

January 5, 2021

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, January 5, 2021 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: 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 amended. Commissioner Buchholtz shared the Correspondence Item which was a letter from Cooper Township regarding 5081 North Riverview Drive dated December 16, 2020 was included in the Board packet but was inadvertently left off the agenda.

Carried by the following roll call vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Stehouwer moved, and it was seconded to approve the December 22, 2020 telephonic and video conferencing regular Board meeting 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	\$	139,084.41
Vendor Account	\$	924,857.42

Carried by the following roll call vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

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

Carried by the following roll call vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Brennan moved, and it was seconded to receive the letter from Cooper Township regarding 5081 North Riverview Drive dated December 16, 2020. Managing Director Johnson shared staff and our consultant have been working in coordination with Cooper Township related to this issue in trying to formulate a mutual agreement to resolve it. Commissioner Brennan suggested a motion to accept the letter and request staff to work with all parties to come up with a resolution. Commissioner Buchholtz suggested breaking the correspondence item into two separate motions. She suggested accepting the letter, then to allow comments from Copper Township Supervisor Jeff Sorensen before action is decided upon.

Carried by the following roll call vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Brennan moved, and it was seconded to direct staff to convene involved parties regarding 5801 N. Riverview Drive in Cooper Township to review prior discussions and concerns, and to seek a solution.

Cooper Township Supervisor Jeff Sorensen shared that the both the Township and the Road Commission serve the residents living within our community who are paying taxes and traveling our roads. Furthermore, we serve these people by making safe decisions. He stated the Township partnered with the RCKC on this project which was a great project with a 99% success rate. He mentioned one person within the project was inundated with a large amount of water from a recent rain event that had never happened before the project. He mentioned there use to be a drainage drywall next to the resident's driveway on the south edge that took most of the water. He stated the Township's portion of the project is not to take care of road water but to take care of the sanitary sewer. He discussed concerns with the engineering staff and the engineering company that was working on this project. There have been some remedies that he thought should have worked. He does not feel it is Cooper Township's responsibility to pay the price, especially to maintain it. He acknowledged the RCKC policy states they do not maintain structures outside the road right-of-way (ROW). He explained the RCKC actually does when there is a drainage basin with pipes that go out of the road ROW to that drainage basin. He shared the RCKC has companies that would work for a charge that would not be exorbitant. He stated the resident has been unduly harmed by road/sidewalk water running down her driveway. He would like to see the RCKC step up and fix the issue for Mrs. Mary Hovenkamp and added if this were an issue with the sanitary sewer portion of the project, the Road Commission would not be considered to resolve it. Commissioner Buchholtz shared that she, members of the RCKC staff, and Commissioner Brennan visited the property as well as others. Commissioner Stehouwer questioned if there was a staff report prepared. Commissioner Buchholtz mentioned staff is working on a report. Furthermore, there is an issue that exists, and we need to remedy the issue together by pulling relevant parties from the Township, resident, consultants, and parties from the RCKC including staff and Road Commissioners to work together, understand the issues, and look at existing solutions and options. Commissioner Boersma wondered if Commissioner Brennan's motion was premature until we have some progress on this informal group that is working together. He stated except for the letter he has no background of what is going on at the property or how the Road Commission can address the issue of water going from the street/sidewalk into Ms. Hovenkamp's driveway. Commissioner Pawloski echoed Commissioner Boersma's comments and added we need to give everyone a chance to visit the property and respond. Furthermore, if Supervisor Sorensen cannot come to an agreement then the Road Commissioners should get involved. Discussion continued...

Commissioner Pawloski shared although he supports the motion, he stated the RCKC is in the road business not the water business. He stated there is a county office that deals with water and mentioned if there are other issues beyond the purview of the RCKC that we invite those people as well. Commissioner Stehouwer visited the sight and has his own thoughts. He shared we are lacking information and we all have private opinions. Furthermore, we should let the subgroup work on the issue and feed us the information to make an intelligent decision.

Carried by the following roll call vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Stehouwer moved, and it was seconded to award the Aggregates-Seasonal Requirements Bid #2020-29 to Aggregate Industries, Aggregate Resources Inc., Austin Sand & Gravel, 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 the RCKC yard which may be extended for three (3) one (1) year extensions by the mutual agreement of both parties. Managing Director Johnson shared awarding to numerous vendors to purchase aggregate loaded in RCKC trucks minimizes the haul distance to the job site. Haul distance and project locations also determine quantity of material purchased from vendors throughout the construction season. The aggregate seasonal bid also identifies a bid amount for numerous types of aggregate delivered to the RCKC yard. This portion of the bid is recommended to award by aggregate type to respective low bidders meeting specifications because of the common delivery point. Commissioner Stehouwer appreciated staff working ahead.

Carried by the following roll call vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Pawloski moved, and it was seconded to approve the Non-motORIZED Facilities Autumn Woods #4 Site Condo, Texas Township. Managing Director Johnson shared on November 24, 2020 the Board accepted the roadways in the Autumn Woods No. 4 development located in Section 3 of Texas Township. On December 7, 2020 the Texas Township Board approved the Sidewalk Agreement for the Autumn Woods #4 site

January 5, 2021

Chair Int'l _____

Clerk Int'l _____

condominium. A five-foot wide concrete sidewalk is proposed to be along both sides of the roads throughout this condominium and will be constructed as the residential lots are developed. This sidewalk non-motorized facility will be funded by the developer. This agreement follows our [Non-motorized Facilities Policy](#).

Carried by the following roll call vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Comstock Township Supervisor Randy Thompson commented on the Cooper Township correspondence item. He shared if the same issue had happened in Comstock Township, he would feel the same way Supervisor Sorensen did. Furthermore, it sounds like an issue that the resident did not have before the project. He hoped that everyone could come to an agreement to resolve the issue.

Managing Director Johnson wished everyone a Happy New Year and shared she is looking forward to 2021 and the varying of goals and opportunities that we have in public service at the RCKC. She thanked Road Maintenance Superintendent Page for his on-call status during the New Year and to the team who were busy with trees and winter maintenance. She mentioned the first Township Joint meeting of the year is with Ross Township on January 19, 2021 at 6:00 p.m. She shared we continue to work with the COVID-19 protocols and Board meetings will continue via Zoom. As we move forward in 2021, we will have the opportunity to have hybrid Board meetings. She thanked Supervisor's Sorensen and Thompson for participating in today's meeting and mentioned anything we can do in terms of communication and collaboration or if there are opportunities for the RCKC to share information on their various Township platforms, would be appreciated.

Commissioner Buchholtz also thanked Wakeshma Township Supervisor Jason Gatlin for joining today's meeting.

Commissioner Boersma shared the Environmental Health Advisory Committee (EHAC) has not met and believes there was a year end review statement that he will forward to staff from the EHAC Committee. He thanked staff for their prompt response over the holiday weekend and for keeping the roads safe.

Commissioner Pawloski shared the Board of Public Works (BPW) will meet this Friday at 1:30 p.m. via Zoom.

Commissioner Stehouwer thanked RCKC road crew for their work over the holiday weekend. The Parks Commission will not meet in January. The Park Director is issuing a report and they plan to meet via Zoom in February. In the past he enjoyed going to the County Road Association (CRA) Highway Conference. He mentioned if we need to limit participants in March he will volunteer to stay back.

Commissioner Brennan congratulated the RCKC crew for their splendid performance over the holiday weekend. The teams came out and did a wonderful job. He shared the opportunity we took previously with improving the technical support within our building is going to be beneficial for meetings going forward. He stated Zoom meetings are not the same as in-person meetings. He wished everyone a Happy New Year, to stay safe and stated we will take care of business the best we possibly can.

Commissioner Buchholtz gave kudos to the RCKC crew for their work over the holidays. She stated in terms of her appointment or replacement, her term is expired December 31st. To her knowledge the County Board has not met for interviews and she is not aware of any timeline. She shared that she is legally allowed to stay on the Board as a voting member until her replacement has been seated or until she is reappointed. She congratulated all staff and the Board for their work last year. She mentioned great work was completed in times where a lot of organizations had to put many projects aside, cutback and did not do the work they had planned and/or desired to do. She mentioned the RCKC found a way to get it done and she thanked them for their hard work in making these projects happen.

Commissioner Stehouwer inquired about the iPads the crews are utilizing. Engineering and Public Relations Director Worden shared he has heard positive feedback. Road Maintenance Superintendent Page shared

January 5, 2021

Chair Int'l _____

Clerk Int'l _____

the iPads are very beneficial. He stated over the weekend he had drivers complete their routes and were able to take their iPad and program a different Township where they could pick-up where other drivers were located. Furthermore, we have found many uses other than the snowplowing routing such as Facetiming. He shared an employee Facetimed him with an issue and was able to flip the camera to show the concern. The employee was directed and given advice without him leaving the office. He thanked the Board, Managing Director Johnson, and Finance Director Simmons for approving the purchase. Operations Director Bartholomew echoed Road Maintenance Superintendent Page's comments and added the most value to this mapping system is being able to pick-up where someone left off without explanation. He stated the iPads are greatly appreciated and shared it is endless how we are using them. Managing Director Johnson shared we still have our Global Positioning System (GPS) system that coordinates with the iPad and the snow winter maintenance routes. We also hope this month to have employees submit their time on the iPad.

Engineering and Public Relations Director Worden assured the Board that the RCKC has had many conversations regarding the drainage concern on Riverview Drive in Cooper Township. Furthermore, we have met with the property owner, consultant, and Township Supervisor Sorensen. He shared the letter came as a surprise for he thought we were close to resolving the issue. He stated we will continue to do our due diligence.

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 3:52 p.m.

Attest: Meredith Place, County Clerk

By: _____, Chair _____, Deputy Clerk

January 19, 2021

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, January 19, 2021 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: Managing Director Joanna I. Johnson, Operations Director Travis Bartholomew, Finance Director Ann Simmons, Engineering and Public Relations Director Mark Worden, County Engineer Ryan Minkus, General Superintendent Bill DeYoung, Communications Administrator Elli Blonde, Administrative Assistant – Operations Tara Hendricks 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 January 5, 2021 telephonic and video conferencing regular Board meeting 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	\$	152,148.31
Vendor Account	\$	926,830.22

Carried by the following roll call vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Stehouwer moved, and it was seconded to approve Managing Director Johnson's expense report as presented.

Carried by the following roll call vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Charleston Township Supervisor Jerry VanderRoest requested the Board to extend the deadline for Participation (PAR) Fund Intentions for 6 days from January 27th to February 2nd. He stated the extension would allow them to provide the RCKC a decision by Township Board action. He explained it has been a difficult time for the Township. He mentioned the Township is located in an area where internet connections drop, and their last 2 Board meetings were held outside in the Township parking lot. On their last three (3) agendas they have been working diligently on projects they are wanting. Furthermore, the Township wants to utilize all the Local Road Participation (PAR) Funds and would be willing to take any other funds that are available. He shared Engineering and Public Relations Director Worden attended their last outdoor Board Meeting and offered suggestions and opinions on roads within the Township and can attest the Township is serious about using all of their PAR funds. He mentioned the Township only has two (2) computer monitors in the Township Hall and they do not have their phones set-up. They do not have a facility to hold virtual meetings. They are hoping to be back in the Township Hall on February 2nd. Commissioner Buchholtz suggested discussing Charleston Townships request under new business on the agenda.

January 19, 2021

Chair Int'l _____

Clerk Int'l _____

Commissioner Pawloski moved, and it was seconded to receive the Michigan Department of Transportation (MDOT) County Act 51 Annual Mileage Certification Report Letter dated January 1, 2021 and refer it to staff. Managing Director Johnson shared annually staff completes the Public Act (PA) 51 report of primary and local roads based on the approved certification mileage. The Board approved our Certification and Countywide Maps at our December 22, 2020 Board meeting. The report is due to the State by March 31st.

Carried by the following roll call vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Stehouwer moved, and it was seconded to approve the purchase of four (4) 2022 International, Model HV613, 64,000# Cab and Chassis, including a 60-month, unlimited mileage extended Eaton Transmission Warranty, and one (1) 2022 Model HV607, 56,000# Asphalt Distributor Cab and Chassis from West Michigan International utilizing the SourceWell purchasing program – low quote meeting specifications. Managing Director Johnson shared both items were outlined in our 2021 Capital Outlay Budget and our Equipment 5-year Plan. We are requesting the purchase of four (4) units this year, because our truck builder (Truck and Trailer Specialties Inc.) cannot build trucks in the same year of purchase, due to equipment availability and demand for builds. West Michigan International bid includes the truck's cab and chassis delivery in July 2021 and the Asphalt Distributor cab and chassis in May 2021. A lot of research was completed for this recommendation as we reviewed a variety of truck options. Commissioner Brennan inquired about the warranty. Operations Director Bartholomew shared the warranty begins on the in-service date which would not be until the 1st quarter of 2022. Commissioner Boersma questioned if the vehicles are certified clean idle. Ed Reitman, owner of West Michigan International responded yes and stated they meet all certification and emissions.

Carried by the following roll call vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Brennan moved, and it was seconded to approve the Michigan Department of Transportation (MDOT) Contract #20-5457 for the Managing Director's signature. Managing Director Johnson shared on July 23, 2019 the Board approved a resolution supporting this safety project. On September 1, 2020, the Board approved the final design plans for the Streamlined Systemic Sign Upgrade Safety Project. Approval of the contract will allow the project to proceed to bid award. Commissioner Stehouwer inquired about the area this contract encompasses. County Engineer Minkus shared the contract encompasses the north half of the county or from N Avenue north. Last year we completed from N Avenue south and this contract will complete the county. Managing Director Johnson shared this contract is for stop signs at the primary road intersections which includes visi strips along the posts. She mentioned we have received positive feedback related to this initiative.

a. Streamline Systemic Sign Upgrade Safety Project

Carried by the following roll call vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Pawloski moved, and it was seconded to approve the MDOT Contract #20-5497 for the Managing Director's signature. Managing Director Johnson shared on July 23, 2019 the Board approved a resolution supporting this safety project. On October 13, 2020 the Board approved 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. Approval of the contract will allow the project to proceed to bid award.

a. U Avenue from Oakland Drive to Portage Road

Carried by the following roll call vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Stehouwer moved, and it was seconded to approve the Third-Party In-Kind Contributions Notifications and Assurances FY 2022 Unified Planning Work Program Kalamazoo Urbanized Area for Federal Highway Administration Consolidated Planning Dollar Funds Agreement for the Kalamazoo Area Transportation Study (KATS). Managing Director Johnson shared the RCKC currently has a membership due for KATS of \$1,500 and \$22,000 of contributed services for match. This third-party contribution agreement is for FY 2022 (October 1, 2021 – September 30, 2022). The City of Kalamazoo, City of Portage and RCKC are the highest contributors of match and Van Buren CRC, City of Kalamazoo, City of Portage and RCKC provide the highest membership dues. We

have not had issues meeting the contributed service hours for the match. Commissioner Stehouwer shared we do well with meeting our match and questioned do we equal or exceed the amount we propose to match. Managing Director Johnson responded we absolutely meet and exceed that match and stated it is all of us together not just one agency.

Carried by the following roll call vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Brennan moved, and it was seconded to select Joanna I. Johnson for the County Road Association (CRA) Board of Directors ballot. Managing Director Johnson shared that she has served as CRA's President, then on the Board as past president. Furthermore, it is time to renew her term and, in this case, she would be wearing the hats of our Southern Association. She mentioned John Midgley, Managing Director of Calhoun has also asked for consideration on the ballot.

Carried by the following roll call vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Stehouwer moved, and it was seconded to grant an extension to Charleston Township until February 2nd to notify the RCKC of their PAR fund intentions with the understanding based on comments we heard from Supervisor VanderRoest that the Township is committed to accept their PAR funds as well as any redistribution. Commissioner Buchholtz requested Managing Director Johnson to provide an update on PAR funds. Managing Director Johnson shared that part of our policy states by January 20th annually the Townships notify us as to what their PAR fund thoughts are related to the use of the dollars. As of today, all Townships have responded and are either going to use all of the allocation and or any of the additional that may be available through redistribution. Since this morning Oshtemo Township has shared that they will be using all and are committed to using any additional PAR funding that may be received. Richland and Ross Townships who have Board meetings this evening have PAR funding on their agendas, and we anticipate a response following their meetings. That would leave Charleston Township and as Township Supervisor VanderRoest shared previously in the meeting they plan to use all of their funds as well as any redistribution amount. She apologized for any confusion and shared the RCKC does not require any documentation or minutes for Township PAR fund commitments. She explained this year she does not foresee a problem to render an extension since we have the hot mix asphalt (HMA) bid extension. Furthermore, the potential redistribution may be between Charleston, Richland, and Ross Townships and that date of PAR Fund Redistribution is January 31st. Commissioner Buchholtz requested Managing Director Johnson to elaborate on the worst-case scenario. Managing Director Johnson shared the worst-case scenario is the funds come back to the primary network or there is no redistribution at all. Furthermore, she does not think there will be much in redistribution come January 31st. Commissioner Pawloski shared it sounds like all Townships are eager to utilize the funds and would like additional funding. Engineering and Public Relations Director Worden shared that he is 99% sure that all Townships will be committed to using their PAR funds. He mentioned the Townships have prioritized their road projects, approved their budgets and are wanting their Boards to approve their selection for the commitment. Commissioner Pawloski questioned if a verbal commitment from Charleston Township is suffice. Managing Director Johnson shared a verbal for us is fine. Commissioner Pawloski mentioned Charleston Township had the issue with their road millage a few years ago and would like Supervisor VanderRoest to provide an update on which direction the Township is going. Managing Director Johnson shared both Charleston and Comstock are reviewing. Engineering and Public Relations Director Worden added it was to late for this coming construction season and it is under review for discussion at both Townships for 2022. Commissioner Boersma questioned if there is no formal process or resolution to be forwarded to the RCKC for PAR fund commitments by Townships then the statement by Supervisor VanderRoest regarding PAR funds should be sufficient for the RCKC to proceed. Managing Director Johnson shared our policy simply states to notify us and those notifications are either verbal or by email. Engineering and Public Relations Director Worden shared the Charleston Township Board is committed to using the dollars and they are prioritizing infrastructure investment. Furthermore, it will be brought up officially at their next Board meeting. Commissioner Boersma shared Charleston Township has spoken to us through Supervisor VanderRoest and questioned if there is a need for formal action of the RCKC Board regarding this issue. Commissioner Buchholtz shared the issue is partly our process and partly their process. Furthermore, it may be that Supervisor VanderRoest misunderstands and feels that he must have his Board approval or that he wants his Board approval before he makes a commitment.

Commissioner Stehouwer shared we should grant the extension and explained it is essential and it is good business of the Township Supervisor to have his Board support. Managing Director questioned if the redistribution date should be extended and if there should be a fall back date if Charleston Township does not meet in-person on February 2nd. Commissioner Buchholtz mentioned anything after February 2nd would inhibit our ability to move forward. Commissioner Boersma suggested amending the motion to clarify that we are extending this deadline with the understanding based on comments we heard today from Supervisor VanderRoest that Charleston Township has committed itself to full participation of PAR funds and wishes to participate in any redistribution of PAR funds and if this goes beyond February 2nd the RCKC will proceed with that understanding. Commissioner Buchholtz shared Engineering and Public Relations Director can inform Charleston Township of the approved motion.

Carried by the following roll call vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Stehouwer moved, and it was seconded to extend PAR funds redistribution date from January 31st to February 3rd. Managing Director Johnson shared she would inform the Townships of the new date. Commissioner Pawloski questioned how often this happens. Managing Director Johnson shared in 2016 from Prairie Ronde Township and we did have the same request from Supervisor VanderRoest in 2019 for a one-day extension.

Carried by the following roll call vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Managing Director Johnson shared we have had some winter maintenance activity and assured the public if there is any precipitation whether it be ice/snow we are out there working. She shared when it is not snowing there is never an end to the work we do as it relates to public service of our infrastructure including trees, patching, ditching, guardrail repair and working on various service requests. It is also an opportunity for us to spend time training and stated the RCKC has a system for promotion within our organization. We have also been doing Global Positioning System (GPS) work related to chip seal operations including planning and data collection. She mentioned our Road Maintenance Operations (RMO) Team is less than 30 employees and it is very easy with the 1,270 miles of road and all that goes with it in the ROW to keep busy with meaningful work. She appreciates our teams work on the service request page of our website. She explained we have updated the posted report as we move into 2021 as one of our organizational goals. She shared the report includes both active and pending service requests by Township and mentioned pending means we have work scheduled for completion. We are also busy planning meetings related to our construction projects. She stated our condolences go out to the Iron County Road Commission with the tragedy related to the death of an employee who was traffic regulating. Commissioner Stehouwer questioned the best way to let the Road Commission know about an icy road. Managing Director Johnson shared the best way is by utilizing the service request system that we monitor daily. Commissioner Stehouwer questioned if the RCKC has open positions. Managing Director Johnson shared we have six (6) open positions for RMO's, and we have been interviewing as well as potentially bringing on board an additional Apprentice as part of our Apprenticeship Program. Commissioner Stehouwer inquired about open Administrative positions. Managing Director Johnson shared we have not been actively advertising. She explained as part of our budget we have three (3) open positions primarily as part of our Finance Team for succession planning. Furthermore, we are in the process of evaluating our current positions and what those job descriptions and titles will look like as we move forward. Commissioner Stehouwer inquired about seasonal weight limits. Managing Director Johnson shared seasonal weight restrictions are not in effect and if they would be the Board would receive notifications. Furthermore, we have a seasonal weight restrictions hotline and a variety of other ways to get the word out to contractors. She mentioned we have at times put out on RCKC Connect that we are limiting work in the public ROW for winter maintenance operations for the safety of our contractors as well as our team performing that work. Commissioner Buchholtz suggested submitting a service request if you see a sign that says there is a seasonal weight restriction for it should not be there at this time. She stated seasonal weight restrictions are typically in effect in the spring when we have a deep freeze that is turning into a deep thaw. This is when damage can be done to the roads. She shared service requests provide an immediate response to issues that need to be taken care of today and for us to see trends over time. Managing Director Johnson shared we are in tune to our organizational goals as it relates to customer service and response. Service requests are also

January 19, 2021

Chair Int'l _____

Clerk Int'l _____

considered work orders that we evaluate and discuss constantly. She questioned if the ground is frozen. Operations Director Bartholomew shared at this time we have minimal frost in the road system. He mentioned primarily we are seeing it on gravel roads and when it thaws, we will see muddy conditions. He shared it is early in the season and will continue to monitor to determine if weight restrictions are needed. Managing Director Johnson inquired about our partnership with the City of Portage. General Superintendent DeYoung shared the City of Portage installed a road monitoring system where they can see pavement temperatures and air temperature. Furthermore, we can log onto their system to monitor and see what the pavement temperature is to determine if it will ice up for winter maintenance activities. Operations Director Bartholomew added although we have those systems on many of our plow trucks, the system will allow us to monitor their data for pavement temperature when our trucks are not on the roads.

Commissioner Boersma shared the Environmental Health Advisory Committee (EHAC) has not met.

Commissioner Stehouwer shared the Parks Commission expects to meet via Zoom on February 4th. He mentioned follow-up is occurring with Cooper Township regarding Riverview Drive and Skyridge in Oshtemo Township. He is looking forward to the February 8th Southwest Council Meeting and the Road Tour in March.

Commissioner Pawloski shared the Board of Public Works (BPW) elected a Chair and Vice Chair, and the Secretary of the Board will be the new Drain Commissioner, Jason Wiersma. He mentioned County Commissioner John Gisler is also on the Board. He stated he is willing to help the Townships who had an issue with the County Attorney get funding for roads which he feels is very important.

Commissioner Buchholtz shared the Kalamazoo County Board at their 5:00 p.m. meeting tonight have a consent agenda for the Board liaison and Committee Assignments. She mentioned County Commissioner Gisler will no longer be the liaison for the RCKC. She shared our new liaison will be County Commissioner Veronica McKissack and County Commissioner Dale Shugars as alternate. Also, at 5:00 p.m. the County will hold interviews for Road Commissioner where she hopes to be reappointed. She does not know the timeline for their decision. She shared today could be her last meeting and she would like everyone to know that it has been a distinct honor and pleasure to serve with everyone. She mentioned Road Commissioners have changed and as we get new Road Commissioners it has been rather astounding with the diverse backgrounds, experience, opinions, how well we work together, the respect we share, the joy we get from working with one another and the best staff in the industry. The Board tries to support the team with our policies, guidance, questions we may ask, and oversight role that we serve. She continually shares with other that she has never met a group of people more desirous of continual improvement and their incredible abilities have forced her to be better as well as a Road Commissioner. She stated it has been an incredible six (6) years and she is grateful for the opportunity.

Commissioner Pawloski 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 4:11 p.m.

Attest: Meredith Place, County Clerk

By: _____, Chair _____, Deputy Clerk

January 19, 2021 – Ross 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 Ross Township Board of Trustees was held by telephonic and video conferencing on Tuesday, January 19, 2021. The joint meeting began at 6:00 p.m.

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

Absent: Deborah J. Buchholtz

Also present: Managing Director Joanna I. Johnson, Operations Director Travis Bartholomew, Engineering and Public Relations Director Mark Worden, Ross Township Supervisor Rob Baker, Clerk Linda Walters, Treasurer Cynthia Genung, Trustees Michael Bekes, Diana Langshaw, Lynn Harmon, Mike Sulka and Planning and Zoning incoming Supervisor Christina Hutchings.

Following introductions, Engineering and Public Relations Director Worden presented a PowerPoint that highlighted road condition improvements and investments to support local road improvements. They provided Information on Participation (PAR) Funds and historical service requests data for both Ross Township and countywide. Special awards were presented to the Township for 2019 Champion of the Year Award based on highest average Pavement Surface Evaluation and Rating (PASER) and Road Warrior Award for the largest improvement average in PASER. Contact and communication information with the RCKC was also shared.

Supervisor Baker thanked the RCKC for the improvement projects where they had very few issues.

The meeting adjourned at 6:27 p.m.

Attest: Meredith Place, County Clerk

By: _____, Chair _____, Deputy Clerk

January 25, 2021 – 5081 Riverview Drive Meeting

Chair Int'l _____

Clerk Int'l _____

The Board of County Road Commissioners of the County of Kalamazoo participated in the 5081 Riverview Drive Meeting held by telephonic and video conferencing on Monday, January 25, 2021. The meeting began at 1:02 p.m.

Present: Deborah J. Buchholtz participated from Cocoa Beach, Florida, Thom Brennan from Texas Township, Kalamazoo County Michigan, Michael Boersma from Oshtemo Township, Kalamazoo County Michigan.

Absent: David C. Pawloski, Larry Stehouwer

Also attending: Managing Director Joanna I. Johnson, Operations Director Travis Bartholomew, Engineering and Public Relations Director Mark Worden, County Engineer Ryan Minkus, Traffic and Project Engineer Jim Hoekstra, Cooper Township Supervisor Jeff Sorensen, Treasurer Carol S. DeHaan, Wightman Consultants Steve Carlisle and Paul Schram.

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

Carried by the following roll call vote:

Aye: Buchholtz, Brennan, Boersma

Following introductions, Consultant Carlisle provided an overview of the project which included road, signal, drainage and sewer work as dual projects with the Township. The situation at the site included discussions on the sidewalk, right-of-way (ROW), elevation of road, and sidewalk grades. A review of alternatives previously discussed included the initial recommended alternative of installing a trench drain within the sidewalk connected to the road storm water system. It was shared that no alternative offers a guarantee of no water. Discussion continued...

