is a huge cost. He would like some cost sharing and stated if that burden was put on the public being a local road it initially has local costs. Commissioner Pawloski questioned the size of the current culvert. Operations Director Bartholomew explained originally this was a 15" culvert and we had a contractor replace it with a 24" culvert. Furthermore, the Department of Environmental Quality (DEQ) assessed the culvert and determined a 6' span structure was needed. He stated for clarification this a small tributary to Spring Brook.

- a. CD Avenue over Spring Brook, Culvert replacement 6" span 30/70

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Pawloski moved and it was seconded to approve the Texas Township Local Road Contract for the Chair's signature. Managing Director Johnson shared this is an additional project added by Texas Township due to cost savings.

a. 2nd Street – Paw Paw Lake Drive to S Avenue, HMA Overlay

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Managing Director Johnson shared we have quite a few projects that are completed including chip and fog seal operations. We are working on 8th Street in Oshtemo Township which is a road flooded project. She had Operations Director Bartholomew give an update on the 8th Street project. She thanked Commissioners Brennan and Boersma for participating in the Road Tour on August 20th along with herself and Operations Director Bartholomew. She shared the Road Tour included 36th Street which is a gravel road in Comstock Township, a guardrail and tree limb on G Avenue, double seals on EF Avenue and F Avenue, O Avenue where we are monitoring for next steps, and the scrap tire project from a few years ago on W Avenue. She appreciated everyone's time along with the conversation and dialogue. On August 26th Kalamazoo Area Transportation Study (KATS) Policy had a meeting that included general business however, they are looking at goals and objectives for the Metropolitan Transportation Plan. She provided an update to chip seal and fog seal as well as asset management plans. Also, on August 26th both she and Commissioner Boersma attended a North Street Neighborhood meeting regarding speeding concerns. She is thankful for the positive feedback following the meeting from the Kalamazoo Township Supervisor as well as their Township Manager. Recently we had our event for Touch-A-Truck. She shared this event is typically held by the Junior League of Kalamazoo at the Expo Center where it gives children the opportunity to touch a truck. She stated this year it is virtual. She thanked Communications Administrator Blonde and Administrative Assistant Rider who helped coordinate with the Junior League. She also thanked RCKC employees who had their friends or families participate. She mentioned a video was shared with Commissioner's that will be part of the 9th Annual Virtual Touch-A-Truck event which is scheduled for September 19th. She thanked General Superintendent DeYoung who was the teacher at this event. He did a great job sharing all the equipment and showing the kids where to honk the horn in them. We were featured in the County Roads Association Crossroads Magazine related to virtual meetings. She thanked Communications Administrator Blonde for the informative article. She also thanked her for getting us started on Instagram which is another social media outlet. She stated the Prairie Ronde Township Joint meeting is scheduled for September 8th at 6:00 p.m.

Commissioner Boersma shared the Environmental Health Advisory Committee (EHAC) has not met and may meet in September. He shared as Managing Director Johnson previously noted they attended a community meeting in Kalamazoo Township to address community concerns regarding traffic on North Street, Berkley and Dartmouth Streets. Their main concerns included noise, speed, drag racing, and hit and run accidents. Furthermore, North Street is being used as a corridor that runs from Gull Road in the City of Kalamazoo to Kalamazoo Township. He shared it is being used as an alternate route rather than West Main Street. The meeting was attended by approximately 20-24 residents. He mentioned many of their concerns including excessive speed is an enforcement issue. He mentioned the RCKC is working on a traffic calming policy that perhaps will provide additional tools or methods to work with the community moving forward. He stated it is a difficult situation and there is not much the RCKC can do to address their concerns. Managing Director Johnson added the speed limit in this corridor is 25 mph and the reflective strips on the single post stop signs were installed in January of this year. Commissioner Buchholtz shared this exemplifies another reason and need for our efforts to continue to better collaborate and work with the two cities. She stated what one jurisdiction does on their roads can impact another. Furthermore, traffic in this area could get worse depending on what the City of Kalamazoo does with some of the streets they have taken over particularly from the Michigan Department of Transportation (MDOT).

Commissioner Brennan shared the Board of Public Works (BPW) will not meet in September. He shared the Road Tour is a very effective tool for Road Commissioners. He explained getting out to look at projects or citizens' concerns helps them to understand and is helpful in answering questions. He appreciates staff's time and preparation in making these events happen. He had the opportunity to tour the Turning Stone Development

which provided perspective from the builder on things they are trying to do. He thanked County Engineer Minkus for the information that he had provided in preparation for the event.

Commissioner Stehouwer took the opportunity to drive North Street today and noted there are frequent stop signs. He is happy to hear the neighborhood looks out for itself. He echoed Commissioners Brennan's comments regarding the Turning Stone Development. He shared County Parks is meeting Thursday in an outside pavilion at River Oaks.

Commissioner Pawloski thanked staff especially Traffic and Project Engineer Hoekstra for double checking with the Townships on speed studies. He said to keep up the good work and stay safe.

Commissioner Buchholtz shared the next Board meeting is on September 15th. She is hoping the meeting will take place in-person in the new revised Board room. Following the Board meeting will be a work session to discuss topics prior to starting on the budget. The Richland Township Joint meeting is also scheduled on this evening at 6:00 p.m. Commissioner Stehouwer thanked Finance Director Simmons and the entire Finance team for the financial reports that include updates on transportation funds and RCKC financial standings. He also appreciates the Facebook postings, engaging the public on various topics including 8th Street and Touch-A-Truck.

Commissioner Brennan moved and it was seconded to adjourn.

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

The meeting was adjourned at 3:51 p.m.

Attest: Timothy A. Snow, County Clerk

By: _____, Chair _____, Deputy Clerk

The regular meeting of the Board of County Road Commissioners of the County of Kalamazoo was held by telephonic and video conferencing and in-person on Tuesday, September 15, 2020. Commissioner Buchholtz called the meeting to order at 3:02 p.m.

This meeting was held in accordance with Governor Gretchen Whitmer and the Michigan Department of Health and Human Services' [recommendations designed to help prevent the spread of Coronavirus Disease 2019 \(COVID-19\)](#) for the above stated date and time per [Executive Orders 2020-154 \(COVID-19\)](#), [\(2020-176\)](#), and [\(2020-177\)](#) declaring a meeting of a public body subject to the Open Meetings Act may be held electronically, including by telephonic conferencing or video conferencing, in a manner in which both the general public and the members of the public body may participate and also prohibiting any indoor social gatherings of more than 10 people statewide.

Present: Deborah J. Buchholtz, David C. Pawloski and Thom Brennan. Larry Stehouwer and Michael Boersma arrived at 3:14 p.m. Prior to that Commissioner Stehouwer participated via Zoom and Commissioner Boersma via telephone both of which are allowed. At the start of the meeting it was established that a quorum was present.

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

Commissioner Buchholtz reviewed telephonic and video conferencing protocols.

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

Carried by the following roll call vote:

Aye: Buchholtz, Stehouwer, Pawloski, Brennan, Boersma

Commissioner Pawloski moved and it was seconded to approve the August 31, 2020 Turning Stone Development Tour and September 1, 2020 Telephonic and Video Conferencing regular Board meeting minutes as presented.

Carried by the following roll call vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

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

Payroll Account	\$	134,609.20
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Vendor Account	\$	1,699,530.09
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Carried by the following roll call vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Managing Director Johnson shared the RCKC has had a long-standing practice of following the Principles of Asset Management. We have had asset management plans for both roads and bridges for some time however with the update of Public Act (PA) 325 in 2018 there were some key provisions that were updated at our legislature in terms of what is needed to be part of an asset management plan, assets that should be considered inventorying as well as assessing their condition. As part of PA 325 the Transportation Asset Management Council (TAMC) came up with a schedule of when asset management plans were due across the state. The RCKC is part of the first round of the new asset management plans that are due October 1, 2020. She mentioned other agencies are due October 1, 2021 or October 1, 2022. She shared the Michigan Department of Transportation (MDOT) follows a different schedule. Commissioner Brennan questioned how often we need to renew. Managing Director Johnson stated at minimum every 3 years however there is nothing preventing an agency from renewing every year. TAMC came up with templates to utilize a schedule that was due October 1, 2019 according to the legislation. Initially we had the

Pavement Asset Management Plan (PAMP) and the Bridge Asset Management Plan (BAMP) and now there is the addition of the Compliance Asset Management Plan (CAMP). She explained the PAMP and the BAMP are appendices to the CAMP. It was also shared within the legislation of PA 325 about other assets that need to be looked at as a TAMC such as traffic signals and culverts which is still a work in progress. Engineering and Public Relations Director Worden gave a PowerPoint presentation on the Asset Management Plan. He reviewed the law which stated beginning October 1, 2020 each local road agency shall begin submitting an asset management plan to the TAMC according to a 3-year schedule. He explained asset management is a process that uses data to manage and track assets, like roads and bridge, in a cost-effective manner using a combination of engineering and business principles. He reviewed the number of RCKC miles, bridges, traffic signals and culverts. He also reviewed road and bridge conditions and RCKC goals. He shared an increase of \$8 million or \$7 million for roads and \$1 million for bridges is needed to sustain or achieve our long-term goals. He concluded with future areas of asset management that included culverts, traffic signals and potential for "other" in the legislation and support of preventive maintenance. Managing Director Johnson added the current legislation talks about assets that may impact safety. Furthermore, there are examples in the way the legislation is written that includes traffic signals, culverts and other infrastructure but does not define what "other" is. Discussion continued...

Commissioner Boersma moved and it was seconded to accept and cast a YES on the official ballot for the September 2020 Amendment to the Michigan County Road Commission Self Insurance Pool (MCRCSIP) bylaws. Managing Director Johnson shared MCRCSIP is requesting some change in bylaws that basically allows associate members. She explained this is to help accommodate some road commissions that are now part of county government and road departments that do not have access to some of the various opportunities and services that MCRCSIP has to offer. She shared an email from Brett Laughlin, Ottawa County Road Commission, member of the Southwest District Council and a member of the MCRCSIP Board that included "We are all members of MCRCSIP which is our liability insurance pool. This would allow associate members for county road departments. Associate members will be allowed minimal pool services primarily general liability, associate members will not be voting members of the pool, associate members will be charged a fee for the services, associate members will not be eligible for any refunds, associate members could be offered additional services for additional fees if the program is working well and to be continued in the future, and associate members can be easily removed should it be determined in the best interest of the pool membership". After many reviews and discussions with our partners she believes it is beneficial to all to have them as members as part of the pool in this capacity. Commissioner Brennan questioned if there were any disadvantages identified that were concerns. Managing Director Johnson shared the biggest disadvantage continues to be wanting to ensure we have limited risk. Furthermore, we cannot control all the other pieces which is why it is limited to general liability for policy coverage. Discussion continued...

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Managing Director Johnson shared we are working on service requests that became backlogged during our construction season. We are also working on projects including bridge preventive maintenance and 8th Street in Oshtemo Township. She shared Commissioner Stehouwer is our number one fan on Facebook. Commissioner Stehouwer questioned when 8th Street will be open to thru traffic. Project Engineer Ausbury shared 8th Street will be paved either Friday or early next week and is expected to be opened by October 1st. Managing Director Johnson shared the opening of O Avenue in Texas Township is yet to be determined. She explained it is still soggy and we continue to work with the Township. She stated do not move the barricades, the road will be open when safe to do so. Commissioner Buchholtz questioned when or how road closures are shared when they are not RCKC projects and due to permitting. Managing Director Johnson shared if it is not an RCKC project we would not have all the project details or contact information. When permitting these activities in our public right-of-way with a road closure that impacts the road for long period of time, we are asking as part of the permit provisions that utilities or various contractors share the closure with the RCKC. Furthermore, they would need to share the information with the public and communication to the various entities as part of receiving a permit. She shared we are waiting for final review of the language to be included in the permitting process. She and Commissioner Pawloski attended the Prairie Ronde Township Joint meeting. Commissioner Pawloski thanked Prairie Ronde Township Supervisor Tom Swiat for 24 years of public service. Managing Director Johnson added it was a positive meeting where we discussed gravel roads. She

publicly thanked Township Supervisor Swiat for his passion on gravel roads and the importance of a crown on gravel roads. She mentioned following this Board meeting is an in-person Board Work Session. Furthermore, this evening we have our first Joint meeting by zoom with Richland Township at 6:00 p.m. She mentioned the first bonds were sold for the Michigan Department of Transportation network related to Governor Whitmer's Rebuilding Michigan Plan. We are continuously monitoring Michigan Transportation Fund (MTF) revenue as we look to our budget for 2021.

Commissioner Boersma shared the Environmental Health Advisory Committee (EHAC) has not met. He shared in meeting with constituents there were many kudos and positive comments regarding road surface conditions. He mentioned Oshtemo, Alamo, and Texas Townships and the Kalamazoo Bicycle Club (KBC) were very happy about our efforts in terms of resurfacing roads.

Commissioner Brennan shared the Board of Public Works (BPW) has not met. He echoed Commissioner Boersma's comments especially about the KBC. He stated the KBC had an open meeting and resurfacing roads was brought up by the President of KBC and many others. He stated both he and Commissioner Boersma enjoyed hearing the positive comments from the club. He gave kudos to the club on the work being done by Managing Director Johnson, Commissioner Buchholtz and Kalamazoo Area Transportation Study (KATS) on the routing project that is being well received.

Commissioner Stehouwer shared the Parks Commission met on September 3rd in an outside pavilion at River Oaks. He stated County Parks runs off revenue and many events were cancelled which affected their revenue. He stated attendance year to date was half from the prior year. He mentioned they are operating with their year-round staff plus a couple of seasonal. He shared they are doing all they can to make the parks and non-motorized trails function the best they can with the constraints they have. He had the benefit of going out to Gull Lake and met with LaBelle Terrace residents. He shared after research by both the RCKC and himself LaBelle is a private road dedicated to the lot owners and future lot owners. He stated they are working as a neighborhood to take care of their road. He mentioned some residents in the Gull Lake area are questioning whether they should have a public water main. Furthermore, they are forming a neighborhood committee to address concerns. He provided an update to Ross Township Supervisor, Rob Baker. He plans to attend a virtual seminar on Friday regarding Michigan Safe Passing Law and the recent research that was done by Western Michigan University (WMU). He shared non-motorized is more than just bicycling it also includes walking. He explained it is not our function as a road commission to do sidewalks but those forms of conveying yourself interact with streets and we need to look at the big picture. He appreciates the work that went into the Transportation Asset Management Plans and the work that goes into making our county roads run well.

Commissioner Pawloski echoed Commissioner Stehouwer's comments regarding the Transportation Asset Management Plans and shared it is the right direction to be going.

Commissioner Buchholtz shared she is meeting with the County Administrator next week to discuss a Joint meeting amongst other items. She would like to share with the County information on Asset Management, our overall budget and routine maintenance. She questioned about live streaming. Managing Director Johnson shared this meeting is not live streaming and explained we have technical issues to work through.

Commissioner Pawloski moved and it was seconded to adjourn.

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

The meeting was adjourned at 4:09 p.m.

Attest: Timothy A. Snow, County Clerk

By: _____, Chair _____, Deputy Clerk

The work session of the Board of County Road Commissioners of the County of Kalamazoo was held at the Road Commission of Kalamazoo County (RCKC) office at 3801 East Kilgore Road, Kalamazoo, Michigan, on Tuesday, September 15, 2020. Commissioner Buchholtz called the meeting to order at 4:26 p.m.

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

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

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

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

The County Pension Memorandum of Understanding dated May 11, 2020 was reviewed. Commissioner Buchholtz shared she will be following up further with the County Administrator and following up on RCKC presentations to the County. Managing Director Johnson shared this is one of the most important issues facing the RCKC since 2015. Finance Director Simmons shared this is also important due to state reporting for funding and unfunded liabilities. Commissioner Buchholtz anticipates finalizing next steps before the end of the year.

Managing Director Johnson shared information on non-motorized including the Non-motorized Facilities Policy and Sign Policy. It is up to the Board to assist staff in guiding next steps as all have been previously presented and approved after staff review. Commissioner Boersma appreciated the beta map from Kalamazoo Area Transportation Study (KATS) which is out and available for comments. Commissioner Brennan shared the routes are fine, he is more concerned about the signing. Commissioner Stehouwer shared he would like to protect the use of roads by legal road users and provide further education. He appreciates the routes on a regional level and is not hung up on signs. He strongly disagrees with way-finding signs however appreciates engineering standards. Commissioner Pawloski shared we have spent considerable time on this issue, and we may need to consider a countywide millage for non-motorized and other solutions. Commissioner Brennan shared he would like to revisit the Sign Policy. Managing Director Johnson shared there are now options through a variance in addressing any other signs. Commissioner Buchholtz stated she would provide Commissioner Brennan her previous opinion on the Sign Policy rationale.

Board Meeting Guidelines Policy was reviewed. Commissioner Stehouwer suggested an option for additional meetings to be excused by the Board. Commissioner Boersma suggested a change in sequence of numbers 4 and 5 for action and discussion. Managing Director Johnson requested feedback that she would bring to a future Board meeting.

Neighborhood Traffic Management Policy was reviewed along with Commissioner Stehouwer comments to consider the timelines, good prospects for trials and outside engineering. All stakeholders involved in the process are appreciated.

Commissioner Buchholtz reminded the Board of the year-end Board self-evaluation and Managing Director evaluation.

Managing Director Johnson reviewed the items for the October 27th Board Work Session and requested input on 2021 Organizational Goals. How to we measure the success of our organization? She shared the meeting is expected to be scheduled from 4 p.m. to 8 p.m. due to an extensive agenda.

Commissioner Pawloski moved and it was seconded to adjourn.

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Boersma

September 15, 2020 – Board Work Session

Chair Int'l _____

Clerk Int'l _____

The meeting was adjourned at 5:43 p.m.

Attest: Timothy A. Snow, County Clerk

By: _____, Chair _____, Deputy Clerk

Chair Int'l _____

Clerk Int'l _____

September 15, 2020 – Richland Township Joint Meeting

A joint meeting of the Board of County Road Commissioners of the County of Kalamazoo and the Richland Township Board of Trustees was held by telephonic and video conferencing on Tuesday, September 15, 2020. The joint meeting began at 6:00 p.m.

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

Absent: David Pawloski

Also present: Managing Director Joanna I. Johnson, Engineering and Public Relations Director Mark Worden, Richland Township Supervisor Lysanne Harma, Clerk Bear Priest, Treasurer Marsha Drouin, Trustees Trey Eldridge, David Wendzel, Nicole Speedy and Fire Chief Gerald Luedecking.

Following introductions, the Road Commission of Kalamazoo County (RCKC) staff reviewed the joint meeting PowerPoint Presentation, including updates on funding, CD Avenue culvert project, road data, service requests and communication tools with the RCKC.

Supervisor Harma appreciated the presentation and found it very helpful.

Trustee Wendzel questioned why Prairie Ronde Township had such a good Pavement Surface Evaluation and Rating (PASER). Engineering and Public Relations Director Worden explained they have "right-sized" the road network to match the funding and have the most gravel miles. He further explained PASER is paved roads.

Fire Chief Luedecking questioned if a fill station could be added to the CD Avenue culvert project. Engineering and Public Relations Director Worden shared he would need to check into that with our Permit Agents and the Michigan Department of Environment, Great Lakes, and Energy (EGLE) would need to be asked.

Trustee Eldridge questioned about PASER, when its' done and if we are losing ground in the local network. Engineering and Public Relations Director Worden shared the federal and non-federal aid data collection. Both he and Managing Director Johnson shared over time additional investment will be needed to sustain the system. Furthermore, reconstruction projects would limit the amount of funding available for preventive maintenance.

Clerk Priest requested a map showing the roads in the township without PASER ratings. Engineering and Public Relations Director Worden shared he would check into that. Furthermore, he would bring PASER maps and county maps to the township.

The meeting adjourned at 6:37 p.m.

Attest: Timothy A. Snow, County Clerk

By: _____, Chair _____, Deputy Clerk

A joint meeting of the Board of County Road Commissioners of the County of Kalamazoo and the Texas Township Board of Trustees was held by telephonic and video conferencing on Monday, September 28, 2020. The joint meeting began at 5:00 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, Permit Agent Jon Fitzsimmons, Texas Township Supervisor John Hinkle, Superintendent Julie VanderWiere, Clerk Linda Kerr, Treasurer Trish Roberts, Trustees Wendy Mazer, Tim Brown, Don Boven, Nick Loeks and Planning and Zoning Administrator Julie Johnston.

Supervisor Hinkle opened the meeting. Trustee Loeks reviewed questions submitted by the RCKC. He advised the Township is looking to proceed with a special assessment and has public hearings scheduled. Managing Director Johnson offered RCKC assistance as needed.

Superintendent VanderWiere provided an update on flooding. Planning and Zoning Administrator Johnston provided an update on the township master plan. Managing Director Johnson shared that RCKC staff attends meetings at the Township and are available for any questions. Both Superintendent VanderWiere and Treasurer Roberts provided an update on the upcoming budget for the township. Furthermore, they did not see any impact on roads, however that may depend on the Special Assessment District (SAD).

Operations Director Bartholomew provided an update on Treasure Island and shared we would not be removing the gravel until a legal lake level is set and construction is completed. He also provided an update on O Avenue.

Trustee Loeks began to review the items submitted by the Township and RCKC handout responses. Both Managing Director Johnson and Planning and Zoning Administrator Johnston noted the construction guidelines do speak to a Downtown Development Authority (DDA). Trustee Loeks shared that he wants to slow traffic down at Texas corners. Managing Director Johnson reminded everyone of the Kalamazoo Area Transportation Study (KATS) process to review for capacity and future planning. She stated this area is along primary roads and any projects would be part of our primary road Capital Improvement Plan (CIP).