Commissioner Boersma inquired about how much water may be coming from a large rain event. Consultant Schram advised that type of study was not completed in detail, however the road project was completed to capture the typical road water in a standard rain event. Commissioner Buchholtz shared if the RCKC is capturing road water with grade changes taking place, the previous drywell being removed, and if this is the low point, any work may still have water issues at this location. Operations Director Bartholomew explained the drywell that was removed during the project was originally constructed by the RCKC to capture storm water from the road and minimize storm water runoff into driveways. Furthermore, the previous drywell did not have the capacity to drain additional water from driveways, sidewalk, and yards. Managing Director Johnson shared the RCKC is not responsible for sidewalks and inquired if there is a solution that does not require maintenance. Commissioner Buchholtz questioned if the Township has an ordinance for sidewalk maintenance. Supervisor Sorensen shared the sidewalk is in the ROW and they do not have a sidewalk ordinance. Operations Director Bartholomew questioned if moving or removing the sidewalk may be an option. Supervisor Sorensen advised removing the sidewalk would probably not be an option based on the use. He shared the water was not there before the project and the property is negatively impacted. The resident needs to get relief and made whole since they were wronged by the project.

The engineering team will review the site again for what/if any other options may be applicable to reduce water at the site. Commissioner Buchholtz shared staff will keep one Road Commissioner informed on the review.

Commissioner Boersma moved, and it was seconded to adjourn.

Carried by the following roll call vote:

Aye: Buchholtz, Brennan, Boersma

The meeting adjourned at 2:24 p.m.

Attest: Meredith Place, County Clerk

By: _____, Chair _____, Deputy Clerk

February 2, 2021

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, February 2, 2021 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, Thom Brennan, Texas Township, Kalamazoo County Michigan, David C. Pawloski from the City of Kalamazoo, Michigan, Larry Stehouwer from Cooper 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, 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, Brennan, Pawloski, Stehouwer, Boersma

Commissioner Brennan moved, and it was seconded to approve the January 19, 2021 telephonic and video conferencing regular Board meeting, January 19, 2021 Ross Township Joint meeting, and January 25, 2021 5081 Riverview Drive meeting minutes as presented.

Carried by the following roll call vote:

Aye: Buchholtz, Brennan, Pawloski, Stehouwer, Boersma

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

Payroll Account	\$	150,015.13
Vendor Account	\$	601,383.26

Carried by the following roll call vote:

Aye: Buchholtz, Brennan, Pawloski, Stehouwer, Boersma

Mr. Jim Sullivan, President of Wright Coating Company located at 1603 N. Pitcher Street, expressed concerns regarding the N. Pitcher Street road closure. He shared at the end of November 2020, he received a call from Mr. Rusty Miller, Graphic Packaging International (GPI) and was told they had received approval to close N. Pitcher Street at Mosel for construction purposes. Mr. Miller also indicated that Wright Coating Company would be receiving a letter from the Road Commission explaining the closure. A letter was never received. Less than a week later the road was closed with a large sign that read "No Thru Traffic Construction and GPI Traffic Only". The signs are placed at the corner of N. Pitcher and Prouty on the eastside of N. Pitcher Street. He shared Write Coating Company has approximately 140 employees including 20 to 30 semi-truck deliveries /pick-ups per day. The closure became a major disturbance for the company and its employees. Truck drivers have a difficult time locating the company and their global positioning system (GPS) shows N. Pitcher Street as the most direct route. Other drivers tried to come into their exit and would find themselves getting stuck. Some drivers drove on Prouty through the Northside neighborhood that he believes is a safety issue. He is perplexed as to why he was not notified or asked for input. There was no communication to Write Coating Company from the Road Commission or Kalamazoo Township regarding the road closure. He stated they are the only other business on N. Pitcher Street that this closure affects directly. He shared this has a major impact on his company and it is unacceptable. He was told that GPI requested to make the closure permanent. They have been supporting the 131 interchange to allow southbound traffic and is aware this is a long-term plan. If N. Pitcher Street remained closed, they would not have easy access to the 131 interchange. He requested the Board to consider the impact of this road closure since it impacts the business flow of his company and safety for the Northside residents and requested N. Pitcher Street

February 2, 2021

Chair Int'l _____

Clerk Int'l _____

be re-opened effective March 30, 2021. Commissioner Buchholtz shared moving forward the Board will be certain to keep Mr. Sullivan apprised of any discussions or conversations related to this. Managing Director Johnson shared the RCKC has provided some information previously related to the closure and will keep Mr. Sullivan posted as the March deadline approaches for the current permit application. She requested Mr. Sullivan to send his comments via email to the RCKC to incorporate within the minutes.

Commissioner Stehouwer moved, and it was seconded to award the CD Avenue – 650 feet north of D Avenue Culvert Installation Bid #2021-01, Richland Township to Hoffman Bros., Inc. for \$175,000.00, low bidder meeting specifications. Managing Director Johnson shared this bid will allow the RCKC and Richland Township to move forward with the new culvert's installation and remain in compliance with Environment, Great Lakes & Energy (EGLE) requirements. The current construction contract with the Township is for \$328,124.00 and includes the cost of the culvert fabrication, delivery, installation, and inspection of construction. 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. RCKC staff plan to inspect the construction with the possibility of working with the design consultant Wightman as needed. On December 22, 2020, the RCKC awarded 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. After reviewing all the information, staff concluded that Hoffman Bros., Inc. submittal was an acceptable proposal to recommend for award. Commissioner Stehouwer noted there were 6 bids with 3 of the bids relatively close. He is pleased to see so many bids including a few that were competitive.

Carried by the following roll call vote:

Aye: Buchholtz, Brennan, Pawloski, Stehouwer, Boersma

Commissioner Brennan moved, and it was seconded to award the Bridge Safety Inspection Bid #2021-02 to Fleis & VandenBrink Engineering (F&V), low bidder meeting specifications with an option to extend annually for one (1), two-year (2) extension by the mutual agreement of both parties. Managing Director Johnson shared bridge inspection services are required for the RCKC's 63 bridges on a 24-month, 18-month or 12-month frequency by the Michigan Department of Transportation (MDOT) based on the condition of the structure. As a bridge is posted for weight restrictions and as it continues to deteriorate, inspections are required more frequently. Load rating analysis are necessary for bridges that are structurally deteriorating or have had changes that affect load variables such as changes to the railing and deck surface. The Board approved our Transportation Asset Management Plan (TAMP) that included information and data relative to our bridges throughout the county.

Carried by the following roll call vote:

Aye: Buchholtz, Brennan, Pawloski, Stehouwer, Boersma

Commissioner Stehouwer moved, and it was seconded to award the Tree and Woody Vegetation Control Bid #2021-03 to FDC Enterprises, Inc. low bidder, meeting specifications with an option to extend annually for up to three (3), one (1) year extensions by the mutual agreement of both parties. Managing Director Johnson shared RCKC manages tree and woody vegetation growth within the road right-of-way throughout the county utilizing a (5) five-year plan which includes treating five (5) townships per year on a (3) three-year cycle. This is an element that also assist us in supporting the efforts of not spreading invasive species with mechanical operations including boom mowing etc. We have successfully managed our tree and woody vegetation program for 30+ years using a chemical growth retardant applied by a certified and licensed contractor. Our intention is to use Garlon 3A exclusively in 2021. The Garlon 3A is currently being used by power companies, railroads, and other road commissions in Michigan. As low bidder, FDC Enterprises, Inc. has performed this service for 25+ years and has met our requirements. We are very familiar with FDC Enterprises, Inc. operations, procedures and equipment. Commissioner Palowski reinforced the fact that we have gone from a (4) four-year cycle to a (3) three-year cycle.

Carried by the following roll call vote:

Aye: Buchholtz, Brennan, Pawloski, Stehouwer, Boersma

Commissioner Brennan moved, and it was seconded to award the Hot Mix Asphalt (HMA) Patching Bid #2021-04 to A1 Asphalt, Inc. low bidder meeting specifications with an option to extend annually 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 individual quotes, or a bid based on estimated costs. This bid could also assist in asphalt repairs of other types of damage caused to our roadways. The bid sheet was provided by Township and included 36A HMA, 23A Gravel, and Excavation. A1 Asphalt, Inc. have continued to expand their business and types of services offered to include a full line of grading and paving services. Their customer base includes residential, commercial and municipalities. A1 Asphalt, Inc. has the proper equipment and manpower to meet the 30-day completion timeline from notice of repair and are confident they can provide adequate timely service for the 2021 season.

Carried by the following roll call vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Pawloski moved, and it was seconded to approve the purchase of an Etnyre, Centennial 3500 Gallon Asphalt Distributor from AIS Construction Equipment Corp. through the MiDeal purchasing program for \$209,292.00. Managing Director Johnson shared RCKC utilizes an asphalt distributor to apply asphalt emulsion directly to the road surface, prior to an aggregate application as part of our chip seal process. The asphalt distributor is also utilized to apply the fog seal application to our finished chip seal projects to reduce dust and lock in any loose stone that may be marginally embedded. Our current chip and fog seal program require three (3) asphalt distributors to achieve our production schedule. The chip seal operation utilizes two (2) asphalt distributors, and the fog seal operation requires one (1) asphalt distributor based on the minimal application rates of fog seal. We currently seek contractor assistance for 2 asphalt distributors for our chip seal operations. The new asphalt distributor would be equipped with a custom build, automated section control feature, compatible with our current Greenstar global positioning system (GPS) equipment purchased in 2020 to operate our custom, automated section control system on our chip spreader.

Carried by the following roll call vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Stehouwer moved, and it was seconded to approve the Sprinkle Road from Milham Avenue to N Avenue, Pavilion Township/City of Portage Construction Plan Cover Sheet and Easements for the Managing Director's signature. Managing Director Johnson shared the Sprinkle Road project from Milham Avenue to N Avenue includes milling and hot mix asphalt overlay of the existing road surface along with culvert replacements. This project is included in the RCKC 2021 Primary Road Capital Improvement Plan (CIP). Traffic will be maintained throughout the duration of the project. One lane of traffic in each direction on Sprinkle Road will be open at all times. Culvert replacement will be phased to allow traffic to continue through. Some side streets will be closed temporarily, and detour routes will be appropriately set-up to reroute traffic. Grading easements are necessary at two of the culvert replacement locations. She explained, we have the signed, donated property from Dum Dum Properties, LLC. Also, the County of Kalamazoo does have the easement on their consent agenda for their 5:00 p.m. meeting this evening. Furthermore, we were trying to obtain a temporary grading easement from Stryker Corporation. After additional research and working with Consumers for utilities at this location where a culvert adjustment is needed, we found the work can be done without needing the Stryker Corporation easement. She explained when working with Federal Aid projects there is statute that includes clear guidance on what we need to do for right-of-way (ROW) acquisition whether it be temporary or deeded. Typically, the minimum we work with is \$100.00. Sometimes we have entities or residents that are fine with donating property. Although we cannot put (0) zero because we are required to have some form of just compensation, we attribute \$1.00 to show that is an approved compensation for someone who is willing to donate their property whether it be by easement and/or deeded. Commissioner Boersma gave a shout to RCKC staff regarding their working around Stryker Corporation. He stated the costs to review documents by their legal team seems excessive. Commissioner Pawloski inquired about the culvert. Project Engineer Ausbury shared the county drain culvert at Meredith is very deep and crosses diagonally. She added there was a lot of coordinating with utility relocations ahead of the project. Commissioner Stehouwer questioned if there is signal work related to this project. County Engineer Minkus shared the signal in this project is primarily moving a signal out of the way so we can replace the culvert and then putting the existing signal back up. He added signal work will include minor improvements. Managing Director Johnson shared we have our Community Engagement Policy related to those communications on projects including project

informational meetings. Furthermore, our team is looking at having a specific RCKC Connect communication for Sprinkle Road because it is such a large volume road in terms of traffic. Commissioner Buchholtz inquired about the coordination with the City of Portage. County Engineer Minkus shared this project has been included in our CIP for the past (3) three years. It has been moved around due to funding constraints and eventually did receive Federal funding. When we began looking at design efforts we did reach out and began communications with the City of Portage. He explained our municipal meeting focuses some conversations on non-motorized. We did have specific conversations with their Planning Department about this corridor and they expressed to us that they viewed Sprinkle Road as a high volume, high speed corridor and did not want to have non-motorized facilities adjacent to the road. He further explained that the City of Portage has elected to move a non-motorized path further away from Sprinkle Road and to have them go through some of the neighborhoods that are adjacent to Sprinkle Road. Managing Director Johnson shared some of the Federal Aid related projects are discussed (3) three years in advance with a call for projects. Much of the coordinating efforts takes place at Kalamazoo Area Transportation Study (KATS) Technical in terms of organizing projects and understanding well in advance how those projects prioritize. County Engineer Minkus mentioned there is some water main utility relocation work that must happen for our culvert replacement at Meredith. He shared the water main is owned and operated by the City of Portage. He added the City of Portage is participating in this project and they are paying for the water main work that is going on as part of that relocation. Furthermore, we have an agreement with them to cover this cost.

Carried by the following roll call vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Commissioner Brennan moved, and it was seconded to approve the R Avenue from 36th Street to E. County Line, Climax Township Construction Plan Cover Sheet and Easements for the Managing Director's signature. Managing Director Johnson shared the project includes milling and hot mix asphalt overlay of the existing road surface along with culvert replacements. This project is included in the RCKC 2021 Primary Road CIP. Traffic will be maintained throughout the duration of the project. One lane of traffic will be open during milling and paving operations. Grading easements are needed at some of the culvert replacement locations. She reported that we have all the easements in hand including the easement for Mr. Charles R. Maile. Commissioner Stehouwer thanked staff for all their efforts and noted that we were awarded federal Rural Task Force (RTF) funding which includes Surface Transportation Program (STP) funds and Transportation Economic Development Fund (TEDF) funding.

Carried by the following roll call vote:

Aye: Buchholtz, Pawloski, Stehouwer, Brennan, Boersma

Marsha Drouin, Richland Township Treasurer shared the Township has not received final bills for 2020 construction. She stated this is concerning and shared the Township does not know if billing for projects is considered final or if they should be saving dollars for invoices that may appear. Engineering and Public Relations Director Worden mentioned there is no billing for December. Treasurer Drouin stated previously we received billing that was stamped "final" and requested copies of this billing. Commissioner Buchholtz questioned if there are any outstanding bills going to Townships at this time that we are aware of. Engineering and Public Relations Director Worden shared there were (2) two and we worked closely with the Township to resolve the issue. Managing Director Johnson shared as we tried to close out 2020 and projects, we have had a difficult time with a few of our vendors related to invoicing. Discussion continued...

Managing Director Johnson shared our final Michigan Transportation Fund (MTF) Revenue for year-end 2020 is \$22,347,210 and mentioned it is approximately \$103,000 greater than our year-end budget amendment. Also, it is approximately \$1,153,000 less or an overall 5% reduction than our original budget. She shared our MTF revenue in 2019 was approximately \$235,000 greater than in 2020. She mentioned this year we will be doing a virtual financial audit that will begin in February. In the Governor's 2021 State of the State address there was a note related to ongoing infrastructure and support. She shared primarily there was information about the MDOT Trunklines and other Highway Projects, and that bonding proceeded accordingly. Also, indications were that the key to the rest of the infrastructure must be reviewed at the local level. She explained any of the bond sales that have been done for the state are specifically for the State Trunkline System. She mentioned a bid was posted to the purchasing page of our website related to Architectural and Design Services with a March opening date. We

February 2, 2021

Chair Int'l _____

Clerk Int'l _____

received an American Public Works Association (APWA) award for our temporary road lift on 8th Street in Oshtemo Township.

Commissioner Boersma shared the Environmental Health Advisory Committee (EHAC) has not met. He gave kudos on the 8th Street road lift in Oshtemo Township and shared neighbors are very happy.

Commissioner Stehouwer shared the Parks Commission plans to meet via Zoom on February 4th. He is hopeful that County Parks can operate fully as COVID-19 gets under control. He was given feedback on the Neighborhood Traffic Management Policy and looked forward to the policy being on a future agenda as well as additional input on non-motorized map and where we go as it relates to KATS and other communities. There is a Southwest Council meeting coming up where he anticipates follow-up regarding speed limits from state level road association standing or opinion. Commissioner Buchholtz requested Managing Director Johnson to provide an update regarding the Neighborhood Traffic Management Policy. Managing Director Johnson shared previously we brought to this Board a Draft of the Neighborhood Traffic Management Policy. After hearing the Boards' feedback, we did send the draft policy out to our Township partners. Our team has taken feedback received and have updated a red line version of the draft policy. Our understanding is that Township Supervisors requested additional time to review the policy, and we have been waiting for their feedback. At some point we hope to return the policy back to the Board for consideration. Commissioner Buchholtz shared after reaching out to the Township Supervisors several times she planned to inform them of a date that the policy will be brought back to the Board and to give them a last opportunity in case they have feedback. Commissioner Stehouwer mentioned that he appreciates the update and to let Commissioners know if there is anything, they can do to encourage Townships to review and comment on the draft policy.

Commissioner Brennan had the opportunity to attend the Ross Township Zoom meeting and the Cooper Township meeting regarding 5081 Riverview Drive. He shared the Ross Township meeting is a prime example of utilization of Zoom which may be to our benefit. He explained we have difficulty getting all Townships to schedule joint meetings and perhaps Zoom gives us another opportunity that we did not have in the past. He gave kudos to the RCKC team for all their planning including the asphalt distributor, 5-year plans and equipment purchase plans and stated it shows from our success rate the work that has gone into it from our entire team prior to. We have done an excellent job of researching and developing of what we want to do, improvements we want to make and the best way to do it. He sincerely congratulated the team.

Commissioner Pawloski shared the Board of Public Works (BPW) canceled their February meeting. He echoed Commissioner Brennan's comments regarding the team including their flexibility to move things around and stated to "keep up the good work". He shared the issue with N. Pitcher Street took him by surprise. He thought he had remembered Graphic Packaging stating they had reached out to everyone and that the City of Kalamazoo was the only adjacent property owner that did not sign off. He is seriously reconsidering what should be done with N. Pitcher Street and stated in his opinion it may need to stay open.

Commissioner Buchholtz asked Managing Director Johnson if obtaining final billing from our vendors occurs regularly or is COVID-19 partly to blame and questioned if there was anything the Board could do to resolve the issue. Managing Director Johnson explained the billing process. Commissioner Buchholtz was recently asked about innovative things the RCKC has done in the last several years. She stated we have a quarterly Newsletter that is very well done and suggested considering having the Chair or Vice Chair take the Newsletter to the County Board of Commissioners to review highlights. She explained officials do not always have time to read all of the RCKC material. She stated whether she is reappointed tonight at 7:00 p.m. or not she will not be present at the February 16th Board meeting.

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 4:20 p.m.

February 2, 2021

Chair Int'l _____

Clerk Int'l _____

Attest: Meredith Place, County Clerk

By: _____, Chair _____, Deputy Clerk

February 8, 2021 – 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, February 8, 2021 by Zoom and hosted by the St. Joseph County Road Commission. The meeting began at 10:01 a.m.

Present: Thom Brennan, Larry Stehouwer, Michael Boersma, Keshia Dickason

Absent: David C. Pawloski

Also attending: Managing Director Joanna I. Johnson, County Engineer Ryan Minkus and Communications Administrator Elli Blonde.

The St. Joseph County Road Commission hosted the Southwestern District Council meeting with participants from Allegan, Barry, Cass, Kalamazoo, Muskegon, Ottawa, and St. Joseph 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). There were no State Government reports. A vote was taken for committee nominations for the 2021-2022 CRA President.

The meeting was adjourned at 12:45 p.m.

Attest: Meredith Place, County Clerk

By: _____, Chair _____, Deputy Clerk

February 16, 2021

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, February 16, 2021 as provided under Act 267 of the Public Acts of 1976 as amended, or commonly referred to as the Open Meetings (OMA). Commissioner Brennan called the meeting to order at 3:00 p.m.

Present: Thom Brennan participated from Texas Township, Kalamazoo County Michigan, David C. Pawloski from the City of Kalamazoo, Kalamazoo County Michigan, Larry Stehouwer from Cooper Township, Kalamazoo County Michigan, Michael Boersma from Oshtemo Township, Kalamazoo County Michigan and Keshia Dickason from 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, General Superintendent Bill DeYoung, Road Maintenance Superintendent Jim Page, Communications Administrator Elli Blonde, and Administrative Assistant Selena Rider.

Commissioner Brennan 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: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Boersma moved, and it was seconded to approve the February 2, 2021 telephonic and video conferencing regular Board meeting and February 8th Southwestern District Council meeting minutes as presented.

Carried by the following roll call vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

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

Payroll Account	\$	176,483.13
Vendor Account	\$	273,406.36

Carried by the following roll call vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Boersma moved, and it was seconded to receive the Texas Township Resolution Requesting a Speed Study and refer to staff to begin the speed limit review process. Managing Director Johnson shared the current speed limit is unposted (55). RCKC met with Texas Township and suggested they consider a speed study request. The speed limit cannot increase from the current, therefore there is little risk in the request. Commissioner Brennan mentioned this is a commercial area that continues to be developed. Commissioner Stehouwer questioned if the road is unposted and if its' normal to not have speed limits posted. Managing Director Johnson shared it depends on how the roadway was developed and what its' designation is.

a. Beatrice and Corporate Woods Drive

Carried by the following roll call vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Pawloski moved, and it was seconded to establish Commissioner Brennan as the Revised 2021 Board Chair.

Carried by the following roll call vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

February 16, 2021

Chair Int'l _____

Clerk Int'l _____

Commissioner Stehouwer moved, and it was seconded to establish Commissioner Pawloski as the Revised 2021 Board Vice Chair.

Carried by the following roll call vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Pawloski moved, and it was seconded to approve the 2021 Committee/Township Representation as presented. Commissioner Brennan suggested that he take over as liaison for the Townships of Alamo, Oshtemo and Richland and assign Commissioner Dickason the Townships of Brady, Climax and Charleston.

Carried by the following roll call vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Stehouwer moved, and it was seconded to assign Commissioner Dickason as an Alternate Commissioner to the Kalamazoo County Parks and Recreation Commission (Parks Commission) and to the Kalamazoo County Environmental Health Advisory Council (EHAC).

Carried by the following roll call vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Stehouwer moved, and it was seconded to approve the Michigan Department of Transportation (MDOT) Contract #20-5556. Managing Director Johnson shared the RCKC engineering consultant Moore and Bruggink completed the design of the project for obligation of the Federal funds for the February 2021 MDOT bid letting. The February MDOT bid letting came in 38.4% under the engineer estimate with Lakeland low bidder, and 3 bidder's total. This project has been designated by the RCKC Board in the RCKC 2021 Primary Road Capital Improvement Plan (CIP). Approval of the contract will allow the bid to proceed to award.

a. G Avenue from Riverview Drive to 24th Street

Carried by the following roll call vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Boersma moved, and it was seconded to approve the Richland Township Delayed Payment Local Road Contract for the Managing Director's signature. Managing Director Johnson shared this contract is presented in accordance with our Local Road Delayed Payment by Townships Policy. We would be advancing the cost associated with the project. It does assign a 1.5% interest for any payment due after April 1st of the following year or in this case 2022. The interest rate noted is consistent with previous contracts. Marsha Drouin, Richland Township Treasurer thanked the Board for considering this contract for delayed payment.

a. AB Avenue – M-89 to 28th Street; Gravel, Pulverize, Hot Mix Asphalt (HMA) Base and Surface Paving

Carried by the following roll call vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Stehouwer moved, and it was seconded to approve the Richland Township Local Road Contract for the Managing Director's signature.

a. AB Avenue – 29th Street to 30th Street; Gravel, Pulverize

b. AB Avenue – 28th Street to 29th Street; Gravel, Pulverize, hot mix asphalt (HMA) Base and Surface Paving

c. CD Avenue – 24th Street to D Avenue; Crack Fill, HMA Wedging, Chip Seal, Fog Seal

d. DE Avenue – 35th Street to 3,590' east of 35th Street; Crack Fill, Chip Seal, Fog Seal

e. 34th Street – M-89 to D Avenue; Crack Fill, Chip Seal, Fog Seal

f. D Avenue – M-89 to 2,640' east of 35th Street; Crack Fill, HMA Wedging, Chip Seal, Fog Seal

Carried by the following roll call vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

February 16, 2021

Chair Int'l _____

Clerk Int'l _____

Commissioner Brennan moved, and it was seconded to approve the Wakeshma Township Local Road Contract for the Managing Directors's signature. Managing Director Johnson shared these projects continue to support the 10-year Wakeshma Township Millage plan.

- a. 47th Street – W Avenue to U Avenue; Crack Fill, HMA Wedging, Chip Seal
- b. 39th Street – TU Avenue to T Avenue; Gravel, Pulverize, HMA Base and Surface Paving
- c. X Avenue – 38th Street to 40th Street; Gravel, Pulverize
- d. X Avenue – 37th Street to 38th Street; Gravel Resurfacing
- e. Y Avenue – 1,500' west of 37th Street to 37th Street; Gravel Resurfacing

Carried by the following roll call vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Boersma moved, and it was seconded to award the Pavement Line Striping & Specialty Marking Cooperative Bid #2021-05 to P.K. Contracting Inc. for a total of \$384,462.30, 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 for the 2021 construction season, the RCKC cooperated with the City of Kalamazoo on a joint bid process for pavement marking. RCKC and the City of Kalamazoo have been bidding these services jointly since 2012. The pavement marking bid covers both the material and application of center line and edge line paint as well as legend and specialty markings. P.K. Contracting is a Michigan Department of Transportation (MDOT) prequalified pavement marking contractor. They have performed MDOT work in the Southwest Region for many years and have an office in Kalamazoo County. P.K. Contracting was the sole bidder for RCKC in 2020 and staff had positive feedback on their workmanship and responsiveness.

Carried by the following roll call vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Pawloski moved, and it was seconded to award the 22A/23A Gravel, Compact in Place Bid #2020-06 to Southwest Transport Co, respective low bidder for Alamo, Charleston, Comstock (23A), Cooper, Kalamazoo, Prairie Ronde, Schoolcraft, and Texas Townships, with an option to extend for three (3), one (1) year extensions by the mutual agreement of both parties. Managing Director Johnson shared the intent of this 22A/23A Gravel, Compact in Place bid is to maintain a consistent annual price, by township, for various primary and local road projects and various routine maintenance activities. The bid is divided by township to give vendors an opportunity to provide RCKC with a competitive price for material, based on haul distance from various gravel pits. The total bid price per ton for the Gravel, Compact 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. Commissioner Brennan suggested breaking up this agenda item into three (3) separate motions. Commissioner Stehouwer thanked the bidders and mentioned he was pleased to see multiple bids that were competitive.

Carried by the following roll call vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Boersma moved, and it was seconded to award the 22A/23A Gravel, Compact in Place Bid #2021-06 to Balkema Excavating Inc. respective low bidder for Brady, Comstock (22A), Pavilion, Richland, Ross and Wakeshma Townships, with an option to extend for three (3), one (1) year extensions by the mutual agreement of both parties.

Carried by the following roll call vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Boersma moved, and it was seconded to award the 22A/23A Gravel, Compact in Place Bid #2021-06 to Balkema Sitework and Development respective low bidder for Oshtemo Township, with an option to extend for three (3), one (1) year extensions by the mutual agreement of both parties.

Carried by the following roll call vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Pawloski moved, and it was seconded to award the HMA Plant Mix & Cold Patch (CP-6) Bid #2021-07 for 36A and 13A HMA to Lakeland Asphalt Corporation, Michigan Paving and Materials Company, Rieth-Riley Construction Company, Inc. and Wyoming Asphalt Paving Company, Inc., low bidders 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 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 few dollars per ton variation in price of the HMA is minimal compared to the cost to haul material from a single location. The CP-6 (cold patch-6) is also made with a cutback and as its name suggests, is applied at ambient temperatures. CP-6 is used during the winter season and on rainy days when HMA is not available. Commissioner Brennan suggested breaking up this agenda item into three (3) separate motions.

Carried by the following roll call vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Boersma moved, and it was seconded to award the HMA Plant Mix CP-1 portion of Bid #2021-07 to Wyoming Asphalt Paving Company, Inc., low bidder meeting specifications with an option to extend for three (3), one (1) year extensions by the mutual agreement of both parties.

Carried by the following roll call vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Stehouwer moved, and it was seconded to award the CP-6, (cold patch-6) portion of Bid #2021-07 which includes delivery to RCKC, to Ace-Saginaw Paving Company low bidder, meeting specifications with an option to extend for three (3), one (1) year extensions by the mutual agreement of both parties.

Carried by the following roll call vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Pawloski moved, and it was seconded to award the Tree Work #1 Countywide Bid #2021-08 to K & H Tree Service, low bidder meeting specifications for Job # A1-19 for \$26,550.00. Managing Director Johnson shared numerous tree inspection requests from RCKC staff, property owners or concerned citizens are sent to the Forester's attention. Trees meeting guidelines for removal or pruning are identified and scheduled based on our current [Roadside Vegetation Management Policy](#) are identified as:

- An immediate safety concern that would impede the safety of the traveling public, as determined by RCKC (typically removed by RCKC crew or through the quote process as the need for service is immediate)
- Tree pruning to maintain minimal overhead or shoulder clearance;
- Removed as part of a preservation or structural improvement road project;
- Storm Damage cleanup, if the property owner requests assistance with cleaning up the fallen debris originating from within the road right-of-way (ROW), within 15 days of the tree/limb falling in the road and placed to the edge of the ROW by emergency crews.

Carried by the following roll call vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Boersma moved, and it was seconded to approve the 2022 Truck Components Purchase including four (4) Swap Loader Hoists, four (4) underbody scrapers, four (4) 9' right hand wing plows, two (2) dual auger deicer/sander units, four (4) complete hydraulic systems, two (2) skid-mounted 14' Crysteel dump bodies, two (2) new Swap Loader skids including installation and applicable warranties to place our four (4) 2022 International trucks in service from Truck & Trailer Specialties, Inc. through the MiDEAL purchasing program for a total of \$564,660. Managing Director Johnson shared outlined in our Capital Outlay section of the 2021 Budget is the purchase of underbody scrapers, right-hand wing plows, hydraulic systems, controls, and other components to be ordered in 2021 and received and paid for in 2022. At our January 19, 2021 Board meeting, the Board approved the purchase of four (4) 2022 International, Model HV613, 64,000# Cab and Chassis. Historically, our 5-year Equipment and Facilities plan included the purchase of two (2) cab and chassis annually. In 2021, staff recommended the purchase of four (4) cab and chassis in 2021 and complete the build of these units to place units in service early 2022. Truck & Trailer Specialties Inc. bid includes a 1-year warranty on all the equipment and components and has proposed a

270-300-day timeline from date of order to complete the four units. Our goal is to have these units in service first quarter of 2022. Commissioner Stehouwer shared the amount of snow we just had showed the benefit of the wing plows. He requested staff to comment on how the wing plows helped with efficiency and ability to handle things countywide. Operations Director Bartholomew shared the wing plow does take training and skill but does improve our efficiency. He shared the efficiency is huge, and in many situations cuts our time in half. Another key area for the wing plow is intersections. They also tend to keep the truck more on the road than the shoulder, keeping the truck from falling off into ditches. Commissioner Boersma requested staff to speak of the versatility of the swap loader design. Discussion continued...

Carried by the following roll call vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Boersma moved, and it was seconded to approve the purchase of two pickup trucks as (2) Ram 2500 Tradesman Crew Cab 4x4 trucks, with 8' beds, from LaFontaine Chrysler Dodge Jeep Ram (CDJR) located in Lansing MI through the MiDeal State of Michigan purchasing plan for \$91,229. Managing Director Johnson shared outlined in the Capital Outlay section of our approved 2021 budget, and our Equipment & Facilities 5-year plan is the purchase of two (2) ¾ ton pickup trucks. The RCKC utilizes multiple pickup trucks for our administrative, construction and road maintenance operations throughout the year. The pickup trucks we are recommending to purchase will have the options and capacity to be equipped with a front mounted, snowplow.

Carried by the following roll call vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Boersma moved, and it was seconded to approve the Association of Southern Michigan County Road Agencies (ASMCRA) Official Ballot for Election of Directors as Larry Brown, Allegan County Road Commission (CRC), David Solmes, Barry CRC, Mark Worden, RCKC and Ken Harris, Washtenaw CRC. Managing Director Johnson shared the mission of ASMCRA is to move ahead with grant opportunities for member agencies, for educational areas that may be needed. She recommended both Larry Brown, Allegan CRC and David Solmes, Barry CRC for the two positions representing Commissioners and Mark Worden, RCKC and Ken Harris, Washtenaw CRC for the two positions representing Staff.

Carried by the following roll call vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Managing Director Johnson welcomed Commissioner Dickason as a Road Commissioner and is appreciative of her representing and being a part of the Road Commission. She also thanked Commissioner Deborah J. Buchholtz for all her years of service as a Road Commissioner and mentioned we are planning to recognize her at a future Board meeting. We have been busy with winter maintenance. She commended the RCKC team and shared it is a skill to be working in our winter maintenance equipment. She appreciates the skillset of our Road Maintenance Operators (RMOs) working to clear our roads in a timely manner and doing so both efficiently and safely. Through February 10th we utilized approximately 43% of our winter maintenance budget. Looking at where we are today along with trends, we will be close to where we typically are at this time. We try to budget 60% for the months of January through March and reserve 40% for the end of the year. She reiterated none of our team intentionally knocks down mailboxes. Furthermore, most of the time it is not because of direct contact with our equipment but is the force of the snow coming off our plow and precipitation that we have. She provided an update on COVID-19. She also provided an update from the Michigan County Road Commission Self-Insurance Pool (MCRCSIP) and the Center for Disease Control (CDC) and guidelines. She shared we are prohibited from indoor gatherings at non-residential venues with no more than ten-persons from no more than two (2) households through March 29th. There are also outside limitations to 25 attendees per/1000 based on square feet which is also extended through March 29th. At this time, we will continue with the Zoom platform for Board meetings with hope that after March 29th we can resume in-person as well as the opportunity to participate virtually. She shared Governor Whitmer proposed \$300 million in 2021 supplemental bridge funding. It is a one-time infusion proposed to clear up some of the back log of our closed, serious, critical and load restricted bridges. It is not bond funds or federal COVID infrastructure relief funds. She shared in Kalamazoo County our bridge system is in good condition although we have work to do on our local bridges. She stated there is a separate \$311

February 16, 2021

Chair Int'l _____

Clerk Int'l _____

million in COVID infrastructure relief funds coming to Michigan and there will be more to come as we work through our planning organizations as to what those dollars will be and what they can be utilized for.

Commissioner Dickason thanked everyone for the warm welcome she had received. Managing Director Johnson gave her a tour of the RCKC Administration Building. She is excited and mentioned she is still going through provided information and packets.

Commissioner Boersma shared the Environmental Health Advisory Committee (EHAC) may potentially meet in April. He welcomed Commissioner Dickason to the Board and looked forward to working with her. He also thanked her for attending the Southwest Council Meeting. He mentioned President Biden is coming to town on Thursday.

Commissioner Stehouwer welcomed Commissioner Dickason and stated it is great to have her on Board. He thanked former Commissioner Buchholtz for her service. He acknowledged and welcomed County Commissioners Dale Shugars and Veronica McKissack who were present at the meeting. He looked forward to in-person meetings and thanked Managing Director Johnson for the COVID-19 update. He mentioned the Parks Commission met virtually on February 4th where transition occurred in terms of members of the Parks Commission. He mentioned the Chair and Vice Chair have stepped aside and new members were appointed. Sadly, in terms of rentals and lease of grounds, the Expo Center suffers greatly in terms of loss revenue with cancellations. He thanked the County Parks Staff for the work they do including multi-tasking in many ways. He appreciated information provided by staff regarding traffic signals.

Finance Director Ann Simmons shared she expects to be at 60% of winter budget this week and stated we are hitting that mark a little early this year.

Commissioner Pawloski welcomed Commissioner Dickason and thanked Commissioner Buchholtz for her dedicated service to the Road Commission and to her public service as well. The Board of Public Works (BPW) canceled their February meeting due to lack of business. He acknowledged County Commissioners Shugars and McKissack and stated he looked forward to working with them as we move forward. Furthermore, he said to please let us know whatever we can do as Road Commissioners to ensure we have a good working relationship with the County Commission.

Commissioner Brennan welcomed County Commissioners Shugars and McKissack and stated that the RCKC appreciates their interest and the opportunity to have them working with us. Furthermore, questions and comments are always welcome for we are always looking for opportunities to do things better. He thanked Commissioner Buchholtz for her years of service and stated she did a phenomenal job and is a very dedicated citizen, commissioner and community person who wanted to help make things better. He attended the Brady Township Board meeting on February 3rd. He shared there were many questions about complete streets. He was able to provide some information after the meeting and arranged to have representatives from RCKC staff and Commissioners at their April meeting to share information. He attended the Climax Township Board meeting on February 9th. He shared both Brady and Climax Townships did a nice job with the management of their Zoom meetings. He also attended the Southwest Council meeting. He thanked the Commission for their support and his position as Chair going forward.

Commissioner Pawloski moved, and it was seconded to adjourn.

Carried by the following roll call vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

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

Attest: Meredith Place, County Clerk

February 16, 2021

Chair Int'l _____

Clerk Int'l _____

By: _____, Chair _____, Deputy Clerk

The Board of County Road Commissioners of the County of Kalamazoo participated in a New Commissioners Workshop on Monday, February 22, 2021 by Zoom and hosted by the County Road Association (CRA) of Michigan. The workshop began at 7:30 a.m.

Present: Thom Brennan, Larry Stehouwer, Keshia Dickason

Absent: David C. Pawloski, Michael Boersma

The County Road Association (CRA) of Michigan hosted the New Commissioners Workshop. The event featured education and the essential functions of the role of Road Commissioners including duties and responsibilities, understanding road funding and the Open Meetings Act.

The workshop adjourned at approximately 1:00 p.m.

Attest: Meredith Place, County Clerk

By: _____, Chair _____, Deputy Clerk

February 23, 2021 – “What the Heck” Workshop

Chair Int'l _____

Clerk Int'l _____

The Board of County Road Commissioners of the County of Kalamazoo participated in a “What the Heck” Workshop on Tuesday, February 23, 2021 by Zoom and hosted by the Michigan County Road Commission Self-Insurance Pool (MCRCSIP). The workshop began at 1:00 p.m.

Present: Thom Brennan, Larry Stehouwer, Michael Boersma

Absent: David C. Pawloski, Keshia Dickason

Also attending: Managing Director Joanna I. Johnson, Finance Director Ann Simmons

Michigan County Road Commission Self-Insurance Pool (MCRCSIP) hosted a “What the Heck” Workshop presented by Attorneys William, Henn, Wendy Hardt, and Adam Tountas. The presenters discussed “What the Heck” moments that complicated litigation and how to avoid these complications in the future.

The workshop adjourned at approximately 3:00 p.m.

Attest: Meredith Place, County Clerk

By: _____, Chair _____, Deputy Clerk

March 2, 2021

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, March 2, 2021 as provided under Act 267 of the Public Acts of 1976 as amended, or commonly referred to as the Open Meetings (OMA). Commissioner Brennan called the meeting to order at 3:00 p.m.

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

Commissioner Boersma moved, and it was seconded to approve the February 16, 2021 telephonic and video conferencing regular Board meeting, February 22, 2021 New Commissioners Workshop, and February 23, 2021 "What the Heck" Workshop meeting minutes as presented.

Carried by the following roll call vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

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

Payroll Account	\$	190,979.55
Vendor Account	\$	488,044.52

Carried by the following roll call vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Stehouwer moved, and it was seconded to receive the letter(s) regarding Speed Limits from Kalamazoo Township dated February 1, 2021 to Governor Whitmer and refer them to file. Commissioner Boersma shared the letter contains a version of history most favorable to Kalamazoo Township and the version that the Township references is not the complete version of history that the Road Commission has established in this matter.

Carried by the following roll call vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Pawloski moved, and it was seconded to approve the Non-motorized Facility Agreement Applegate Woods Phase 2 Site Condominium South 10th Street Sidewalk Agreement, Texas Township for the Managing Director's signature. Managing Director Johnson shared Applegate Woods Phase 2 is a private residential development that would connect to 10th Street approximately a quarter mile south of Texas Drive in Texas Township. Part of the development's review and approval process through Texas Township required it to include sidewalk along 10th Street. The proposed development, including the sidewalk, will be funded by the developer Westview Capital, LLC. This agreement follows our [Non-motorized Facilities Policy](#).

Carried by the following roll call vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Boersma moved, and it was seconded to approve the Sanitary Sewer/Water System Project Construction & Reimbursement Agreement for the Lake Street project for the Managing Director's signature. Managing Director Johnson shared the Lake Street project begins at the City of Kalamazoo limits and ends at Olmstead Road. The work consists of water main and sanitary replacement by the City of Kalamazoo, and sidewalk installation by Kalamazoo Township, and roadway reconstruction, drainage improvements by the Road Commission of Kalamazoo County (RCKC). The project is noted in 2021 for design engineering in our 2021 – 2025 Primary Road Capital Improvement Program. Using one consultant would be beneficial to all partners in the Lake Street project since they have already been involved in design on two of the three main areas of the Lake Street improvements project. This agreement includes equally sharing the cost of design engineering in 2021 and construction engineering in 2022-2023 by the consultant. No easements are currently anticipated for this project, but the agreement does outline that each entity is responsible for acquiring and paying for any easements needed for their portion of work. Project coordination is a key component of asset management which is why RCKC staff has put in significant effort to reach out to see where we could collaborate with this project. Coordinating with surrounding governmental entities is a more efficient use of public funds, prevents rework, and reduces traffic impacts in the long run. It is a component of our [RCKC Compliance plan \(see page 30\)](#). Commissioner Stehouwer shared he is pleased to see these joint projects and appreciates all the effort.

Carried by the following roll call vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Boersma moved, and it was seconded to approve the Revised Road Commissioners Code of Conduct Policy. Managing Director Johnson shared County Road Association (CRA) Commissioners Committee proposed Road Commissioners Code of Conduct and Best Practices for County Road Commission Boards. The Code of Conduct and Best Practices documents have been updated to include Michigan's Elliot-Larsen Act. Our Code of Conduct Policy is like the County Board of Commissioners Rules of General Conduct Code of Ethics. Commissioner Boersma shared he is pleased to see the update to the Code of Conduct and stated there really is no place for discrimination by Road Commissioners. Furthermore, we service everyone in the public rather than certain individuals and this is a welcome addition to our policies.

Carried by the following roll call vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Stehouwer moved, and it was seconded to approve the Alamo Township Local Road Contract for the Managing Director's signature. Managing Director Johnson shared EF and F Avenue are follow-up chip seals from 2020 double seals to complete the project. Commissioner Pawloski inquired about the Alamo Township special assessment that had expired and questioned if it will negatively affect their plans in the future. Managing Director Johnson shared the Township wide special assessment expired in 2020 and at this time they have not elected to renew it. Furthermore, the data as it relates to the condition of the roads has improved. Engineering and Public Relations Director Worden shared it was a seven (7) year township wide special assessment that charged one rate if the property was developable or buildable and half a rate if the property was not developable or buildable. He explained Pavement Surface Evaluation and Rating (PASER) maps tells the story. Furthermore, Alamo Township Supervisor Gail VanderWeele was surprised at how much an improvement it made. She also had reached out to Charleston Township Supervisor Jerry VanderRoest to inquire how he was funding road improvements. Commissioner Stehouwer questioned if all Townships were using their allocation of Participation (PAR) Funds. Commissioner Brennan shared all Townships are using all of their PAR funds this year. Managing Director Johnson added there is no reallocation this year.

- a. Country View Drive – 8th Street to 1,400' east of 8th Street; Hot Mix Asphalt (HMA) Overlay
- b. EF Avenue – 5,122' west of 2nd Street to 2nd Street; Chip Seal, Fog Seal
- c. F Avenue – 3rd Street to Far Hills Way; Chip Seal, Fog Seal
- d. G Avenue – 245' west of 2nd Street to 2nd Street; Crack Fill, Chip Seal, Fog Seal
- e. Owen Drive – 1,875' south of B Avenue to B Avenue; Gravel, Pulverize, Double Chip Seal, Fog Seal

Carried by the following roll call vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Dickason moved, and it was seconded to approve the Brady Township Local Road Contract for the Managing Director's signature. Managing Director Johnson shared XY Avenue is a failed condition local

March 2, 2021

Chair Int'l _____

Clerk Int'l _____

road that is a return to gravel. Staff will host a public meeting with the Township and the residents along the failed local road to discuss possible options for improvement.

- a. 34th Street – U Avenue to T Avenue; Crack Fill, HMA Wedging, Chip Seal
- b. XY Avenue – 4,140' east of 33rd Street to 7,990' east of 33rd Street; Gravel, Pulverize
- c. X Avenue – 120' west of 33rd Street (south bound) to 33rd Street (north bound); Gravel, Pulverize, HMA Base and Surface Paving
- d. YZ Avenue – 3,500' west of 27th Street to 27th Street; Crack Fill, Chip Seal

Carried by the following roll call vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Pawloski moved, and it was seconded to approve the Charleston Township Local Road Contract for the Managing Director's signature. Managing Director Johnson shared the RCKC will not guarantee the performance of paving on Climax Drive.

- a. 44th Street – MN Avenue to M Avenue; Crack Fill, HMA Wedging, Chip Seal
- b. 40th Street – 800' north of Michigan Avenue to Fort Custer Drive; Crack Fill, HMA Wedging, Chip Seal
- c. Fort Custer Drive – Michigan Avenue to 40th Street; Crack Fill, HMA Wedging, Chip Seal
- d. Pinehill Drive – 830' south of Fort Custer Road to Fort Custer Road; Crack Fill, Chip Seal, Fog Seal
- e. Climax Drive – Streamside Drive to 1,000' west of Streamside Drive; Temporary, HMA Wedging. RCKC will NOT guarantee the performance of this paving (reflective cracking will occur within 12 months)

Carried by the following roll call vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Boersma moved, and it was seconded to approve the Cooper Township Local Road Contract for the Managing Director's signature. Managing Director Johnson shared Projects include a double seal in a plat and finishing of 14th Street which in 2020 included HMA base paving.

- a. AB Avenue – 12th Street to Douglas Avenue; Crack Fill, HMA Wedging, Chip Seal, Fog Seal
- b. Hunters Crossing – D Avenue to Woodview Grover, Woodview Grover – Hunters Crossing to 150' east of Hunters Crossing, Wild Flower Path – Hunters Crossing to 956' east of Hunters Crossing (North Port Crossing); Crack Fill, Chip Seal, Fog Seal
- c. Sparrow Avenue – Oriole Street to 407' east of Wren Street, Oriole Street – Rollridge Avenue to Sparrow Avenue, Wren Street – Rollridge Avenue to Sparrow Avenue, Rollridge Avenue – Oriole Street to 24th Street; Crack Fill, Double Chip Seal, Fog Seal
- d. Stony Avenue – Rocky Road to Quartz Street, Quartz Street – Granite Avenue to Stony Avenue, Granite Avenue – Rocky Road to Quartz Street, Rocky Road – Rollridge Avenue to Stony Avenue; Crack Fill, Double Chip Seal, Fog Seal
- e. 14th Street – E Avenue to D Avenue; HMA Overlay

Carried by the following roll call vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Boersma moved, and it was seconded to approve the Kalamazoo Township Local Road Contract for the Managing Director's signature. Commissioner Pawloski inquired about Township pulling back on some of their projects at the beginning of the pandemic. Engineering and Public Relations Director Worden shared except for a couple of roads this is the exact list of projects that we had for 2020 where we did crack fill and preventive maintenance. Furthermore, these projects protect the investment that was made by Kalamazoo Township from 2015 through 2017.

- a. Skyline Drive – Andora Avenue to Grand Prairie Road, Thistle Mill Court – Squires Drive to 854' east of Squires Drive (Skyline); 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; 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; 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, Grand 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); Chip Seal, Fog Seal
- f. Harvey Avenue – Alamo Avenue to 840' North of Alamo Avenue (Early View Plat); 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; Chip Seal, Fog Seal
- h. LaCross Street – Althea Street to Pinehurst Boulevard, Pinehurst Boulevard – West Main Street to Alamo Avenue, Crown Street – LaCross Street to Hillsdale Avenue (Hillsdale Park); 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); Chip Seal, Fog Seal
- j. Commonwealth Place – Campbell Avenue to Dartmouth Street; Chip Seal, Fog Seal
- k. Clarendon Street – 154' south of Hillsdale Avenue to Hillsdale Avenue (Prospect Park); Chip Seal, Fog Seal
- l. North Arlington Street – M-43 to Jefferson Avenue (Summit Park); Chip Seal, Fog Seal
- m. Old Douglas Avenue – Douglas Avenue to G Avenue; Chip Seal, Fog Seal
- n. Edison Street – Douglas Avenue to Westnedge, 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); Chip Seal, Fog Seal
- o. Waldorf Street – Edison Street to G Avenue, Glen Street – Waldorf Street to G Avenue (Northwood); Chip Seal, Fog Seal
- p. Orchard Avenue – 1,122' west of Douglas Avenue to Douglas Avenue; Chip Seal, Fog Seal
- q. Burdick Street – Mosel Avenue to 2,436' north of Mosel Avenue; Chip Seal, Fog Seal
- r. Pitcher Street – Mosel Avenue to 950' north of Mosel Avenue; Chip Seal, Fog Seal
- s. Silver Hills Avenue – Nazareth Road to 508' east of Enterprise Drive, Enterprise Drive – Silver Hills Avenue to 748' east of Silver Hills Avenue; Crack Fill, Chip Seal, Fog Seal
- t. Maple Street – M-43 to 2,448' north of M-43; Crack Fill, Chip Seal, Fog Seal
- u. Gertrude Street – Sunnyside Drive to Baker Drive; Crack Fill, Chip Seal, Fog Seal
- v. Francis Avenue – Nazareth Road to 1,332' east of Nazareth Road; Crack Fill, Chip Seal, Fog Seal

Carried by the following roll call vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Pawloski moved, and it was seconded to approve the Texas Township Local Road Contract for the Managing Director's signature. Managing Director Johnson shared these projects are the first year of increased renewal funds from the township special assessment. Treasure Island Drive is contingent upon flooding control measures and lake level determinations. Commissioner Boersma inquired about the HMA on O Avenue between 4th and 5th Street and questioned if this was to remediate flood damage. Operations Director Bartholomew shared the O Avenue project is in addition to a project we had completed in 2020. In late 2020 we performed the lifts in both of those flooded areas on O Avenue and this project finishes the entire project from 4th Street to 6th Street to overlay the entire road.

- a. 2nd Street – RS Avenue to R Avenue; Crack Fill, HMA Wedging, Chip Seal, Fog Seal
- b. 10th Street – 5,280' south of S Avenue to R Avenue; Crack Fill, HMA Wedging, Chip Seal, Fog Seal
- c. Hickory Hill Lane – 1,531' west of 12th Street to 12th Street; Crack Fill, HMA Wedging, Chip Seal, Fog Seal

- d. Pine Island Court North – 1,016' east of Finnagen Street to Finnagen Street; Crack Fill, Chip Seal, Fog Seal
 - e. Selah Court – PQ Avenue to 652' north of PQ Avenue; Crack Fill, Chip Seal, Fog Seal
 - f. 10th Street – R Avenue to Q Avenue; HMA Overlay
 - g. 10th Street – Q Avenue to Texas Drive; HMA Overlay
 - h. Bel Villagio Drive – S Avenue to Bel Shore Lane, Bel Shore Lane – 659' west of Pleasant Meadow Trail to 341' east of Bel Villagio Drive, Pleasant Meadow Trail – Bel Shore Lane to Bel Villagio Drive; HMA Overlay
 - i. O Avenue – 4th Street to 5th Street; HMA Overlay
 - j. Riesling Street – PQ Avenue to Chianti Circle, Chianti Circle – PQ Avenue to Riesling Street; HMA Overlay
 - k. Treasure Island Drive – Pepper Avenue to 2,544' north of Pepper Avenue, Pepper Avenue – Treasure Island Drive to 667' east of Finnagen Street, Woods Drive – Treasure Island Drive to 934' north of Treasure Island Drive, Finnagen Street – PQ Avenue to Pepper Avenue; HMA Base and Leveling Paving
- Carried by the following roll call vote:
Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Managing Director Johnson shared on February 11th the Department of Treasury Office of Revenue and Tax Analysis provided us with an update. She stated the Treasury's projections currently are a change of less than 1% from what they predicted would happen in 2021. They continue to estimate that we would have \$24.6 million for our Michigan Tax Revenue (MTF). The RCKC budgeted \$22.7 million, and we will keep a pulse on the trends and adjust accordingly. We have not seen any big impacts come out of the analysis, but we remain conservative in our approach as we look to 2021. Seasonal weight restrictions went into effect on March 1st at 6:00 a.m. She added that we did collaborate as a region with our surrounding Road Commissions. Our goal is to protect our investment of our road infrastructure. The Kalamazoo Area Transportation Study (KATS) met on February 24th. The KATS did approve a resolution of support for the Village of Augusta and the Washington Street Bridge that will also come before this Board for approval at our next Board meeting. On February 23rd she attended the Oshtemo Township Board meeting along with Commissioner Brennan and Engineering and Public Relation Director Worden. We have scheduled informational sessions for local officials beginning April 20th on Setting Realist Speed Limits, May 13th on Transportation Funding 101 presented by William Hamilton from the House Fiscal Agency, and June 9th on Asset Management for Local Officials. All sessions are to be determined (TBD) whether they will be virtual or in-person. She recognized the RCKC team and organization and shared we were notified that we will be receiving the State Recognition Award from the American Public Works Association (APWA) for the E. Michigan Emergency Repair Project as the project of the year for the category of Emergency Response Less than \$1 Million.

Commissioner Dickason introduced herself at the Charleston Township Board meeting where they were very welcoming. She also attended the New Road Commissioners Workshop.