Treasurer Roberts discussed 362 West Crooked Lake Drive and ownership of East Crooked Lake Drive. Operations Director Bartholomew shared we do not have an easement for the pipe. Trustee Loeks mentioned it is possibly the property owners. Commissioner Buchholtz clarified what the RCKC Board was referring to related to ownership when the potential abandonment of East Crooked Lake Drive was considered.

Permit Agent Fitzsimmons provided an update to clarify land divisions, access determinations and driveway permit applications. A one-page handout with comments was provided to township questions. He also clarified the difference with Forest Cove. Engineering and Public Relations Director Worden shared this is a good opportunity for us to sit down and discuss the various situations as a learning opportunity going forward. Planning and Zoning Administrator Johnston noted she has received calls from citizens who are told by the RCKC that they need to talk to the township. She questioned whether there is a communication issue internally with RCKC answering the phones, or if there is further clarity necessary.

Trustee Loeks shared that the majority of concerns and necessary understanding is with the planning and engineering department. The township suggested the RCKC to consider sending them an email when roads are accepted as the thought process was Turning Stone was approved in December. Managing Director Johnson noted the minutes from the Township considered approval only upon RCKC approval. She requested clarification as to where the communication came from stating that the roads in Turning Stone were accepted in December for understanding.

September 28, 2020 – Texas Township Joint Meeting

Vice Chair Int'l _____

Clerk Int'l _____

Trustee Loeks mentioned issues from 3-4 years ago regarding chip seal and quality control. He did share most were taken care of but sometimes it is after residents call the Township. Operations Director Bartholomew shared information about chip seals and shared a recent example with crack fill.

Trustee Loeks mentioned there are recent examples of people putting stuff across the road in Vineyard Parkway and cuts on the roads that he would like to see fixed as they are contributing dollars to road improvements. Managing Director Johnson shared it is important that the township support quality control for developments before they become public roads and road cuts. Trustee Loeks shared communication for unspent funds and their availability for a township has improved, but in the past, there was not that communication and the township would not have time to spend funds on additional projects. He did say he understood we are waiting for contractor invoicing that effects billing. He would also like the RCKC to consider doing something different between the requirements for concrete curb vs. asphalt curbs.

Managing Director Johnson thanked Supervisor Hinkle for his public service and wished him the best.

The meeting adjourned at 6:01 p.m.

Attest: Timothy A. Snow, County Clerk

By: _____, Vice Chair _____, Deputy Clerk

The regular meeting of the Board of County Road Commissioners of the County of Kalamazoo was held by telephonic and video conferencing and in-person on Tuesday, September 29, 2020. Commissioner Buchholtz called the meeting to order at 3:01 p.m.

This meeting was held in accordance with Governor Gretchen Whitmer and the Michigan Department of Health and Human Services' [recommendations designed to help prevent the spread of Coronavirus Disease 2019 \(COVID-19\)](#) for the above stated date and time per [Executive Orders 2020-154 \(COVID-19\)](#), [\(2020-176\)](#), and [\(2020-177\)](#) declaring a meeting of a public body subject to the Open Meetings Act may be held electronically, including by telephonic conferencing or video conferencing, in a manner in which both the general public and the members of the public body may participate and also prohibiting any indoor social gatherings of more than 10 people statewide.

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

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

Commissioner Buchholtz reviewed telephonic and video conferencing protocols.

Commissioner Boersma moved and it was seconded to approve the agenda as amended. Managing Director Johnson shared there are 2 modifications to the agenda. She mentioned under Item A the Traffic Control Orders (TCO)s were previously missed and are part of the development should the Board accept it today. She stated Item A is amended to: Request Discussion of the Turning Stone Site Condo Variance, Final Acceptance and TCOs in Texas Township. She shared Item E also has a modification. She stated Texas Township had a Board meeting last night and we now have a modified contract. She stated Item E is amended to: Request Approval of the Texas Township Delayed Payment Local Road Contract. She mentioned the contract is still for O Avenue as written on the agenda.

Carried by the following vote:

Aye: Buchholtz, Stehouwer, Pawloski, Brennan, Boersma

Commissioner Stehouwer moved and it was seconded to approve the September 15, 2020 Telephonic and Video Conferencing regular Board meeting, September 15, 2020 Board Work Session and September 15, 2020 Richland Township Joint Meeting minutes as presented.

Carried by the following roll call 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	\$	129,275.70
Vendor Account	\$	829,951.84

Carried by the following roll call vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Managing Director Johnson shared on September 18, 2018 the Board approved the preliminary plan sheet for this development to move forward with the creation of construction plans and ultimately into the construction phase. Throughout the process there has been various phases. This one had a home that we worked with the developer on to ensure it was in the Parade of Homes. We have had some ups and downs throughout the construction phases of development. One of the key aspects to this development is the variance request related to the landscaping that was initially part of the plan design and then removed from submittal for staff review. The current construction phase does have various landscaping that is outside our development policy. From staff's

perspective we recommend that the Board deny the variance related to landscaping. We have worked with the developer on a variety of issues. Pending the Board's decision on the variance, we recommend the Board accept the roads within Turning Stone contingent upon receipt of remaining outstanding documentation required for acceptance, payment for any outstanding fees for inspection and approve the TCOs that would be necessary on the public road system.

Commissioner Buchholtz noted there were 2 citizens who did not get the opportunity to comment on non-agenda items. She stated following this item the Board will return to citizen comments.

Mr. Jack Gesmundo, American Village Builders (AVB) provided handouts and explained the various stages related to a development including land acquisition, rezoning, engineering, municipal ordinances, project budgets, drain commission, utilities, lending institutions, amenities, landscaping design, articles of incorporation, master deed, by-laws etc. He discussed the review letter (memo) and shared a paragraph that read: "It is important to note that the RCKC guidelines provide a step by step process and checklists to allow for an efficient approval. Unfortunately, this development did not follow these standard processes and documentation submittals to have made this an effective process for all parties. As the public entity it is our responsibility to ensure the public's best interest is considering during the development phase to avoid further issues for others in the future. It is also our responsibility to have a successful private public partnership and understanding of those expectations guided by our policies and procedures countywide". He shared that he agrees but stated it implies that the developer was at fault at not following processes and procedures. He shared that he wanted to address some of these including the landscape plan and sweeping. He mentioned that he preferred the Road Commission to say that they pretend to have never had seen the landscape plan. He shared we are not just working with the RCKC but are working with other entities at the same time. He stated most of the landscaping is outside the right-of-way (ROW) and there is a minor portion that was relevant to getting approval. He stated plans were submitted 4 times before receiving RCKC approval on final road construction drawings. He added there was a 6-week period with no communication from staff. He explained about soil erosion issues and shared on July 23rd the RCKC accepted a maintenance agreement. He discussed the trail system and street lighting by Consumers Energy. They requested a final walkthrough on June 30th. They were informed on July 23rd that RCKC staff did a walkthrough on the 20th and he was never given a report from staff to address issues. He mentioned some of the road curbs had hairline cracks and RCKC staff requested a fix. He stated Mystic Heights had the same hairline cracks throughout their neighborhood and felt they were being held to a different standard. He stated RCKC will not support landscaping in the roadway and explained they had to continue to landscape due to erosion and other issues. He stated the construction guidelines do allow for landscaping in the road ROW and allowed for it in boulevards and cul-de-sacs. He understands it is hard for the Board to go against staff. He shared they feared bringing this in front of the Board before getting to this point because they have felt throughout this process fear of intimidation and feels they have been bullied. They did engage with Engineering and Public Relations Director Worden in the process several times and he worked out well. The landscaping that is there has no impact on any safety issues and we are motivated to keep it maintained. This is our most difficult relationship in both private and public sector. He stated County Engineer Minkus is an exceptional engineer and is sometimes embarrassed at some of the things that he finds. He stated County Engineer Minkus is busy, he is reviewing legal documents amongst other things that he is involved in which causes delays. He asked the Board to approve the roads and allow them to expand the maintenance agreement to do the landscaping as installed in the ROW. He mentioned that he gave the outstanding fee to Managing Director Johnson.

Managing Director Johnson shared there has been a lot of hands in the pot including the developer side related to who is handling what and shared that RCKC does have a checklist. The Board needs to deliberate on what is before them and the variance acceptance. She shared it is very difficult to sit here as the lead of this organization to hear that you have been bullied and intimidated. She requested to know who, what, when, where and how because that is something that is not tolerable and is not acceptable. Furthermore, that is not how we run a business; that is not how we run our organization, it is with ethics and morals. She stated if it were herself, she would like to know, and she thinks the Board would want to know. She stated that is not how we operate a public organization. Mr. Gesmundo questioned if he should answer those questions tonight. Commissioner

Buchholtz mentioned we do not need to know now. We need to deliberate on the variance request at this time and we will take that up in discussions at another time.

Commissioner Boersma questioned if Mr. Gesmundo had proposed language for the existing recorded maintenance agreement if the Board decided to move forward with the variance. Mr. Gesmundo shared he would have Hurley and Stewart expand the legal description and it would be a quick amendment. Commissioner Stehouwer shared his historic perspective from his background of moving miles of water main, sanitary sewer, railway, and public roads. He stated 20-30 years ago when people would put things in the public ROW such as septic systems and wells, it was the property owner's responsibility. Furthermore, projects are an inconvenience that must be dealt with. He mentioned if a well is in the way and our project upsets that well, it is the owner's responsibility to deal with. He stated if the Road Commission is inappropriately inconvenienced or maybe it is the public utility that has equal right to the ROW, the burden would fall in this situation on the developer and the landscaping. They would have to be remove or replace the landscaping and give notice. He believes the maintenance agreement includes that kind of language. County Engineer Minkus shared as Mr. Gesmundo had mentioned we do have requirements in place and maintenance agreement for boulevards either at entrances or cul-de-sacs. He stated those 2 locations are different from what is being asked of the Board today as far as the maintenance agreement. He explained in both cases where it's at an entrance in a boulevard or a boulevard of a cul-de-sac, when we are doing winter maintenance all of our efforts are moving that snow away from these islands where the landscaping is located. In this instance, at the entrance, we would be pushing snow towards the landscaping. Additionally, it is uphill in this development which could pose problems if there is heavy snowfalls and we cannot get the snow far enough off the road. Commissioner Buchholtz questioned if that was one of staff's primary concerns or if there is other safety or maintenance concerns that the RCKC has for landscaping that may encroach the ROW. County Engineer Minkus mentioned he is always looking at the future and what future staff is left with down the road. He explained as trees grow, they become mature and at some point, a large branch or a tree may eventually come down in this maintenance agreement area. He explained the first place a resident is likely to call especially in the middle of the night is the RCKC or 911 dispatch who would contact the RCKC. He stated it is highly unlikely the resident would call their Condominium Association. The responsibility would fall to the RCKC to ensure the road is open and passable safely. He shared there is not a maintenance agreement that can cover emergency situations and in the long run it is a safety concern. Commissioner Boersma questioned if it was possible to include in the maintenance agreement a bonding requirement. County Engineer Minkus shared the RCKC is responsible for 15 Townships in the County and we try to maintain some form of uniformity so we would not have to remember locations where there is something different or unique. He stated a bonding requirement is not preferred from staff's perspective. Managing Director Johnson shared the liability of a public roadway lies with the Road Commission in the traveled portion of the roadway and regardless we would respond in those instances when they occur. Commissioner Stehouwer stated the onus needs to be put on the association and spell out some of the requirements in the maintenance agreement. Discussion continued...

Commissioner Stehouwer moved and it was seconded to grant this variance for the landscaping contingent upon the maintenance agreement being mutually agreeable between Road Commission staff and Developer and address safety and maintenance concerns and the burden be borne by the Development's Association.

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Boersma moved and it was seconded to accept the Turning Stone Site Condominium contingent upon receipt of the remaining outstanding documentation required for acceptance and payment for any outstanding fees for inspection and to approve TCO 1667 Turning Stone Trail to STOP for 6th Street, TCO 1668 Limestone Ridge to STOP for Turning Stone Trail and TCO 1669 Turning Stone Trail to STOP for Slate Creek Pass and Sanctuary Woods Point. Mr. Gesmundo questioned if the driveway permits could be issued with acceptance of the roads. Managing Director Johnson shared contingent upon receiving all outstanding items that we had outlined previously and any other outstanding items that County Engineer Minkus had mentioned. Mr. Gesmundo asked County Engineer Minkus if the as built drawings are the last outstanding item. County Engineer Minkus shared that he will want to review all of the documentation and believes the as built is one of the last items he is waiting for.

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Buchholtz recognized the 2 citizens who were not given the opportunity to comment on non-agenda items and stated we will hear their comments before moving forward with Item B on the agenda.

Mr. Steve Kohler of 545 N. Berkley Street thanked Commissioner Boersma and Managing Director Johnson for attending the Neighborhood Citizen Group meeting last month. He shared the group is very concerned with the huge increase in traffic volume and speed that has been observed in the past 5 years. He stated Managing Director Johnson had mentioned that the RCKC is developing a Traffic Calming Policy which she thought would be modeled after the policy in place in Washtenaw County. He questioned the status of the policy and would the policy be available for public comment.

Mrs. Mary Grant of 1816 W. North Street shared in the last 10 years the neighborhood has experienced an influx of families with younger children. She stated traffic has increased from tolerable to unacceptable heavy traffic flow on North Street from people trying to avoid the one-way streets and stoplights in the City of Kalamazoo. Furthermore, W. North Street does not have any road width to add sidewalks. She hopes to find a common ground that will make the neighborhood safe.

Commissioner Boersma moved and it was seconded to approve the Michigan State Police (MSP) issued TCOs S 39-20-20 C Avenue from Douglas Avenue to 17th Street, SR 39-19-20 C Avenue from 12th Street to Douglas Avenue and S 39-18-20 14th Street from a point three tenths north of E Avenue to C Avenue in Cooper Township for the Managing Director's signature. The Cooper Township TCO's before the Board are as follows:

- S 39-20-20 C Avenue from Douglas Avenue to 17th Street, Cooper Township: Cooper Township submitted a resolution on February 12, 2018, for a speed study of C Avenue from Douglas Avenue to 17th Street. This section of road was unposted and had a speed limit of 55 mph. The speed study results found the 85th percentile speed to be 47.3 mph. Under this new TCO, C Avenue from Douglas Avenue to 17th Street will have a speed limit of 45 mph.
- SR 39-19-20 C Avenue from 12th Street to Douglas Avenue, Cooper Township: During the speed study on C Avenue previously mentioned, MSP determined that a review of the adjacent posted speed limit on C Avenue from 12th Street to Douglas Avenue was necessary. This was covered by a TCO for 45 mph dating back to 1983. The speed study results found the 85th percentile speed to be 53.92 mph and 56.6 mph in this road segment. This TCO would rescind TCO S 39-223-83 for the 45 mph leaving the road at an unposted speed limit of 55 mph.
- S 39-18-20 14th Street from a point three tenths north of E Avenue to C Avenue, Cooper Township: Cooper Township submitted a resolution on February 12, 2018, for a speed study of 14th Street from G Avenue to E Avenue. This section of road was unposted and had a speed limit of 55 mph. MSP determined that the scope of the study needed to include the adjacent segment of road from E Avenue to C Avenue as it was covered under an existing TCO for 45 mph dating back to 1982. The speed study results found the 85th percentile speed to be 49.42 north of D Avenue, 48.48 mph south of D Avenue, and 53.49 mph south of E Avenue. Under this new TCO, 14th Street from three tenths miles north of E Avenue to C Avenue would be 50 mph and 14th Street from G Avenue to a point three tenths north of E Avenue would remain unposted with a speed limit of 55 mph. This TCO would rescind TCO S 39-335-82 as it will be included in this new TCO S 39-18-20.

Managing Director Johnson shared speed studies take considerable amount of time and require partnership with the MSP and Townships. Speed studies may take up to 1 year to process and some even longer. It is a process according to state law and there is information posted to our website related to setting realistic speed limits. She shared ideal speed limits are set according to state law and typically the 85th percentile of the speed sample. She requested Traffic and Project Engineer Hoekstra to review a life of a traffic control and how to get to a traffic control order through speed study. Traffic and Project Engineer Hoekstra shared generally we receive speed study requests via resolution from Townships or by the Road Commission. In some cases, we have found speed limits that are incorrectly posted and the RCKC takes the initiative in those cases to notify the Township, correct the signs and begin

our own speed study. The next major step is data collection which cannot be done during the winter. Also, the count is invalid during inclement weather such as a rain event. He explained it must be a typical day and if there is a school the data must be collected when school is in session. He stated the studies are case by case driven. After the data is collected it is submitted to MSP for their review. The MSP may give us feedback such as they need to see another data point a mile down the road or they may want to extend the study or the boundary which could require another data point. Next the MSP collects roadway data that includes measuring the road, curvature, number of driveways on the road, sidewalks etc. MSP also pulls crash history including the types of crashes that have occurred. While all this is going on the RCKC and MSP drive the road and then schedule a meeting to discuss findings to come to a consensus of what the proper speed limit should be based on the data collected. The MSP must generate a Traffic Study Report (TSR) that is sent to Lansing for approval at the MSP level. Once the State approves the TSR a TCO draft is created and sent back for approval. Once it is approved by the RCKC Board a copy is sent to the County Clerk and MSP, signs are posted, and documentation is finalized. Managing Director Johnson shared when a speed study is completed the realistic speed limit can either stay the same, increase or decrease subject to the data that has been collected. Commissioner Stehouwer questioned if comments were received from Cooper Township regarding these speed studies. Traffic and Project Engineer Hoekstra shared that he and Engineering and Public Relations Director Worden met with both Cooper and Kalamazoo Townships. Commissioner Stehouwer shared these are roads he travels and noted C Avenue has a continuous double yellow or no passing. Furthermore, the road is hilly with driveways over the crest. He finds it difficult to set a higher speed limit considering those factors. Commissioner Boersma questioned how much discretion the RCKC have in setting a speed limit. Managing Director Johnson shared the RCKC, nor the MSP or Township set speed limits. It is those traveling the roadway that set the speed limit and that is by the 85th percentile by state law. Traffic and Project Engineer Hoekstra shared on C Avenue the hills and vertical terrain was discussed and extra data collection was taken due to the proximity of a hill. He stated speed studies consider driveways as well as vertical terrain. Commissioner Stehouwer questioned what the design speed of the road is based on engineering principals. Traffic and Project Engineer Hoekstra stated he would have to look at the record drawings. Commissioner Stehouwer shared he no longer practices as a Project Engineer but would have trouble putting his name to something that would claim that the design claims to accommodate 50-55 mph. He struggles with the engineering design parameter meeting those types of speeds. Commissioner Brennan shared communities everywhere struggle with the lack of funding for various activities such as enforcement departments reducing their numbers. Furthermore, we do speed studies and there is no one to enforce the speed limits. He questioned if this what we will continue to see going forward. Commissioner Buchholtz shared she has learned quite a bit from the MSP and the science behind speed studies. She stated you would think that if a speed limit were posted lower, that citizens would drive more slowly. She shared no one wants citizens speeding in front of their home for its dangerous for pedestrians, bicyclists, and little kids. If a police car is visible people will slow down, the minute the police car leaves studies have shown people drive faster. It does not maintain that level of behavior. Studies have shown we have the natural tendency to drive for conditions. It appears that we are awarding speeders but what we are doing is following what the prudent driver would do. If you set a speed limit artificially low, then you are giving pedestrians and bicyclists a false sense of security. She shared this is state law and once the data is collected there is nothing we can do. She learned after speaking with the MSP that if we don't approve these TCO's the speed limit would default to the general speed of 55 mph. Managing Director Johnson shared the MSP perspective is that if a speed limit is set properly then officers can spend their time doing other things because you are not creating an area where it's a speed trap. She commented on Commissioner Stehouwer's comments and stated from this organization's perspective we do have Professional Engineers and a Professional Traffic Engineer by certification and there is not a moment we don't think about our careers and the safety of the public when we put items before this Board. We certainly know in public service there are times when we are responsible and reliable for the decisions that are made as well. We may not like the methodology and we do look at state law and safety. Discussion continued...

Carried by the following roll call vote:

Aye: Buchholtz, Pawloski, Brennan, Boersma

Nay: Stehouwer

Commissioner Boersma moved and it was seconded to approve the Michigan State Police (MSP) issued TCO S 39-17-20 Nichols Road from West Main Street to G Avenue in Kalamazoo Township for the Managing Director's signature. The TCO before the Board is as follows:

- S 39-17-20 Nichols Road from West Main Street to G Avenue, Kalamazoo Township: During the speed study on 14th Street previously mentioned, MSP determined that a review of the adjacent posted speed limit on Nichols Road from West Main Street to G Avenue was necessary. This was covered by a TCO for 35 mph dating back to 1978. The speed study results found the 85th percentile speed to be 44.7 mph north of Barney Road and 42.89 mph south of Alamo Avenue. Under this new TCO, Nichols Road will have a speed limit of 45 mph from West Main Street to G Avenue. This TCO would rescind TCO S 39-239-78 as it will be included in this new TCO S 39-17-20.

Mr. Steve Leuty of 205 S Lauderdale and Trustee for Kalamazoo Township shared concerns regarding the speed study data. He stated the data was collected during a highly unusual COVID-19 time period, and not on a typical day. There is also a school on this road. He urged the RCKC staff to share his concerns with the MSP and to maintain Nichols Road existing speed of 35 mph.

Commissioner Buchholtz shared we have received over 100 comments by email. 2 were supportive of the change and the rest were not. The emails were addressed to herself and Commissioner Boersma and were also shared with the entire Board for their review. Furthermore, they will be made a part of the public record. Commissioner Boersma added we also received a letter from Kalamazoo Charter Township on this issue.

Mrs. Janet Grimm of 1715 Nichols Road shared making speeds greater does not make sense. Additionally, there is a school on this road and there are more cars on the road than there were in 1978 when this 85th percentile law was put into effect. She has seen people passing on Nichols Road. She mentioned there are sidewalks and bike lanes on either side and if the speed limit is raised there will be more accidents, noise, and noise pollution. She stated if this is a law and it must go into effect then why are we even discussing it.

Mr. Sean Fletcher of 1910 Nichols Road shared he has lived on Nichols Road for 2.5 months. He has noticed many speeding vehicles heading west on Nichols Road. He stated there are many walkers, cyclists and he does not agree the speed should be increased. He suggested more data before a decision is made.

Mrs. Sarah Matyczyn of 1910 Nichols Road echoed Ms. Grimm's comments. She added she has seen racing and passing on a double yellow line. Furthermore, there is constant pedestrian traffic, bicyclists, and there is school down the street where children cross to get to the school. Raising the speed limit will allow people to go faster. She stated if she sees a 35-mph speed limit she would drive 37 or 38 mph. If the speed limit were raised to 45 mph, she would drive 47 or 48 mph and shared that is pretty much the norm.

Mr. Ron Huster of 1314 Coolidge and President of the Westwood Neighborhood Association shared it sounds like there is a legality issue. He stated there are drivers all over who are ignoring the speed limit and safety laws and we need ways to control traffic calming. He mentioned the majority do not know how fast they are traveling. He stated there is no common sense to this with a school and crossing guard on Nichols Road. He shared the new Mulders project at the bottom of Ravine and Nichols Road is predicting 200 trucks a day. He shared if this were to pass, we would all regret it later. He stated this is not a highway it is a residential artery.

Janine Byler of 2921 Nichols Road echoed what the others have stated. She now understands about the law and the 85th percentile. She questioned why the MSP requested the added traffic study be expanded from Cooper Township. She is in the section of Nichols Road with no sidewalks and stated that this would be an unsafe speed.

Managing Director Johnson requested Traffic and Project Engineer Hoekstra to discuss speed zones in school areas and the future Nichols Road project. Traffic and Project Engineer Hoekstra shared we have federal funds to mill and resurface Nichols Road and Solon Street from the City limits to Ravine Road. We are also planning to fix drainage issues that are occurring in the uncurbed section of road between Grand Prairie and Alamo. He stated that section does not have curb and gutter and the water pattern flows off the road. We will also be replacing the current

traffic signal at Grand Prairie and Nichols Road. Kalamazoo Township and the RCKC are working together to put in a 4ft widen shoulder from Alamo to Ravine Road where there is currently no sidewalk. He shared school zones are also set under state law. We are working with the schools and jurisdictions to ensure the school zones are in compliance with state law that changed in 2017. We have met with most of the schools in the county except for Kalamazoo Public due to COVID-19. He mentioned the speed limit on Nichols Road can have a reduced speed limit for the school zone that can only be at certain times of the day per state law.

Mr. Sean Fletcher shared we have been waiting for weeks for information about the shoulder on Nichols Road and have heard nothing. Traffic and Project Engineer Hoekstra shared he is not aware of any communication with the residents and have been working with primarily Don Martin, Kalamazoo Township Supervisor and the design work has yet to be completed.

Commissioner Boersma questioned if Kalamazoo Township would have to initiate the request for a school speed limit zone. Traffic and Project Engineer Hoekstra stated that is correct but, in this case, they already have a zone and we would look at it in the lens of the new state law changes of 2017. Commissioner Pawloski questioned who bears the cost of speed studies. Managing Director Johnson shared the MSP for their time and the RCKC absorbs the cost for sign installation, staffing time and traffic counts. Typically, its approximately \$1300 per speed study that does not include MSP time. Commissioner Pawloski questioned how often we can request a speed study. Managing Director Johnson shared typically they are on the books for 10 years.

Commissioner Boersma shared Mr. Steve Kohler questioned if someone could share the section of the Michigan Vehicle Code stating how speed limits are set and shared the section of state law is Michigan Compiled Law (MCL) 257.628. Discussion continued...

Carried by the following roll call vote:

Aye: Buchholtz, Pawloski, Boersma

Nay: Stehouwer, Brennan

Commissioner Brennan moved and it was seconded to approve the Transportation Asset Management Plans. Managing Director Johnson shared the plans were reviewed on September 15th at the Board Work Session which included a presentation. Commissioners provided feedback some of which were typographical and some of which other adjustments were made. She stated the plans are due to the State of Michigan October 1st of this year. She shared recently there has been legislation that has passed putting more emphasis on asset management plans and how funding is allocated between primary and local road network. She appreciated Engineering and Public Relations Director Worden, Project Engineer Ausbury and all the team who worked on putting this together. Commissioner Boersma echoed Managing Director's comments and added he was grateful for the work of Engineering and Public Relations Director Worden and Project Engineer Ausbury in preparing these plans. He shared he is glad to see the leadership the RCKC provides statewide for asset management.

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Stehouwer moved and it was seconded to award the Portable Conveyor System Bid #2020-25 to AIS Construction Equipment Corp., sole bidder, meeting specifications for the 100' conveyor for \$326,542.00. Managing Director Johnson shared this was included in our Capital Outlay Plan and can be utilized for aggregates stored on our grounds and in our salt barn. It would help with compiling the salt in the barn rather than having our equipment and staff find ways to properly store salt. General Superintendent DeYoung shared the reason there was only 1 bidder was due to the 22-degree sloping capability our specs called for and the standard is 18 degree. Furthermore, the 22 degree accomplishes a higher stockpile. He shared it features a bolt on fixed hopper that can be unbolted and rotated to whichever direction you are loading from quickly. The unit would be constructed with stainless steel components and/or galvanized coating where possible to resist corrosion.

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Boersma moved and it was seconded to approve the Texas Township Delayed Payment Local Road Contract and include a 1.5% interest rate on the unpaid balance for the Chair's signature. Managing Director Johnson shared this road has been closed for some time due to flooding. Initially a temporary road gravel lift was completed to allow residents access. The township would like to proceed with this portion of the project. The total estimate is \$190,531 and there are no local road participation funds available. They are looking to do this with a delayed payment local road contract through our policy. As noted within the policy the Board has an option to include an interest rate related to this. In the past it was typically a 1.5% interest rate and the rate would only be applied to the unpaid balance. Commissioner Buchholtz questioned if Texas Township is aware an interest may be applied. Operations Director Bartholomew shared he made it clear when he sent an updated contract to the township and provided them with a copy of our Local Road Delayed Payment by Townships Policy.

- a. O Avenue – 350' west of Glenwynd Drive to 800' west of Glenwynd Drive, O Avenue – 2,300' west of Glenwynd Drive to 2,800' west of Glenwynd Drive, Road Grade Lift, HMA Base Paving.

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Pawloski moved and it was seconded to approve the Wakeshma Township Local Road Contract for the Chair's signature. Managing Director Johnson shared this is also a collaborative project with the Office of the Drain Commissioner.

- a. TU Avenue – 2,000' east of 39th Street at the Longley Drain; Culvert Purchase (30/70)

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Boersma moved and it was seconded to approve the Buy and Sell Agreement for Vacant Land and First Amendment to Buy and Sell Agreement for purchase of Vacant Land as described as undeveloped property on 26th Street north of N Avenue. Managing Director Johnson shared the current facilities have been reviewed for some time by the Board including an October 27, 2019 Board Presentation by Byce & Associates to upgrade our current facilities. We looked at varying degree of options and then were made aware of a property close to our current facilities on 26th Street in Comstock Township that became available. There was discussion as to whether the Board would consider purchasing the property for relocating our facilities in the future. We have had a lot of dialogue, information and research and stated we have a road system that is also in need of investment along with the fact that we have maintained these facilities very well. She worked with Attorney David Lewis, Lewis Reed & Allen instrumentally to work an offer for this parcel on 26th Street. It was listed at \$900,000 and initially we went in with negotiations at \$700,000. The purchase agreement before the Board is \$850,000. Attorney Lewis added the document consist of the original offer to purchase or Buy and Sell Agreement which is for the sake of simplicity following the Board of Realtors vacant landform which we added provisions to modify. In a response the sellers through their attorney proposed the first amendment that is also included in the packet which simply serves to modify a couple of the provisions in the original Buy and Sell Agreement. Those two documents together comprise the proposed agreement that the RCKC is being asked to consider. Commissioner Boersma thanked staff for finding this property and coming to an agreement.

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Managing Director Johnson shared that she, Commissioner Boersma and Kalamazoo Township Supervisor Don Martin attended the North Street neighborhood meeting. We have heard a lot today about speed and traffic studies and received many comments by email that were logged and are in our computer system as well as our service request system. She shared we received notice that the 2020 State Budget Bill was passed and does include and sustain the 2015 promise for the \$600 million for roads.

Commissioner Boersma shared the Environmental Health Advisory Committee (EHAC) has not met. He received an email from the Health Department regarding activities that are in progress on October 6, 2020. The Burroughs Corporation will be presenting groundwater exclusion zone request to the Kalamazoo Board of Commissioners Committee of Whole meeting. The second issue is Eastern Equine Encephalitis (EEE). The Health

Department is taking steps to monitor, and address mosquito warrant pathogens and aerial spraying will begin along with other steps in protecting the public from disease carrying mosquitos.

Commissioner Brennan shared the Board of Public Works (BPW) has not met and we will see what October brings.

Commissioner Stehouwer shared the Parks Commission will have their 2nd meeting in-person since COVID-19 in an outside pavilion at River Oaks. He thanked Michigan County Road Commission Self-Insurance Pool and Attorney William Henn, Henn Lesperance PLC for the seminar that included topics on abandoned roads and how to work with Drain Commissions. He appreciated the Joint meeting with Texas Township. He thanked staff for all their work and stated they make Commissioners jobs simpler even on difficult subjects.

Commissioner Pawloski thanked Texas Township for the joint meeting last night that he thought went very well.

Commissioner Buchholtz echoed sentiments regarding staff for their incredible hard work they have been putting in lately. She stated several employees attended the Board Work session for the simple reason they wanted to. She mentioned their dedication is recognized and appreciated. She continues to work with the Kalamazoo Bicycle Club (KBC) and others on non-motorized and had a meeting via zoom with the Cities of Kalamazoo and Portage to continue to coordinate. She should be able to participate by Zoom at the November 24th Board meeting. She will be absent at the October 13th Board meeting and may or may not be available by Zoom. She has been working on policies to bring back to the Board. Commissioner Boersma shared we had the opportunity to visit 8th Street in Oshtemo Township to view the lift project and ribbon cutting ceremony.

Commissioner Pawloski moved and it was seconded to adjourn.

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

The meeting was adjourned at 6:01 p.m.

Attest: Timothy A. Snow, County Clerk

By: _____, Vice Chair _____, Deputy Clerk

A special meeting for the abandonment of a portion of Pitcher Street and temporary road closure permit, 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, September 29, 2020. Commissioner Buchholtz called the meeting to order at 6:11p.m.

This meeting was held in accordance with Governor Gretchen Whitmer and the Michigan Department of Health and Human Services' [recommendations designed to help prevent the spread of Coronavirus Disease 2019 \(COVID-19\)](#) for the above stated date and time per [Executive Orders 2020-154 \(COVID-19\), \(2020-176\), and \(2020-177\)](#) declaring a meeting of a public body subject to the Open Meetings Act may be held electronically, including by telephonic conferencing or video conferencing, in a manner in which both the general public and the members of the public body may participate and also prohibiting any indoor social gatherings of more than 10 people statewide.

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

Also, present: Managing Director Joanna I. Johnson, Traffic and Project Engineer Jim Hoekstra, Administrative Assistant – Operations Tara Hendricks, Engineering and Public Relations Director Mark Worden, and Communications Administrator Elli Blonde.

Commissioner Buchholtz reviewed telephonic and video conferencing protocols.

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

Carried by the following vote:

Aye: Buchholtz, Stehouwer, Pawloski, Brennan, Boersma

Managing Director Johnson reviewed the agenda and background on the petition of the absolute abandonment of Pitcher Street.

- 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 Inc. (GPI) which is one of the main property owners abutting the road.
- On Tuesday, February 18, 2020 the Board held Public Hearing regarding the Petition for absolute Abandonment and Discontinuance of Roadway or Portion Thereof to Abandon Pitcher Street.
- On February 19, 2020 RCKC received a permit application for a temporary road closure.
- On September 17, 2020 RCKC received a Traffic Study.

Mr. Miller, Senior Vice President of Engineering and Technology for GPI provided information on the status of GPI construction. He stated they are 90 percent complete with the building. Mr. Miller stated that there were two tasks for GPI to submit a permit for a temporary road closure and for a traffic study. Mr. Miller stated did submit a permit application for a two-year temporary road closure which he has not received yet, however he has been in communication with staff. Per the Board's request, GPI completed a speed and traffic study. The speed study showed that 93 percent of the traffic is driving over the speed limit. He stated the main reasons for the abandonment request remain speed, theft and crime, property damage, the safety of GPI contractors and employees, reduces dumping and littering and it supports future development. Further review of the road use would be necessary should the US 131 full interchange be addressed in the future. He stated in regard to the City of Kalamazoo (City) letter from James Baker; Question 1, How would the remaining section of North Pitcher Street safely dead-end into the property? Mr. Miller stated they originally submitted that they would put a cul de sac in place in the portion to potentially be abandoned; Question 2, Since this is a major non-residential north-south street, how would its closure impact emergency response access and times? Mr. Miller stated they would have a gate at the end of the road where there would be a universal lock; Question 3, If the section is abandoned the only remaining connecting street north of Paterson Street will be Prouty Street, which is primarily a residential street. What steps will be taken to minimize cut-thru traffic? Mr. Miller stated we spoke about that last time. He stated

Clerk Int'l _____

he did not see why anyone would come up that way as there is not an easy path to get out. He stated he did try to reach James Baker and was unsuccessful prior to this meeting GPI are the main users of the road and he can't see that they would start using Prouty Street. He stated that they did apply for a temporary road closure for two-years and now there is about 14 months of construction remaining. He stated the part that is important to them is to get this started so we can protect our employees, the community from the high speed of travel.

Don Martin, Kalamazoo Township Supervisor, stated the high point is safety. With one hundred to two hundred people working now and if add more people that is a lot of people that we are concerned about safety. He provided a letter from the Township in support of a permanent closure of the road or a temporary basis and then to a permanent closure. He stated that he is in support of the growth of Kalamazoo as GPI is growing. There will be more jobs available.

Commissioner Buchholtz asked Mr. Miller about a turnaround, did he anticipate keeping it as a road at Mosel? Also, did he plan on working with the City abandon that portion? Mr. Miller stated, their plan would be to maintain it. Secondly, if the Road Commission portion got abandoned that would solve the problem he is looking to solve. He stated he didn't know if it would be in the best interest to abandon the City's portion as it is more complicated. Traffic and Project Engineer Jim Hoekstra shared the basis of the traffic study was that the road at Mosel would be closed and not in use.

Commissioner Boersma, asked staff if road was to be abandoned can a driveway permit be issued with current Road Commission policy? Managing Director Johnson, stated when and if a road gets abandoned it becomes property of the adjacent property owners and when there is a land use change on property that is an opportunity for the Road Commission to review the standards of access. In reviewing this issue, it is her understanding that access would still be within our current policy guidelines in its existing location. She asked Traffic and Project Engineer Hoekstra for guidance regarding this question. Traffic and Project Engineer Hoekstra stated he thought that we could probably allow a driveway at this location however, he believed that based upon the study completed by GPI the trips were coming out of Patterson. Based on the study it was to be closed. Mr. Miller stated yes that is correct. If there was a gate, we would keep it closed. Everyone would go south to Patterson. Commissioner Boersma, stated the letter from the City was not in support of an abandonment, therefore he does not feel comfortable moving ahead without the City's support. Discussion continued.

Commission Pawloski, stated that the City pointed out that no dialogue has occurred, to the City's knowledge, with the nearby residents or the Northside Association for Community Development who will be affected by this closure? Are there any plans to get neighborhood buy in? Mr. Miller stated it is a good comment and good questions. On this topic we have not however he stated he would certainly do that. In his opinion the speed and traffic study show it is beneficial to the neighbors.

Commissioner Pawloski, stated if US 131 was reconstructed GPI would use Pitcher Street as an entrance to get to the new highway. However, the problem is if we abandon it then how does it get put back in the public road system. Mr. Miller stated this would be something they would have to look into as to where they would have access.

Managing Director Johnson, stated that as a reminder this is an all-season primary road and if the US 131 Interchanged would be reconstructed in the long term, it could potentially be a route that they would utilize. Mr. Miller mentioned it would be what is most desirable for the driver. Discussion continued.

Commissioner Pawloski asked if Wright Coating planned on staying in the same location? Mr. Miller stated yes, they are staying there. We have had discussion with them if we did shut the City portion down that we would need to provide them access to their building.

Commissioner Pawloski asked if the City of Parchment is aware of the potential abandonment? Township Supervisor Martin stated yes, the City Manager is aware of it and is all for it.

Commissioner Buchholtz stated if there was a cul-de-sac then it could potentially cause more problems if there is not proper signage. Township Supervisor Martin stated that when it was closed in the past there were hardly any signs previously therefore not causing an issue.

Commissioner Buchholtz stated they have two issues in front of them. One is the temporary permit and the other is the abandonment. Commissioner Boersma stated his concern of approving an abandonment without the City's support. Commissioner Buchholtz stated that possibly we could approve an abandonment with the contingency of the City's support. Commissioner Boersma suggested they look at the temporary road closure permit, however he asked if that would mean when it is up would GPI have to come back to the Road Commission and go through this again? Commissioner Brennan asked how long is a typical road closure permit for? Managing Director Johnson stated that they are typically used for other, parades, block parties, etc. It is usually a short period of time. Engineering and Public Relations Director Mark Worden stated that we have allowed temporary road closure in the past but not normally a long-time frame. Commissioner Stehouwer stated he is in support of a temporary road closure. He stated that a 14-month time frame would be a good start and with all the construction it should have been closed earlier.

Commissioner Stehouwer moved and it was seconded to grant a 6 month temporary road closure permit, as amended and to be renewed up to 14 months authorized by staff, or until construction is done meaning all contractors are gone and the plant is operating. Commissioner Stehouwer stated he would put forth a motion for a 14-month temporary road closure. Commissioner Stehouwer moved and it was seconded for a 14-month temporary closure. Managing Director Johnson stated that for clarification what we have before us is for a 2-year temporary road closure. Commissioner Pawloski stated he is in support of the motion for a temporary road closure. Commissioner Pawloski stated that yes, he would like the more communication with the City. When he first thought of the abandonment, he thought both sides would be abandoned. He would like the communication to be there with the City as we want to work with the City. Commissioner Boersma suggested doing a resolution that would state that we are interested in an abandonment upon the City's support. Discussion continued.

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Boersma stated that we could do a resolution that would state this Board approves an abandonment pending the City's support in writing. We could do a motion to table the abandonment pending the outcome of the resolution. Commissioner Buchholtz stated we could do the resolution at a regular Board meeting. Managing Director Johnson shared currently Pitcher Street is on our 2023 Primary Road Capital Improvement Plan (CIP). Also, she mentioned there is a county drain, so that anything that is done the Road Commission does reserve the right of access for any utilities. In the packet there is a sample resolution and the Board could modify it. Managing Director Johnson, stated the main point is that is the board needs to decide is are you in favor of abandonment of the road or not based on the usage of the roadway and does abandoning solve the problems of littering, speed and what those issues that were discussed. Discussion continued.

Commissioner Pawloski, moved and it was seconded by Commissioner Stehouwer, to make a motion that we postpone action until the next Board meeting October 13, 2020, to potentially adopt a resolution that states we are in agreement to grant the petition of abandonment contingent upon the City of Kalamazoo's support.

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

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 07:47 p.m.

September 29, 2020 –Pitcher Street Special Meeting

Vice Chair Int'l _____

Clerk Int'l _____

Attest: Timothy A. Snow, County Clerk

By: _____, Vice-Chair _____, Deputy Clerk

The regular meeting of the Board of County Road Commissioners of the County of Kalamazoo was held by telephonic and video conferencing and in-person on Tuesday, October 13, 2020. Commissioner Pawloski called the meeting to order at 3:01 p.m.

In-person public participation continues to be limited based on the [Department of Health and Human Services Emergency Order Under MCL 333.2253](#) to a total attendance of 10 persons. Members of the public body may participate by electronic means by joining Zoom Video Conferencing Board Meeting by internet or by telephone.

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

Also attending: Manager Director Joanna I. Johnson, Finance Director Ann Simmons, Operations Director Travis Bartholomew, Engineering and Public Relations Director Mark Worden, County Engineer Ryan Minkus, Traffic and Project Engineer Jim Hoekstra, Communications Administrator Elli Blonde, Administrative Assistant – Operations Tara Hendricks, and Administrative Assistant Selena Rider.

Commissioner Pawloski reviewed telephonic and video conferencing protocols.

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

Carried by the following vote:

Aye: Stehouwer, Pawloski, Brennan, Boersma

Commissioner Boersma moved and it was seconded to approve the September 28, 2020 Texas Township Joint meeting, September 29, 2020 Telephonic and Video Conferencing regular Board meeting, and September 29, 2020 Pitcher Street Special meeting minutes as presented.