Commissioner Boersma shared the Environmental Health Advisory Committee (EHAC) has not met and may potentially meet in April. There continues to be Per- and Polyfluoroalkyl Substances (PFAS) contamination issues within Kalamazoo County and the most recent contamination was found at the Airport. He attended the County Road Association Self Insurance Fund (CRASIF) "What the Heck" Workshop. He shared the workshop was a very good overview of missteps that Road Commissions have taken which have complicated their legal defense of different claims. He stated one take away from the workshop is to involve your attorney early, make an insurance claim and take many pictures if there are any potential issues. This morning, bids were opened for Architectural Services. There were 13 bidders, and the Committee will be meeting as early as next week to begin narrowing the 13 bids down to a manageable amount to schedule interviews with potential architects. The final choice will be presented to the Board.

Commissioner Stehouwer attended the virtual Comstock Township Board meeting last night. He appreciated the input and passed along relevant information. The Parks Commission meeting scheduled for Thursday was canceled. He shared last week was Engineers Week and he gave kudos to all RCKC Engineers. He

March 2, 2021

Chair Int'l _____

Clerk Int'l _____

attended the New Commissioners Seminar where good information was provided. He appreciates the County Road Association (CRA) and our insurers providing education.

Commissioner Pawloski congratulated RCKC staff on the E. Michigan Avenue project and extended his congratulations to the project consultant Hubbell, Roth and Clark (HRC). The Board of Public Works (BPW) March meeting has been canceled. The "What the Heck" Workshop provided good information. He shared the RCKC has gone above and beyond on the Texas Township road flooding. He thanked former Commissioners Dan Moyle, and Dennis Berkebile for their assistance with the Texas Township issue.

Commissioner Brennan attended the Charleston Township Board meeting and the New Commissioners Workshop that he found to be an excellent overview and stated it was the best single event that gave a broad explanation of different activities. Furthermore, the "What the Heck" Workshop was phenomenal. He attended the Oshtemo Township Board meeting that was very well received. The Board thanked the RCKC and spoke highly of the work the RCKC was able to accomplish over the last couple of months. He stated their positive comments were appreciated. He thanked Wakeshma Township Supervisor Jason Gatlin, Comstock Township Supervisor Randy Thompson, Charleston Township Supervisor Jerry VanderRoest and County Commissioners Dale Shugars and Veronica McKissack for attending today's meeting.

Commissioner Pawloski moved, and it was seconded to adjourn.

Carried by the following roll call vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

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

Attest: Meredith Place, County Clerk

By: _____, Chair _____, Deputy Clerk

March 16, 2021

Chair Int'l _____

Clerk Int'l _____

The regular meeting of the Board of County Road Commissioners of the County of Kalamazoo was held in-person based on the [Department of Health and Human Services Emergency Orders](#), and by electronic means by Zoom Video Conferencing on Tuesday, March 16, 2021 as provided under Act 267 of the Public Acts of 1976 as amended, or commonly referred to as the Open Meetings (OMA). Commissioner Brennan called the meeting to order at 3:00 p.m.

Present: Thom Brennan, David C. Pawloski, Larry Stehouwer, Michael Boersma, Keisha Dickason

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, Tara Hendrick Administrative Assistant – Operations, and Administrative Assistant Selena Rider.

Commissioner Brennan 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: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Stehouwer moved, and it was seconded to approve the March 2, 2021 telephonic and video conferencing regular Board meeting minutes as presented.

Carried by the following vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

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

Payroll Account	\$	141,481.59
Vendor Account	\$	339,146.02

Carried by the following vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

A presentation was provided as an opportunity for the RCKC to share its role as it comes to the Municipal Separate Storm Sewer System Permit (MS4) and to seek public comment. Administrative Assistant – Operations Hendricks gave a PowerPoint presentation with support from Project Engineer Ausbury on Municipal Separate Storm Sewer System (MS4). She explained MS4 is a publicly owned conveyance or system of conveyances, such as ditches, curbs, catch basins, underground pipes, etc. that are designed or used for collecting or conveying stormwater and discharges to surface waters of the state. The presentation included information regarding Basics of MS4, Kalamazoo County Watersheds, Enforcement Response Procedure (ERP), Public Participation and Involvement (PPP), Public Education Program (PEP, Collaboration, Illicit Discharge Elimination Program (IDEP), Construction Storm Water Runoff Control Program, Post-Construction Stormwater Management, pollution prevention and good housekeeping program, and Total Maximum Daily Load (TMDL) Implementation Plan. Commissioner Stehouwer inquired if Townships are MS4 Permit holders. Project Engineer Ausbury shared she does not believe Townships are MS4 holders and stated the RCKC covers those areas with our facilities. Managing Director Johnson added she feels confident Townships are not MS4 Permit holders and explained most of the systems are either owned and maintained by the Road Commission for the stormwater piece or by the Cities for sewer or water pieces. Commissioners Boersma and Brennan thanked Administrative Assistant – Operations Hendricks for the presentation.

Commissioner Pawloski moved, and it was seconded to approve the designated “Bishop Road”, “Romence Parkway”, or other right-of-way Quit Claim Deed for the Chair’s signature contingent upon a signed Release and Acknowledgement. Managing Director Johnson shared Pfizer attorney Mr. Robert LaBelle of Williams, Williams, Rattner and Plunkett (WWRP) Law Firm contacted us related to a Pfizer – Portage Facility Expansion after

completing a property survey and title search report attached showing a concern from a 1943 Quit Claim Deed (QCD) by Pfizer's predecessor the Upjohn Company which had been conveyed to the Board of Road Commissioners. The 100' wide strip of land created what was then Bishop Road. Old Bishop Road was replaced by the relocated Romence Parkway, a City of Portage Road. The no-longer-used Bishop Road now cuts through the current Pfizer property and is impacting the expansion of the Pfizer facility. Therefore, after review with our legal counsel, it is necessary the RCKC to reconvey the area to Pfizer of the unused portion of old Bishop Road. The property survey attached has been hand-marked to show the portion of old Bishop Road needing reconveyance. To ensure no future issues related to quit claim deed, a Release and Acknowledgement by Pfizer is also necessary. Just before the meeting Mr. LaBelle clarified that we do have an updated Quit Claim Deed that includes the correct name of Pharmacia & Upjohn Company LLC. Mr. LaBelle shared the extension of the Pfizer facility is for the purpose of producing more COVID vaccine. When they did the survey for purposes of doing a site plan is when it was discovered that a section of old Bishop Road cuts right through the property and would affect the expansion. As a result, we have put together this Quit Claim Deed which follows the same form of the Quit Claim Deed from 1946 when it was conveyed to the Road Commission. The additional document is a result from a review by the Road Commissions Attorney, David Lewis who had gone through this and wanted to make sure that there was no misunderstanding that in 1970 Portage Township became Portage City. At that time management of the roads in that area including Bishop Road and Romence Parkway are operated by the City and not the Road Commission. The Quit Claim Deed was modified slightly by changing it from Pharmacia & Upjohn Inc. to Pharmacia & Upjohn LLC which are separate companies. Commissioner Boersma inquired about leftover easements. Mr. LaBelle explained by this conveyance the Road Commission is not giving up any easements with regards to utilities which are still there.

Carried by the following vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Pawloski moved, and it was seconded to approve a 6-month temporary road closure permitted for Pitcher Street, Kalamazoo Township through September 30, 2021 during continued construction. Managing Director Johnson shared typically any type of permit such as this is handled by the RCKC staff. What makes this one unique is that we have worked with this as a result of the previous abandonment request. Therefore, this extension is being brought back before the Board for discussion. She shared on March 8, 2021 we received from Graphic Packaging Inc. (GPI) permit application to extend the temporary road closure of Pitcher Street starting March 30, 2021 continuing through September 30, 2021. They have provided the same traffic control plan as the one currently being used. Public outreach would continue to be a requirement of this permit should the Board choose to extend it. On February 16, 2021 at our Board Meeting, Mr. Jim Sullivan, President of Wright Coating Company located at 1603 N. Pitcher Street, expressed concerns regarding the N. Pitcher Street road closure. She shared we do not have any other service requests from the road closure, or any concerns expressed from the City of Kalamazoo related to the temporary road closure during construction. Mr. Rusty Miller, GPI Senior Vice President of Engineering and Technology thanked the RCKC for allowing the first six (6) month road closure by permit. He shared GPI is approximately half-way done with their \$6 million expansion. As a result of the closure there has not been any accidents, crimes or thefts, dumping, and speed on the roadway is down significantly. He requested a 6-month temporary road closure extension. Mr. Don Martin, Kalamazoo Township Supervisor provided photos and explained back in of 2017 Pitcher Street was closed due to a fire and for safety reasons was not reopened until 2018. Furthermore, due to the GPI expansion, Pitcher Street should be closed until the project is completed for safety reasons. Mr. Jim Sullivan, President of Wright Coating Company at 1603 N. Pitcher Street shared he is against any extension. He explained it looks like the exterior is done, the fence has gone down and it has been inconvenient for his employees, trucking, and has sent a lot of traffic through the north side of Kalamazoo. He has contacted the City of Kalamazoo and has not seen any comments from them. He shared the long-term goal of GPI is to have N. Pitcher Street closed permanently which he is very much opposed to. He requested the Board to consider all businesses affected from this. Commissioner Stehouwer questioned if we had any data that would indicate congestion at various times of the day. Managing Director Johnson shared we have not done any type of traffic study as it relates to the temporary road closure. Furthermore, we have not received any service requests or received any feedback from the City of Kalamazoo. Commissioner Boersma shared at a previous Board meeting Mr. Sullivan shared concerns regarding truck drivers having a difficult time locating Wright Coating and stated their Global Positioning System (GPS) showed N. Pitcher Street as the most direct route. Other

March 16, 2021

Chair Int'l _____

Clerk Int'l _____

drivers tried to come into their exit and would find themselves getting stuck. He would like to see balance to Mr. Sullivan's concern with being able to obtain access to his business with the needs of GPI. He understands if you have construction traffic or equipment blocking N. Pitcher Street and if it has moved, continuing to close Pitcher Street does impact Wright Coating Company and we have to balance the needs of the entire public. Commissioner Pawloski shared having the road closed for construction purposes is legitimate. Where he has concerns is the closure is on both a City line and Township line, and a business that is in the City, not the Township is complicating things. He does not want to be the one entity out there on a limb without everyone going in the same direction. Discussion continued....

Commissioner Brennan suggested all parties to be fully prepared to discuss anything beyond the extension and he would also request input from the City of Kalamazoo. Managing Director Johnson shared the City of Kalamazoo in our conversations did not share any issues related to the temporary road closure. However, as the Board may recall back in October the resolution was approved by the Board related to the abandonment and it is up to GPI to work with the City of Kalamazoo to potentially have concurrence for the long-term abandonment of Pitcher Street that she believes expires at the end of 2021. She stated she would verify the date in the resolution. Commissioner Boersma questioned if the abandonment is contingent on the City of Kalamazoo. Managing Director answered yes.

Carried by the following vote:

Aye: Brennan, Pawloski, Stehouwer, Dickason

Nay: Boersma

Commissioner Boersma moved, and it was seconded to approve the Resolutions of support for the Local Bridge Funding Program applications for the Chair's signature. Managing Director Johnson shared the Fiscal Year 2024 Local Bridge Program statewide budget is currently estimated at \$50 million but may be subject to revisions. This is a competitive process statewide with historically more than 300 applications submitted for the very limited funding. RCKC currently has 62 bridges on our primary and local road system that are eligible for funding through this program. To be eligible for these bridge funds, the structure must meet the definition of a bridge which is defined as a structure with a total clear span length of more than 20 feet measured along the centerline of the roadway over a stream, watercourse, or opening. The preventive maintenance, structure rehabilitation and replacement, and approach construction costs may be eligible for a maximum of 95 percent participation from federal and/or state funds. The right-of-way, design engineering, and construction engineering costs are not eligible for Local Bridge Program funds and are 100% the responsibility of the RCKC. Final applications which will include the resolutions, construction cost estimates, and detail descriptions of the structures and proposed work are due April 5, 2021. Commissioner Pawloski inquired about Township participation. Managing Director Johnson explained all of these bridges are on the primary road system not on the local road system. Furthermore, if there were bridges that needed to be rehabilitated or replaced on the local road system it would require Township participation and for a bridge it is a 50/50 split. She explained this is part of our planning process of our Township 5-year plans for it takes time and dollars to plan accordingly. Commissioner Boersma questioned if bridges are the most expensive asset in our inventory. Managing Director Johnson shared they are a very large asset to replace and maintain. She added our Bridge Asset Management Plan highlights the cost associated, inventory and age of bridges. Commissioner Boersma inquired if the Bridge Asset Management Plan is available online. Managing Director Johnson shared our approved [Bridge Asset Management Plan](#) is available under the Road Data page of our website. Commissioner Stehouwer questioned if there was opportunity for State or Federal Funds for local bridges. Managing Director Johnson shared that availability is what we have before us today. The problem is the amount available, the competition, and the aspects in the application to compete, make the local bridge system unable to compete and score well in order to receive funding. Commissioner Stehouwer questioned if we have any local road bridges that are going to become a significant issue in the next five (5) years and would the Board be made aware. Managing Director Johnson shared a key indicator would be if we had to reduce the load capacity on a bridge which would require Board approval. Commissioner Pawloski questioned if we have any local bridges closed and if so, how many. Managing Director Johnson explained once a bridge is closed for longer than 3 years it is removed from the bridge inventory. Furthermore, we monitor these areas so that they do not become dumping grounds.

RESOLUTION

March 16, 2021

Chair Int'l _____

Clerk Int'l _____

**Supporting Application for Local Bridge Program Funds
For
YZ Avenue Bridge
Rehabilitation**

WHEREAS the YZ Avenue bridge over the Brown Creek in Brady Township, Kalamazoo County, Michigan, is a timber structure constructed in 1966 with an overlay in 1994 and due to its age is showing 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 deck and timber structure, lengthening the time before replacement is needed; 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 2024.

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
Rehabilitation**

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 rehabilitation will improve the condition of the bridge deck and timber structure, lengthening the time before replacement is needed; 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 2024.

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**

March 16, 2021

Chair Int'l _____

Clerk Int'l _____

**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 2024.

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
Mosel Avenue Bridge
Preventive Maintenance**

WHEREAS, the Mosel Avenue bridge over the Kalamazoo River in Kalamazoo Township, Kalamazoo County, Michigan, was constructed in 1990 as a prestressed concrete 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, 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 2024.

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

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

March 16, 2021

Chair Int'l _____

Clerk Int'l _____

Rehabilitation

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

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

WHEREAS, the investment in rehabilitation will improve the condition of the bridge deck and timber structure, lengthening the time before replacement is needed; 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 2024.

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 roll call vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

RESOLUTION

Supporting Application for Local Bridge Program Funds FY 2024

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 2024.

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: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Stehouwer moved, and it was seconded to approve the Resolution of support for the Local Bridge Funding 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. We have approved this resolution in 2018, 2019 and 2020. Although not a requirement as a result of

March 16, 2021

Chair Int'l _____

Clerk Int'l _____

doing the application process with the state, it shows our support of getting a bridge funded for one of our smaller communities and bringing those dollars to Kalamazoo County is a good investment. She shared in the next couple weeks we have a meeting with the Village of Augusta to discuss if there are any creative ways that we could potentially assist in getting these bridges funded. At the state level they are doing some bridge bundling and we are seeking opportunities to assist the Village with this bridge. There have been many attempts trying to get it funded through a very competitive program.

Carried by the following vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Boersma moved, and it was seconded to approve the Neighborhood Traffic Management Policy. Managing Director Johnson shared the draft Neighborhood Traffic Management Policy was shared with the Board during the September 15, 2020 Work Session. The draft policy was then shared with our Township partners and others for feedback on October 6, 2020 with a reminder on October 19, 2020. Revisions were made with respect to the feedback initially received. On February 17, 2021 we once again requested various feedback from stakeholders including Township Supervisors/Boards, neighborhood groups, and others related to our first draft of the Neighborhood Traffic Management Policy by email and through various meeting attendance. We once again reviewed and considered feedback received. This type of policy is new to us as a Road Commission. We have recently shared this policy with the City of Portage and City of Kalamazoo again who are also looking at adopting similar policies as well. She mentioned the key pieces were the funding as well as the amount of time necessary to process the request. Commissioner Pawloski appreciates all the work staff has done. Commissioner Boersma shared we have had community concerns regarding traffic calming from many Townships and questioned if the Road Commission has met with Township residents. Managing Director Johnson explained the Road Commission has attended neighborhood meetings where traffic calming issues were discussed. We also proved feedback as a result of service requests that we receive, and this policy will assist us with sharing the procedures in finding a potential resolution in those particular corridors. She added as with any policy we may need to recommend future adjustments once we have put it in practice.

Carried by the following vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Pawloski moved, and it was seconded to approve the purchase of a Leica GS16 Full Constellation GNSS System with CS20 Field Controller, through the MiDeal purchasing program for \$17,881.28. Managing Director Johnson shared outlined in our Capital Outlay section of our 2021 Budget is the purchase of a GPS mapping stick, or system. RCKC currently does not own a GPS mapping device and in place of this equipment staff have utilized either a survey level, laser levels, or contracted survey services for collecting topographic and positional survey data. Commissioner Stehouwer inquired about staff learning to operate the mapping stick effectively and questioned if training and software were included. Project Engineer Ausbury shared the unit comes with 2 full days of training and moving forward we can reach out to the representative or they have a help line available for assistance. Furthermore, we can have as many staff members present for the 2-day training. Her goal is to utilize this device to it is fullest this year to solidify this training and to keep those skills current and enabling us to teach other RCKC staff. She mentioned software is also included in the price of the unit. Commissioner Boersma questioned if the unit is like a total station and would we use it to turn angles. Project Engineer Ausbury explained the unit is not a total station, but more like a stand-alone and it is smaller and lighter weight. Furthermore, the device would mainly be used for locating drains within a plat to obtain there GPS coordinates and location. The data could then be imported into Roadsoft or other applications to map all our facilities with GPS locations and elevations.

Carried by the following vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Boersma moved, and it was seconded to approve the Climax Township Local Road Contract for the Chair's signature. Managing Director Johnson shared we did receive the signed contract from Climax Township.

- a. 44th Street – MN Avenue to M Avenue; Crack Fill, Hot Mix Asphalt (HMA) Wedging, Chip Seal
- b. Q Avenue – 38th Street to 40th Street; Crack Fill, HMA Wedging, Chip Seal

March 16, 2021

Chair Int'l _____

Clerk Int'l _____

- c. P Avenue – 38th Street to 40th Street; Crack Fill, HMA Wedging, Chip Seal
- d. S Avenue – 47th Street to 48th Street; Crack Fill, HMA Wedging, Chip Seal
- e. S Avenue – 36th Street to 39th Street; Crack Fill, HMA Wedging, Chip Seal
- f. Q Avenue – 46th Street to 3,600' east of 46th Street; Crack Fill, HMA Wedging Chip Seal

Carried by the following vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Stehouwer moved, and it was seconded to approve the Comstock Township Local Road Contract for the Chair's signature. Managing Director Johnson shared there in this contract there is a lot of fog seal related to the projects.

- a. Carriage Street – ML Avenue to Larivee Avenue, Larivee Avenue – Carriage Street and Coach Street, Coach Street – ML Avenue to 182' north of Larivee Avenue; Crack Fill, Chip Seal, Fog Seal
- b. Dawes Avenue – 26th Street to 1,070' east of 26th Street; Crack Fill, Chip Seal, Fog Seal
- c. Doyle Drive – M-43 to 496' north of M-43; Crack Fill, Chip Seal, Fog Seal
- d. Elliot Road – 2,288' south of M-96 to M-96, Lawndale Avenue – 2,288' south of M-96 to M-96, Arden Avenue – Elliot Road to Lawndale Avenue; Crack Fill, Chip Seal, Fog Seal
- e. Frederick Street – Comstock Avenue to 700' north of Comstock Avenue; Crack Fill, Chip Seal, Fog Seal
- f. Gleneagle Drive West – ML Avenue to Gleneagle Drive North, Gleneagle Drive East – ML Avenue to Gleneagle Drive North, Gleneagle Drive North – Gleneagle Drive West to Gleneagle Drive East, Kilowatt Drive – Gleneagle Drive West to Gleneagle Drive North; Crack Fill, Chip Seal, Fog Seal
- g. Hidden Shore Drive – 1,813' south of G Avenue to G Avenue, Waterwood Drive – 1,662' west of Hidden Shore Drive to 603' east of Hidden Shore Drive; HMA Overlay
- h. Kincaid Street – Josephine Street to 2,200' north of Josephine Street; Pulverize, HMA Base and Surface Paving
- i. Knight Street – Comstock Avenue to 700' north of Comstock Avenue; Crack Fill, Chip Seal, Fog Seal
- j. Leenhouts Street – 1,900' north of East Michigan Avenue; Drainage Improvement
- k. Maple Brook Drive – 185' west of Spruce Brook Road to Spruce Brook Road, Fawn Brook Circle – 306' west of Spruce Brook Road to Spruce Brook Road, Cedar Brook drive – East Main Street to Merry Brook Drive, Willow Brook Drive – Spruce Brook Road to Merry Brook Street, Winding Brook drive – 169' south of Willow Brook Drive to Willow Brook Drive, Spruce Brook Road – Willow Brook Drive to Cedar Brook Drive, Merry Brook Street – Willow Brook Drive to East Main Street; Crack Fill, Chip Seal, Fog Seal
- l. Rystock Street – Comstock Avenue to 660' north of Comstock Avenue; Crack Fill, Chip Seal, Fog Seal
- m. Sullivan Drive – Comstock Avenue to 660' north of Comstock Avenue; Crack Fill, Chip Seal, Fog Seal

Carried by the following vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Boersma moved, and it was seconded to approve the Oshtemo Township Local Road Contract for the Chair's signature. Managing Director Johnson shared Engineering and Public Relations Director Worden attended the Oshtemo Township CIC meeting and requested an update. Engineering and Public Relations Director Worden shared Oshtemo Township is still considering discussing the sewer improvements which failed the proposed millage. Commissioner Pawloski inquired about the Township wanting to change 2nd Street from a gravel road to a paved road. Engineering and Public Relations Director Worden shared there is potentially a special district assessment forthcoming and we are waiting for the residents to bring us the signed petition.

- a. 2nd Street – KL Avenue to M-43; Crack Fill, HMA Wedging, Chip Seal, Fog Seal
- b. Bramble Drive – H Avenue to Bay Field Drive, Bay Field Drive – Hollison Drive to Bramble Drive, Hollison Drive – Bay Field Drive to Oak Harbor Street, Oak Harbor Street – Bramble Drive to 544' north of Trayburne Trail, Kelfrey Cove – Hollison Drive to Lindenhurst Lane, Lindenhurst Lane – 9th Street to Kelfrey Cove, Trayburne Trail – Lindenhurst Lane to 550' east of Oak Harbor Lane; Crack Fill, Chip Seal, Fog Seal
- c. Chime Street – Erie Street to Stadium Drive, Erie Street – Chime Street to 9th Street; Crack Fill, HMA Wedging, Chip Seal, Fog Seal

March 16, 2021

Chair Int'l _____

Clerk Int'l _____

- d. Forest Creek Drive – Stadium Drive to Olde Forest Drive, Olde Forest Drive – Forest Creek Drive to 475' north of Greystone Road, Greystone Road – Olde Forest Drive to 4th Street; Crack Fill, Chip Seal, Fog Seal
- e. H Avenue – 6th Street to 9th Street; Crack Fill, HMA Wedging, Chip Seal, Fog Seal
- f. Maple Hill Drive – 580' south of M-43 to 1,089 north of Croyden Avenue, Hobbit Circle – 604' west of 4th Street to 4th Street, Stadium Park Way – Stadium Drive to 1,174' north of Stadium Drive; Crack Fill, Chip Seal, Fog Seal
- g. Promenade Street – Northstar Avenue to H Avenue, North Star Avenue – 330' south of North Star Avenue to 9th Street; Crack Fill, Chip Seal, Fog Seal
- h. Quail Run Drive – Stadium Drive to 9th Street; HMA Overlay.
- i. Tanager Lane – Quail Run Drive to Quail Run Drive, Pheasant Lane – Tanager Lane to Quail Run Drive, Partridge Lane – Quail Run Drive to Quail Run Drive; Crack Fill, Chip Seal, Fog Seal

Carried by the following vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Stehouwer moved, and it was seconded to approve the Pavilion Township Local Road Contract for the Chair's signature. Commissioner Stehouwer attended Pavilion Townships in-person meeting. He was glad to hear they approved these road projects. They also had a few questions that were forwarded to staff.

- a. 31st Street – Q Avenue to OP Avenue; Crack Fill, Chip Seal
- b. 33rd Street – T Avenue to S Avenue; Crack Fill, HMA Wedging, Chip Seal
- c. 33rd Street – O Avenue to N Avenue; Crack Fill, Chip Seal
- d. 34th Street – TS Avenue to R Avenue; Crack Fill, HMA Wedging, Chip Seal
- e. 34th Street – R Avenue to Q Avenue; Crack Fill, HMA Wedging, Chip Seal
- f. O Avenue – 2,550' west of 32nd Street to 33rd Street; Crack Fill, HMA Wedging, Chip Seal
- g. R Avenue – 29th Street to 32nd Street; Crack Fill, HMA Wedging, Chip Seal
- h. R Avenue – 33rd Street to 34th Street; Crack Fill, Chip Seal
- i. R Avenue – 34th Street to 36th Street; Crack Fill, HMA Wedging, Chip Seal

Carried by the following vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

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

- a. 5th Street – W Avenue to V Avenue; Crack Fill, HMA Wedging, Chip Seal
- b. 11th Street – 220' south of Woodbrook Street to XY Avenue; Crack Fill, HMA Wedging, Chip Seal
- c. Paw Lake Drive – 1,420' west of 4th Street to 70' east of 4th Street; Crack Fill, HMA Wedging, Chip Seal
- d. Prairie Brook Street – YZ Avenue to 1,460' north of YZ Avenue; HMA Overlay
- e. Van Kal Street – Z Avenue to XY Avenue; Gravel Resurfacing
- f. Z Avenue – 2,000' west of 2nd Street to 2nd Street; Gravel Resurfacing

Carried by the following vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Dickason moved, and it was seconded to approve the Ross Township Local Road Contract for the Chair's signature contingent upon Township approval. Managing Director shared the deadline for the local road contracts as part of our policy is March 15th. There is a new Township Supervisor in Ross Township for which we wanted to give enough time to absorb this part of the system and the process. This evening at 6:00 p.m. Engineering and Public Relations Director Worden is on their agenda for discussion on the road maintenance contract and costs and we anticipate for this contract to be approved this evening.