Carried by the following roll call vote:

Aye: Pawloski, Stehouwer, Brennan, Boersma

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

Payroll Account	\$	131,512.74
Vendor Account	\$	816,898.84

Carried by the following roll call vote:

Aye: Pawloski, Stehouwer, Brennan, Boersma

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

Carried by the following roll call vote:

Aye: Pawloski, Stehouwer, Brennan, Boersma

Managing Director Johnson shared in 2011 Traffic and Project Engineer Hoekstra was the Traffic Engineer who we shared with the City of Kalamazoo. Today he will give a PowerPoint Presentation regarding traffic signals and what we have been trying to do to optimize the signals that we have across the county. Traffic and Project Engineer Hoekstra shared the RCKC has 48 traffic signals and 40 flashing beacons. The average age of RCKC signals is 11 years. He stated RCKC targets a life cycle of 20-30 years with replacement of electronics every 10-15 years. The average cost of a signal is \$250,000.00 and the average annual maintenance cost for our system is approximately \$155,000.00. He explained an engineering study of traffic conditions, pedestrian characteristics, and physical characteristics of the location shall be performed to determine whether installation of a traffic control signal is justified at a particular location per the Michigan Manual on Uniform Traffic Control Devices (MMUTCD). Furthermore, signals are justified for installation using 8 warrants specified in the MMUTCD. He mentioned warrants are based primarily on traffic volumes and crashes. The MMUTCD also specifies when signals should be removed. He shared the grey cabinets house all electronic controls for the signals and explained what is inside the

cabinets including a detector rack, battery back-up, video detection system conflict monitor, monitor, controller, load switches, wiring terminals, batteries, a fan for heating/cooling, and a drawer for technical drawings/documents. He explained Video Detection Improvements and Red Protect Signal Operations which involves holding the red light when a vehicle is anticipated to run the light based upon its speed and distance from the signal. He mentioned video feeds are not recorded. He explained signal communications and shared the RCKC utilizes fiber optic and radio communications for traffic signals. Signal communications provide for remote observation and maintenance to signals across the county. He shared RCKC uses Centracs software for management of the data. He stated the Institute of Transportation Engineers (ITE) studies have shown that signal retiming reduces overall travel time by 13%. He shared we are reviewing options for maintenance alerts and scheduling set-up for events such as flashing red/controller failure, power outages and equipment malfunctions including detection, pushbuttons, and battery backup. He discussed congestion mitigation and answered various questions by Road Commissioners. Managing Director Johnson questioned what citizens should do when approaching a flashing red signal due to power outage. Traffic and Project Engineer Hoekstra shared citizens should stop at both dark signals and flashing red signals.

Commissioner Boersma moved and it was seconded to approve the Resolution of Abandonment Closure of Pitcher Street, Kalamazoo Township for the Vice Chair's signature. Managing Director Johnson shared on September 29, 2020 the RCKC Board held a special meeting to discuss the Abandonment and Temporary Road Closure permit. The Board approved a motion to grant a 6-month temporary road closure permit, to be renewed up to 14 months authorized by staff, or until construction is done meaning all contractors are gone and the plant is operating. The Board also made a motion to postpone action until the next Board meeting October 13, 2020, to potentially adopt a resolution that states we agree to grant the petition of abandonment contingent upon the City of Kalamazoo's written support. It is our expectation Graphic Packaging will work with the City of Kalamazoo to obtain their written support. Commissioner Boersma shared this resolution reflects what the Board's intention was at our last meeting on the subject. Furthermore, it reflects that the abandonment needs to be tied to a decision by the City of Kalamazoo. He stated this is in the best interest of the public and either the City of Kalamazoo supports this in which case the abandonment goes through or the City will not support this in which case the abandonment will not go through. Commissioner Brennan echoed Commissioner Boersma's comments.

**NOTICE OF ABANDONMENT OF: PORTION OF PITCHER STREET,
KALAMAZOO TOWNSHIP**

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

WHEREAS, THIS Board has determined that it is in the best interest of the public that the highway or portion of highway or road described in this resolution be absolutely abandoned and discontinued contingent upon the written support from the City of Kalamazoo.

NOW THEREFORE, BE IT RESOLVED, that the following described highway or portion of highway or road be and hereby is absolutely abandoned and discontinued as a public highway contingent upon the written support from the City of Kalamazoo within fourteen (14 months) from September 30, 2020. If written support is not obtained as stated, this abandonment resolution will be null and void and considered not in the best interest of the public:

PITCHER STREET, KALAMAZOO MI

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

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

Carried by the following vote:

Aye: Pawloski, Stehouwer, Brennan, Boersma

Commissioner Stehouwer moved and it was seconded to approve the final design plan cover sheet, grading permits and Right-of-Way (ROW) easements for the U Avenue project between Oakland Drive and Portage Road in Schoolcraft Township for the Board and Managing Director's signatures on the plan cover sheet. Managing Director Johnson shared on July 23, 2019 the Board approved a resolution supporting this safety project. The project includes shoulder widening to 6 foot with 3 feet paved / 3 feet gravel shoulders, construction of a center left turn lane at the intersection of Portage Road to help reduce the number of left turn crashes, and superelevation and signage improvements in the curves on U Avenue. Along with this widening, the entire road surface will be milled and paved. The RCKC engineering consultant Moore & Bruggink is ready to turn in final plans to the Michigan Department of Transportation (MDOT) for the January 2021 bid letting. Also, there are some tree removals that are part of the project along with grading permits and ROW easements.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Brennan, Boersma

Commissioner Stehouwer moved and it was seconded to approve the Resolution of Support of the Draft Kalamazoo County Street Naming and Addressing Policy, Procedures and Guidelines for the Vice Chair's signature. Managing Director Johnson thanked Traffic and Project Engineer Hoekstra for his assistance in working on this and explained that he helps maintain the street name signage along our roadways. The Kalamazoo County Street Directory was approved on November 3, 1994 and was amended on February 7, 2002. She shared with a coordinated effort by the County Planning, Kalamazoo County Consolidated Dispatch Authority and the RCKC, we worked together in reviewing the road naming throughout the county. On August 20th two informational sessions were held inviting various stakeholders to review the existing guidelines, changes and the importance of a process. We requested feedback and the main feedback received was to improve the response time as the review moves through our agencies. On October 1st she participated in the Kalamazoo Metropolitan County Planning Commission meeting where they approved a resolution to support and recommended to the County Board of Commissioners to support the amended policy potentially at their meeting on November 4th and then potential action at their November 17th meeting. Another intricate part of this is addressing. We as the Road Commission do not handle any of the addressing but we are the naming authority as it relates to roads within the Townships. Furthermore, those come before the Board sometimes within plat developments and sometimes within the year-end Act 51 certification process if there are name adjustments or abandonments. Commissioner Stehouwer questioned if Township support is expected. Managing Director Johnson shared they have been provided opportunity to weigh in and some participated in the informational session. County Planning was planning on sharing the resolution of support to them as well to potentially weigh in officially. She stated not every Township participated in the informational sessions nor did every City. She does not have official word from the County that every entity within the County is going to pass the resolution of support. She shared there are many Townships that still use consultants to handle their addressing.

**Resolution of Support for the Kalamazoo County Street Naming and
Addressing Policy, Procedures and Guidelines
October 13, 2020**

WHEREAS, the Kalamazoo County Street Directory was approved on November 3, 1994 and amended on February 7, 2002 by the Kalamazoo Metropolitan County Planning Commission; and

WHEREAS, as Kalamazoo County develops, the construction of new streets requires new street names and standardized numeric addressing as well as the ability to adjust existing road names and addresses; and

WHEREAS, it is important to establish a coordinated and efficient system of naming and addressing countywide which is critical to the Kalamazoo County Geographic Information Systems (GIS) and emergency services; and

WHEREAS, a coordinated effort and information has been shared and presented by the County of Kalamazoo, Kalamazoo County Consolidated Dispatch Authority and the Road Commission of Kalamazoo County; and

WHEREAS, on October 1, 2020 the Kalamazoo Metropolitan County Planning Commission approved a resolution to support and recommended to the County Board of Commissioners to support the amended policy; and

NOW THEREFORE BE IT RESOLVED; the Board of County Road Commissioners of the County of Kalamazoo supports the coordinated effort and the updated 2020 Kalamazoo County Street Naming and Addressing Policy, Procedures and Guidelines including the Kalamazoo County Street Directory.

Carried by the following roll call vote:

Aye: Pawloski, Stehouwer, Brennan, Boersma

Commissioner Brennan moved and it was seconded to award Bid #2020-26: Tree Work #4 Countywide,

- Area 1 to Chop, low bidder meeting specification for Job # 1 – 27 for \$22,010,
- Area 2 to American Arbor, low bidder meeting specifications for Job #28 – 56 for \$23,575.50,
- Area 3 to Chop, low bidder meeting specifications for Job # 57 – 65 for \$10,470 and
- Area 4 to American Arbor, low bidder meeting specifications for Job # 66 – 109 for \$42,230.75

For a total bid price of \$99,286.25. Managing Director Johnson shared in this bid, the fourth tree bid for 2020, the RCKC received and opened 4 bids. There are four areas with a total of 109 jobs included. The deadline for the tree removal is December 15, 2020. This might be our last bid that our Forester who has been our consultant for 30 years will assist in putting together. She gave a big shout out and thank you to Forester Mike Graham for working with us and using his expertise and knowledge of determining the status of trees throughout the county.

Carried by the following roll call vote:

Aye: Pawloski, Stehouwer, Brennan, Boersma

Commissioner Stehouwer moved and it was seconded to approve the Temporary Grading Easements for CD Avenue at 26th Street culvert replacement project in Richland Township. Managing Director Johnson shared a local road contract for 2021 construction at an estimated cost of \$328,124.00 was signed by Richland Township and the Board in September 2020. The design is completed, and the cost estimate determined to be \$282,000.00. The project is planned to be bid in the fall of 2020 and constructed in 2021. To complete the design, our consultant determined some temporary grading easements were needed beyond the ROW. Our consultant, Wightman Associates, Inc. (WAI) created the necessary temporary grading easements and worked with the property owners to obtain their signatures.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Brennan, Boersma

Commissioner Stehouwer moved and it was seconded to approve the revised warranty deed for the Miller Drive, Comstock Township portion of property purchase 10373 Miller Drive ID 07-24-380-020 for the Managing Director's signature. Managing Director Johnson shared this a continuation of the Miller Drive property sale. In reviewing the title work we found a deed that specifically had a triangular piece dedicated with the following language: "The above described parcel being conveyed to the Board of County Road Commissioners of the County of Kalamazoo for the specific purposes including drainage conveyance and retention and driveway access to the abutting parcels." As we reviewed the project information and data, we were not able to clearly locate why this language was within the deed and we do not think any of those are issues at this time. The revised warranty deed would terminate, relinquish and forever release the terms, covenants, and conditions from those previously approved. In working with our Attorney David Lewis, Lewis Reed & Allen, Rachel Foster, of Warner Norcross & Judd and the buyer William Dorrance we are recommending this process to continue to proceed with the sale of the property accordingly. Attorney Foster shared Managing Director Johnson accurately described the issue and the strategy that they recommended, and that Attorney Lewis agreed to in order to move forward with the real estate transaction.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Brennan, Boersma

Managing Director Johnson advised that the Drake Road project has been very busy in terms of final paving. Traffic and Project Engineer Hoesktra shared pavement markings are expected tomorrow. Operations Director Bartholomew provided an update on O Avenue and stated the road is expected to be open at the end of the month. Managing Director Johnson shared the RCKC was awarded a local bridge program project on N. Sprinkle Road over Springbrook. She explained the bridge was built in 1998 and the total project is estimated at \$172,000.00 which is 95% from the local bridge program and the remainder is the RCKC's responsibility. She mentioned there were 77 applications to the local bridge program that totaled over \$42.5 million in estimates. The availability for our region was \$4.2 million. She mentioned the in-person Climax Township Joint meeting is tonight at 6:00 p.m. with limited attendance. We sent out the draft Neighborhood Traffic Management Policy to our Township partners and stakeholders for feedback. She also requested Kalamazoo Township to share the policy with various neighborhoods to provide feedback as well. We are doing our best under the circumstances with all that is related to COVID-19. She shared as an organization "Safety First" and we are doing our best to follow the guidelines to ensure the safety and best practices of our workplace and those who visit us. On Friday, October 16th, we are planning to move forward with our mandatory Safety Day. Although the RCKC office will be closed we will continue with public service. She thanked Traffic and Project Engineer Hoekstra for the presentation on Traffic Signals.

Commissioner Boersma shared the Environmental Health Advisory Committee (EHAC) has not met due to COVID-19 concerns. He emailed the draft Traffic Calming Policy to a representative of the group who he and Managing Director Johnson met with in August in Kalamazoo Township as well as to other interested community members. He had the opportunity to meet with the President of the Kalamazoo Bicycle Club (KBC) Doug Kirk who expressed some concerns regarding an issue that Commissioner Buchholtz is taking the lead on.

Commissioner Brennan shared the Board of Public Works (BPW) did not meet last Friday. On October 7th he had the opportunity to attend the Brady Township Joint meeting with Operations Director Bartholomew who gave a very nice presentation to the Township that was well received. He shared the Township is coming to the realization that they have a big problem with funding and roads. Furthermore, they are understanding that their opportunities for success going forward will involve returning mileage to gravel. They raised concerns over the expense for culvert projects and are coming to the realization of how many culverts they have and may need work. Operations Director Bartholomew committed to working directly with them to eliminate as many hardships as possible moving forward. The Township understands they are restricted on funding. He will be attending the Climax Township Joint meeting tonight. He also had the opportunity to discuss with Mr. Kirk several of his concerns and addressed with him the fact that through Commissioner Buchholtz we are working to resolve those issues. He also suggested that he should consider that his timeline is not exactly everyone's timeline.

Commissioner Stehouwer shared that we are happy to meet with all Townships as a whole Board as COVID issues allow. He understands limited attendance and appreciates the virtual meetings and encourages the engagement. Ross Township is dedicating their improvements at a park this Saturday. This morning there was a County Road Association (CRA) seminar on Public Relations. He gave kudos to the speakers including Communications Administrator Elli Blonde. He explained the first hour included engagement with other Road Commissions on how to handle public relations and the second hour dealt with managing employees on social media and building positive rapport. He plans to attend the Southwest Council meeting on November 9th. The Park Commission did meet in-person in a pavilion at River Oaks on October 1st. He participated in a tour in the Upper Peninsula. He shared it was good to go through 30 different counties within our state and experience all types of roads. Managing Director Johnson also gave kudos to Communications Administrator Elli Blonde for capturing, delivering and being a part of the CRA Public Relations Panel and representing the RCKC so well. She mentioned the RCKC looked very professional and she appreciated the presentation and the time that was put forth.

Commissioner Pawloski thanked Commissioner Buchholtz for working with Mr. Kirk. On behalf of the Board he congratulated Forester Mike Graham on his future retirement.

Commissioner Boersma moved and it was seconded to adjourn.

October 13, 2020 Telephonic and Video Conferencing/In Person Regular Board Meeting

Chair Int'l _____

Clerk Int'l _____

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

The meeting was adjourned at 4:34 p.m.

Attest: Timothy A. Snow, County Clerk

By: _____, Chair _____, Deputy Clerk

October 26, 2020 Kalamazoo Township Joint Meeting

Chair Int'l _____

Clerk Int'l _____

A joint meeting of the Board of County Road Commissioners of the County of Kalamazoo and the Kalamazoo Township Board of Trustees was held by telephonic and video conferencing on Monday, October 26, 2020. The joint meeting began at 5:31 p.m.

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

Absent: David C. Pawloski

Also, present: Managing Director Joanna I. Johnson, Operations Director Travis Bartholomew, Engineering and Public Relations Director Mark Worden, Kalamazoo Township Supervisor Don Martin, Treasurer Sherine Miller, Trustees Warren Cook, Nicolette Leigh, Steven Leuty, Jennifer Strebs and Manager Dexter Mitchell.

Following introductions Managing Director Johnson advised of having PowerPoint slides available, however understands the Board preferred discussion. Supervisor Martin suggested sharing the PowerPoint slides. Engineering and Public Relations Director Worden shared participation fund trends. Managing Director Johnson advised we are currently reviewing the local road participation (PAR) funds as part of the 2021 budget. She anticipates them remaining the same. Engineering and Public Relations Director Worden explained the amount of PAR funds is a greater percent of Michigan Transportation Fund (MTF) due to anticipated reductions in 2021. He also reviewed the Pavement Surface Evaluation and Rating (PASER) data and shared pictures of drainage improvements on Winding Way.

Trustee Strebs inquired about Eastern Equine Encephalitis (EEE) with standing water in the ditching on Winding Way. Supervisor Martin mentioned EEE is something they could look into with the health department.

Both Operations Director Bartholomew and Engineering and Public Relations Director Worden reviewed the flooding project and 8th Street improvements in Oshtemo Township.

Treasurer Miller mentioned that she receives daily updates and appreciates those updates. She questioned what the best way is to stay connected. Managing Director Johnson explained how to sign up for RCKC Connect. Trustee Leigh questioned how to stay connected with construction projects. Managing Director Johnson explained the weekly news release and by signing up for RCKC Connect.

Trustee Leuty shared his appreciation for the good relationship with the Road Commission. He requested a review of the erosion and flooding issues on Academy Street into the park. He shared his research related to the Michigan Vehicle Code and speed limits that included the need for unanimous support, including the Township, requirement of an engineering study, information from Europe, concern of speed limits spinning out of control, and the risks of safety and death.

Trustee Strebs inquired about the 8th Street project and potential future water levels. Managing Director Johnson shared the project on 8th Street was a temporary road lift that allowed the road to reopen safely. Furthermore, we do not know long term if the road lift will be sustainable due to the issues related to water levels across the state.

Trustee Leigh inquired about the neighborhood policy related to traffic calming. Managing Director Johnson explained the policy was shared with the Townships including Supervisor Martin and Manager Mitchell in early October. She mentioned the Townships requested additional time for feedback. The RCKC welcomes feedback and understands the main issues are length of time to review and funding. She asked that a suggested solution also be provided. Supervisor Martin agreed and shared a few Townships had feedback and mentioned a meeting was scheduled. Commissioner Buchholtz requested the meeting be shared and that it may be more productive to have the meeting with RCKC present. Supervisor Martin stated he would share this information and get back to her.

October 26, 2020 Kalamazoo Township Joint Meeting

Chair Int'l _____

Clerk Int'l _____

Supervisor Martin shared it has been a joy and thanked the Road Commission for attending.

The meeting adjourned at 6:20 p.m.

Attest: Timothy A. Snow, County Clerk

By: _____, Chair _____, Deputy Clerk

The regular meeting of the Board of County Road Commissioners of the County of Kalamazoo was held by telephonic and video conferencing and in-person on Tuesday, October 27, 2020. Commissioner Buchholtz called the meeting to order at 3:00 p.m.

In-person public participation continues to be limited based on the [Department of Health and Human Services Emergency Order Under MCL 333.2253](#) to a total attendance of 10 persons. Members of the public body may participate by electronic means by Joining Zoom Video Conferencing Board Meeting by internet or by telephone.

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

Also attending: Manager Director Joanna I. Johnson, Finance Director Ann Simmons, Operations Director Travis Bartholomew, Engineering and Public Relations Director Mark Worden, County Engineer Ryan Minkus, Project Engineer Rebekkah Ausbury, Communications Administrator Elli Blonde, and Administrative Assistant Selena Rider.

Commissioner Buchholtz reviewed telephonic and video conferencing protocols.

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

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Boersma moved and it was seconded to approve the October 13, 2020 Telephonic and Video Conferencing regular Board meeting minutes as presented. Commissioner Stehouwer shared the Board approved the Resolution of Abandonment for Pitcher Street. He explained the title was very clear "Portion of Pitcher Street, Kalamazoo Township" and further down in the resolution it read "Pitcher Street, Kalamazoo, Michigan. He questioned and clarified it was clear that it's Pitcher Street from Kalamazoo City limits to Mosel Avenue, Kalamazoo Township.

Carried by the following roll call vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

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

Payroll Account	\$	135,687.80
Vendor Account	\$	402,261.01

Carried by the following roll call vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Ms. Cheryl Craven of 366 W. Crooked Lake Drive provided pictures and shared drainage concerns. She explained there is drain that runs from the road down through her neighbor's property and they are both having the same drainage issue. The drain has caused a rut and sinkhole that she keeps filling. The water is washing away her terrace and stone. She mentioned the drain has been there for 50 years and the person she spoke with explained to her that there was an extension put on and the drain did not belong to the RCKC. She has had no trouble with the drain until the water level went up. She stated the sand has previously been blown out and now the RCKC has stopped maintaining the drain. She mentioned potentially her retaining wall could collapse. Commissioner Buchholtz shared with Mrs. Craven that we will follow-up as necessary for additional information and will get back with her.

Mr. Scott Sylvester of 921 Treasure Island Drive shared concerns regarding the gravel on Treasure Island Drive that residents have been dealing with for 2 years. He was told at the Texas Township meeting last night that the RCKC has moved the Treasure Island Drive project to 2022 which he opposes. He shared there has been little to no transparency from the RCKC to the residents. He believes the gravel could have been removed this fall and stated he is very frustrated. He shared the Township stated at their meeting that the RCKC partners with the

Township to address roads every 7-10 years for maintenance. He stated his road has been cracked filled once or twice and has not been resurfaced in 27 years. Commissioner Buchholtz shared the RCKC team has been working very closely with the Township due to flooding issues. She also mentioned Treasure Island Drive is a local road which means that we need to partner with the Township on projects on those roads. Furthermore, we cannot expend our funds, it needs to be matched by the Township and we will work with them as we look to the future. She thanked Mr. Sylvester for his comments and shared that someone will get back with him.

Mr. Thomas Rogers of 895 Treasure Island Drive followed up on Mr. Sylvester's comments regarding the gravel issue. He stated the gravel is a nuisance and would like to see the gravel scheduled to be removed. Commissioner Buchholtz shared later today we will be looking at our Capital Improvement Plan (CIP) for the next 5 years for primary roads. She explained Treasure Island Drive is a local road which will be a collaborative effort that will be worked on with the Township.

Commissioner Boersma moved and it was seconded to receive the memo from Kalamazoo Township regarding Nichols Road Speed Limit dated October 15, 2020. Managing Director Johnson shared we participated in the Kalamazoo Township Joint meeting last evening and had feedback from Trustee Steven Leuty who provided additional comments in relation to the previous correspondence that we have received. We want to acknowledge the previous correspondence and various public feedback. We received correspondence from the Township on September 25th, October 5th, and October 15th.

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Stehouwer moved and it was seconded to accept the extension of the Hidden Cove Place (1,181 feet or 0.22 miles) of local roadway in the Forest Cove development located in Section 15 of Texas Township contingent on the submission of title insurance and the completion of all constructed items. Managing Director Johnson shared on April 10, 2019, the Board approved the preliminary plan sheet for the Forest Cove development after which construction proceeded. On August 6, 2019, the Board denied the variance request for leaving the existing cul-de-sac at the end of the original section of Hidden Cove Place to extend the new section of road off that cul-de-sac. Construction plans were approved in November 2019 and construction began in early 2020. The final layer of asphalt was paved on September 2, 2020. The developer is utilizing a public drainage system that will be owned and maintained by the Kalamazoo County Drain Commission (KCDC) with a 433 agreement. This gives the RCKC the right to drain all the development roads into the three storm basins located within the development. RCKC has received the as-built drawings, Temporary Cul-de-sac Easement, 433 Drainage Agreement, Certificate of Liability Insurance, Benchmark, Warranty Deed and Soil Erosion and Sedimentation Control Letter of Understanding. The developer is still awaiting title insurance documents and will submit those as soon as they are ready. Lauren with Jim Roberts Construction shared the title insurance policy was turned in today to Project Engineer Ausbury. Furthermore, nearly all punch list items are complete aside from Lakeland Asphalt final items. Project Engineer Ausbury verified that she did receive the title insurance policy and it looked good. She is coordinating with Lakeland Asphalt on the remaining punch list item that she believes will be completed this week.

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Pawloski moved and it was seconded to approve the Comstock Township Local Road Contract for the Chair's signature. Comstock Township Supervisor Randy Thompson thanked the Board.

a. 28th Street – H Avenue to G Avenue; Hot Mix Asphalt (HMA) Wedging

Commissioner Brennan moved and it was seconded to approve the Revised Board Meeting Policies. Managing Director Johnson shared previously the title to one of the policies was Board Meeting Guidelines. We have adjusted the title to Board Meeting Public Comment Guidelines. She explained It clarifies the addition of the opportunity moving forward with the ability to use the virtual world in terms of platforms such as Zoom. Keep in mind there is current legislation that allows this to continue fully until the end of 2020 via Zoom or virtual platform in lieu of meeting in-person. She stated the RCKC has the best of both worlds by holding Board meetings in-person

as well as virtually. The policy also includes an update as to when to have the public comment via agenda items. The Board Guidelines for Conducting Meetings Policy is the policy that was reviewed previously at the Board Work Session and allows teleconference or video conferencing for Board members not more than 4 times annually or for the period January – December following the Open Meetings Act Guidelines that could be amended in the future. There is also some fine tuning related to Board agenda items and the sequence for speaking on agenda items. Commissioner Buchholtz shared we wanted to highlight and provide the guidelines for public comment via the virtual platform and telephonic means and participation by Board members by telephonic means. Commissioner Boersma shared we wanted to clarify when a public Board can meet telephonically or virtually. He mentioned recently the legislature passed a bill amending the Open Meetings Act allowing Public Boards to meet electronically for any reason through the end of 2020. Then they made it possible for Boards to meet electronically during 2021 for certain reasons such as health. After 2021 it restricts Boards meeting electronically to specific cases. Also, we wanted to be clear as to procedures regarding what would take place during Board meetings especially with the agenda items including when agenda items could be added. Commissioner Stehouwer shared the provided documents seem very clear and he appreciates the work that went into revising the policies. Commissioner Pawloski echoed Commissioner Stehouwer's comments. He shared as a reminder that the RCKC Board meets every two weeks whereas most public bodies meet twice a month.

a. Board Meeting Public Comment Guidelines

b. Board Guidelines for Conducting Meetings

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Managing Director Johnson asked Operations Director Bartholomew to provide an update on the O Avenue road lift in Texas Township. Operations Director Bartholomew shared both lifts are close to being complete and are ready for paving tomorrow. He stated our goal is to open O Avenue this week. Commissioner Stehouwer questioned if O Avenue is the last road closed due to flooding. Operations Director Bartholomew shared O Avenue is the last closed road. We have other roads with temporary fixes including Treasure Island Drive and North Eagle Lake Drive. Also, S Avenue east of 8th Street seems to be intermittent with flooding. It's been closed and opened numerous times and we continue to monitor the road. Commissioner Brennan questioned if there is permanent water control approved for both Eagle Lake and Crooked Lake in Texas Township. Operations Director Bartholomew shared there is not and stated therefore the gravel remains on Treasure Island Drive and North Eagle Lake Drive. Furthermore, if we remove the gravel and get a significant rain who will replace the gravel. He mentioned we need to know what the legal lake level will be too ensure the system is built to support that. A permanent outlet is needed in order to build the road to a reasonable height that is higher than the outlet. Managing Director Johnson shared Operations Director Bartholomew sits on the Flooding Task Force and has participated in those meetings where this situation has been clarified to avoid rework and other potential issues. Furthermore, this is the reason the gravel has remained on both areas. Operations Director Bartholomew shared this has been communicated on several different platforms including the Texas Township Joint meeting. Managing Director Johnson shared both she and Commissioner Stehouwer participated in the second part of the County Road Association (CRA) Public Relations Workshop where they learned about Instagram and the opportunity to share problems related to social media. She thanked Communications Administrator Elli Blonde for building those various platforms in the network of communications at the RCKC. This week is the Transportation Asset Management Council (TAMC) Conference that will be held by virtual platform and is split between 2 days. She mentioned that she will be presenting at the sessions. The sale of the Miller Drive property in Comstock Township that was approved by the Board closed. We shared in early October the Neighborhood Traffic Management Policy to various stakeholders including Township Supervisors who requested additional time for feedback. She mentioned we received some feedback and concerns that included the length of time it takes to review as well as funding to place traffic management items. Commissioner Brennan questioned if feedback was expected from the Michigan Township Association. Managing Director Johnson shared we welcome any feedback. She shared on November 10th the RCKC will have a public hearing on the proposed 2021 Budget, proposed 2021-2025 Capital Improvement Plan and the proposed Fee Schedule. The last Joint Meeting for the year is scheduled with Oshtemo Township on December 8th.

Commissioner Boersma shared the Environmental Health Advisory Committee (EHAC) has not met due to COVID-19 concerns.

Commissioner Brennan shared the Board of Public Works (BPW) continues not to meet at this time. Both he and Operations Director Bartholomew attended the Climax Township Joint Meeting on October 13th. He shared Operations Director Bartholomew did a wonderful job presenting and the meeting was well received.

Commissioner Stehouwer shared the Parks Commission will meet on November 5th. He mentioned there is a potential land purchase by the County for new park land. They toured the land along with staff from Southwest Michigan Land Conservancy. It's exciting to see a County that is proactive with County Parks. He mentioned It has been a hard year budget wise for parks and their revenue is hampered by COVID-19 restrictions. He bicycled on the new non-motorized path through Galesburg which was very nice. He enjoyed the Public Relations Workshop and shared the first part focused on Instagram which was led by a speaker who works with the Michigan Association of School Boards. He shared it is good to interact with peers and to learn from each other. The second half focused on sharing problems with social media including education versus entertainment. CRA is opening many of their committee meetings for others to observe. He shared a variety of additional information from the workshop. He is looking forward to the road tour this Friday.

Commissioner Pawloski congratulated County Surveyor Gary Hahn, who is running unopposed on the upcoming election. He mentioned motorists need to slow down. He has been horrified with the driving behavior that he has witnessed the past 6 months. He reminded everyone that the time change (fall back) is on Sunday.

Commissioner Buchholtz applauded the RCKC for their social media and being out front. She shared we were doing a good job prior and are doing an excellent job now. She shared consistency is the key and it is important to have someone like Communications Administrator Blonde who works on all communication including presentations and social media. Furthermore, she is finding an excellent balance between entertainment and education. She reminded the Board that next Wednesday they will present to the County Board via Zoom. She mentioned Township Supervisors were going to meet as a subgroup to discuss the Traffic Management Policy and then meet with the Road Commission. She suggested having the meeting together and shared if they have conflicts, we could work through them and develop solutions. She mentioned the Board work session is tonight and thanked staff for all their hard work.

Commissioner Boersma moved and it was seconded to adjourn.

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

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

Attest: Timothy A. Snow, County Clerk

By: _____, Chair _____, Deputy Clerk

The work session of the Board of County Road Commissioners of the County of Kalamazoo was held at the Road Commission of Kalamazoo County (RCKC) office at 3801 East Kilgore Road, Kalamazoo, Michigan, on Tuesday, October 27, 2020. Commissioner Buchholtz called the meeting to order at 4:15 p.m.

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

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

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

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Buchholtz provided history regarding the Non-Motorized Plan. County Engineer Minkus explained the role of the Kalamazoo Area Transportation Study (KATS). Managing Director Johnson explained Mr. Paul Sotherland's role based on his role with KATS. County Engineer Minkus reviewed maps and corridor level assessment. Commissioner Brennan inquired about shoulder widths on 8th Street and stated they are very good. Staff advised they believe the shoulder width is 3 feet paved and 3 feet gravel. Commissioner Stehouwer shared he prefers a more regional effort related to non-motorized for connectivity. Commissioner Boersma questioned if the map can be distributed or posted to the RCKC website. Staff explained at this time, the map will be provided to KATS to continue through the planning /public process for additional Township and other stakeholder feedback. However, staff believes it is a good collaborative start to be a basis for the RCKC moving forward in considering non-motorized which may be more manageable and reviewed overtime as new road construction project are planned.

Finance Director Simmons provided a PowerPoint presentation on the proposed 2021 budget. She reviewed the budget memo including a proposed floating holiday. Commissioner Brennan inquired about allocation of costs and overhead as the number and size of projects vary from year to year. Staff advised additional project preparation costs are estimated per project and are part of the budget, as well as, overhead to support staff time and expenses. Commissioner Boersma inquired about the salt shed building and potential costs related to design for the potential property purchase. Staff advised that the facilities plan has allocation for site design which would be needed to determine the location. Furthermore, staff met with Comstock Township related to the sewer and timeliness with a potential facility.

County Engineer Minkus reviewed the 2021-2025 Proposed Primary Road Capital Improvement Plan (CIP) including 2021 projects limited to federal aid. He shared the Michigan Department of Transportation (MDOT) projects and detours were critical pieces that impact RCKC projects. There was discussion concerning the many challenges, costs and requirements related to use of state and federal funding for construction. Commissioner Boersma inquired about bridges. County Engineer Minkus explained the challenges with limited bridge funding and therefore may need to allocate MTF toward improvements and further planning with the local bridge system. 11th Street in Oshtemo Township was discussed related to current condition, restrictions, reconstruction and potential sewer.

Managing Director Johnson reviewed the 2021 Proposed Organizational Goals and criteria to measure the success. Commissioner Stehouwer questioned how to maintain quality of the organization with staffing. Staff reviewed staffing metrics, recruiting and retention. Commissioner Stehouwer suggested measuring how we are increasing staff. Discussion continued.

County Engineer Minkus reviewed the Draft Construction Guidelines. He shared most revisions were minor to provide further clarification for the user. Commissioner Buchholtz inquired about private development wanting to have private drainage. Commissioner Stehouwer shared that we may need to consider other options

than 433, however has a positive feeling with a public 433 method. Commissioner Boersma shared a 433 serves RCKC best for costs, maintenance, etc. Commissioner Buchholtz shared her concerns with developer concerns. Discussion continued.

Finance Director Simmons reviewed the Memo, Proposed Fee Schedule and 2020 Fees Schedule Analysis. Commissioner Stehouwer questioned when a Preliminary Plan Review is used and noted the fee increase. County Engineer Minkus shared it provides the best method to share information early and the construction guidelines clarifications and checklist. He stated sometimes a developer submits by permit and other times by preliminary review. He mentioned there are different preferences.

Operations Director Bartholomew provided a Winter Maintenance PowerPoint presentation including a snow route Global Positional System (GPS) navigation tool. He shared the contingency planning process for the 20-21 Winter season to address possible staffing shortages.

Commissioner Buchholtz asked the Board if they had any questions about the various 5-year plans provided in the packet. No further clarification was requested from staff.

Commissioner Pawloski moved and it was seconded to adjourn the work session.

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

The meeting was adjourned at 8:07 p.m.

Attest: Timothy A. Snow, County Clerk

By: _____, Chair _____, Deputy Clerk

Chair Int'l _____

Clerk Int'l _____

October 30, 2020 – Board of County Road Commissioners Road Tour

The Board of County Road Commissioners of the County of Kalamazoo participated in a road tour on Friday, October 30, 2020. The tour began at 9:00 a.m. from the Road Commission of Kalamazoo County (RCKC) 3801 E Kilgore Road, Kalamazoo, MI 49001.

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

Also present: Managing Director Joanna Johnson, Finance Director Ann Simmons, Operations Director Travis Bartholomew and Engineering and Public Relations Director Mark Worden.

Following COVID-19 guidelines Road Commissioners and RCKC team members toured sites including Drake Road, 11th Street, O Avenue, 8th Street, Treasure Island Drive, U Avenue and Bunker Hill retention basin. Staff shared information on projects and answered questions.

The meeting adjourned at approximately 12:05 p.m. returning to the RCKC.

Attest: Timothy A. Snow, County Clerk

By: _____, Chair _____, Deputy Clerk

November 9, 2020 – Southwestern District Council

Chair Int'l _____

Clerk Int'l _____

The Board of County Road Commissioners of the County of Kalamazoo participated in the Southwestern District Council meeting on Monday, November 9, 2020 by Zoom. The meeting began at 10:00 a.m.

Present: Larry Stehouwer, Thom Brennan, Michael Boersma

Absent: Deborah J. Buchholtz, David C. Pawloski

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

The Ottawa County Road Commission hosted the Southwestern District Council meeting with 27 participants from Allegan, Barry, Berrien, Cass, Kalamazoo, Muskegon, Ottawa, St. Joseph and Van Buren County road agencies. 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). Updates were also provided by the Michigan Department of Transportation (MDOT), and the Michigan Wetland Bank Program (MIWB).

CRA reviewed the Legislative Priorities with discussion on the newly introduced draft priorities and the review process. The legislative priority related to the Federal Aid buyout was suggested and remains the same at this time as there is continued work with the legislature on any future provisions. A motion was made at the meeting to accept the Legislative Priorities while reviewing the newly introduced and township contributions priorities as well as options for issues related to working with the railroad industry for future considerations. We were in support of the motion to move the process forward until which time a final Legislative Priorities draft will be presented for further consideration.

The meeting was adjourned at 1:05 p.m.

Attest: Timothy A. Snow, County Clerk

By: _____, Chair _____, Deputy Clerk

November 10, 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, November 10, 2020. Commissioner Buchholtz called the meeting to order at 3:00 p.m.

Present: Deborah J. Buchholtz, Larry Stehouwer, Thom Brennan, Michael Boersma, David C. Pawloski participated via Zoom from the City of Kalamazoo.

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, Traffic and Project Engineer Jim Hoekstra, General Superintendent Bill DeYoung, 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 roll call vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Boersma moved and it was seconded to approve the October 26, 2020 Kalamazoo Township Joint meeting, October 27, 2020 regular Board meeting, October 27, 2020 Board Work Session and October 30, 2020 Board of County Road Commissioners Road Tour minutes as presented. Commissioner Stehouwer clarified his comments included in the October 27, 2020 Work Session minutes. He stated the context was the quality and professionalism of RCKC staff.

Carried by the following roll call vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

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

Payroll Account	\$	133,966.84
Vendor Account	\$	2,217 464.28

Carried by the following roll call vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Pawloski moved and it was seconded to open the public hearing for the 2021 Proposed Budget, 2021-2025 Proposed Primary Road Capital Improvement Plan (CIP) and Proposed Fee Schedule.

Carried by the following roll call vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Mr. Jerry VanderRoest, Charleston Township Supervisor shared concerns regarding an emergency route early Wednesday morning. He stated vehicles were detoured from I-94 to Miller Drive. At 2:30 a.m. he had three 18 wheelers in front of his vehicle and eight behind him. He stated this is unacceptable for Miller Drive is a local road not a primary road. Furthermore, the Township is not going to have their local road used as an emergency route for I-94. He shared Miller Drive is the 3rd busiest road within the Township and to move that road from primary to local is unacceptable. He questioned when he will see improvements done to Miller Drive. He shared the Township is making application for a Michigan Economic Development Fund Grant and requested support in obtaining the grant. Commissioner Buchholtz stated Miller Drive classification is being moved from a primary road to a local road but not until improvements have been made. Managing Director Johnson shared that she will follow-up with Supervisor VanderRoest. She also shared Miller Drive is listed on the Proposed 2021- 2025 Primary Road Capital Improvement Plan. Discussion continued...

Mr. Fred Vlietstra of 5398 Ravine Road and a Cooper Township Trustee shared concerns about having to apply for driveway access determination for property he owns in in Alamo Township. He explained that he sold the house and barn on 119 acres in Alamo Township on 12th Street and E Avenue. He stated he is keeping the land and is trying to finalize the sale. He was told the sale cannot go through until he obtains a driveway access

determination. He shared that It makes no sense that he has to pay \$190.00 fee for open land that includes approximately 3,000' of frontage. He has 2 driveways on E Avenue including one with a culvert from the 1940's or 1950's. Since the RCKC did does not have record of the driveway he was told that he would have to apply for driveway access determination and thinks the county is being lazy. He spoke with Commissioner Stehouwer who took pictures of the driveway accesses that he currently has. Mr. Vlietstra mentioned that he should be able to use those accesses on E Avenue that have been used for years without obtaining another access permit. Furthermore, the property is flat with enough frontage and no hills. He shared that he could name more pressing safety issues including the dead trees laying along roadsides. Also, he shared property like this should be exempt from paying for driveway access determination. Commissioner Buchholtz shared there are 2 issues one being a new driveway and the other being the RCKC not having documentation. She stated we will investigate these issues and follow-up. She also mentioned with new permits and land being divided and sold takes time and work from staff. Some take more time than others and our fee schedule is set to account for the average time. Commissioner Stehouwer shared he had a conversation with Mr. Vlietstra and conveyed part of the content to the RCKC. He appreciates Mr. Vlietstra sharing his concerns and shared good efforts will be made from the RCKC to address those concerns.

Mr. John Gisler, County Commissioner shared that he submitted several service requests regarding potholes and mentioned it was impressive to see the potholes repaired in record time. He had the opportunity last Saturday to attend the Board of Canvassers meeting following the election. He learned that Commissioner Buchholtz was a member of the Board of Canvassers. He shared it was impressive to watch them go through the process. He is prepared to give good reports at his Township meeting that the south county Townships were spot on and virtually all the Townships did well.

Commissioner Stehouwer moved, and it was seconded to open the public hearing for the 2021 Proposed Budget and the 2021-2025 Proposed Primary Road Capital Improvement Plan (CIP) and Proposed Fee Schedule.

Carried by the following roll call vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

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

Carried by the following roll call vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Managing Director Johnson pointed out revisions needed to the CIP that staff identified after the October 27th Board Work Session. She stated the revisions include a 2021 Preservation Structural Improvement Project on R Avenue from 36th Street to E. County line in Climax Township. She explained we reviewed the scope and estimate and were able to reduce the budget by \$100,000. Also, 3 design projects were updated for 2021 including Barney Road in Kalamazoo Township from Nichols Road to Douglas Avenue. She explained design efforts were underestimated and increased by \$30,000 to \$45,000. Furthermore, design efforts were underestimated for Mosel Road in Kalamazoo Township from Douglas Avenue to Riverview Drive and increased by \$30,000 to \$45,000. Also, the RCKC was informed that all four safety project applications for 2022 were selected and required additional funds to cover the design costs and increased by \$40,000 to \$225,000.

Commissioner Stehouwer moved and it was seconded to adopt the proposed Budget resolution for the 2021 fiscal year.

Be it resolved, that in compliance with the Michigan Uniform Budgeting and Accounting Act, the Board of County Road Commissioners of the County of Kalamazoo hereby approves and adopts the following budget for the calendar year 2021:

	2021 Budget
<u>Revenue</u>	
Michigan Transportation Funds	
Primary Road Fund	17,252,000
Local Road Fund	5,448,000
Total Michigan Transportation Funds	22,700,000
Federal, State and Enhancement	3,528,000
State General Fund - PA 207 of 2018	0
State General Fund - PA 82 of 2018	
Township Projects	2,960,000
Township Special Assessments	58,000
Cities and other Governmental	0
Interest	25,000
Other	345,000
Total Operating Revenue	29,616,000

<u>Expenditures</u>	
Construction & Capacity Improvements	
Primary Road System	0
Local Road System	0
Total Construction/Capacity Improvements	0
Preservation & Structural Improvements	
Primary Road System	10,607,000
Local Road System	5,155,000
Total Preservation - Structural Improvements	15,762,000
Preventive Maintenance	
Primary Road System	1,837,000
Local Road System	0
Routine Maintenance	
Primary Road System	4,020,000
Local Road System	4,990,000
Total Routine & Preventive Maintenance	10,847,000
Total Road Expenditures	26,609,000
Equipment	
Direct Equipment Expense	2,048,000
Indirect Equipment Expense	701,000
Operating Expense	325,000
Total Equipment Expense	3,074,000
Less Equipment Rental	(2,875,000)
Net Equipment Expense	199,000
Administration	1,703,000
Work Performed for Others	0
Distributive Expenditures (Unspread Fringe, OH)	0
Capital Outlay	4,145,000
Subtract Provision for Depreciation	(1,438,000)
Total Expenditures	31,218,000

<u>Fund Balances</u>	
Beginning Fund Balance	9,352,899
Change in Fund Balance	(1,602,000)
Ending Fund Balance	7,750,899

Unassigned Fund Balance as a % of MTF Revenue 30%

Carried by the following roll call vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Boersma moved and it was seconded to approve the 2021-2025 Primary Road CIP. Charleston Supervisor VanderRoest shared previously he was concerned about moving Miller Drive to 2024. He mentioned for clarification that Miller Drive was eliminated from the CIP. Commissioner Stehouwer shared the CIP

includes 1.8 miles of Miller Drive in 2024. He shared that we understand Supervisor VanderRoest concern and legitimately the RCKC plans to have a project on Miller Drive.