- a. 36th Street – G Avenue to FG Avenue; Crack Fill, HMA Wedging, Chip Seal, Fog Seal
- b. Heights Drive – Gull Lake Drive East to 683' east of Gull Lake Drive East; Crack Fill, Chip Seal, Fog Seal
- c. 44th Street – 3,650' south of M-89 to M-89; Crack Fill, Chip Seal, Fog Seal
- d. 39th Street – FG Avenue to 38th Street; Crack Fill, Chip Seal, Fog Seal
- e. 38th Street – North Sherman Lake Drive to M-89; Crack Fill, Chip Seal, Fog Seal

March 16, 2021

Chair Int'l _____

Clerk Int'l _____

- f. North Sherman Lake Drive – 3,168' south of 38th Street to 38th Street; Crack Fill, HMA Wedging, Chip Seal, Fog Seal
- g. Pinebrook Drive – 850' west of 48th Street to 48th Street; Crack Fill, Chip Seal, Fog Seal
- h. 44th Street – Augusta Drive to 540' north of Augusta Drive; Crack Fill, Chip Seal, Fog Seal

Carried by the following vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

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

- a. Panama Street – 454' west of Canal Street to 317' east of Canal Street, Canal Street – Panama Street to Portage Road, Balboa Street – 243' west of Canal Street to Canal Street; Crack Fill, HMA Wedging, Chip Seal, Fog Seal
- b. 23rd Street – TU Avenue to 2,550' north of TU Avenue; Crack Fill, HMA Wedging, Chip Seal, Fog Seal
- c. Jasmine Avenue – Crocus Street to 616' east of Honeysuckle Street, Honeysuckle Street – VW Avenue to Jasmine Avenue; Crack Fill, Chip Seal, Fog Seal
- d. Jo-Fran Avenue – Portage Road to Jimmy Drive; Crack Fill, Chip Seal, Fog Seal
- e. 15th Street – 2,650' south of YZ Avenue to YZ Avenue; Gravel, Pulverize, Double Chip Seal, Fog Seal
- f. 15th Street – 2,300 feet south of YZ Avenue; Culvert Replacement
- g. Channelview Avenue – 23rd Street to Waterview Avenue, Waterview Avenue – 23rd Street to 220' south of Channelview Avenue, Bayview Avenue – Waterview Avenue to Peninsular Drive, Peninsular Drive – Bayview Avenue to 578' east of Bayview Avenue; HMA Overlay

Carried by the following vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Managing Director Johnson shared she appreciates the RCKC Team and Road Commissioners attending Township meetings across the county and the feedback provided to herself and the team is very valuable. She shared with Commissioner Dickason that we have followed up with Climax Township related to their chip seal concerns as well as the railroad crossing on P Avenue. We are trying to find ways that we can get the railroad to repair the crossing on P Avenue and or work cooperatively when there is a road project. Engineering and Public Relations Director Worden has followed up with Pavilion Township, reviewed our 5-year Capital Improvement Program (CIP), and provided maps. She participated in Alamo Townships meeting which went very well with no major items to report. We continue to schedule Joint Township meetings which will be put on the Road Commissioners Outlook calendar. Joint Meetings are posted since usually there are three (3) or more Board members present. We have put out a couple of press releases related to our 2021 Primary Road Capital Improvement Highlights. We have project informational meetings scheduled and they will continue virtually. The schedule is posted to the [projects](#) page of our website. She requested Communications Administrator Blonde to provide an update on projects and our communication channels that we had coordinated today. Communications Administrator Blonde shared we have coordinated with WKZO a time slot for the first Friday of each month at 8:40 a.m. to have the opportunity to provide project updates to the public. Since the RCKC is closed the first Friday in April she will provide project updates on Thursday, April 1st. Then moving forward it will be the first Friday at the 8:40 a.m. time slot. Furthermore, we recently sent out a press release regarding Sprinkle Road. We are trying a few different communication channels this year and targeting those larger projects that have an impact on the community. Managing Director Johnson mentioned we have been meeting quarterly with Southwest Michigan First as another avenue to share information related to our projects and the impact for potentially those that they have a business community who they communicate with often and have shared our press release. She read the latest update regarding the grades on U.S. roads from the American Society of Civil Engineers: "While the nation's roads continue to decline, improvement in rail and some other categories raised the nation's overall infrastructure grade to C-, a very modest improvement from a D+." She mentioned the stimulus bill as it relates to the impact if at all any on infrastructure. She shared the \$1.9 trillion American Rescue Plan approved last week is expected to bring the state of Michigan \$5.9 billion and with that, \$4.4 billion is going to every township, city and county. The estimates are \$100 to \$1300 per resident. She shared governments can pay infrastructure upgrades, hazard pay for workers, parks, downtown improvements and the like. She added there is an article that came out from The Bridge and it can break it down by the jurisdictions in Kalamazoo County. We continue to work through the

March 16, 2021

Chair Int'l _____

Clerk Int'l _____

Kalamazoo Area Transportation Study (KATS) for any additional funding and prioritizing of funds that have been through that process. She was reelected to the County Road Association (CRA) for another 3-year term and is honored to serve in that capacity. She shared it is extremely rewarding to work with our peers across the state and share information and exchange ideas. She stated Mr. Steve Carlisle, Principal/Sr. Project Manager from Wightman & Associates Inc, joined our meeting virtually to provide an update on Riverview Drive. She explained we had a Riverview Drive project that was 99% successful except for one area related to drainage that has caused some concern. We have an agreement with Cooper Township, and we are sharing the same consulting firm. One individual is working on the sewer side of it and Mr. Carlisle is working with the RCKC on the road improvement piece. At the Cooper Township meeting last week Mr. Paul Schram, Civil Engineer from Wightman & Associates Inc. provided a presentation to Cooper Township for which the RCKC was not aware of. Operations Director Bartholomew was at the meeting joining as part of our communication strategy with our Township partners and we had some questions we needed answered, however we had not seen any updates from Wightman and therefore did not have the information to share. We invited Mr. Carlisle to this meeting to provide this Board an update because of the communication with the Township. Mr. Carlisle provided an update regarding design options, potential costs associated with the preferred alternative, the overall status and the presentation with Cooper Township. Discussion continued...

Commissioner Dickason attended the Climax and Brady Township meetings and correspondence that was left with Managing Director Johnson has been answered. She is looking forward to the tour on Friday.

Commissioner Boersma shared the Environmental Health Advisory Committee (EHAC) has not met and may meet in April. He has been involved with staff on reviewing Architectural bids for the Road Commission. He shared 11 bids were received and we have narrowed them down to three (3). We had one interview this morning and have scheduled a second interview on Thursday and one for Friday.

Commissioner Stehouwer mentioned County Parks meeting is planned for April 8th. He attended the Pavilion Township Board meeting, and their Attorney Charles Martell is retiring and is passing the torch to Attorney Robert Thall. They had an interesting side discussion on how to fund roads. Furthermore, they had a lot of language they were updating and modifying in ordinances. The one they were considering and approved was Occupied Accessory Buildings. He is looking forward to the tour on Friday and informational meetings that have been scheduled. He attended the "What the Heck" seminar and thanked staff for their diligence on multitudes of issues.

Commissioner Pawloski shared the Board of Public Works (BPW) did not meet in March and may potentially be meeting in April or May. He welcomed Commissioner Dickason and congratulated Managing Director Johnson for another 3-year term on the CRA Board. He stated I know we have a Supervisor who is very strident in his views and he hoped that our consultant will continue to keep us in the loop as they work with Cooper Township. He stated RCKC staff has always been out there trying to do the right thing and without moving water. He believes we should never try to move water.

Commissioner Brennan shared he has completed some brief introductions for Commissioner Dickason with Climax and Brady Townships. Last Tuesday he attended the Oshtemo Township meeting where there were no concerns or comments about the Road Commission. He plans to attend the Richland Township meeting tonight at 7:00 p.m.

Commissioner Stehouwer moved, and it was seconded to adjourn.

Carried by the following vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

The meeting was adjourned at 5:12 p.m.

Attest: Meredith Place, County Clerk

By: _____, Chair _____, Deputy Clerk

Chair Int'l _____

Clerk Int'l _____

March 19, 2021 – Board of County Road Commissioners Facilities Tour

The Board of County Road Commissioners of the County of Kalamazoo toured the Road Commission of Kalamazoo County (RCKC) facilities at 3801 E. Kilgore Road, Kalamazoo, MI 49001 on Friday, March 19, 2021. The tour began at 9:00 a.m.

Present: Thom Brennan, David C. Pawloski, Larry Stehouwer, Michael Boersma
Absent: Keshia Dickason

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 the RCKC team members toured the Road Commission facilities and reviewed a variety of equipment demonstrations.

The meeting adjourned at approximately 12:05 p.m.

Attest: Meredith Place, County Clerk

By: _____, Chair _____, Deputy Clerk

March 30, 2021

Chair Int'l _____

Clerk Int'l _____

The regular meeting of the Board of County Road Commissioners of the County of Kalamazoo was held in-person based on the [Department of Health and Human Services Emergency Orders](#), and by electronic means by Zoom Video Conferencing on Tuesday, March 30, 2021 as provided under Act 267 of the Public Acts of 1976 as amended, or commonly referred to as the Open Meetings (OMA). Commissioner Brennan called the meeting to order at 3:00 p.m.

Present: Thom Brennan, David C. Pawloski, Michael Boersma, Keisha Dickason, Larry Stehouwer participated by Zoom from Houston, Texas.

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

Commissioner Brennan 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: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Pawloski moved, and it was seconded to approve the March 16, 2021 telephonic and video conferencing regular Board meeting and March 19, 2021 Board of County Road Commissioners Facilities Tour minutes as presented.

Carried by the following roll call vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

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

Payroll Account	\$	146,664.19
Vendor Account	\$	191,539.67

Carried by the following roll call vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Charleston Township Supervisor Jerry VanderRoest shared County Engineer Minkus worked with the Township in getting a Resolution supporting the development of the Kalamazoo River Valley Trail (KRVT) to Galesburg Augusta High School in the City of Galesburg and Charleston Township. The resolution was adopted by the Township Board on March 23, 2021. He read a cover letter to the resolution from the Charleston Township Board that stated "the completion of the crossing of the Amtrak high speed rail crossing is important in finishing the last leg of the project to Michigan's largest State Park in Southwest Michigan – Fort Custer State Park. What a great asset this trail provides to citizens of Michigan. A trail system from Fort Custer State Park to South Haven, Michigan. Furthermore, all supporters of the trail realize the need to work together in providing a safety crossing at the intersection of McCollum Avenue and M-96 (Augusta Drive). It is disappointing to see the large investment stalled at a point so close to final completion". He mentioned the Township has made a major commitment out of their budget and stated they are spending over 28% of their budget on improving roads. He explained it is getting difficult and asked the Road Commission to work with the Township in finding other sources of revenue and income. Commissioner Brennan thanked Supervisor VanderRoest and shared the Road Commission clearly understands the Townships issue.

Mr. Steven Leuty, Trustee for Kalamazoo Township shared the Township and the Road Commission have a long, solid, good working relationship. He then shared concerns on speed studies. He mentioned in 1968 a speed study was determined for Nichols Road for a 35mph speed limit even though the 85th percentile at that time was 46mph. Then 20 years ago in response to vehicles nearly hitting students and the crossing guard at King Westwood School, the Road Commission proposed a new design called a road diet to convert the four (4) traffic

March 30, 2021

Chair Int'l _____

Clerk Int'l _____

lanes into two (2) traffic lanes, a center turn lane, and widen shoulders for bicyclists. Intensive studies concluded that a 35mph speed limit promoted safety and moved the traffic volumes even though a higher speed was an option. In 2017 Cooper Township requested the Road Commission to evaluate the speed for North 14 Street in the following spring. March 11, 2020 RCKC staff conducted studies of Nichols Road between Iroquois and Huron and combined this data with the nearly 2-year data from Cooper Township for a report to the Michigan State Police (MSP) to determine a traffic control order. Nichols Road data was collected during COVID-19 when fewer vehicles were traveling at higher speeds and Sp/Sergeant Brandon Davis of the MSP did not ask for the Nichols Road data to be included with the North 14th Street data. It was not until last September that the Road Commission made Kalamazoo Township aware of the nearly 3-year process, just days before the Road Commission Board considered a proposal to transmit the data to the MSP. Furthermore, at that time Kalamazoo Public Schools (KPS) was unaware of this. He shared the first sentence in the Michigan Vehicle Code clarifies that a reasonable and safe speed limit is determined by a unanimous agreement between the Road Commission, Township Board and MSP. Although, some feel the Road Commission is constrained by state law, the information he shared illustrates irregularities outside the Michigan Vehicle Code and as a result he urges the RCKC Board to communicate to the MSP that the traffic control order does not apply to Nichols Road and restore the 35mph speed limit. Commissioner Brennan thanked Mr. Leuty for his comments.

Mr. Ronald Huster of 1314 Coolidge Avenue shared concerns regarding the stop light at Nichols Road and Grand Prairie. He stated the yellow light is not long enough for the speed trucks are traveling. He explained last Thursday he was on Grand Prairie to turn south onto Nichols Road and a truck blazed through the stoplight which had already turned green for himself. Today he used his Bushnell and recorded a truck heading north on Nichols Road at 53 mph. Furthermore, since the speed has increased to 45mph all drivers know they can travel at least 5 mph faster. He stated when school is open, traffic is backed up. He mentioned the speed limit is now 45mph and mentioned you could not control it at 35 mph, and you are not going to control it at 45 mph. Commissioner Brennan thanked Mr. Huster for his comments.

Commissioner Boersma moved, and it was seconded to award the Architectural/Engineering Design Services Bid #2021-09 to Fishbeck. Managing Director Johnson shared back in 2019 the RCKC did an assessment of our current facility and location in the City of Kalamazoo. On October 27, 2019, an assessment review was provided to the Board. Last year we purchased vacant land located on 26th Street in Comstock Township. After review of the assessment and purchase of the property it is now time for the Road Commission to embark on a potential new complex. The Request for Proposal (RFP) described our intent to select a firm to provide professional architectural/engineering services and to represent the RCKC's interests for this project. Services included programming, design, construction documents, construction manager selection, bidding, construction, furniture fixtures, equipment services, and variety of other items. The proposal pricing is to be all-inclusive of the requested services. The fee amount will be a Not-to-Exceed amount, which amount shall be the maximum amount payable and shall not be exceeded unless authorized in writing by the RCKC on the purchase order. A public bid notice to consultants and construction/bidding entities was posted on February 1, 2021. Two (2) addendums were provided as we received questions and for clarifications on the bid. We had 47 firms who downloaded the bid packet and we received eleven (11) compliant proposals. She thanked all the firms who submitted proposals and stated it was an extensive process to review them. She thanked Commissioner Boersma along with the executive team who participated in the review. She stated we have been at our current facility for many years, and this is a huge investment as we look to the future for our organization in terms of funding, legacy of the organization and service to the public. As we reviewed all of the provided proposals the selection team identified three (3) for the interview process which was completed. We are proud to recommend Fishbeck who has had a long relationship with the RCKC and a long history of working with other Road Commissions. Our selection was based on review of proposals, the interview process, and not on price proposal alone. Fishbeck did have an extensive proposal. If the Board were to approve this the next steps will include an initial planning meeting. She stated our key focus is to have a salt/sand facility built at the 26th Street site. Fishbeck Senior Project Manager, William Zaske thanked the RCKC Board for their time and consideration and stated they are excited for this opportunity to work together on this new project. Commissioner Pawloski inquired about the projects completed in Kent and Cass Counties as well as the City of Marquette. Mr. Zaske shared Fishbeck designed the facilities in both Kent and Cass County, and did a vehicle maintenance facility for the City of Marquette. He introduced Fishbeck's Senior Vice President/Principal

March 30, 2021

Chair Int'l _____

Clerk Int'l _____

Bob Pomeroy, and Civil Engineer Ryan Much. Commissioner Brennan thanked Commissioner Boersma for the significant amount of time he had devoted to this project. Commissioner Boersma shared it was a team effort. He mentioned eleven (11) proposals were reviewed and all team members came up with the same top three (3) candidates. We then interviewed and chose the top two (2) for reference checks. After checking references and some debate we chose Fishbeck. He shared that he fully supports this decision. As a Road Commissioner the two (2) items needed to satisfy himself included the awardee being able to finish in time and within budget, and he questioned who does staff want to be married to for the next two (2) years.

Carried by the following roll call vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Boersma moved, and it was seconded to approve discussion on the 2021 County Road Association (CRA) Legislative Priorities. Managing Director Johnson shared with cancellation of CRA's 2021 Highway Conference Annual Business Meeting, CRA has some unfinished Constitutional business items to conclude. We usually have a roll call vote to officially adopt the proposed Legislative Priorities, which have been circulated. This year, CRA is asking every county to complete an electronic survey signifying their approval/disapproval of the proposed 2021 Legislative Priorities. In August of 2020, the Board supported a resolution regarding Act 51 of 1951 – 1% Non-motorized Requirement. This was shared at the Southwestern Council meeting and with the CRA Director and Deputy Director. Since that time, the priority was updated to include the word "combination" – "...CRA supports legislation to allow local road agencies the flexibility to utilize a combination of MTF and other state, federal or local funding sources to satisfy non-motorized expenditures equivalent to 1% of the agency's MTF...." After further review and discussion, although this particular legislative priority verbiage now includes MTF, what is missing in the language is the words within the current legislation as "not less than" therefore implying a 1% only requirement. The CRA serves as our legislative voice related to current and pending legislation. The survey response time has been extended to accommodate our Board meeting schedule to March 30th. Commissioner Boersma asked what conflict if any is there between the resolution this Board passed in August and the current 1% in CRA's Legislative Priorities. Commissioner Brennan shared we have complied with the 1% however over the last several years, we have been in excess of 5%. Furthermore, our concern is the verbiage to ensure that the public does not misinterpret this to only 1% for non-motorized. Managing Director Johnson shared the last line of this particular Legislative Priority states that the "CRA supports legislation to allow local road agencies the flexibility to utilize a combination of MTF and other state, federal or local funding sources to satisfy non-motorized expenditures equivalent to 1% of the agency's Michigan Transportation Fund (MTF)". She shared what is adjusted in this language is the word combination and that it is equivalent to 1% where the current legislation has not less than 1%. Commissioner Brennan asked Managing Director Johnson if we choose not to approve this item does that mean we have a "no" vote on the Legislative Priorities. Managing Director Johnson stated that is correct. Commissioner Boersma questioned if the Resolution approved in August binds this Board to a certain course of action today if it is incompatible with the language in CRA's Legislative Priorities. Commissioner Stehouwer shared the key point of the CRA proposal is to allow this combination of funds other than MTF to be at 1% or more. He stated some Road Commission communities have other priorities and he believes they are asking to allow other funding sources. Commissioner Brennan asked Managing Director Johnson if we are bound by the Legislative Priorities on the 1%. Managing Director Johnson stated we are not bound by our previous resolution in terms of voting on this today. Discussion continued...

Commissioner Pawloski shared if we were to pass CRA's Legislative Priorities then nothing in the Priorities will prevent us from spending additional dollars on non-motorized then what is included in this Proposal.

Commissioner Brennan shared he is uncomfortable with the way the Legislative Priorities are written.

Carried by the following roll call vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Pawloski moved, and it was seconded to approve the 2021 CRA Legislative Priorities as written. Commissioner Stehouwer shared if we agree with 99% of the items and disagree with 1%, he is unclear if he should vote in favor or not in favor. Commissioner Boersma concurs with Commissioner Stehouwer's comments. He explained it is that 1% that this Board has struggled with in the past and we passed a resolution urging the CRA to adopt and strike that language from their Legislation Priorities list. Furthermore, we have had this discussion in our Southwest Council meetings on at least 2 occasions and we have made the point well known

March 30, 2021

Chair Int'l _____

Clerk Int'l _____

to the CRA that we are not in support of changing the law of 1%. Commissioner Brennan shared non-motorized funding has been a sensitive issue for our community and how the Road Commission handles it, and he does not want anyone to have concerns over the 1%. Managing Director Johnson shared these Legislative Priorities go through a system from the CRA at each of the council meetings across the state and in our case at the Southwest Council meetings. We are one voice of many and that is our opportunity to weigh in on each of the Legislative Priorities for which we did back in August of 2020. Commissioner Pawloski shared he is going to vote in support of the Legislative Priorities despite the 1% flaw in it. Also, our county has shown that we do support and spend a lot of dollars on non-motorized. Furthermore, the CRA knows our position on this, and he hoped that our local residents do as well. He mentioned the CRA does a good job, has a good team, and he likes the work they do.

Carried by the following roll call vote:

Aye: Pawloski, Stehouwer

Nay: Brennan, Boersma, Dickason

Managing Director Johnson echoed the positive statements said about the CRA and mentioned they are good stewards representing our industry across the state. She thanked the CRA and the Board for which she is a part of and their leadership team for all they do in supporting all of our services including public service. She mentioned our Project Informational/Lunch and Learn meetings will be held by Zoom on Wednesdays at 12:00 p.m. The first one is scheduled for April 7th regarding U Avenue. The project meetings are listed on the [projects](#) page of our website. If you are unable to join, recordings will be posted to view in the future. Seasonal weight restrictions were lifted on March 24th. She and others had the opportunity to participate in varying degrees of webinars related to funding. The American Rescue Plan included \$350 billion to assist state, local, and tribal territorial governments. The funding includes \$65.1 billion for counties, 45.6 billion for metropolitan cities and \$19.5 for cities and townships with fewer than 50,000 people. They are still working out the details of distribution of funds. The funds can be used until December 31, 2024. They are clarifying if our Township partners can utilize these funds for roads and currently it looks like they can be used for investments in water, sewer and broadband infrastructure. She learned these dollars are potentially fungible and stated that water and sewer are typically under our roads which is another opportunity to jointly improve road conditions. This is a great example of partnering and looking at planning for our infrastructure assets and trying to get those timed so that we can get what is underground and on the surface in good condition at the same time. She explained for example there is a preliminary breakdown and mentioned Charleston Township could potentially receive \$205,000. She participated in another webinar called Rebuilding Michigan's Transportation Infrastructure with the Director of the Michigan Department of Transportation (MDOT), Mr. Paul Ajegba. A variety of elements were discussed in terms of bids, contractors pricing, state bonding and bridge bundling.

Commissioner Boersma shared the Environmental Health Advisory Committee (EHAC) has not met and will try to meet in April. He mentioned the Setting Realistic Speed Limits webinar is on April 20th for elected and appointed officials. It will go into detail about how speed limits are set. Furthermore, the webinar will be recorded and available to the public to review on our website. He wanted to make it clear to Managing Director Johnson that the vote on Legislative Priorities in no way reflects our opinion on her service with the CRA.

Commissioner Stehouwer shared the Parks Commission will meet by Zoom on April 8th. He agrees the CRA does great work for us. He is thankful to see gravel shoulders freshened up.

Commissioner Pawloski thanked Commissioner Boersma for his work on the Architectural Bid. He encouraged all Township and Local Officials to attend Setting Realistic Speed Limits on April 20th. He stated it is important that we realize that we as a Road Commission do not set the speed limits, the drivers of the road set the speed limits. He thanked the Township Supervisors who joined today's meeting. He shared our support for non-motorized will continue despite the CRA Legislative Priorities. He again thanked CRA and stated they do a good job, have good staff and do very good work with 83 different road departments to deal with.

Commissioner Brennan thanked Wakeshma Township Supervisor Jason Gatlin, Kalamazoo Township Supervisor Don Martin, and Supervisor VanderRoest for joining today's meeting. He stated we appreciate the input and sincerely appreciate you being aware of what we are working on so you can help us. He had the

March 30, 2021

Chair Int'l _____

Clerk Int'l _____

opportunity to attend the Township Supervisors meeting on the 17th and Road Tour on the 19th. He shared traditionally during a Road Tour we look at projects. This time we utilized the time to review activities around the RCKC facilities and observed new tools we have been utilizing, acquiring and developing. He stated the team does a wonderful job with everything they do. He mentioned the RCKC is hosting Setting Realistic Speed Limits and the presentation will be given by the MSP.

Commissioner Pawloski moved, and it was seconded to adjourn.

Carried by the following roll call vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

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

Attest: Meredith Place, County Clerk

By: _____, Chair _____, Deputy Clerk

April 12, 2021 – Alamo 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 Alamo Township Board of Trustees was held by telephonic and video conferencing on Monday, April 12, 2021. The joint meeting began at 7:03 p.m.

Present: Thom Brennan, David C. Pawloski, Michael Boersma, Keshia Dickason

Absent: Larry Stehouwer

Also present: Managing Director Joanna I. Johnson, Engineering and Public Relations Director Mark Worden, Alamo Township Supervisor Gail VanderWeele, Clerk Cindy Snyder, Treasurer Mary Stoneburner, Trustees Jason Scheffers and Russell Scott.

Following introductions, Engineering and Public Relations Director Worden reviewed Adobe Road and the Road Commissions involvement with the development, and shared that we would keep the Township informed on the development. He reviewed local funding, local road participation funds, and opportunities. He also reviewed treatment types including returning roads to gravel.

Managing Director Johnson questioned what the Township has heard from the residents on the roads. Supervisor VanderWeele mentioned we have not received many calls and stated what we promised the taxpayers we delivered. She mentioned she does have AB Avenue as her mission but the RCKC does an outstanding job on roads.

Trustee Scheffers questioned how conversations go with the public when it is about returning roads to gravel. Managing Director Johnson shared that the Wakeshma Township plan included this as part of the millage proposal. She stated it is tough, but when we have the opportunity to talk about it, most do understand even if they do not like it. Engineering and Public Relations Director Worden shared it is difficult but reminded everyone it is the first step to a future hard surfaced road as well. Commissioner Brennan shared that gravel road maintenance is part of the RCKC budget, and a well-maintained gravel road can be ok. Treasurer Stoneburner thanked the RCKC and stated how good they have been to the Township and to work with.

The meeting adjourned at 7:39 p.m.

Attest: Meredith Place, County Clerk

By: _____, Chair _____, Deputy Clerk

April 13, 2021

Chair Int'l _____

Clerk Int'l _____

The regular meeting of the Board of County Road Commissioners of the County of Kalamazoo was held in-person based on the [Department of Health and Human Services Emergency Orders](#), and by electronic means by Zoom Video Conferencing on Tuesday, April 13, 2021 as provided under Act 267 of the Public Acts of 1976 as amended, or commonly referred to as the Open Meetings (OMA). Commissioner Brennan called the meeting to order at 3:00 p.m.

Present: Thom Brennan, David C. Pawloski, Michael Boersma, Keisha Dickason, Larry Stehouwer

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, and Administrative Assistant Selena Rider.

Administrant Assistant Rider 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: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Pawloski moved, and it was seconded to approve the March 30, 2021 telephonic and video conferencing regular Board meeting minutes as presented.

Carried by the following vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

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

Payroll Account	\$	136,789.88
Vendor Account	\$	831,448.66

Carried by the following vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

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

Carried by the following vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Stehouwer moved, and it was seconded to award the Crack Fill Bid #2021-10 to Pavement Restoration, for \$194,174.55, 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 this bid is part of our maintenance process. It is a hot sealant composed of polymer modified asphalt cement. It is used to maintain cracks along our roadways and service condition of our roads. It is typically combined with our chip seal treatment and generally can last 5-8 years. Crack Fill material is used often on both our local and primary road system. In 2020 we utilized K&B Asphalt Sealcoating Inc. but ultimately, they were not able to complete our crack fill projects for the year. RCKC then reached out to the second lowest 2020 bidder, Pavement Restoration to step in and complete the remaining projects for the season. K&B Asphalt did not choose the bid extension option for 2021. We tentatively plan to start our chip seal program at the end of May with 75 local and primary road projects requiring a crack fill treatment to chip seal. Pavement Restoration has performed crack fill work for the RCKC in 2011, 2015, 2016, 2017, 2019, and 2020. Commissioner Stehouwer shared often we do crack fill ahead of chip seal and questioned if we do crack fill on roads that are not chip sealed. Operations Director Bartholomew answered yes and explained on the primary road system more than the local road system.

Carried by the following vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

April 13, 2021

Chair Int'l _____

Clerk Int'l _____

Commissioner Boersma moved, and it was seconded to accept the warranty deed for Right-of-Way (ROW) at the intersection of D Avenue at Adobe Road, Alamo Township. Managing Director Johnson shared in 2019 RCKC staff participated in discussions and reviews of a traffic study for Love's Travel Stop on Adobe Road in Alamo Township. Throughout 2019 and 2020, the traffic study and design were finalized and permitting began to allow construction at the southeast corner of D Avenue at Adobe Road. Love's is planning to address traffic impacts related to their facility with construction of two (2) new traffic signals at US-131 southbound at D Avenue and D Avenue at Adobe Road and construction of turn lanes on both D Avenue and Adobe Road. The RCKC and the Michigan Department of Transportation (MDOT) have collaboratively reviewed the traffic study and design documents. All improvements at the intersection of D Avenue at Adobe Road would be maintained by RCKC and the new traffic signal at the intersection of D Avenue and US-131 would be maintained by MDOT. The development is currently permitted for two of the three driveways onto Adobe Road. The final driveway onto Adobe Road and all public road infrastructure improvements, including the traffic signals, are planned to be permitted separately. This permit has been contingent on providing ROW for these facilities being deeded to the RCKC. To construct these improvements, public ROW along Adobe is needed from the parcel at 7953 Adobe Road and the other parcel which belongs to Love's. Loves has worked with the adjacent property owner to acquire and provide the necessary ROW to RCKC. Adobe Road was deeded to the RCKC in 2000 with an extension to the roadway in 2018. The current warranty deed conveys 0.2353 acres from parcel 01-24-126-024 and 0.2082 acres from parcel 01-24-126-039 to the RCKC. These represent the corners of the parcels at the D Avenue at Adobe Road intersection which will be used for construction of turn lanes and signal infrastructure. Mrs. Kim Cooper, Civil Design Engineer representing Love's Travel Stop shared the ROW is required to be dedicated in order to facilitate some of the road expansion improvements at the corner of West D Avenue and Adobe Road. Commissioner Stehouwer mentioned that in the future he would like to see a constructional plan of the area to understand how traffic is being managed.

Carried by the following vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Pawloski moved, and it was seconded to approve the ROW Resolution provided for the Crooked-Eagle Lake Drain #334, Texas Township for the Chair's signature. Managing Director Johnson shared the recent high-water table has had significant impacts in parts of Texas Township, causing residents to seek alternative drainage solutions. The issues of water, drainage, and flooding have affected our infrastructure and residents. The Board took action to support the establishment of a drainage district for this area in February 2020 after the Kalamazoo County Office of the Drain Commissioner (KCDC) received a petition to relieve the flooding occurring on Eagle and Crooked Lakes. Since approval to create this new County drain and nearing a determination of the legal lake level, the KCDC is now nearing completion of the project's design engineering phase and is looking to move toward construction. Two approvals from the RCKC including a ROW permit and a resolution covering a street or public place are required before construction can begin. The proposed project is part of the overall solution to resolve the flooding on Crooked Lake and Eagle Lake. The new Crooked-Eagle Lake Drain #334 is being designed to use the existing road ROW along West PQ Avenue, which would also allow access to an existing storm sewer drainage easement near the intersection of PQ Avenue and West Crooked Lake Drive, to construct the outlet into Crooked Lake. Commissioner Pawloski stated he is pleased we are moving forward and making progress on this.

Carried by the following vote:

Aye: Brenna, Pawloski, Stehouwer, Boersma, Dickason

Managing Director Johnson shared we had our first Lunch and Learn Project Informational meeting for U Avenue last week. The replay of the meeting is available on the [projects](#) page of our website for viewing. Our next project informational meeting will be held next week for Sprinkle Road. We issued our Spring / Summer Newsletter that is available on the [Publications](#) page of our website. We have participated in many Township Board meetings in the last couple of weeks. Engineering and Public Relations Director Worden attended the Brady Township meeting where there was discussion and feedback related to Non-Motorized. She attended the Texas Township Board meeting and mentioned the Neighborhood Traffic Management Policy Resolution was included on their agenda. She also participated in the Alamo Township meeting. Operations Director Bartholomew attended in-person the Pavilion Township meeting. She shared some Townships continue virtually and some are in-person.

April 13, 2021

Chair Int'l _____

Clerk Int'l _____

She shared both Commissioner Brennan and Engineering and Public Relations Director Worden will attend the Oshtemo Township meeting tonight. She stated the proposed \$2 trillion infrastructure package on the Federal side was presented and explained it would be rolled out over eight (8) years and may have a large impact on local transportation funding. Called the American Jobs Plan the package is intended to have an impact on roads, bridges, modernize public transit, and replace every lead water line in the US, among other priorities. The plan is also looking at spurring development and sales of electric vehicles with a \$174 billion in tax incentives and consumer rebates. One of the items related to the infrastructure package on the federal side is potential earmarks coming back. We worked with the Kalamazoo Area Transportation Study (KATS) by putting together a package to submit to Representative Fred Upton's office that included N Avenue, Ravine Road, W Avenue, and 31st Street. We also did a Bridge Bundling Application that included our bridges as well as the Washington Street bridge in the Village of Augusta. She gave kudos to County Engineer Minkus for all his work on putting these packages together and submitting them. She stated it is good to have shovel ready projects. The RCKC will be hosting the Southwestern District Council meeting for the County Road Association (CRA) on May 10th and stated we are one of the few agencies that can do a hybrid meeting. She shared the CRA Virtual Award Ceremony is set for Friday, April 23rd. The RCKC was asked to be there in-person. She shared the RCKC did submit for awards and hopefully we will be recognized at that meeting.

Commissioner Dickason had the opportunity to be introduced to the Parks Commission by Commissioner Stehouwer. She will attend in-person the Climax Township Board meeting tonight.

Commissioner Boersma shared the Environmental Health Advisory Committee (EHAC) will meet tomorrow morning by Zoom. Commissioner Brennan and himself had the opportunity to be interviewed by a representative of the Kalamazoo Bicycle Club (KBC) this morning on various issues. He will be participating in the Thursday kick-off meeting with the architects related to the new project on 26th Street.

Commissioner Stehouwer shared the Parks Commission met by Zoom on April 8th where he introduced Commissioner Dickason as his alternate. He stated the Parks Commission is hoping to open more fully this year and the Expo Center is expected to open more on April 12th with appropriate controls. They are hiring Seasonal Park Staff as well as Park Managers. He mentioned Parks runs off the revenue they generate and one way they controlled their expenses last year was to not hire as many seasonal staff. There will be a new county park in Texas Township. The former Boy Scout Camp will be named the Woollam Nature Preserve. He explained it is not open to the public and stated it is interconnected with other lands. He shared County Parks has to have opportunity to control access, properly plan a phased opening, gather public input and raise additional funds which will lead to an opening as a County Park. The Kalamazoo Valley River Trail (KVRT) is hoping to see construction later this year with additional construction in 2024.

Commissioner Pawloski mentioned he is pleased with the technical updates in the RCKC basement that has given us the ability to host meetings like the CRA Southwestern Council meeting. Furthermore, it is a valuable investment in our resources. He shared the Board of Public Works (BPW) will be meeting in May. He mentioned MDOT began their I-94 project today.

Commissioner Brennan attended the Alamo Township Joint meeting last night and interviewed this morning with the Editor from the Pedal Press from the KBC. He also plans to attend the Oshtemo Board meeting tonight.

Commissioner Boersma moved, and it was seconded to adjourn.

Carried by the following vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

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

Attest: Meredith Place, County Clerk

April 13, 2021

Chair Int'l _____

Clerk Int'l _____

By: _____, Chair _____, Deputy Clerk

April 19, 2021 – Comstock 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 Comstock Township Board of Trustees was held by telephonic and video conferencing on Monday, April 19, 2021. The joint meeting began at 7:00 p.m.

Present: Thom Brennan, Larry Stehouwer, Michael Boersma, Keshia Dickason

Absent: David C. Pawloski,

Also present: Managing Director Joanna I. Johnson, Operations Director Travis Bartholomew, Engineering and Public Relations Director Mark Worden, Comstock Township Supervisor Randy Thompson, Superintendent Scott Hess, Clerk Nicole Beauchamp, Treasurer Brett Padgett, Trustees Jerry Amos, Jason Knight, Clyde Sherwood and Fire Chief Matt Beauchamp.

Following introductions by Commissioner Brennan, Managing Director Johnson reviewed the Pre-emption project with the Comstock Fire Department and shared the project is soon to be award winning. She shared the East Michigan Avenue Emergency Repair project is also receiving another award. She mentioned the RCKC newsletter is available, the use of the service request system which is monitored for response and project informational meetings / Lunch and Learn which are available.

Engineering and Public Relations Director Worden shared information on projects and the Pavement Surface and Evaluation Rating (PASER) for the township with the progress from the investment on the local system. He also shared the webinar for Establishing Realistic Speed Limits is tomorrow at 9:00 a.m. Superintendent Hess questioned if school speed zones would be covered in the webinar. Engineering and Public Relations Director Worden answered yes. Trustee Knight questioned who sets the speed limit. Engineering and Public Relations Director Worden answered the Michigan State Police (MSP). Managing Director Johnson added those that drive the roadway set the speed considering engineering and speed studies. Trustee Knight questioned if it is by petition. Managing Director Johnson shared the RCKC can initiate speed studies or by township resolution which includes the understanding the speed may go up, be reduced or stay the same. Also, the area of the speed study may expand to additional segments as the goal is to review speed limits along all roads every 10 years per the MSP which is very difficult considering the amount of our road miles.

Treasurer Padgett thanked Engineering and Public Relations Director Worden for all of the completed estimates even when all are not selected. Engineering and Public Relations Director Worden gave thanks to the RCKC team who assists in the estimating process.

Supervisor Thompson thanked Engineering and Public Relations Director Worden and General Superintendent Bill DeYoung for following up on a recent service request. He also, appreciated the East Michigan Avenue project and reminded citizens to be patient as some projects take time.

Chief Beauchamp thanked the RCKC for the pre-emption project.

Supervisor Thompson introduced their newest Board members. Managing Director Johnson introduced Commissioner Dickason.

Both Managing Director Johnson and Engineering and Public Relations Director Worden thanked the township for the collaboration and partnership.

The meeting adjourned at 7:29 p.m.

Attest: Meredith Place, County Clerk

By: _____, Chair _____, Deputy Clerk

The Board of County Road Commissioners of the County of Kalamazoo participated in a webinar for Setting Realistic Speed Limits on Tuesday, April 20, 2021 hosted by the Road Commission of Kalamazoo County (RCKC). The meeting began at 9:00 a.m.

Present: Thom Brennan, David C. Pawloski, Larry Stehouwer, Keshia Dickason

Absent: 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, Traffic and Project Engineer Jim Hoekstra, Communications Administrator Elli Blonde and Administrative Assistant Selena Rider.

The RCKC hosted a presentation in conjunction with Lt. Lance Cook, and Spl/Sgt. Brandon Davis from the Michigan State Police (MSP) Traffic Crash Reconstruction on Establishing Realistic Speed Limits & More. The MSP reviewed the process of setting speed limits, changes on school zone law, and more. MSP Sgt. Chris Gerard also provided an update on recently introduced Michigan Legislation House Bills (HB). A recorded version of the presentation will be posted to the RCKC YouTube Channel.

The meeting was adjourned at 10:58 a.m.

Attest: Meredith Place, County Clerk

By: _____, Chair _____, Deputy Clerk

April 27, 2021

Chair Int'l _____

Clerk Int'l _____

The regular meeting of the Board of County Road Commissioners of the County of Kalamazoo was held in-person based on the [Department of Health and Human Services Emergency Orders](#), and by electronic means by Zoom Video Conferencing on Tuesday, April 27, 2021 as provided under Act 267 of the Public Acts of 1976 as amended, or commonly referred to as the Open Meetings (OMA). Commissioner Brennan called the meeting to order at 3:00 p.m.

Present: Thom Brennan, David C. Pawloski, Michael Boersma, Keshia Dickason, Larry Stehouwer

Also attending: Managing Director Joanna I. Johnson, Operations Director Travis Bartholomew, Finance Director Ann Simmons, Engineering and Public Relations Director Mark Worden, Traffic and Project Engineer Jim Hoekstra, Project Engineer Rebekkah Ausbury, General Superintendent Bill DeYoung, and Administrative Assistant Selena Rider.

Administrant Assistant Rider 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: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Boersma moved, and it was seconded to approve the April 12, 2021 Alamo Township Joint Meeting, April 13, 2021 telephonic and video conferencing regular Board meeting, April 19, Comstock Township Joint Meeting, April 20, 2021 Setting Realistic Speed Limits minutes as presented.

Carried by the following vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

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

Payroll Account	\$	135,739.86
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Vendor Account	\$	661,374.68
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Carried by the following vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

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

Carried by the following vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Senator Sean McCann presented a tribute and recognition to Road Commissioner Deborah J. Buchholtz on behalf of the 101st State Legislature and the entire Kalamazoo County delegation and thanked her for all her service to the community. Ms. Buchholtz thanked Senator McCann and stated that she has the utmost respect for him. She respectfully declined the proclamation. She shared she knew during the reappointment process the odds were stacked heavily against her politically as well as other reasons. She shared part of the problem we have nowadays is, particularly the political environment. One of the opportunities that we had seen an awful lot of support from was with very diverse people and organizations whom she has often been at odds with or had concerns with the RCKC. The RCKC and staff worked very hard to work with those folks. The proclamation is signed by three (3) people who actively and publicly lobbied against her reappointment and two (2) of those people were on the County Board where it became quite evident over the last few years that there was not a mutual collaborative desire to work with the Road Commission. Through this process this Board, some citizens and Supervisors witnessed a lack of understanding of what the Road Commission does and how well it does it. This Road Commission is one of the best in the state, highly regarded. They just received three (3) new awards, they are constantly called on by other jurisdictions around the state and nationally to share their policies, procedures and wisdom. Through the process they felt it was about needing to change the organization because something was not done right. So often this Board tried to work with the County Board who instead of coming to try and sit

down after multiple attempts of us asking them to do so chose instead to pass resolutions without letting them know in advance. She has never worked with a group like this Road Commission. The employees are the most dedicated, most professional and intelligent at the top of their job. It is not just about the dedication it is the enthusiasm they bring to work each day. She encouraged Senator McCann and the State Representatives to reach out to the Road Commission if they have questions and to rely on their expertise regarding roads and to seek their advice, let them know what you are thinking so they can react and work collaboratively. Her fear is if we continue to do this type of thing, morale will take a hit and we will lose some very top-notch people to the private sector where they get paid more with a lot less hassle. She called Senator McCann a friend and stated she cannot accept this proclamation and hoped to find other ways to work and contribute to the community over the next few years.

Commissioner Boersma moved, and it was seconded to approve a Resolution honoring Commissioner Buchholtz. Commissioner Brennan read the Resolution honoring Commissioner Buchholtz and thanked her for her service. Commissioner Buchholtz accepted the Resolution with a tremendous amount of gratitude for being a part of an incredible organization over the last 6 years.

RESOLUTION
Honoring Deborah J. Buchholtz
For Exemplary Leadership as a Board Member of the
Board of County Road Commissioners of the County of Kalamazoo

WHEREAS, Deborah J. Buchholtz served the people of Kalamazoo County in her capacity as Chair of the Road Commission Board since 2019, Vice Chair from 2017-2018, and as a member since 2015, and

WHEREAS, Ms. Buchholtz previously served as a member of the Kalamazoo County Board of Commissioners from 2001-2011 serving as either Chair or Vice Chair for eight of those ten years and gained familiarity with the work of the Road Commission, and

WHEREAS, Ms. Buchholtz sought to foster an inclusive environment, creating a collaborative culture that raised an already high performing organization to even greater levels of performance, and has worked tirelessly to carry out RCKC's goals.

Her achievements while on the Road Commission Board include, and are certainly not limited to, revitalizing the way in which citizen service requests are handled, revising metrics of service delivery, expanding goals and installing measurable benchmarks for the Road Commission to meet, and creating a "Board Self-Evaluation Tool" to assist in improving the work of the Board, and

WHEREAS, Ms. Buchholtz demonstrated a passion and commitment to public service and has brought passion and tenacity to the Road Commission that has positively impacted Kalamazoo County, and we are grateful for her service and dedication,

NOW, THEREFORE, BE IT RESOLVED that the Board of County Road Commissioners of the County of Kalamazoo recognizes and conveys sincere thanks and appreciation to Deborah J. Buchholtz for the dedication, leadership, and tenacity she exemplified each day in public service.

Carried by the following vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Pawloski moved, and it was seconded to rescind all the Michigan Department of Transportation (MDOT) Cost Agreements for Traffic Signal Control. Managing Director Johnson shared RCKC has 28 cost agreements with MDOT. On November 25, 2020, MDOT informed all local agencies maintenance costs would no longer be invoiced at these traffic signals in accordance with the previous cost agreements. The RCKC team asked further questions for understanding. With the update, the MDOT 2021 budget (October 1 Fiscal Year (FY) now received additional Michigan Transportation Fund (MTF) funding to cover all such costs with local agencies. MDOT now funds the entire cost of maintenance and tracks the total local cost share statewide for future adjustments to the funding amount taken from MTF. MDOT will no longer be sending cost agreements nor

April 27, 2021

Chair Int'l _____

Clerk Int'l _____

requesting changes to existing cost agreements. While MDOT is not requiring local agencies to rescind cost agreements, staff is recommending that the Board rescind these cost agreements to properly document these changes in the future. Per MDOT local agencies will not be invoiced for any of their cost share of signal maintenance beginning fiscal year 2021 and into the foreseeable future.

Carried by the following vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Boersma moved, and it was seconded to approve the 2020 Public Act 51 Financial Report for the Finance Director and Chair's signatures. Managing Director Johnson shared this is one of the most important documents that comes before this Board annually along with our Public Act 51 certification maps. This document helps support the Michigan Constitution of 1963 as amended and it specifically notes "All specific taxes... imposed directly or indirectly on fuels sold or used to propel motor vehicles upon highways... or on registered motor vehicles... shall, after payment of necessary collection expenses, be used exclusively for transportation purposed..." This is the document that we transparently share with the public showing that the dollars collected are indeed spent on transportation related items. It helps clearly state where the MTF revenue is spent. On the Transportation Asset Management Council (TAMC) website you can see and compare the RCKC to other entities as well. Back in 2016 we began auditing this and we will have a future audit report coming up at a future Board meeting by our auditors. The Act 51 report is due to the State annually by May 2nd and is posted to the [publications](#) page of our website. Commissioner Boersma shared included in this audit is a discussion of dollars spent by the Road Commission on non-motorized transportation. He shared we are complying with the section of requirements on page 15 that states the total must equal or exceed 1% of Fiscal Year MTF and we continue to look forward to complying with that section.

Carried by the following vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Dickason 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 projects including Almena Drive at 2nd Street, Parkview Avenue from 11th Street to 12th Street, and TU Avenue at 23rd Street for the Chair's signature. Managing Director Johnson shared currently, the MDOT is soliciting project applications for the fiscal year (FY) 2023 HSIP and HRRR programs. Annually, RCKC reviews crashes on our network to identify safety improvements and to find proposed projects for these funds. We provide a place holder in our Primary Capital Improvement Plan (CIP) for Safety Project countywide which are reviewed annually for submittal. Federal funds are capped at \$600,000 per project and can be funded at a minimum match of 90 percent. She shared the projects we are submitting applications for include Almena Drive at 2nd Street in Oshtemo Township for consideration of a realignment of 2nd Street approaching Almena Drive, Parkview Avenue from 11th Street to 12th Street in Oshtemo Township for consideration of construction of mini roundabouts at the intersections of Parkview Avenue at 11th Street and Parkview Avenue at 12th Street, and TU Avenue at 23rd Street in Schoolcraft Township is for consideration of construction of a mini roundabout. Commissioner Stehouwer inquired about mini roundabouts. Traffic and Project Engineer Hoekstra shared we do not have any mini roundabouts in Kalamazoo County. RCKC staff has been scouting these out for some time and have attended seminars in Washtenaw County where they have pioneered these roundabouts that are usable in a variety of situations. He shared a mini roundabout is a very small urban roundabout such as a 90 or 85' circle and this should help address safety as well as operations at these intersections.

HIGH RISK RURAL ROAD PROJECT RESOLUTION ALMENA DRIVE AT 2nd STREET

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 Almena Drive at 2nd Street in Oshtemo Township, and Almena Drive and 2nd Street are public roads; and

WHEREAS, an application is being prepared to request funding to make the identified improvement project of realignment of the intersection of Almena Drive and 2nd Street; and

WHEREAS, the Road Commission of Kalamazoo County, upon ratification of the award of the funding for the safety project, is prepared to have the project developed for construction letting by fall of 2023;

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 Almena Drive at 2nd Street; and

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

PARKVIEW AVENUE FROM 11TH STREET TO 12TH 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 Parkview Avenue from 11th Street to 12th Street in Oshtemo Township, and Parkview Avenue is a public road; and

WHEREAS, an application is being prepared to request funding to make the identified improvement project of constructing mini roundabouts at the intersections of Parkview Avenue at 11th Street and Parkview Avenue at 12th Street; and

WHEREAS, the Road Commission of Kalamazoo County, upon ratification of the award of the funding for the safety project, is prepared to have the project developed for construction letting by fall of 2023;

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 Parkview Avenue from 11th Street to 12th 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.

SAFETY PROGRAM PROJECT RESOLUTION TU AVENUE AT 23RD 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

April 27, 2021

Chair Int'l _____

Clerk Int'l _____

WHEREAS, the Road Commission of Kalamazoo County has identified an improvement project of TU Avenue at 23rd Street in Schoolcraft Township, and TU Avenue and 23rd Street are public roads; and

WHEREAS, an application is being prepared to request funding to make the identified improvement project of constructing a mini roundabout at the intersection of TU Avenue at 23rd Street; and

WHEREAS, the Road Commission of Kalamazoo County, upon ratification of the award of the funding for the safety project, is prepared to have the project developed for construction letting by fall of 2023;

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 at TU Avenue and 23rd 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.

Carried by the following vote:

Aye: Brenna, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Stehouwer moved, and it was seconded to approve the Emergency Declaration letter for the culvert repairs on the Lesterhouse Drain #136 for the Managing Director's signature. Managing Director Johnson shared there is a culvert failure that goes beyond the public right-of way (ROW). It is a county drain which takes a partnership with the Kalamazoo County Office of the Drain Commissioner (KCDC). Rather than just repair which would not be a reasonable fix we will need to address the complete culvert which extends into the county drain. In partnership with the KCDC and in compliance with the drain code for the State of Michigan what is best to repair it quickly is for the Board to approve the Emergency Declaration letter. In this case there is an assessment tied to this not only for the RCKC but also the Township the County of Kalamazoo, and those residents that may be a part of that drainage district or assessment area. The KCDC would lead the project and hire a contractor to do the work and RCKC would pay for the costs associated with work in the ROW. Commissioner Boersma mentioned the EHAC approved a motion a while back which was also approved by the County Commission to establish a Groundwater Exclusion Zone which is at Burroughs on the west side of the tracks. He questioned if there would be any impact with the Groundwater Exclusion Zone and this culvert project. Project Engineer Ausbury shared since the drain office is taking the lead on the project, she would lean on them for any permitting or requirements they may have to do. Furthermore, we are staying within the confines of the county drain limits and only going down as far as we need to for the culvert. She will also check with the drain office to ensure Commissioner Boersma's concerns are on their radar.

Carried by the following vote:

Aye: Brenna, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Pawloski moved, and it was seconded to approve the 2021 Agricultural Lease Agreement for our 26th Street property with Mr. Ed Cagney for the Managing Director's signature. Managing Director Johnson shared this is property that the RCKC has purchased. We purchased 40 acres on 26th Street. RCKC staff is recommending the Board approve the one (1) year Cash Rent Agreement with Mr. Cagney for our 26th Street property to basically farm that piece. Currently, we do not anticipate us needing to be on that property in any form at all. We did check with our consultants who are working on the design and aspect of a potential salt shed or new building. We do not see any impact from preventing us from doing our work in terms of design if this lease agreement were approved. It would also minimize any type of maintenance such as mowing and provide a little income as that property sits idle. She mentioned Operations Director Bartholomew is acquainted with Mr. Cagney who is also a Trustee on the Pavilion Township Board.

April 27, 2021

Chair Int'l _____

Clerk Int'l _____

Carried by the following vote:

Aye: Brenna, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Boersma moved, and it was seconded to Rescind and Approve the Revised Ross Township Local Road Participation Fund Contract for the Chair's signature. Managing Director Johnson gave a shout out to Richland Township Treasurer Marsha Drouin for reviewing our Board packet and recognized from our last meeting in our previous agreement that we approved for Ross Township 36th Street from G Avenue to FG Avenue which borders both Richland and Ross Township. Ms. Drouin shared with RCKC staff that typically Townships share the costs when it is a border road, and we would like to continue to share in the costs of improvement along this border road.

- a. Heights Drive – Gull Lake Drive East to 683' east of Gull Lake Drive East; Crack Fill, Chip Seal, Fog Seal
- b. 44th Street – 3,650' south of M-89 to M-89; Crack Fill, Chip Seal, Fog Seal
- c. 39th Street – FG Avenue to 38th Street; Crack Fill, Chip Seal, Fog Seal
- d. 38th Street – North Sherman Lake Drive to M-89; Crack Fill, Chip Seal, Fog Seal
- e. North Sherman Lake Drive – 3,168' south of 38th Street to 38th Street; Crack Fill, HMA Wedging, Chip Seal, Fog Seal
- f. Pinebrook Drive – 850' west of 48th Street to 48th Street; Crack Fill, Chip Seal, Fog Seal
- g. 44th Street – Augusta Drive to 540' north of Augusta Drive; Crack Fill, Chip Seal, Fog Seal

Carried by the following vote:

Aye: Brenna, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Stehouwer moved, and it was seconded to Approve the Richland and Ross Townships Local Road Participation Fund Contract for the Chair's signature. Managing Director Johnson shared this is an agreement between Richland and Ross Townships to share in the costs of improvements for 36th Street. Commissioner Pawloski thanked both Townships as well as the RCKC team for getting this contract done properly. Ms. Drouin shared Ross Township has a new Supervisor who is not aware of this policy we have had in the past and agreed to this contract.

- a. 36th Street – G Avenue to FG Avenue, Crack Fill, Hot Mix Asphalt (HMA) Wedging, Chip Seal, Fog Seal

Carried by the following vote:

Aye: Brenna, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Pawloski moved, and it was seconded to approve the MDOT Contract #21-5031 for the Managing Director's signature. Managing Director Johnson shared these projects are on our Primary Road CIP. As reported, the projects were estimated at \$2,164,822.00 and came in at \$1,827,432.98 with Michigan Paving and Materials Company being the as-read low bidder. This is 15.59% under the Engineers Estimate. We will have a Lunch and Learn at 12 noon tomorrow on this project. The information can be found on the [projects](#) page of our website.

- a. Solon Road – Kalamazoo City Limits to West Main Street
- b. Nichols Road – West Main Street to Ravine Road

Carried by the following vote:

Aye: Brenna, Pawloski, Stehouwer, Boersma, Dickason

Operations Director Bartholomew shared earlier it was mentioned about all the accomplishments Commissioner Buchholtz has been involved in at the RCKC. He shared 3 major areas where she had shined. The first area was support of innovation where she was supporting them before we had them figured out. He stated the RCKC appreciated her leadership in this area. Furthermore, the RCKC is not quick to share their accomplishments, but Commissioner Buchholtz would always do it for us. Lastly, she always put the public first, always have and always will. She does not focus on certain areas and looks at the public overall and how we serve them. He thanked her for her public service and her leadership.