Carried by the following roll call vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Boersma moved, and it was seconded to adopt the fee schedule. Managing Director Johnson shared there have been no changes made to the fee schedule as revised since the Board Work Session. She shared the fee schedule is set by administrative costs by law for issuance of a permit. Commissioner Stehouwer shared we should understand the comments of Mr. Vlietstra in this section and he is pleased to see the review of permit fees. He mentioned generally fees are decreasing. He thinks the access determination fee is justified and encourages staff to look at that one proactively. Local government, road commissions or Townships are looking to have a good operating practice with land splits or divisions as they occur. He added they do take some review time and as we encumber situations like Mr. Vlietstra's it is important to be proactive. Furthermore, the goal is to serve the public, so no one is blindsided later and has a driveway problem. Commissioner Brennan shared it is important for the public to understand when we look to assign permit fees, we have to look at the administrative costs of providing services to investigate every permit received. He explained some applications may not take much time and others may take a week. After review we must come up with an average reasonable fee to apply to all so that everyone has a clear understanding and there is no favoritism. Discussion continued...

Carried by the following roll call vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Brennan moved and it was seconded to approve the final design plan cover sheet, grading permits and ROW easements for the Nichols Road and Solon Street project between City of Kalamazoo Limits and Ravine Road in Kalamazoo Township for the Board and Managing Director's signatures on the plan cover sheet. Managing Director Johnson shared RCKC and our design consultant, Hubbell, Roth & Clark (HRC), developed plans and bid documents to mill and resurface Solon Street from the City of Kalamazoo Limits to West Main Street and Nichols Road from West Main Street to Ravine Road. In addition, the project would reconstruct the traffic signal at Nichols Road at Grand Prairie Road. The 2020 Primary Road Capital Improvement Plan (CIP) has this project set to be constructed in 2021. The project includes milling, resurfacing, and some sidewalk ramp improvements. The section of Nichols Road from Alamo Avenue to Ravine Road will be improved with new storm sewer and curb and gutter. HRC has completed the design of the project and is ready to turn in final plans to Michigan Department of Transportation (MDOT) for the February 2021 bid letting. Grading permits and ROW easements are necessary and out of the 13 grading permits or easements desired for this project, 6 are obtained. The remaining 7 permits or easements will not be granted by property owners. Commissioner Buchholtz questioned how much of an issue will it cause in the design change by not receiving some of the permits or easements. Traffic and Project Engineer Hoekstra explained some easements we did receive and others we were not successful. He explained the dollars that some property owners would have received was not to their liking. He explained in some cases regarding the design, we had to take the curb radius, reduce the radius, and squeeze it into the ROW that we had. Others we had to adjust some storm sewer realignments. Commissioner Boersma questioned if there was a timing issue where residents were willing to accommodate the RCKC before the speed limit was increased on Nichols Road. Traffic and Project Engineer Hoekstra shared he did not think there was a timing issue and stated generally the residents have been accepting of the project. He shared paving a road is a good and speed limits is a different issue. Commissioner Buchholtz questioned if there is going to be a pathway. Traffic and Project Engineer Hoekstra stated there would not be a true pathway and explained the Township initially wanted a sidewalk between Grand Prairie and Ravine Road. However, grading being what it is out there and the cost to construct, the Township was not able to proceed with that option and have opted for a 4-foot paved shoulder. Commissioner Stehouwer questioned if the project includes any measures that would help traffic moderate their speed. County Engineer Minkus shared as a primary road we try to focus on ensuring vehicular traffic has safe and efficient travel through the corridor. There are upgrades to the traffic signal at Grand Prairie and that will control traffic when vehicles on side streets are trying to get into the main thoroughfare. Commissioner Stehouwer thanked the residents that granted easements and shared that is the tough part about projects. He mentioned cooperation helps with projects.

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Carried by the following roll call vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Brennan moved and it was seconded to approve the continuation of the current Blue Care Network (BCN) Health Maintenance Organization (HMO) 2000 health insurance plan and the Blue Care Network (BCN) Health Maintenance Organization (HMO) 4500 health insurance plan for employees, and elect the Public Act (PA) 152 employee hard cap share option to be effective January 1, 2021. Managing Director Johnson shared the Dental Insurance, Life Insurance and Short-Term Disability (S&D) Insurance rates will not change going into 2021. Furthermore, no action is necessary by the Board and it has been budgeted accordingly. She shared upon receiving updates in rates, the RCKC teamwork with 44North to review options. The options carefully consider the costs to the RCKC as well as our employees. These benefits assist with recruiting and retention of employees, while also being fiscally responsible with our limited funding.

Carried by the following roll call vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Boersma moved and it was seconded to approve the 2021 Proposed Organizational Goals. Managing Director Johnson shared these goals have been put together related to our priorities as a Road Commission and to determine if we have been successful as we look back at 2021 next year. We try to make them measurable and to have key goals targeted. She explained the goals are broke down into 5 categories and they are similar to what the Board had seen at the Work Session. She briefly reviewed goals including safety and road quality, fiscal responsibility, public service, internal operations, and communication/relationships. Commissioner Pawloski stated good job in putting the goals together. He shared he is not much of a paper/pencil person and thinks good relationships with Township Officials, County Drain office and others is just as important as items written on paper. He shared "keep up the good work and carry on". Commissioner Stehouwer gave kudos to staff and stated they pursue going over and above on everyday things. Furthermore, it is a pleasure working in this environment with people who look forward to doing better with the resources they have. Commissioner Boersma shared it is a pleasure to see the RCKC wanting to challenge itself. He mentioned it would be very easy to say, "we have accomplished everything we have wanted to accomplish". Furthermore, the organizational goals represent a challenge to do what we already do but even better. He stated he is very heartened to see these goals and the challenge they represent. Commissioner Brennan shared for organizations to improve they must constantly challenge themselves and be able to inspect what you expect. He shared the RCKC goals is exactly that. He mentioned the goals are excellent, they are increasing which is the appropriate thing to do and plan for whatever method it takes to reach those goals. Commissioner Buchholtz shared we have had goals right along and the question is do we have a sense we are doing well, if so how do we prove it and how do we demonstrate our abilities in these areas. Also, staff took huge initiative in areas by raising the bar. She shared the mindset here is to continuously improve.

Carried by the following roll call vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Township Supervisor Jerry VanderRoest commented on the proposed fees and discussed keeping the fees even. He stated there are special circumstances and others should not have to pay for those who are unprepared. He also commented on bids and shared how important it is to stay as close to the price as possible in order to use Township dollars to the best efficiency.

Managing Director Johnson shared a maintenance project was added in Oshtemo Township on 11th Street between N Avenue and Parkview. She stated Hot Mix Asphalt (HMA) paving is scheduled for tomorrow weather permitting. She explained it is temporary wedging and is not hitting the large scope of a project in terms of reconstruction. Furthermore, there will be reflective cracking, but it does improve the road surface until which time we can coordinate for any utility work for a reconstruction project. At our last Board meeting there were citizens who commented on Treasure Island Drive in Texas Township. We also received a petition from the residents requesting removal of the gravel and that a project be completed on that portion of Treasure Island Drive next year. We have had conversations with the Township. Furthermore, Operations Director Bartholomew

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and Engineering and Public Relations Director Worden will attend the Township Road Committee meeting on November 16th at 4:00 p.m. We can then understand all the various implications of a potential project next year without the set lake levels in place. She attended the Southwest Council Meeting yesterday where the Legislative Priorities were reviewed. She mentioned there were some last minute newly introduced Legislative Priorities and the Southwest Council did make a motion to have further review of those until which time we will have a final version before this Board and before the County Road Association (CRA) Highway Conference in March. She participated in the CRA Legislative Live Virtual Happy Hour where an update was given of the election results across the state.

Commissioner Boersma shared the County Environmental Health Advisory Council (EHAC) has not met due to the COVID-19 situation and the ability to meet with a large group of people at this time. He attended the Southwest Council meeting where the CRA had last minute additions to the Legislative agenda. He shared essentially what we agreed to do was to move the ball forward. Furthermore, some of the Legislative items this Board has already acted on specifically such as opposition to taking away key dollars out of PA 51. He mentioned the CRA Legislative agenda included that intent. Also, this Board, being the representative for Kalamazoo County were unsure how to act and explained acting for something that we have already acted against creates problems. He mentioned there will be additional opportunities for this Board to review the CRA Legislative agenda and give additional insight as to how the CRA should move forward. He is very pleased to hear about the 11th Street project. Discussion continued regarding the Southwest Council meeting...

Commissioner Brennan mentioned that the Board of Public Works (BPW) will not meet during the month of November. He attended the CRA Virtual Happy Hour and shared these kind of meetings outside the Southwest Regional meeting is good opportunity to talk with people and is the next best thing to being at an in-person meeting and having casual conversation afterwards. Furthermore, it is an opportunity to expand with a group of people that you are familiar with, respect and understand. He finds it useful to hear other thoughts and ideas. He was also pleased to hear about the 11th Street project. He shared the notice that sent out was instructive as far as what the project included and the approximate cost.

Commissioner Stehouwer shared last week County Parks did not meet and will probably meet via Zoom at their next meeting. He encourages sub-groups to find ways to meet. He shared the Parks Director gave a thorough report including an update on the potential new County Park. He attended the Southwest Council meeting and mentioned that all thought it would be a dismal year and there was a good amount of road funding. He shared it has not been a good year regarding tragic experiences involving roadworkers in the ROW. He mentioned his pet peeve is the railroad and Amtrak. Managing Director Johnson shared she attended a Zoom meeting this morning with the Michigan Department of Transportation Office of Rail and Rail Safety. They discussed the 11th Street crossing as well as trying to push that into a broader approach with Amtrak related to KL Avenue. She shared there may be opportunities to be able to come together to understand things we can do to work together including our limitations and issues with Amtrak. He appreciated the Road Tour. He is pleased to see Per- and Polyfluoroalkyl Substances (PFAS) studies being done in Cooper Township and Parchment to look at health implications in those areas.

Commissioner Pawloski shared that he received the petition regarding Treasure Island Drive and is very leery about investing dollars until the lake levels are set and infrastructure to prevent flooding.

Commissioner Buchholtz shared that she will attend the November 26th Board meeting via Zoom. She mentioned the County has basically closed their building to the public. She stated you can get in if you have an appointment but there are very few appointments being set other than things that must be done in-person. Furthermore, there is very little staff onsite due to the increase in COVID-19 throughout the county. Commissioner Boersma shared that he hopes the RCKC reaches out to the newly elected members of Kalamazoo County Commission and Township governments to give them a briefing on what we do and to generate a positive relationship. Commissioner Buchholtz shared we have tried to do this in the past and the problem is participation. Furthermore, because of the number of new County Commissioners the County should also be holding a new

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County Commissioner orientation where we could ask to add on to that orientation and meet in a session. County Commissioner Gisler shared there is a Michigan State University (MSU) extension course titled New Commissioner's Course which is a one-day course at Kalamazoo Valley Community College (KVCC). Commissioner Buchholtz shared the County use to put on something where various departments would meet. She will follow-up with County Commissioner Gisler and County Administration.

Commissioner Boersma moved and it was seconded to adjourn.

Carried by the following roll call vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

The meeting was adjourned at 4:42 p.m.

Attest: Timothy A. Snow, County Clerk

By: _____, Chair _____, Deputy Clerk

November 17, 2020 Kalamazoo County Board of Commissioners Presentation

Chair Int'l _____

Clerk Int'l _____

A joint meeting of the Board of County Road Commissioners of the County of Kalamazoo and the Kalamazoo County Board of Commissioners was held by telephonic and video conferencing on Tuesday, November 17, 2020. The joint meeting began at 7:04 p.m.

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

Also, present: Managing Director Joanna I. Johnson, Operations Director Travis Bartholomew, Finance Director Ann Simmons, Engineering and Public Relations Director Mark Worden, County Commissioners Stephanie L. Williams, Zachary D. Bauer, Tracy Hall, Michael Seals, Julie Rogers, Jennifer Aniano, Roger Tuinier, John H. Gisler, Christine Morse, Mike Quinn, Meredith Place and County Administrator/Controller Tracie Moored.

Commissioner Buchholtz provided a PowerPoint presentation and an update on the RCKC. She noted they should have received the 2019 Annual Report. She mentioned typically 2 meetings are held annually including the County Commissioners attending a RCKC meeting, however for various reasons this has not happened recently. Following the presentation Commissioner Buchholtz and Managing Director Johnson answered questions regarding the 8th Street temporary road lift project, O Avenue temporary road lift, East Michigan Avenue, and W Avenue scrap tire project.

In response to Commissioner Roger's questions regarding KL Avenue and Amtrak railroad, Managing Director Johnson shared there continues to be efforts with Amtrak related to the KL Avenue bridge issues.

Commissioner Hall inquired about non-motorized noting this is an item important to the County Board. Commissioner Buchholtz shared there is progress being made in coordination with the Kalamazoo Area Transportation Study (KATS) and the update to the non-motorized element of the 2050 Transportation Plan. The RCKC continues to support complete streets, even without previously passing a resolution and has a policy to coordinate such non-motorized projects.

Managing Director Johnson thanked the Commissioners and specifically the Drain Commissioner and County Planning for their collaborative efforts.

The meeting adjourned at 8:33 p.m.

Attest: Timothy A. Snow, County Clerk

By: _____, Chair _____, Deputy Clerk

November 24, 2020

Chair Int'l _____

Clerk Int'l _____

The regular meeting of the Board of County Road Commissioners of the County of Kalamazoo was held by electronic means by Zoom Video Conferencing on Tuesday, November 24, 2020 as provided under Act 267 of the Public Acts of 1976 as amended, or commonly referred to as the Open Meetings (OMA). Commissioner Buchholtz called the meeting to order at 3:00 p.m.

Present: Deborah J. Buchholtz participated from Cocoa Beach, Florida, David C. Pawloski from the City of Kalamazoo, Michigan, Larry Stehouwer from Cooper Township, Kalamazoo County Michigan, Thom Brennan from Texas Township, Kalamazoo County Michigan, Michael Boersma from Oshtemo Township, Kalamazoo County Michigan.

Also attending: Operations Director Travis Bartholomew, Finance Director Ann Simmons, Engineering and Public Relations Director Mark Worden, County Engineer Ryan Minkus, Project Engineer Rebekkah Ausbury, General Superintendent Bill DeYoung, Communications Administrator Elli Blonde and Administrative Assistant Selena Rider.

Commissioner Buchholtz reviewed telephonic and video conferencing protocols.

Commissioner Stehouwer moved and it was seconded to approve the agenda as presented. Commissioner Buchholtz mentioned although there is no change to the agenda, we will need to add the Traffic Control Orders (TCOs) that already exist to our motion under new business Item A.

Carried by the following roll call vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Boersma moved and it was seconded to approve the November 9, 2020 Southwestern District Council meeting, November 10, 2020 telephonic and video conferencing regular Board meeting and November 17, 2020 Kalamazoo County Board of Commissioners Presentation as presented.

Carried by the following roll call 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	\$	213,080.88
Vendor Account	\$	1,352 023.19

Carried by the following roll call vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Pawloski moved and it was seconded to accept the extension of the Dorlen Avenue (1,275 feet or 0.24 miles) and Bradley Court (1,725 feet or 0.33 miles) roadways in Autumn Woods #4 Site Condominium development located in Section 3 of Texas Township contingent on the completion of all construction items and TCOs 1670 and 1671. Engineering and Public Relations Director Worden shared all the work has been completed. The developer is utilizing a public drainage system that will be owned and maintained by the Kalamazoo County Drain Commission (KCDC) with a 433 agreement. This gives the RCKC the right to drain all the development roads to the one storm basin located within the development. RCKC has received the as-built drawings, 433 Drainage Agreement, Certificate of Liability Insurance, Benchmark, Warranty Deed and Soil Erosion and Sedimentation Control Letter of Understanding. The developer was unable to establish restoration and has submitted an Escrow Agreement and Letter of Credit for the final restoration completion. A punch list has been created and the contractor is currently working on completing those final items with the expectation to be finished by the end of 2020. Project Engineer Ausbury shared we did a final drive through today and the project is completed. Remaining is the restoration that is covered under the Escrow Agreement for next spring as well as some minor repair at Shane Street that will be completed when asphalt plants reopen in the spring.

Carried by the following roll call vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Stehouwer moved and it was seconded to approve the Revised Richland Township Local Road Contract for the Chair's signature. Engineering and Public Relations Director Worden shared adjusting previous contract CD Avenue over Spring Brook, Culvert replacement 6' span (30/70 share) for a more accurate name/location.

a. CD Avenue – 650 feet north of D Avenue, Culvert replacement 6-foot span (30/70 share)

Carried by the following roll call vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Buchholtz shared on March 17, 2020 the Board reviewed its' first Board Self Evaluation. She stated it was discussed that the Board would like it to be at the end of years prior to our evaluation of the Managing Director. Furthermore, the evaluations were sent out to Commissioners, returned, and put on a summary sheet. Due to timing the summary sheet was not included in today's Board packet. She mentioned all Commissioners should have received the summary sheet. Furthermore, if anyone in the public would like a copy to please send a note to info@kalmazoocountyroads.com and a copy of the summary will be sent. She shared this is our opportunity as a Board to discuss or elaborate on things to do differently next year for improvement. Commissioner Stehouwer appreciated the evaluation form, input, and comments and shared it was good to read other Commissioners thoughts. Commissioner Boersma echoed Commissioner Stehouwer's comments and added it is a very good exercise to evaluate our performance as a Board. Furthermore, it was a good self-reflection of what we are doing as Board members and as a Board. He thanked Commissioner Buchholtz for the opportunity to complete the exercise. Commissioner Pawloski thanked Commissioner Buchholtz for creating the Self Evaluation and found it to be very valuable. He echoed both Commissioner Stehouwer and Boersma's comments. He shared personally he feels he has not done enough to educate our County Commissioners. He thought we did a great job presenting to the County Commissioners on November 17th and learned that some of the comments made afterwards made him realize that we need to double our efforts to educate our County Commission. Commissioner Brennan shared the only way to improve is to measure and continuously attempt to improve. He stated this is another excellent tool that Commissioner Buchholtz has developed for this Board to do just that. Commissioner Buchholtz shared it continues to be a pleasure to work with this Commission. We all bring different things to the table from mindsets, different experiences, perceptions, and we work very well together. She stated there is always ways to improve and you cannot improve if you do not self-reflect. She finds the Self Evaluation form valuable. Commissioner Stehouwer shared Road Commissioners felt they are doing a good job. He briefly reviewed the form and shared that Road Commissioners look at several areas including Effectiveness in Meeting Statutes, Managing the Managing Director, Efficiency in Conducting Business, Communication and Information, are we dealing with the Right Issues at the Right Time, and Engagement/Teamwork. He mentioned how they give numerical scores on a scale of 1-10 with 10 being high and stated our overall rating was 9. He shared we are a collaborative/cooperative team that appreciates each other's input and feels that we function quite well but not above critique. He mentioned the comments were good and shared the 3 areas that were broadly mentioned are things we do right as a Board, things we need to improve on as a Board and areas of special interest. He shared one of his comments that included his disappointment that some projects continue to be delayed by railroad or Amtrak issues that are often outside of our control but is something he would like to see move forward. Commissioner Buchholtz shared we contemplated having staff fill out the Self Evaluation Form about the Board and it was decided not to. Furthermore, she invited RCKC staff to share their ideas on how the Board could work better with staff. She stated sometimes things can be misperceived. The Board values all RCKC staff and they would not want anything to be construed otherwise. Furthermore, the Board would like staff to have the opportunity and flexibility to make suggestions not just on the operations side but also on the management side.

Engineering and Public Relations Director Worden thanked Project Engineer Ausbury who took over plat construction. He echoed Commissioner Stehouwer's comments regarding the railroads and shared County Engineer Minkus has spear headed the focus on trying to resolve railroad issues. He stated, "Go Broncos" and mentioned they had a great win last week. He wished everyone a Happy Thanksgiving and to have a save and wonderful holiday. Commissioner Buchholtz mentioned the RCKC made the cover of the County Road Association (CRA) Crossroads magazine. Engineering and Public Relations Director Worden explained the Crossroads article included our 8th Street project in Oshtemo Township. He shared the road was closed for approximately 2 years and a collaborative effort with Operations Director Bartholomew's input on a creative, aggregate lift and with

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Project Engineer Ausbury who also worked on this project were able to get a very cost effective solution in place in a fraction of time the original design would have taken, and saved the Township well over \$1.5 million. He shared a fraction of the cost is a real triumph for the RCKC.

Commissioner Boersma shared the Environmental Health Advisory Committee (EHAC) has not met. He wished everyone a happy and safe holiday. He commended the RCKC for being on the cover of CRAs Crossroads magazine. He stated the article gave a shout out to Communications Administrator Blonde and Project Engineer Ausbury for their contributions to this project.

Commissioner Brennan shared the Board of Public Works (BPW) has continued to not meet. He echoed Commissioner Boersma's comments and wished everyone a safe and happy holiday.