Engineering and Public Relations Director Worden thanked Commissioner Buchholtz and mentioned how she supported the Road Commission when it was not popular and stood up for what is right. He respects her immensely and thanked her for her service and for everything she did at the Road Commission.

April 27, 2021

Chair Int'l _____

Clerk Int'l _____

Finance Director Simmons thanked Commissioner Buchholtz for her support. She was amazing and provided great leadership to the whole organization.

Managing Director Johnson echoed what has been previously said in the resolution and by our leadership team in terms of the staff at the Road Commission. She thanked Commissioner Buchholtz for all her years of leadership. Furthermore, when she served on the County Commission and received a call regarding roads, she was kind enough to contact the Road Commission seeking to understand which was truly appreciated. The recent awards the Road Commission received were during her tenure. She was always quick to support and asked tough questions but always did so in a respectful manner. Her leadership inspired innovations, measurements and, goals by trying to elevate the Road Commission to where we are now and constantly exceeding expectations. She appreciated the presentation they did together at the County Commissioners Workshop where they discussed the role of Commissioners and staff, shared ideas and worked off each other. She thanked her for the countless hours and mentioned she was the highest level of professionalism to both those she served in this community and the RCKC staff. She is internally grateful for her leadership and all she brought to the Road Commission. She shared the Road Commission received 3 (three) Impress Awards from the County Road Association (CRA). The awards included Excellence in Collaboration for Traffic Signal Preemption devices in Comstock Township, Excellence in Communications for Informational Meetings Go Virtual, and Excellence in Operations for Winter Operations Navigation System. Commissioner Brennan questioned if other Road Commissions have approached us about the Navigation System. Managing Director Johnson mentioned she has not had a formal request outside the City of Rochester. Operations Director Bartholomew shared we wanted to make sure it functioned properly first. General Superintendent mentioned the City of Portage. Communications Administrator Blonde shared we have had some interest in the iPads, and she knows from working with Ryan Miller, GIS Practice Area Leader at Wightman that ARC GIS may have a publication that may be picking up the story of the navigation system we developed. Managing Director Johnson shared the RCKC is highlighted in American Public Works Association (APWA) American Great Lakes Reporter for Southwest Award winners for the 8th Street Aggregate Lift, the Drake Road Rehabilitation Project, and the East Michigan Avenue repair. This week is National Work Zone Awareness Week. This years' motto is "Drive Safe and Save Lives". There were five (5) Michigan Workers killed in work zones in 2020. National Work Zone Awareness week is April 26 through April 30. Furthermore, we hope to be all sprouting orange on Wednesday to help support National Work Zone Awareness week. Also, we are having our Thank You Breakfast coming out of winter with our team. Joint meetings continue to be scheduled. We hosted Establishing Realistic Speed Limits on May 13th. The presentation will be posted on the engineering page of our website. The Brady Township Failed Condition Road meeting for XY Avenue is tomorrow evening at 6:00 p.m. Also, tomorrow is the Kalamazoo Area Transportation Study (KATS) Policy Committee meeting. She mentioned the 2050 Metropolitan Transportation Plan Non-Motorized Element is out for public comment and stated she would send the Board a link. She thanked Commissioner Buchholtz for always trying to set the record straight on what the Road Commission has and continues to do related to non-motorized.

Commissioner Dickason shared that she attended the Comstock Joint meeting and Establishing Realistic Speed Limits Workshop which was very interesting and provided great information. She stated people do not know what the Road Commission does including herself. She is being provided a wealth of information and mentioned Setting Realistic Speed Limits was a great workshop for her to attend. She plans to attend the Brady Township Failed Road meeting tomorrow evening.

Commissioner Boersma shared the Environmental Health Advisory Committee (EHAC) met on April 14th by Zoom. The Kalamazoo County Health Department and Environmental Health Unit is continuing to operate during COVID and have upgraded their lab to support additional COVID testing. They are also responding to Per- and polyfluoroalkyl substances (PFAS) at the Kalamazoo Battle Creek International Airport. Firefighting foam has made its way into the ground and groundwater. The Groundwater Exclusion Zone is expanding for the KL Avenue landfill in Oshtemo Township and the plume from KL Avenue is now making its way northwest and is headed towards Van Buren County. All infected homes in that area are on city water so there are no well contaminations. The Groundwater Exclusion Zone approval for Burroughs took place at the County level last year. The Health Department has been putting COVID vaccinations in arms. As of last week 36%, of the adult population in

April 27, 2021

Chair Int'l _____

Clerk Int'l _____

Kalamazoo County had both shots and approximately 57% had at least one. He urged anyone who has not had the vaccine to make an appointment with the Health Department. He shared we can rename the 26th Street project to 4400 26th Street which is now the official address. He mentioned the Steering Committee met with Fishbeck last Thursday and was able to give Fishbeck direction as to what not to include in the potential new building including cubicles. He understands RCKC staff met with Fishbeck yesterday. Managing Director Johnson shared staff was split up into three (3) groups as stakeholders to provide their feedback on the look, feel and design for the new facility. Tomorrow both he and RCKC management will tour the Isabella County facility. He thanked Commissioner Buchholtz for all her work and shared it was a pleasure working for her and more so a pleasure learning from her. She was always very easy to talk to and always took the hardest most difficult calls from the public. It was a pleasure learning from her how to be a good and effective Road Commissioner. He stated learning is part of communications and our communications with the Board of County Commissioners has not been very positive and remains a problem on multiple levels that he hopes to address moving forward. He also thanked her for stating today what would not be politically acceptable for the Board to say.

Commissioner Stehouwer shared approachable and engaged are traits that he appreciated from Commissioner Buchholtz. He learned from her about thinking things through more comprehensively and to see other angles. He thanked her and said it was a pleasure working with her and hoped to cross paths with her in other ways. He listened to the G Avenue Lunch and Learn and stated it is a neat tool to hear about a project. He shared the Nichols Road + Solon project is tomorrow at noon. County Parks will be meeting May 6th. He appreciated the Joint meeting with Comstock Township and educational sessions including Establishing Realistic Speed Limits.

Commissioner Pawloski shared in regard to construction projects drivers need to slow down and pay attention to the orange cones and workers. He loves this business because you can see projects being done from start to finish. He shared when he thinks of Commissioner Buchholtz he thinks of leadership, integrity and common sense. He thanked her for public service to Kalamazoo County which has been outstanding, and the residents of Kalamazoo County will have a loss because of it. She has always looked out for the community, people in the community and, taxpayers of the traveling public. In his career working with both her and Managing Director Johnson has been the highlight of his career. He stated they are both great people with wonderful chemistry and he wished that could be replicated in other places.

Commissioner Brennan had the opportunity to attend all meetings previously mentioned including Oshtemo Township Riverview Project Review meeting and the Virtual Awards last Friday. He shared with Commissioner Buchholtz that it was an honor to read her resolution. He appreciates everything she has done for this Board, this County and for himself personally. She willingly accepted many phone calls at odd hours and had good advice and leadership. He appreciated the training on how to be good Road Commissioners and stated she is a tough act to follow. He thanked her for everything and shared he truly appreciated everything she did.

Commissioner Pawloski moved, and it was seconded to adjourn.

Carried by the following vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

The meeting was adjourned at 4:17 p.m.

Attest: Meredith Place, County Clerk

By: _____, Chair _____, Deputy Clerk

May 10, 2021 – Southwestern District Council

Chair Int'l _____

Clerk Int'l _____

The Board of County Road Commissioners of the County of Kalamazoo hosted the Southwestern District Council meeting in-person and by electronic means by Zoom Video Conferencing on Monday, May 10, 2021. The meeting began at 10:00 a.m.

Present: Thom Brennan, Larry Stehouwer, David C. Pawloski (participated by Zoom) and Michael Boersma (participated by Zoom)

Absent: Keshia Dickason

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

The RCKC hosted the Southwestern District Council meeting with participants from Allegan, Barry, 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). There were no State Government reports.

The meeting was adjourned at 1:45 p.m.

Attest: Meredith Place, County Clerk

By: _____, Chair _____, Deputy Clerk

May 10, 2021 – Pavilion 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 Pavilion Township Board of Trustees was held at the Pavilion Township Hall, 7510 East Q Avenue Scotts, Michigan, on Monday, May 10, 2021. The joint meeting began at 6:00 p.m.

Present: Thom Brennan, David C. Pawloski, Larry Stehouwer, Michael Boersma,
Absent: David C. Pawloski, Keshia Dickason

Also present: Project Superintendent Mark Worden, Project Pavilion Township Supervisor John Speeter, Clerk Karen Siegwart, Treasurer Robyn Maxson and Trustees Gregory Thomas.

The Board reviewed mutual relevant topics including road conditions, road funding and speed limits. Pavilion Board inquired about the rubber tire trial project on W Avenue and how it is performing. Commissioner Brennan shared the importance of finding an environmentally safe way of disposing of used tires because of the negative impact they can have. It was also shared that the project continues to be evaluated annually by Michigan Tech and it will take several more years before a determination can be made on the performance. Engineering and Public Relations Director added that we are currently evaluating another scrap tire project for either 2021 or 2022.

The meeting adjourned at 6:42 p.m.

Attest: Meredith Place, County Clerk

By: _____, Chair _____, Deputy Clerk

May 11, 2021

Chair Int'l _____

Clerk Int'l _____

The regular meeting of the Board of County Road Commissioners of the County of Kalamazoo was held in-person based on the [Department of Health and Human Services Emergency Orders](#), and by electronic means by Zoom Video Conferencing on Tuesday, May 11, 2021 as provided under Act 267 of the Public Acts of 1976 as amended, or commonly referred to as the Open Meetings (OMA). Commissioner Brennan called the meeting to order at 3:00 p.m.

Present: Thom Brennan, David C. Pawloski, Larry Stehouwer, Michael Boersma, Keshia Dickason

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

Administrant Assistant Rider 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: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Pawloski moved, and it was seconded to approve the April 27, 2021 telephonic and video conferencing regular Board meeting minutes as amended. Commissioner Stehouwer shared in the section referring to the Emergency Declaration for Lesterhouse Drain on page 5, line 8, the "KCDC" or Kalamazoo County Drain Commission should be changed to "County of Kalamazoo". He stated KCDC may have been spoken but they would not assess themselves.

Carried by the following vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

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

Payroll Account	\$	139,894.55
Vendor Account	\$	405,870.53

Carried by the following vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Charleston Township Supervisor Jerry VanderRoest thanked the Road Commissioners and shared their contractor Lakeland Asphalt did a terrific job. He also interacted today with Road Commission staff who did a great job. He shared as Managing Director Johnson knows you are only as good as your staff and to good people you say, "thank you". He shared Charleston is a small Township and Engineering and Public Relations Director Worden took a lot of time and effort with them including a day when they met in the snow. The Charleston Board would like to express their appreciation for what he has done. He also thanked Project Engineer William Oxx who has also done good on the Road Commission's behalf. He mentioned a third of Charleston Townships budget will go for roads. The Township is trying to keep up a good road system for their citizens. He shared at their last Board meeting the Township approved going for a millage which will be their third attempt. On August 3rd they will be going for .75 of a mill for five (5) years. He provided the Board with handouts and explained for safety reasons he is requesting three (3) to five (5) no parking signs near the water tower on E. L Avenue. He shared this is where water is drafted for fires which involves numerous fire trucks. He also shared concerns regarding 18-wheelers on 38th Street to 40th Street. He mentioned employees at the Target Distribution Center has increased from 600 employees to 1200 employees and shared due to overflow they are now parking their trucks in the front parking lot. He shared they are having problems with trucks going past the first entryway and requested a lighted sign. He shared concerns regarding an 8' culvert on Climax Drive. He will attend Transportation Funding 101 in person. Managing Director Johnson thanked Supervisor VanderRoest and stated his kind words are greatly appreciated. She shared Supervisor VanderRoest and his wife were kind enough to recognize the Road Commission and contractors out on the road by providing treats. She shared a photo of Supervisor VanderRoest with his wife

May 11, 2021

Chair Int'l _____

Clerk Int'l _____

providing treats to Lakeland Asphalt employees on Climax Drive. She mentioned the RCKC staff would gladly assist with education vs. advocacy with the Township for informational meeting regarding the road millage.

Mr. Anthony Bates, Climax Township resident and member of the Climax Township Road Committee shared safety concerns. He mentioned two (2) weeks ago there was an accident involving a vehicle and heavy farm equipment on 40th Street which is a very narrow road. The accident was due to a tractor not being able to pull off the road because of a tree that is so close to the road. He has shared concerns with Commissioner Dickason a few times regarding debris on roadsides. The concerns have been for snowmobiles, 4-wheelers, motorcycles and small utility vehicles especially having to swerve off the road due to oncoming traffic. He requested to set-up a time with Commissioner Dickason to drive the roads within the Township to potentially discuss at the next Road Commission Board meeting. He appreciates the train crossing at 40th Street and P Avenue being repaired.

Commissioner Pawloski moved, and it was seconded to receive the Texas Township Neighborhood Resolution and Petition for West Crooked Lake Drive from Q Avenue to PQ Avenue. Managing Director Johnson shared this resolution template was provided by the RCKC. We are also in receipt of the property owner petition as noted in the policy. The petition includes seven (7) valid signatures. We will be monitoring it for what/if any future updates to the policy or process. Commissioner Boersma mentioned this is an exciting opportunity for the Road Commission to review this issue.

Carried by the following vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Managing Director Johnson shared in January of 2020 the Road Commission added a Communications Administrator who has had the opportunity to work with other Communication individuals across our industry and specifically other Road Commissions. She shared the RCKC would like to formalize the expectations for media relations and agency representation. This process will encourage consistent messaging and minimize potential miscommunications through public relation practices. This policy supplements the Managing Director and Communications Administrator role and responsibilities. It also supports our organizational communication strategy. The County Road Association (CRA) Public Relations Committee was consulted prior to developing this draft policy and it was determined that this is a best practice for agencies. It is unknown how many currently have adopted this policy, but many counties are in the drafting phase of their own. She requested the Board to review the draft Media Relations Policy for feedback. Commissioner Boersma shared the Policy is written towards RCKC staff rather than Road Commissioners. He explained there should be one (1) message from the Road Commission rather than 55 messages. He inquired about amending the Policy to include Road Commissioners or to have Road Commissioners adopt a parallel policy. Commissioner Dickason stated when individuals contact her regarding different media policies, she suggested directing them to the Chair, Commissioner Brennan. She also requested better clarification for Road Commissioners. Commissioner Brennan shared Commissioners should not be responding to individual request for public comment concerning any business that affects the Road Commission. He added it is inappropriate and stated it should always be routed to a central function. He shared the Road Commission has a Communications Administrator and a Managing Director and at this point everything should be forwarded to them. Furthermore, this would be an opportunity to have a policy to give us clear direction. He also agrees with amending the verbiage in the policy to include everyone who works for the Road Commission including Road Commissioners. Commissioner Pawloski shared that he supports this policy and shared through the many years of his career he has seen this happen so many times where multiple people have talked to the media creating confusion. Furthermore, it is very important to have one (1) point of contact. Commissioner Stehouwer requested clarification on the sentence that reads: "Prior media/interview consultation is preferred and if this is not possible, the Managing Director should be advised of such discussion as soon as possible thereafter". Managing Director Johnson shared emergency situations are the exception to the rule and to always keep the Managing Director in the know. Discussion continued...

Carried by the following vote:

Aye: Brenna, Pawloski, Stehouwer, Boersma, Dickason

May 11, 2021

Chair Int'l _____

Clerk Int'l _____

Commissioner Boersma moved, and it was seconded to approve the Michigan Department of Transportation (MDOT) Contract #21-5149 for the Managing Director's signature. A project informational meeting was held on April 14, 2021. The replay of the meeting is available on the [projects](#) page of our website. We anticipate the open to traffic date as October 30th. Scope of work includes roadway rehabilitation with asphalt milling and resurfacing, culvert replacements and rehabilitation, drainage improvements, minor water main improvements, sidewalk ramps, and pavement markings. Approval of the contract allows the MDOT to proceed with the May 7th MDOT bid award.

a. Sprinkle Road – Milham Avenue to N Avenue

Carried by the following vote:

Aye: Brenna, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Stehouwer moved, and it was seconded to approve the Michigan Department of Transportation (MDOT) Contract #21-5145 for the Managing Director's signature. A project informational meeting was held on May 5, 2021. The replay of this meeting is also available on the [projects](#) page of our website. We anticipate the open to traffic date as August 31st. Scope of work includes roadway rehabilitation with asphalt milling and resurfacing, culvert replacements, intersection improvements, and pavement markings. Approval of the contract allows the MDOT to proceed with the May 7th MDOT bid award.

a. R Avenue – 36th Street to E. County Line, Climax Township

Carried by the following vote:

Aye: Brenna, Pawloski, Stehouwer, Boersma, Dickason

Managing Director Johnson shared yesterday we hosted the Southwest Council meeting which is a good way to tie in all the various aspects of the County Road Association (CRA) Committee Reports and partners. She mentioned recruiting and retention was one of the items that was briefly discussed. She reminded everyone that the RCKC is hiring. If anyone knows of any Seasonal Traffic regulators or anyone who has a commercial driver license (CDL) who are looking for a great place to work that is very rewarding to please send them our way. Last week she had the opportunity to participate in a Managers Retreat with Managing Directors across the state. Transportation Funding 101 is scheduled for Thursday and is a hybrid event for local and elected officials. She shared Mr. William Hamilton will speak from the House Fiscal Agency related to road funding. She gave her deepest sympathy to Mrs. Trish Roberts from Texas Township with the passing away of her husband Mr. Jim Roberts. She shared we have worked with Mr. Roberts related to building, driveway permit activities and most recently to an abandonment request. She thanked County Commissioner Shugars for mentioning at their April 20th County Commission meeting the speed limit session that the RCKC hosted. She stated the session is available on the [Engineering](#) page of our website for those who would like to watch the replay. On June 9th the RCKC will hold an informational meeting for local and elected officials on Transportation Asset Management and on September 22nd we will host Gravel Road Basics for local and elected officials. We are also planning on Non-Motorized 101 with that date to be determined. Both she and Engineering and Public Relations Director Worden had the opportunity to take a road trip with individuals from Entech and explained we are going to be a part of another scrap tire project. We looked at roads that that may be potential candidates for the scrap tire chip seal. Furthermore, they are looking for roads that are in poor condition and not typically where we would conduct our chip seals. Roads were looked at in Wakeshma and Pavilion Townships. We will be putting together a list and fine tuning the details because of the grant that would help offset our costs for the project. If some of the roads are on our local road system, we would be reaching out to our Townships to see if they would be willing to partner with us and potentially try this innovative product on those local roads that are in poor condition. Last evening RCKC staff and Road Commissioners attended the Pavilion Township Joint meeting. She apologized for missing the meeting. RCKC staff also attended the Cooper Township Board meeting where there was discussion on Riverview Drive. Engineering and Public Relations Director Worden shared a couple of options regarding the drainage issue were presented to the Cooper Township Board. Operations Director Travis Bartholomew and Steve Carlisle from Wightman also participated in the Zoom meeting. One option would be 100% funded by the Road Commission, however we would not be guaranteeing 100% capture of that water because the sidewalk would not be moved. The second option includes moving the sidewalk closer to the road and dumping the water from the sidewalk into the road where we can capture the water into our storm sewer. The second option would require a contribution

May 11, 2021

Chair Int'l _____

Clerk Int'l _____

from the Township because of the sidewalk. There was a lot of discussion including the Townships attorney regarding whose sidewalk is it, the funding mechanism including can they assess residents in front of that area. A decision was postponed for a month and hopefully next month we can come to a resolution. Managing Director Johnson is excited to be doing a national presentation next week on Asset Management on behalf of the Road Commission and the Transportation Asset Management Council (TAMC) to share about Asset Management both in the State of Michigan and Kalamazoo.

Commissioner Boersma mentioned he had the opportunity to go with RCKC staff on May 5th to Wakeshma Township to discuss Failed Local Roads Policy and to discuss turning X Avenue to gravel which is past the point of economically saving the road. He attended the Pavilion Township Joint meeting where road funding options were discussed. Back in April he went with RCKC staff to visit the Isabella County Road Commission to tour their facilities. He shared it was very informative as to what worked well and what did not work well. The Steering Committee met two (2) weeks ago and provided Fishbeck ideas on what we would like to see in the final design.

Commissioner Stehouwer shared County Parks had a virtual meeting on May 6th. He stated campgrounds are open this year with high demand. County Parks are hoping to have a better revenue year. A comment at the meeting was the continued work with RCKC staff as it relates to Kalamazoo River Valley Trail (KRVT) extensions. They are looking at 2022 and again in 2024 for working their way out to Fort Custer. There will be some sort of County Fair between virtual and small scale. Pavilion Township appreciated the Joint meeting and acknowledged how pleasant they find it working with the Road Commission. Furthermore, the Township will be providing a resolution for a speed study on O Avenue. He shared this week is Bike Week and there are a variety of seminars scheduled including Crashes Involving Bicycles, What's Happening in the Local Scene Regarding Bicycling and from more of a state level MDOT. He shared when reviewing RCKC accounts payable he noticed tuition reimbursement. He gave kudos to staff for taking advantage of that employee benefit for continuing education.

Commissioner Pawloski shared Board of Public Works (BPW) met by Zoom. There was a public easement on Treasure Island Drive in Texas Township that was looking to get abandoned by two pieces of property that were being combined. Furthermore, it is a private road, the Township signed off on it and it passed unanimously by the BPW. He shared the Road Commission did a great job hosting the Southwestern Council meeting both virtually and in-person. He shared our statewide organizations do a great job including CRA, Michigan County Road Commission Self Insurance Pool (MCRCSIP) and County Road Association Self Insurance Fund (CRASIF). He encouraged his Road Commission colleagues to donate to the Road + Pac and stated it is a very important cause. He believes the signs on RCKC trucks letting the public know we are hiring is a great idea. He will be out of town August 3rd and may be able to participate in the Board meeting remotely. He stated he will do whatever he can as a Road Commissioner to help educate the residents of Charleston Township to ensure the August 3rd millage passes. Furthermore, if you get both roads and non-motorized information in front of residents, he believes the residents will support those issues.

Commissioner Brennan shared there are a lot of good activities going on related to Bike Week. He mentioned Bike Friendly Kalamazoo (BFK) is a good website to go to for a complete list of all opportunities. He was encouraged to hear the Architectural Firm is working with RCKC staff on the development of future projects. He shared Wakeshma Township has been the driving force of rightsizing their roads and stated they are a prime example for other Townships. He thanked Wakeshma Township Supervisor Jason Gatlin for his leadership. He attended many meetings including Oshtemo Township Board meeting, Kalamazoo Area Transportation Study (KATS), Township Supervisors meeting, and Nichols Road Special Project meeting. He had the opportunity to attend a meeting with County Commissioner John Gisler on the Palisades closing which was primarily information on finding work for people and how it affects our entire area. He attended the Southwestern Council meeting, the Pavilion Township Joint meeting and Alamo Township Board meeting. He will also be attending the Oshtemo Township Board meeting tonight.

Commissioner Pawloski moved, and it was seconded to adjourn.

Carried by the following vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

May 11, 2021

Chair Int'l _____

Clerk Int'l _____

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

Attest: Meredith Place, County Clerk

By: _____, Chair _____, Deputy Clerk

The Board of County Road Commissioners of the County of Kalamazoo participated in a webinar for Transportation Funding 101 on Thursday, May 13, 2021 hosted by the Road Commission of Kalamazoo County (RCKC). The meeting began at 10:00 a.m.

Present: Thom Brennan, Michael Boersma, Larry Stehouwer participated by Zoom.

Absent: David C. Pawloski, Keshia Dickason

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

The RCKC hosted a presentation in conjunction with William E. Hamilton, House Fiscal Agency Senior Fiscal Analyst. The presentation included information on the RCKC budget, Michigan's Transportation Budget, Funding Sources, Major Transportation Programs and recent updates to infrastructure funding.

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

Attest: Meredith Place, County Clerk

By: _____, Chair _____, Deputy Clerk

May 25, 2021 Board Information Technology (IT) iPad Workshop

Vice Chair Int'l _____

Clerk Int'l _____

The Board of County Road Commissioners of the County of Kalamazoo attended a Board Information Technology (IT) iPad Workshop held at the Road Commission of Kalamazoo County (RCKC) office at 3801 East Kilgore Road, Kalamazoo, Michigan, on Tuesday, May 25, 2021. Commissioner Brennan called the meeting to order at 1:00 p.m.

Present: Thom Brennan, David C. Pawloski, Larry Stehouwer, Michael Boersma, Keshia Dickason

Also attending: Managing Director Joanna I. Johnson, Finance Director Ann Simmons, Communications Administrator Elli Blonde, and Administrative Assistant Selena Rider.

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

Carried by the following vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Road Commissioners received iPads to utilize for all RCKC business. RCKC staff presented a PowerPoint and reviewed iPad general use related to the Michigan Freedom of Information Act (FOIA), RCKC Policies, and the Open Meeting Act (OMA). Basic functions of an iPad were reviewed including email and calendar accounts. Discussion took place related to the Board internal website, service requests, and future improvement to the RCKC website.

Commissioner Pawloski moved, and it was seconded to adjourn.

Carried by the following vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

The meeting adjourned at 2:25 p.m.

Attest: Meredith Place, County Clerk

By: _____, Vice Chair _____, Deputy Clerk

May 25, 2021

Vice Chair Int'l _____

Clerk Int'l _____

The regular meeting of the Board of County Road Commissioners of the County of Kalamazoo was held in-person based on the [Department of Health and Human Services Emergency Orders](#), and by electronic means by Zoom Video Conferencing on Tuesday, May 25, 2021 as provided under Act 267 of the Public Acts of 1976 as amended, or commonly referred to as the Open Meetings (OMA). Commissioner Brennan called the meeting to order at 3:00 p.m.

Present: Thom Brennan, David C. Pawloski, Larry Stehouwer, Michael Boersma, Keshia Dickason

Also attending: Managing Director Joanna I. Johnson, Finance Director Ann Simmons, County Engineer Ryan Minkus, General Superintendent Bill DeYoung, Communications Administrator Elli Blonde and Administrative Assistant Selena Rider.

Administrative Assistant Rider reviewed telephonic and video conferencing protocols.

Commissioner Stehouwer moved, and it was seconded to approve the agenda as amended with the addition of two (2) items; Item D: Request to Rescind the Previous and Approve the Revised Wakeshma Township Local Road Participation Fund Contract and Item E: Request Approval of the Wakeshma Township Failed Condition Local Road Participation Fund Contract.

Carried by the following vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Stehouwer moved, and it was seconded to approve the May 10, 2021, Southwestern District Council meeting, May 11, 2021, telephonic and video conferencing regular Board meeting, May 13, 2020, Transportation Funding 101 minutes as presented and to amend the May 10, 2021, Pavilion Township Joint meeting minutes. Commissioner Stehouwer shared in the May 10, 2021, Pavilion Township Joint meeting minutes Commissioner Dickason was not present at the meeting but was listed in the minutes as both present and absent. He also mentioned County Clerk Timothy Snow should be corrected to County Clerk Meredith Place.