Commissioner Stehouwer wished everyone a safe and happy holiday. He echoed Commissioners prior comments. The Parks Commission is going to meet by Zoom on December 3rd. He is expecting good things with the project coming up on Nichols Road and Grand Prairie including new signals. He was pleased to see Drake Road open and received a call regarding side street activity that he will follow-up on appropriately.

Commissioner Pawloski echoed Commissioners prior comments and wished everyone a Happy Thanksgiving and to stay safe. He mentioned let's get through this next couple of months and he thinks the springtime will include good news to share. He questioned if the remaining 2020 Board meetings will be held via Zoom. Commissioner Buchholtz shared she feels the Board meetings will have to be held via Zoom for the remainder of 2020. She added If things change, we can re-evaluate in December.

Commissioner Buchholtz followed up on County Commissioner training that was discussed at the last Board meeting. She contacted County Administrator Tracie Moored who stated the County has changed their training to one on one introductions. She explained for the RCKC we will have to wait and see what happens with COVID-19. She shared inviting new County Commissioners and Local Township Officials into the RCKC facility would make most sense. She shared Board appointments and Township Representation is scheduled for discussion at our next Board meeting. She requested Road Commissioners to think about if they would prefer to leave things the way they are or to make changes, and to let her know. She shared we have followed up with Mrs. Cheryl Craven who shared drainage concerns on West Crooked Lake Drive at the October 27th Board meeting and stated the issue is resolved. Commissioner Stehouwer questioned if RCKC Road Maintenance Operators (RMOs) are ready for winter maintenance. Operations Director Bartholomew shared we had our first chance at snow this morning. We had 6 RMOs out with snowplows sanding intersections and bridge decks. He shared as far as preparedness, the equipment is ready, and we are fully staffed to manage our routes the way they are set-up today. We do not have additional help and if there are absences, we will have to look to the rest of our team to assist. All seasonal help will be in by the 1st of December at which time they will receive some manual and refresher type training. Commissioner Buchholtz inquired about the snow routes on the Geographic Information System (GIS). Operations Director Bartholomew shared Wightman expects to be done with the final mapping tomorrow. Furthermore, we need to verify a few of the last routes in mostly residential areas for our winter maintenance contractors. He mentioned that we plan to go live next week.

Commissioner Stehouwer moved and it was seconded to adjourn.

Carried by the following roll call vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

The meeting was adjourned at 3:33 p.m.

Attest: Timothy A. Snow, County Clerk

By: _____, Chair _____, Deputy Clerk

December 8, 2020 – Legal Issues Symposium

Chair Int'l _____

Clerk Int'l _____

The Board of County Road Commissioners of the County of Kalamazoo participated in the County Road Association (CRA) Legal Issues Symposium on Tuesday, December 8, 2020 via Zoom. The meeting began at 8:30 a.m.

Present: Deborah J. Buchholtz, Larry Stehouwer, Michael Boersma

Absent: David C. Pawloski, Thom Brennan

Also attending: Managing Director Joanna I. Johnson

The CRA hosted the 6th Annual Legal Issues Symposium. Topics included Road Commission Contracts, Working with Engineers in the Legal Context, and Case Law and Statute Review.

The meeting was adjourned at 11:50 a.m.

Attest: Timothy A. Snow, County Clerk

By: _____, Chair _____, Deputy Clerk

December 8, 2020

Chair Int'l _____

Clerk Int'l _____

The regular meeting of the Board of County Road Commissioners of the County of Kalamazoo was held by electronic means by Zoom Video Conferencing on Tuesday, December 8, 2020 as provided under Act 267 of the Public Acts of 1976 as amended, or commonly referred to as the Open Meetings (OMA). Commissioner Buchholtz called the meeting to order at 3:00 p.m.

Present: Deborah J. Buchholtz participated from Cooper Township, Kalamazoo County Michigan, David C. Pawloski from the City of Kalamazoo, Michigan, Larry Stehouwer from Cooper Township, Kalamazoo County Michigan, Thom Brennan from Texas Township, Kalamazoo County Michigan, Michael Boersma from Oshtemo Township, Kalamazoo County Michigan.

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, Project Engineer Rebekkah Ausbury, General Superintendent Bill DeYoung, Road Maintenance Superintendent Jim Page, Communications Administrator Elli Blonde and Administrative Assistant Selena Rider.

Commissioner Buchholtz reviewed telephonic and video conferencing protocols.

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

Carried by the following roll call vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Stehouwer moved and it was seconded to approve the November 24, 2020 telephonic and video conferencing regular Board meeting minutes as presented.

Carried by the following roll call vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

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

Payroll Account	\$	129,784.80
Vendor Account	\$	567,042.94

Carried by the following roll call vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Stehouwer moved and it was seconded to accept the Safety Improvement Project 2022 Award Letters dated December 2, 2020 and refer them to file. Managing Director Johnson shared the Board approved Resolutions of Support back on June 23rd and the four projects submitted have been approved for funding. She explained the Fire Department Signal pre-emption is our joint and collaborative effort with Comstock Township Fire Department. A news release went out today which M-Live did pick up. She thanked Communications Administrator Elli Blonde for the news release. Also, funded was 12th Street from Ravine Road to D Avenue and includes trench widening to construct 4' paved shoulders. Also, 24th Street from D Avenue to AB Avenue and AB Avenue from 24th Street to M-89 includes widen shoulders by 4', superelevation corrections. Also funded was Sprinkle Road from East Main Street to G Avenue and includes shoulder widening for 4' concrete shoulders, a change on the Hot Mix Asphalt (HMA) paved median to concrete for visual conspicuity, superelevation corrections, centerline and shoulder rumble strips. She stated the Capital Improvement Plan (CIP) will need to be adjusted in the future.

Carried by the following roll call vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Boersma moved and it was seconded to award the Professional Forester Bid #2020-27 Bid to Mark P. Janke, Consulting Forester LLC, sole bidder meeting specifications, with an option to extend annually for up to three (3), one (1) year extensions, by the mutual agreement of both parties. Managing Director Johnson shared our current Professional Forester, Mike Graham representing Graham Forestry Service, Inc. has worked with RCKC as our on-site Forester since 1990. We did receive one response from Mr. Janke with Consulting

Forester LLC who is a State Registered Forester, Board Certified Master Arborist, President of the Association of Consulting Foresters and a Department of Natural Resources (DNR) certified plan writer for the Forest Stewardship Program. Our preferred experience for this service is a minimum two (2) years of Urban Management, Certified Arborist with the International Society of Arboriculture and a Certified Forester with the Michigan Society of American Foresters. Mr. Graham has also agreed to assist with training and transition. Having a Professional Forester as part of our team is beneficial especially when it comes to the varying degrees of opinions on trees, their life expectancy, etc. Commissioner Brennan shared to acquire someone with the professional expertise that Mr. Janke brings is very important. We can move forward with great confidence that this will be handled in a professional manner. Commissioner Stehouwer shared the qualifications imply a good candidate and building a good working relationship is the key. Furthermore, he is pleased that Mr. Graham will lend a hand in transition. Commissioner Pawloski questioned if there are other entities we could share a Forester with. Managing Director Johnson shared we look for those opportunities and did some investigation. Furthermore, we are probably one of the few Road Commissions that have a Consultant Forester on board to help work on these types of issues. Commissioner Buchholtz thanked Mr. Graham for staying on to help with the transition.

Carried by the following roll call vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Boersma moved and it was seconded to approve the final design plan cover sheet for the G Avenue project between Riverview Drive and 24th Street in Cooper Township for the authorization of electronic Board and Managing Director's signatures by the Board Clerk on the plan cover sheet. Managing Director Johnson shared RCKC and our design consultant Moore and Bruggink developed plans and bid documents to mill and resurface this project. It is part of our CIP for construction next year in 2021. The most recent Pavement Surface Evaluation and Rating (PASER) for this road is 7, however the last HMA overlay for this section of G Avenue was in 1989. The final plans are ready for the Michigan Department of Transportation (MDOT) Local Agency Program (LAP) for obligation of the Federal funds for the project for the February 2021 MDOT bid letting. No tree work, right-of-way (ROW) or grading easements are needed for this project. Commissioner Stehouwer appreciates the project and is pleased to know the shoulders are included in the milling and resurfacing. Commissioner Buchholtz mentioned she uses this corridor frequently and it is amazing how the road has held up with so little maintenance. She is also pleased that the shoulders will be repaved.

Carried by the following roll call vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Brennan moved and it was seconded to approve the 2021 regular Board meeting schedule. Managing Director Johnson shared annually we establish the regular Board meeting schedule. We have had discussion over the years on the time/day of our Board meetings. We have also had discussion on the time/day of the meeting to accommodate any conflicts with the County Board meetings, as well as the various township board meetings and Road Commissioner commitments. We have had the opportunity in 2020 to provide our Board meetings virtually and a hybrid of both in-person and virtually. We are prepared to maintain these options into 2021 which may provide avenues for greater public participation. Commissioner Brennan questioned if we would continue to offer the Zoom opportunity for citizens and others to participate at their discretion once we get through COVID-19. Managing Director Johnson responded yes. Commissioner Buchholtz shared there has been concern over the years that 40% of our Board meetings had the potential of conflicting with County Board meetings depending on when County Board meetings start and how long our Board meetings last. For a variety of reasons many municipalities meetings are held on a Mondays or Tuesdays. We have weighed all the factors including the day and time of meetings. We have also looked at what is most accessible to the general public as well as other entities including, Townships and County Commissions, and have felt that this schedule has worked best. Commissioner Pawloski agreed with Commissioner Buchholtz and mentioned having meetings every two weeks is also important. Commissioner Stehouwer echoed previous comments and shared the time is advantageous and easy for staff to participate during work hours.

Carried by the following roll call vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

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Chair Int'l _____

Clerk Int'l _____

Commissioner Brennan moved and it was seconded to establish Commissioner Buchholtz as Chair.

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Boersma moved and it was seconded to establish Commissioner Brennan as Vice Chair.

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Stehouwer moved, and it was seconded to continue to leave the Township Representation and Committee Assignment the same for 2021 as it was in 2020 with the exception of Commissioner Pawloski taking over as primary on the Board of Public Works (BPW) for Commissioner Brennan. Commissioner Pawloski stated since Commissioner Brennan will be Vice Chair, he would be happy to serve if needed on the BPW. Commissioner Stehouwer thanked Commissioner Pawloski for his service as Vice Chair. Commissioner Brennan mentioned that he has no problem remaining an alternate for both the Parks Commission and Environmental Health Advisory Committee (EHAC) or having Commissioner Pawloski take over as primary on the BPW.

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Pawloski moved and it was seconded to establish Joanna I. Johnson, Managing Director to fulfill the statutory functions as Clerk and Superintendent. Managing Director Johnson shared the Clerk and Superintendent is language within Public Act (PA) 51 to fill the statutory functions for the RCKC.

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Brennan moved and it was second to establish Ryan Minkus, County Engineer to fulfill the statutory functions as Chief Engineer.

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Managing Director Johnson congratulated Commissioner Buchholtz for continuing as Chair and Commissioner Brennan for Vice Chair. She thanked Commissioner Pawloski for his time in serving as Vice Chair. She shared tonight at 6:00 p.m. is a Joint meeting with Osthemo Township via Zoom. She gave an update on COVID-19 and shared we are continuing operations as essential critical infrastructure workers at the Road Commission. However, as the construction season has winded down, we have 10 employees currently working remotely. Road Maintenance Operations has moved to 3 shifts and we continue to work with our COVID-19 Preparedness and Response Plan. We have received new guidelines from the State and Centers for Disease Control and Prevention (CDC) and anticipate another update on the Preparedness and Response Plan. She shared the lobby is presently closed however, we do have appointments and continue to serve the public. She shared from the County Road Association (CRA) and our local Health Department, we as essential critical infrastructure workers maybe potentially first in line for any vaccines. At the present time she is polling our team to see who may be interested in participating so we can give a figure to the Health Department for future planning purposes. She mentioned COVID-19 has impacted all of us professionally and personally and here at the Road Commission. Furthermore, we have come together to find new ways to do things to continue with our work. She thanked the Board for their continued support. She shared December 22nd is the last Board meeting for the year.

Commissioner Boersma shared the Environmental Health Advisory Committee (EHAC) has not met due to COVID-19. He had the opportunity to participate in the CRA Legal Symposium and stated he is happy to share his thoughts offline.

Commissioner Brennan shared the Board of Public Works (BPW) did not meet this month and is potentially scheduled for the month of January. Commissioner Buchholtz congratulated him on being Vice Chair in 2021.

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Commissioner Stehouwer appreciated the COVID-19 update and was pleased to hear the RCKC is functioning well thanks to the team for their diligence this year and the success on projects. County Parks met via Zoom and were sad to learn that three members including Drain Commissioner, Pat Crowley are leaving. He thanked the three members and stated their service was appreciated. He shared the Park Commission agenda included a 2021 meeting schedule, park fees, and the Park Foundation renewing their lease. He mentioned all the COVID restrictions impacted events including the County Expo Center and mentioned their revenue is half of what it is historically. The good news is the County has moved towards adding a new County Park, the Boy Scout Camp in Texas Township. He participated in the CRA Legal Symposium. He thanked RCKC crew, staff and Managing Director Johnson who strive to work on a good standard of care that he sees in materials received, by letting the Board be critical and asking hard questions. He looks forward to meeting with Oshtemo Township tonight and was pleased with the project on Drake Road.

Commissioner Pawloski congratulated Commissioner Buchholtz for continuing as Chair and Commissioner Brennan for being Vice Chair in 2021. He mentioned hopefully this will spur the County Commission when it comes to making their decision on reappointments and showing them that you have the confidence of your fellow colleagues who elected you as Chair. He hopes it factors into their decision. He also congratulated Managing Director Johnson and County Engineer Minkus for another successful year. He thanked everyone and shared it has been great being Vice Chair for one of the greatest organizations he has ever been a part of.

Commissioner Buchholtz mentioned that she likes the redesign of the Board website and suggested adding a separate place for policies to make them easily accessible. She asked Commissioners and leadership staff to begin thinking about Commissioner and Township Trustee Leadership Training. She mentioned with Zoom we could easily get Township Local Officials engaged by keeping the training to 1.5 – 2 hours and include interesting topics. She will work with Managing Director Johnson on ideas for training. She shared with the Board how much she values and enjoys working with each member of the Commission and stated it is an incredible organization and a great Board who have different backgrounds and thoughts but have mutual respect and common goals.

Commissioner Boersma moved and it was seconded to adjourn.

Carried by the following roll call vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

The meeting was adjourned at 3:58 p.m.

Attest: Timothy A. Snow, County Clerk

By: _____, Chair _____, Deputy Clerk

December 8, 2020 – Oshtemo Township Joint Meeting

Chair Int'l _____

Clerk Int'l _____

A joint meeting of the Board of County Road Commissioners of the County of Kalamazoo and the Oshtemo Township Board of Trustees was held by telephonic and video conferencing on Tuesday, December 8, 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, County Engineer Ryan Minkus, Oshtemo Township Supervisor Libby Heiny-Cogswell, Clerk Dusty Farmer, Treasurer Clare Buszka, Trustees Cheri Bell, Kizzy Bradford, Zak Ford, Kristin Cole, Public Works Director Marc Elliott and Attorney Jim Porter.

Managing Director Johnson, Operations Director Bartholomew and Engineering and Public Relations Director Worden went through the presentation which included an update on service requests, road conditions, local road participation funds and projects including Drake Road and 8th Street. Following the presentation Township Board members asked questions.

Trustee Ford shared that he had noticed some flooding at Drake Road entrance to Lowes. Operations Director Bartholomew stated this may have been due to the fabric on the stormwater drains during the project. Furthermore, there are issues sometimes in that area with leaves and debris covering the structure. Trustee Ford also inquired if there would be a fence placed at the Bunker Hill basin. Operations Director Bartholomew responded yes, and shared we are currently getting quotes that are potentially 4 – 6 weeks out.

Trustee Bell questioned if the County of Kalamazoo contributes for funding of roads. Managing Director Johnson responded no, the majority of funding is Michigan Transportation Funds (MTF). Trustee Bell stated she is aware of a lot of flooding across the county and extended her appreciation. She shared 8th Street had a lot of inquiries from residents and the pestering was due to trying to respond to the residents. Additionally, she knows this road had a lot of inquiries. Managing Director Johnson shared she appreciated joint information released by the RCKC and the Township on the status of the road. Operations Director Bartholomew shared he also understood the pestering and the hope had been the water would have receded on its own.

Clerk Farmer appreciated the fact that all Road Commissioners showed up at the meeting. She also found the 8th Street project information fascinating and stated excellent work and thank you.

Supervisor Heiny-Cogswell appreciated the coordination and the delay of paving on Drake Road. She also thanked Public Works Director Elliot for his work on the project. She mentioned that she learned a new word echelon with paving on Drake Road. She requested additional information on the RCKC non-motorized map she had heard about. Also, she would like to be kept up to date with the railroad. Managing Director Johnson advised that due to recent requests from the railroad to RCKC we have used this as an opportunity for us to meet to discuss the railroad issues in the corridor and will keep the Township updated.

Trustee Bradford gave a thumbs up and shared her kids would like to know where were we 8 years ago with the trail for Drake Road.

The meeting adjourned at 7:08 p.m.

Attest: Timothy A. Snow, County Clerk

By: _____, Chair _____, Deputy Clerk

December 22, 2020

Chair Int'l _____

Clerk Int'l _____

The regular meeting of the Board of County Road Commissioners of the County of Kalamazoo was held by electronic means by Zoom Video Conferencing on Tuesday, December 22, 2020 as provided under Act 267 of the Public Acts of 1976 as amended, or commonly referred to as the Open Meetings (OMA). Commissioner Buchholtz called the meeting to order at 3:00 p.m.

Present: Deborah J. Buchholtz participated from Ann Arbor, Michigan, David C. Pawloski from the City of Kalamazoo, Michigan, Larry Stehouwer from Cooper Township, Kalamazoo County Michigan, Thom Brennan from Texas Township, Kalamazoo County Michigan, Michael Boersma from Oshtemo Township, Kalamazoo County Michigan.

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, Traffic and Project Engineer Jim Hoekstra, Project Engineer Rebekkah Ausbury, General Superintendent Bill DeYoung, Communications Administrator Elli Blonde and Administrative Assistant Selena Rider.

Commissioner Buchholtz reviewed telephonic and video conferencing protocols.

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

Carried by the following roll call vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Boersma moved, and it was seconded to approve the December 8, 2020 County Road Association (CRA) Legal Symposium, December 8, 2020 telephonic and video conferencing regular Board meeting and December 8, 2020 Oshtemo Township Joint meeting minutes as presented.

Carried by the following roll call vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Brennan moved and it was seconded to approve the payroll and vendor accounts as presented. Managing Director Johnson shared there was a lot of Federal Aid activity related to projects which is part of our invoicing progress with Federal Aid projects to the state.

Payroll Account	\$ 132,137.07
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Vendor Account	\$ 1,727,363.38
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Carried by the following roll call vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

County Commissioner John Gisler shared 11 people were sworn in at the last County Commission meeting. They watched Judge Lipsy authorize and swear in the County Prosecutor, Treasurer, Drain Commissioner, Clerk/Register, Sheriff and Surveyor. He mentioned the effectiveness of the swearing in is not until January 1st. He wished everyone a Merry Christmas. Commissioner Buchholtz shared we are working on an educational session for new Commissioners and Township officials to be held by Zoom.

Managing Director Johnson shared that communication platforms at the RCKC have evolved over the years. She thanked Administrative Assistant Rider for her many years of working together with herself on various platforms such as introducing Facebook and RCKC Connect, etc. In late 2019 we decided to add a Communications Administrator to our team. This was a way to spend the whole time on areas both internally and externally in communications. She is proud to say that Communications Administrator Blonde has fulfilled this role since January 6, 2020. We wanted to bring forth to the Board a brief PowerPoint presentation of an overview of the RCKC communications strategy as we move into 2021. Communications Administrator Blonde gave a Power Point presentation on the RCKC Public Relations Outreach Strategy that included humanizing the agency, engaging and informing the public. She mentioned five areas identified for improvement included public outreach, construction projects, informing, training and recruitment. She shared information about a grant proposal to obtain support on educating, informing and working with the public to improve driver safety and to increase interaction with a government agency. Tools that will be utilized include social media, community events, community advertising

and presentations. She discussed community interactions through schools, organizations and events. She assisted with social platforms such as Facebook, Twitter, Instagram, LinkedIn and Tiktok which is coming soon. She explained unconventional advertising including community events, sporting events, billboards, print advertising and online advertising. She mentioned that she spends a lot of time analyzing service requests and shared that we have adjusted service request goals. We started with 42 reasons for the input process and currently have 28 reasons. She shared both the priority systems and response goals and stated she is excited to see where 2021 takes us. Commissioner Stehouwer appreciated the presentation and laying out what the focus is for next year. He mentioned radio as another way of reaching the public. Commissioner Brennan shared the presentation was very well done and mentioned we must plan how we measure things, and we seem to have a significant improvement. Furthermore, it is amazing how the RCKC survived before we brought on board Communications Administrator Blonde to handle these situations. Commissioner Boersma echoed the idea that the RCKC is doing a good job of getting its message out to the public especially with all the difficulties of this past year with COVID-19. In some ways having that forceful change makes us a better organization. When compared to other organizations he has participated with over the past year the RCKC is way ahead of things. Commissioner Pawloski thanked everyone and echoed all the previous comments and stated this position is well worth it. Furthermore, he is a proponent of education and educating the community. He mentioned as a Commissioner he is available to visit schools to talk about the RCKC. Commissioner Stehouwer stated that he is also available to assist with schools. County Commissioner Gisler shared the one word that describes his reaction to the presentation is "Wow" and added it was well done.

Commissioner Stehouwer moved, and it was seconded to accept the Michigan Department of Transportation (MDOT) Local Bridge Program Letter dated November 23, 2020. Managing Director Johnson shared on March 17, 2020 the Board approved local bridge program resolutions for funding through the MDOT Local Bridge Program. We submitted the maximum of 5 applications. This bridge which was constructed in 1998 as concrete arch culvert structure and due to its age show signs of deterioration and was selected for funding. The investment would be in rehabilitation which will improve the condition of the bridge fascia and headwall for construction in 2023. The Primary Road Capital Improvement Plan (CIP) will be updated in the future.

- a. Structure: #12822 – North Sprinkle Road over Spring Brook, Application Estimate: \$172,000.00
Selected for Rehabilitation, Richland Township

Carried by the following roll call vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Brennan moved and it was seconded to award the Culvert Design, Fabrication and Delivery Bid #2020-28 at CD Avenue – 650 feet north of D Avenue, Richland Township to Mack Industries for a precast concrete box culvert for \$53,279.00, low bidder meeting specifications and contingent upon award of the future 2021 CD Avenue Culvert Installation Bid. Managing Director Johnson shared on September 1, 2020, the Board approved the Richland Township Local Road Contract for culvert replacement at CD Avenue over a tributary of the Spring Brook, or more specifically 650 feet north of D Avenue. Recently, on November 24, 2020 this contract was revised to correct the name of the contract; the total cost remained the same. This contract is for \$328,124.00 and includes the cost of the culvert fabrication, delivery, installation, and inspection of construction. We did receive 2 bids. The other bid was by Northern Concrete and was found to be non compliant in terms of our bid procedures. We split up the bids for fabrication and installation because historically we have seen better overall pricing and a higher number of contractors that bid. Commissioner Buchholtz inquired about the contingency and questioned if the installation would be stopped if there was a problem. Managing Director Johnson shared we do not have any intent to stop production of the culvert installation. If anything we may have to look at the installation process but would move forward with fabrication. Commissioner Stehouwer thought it wise splitting the bid so the contractors know what they are installing.

Carried by the following roll call vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Stehouwer moved, and it was seconded to approve right-of-way (ROW) easement at 1724 Nichols Road for the Nichols Road project between West Main Street and Ravine Road in Kalamazoo Township for a total of \$2,038.50. Managing Director Johnson shared the Board approved the ROW easements and plans at

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their November 10, 2020 meeting. However subsequent to that, we have been working to clarify and acquire an additional easement at this location. We also made some modifications to accommodate some of the property owners concerns as well as add dollars for some trees that will be removed with the project. This would clear up the issue related to the drainage easement. The cost of this easement has increased by \$385.50.

Carried by the following roll call vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Pawloski moved, and it was seconded to approve and adopt the 2020 Year End Budget Amendment #3, and 2021 Budget Amendment #1 Resolution, as presented. Managing Director Johnson shared as a team we have carefully reviewed each line item and amended amounts conservatively based on current and historical trends. This year was a challenging budget year. We reviewed projects, purchase orders, invoices and outstanding items to best determine year end balances. The 2020 Proposed Year End Amended Budget reflects the best estimate of year-end results. We also reviewed the impacts to our 2021 budget based on 2020-year end projections. Commissioner Pawloski inquired about the loss in regard to MTF for this year due to the pandemic. Finance Director Simmons shared we know at least one million and have a couple more tough months to estimate. Commissioner Buchholtz requested Finance Director Simmons to highlight the larger variances. She noticed we had significant savings in winter maintenance and tree removal. Finance Director Simmons shared some larger variances. Discussion continued...

RESOLUTION

Be it resolved, that in compliance with the Michigan Uniform Budgeting and Accounting Act, the Board of County Road Commissioners of the County of Kalamazoo hereby approves and adopts the following amended budget for the calendar year 2020 and 2021:

Budget Appropriations

December 22, 2020

Chair Int'l _____

Clerk Int'l _____

	2020 Budget Amendment 2	Change	2020 Budget Amendment 3	2021 Budget	Change	2021 Budget Amendment 1
<u>Revenue</u>						
Michigan Transportation Funds						
Primary Road Fund	16,492,000	413,440	16,905,440	17,252,000	0	17,252,000
Local Road Fund	5,208,000	130,560	5,338,560	5,448,000	0	5,448,000
Total Michigan Transportation Funds	21,700,000	544,000	22,244,000	22,700,000	0	22,700,000
Federal, State and Enhancement	6,249,700	(20,000)	6,229,700	3,528,000	0	3,528,000
State General Fund - PA 207 of 2018	0	0	0	0	0	0
State General Fund - PA 82 of 2018	0	0	0	0	0	0
Township Projects	5,070,000	(481,000)	4,589,000	2,960,000	0	2,960,000
Township Special Assessments	89,000	18,000	107,000	58,000	0	58,000
Cities and other Governmental	1,175,000	(1,035,000)	140,000	0	0	0
Interest	150,000	(129,000)	21,000	25,000	0	25,000
Other	300,000	1,120,000	1,420,000	345,000	0	345,000
Total Operating Revenue	34,733,700	17,000	34,750,700	29,616,000	0	29,616,000
<u>Expenditures</u>						
Construction & Capacity Improvements						
Primary Road System	0	0	0	0	0	0
Local Road System	0	0	0	0	0	0
Total Construction/Capacity Improvements	0	0	0	0	0	0
Preservation & Structural Improvements						
Primary Road System	12,400,000	1,383,000	13,783,000	10,607,000	0	10,607,000
Local Road System	2,605,000	520,000	3,125,000	5,155,000	0	5,155,000
Total Preservation - Structural Improvements	15,005,000	1,903,000	16,908,000	15,762,000	0	15,762,000
Preventive Maintenance						
Primary Road System	2,202,000	(207,000)	1,995,000	1,837,000	0	1,837,000
Local Road System	3,718,000	(131,000)	3,587,000	0	0	0
Routine Maintenance						
Primary Road System	3,978,000	(1,086,000)	2,892,000	4,020,000	0	4,020,000
Local Road System	4,922,000	34,000	4,956,000	4,990,000	0	4,990,000
Total Routine & Preventive Maintenance	14,820,000	(1,390,000)	13,430,000	10,847,000	0	10,847,000
Total Road Expenditures	29,825,000	513,000	30,338,000	26,609,000	0	26,609,000
Equipment						
Direct Equipment Expense	1,845,000	(95,000)	1,750,000	2,048,000	0	2,048,000
Indirect Equipment Expense	691,000	(16,000)	675,000	701,000	0	701,000
Operating Expense	350,000	(95,000)	255,000	325,000	0	325,000
Total Equipment Expense	2,886,000	(206,000)	2,680,000	3,074,000	0	3,074,000
Less Equipment Rental	(2,730,000)	205,000	(2,525,000)	(2,875,000)	0	(2,875,000)
Net Equipment Expense	156,000	(1,000)	155,000	199,000	0	199,000
Administration	1,514,000	17,000	1,531,000	1,703,000	0	1,703,000
Work Performed for Others	3,375,000	25,000	3,400,000	0	0	0
Distributive Expenditures (Unspread Fringe, OH)	0	0	0	0	0	0
Capital Outlay	3,288,440	(1,738,440)	1,550,000	4,145,000	612,000	4,757,000
Subtract Provision for Depreciation	(1,217,000)	89,000	(1,128,000)	(1,438,000)	0	(1,438,968)
Total Expenditures	36,941,440	(1,095,440)	35,846,000	31,218,000	612,000	31,829,032
<u>Fund Balances</u>						
Beginning Fund Balance	10,560,639		10,560,639	9,352,899		9,465,339
Change in Fund Balance	(2,207,740)	1,112,440	(1,095,300)	(1,602,000)	(612,000)	(2,213,032)
Ending Fund Balance	8,352,899	1,112,440	9,465,339	7,750,899	(612,000)	7,252,307
Unassigned Fund Balance as a % of MTF Revenue	34%		38%	30%		28%

Carried by the following roll call vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Brennan moved and it was seconded to authorize the transfer of up to thirty (30) percent of the Primary Road Michigan Transportation Fund revenue, as needed to balance the Local Road Fund deficit as year-end. Managing Director Johnson shared a negative fund balance is not permitted in any fund. She stated that Public Act of 1951 (PA 51) allows us to move 30% of our primary road revenue to local fund to ensure we are not in a negative position. The transfer from the primary road fund to the local road has ranged from as high as 23% and as low as 8%. The final transfer figure up to 30% for 2019 will be determined according to our yearend financial audit. She mentioned there has been recent legislation that may impact this provision. Both she and Finance Director Simmons along with our industry partners have yet to receive clarification. Even if there is a change related to this provision, based on having an asset management plan which was approved, there are performance metrics that we must meet on the primary road system, local road system, and bridge system. She stated we are waiting for their guidance as to what all this means. As of right now for year end 2020 we were guided that we need to continue to do what we are doing as it relates to ensuring that we do not end our local road fund in a deficit balance.

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Stehouwer moved, and it was seconded to approve the 2020 Resolution to accept recently constructed roads into the public road system and the 2020 Public Act (PA) 51 Mileage Certification and Countywide Maps for the Chair's signature. Managing Director Johnson shared in accordance with PA 51 of 1951, as amended, the Board of County Road Commissioners (Board) are required to submit a report of roadway mileage to the State Transportation Department/State Highway Commissioner annually. The attached resolution itemizes the roadways that were added to the RCKC system during 2020 as improved roads. She thanked County Planning who presently is working with us to bring county mapping into a Geographic Information System (GIS) format. We are hoping to have that product for submittal for year-end 2020. The total primary roads remain unchanged at 445.82 and the local roads increased by 1.47 miles for a total of 824.63. Our total mileage is 1270.45 miles.

RESOLUTION

Act 51, Public Act 1951, as amended, requires that each the Board of County Road Commissioners (Board) to submit an annual report of roadway mileage to the State Transportation Department/State Highway Commissioner. By resolution the Board approves and authorizes acceptance into the county public road system roads in the following new developments, as well as other listed roads, road extensions, classification changes, and vacations.

New Developments

Autumn Woods No. 4, Section 3, Texas Township

Turning Stone Site Condo, Section 21 & 22, Texas Township

Western Michigan University Business Technology and Research Park Phase 2, Section 25, Oshtemo Township

Forest Cove, Section 15, Texas Township

Road Extensions:

Hidden Cove Place, Section 15, Texas Township, from 3,009 feet west of 8th Street to 4,190 feet west of 8th Street (west end)

New Roads

Turning Stone Trail, Section 21 & 22, Texas Township, from 6th Street to Slate Creek Pass

Limestone Ridge, Section 21, Texas Township, from Turning Stone Trail to 214 feet north of Turning Stone Trail (north end)

Sanctuary Woods Point, Section 22, Texas Township, from 200 feet west of Turning Stone Trail (west end) to Turning Stone Trail

Slate Creek Pass, Section 22, Texas Township, from Turning Stone Trail to 243 feet east of Turning Stone Trail (east end)

Robert Jones Way, Section 25, Oshtemo Township, from Drake Road to 1,049 feet west of Drake Road (west end)

Dorlen Street, Section 3, Texas Township, from 1,275 feet west of Shane Street to Shane Street

Bradley Court, Section 3, Texas Township, from 717 feet south of Dorlen Street (south end) to Dorlen Street

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Brennan moved, and it was seconded to approve the Acknowledgement of Intent to Join Amicus Brief. Managing Director Johnson shared we have a unique item on our agenda that is to request the consideration of the Michigan County Road Commission Self Insurance Pool (MCRCSIP) Acknowledgement of Intent to Join Amicus Brief. She explained this stems from a lawsuit and case between Ingham County and MCRCSIP, our liability pool. It was brought on when Ingham, Jackson and Calhoun Counties dissolved their Road Commission and became a road department. Those counties claimed they were entitled to continued membership with MCRCSIP and a refund of any of the surplus premiums that we receive annually from MCRCSIP. This has gone on with a variety of different cases throughout the years and at this point through Dorothy Pohl who is a retired Managing Director of the Ionia County Road Commission and a long-standing member of MCRCSIP, we have been asked to potentially participate in this Amicus Brief in support of our insurance pool and their position based on the contract obligations that we have as members of the pool. There is a cost to participate. The maximum contribution that has been verified is \$92.10 per Road Commission. Commissioner Brennan shared most of us are aware of what this issue is, and he believes there is strong support from other Commissioners. Commissioner Boersma shared the purpose of an Amicus Brief is a tool to inform the Michigan Supreme Court of a decision of all the other Road Commissions that are not parties to the suit between the Counties of Jackson, Calhoun, Ingham and MCRCSIP. He imagines that it will read, the by-laws that all the Road Commissions agree to is part of being in MCRCSIP bound everyone. When the counties decided to take over the Road Commission's they took the risk of not being covered by MCRCSIP and not getting back some membership fees from MCRCSIP. One of the things that has happened more recently is that the counties that no longer have Road Commissions are now receiving limited MCRCSIP benefits for the purpose of litigation defense. He thinks it is important to support MCRCSIP and have a voice in this lawsuit. Commissioner Stehouwer shared that he fully supports this resolution and is thankful that we have the opportunity to participate this way. Commissioner Pawloski shared the State Legislature was really off the basis when they passed the state law 10-15 years ago and it has been a disaster. Also, the Road Commission in Calhoun County was almost reinstated due to the residents being very unhappy. He totally supports MCRCSIP and stated this is a good position for us to be in. He shared Ionia County is having a hard time getting anything done since the County took over the Road Commission.

**ACKNOWLEDGEMENT OF INTENT TO JOIN AMICUS BRIEF IN
INGHAM COUNTY, ET. AL VERSUS MCRCSIP**

The Board of County Road Commissioners of the County of Kalamazoo has a unique and particularized interest in the outcome of a case presently pending before the Michigan Supreme Court, *Ingham County, et. al v Michigan County Road Commission Self-Insurance Pool*, Supreme Court Docket No. 160186. The Michigan Supreme Court has specifically invited an amicus brief from Michigan's Boards of County Road Commissioners, and an effort to draft and file such a brief is currently underway. It is hereby acknowledged that the Road Commission of Kalamazoo County (RCKC) desires to join in the amicus brief to be prepared by Henn Lesperance PLC.

Carried by the following vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Managing Director Johnson shared we sent out a packet to all our Township Supervisors for Participation (PAR) Fund allocations and carryover. Townships should notify the RCKC by email of PAR Fund intentions by January 20th. She shared included in Senate Bill (SB) 1246, we have the right in whole or in part to have our Board meeting electronically or telephonic video conferencing until March 31, 2021 and there are specific reasons for beyond that date. We hope to have an in-person option moving forward and continue our hybrid opportunities. The County Road Association (CRA) Highway Conference is planned for March 9-11 in Lansing. The title this year is "Lane Shift Ahead". She mentioned there is a limitation to participants and shared each Road Commission can only have 3 attendees at the conference. She mentioned Engineering and Public Relations Director Worden is in Charleston Township for their Board meeting. She stated this is our last Board meeting of the year and she provided an overview of 2020. She shared she is very proud of the various accomplishments/learning opportunities provided in 2020. There are many great projects, lessons learned and great work efforts. We worked hard to continue operations without a disruption in service to the public. Thank you to the BOARD and TEAM for your commitment to public service!!

COMMUNICATION:

- We found new ways to deliver Board meetings, project meetings, bid openings, etc. using various technology platforms.
- We participated in Touch a Truck
- We provided one informational webinar on Gravel Roads for Local Officials and Board Local Pavement Warranties.
- We completed the following Board Presentations:
 - Trees, Seasonal Weight Restrictions, Emergency Management, Winter Maintenance, Understanding Federal Aid, and today Communications.
- We reviewed service requests and initiated auto responses – although delayed from 2019 completed in 2020.
- We completed four road tours with Road Commissioners.
- We were highlighted in American Public Works Association (APWA) and CRA Crossroads magazines for a variety of topics.
- Social media platforms continued to grow.
 - RCKC Connect 732
 - Twitter Followers 195
 - Facebook Followers 6,082
 - Instagram 39

ROAD MAINTENANCE AND PROJECTS:

- We continue to have one of the best road surface conditions in the State.
- We responded to flooding which included road closures, task forces and temporary road repairs.
- We continued to support local road project investments.
- Chip seal innovations continued, and we continue to have a great program.
- We managed over approximately 220 projects over \$23,000,000.
- We adjusted and adjusted how we mobilize our road maintenance operations.
- We introduced iPads/Tablets in our Road Maintenance Operations and winter maintenance GPS!
 - A Few Statistics the Winter Maintenance GPS Project provided:
 - **Level 1, 2, 3, 4, 5**
Total Distance – ~3041.5 Miles
This distance is the same as driving from Kalamazoo to Salt Lake City, UT and back.
This distance is 193 miles further than driving from Kalamazoo to Miami, FL and back.
Driving at 35mph that is over 86.5 hours of driving.
 - **Turn Statistics Level 1, 2, 3, 4, 5**
Right Turns – 3624
Left Turns – 661
U-Turns – 1648

THE TEAM:

- Adaptability and flexibility – team resiliency.
- Although we welcomed 5 new employees; 2 employees retired; 3 resigned. It is important to note we have one employee who has been with us for 42 years!!!!
- Introduced a new position of Communications Administrator.
- We continued opportunities in a variety of staff training throughout the year - too numerous to mention. Introduced a lot of new technology tools!

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Chair Int'l _____

Clerk Int'l _____

- Various staff continue in a variety of leadership positions in industry associations.
- We all worked toward completion of our organizational goals and formed measurable goals as we move into 2021.
- We continue to be an award-winning organization.
 - Urban Engineer of the Year (Jim H.)
 - 3 APWA Project of the Year Awards
 - CRA Impress Awards

MISC:

- Financial and Act 51 audit with no significant findings for 2019.
- We revised our Fee Schedule for 2021.
- We collaborated and created a draft RCKC non-motorized route map for future consideration.
- We purchased property for future facility planning and we sold some property to assist in economic development.
- We continued collaborative efforts including the MDOT, Drain Commissioner, Villages, Cities and Road Commissions in the State.
- We updated two Board policies plus Street Naming and Addressing Policy with the County of Kalamazoo.
- Created a draft Neighborhood Traffic Management Policy.
- Reviewed Construction Guidelines for key area updates.

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

- Flexibility and adapting to change.
- Right-of-way driveway applications and driveway access determinations.
- Being stewards of the right-of-way while supporting economic development.
- Plat/site condos/land division reviews; challenging in areas that conflicted with our construction guidelines; Variance requests.

However, even when daily accomplishments may not be recognized, and we learn from our mistakes - when we take the time to "PAUSE" () we continue to have a team of dedicated public servants, dedicated to maintaining service and continuing to challenge our operations for improvements as the Best Road Commission in the State.

Thank you to our Board, employees and their families - all our contractors, vendors and local officials – wishing you all the best as we happily ring in 2021!

Commissioner Boersma shared the Environmental Health Advisory Committee (EHAC) has not met due to COVID-19. Following up to Managing Director Johnson's overview of 2020 he shared "WOW" and stated we lived in interesting times in 2020. He cannot think of another organization that he has been a participant in over the past year that has met these challenges with the adroitness that the RCKC has. It all goes to the staff and leadership of this fine organization. He wished everyone a happy and safe Christmas and New Year.

Commissioner Brennan shared the Board of Public Works (BPW) did not meet this month. He attended the MCRCSIP loss prevention seminar on December 16th. He shared that he learned some things of value and was extremely impressed with their training activities including investigation on crashes and fire safety. He thanked Managing Director Johnson and staff for the opportunity to attend the Holiday Virtual Luncheon. He shared this is something that is phenomenal for support of the entire team. He gave holiday wishes to everyone. He thanked Managing Director Johnson for the year in review summary and stated we had a tremendous year with a tremendous organization.

Commissioner Buchholtz thanked Commissioner Stehouwer for his leadership this year in helping Commissioners contribute to the holiday luncheon and to demonstrate the Boards support for employees. Commissioner Stehouwer shared it is a good time for all staff and Board members to celebrate together. He reiterated best wishes for a healthy and joyful holiday season. He appreciates the Road Tours and looks forward to

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them next year. He stated the Board has benefited from those in the past year and was thankful for the efforts in organizing them. County Parks will meet virtually on January 7th. He was impressed with the 8th Street project and was pleased the project was highlighted at the Oshtemo Township Joint meeting and hopes it gets out in the public realm. He appreciated the winter maintenance priority details and stated it is neat to hear the statistics. He attended other Joint Township meetings and shared it is good to hear from the Townships and encourages their comments. He thanked staff, consultants and contractors for all their work this past year.

Commissioner Buchholtz thanked Commissioner Pawloski for serving as Vice Chair. She stated it has been great to work with him in his capacity in the last couple of years where he has been very helpful, supportive and provided this Board and staff leadership with a lot of insight and thoughts that have helped us to continue to improve every day.

Commissioner Pawloski shared before this pandemic hit, if you had asked him what kind of organization would be best prepared, construction would be one them. He stated the RCKC always takes safety first. He is pleased we have been able to work through this pandemic by going the extra mile to ensure everyone stays safe. Keep up the good work and if we have to spend extra time or extra resources to make sure everyone stays safe it would be well worth it. It has been a pleasure, honor, and privilege serving as Vice Chair and working with Managing Director Johnson and Commissioner Buchholtz which has been the highlight of his career. He shared both are very strong leaders and it has been an honor and privilege working with them.

Commissioner Buchholtz thanked Managing Director Johnson for the summary and overview of 2020. She wished everyone a happy and safe holiday. She stated this is our last meeting of the year and reminded Commissioners to submit their expense reports as soon as possible. She mentioned a letter was received from Cooper Township regarding a concern they have. We will take that up at a later date for it did not arrive in time for today's agenda.

Commissioner Boersma moved, and it was seconded to adjourn.

Carried by the following roll call vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

The meeting was adjourned at 4:44 p.m.

Attest: Timothy A. Snow, County Clerk

By: _____, Chair _____, Deputy Clerk