Carried by the following vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

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

Payroll Account	\$	144,552.28
Vendor Account	\$	325,748.62

Carried by the following vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Stehouwer moved, and it was seconded to receive the Resolution by Pavilion Township for a Speed Study and refer it to staff. Managing Director Johnson shared this item was mentioned at the Pavilion Township Joint meeting on May 10th. The current speed limit is 55mph. The speed limit will not increase but may stay the same or it may decrease. On April 20th the RCKC held an informational session on [Establishing Realistic Speed Limits](#) which is now available on the RCKC website.

a. O Avenue from 26th Street around East Lake on ON Avenue

Carried by the following vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Dickason moved, and it was seconded to approve Village of Climax Local Municipality Road Contract for the Chair's signature. Managing Director Johnson shared this is another opportunity for collaboration. We have worked with the Village of Climax for numerous years. They have reached out to us for assistance related to asset management and review of the roadways. Commissioner Pawloski shared he is pleased to hear the RCKC is collaborating with local villages.

a. Snapdragon Street – Thistle Avenue to West Maple Street; Crack Fill, Chip Seal, Fog Seal

Carried by the following vote:

Aye: Brenna, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Boersma moved, and it was seconded to Rescind the Previous and Approve the Revised Brady Township Local Road Participation Fund Contract for the Chair's signature. Managing Director Johnson shared this contract is being revised to separate the XY Avenue project and distinguish it as a separate contract according to our Failed Condition Local Road Policy.

- a. 34th Street – U Avenue to T Avenue; Crack Fill, HMA Wedging, Chip Seal
- b. X Avenue – 120' west of 33rd Street (south bound) to 33rd Street (north bound); Gravel, Pulverize, HMA Base and Surface Paving
- c. YZ Avenue – 3,500' west of 27th Street to 27th Street; Crack Fill, Chip Seal

Carried by the following vote:

Aye: Brenna, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Stehouwer moved, and it was seconded to Approve the Brady Township Failed Condition Local Road Participation Fund Contract for the Chair's Signature.

- a. XY Avenue – 4,140' east of 33rd Street to 7,990' east of 33rd Street; Gravel, Pulverize

Carried by the following vote:

Aye: Brenna, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Pawloski moved, and it was seconded to Rescind the Previous and Approve the Revised Wakeshma Township Local Road Participation Fund Contract for the Chair's signature. Managing Director Johnson shared this contract is being revised to separate the X Avenue project and distinguish it as a separate contract according to our Failed Condition Local Road Policy.

- a. 47th Street – W Avenue to UV Avenue; Crack Fill, HMA Wedging, Chip Seal
- b. 39th Street – TU Avenue to T Avenue; Gravel, Pulverize, HMA Base and Surface Paving
- c. X Avenue – 37th Street to 38th Street; Gravel Resurfacing
- d. Y Avenue – 1,500' west of 37th Street to 37th Street; Gravel Resurfacing

Carried by the following vote:

Aye: Brenna, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Pawloski moved, and it was seconded to Approve the Wakeshma Township Failed Condition Local Road Participation Fund Contract for the Chair's signature.

- a. X Avenue – 38th Street to 40th Street; Gravel, Pulverize

Carried by the following vote:

Aye: Brenna, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Stehouwer moved, and it was seconded to approve the Media Relations Policy. Managing Director Johnson shared at our May 11th Board meeting the Board reviewed the policy for feedback. At that meeting, feedback included ensuring the Board was included in this policy with a central function and one message. The policy has been revised to support these comments. We are also considering adding this information to our bids should they be contacted by the media, what is the best form of communication in getting that information to the RCKC so that we are able to respond proactively. She thanked Communications Administrator Blonde for all her work and research in drafting this policy. Commissioner Dickason mentioned that she did not hear that the corrections were added from what was discussed previously about the relations. Managing Director Johnson shared the update to the policy from our last meeting was presented in red line and stated that "...Any media/interview inquires received by the Board, RCKC staff, seasonal/temporary employees, contractors, vendors, and anyone performing work for the RCKC shall be immediately forwarded to the Managing Director and/or Communications Administrator for handling...." Managing Director Johnson inquired if something was missed. Commissioner Dickason responded no. Commissioner Boersma shared those were the items discussed at our previous Board meeting that we agreed to incorporate into the Media Relations Policy. Commissioner Brennan shared we are approving the revised policy and asked Commissioner Dickason if she had further questions. Commissioner Dickason answered no. Commissioner Brennan asked Commissioner Dickason which way she was voting. Commissioner Dickason stated her vote is no.

May 25, 2021

Vice Chair Int'l _____

Clerk Int'l _____

Carried by the following vote:

Aye: Brenna, Pawloski, Stehouwer, Boersma,

Nay: Dickason

Managing Director Johnson shared we did a chip seal trial last week and stated the [2021 Chip Seal Surface Treatment Route](#) is available on our website. She reminded everyone to sign up for [RCKC Connect](#) for project information in specific areas. She explained we potentially could see increases in cost of material for guardrail and culverts. Our team is doing all they can to make those orders and arrangements while we still have the current bid pricing and we do anticipate some increases to both products that are very vital to our infrastructure work. She shared we have a good system in place for maintaining our gravel roads including grading, shoulders, adding gravel and dust control. There is a good time when we can apply dust control and we do need to have some moisture. We are having issues with our dust control vendor due to lack of drivers. She mentioned there are not very many contractors that apply dust control. Furthermore, General Superintendent DeYoung and the team called other Road Commissions and looked at our partners across the way related to doing things differently. We were able to have our vendor and another vendor finish up some of the roads that we had graded and were ready for dust control. Due to the delay, we may be receiving service requests related to dust control which is not an operation the RCKC can do internally. Furthermore, we will be sending out another dust control bid. Commissioner Pawloski questioned if we have communicated this issue with our rural Townships. Managing Director Johnson stated we have not at this time. General Superintendent DeYoung shared we have caught up with dust control on roads we have graded. Furthermore, the delay we will have now is that our contractor is not available until June 14th. He has been working with other contractors and received a quote from a new contractor who has the means and the manpower to continue at 18 cents a gallon which is what we are currently paying. He will be working with Finance Director Simmons to work out the details. Managing Director Johnson shared she is reviewing both the Michigan Department of Health and Human Services (MDHHS) as well as the Michigan Occupational Safety and Health Administration (MIOSHA) administration rules to ensure safety and compliance and anticipates sending out a COVID-19 update on Friday. She participated in a national presentation last week on Stretching the Dollar for Asset Management As A Tool To Improve Resiliency. She shared information on what we do here in Kalamazoo County, and what we do as a State by wearing the Transportation Asset Management Council (TAMC) hat. She also shared how important it is to have plans and know what you have, its condition, and to apply that as part of your 5-year and/or longer planning process. The next informational session will be held virtual only on June 9th at 9:00 a.m. on Transportation Asset Management for Local Officials. Also, on September 22nd there will be a virtual only informational session at 9:00 a.m. on Gravel Road Basics for Local Officials. We will be releasing our [2020 Annual Report](#). She thanked everyone who contributed to preparing the report. She mentioned the report is available in electronic form on our website. Commissioner Brennan questioned if there were any updates on the new chip seal scrap tire project. Managing Director Johnson shared more than likely the project will take place next year. We are still working with Environment, Great Lakes & Energy (EGLE) in reviewing how to best work out the financial aspects. We did a road tour with the company who received the grant and will have additional information at the next Board meeting.

Commissioner Boersma shared the Environmental Health Advisory Committee (EHAC) has not met and may meet in July or August. The stakeholders met with the architect who has received feedback from all RCKC teams and will meet again next Thursday. A bid was sent out for a Construction Manager for the project. Once bids have been received the interview process will begin.

Commissioner Stehouwer shared County Parks will meet on June 3rd. There was a celebratory meeting last week related to the success and implementing the Kalamazoo River Valley Trail (KRVt) extensions. They are looking forward to 2022 and 2024 to completing the KRVt across Kalamazoo County. There was a comment by County Commission and Commissioner Brennan during the meeting. The proactive comments were appreciated. During Bike Week he attended a virtual presentation given by the Michigan Department of Transportation (MDOT) on May 13th. Mr. Josh DeBruyn - Pedestrian & Bicycling Coordinator for MDOT gave a presentation incorporating non-motorized into MDOT projects. He appreciated his insights and comments.

May 25, 2021

Vice Chair Int'l _____

Clerk Int'l _____

Commissioner Pawloski thanked everyone for the work they did with the iPads for Road Commissioners. He shared it is a good step in the right direction and will help them to be better Road Commissioners.

Commissioner Brennan attended the Oshtemo Township Board meeting on May 11th. He attended Transportation 101 and a special meeting with all interested parties in the KL Avenue improvement for non-motorized on May 24th. He planned to attend the Oshtemo Township meeting tonight. He brought in signs from the Kalamazoo Bicycle Club (KBC) Education Committee. The signs are in the RCKC lobby and are available to the public for pick up during normal business hours. The signs support local cycling primarily emphasizing the City of Kalamazoo's five (5) feet ordinance. Commissioner Pawloski shared the Kalamazoo County Chapter of the Michigan Township Association (MTA) is having their annual golf outing on June 25th at the Crestview Golf Course. Road Commissioners are welcome and if you are not a golfer, they offer a lunch only option. He encouraged Road Commissioners to attend.

Commissioner Pawloski moved, and it was seconded to adjourn.

Carried by the following vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

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

Attest: Meredith Place, County Clerk

By: _____, Vice Chair _____, Deputy Clerk

June 3, 2021, Southwest Michigan First Local Elected Officials Academy

Vice Chair Int'l _____

Clerk Int'l _____

The Board of County Road Commissioners of the County of Kalamazoo participated in an interactive virtual seminar on Local Elected Officials Academy hosted by Southwest Michigan First. The meeting began at 4:34 p.m.

Present: Thom Brennan, Michael Boersma, Keshia Dickason

Absent: David C. Pawloski, Larry Stehouwer

Also attending: Managing Director Joanna I. Johnson

Southwest Michigan First hosted an interactive virtual seminar that provided a background of their core mission and focus from a consulting firm in working in collaboration. There were 25 participants including Southwest Michigan First staff.

The meeting adjourned at 6:07 p.m.

Attest: Meredith Place, County Clerk

By: _____, Vice Chair _____, Deputy Clerk

June 8, 2021

Chair Int'l _____

Clerk Int'l _____

The regular meeting of the Board of County Road Commissioners of the County of Kalamazoo was held in-person based on the [Department of Health and Human Services Emergency Orders](#), and by electronic means by Zoom Video Conferencing on Tuesday, June 8, 2021 as provided under Act 267 of the Public Acts of 1976 as amended, or commonly referred to as the Open Meetings (OMA). Commissioner Pawloski called the meeting to order at 3:00 p.m.

Present: David C. Pawloski, Larry Stehouwer, Michael Boersma, Keshia Dickason
Absent: Thom Brennan

Also attending: Managing 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.

Administrative Assistant Rider 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: Pawloski, Stehouwer, Boersma, Dickason

Commissioner Stehouwer moved, and it was seconded to approve the May 25, 2021, Board Information Technology (IT) iPad Workshop, May 25, 2021, telephonic and video conferencing regular Board meeting, and June 3, 2021, Southwest Michigan First Local Elected Officials Academy minutes as presented.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Boersma, Dickason

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

Payroll Account	\$ 151,200.06
Vendor Account	\$ 1,083,306.98

Carried by the following vote:

Aye: Pawloski, Stehouwer, Boersma, Dickason

Commissioner Stehouwer moved, and it was seconded to award Culvert Materials – Corrugated Steel Pipe Bid #2021-14 excluding Bands to St. Regis Culvert, Inc. sole qualified bidder meeting specifications. Managing Director Johnson shared in June of 2020, Jensen Bridge & Supply Company was awarded our Culvert Materials – Corrugated Steel Pipe Bid #2020-20, with an option to extend their pricing for three (3) – one (1) year terms. The option to extend is based on mutual agreement of both parties to extend current bid pricing for the following year. On October 5, 2020, Jensen Bridge & Supply Company requested an extension of their 2020 bid pricing for Corrugated Steel Pipe (CSP), bands and end sections for 2021 and had successfully met our 2020 bid specifications and based on current market pricing. RCKC accepted and agreed to the bid extension with Jensen Bridge & Supply Company. In January of 2021, RCKC placed an order with Jensen Bridge & Supply Company. At that time, Jensen Bridge & Supply Company informed RCKC they would honor the 2020 bid extension pricing for the current purchase, but due to the rising costs of steel, would no longer be able to hold their pricing. On March 29, 2021 Jensen Bridge & Supply Company emailed RCKC to clarify, in writing, their inability to hold the 2020 bid extension pricing. RCKC considered the correspondence as notice by Jensen Bridge & Supply Company to terminate the bid extension. This led the RCKC to put out another bid. Jensen Bridge & Supply Company's bid was rejected because they did not meet the terms and requirements of our 2020 Culvert Materials – Corrugated Metal Pipe bid extension for 2021 as agreed. We do appreciate their continued bidding and services. Cadillac Culvert's bid was rejected as they neglected to submit all the information and the required confirmation of the bid terms and conditions from the bid packet. RCKC has utilized St. Regis Culvert Inc. in the past for numerous purchases and appreciates their expertise with product recommendations. St. Regis Culvert, Inc. has stated that their normal delivery time is 2-3 weeks. Because of the steady increase of steel prices, St. Regis Culvert, Inc. will only honor the

June 8, 2021

Chair Int'l _____

Clerk Int'l _____

bid pricing for fifteen (15) days after the bid opening date of May 25, 2021, which is June 9, 2021. St. Regis Culvert's bid proposal does not offer additional purchases after June 9, 2021, including no opportunity to extend pricing for future years. Staff will have the purchase order completed and ready for purchase contingent on Board approval. Commissioner Stehouwer questioned if Jensen Bridge and Supply Company bid new pricing then what was previously awarded. Managing Director Johnson shared if Jensen Bridge and Supply Company honored their 2020 extension pricing it would have been \$27,543.75 and they presently bid \$56,618.75.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Boersma, Dickason

Commissioner Boersma moved, and it was seconded to approve the Cooper Township Local Road Participation Fund Contract for the Vice Chair's signature. Managing Director Johnson shared this is an added project at the request of Cooper Township. We were able to add this to our chip seal schedule. Chip Seal Operations was recently delayed due to weather.

a. Patti Circle – 400' west of Rocky Road to Rocky Road; *Crack Fill, Double Chip Seal, Fog Seal*

Carried by the following vote:

Aye: Pawloski, Stehouwer, Boersma, Dickason

Commissioner Dickason moved, and it was seconded to approve the Village of Richland Local Municipality Road Contract for the Vice Chair's signature. Managing Director Johnson shared this is another collaborative effort with the Village of Richland. She shared item d. on the contract is a chip seal trial only and is an exception to our normal asset management principles. She mentioned these types of trials should remain the exception as the local road professionals the workmanship and/or longevity of treatment in the eyes of the public will remain on us, regardless of if it is a trial project. Doing otherwise is also difficult based on our commitment to asset management and the right fix at the right time on our system. The estimate clearly notes no warranty or guarantee on performance.

a. DE Avenue – 32nd Street to 230' east of Yorktown Street; *Crack Fill, Chip Seal, Fog Seal*

b. 32nd Street – DE Avenue to M-343; *HMA Overlay*

c. Richwood Lane – D Avenue to Pattiwood Lane; *HMA Overlay*

d. Richland Woods Drive – 32nd Street to 2,350' west of 32nd Street, Kellie Lane – 650' south of Richland Woods Drive to Richland Woods Drive, Richland Woods Court – 550' south of Richland Woods Drive to Richland Woods Drive; *Chip Seal Trial*

Carried by the following vote:

Aye: Pawloski, Stehouwer, Boersma, Dickason

Commissioner Stehouwer moved, and it was seconded to approve the revised 2021 Year of the 2021 – 2025 Primary Road Capital Improvement Plan (CIP). Managing Director Johnson shared to date a majority of our bid projects have been coming in within estimates, and most of the construction projects include Federal funds and must move forward in 2021, or we risk losing these funds. While reviewing these bid results, it became evident that changes to the 2021 CIP were necessary to reallocate available funds. These changes are needed even as we are still dealing with COVID-19, rising construction material costs, future impacts to our 2021 Budget and future CIPs. The amendment includes projects to be considered for additions, deletions, design and preventive maintenance to the 2021 CIP. The overall net change in the RCKC responsibility for the 2021 CIP is an increase of \$1,351,000. The Board previously approved RCKC funds of \$8,915,900 for the 2021 CIP, and with these changes recommended by staff, the revised 2021 CIP total budget responsibility for the RCKC would be \$10,266,900. This change would result in a 15.15% increase in the current approved 2021 CIP amount. These impacts are also considered in the 2021 Budget Amendment that is provided for your consideration.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Boersma, Dickason

Commissioner Boersma moved, and it was seconded in compliance with the Michigan Uniform Budgeting and Accounting Act, to approve and adopt the Amended Budget #2 for the calendar year of 2021, as presented. Managing Director Johnson shared this amendment accounts for potential changes as approved by the Board in the primary road system, known projects on the local road system, and revenue on the Federal side. We did not

June 8, 2021

Chair Int'l _____

Clerk Int'l _____

make any changes to the Michigan Transportation Fund (MTF) for it is still too volatile in terms of predictions. It also has our year end 2021 balance number adjusted accordingly as part of our amendment. The amendment includes several capital outlay items such as a new roof on our existing building, broom tractor update that has been adjusted, 2020 audio visual equipment that we improved but did not receive the expenditures until 2021, and an adjustment to what may be in 2022 versus 2021 salt barn on the 26th Street project.

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 #2 for the calendar year 2021:

	2021 Budget Amendment 1	Change	2021 Budget Amendment 2
<u>Revenue</u>			
Michigan Transportation Funds			
Primary Road Fund	17,252,000	0	17,252,000
Local Road Fund	5,448,000	0	5,448,000
Total Michigan Transportation Funds	22,700,000	0	22,700,000
Federal, State and Enhancement	3,528,000	275,000	3,803,000
Township Projects	2,960,000	2,202,000	5,162,000
Township Special Assessments	58,000	0	58,000
Cities and other Governmental	0	0	0
Interest	25,000	0	25,000
Other	345,000	0	345,000
Total Operating Revenue	29,616,000	2,477,000	32,093,000
<u>Expenditures</u>			
Construction & Capacity Improvements			
Primary Road System	0	0	0
Local Road System	0	0	0
Total Construction/Capacity Improvements	0	0	0
Preservation & Structural Improvements			
Primary Road System	10,607,000	1,603,000	12,210,000
Local Road System	5,155,000	(969,000)	4,186,000
Total Preservation - Structural Improvements	15,762,000	634,000	16,396,000
Preventive Maintenance			
Primary Road System	1,837,000	23,000	1,860,000
Local Road System	0	3,297,000	3,297,000
Routine Maintenance			
Primary Road System	4,020,000	0	4,020,000
Local Road System	4,990,000	0	4,990,000
Total Routine & Preventive Maintenance	10,847,000	3,320,000	14,167,000
Total Road Expenditures	26,609,000	3,954,000	30,563,000
Equipment			
Direct Equipment Expense	2,048,000	0	2,048,000
Indirect Equipment Expense	701,000	0	701,000
Operating Expense	325,000	0	325,000
Total Equipment Expense	3,074,000	0	3,074,000
Less Equipment Rental	(2,875,000)	0	(2,875,000)
Net Equipment Expense	199,000	0	199,000
Administration	1,703,000	0	1,703,000
Work Performed for Others	0	0	0
Distributive Expenditures (Unspread Fringe, OH)	0	0	0
Capital Outlay	4,757,000	(172,000)	4,582,000
Subtract Provision for Depreciation	(1,438,000)	0	(1,438,000)
Total Expenditures	31,830,000	3,782,000	35,609,000
<u>Fund Balances</u>			
Beginning Fund Balance	9,465,339	1,989,624	11,454,963
Change in Fund Balance	(2,214,000)	(1,305,000)	(3,516,000)
Ending Fund Balance	7,251,339	684,624	7,938,963

June 8, 2021

Chair Int'l _____

Clerk Int'l _____

Carried by the following vote:

Aye: Pawloski, Stehouwer, Boersma, Dickason

Managing Director Johnson shared we will have our Financial Audit Presentation at our June 22nd Board meeting. We experienced weather delays and will be back on track shortly with our chip seal operations. We are experiencing project and material related delays for a variety of economic reasons. For our Nichols Road project, the mast arms are delayed for the traffic signal. We anticipate the roadwork to be completed but other elements of the project are experiencing delays. We are also experiencing issues with dust control. Our equipment and trucks that were previously ordered are being delayed. Our team has looked at options and we will get the work done but are experiencing delays that out of our control. Last evening, we attended a Joint meeting in Wakeshma Township and tonight we will be in person in Climax Township. We received a Kalamazoo River Trustee Funding Grant for the Davis Olmstead Drainage Improvement that includes \$580,000 in culvert work, \$200,000 for stream restoration and 100 hours of education. Tomorrow at 9:00 a.m. is the Transportation Asset Management for Local Officials webinar. The County Road Association (CRA) put out their latest investment study and concluded that \$1.84 billion additional annual investment is needed for county road and bridge network. She appreciates Mr. Larry Brown, L.W. Brown Consulting, LLC for preparing this report. She mentioned Mr. Brown was the previous Managing Director and now a Road Commissioner in Allegan. She received another update on traffic fatalities and shared we are up 1,000 in 2020. There is going to be a greater presence of the Michigan State Police (MSP) within our network. Although there was a dramatic drop in traffic crashes in 2020 there was a surge in fatalities and the MSP is trying to figure out the root causes. Injuries were down 19%, crashes were down 22%, suspected serious injuries were down 3% and fatalities were on the rise. The County Road Association Self Insurance Fund (CRASIF) is looking for Trustee candidates.

Commissioner Dickason shared she had attended the Southwest Michigan First Local Elected Officials Academy and plans to attend the Climax Township Joint meeting tonight in person.

Commissioner Boersma shared on June 4th both he and Commissioner Brennan met with County Commissioner Tracy Hall to discuss the 26th Street project. Furthermore, they informed County Commissioner Hall that the RCKC purchased property and will be building a new facility at the 26th Street location, have engaged in architect and will need to bond to pay for the facility. They discussed how the bonding process works since RCKC receives all of its dollars from MTF and does not receive any dollars from general tax funds or local property taxes. The County Commission will need to pass a resolution allowing the RCKC to bond. Following the resolution there is a publication for a notice to the public to inform them they can have a petition drive to put the bond issue on the ballot. They have 30 days, and once that happens the RCKC handles everything else including engaging directly with a bonding agency that he believes is out of Grosse Pointe. He stated the RCKC would like to have the bond resolution by the end of September which would allow us to have time for the 30 days for the public to petition. We can then start issuing bonds and begin bidding the project in late 2021 or early 2022 allowing us to lock in prices. He mentioned the Joint meeting with the County Commission that is scheduled virtually for June 15th. Managing Director Johnson shared she was informed this afternoon that the County Commission would like to reschedule the June 15th presentation to a date yet to be determined. She stated we are looking to work with schedules to revisit when we can do a presentation with the County Board. Commissioner Dickason questioned if the Joint meeting with the County Board will be in person or virtual. Managing Director Johnson shared she believes it would be a virtual meeting. Commissioner Pawloski thanked Commissioner Boersma for all the work he has done related to building.

Commissioner Stehouwer shared the Park Commission met virtually last week. Parks has seen an increase in activities especially camping and stated it is critical they have activity and use of the parks for revenue. They are looking for workers including permanent positions and 5-8 seasonal positions. The County Fair will be different this year and it will have some elements of in person activities. Work continues towards a new County Park, Woollam Nature Preserve. They are assessing what is out there and they are very excited at what they are seeing. They are looking forward to moving into public participation dialogue that will start to shape the next steps including use of the park. There is also preserve features that need to be honored.

June 8, 2021

Chair Int'l _____

Clerk Int'l _____

Commissioner Pawloski thanked Commissioner Brennan and County Commissioner Hall for working together on some issues. He wished them well on their endeavors and a good working relationship between the County Board and the RCKC. He inquired about the Charleston Township Road millage. Engineering and Public Relations Director Worden shared Charleston Township Board is planning to move forward and are currently working on flyers to mail out to residents to educate voters. Commissioner Pawloski stated to let them know we are happy to help with whatever support we can give them. He will be joining the August 3rd Board meeting virtually.

Commissioner Stehouwer moved, and it was seconded to adjourn.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Boersma, Dickason

The meeting was adjourned at 3:36 p.m.

Attest: Meredith Place, County Clerk

By: _____, Chair _____, Deputy Clerk

The Board of County Road Commissioners of the County of Kalamazoo participated in a webinar, Transportation Asset Management for Local Officials on Wednesday, June 9, 2021 hosted by the Road Commission of Kalamazoo County (RCKC). The meeting began at 9:00 a.m.

Present: Thom Brennan, Michael Boersma, Larry Stehouwer

Absent: David C. Pawloski, Keshia Dickason

Also attending: Managing Director Joanna I. Johnson, Engineering and Public Relations Director Mark Worden, Communications Administrator Elli Blonde and Administrative Assistant Selena Rider.

The RCKC hosted a presentation sponsored by the Michigan Transportation Asset Management Council (TAMC) on Transportation Asset Management for Local Officials. Mr. Peter Torola and Mr. Andrew Manty, Research Engineer II with Michigan Technological University gave a PowerPoint presentation on everything you need to know about managing roads. They explained the importance of asset management, provided an overview of transportation asset management principles, pavement deterioration basics, preventive maintenance for roads, selecting projects to maximize return on investment, lowering costs by using an asset management plan and the meaning of Public Act (PA) 325.

The meeting was adjourned at 11:24 a.m.

Attest: Meredith Place, County Clerk

By: _____, Chair _____, Deputy Clerk

June 22, 2021

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, June 22, 2021, as provided under Act 267 of the Public Acts of 1976 as amended, or commonly referred to as the Open Meetings (OMA). Commissioner Brennan called the meeting to order at 3:00 p.m.

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

Also attending: Managing Director Joanna I. Johnson, Finance Director Ann Simmons, Assistant Finance Director – Human Resources Debbie Hill, Accounting Clerk Katie Howell, 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.

Administrative Assistant Rider 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: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Stehouwer moved, and it was seconded to approve the June 8, 2021, Meeting Telephonic and Video Conferencing, and June 9, 2021, Transportation Asset Management for Local Officials minutes as presented.

Carried by the following roll call vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

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

Payroll Account	\$	157,652.55
Vendor Account	\$	442,035.67

Carried by the following roll call vote:

Aye: Brenna, Pawloski, Stehouwer, Boersma, Dickason

The 2020 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 mentioned RCKC received a clean audit opinion which is the highest level provided. Commissioner Brennan and Managing Director Johnson thanked Ms. Young and Ms. McDole for their assistance during the audit and daily accounting. Commissioner Brennan also thanked RCKC staff for their continued premium performance in financial management.

Commissioner Stehouwer moved, and it was seconded to accept the 2020 Financial Audit and the Kalamazoo County Employees' Retirement System Annual Actuarial Valuation.

Carried by the following roll call vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Pawloski moved, and it was seconded to award the 2021-16 Dust Control bid for 38% and 42% Calcium Chloride (CaCl) solution to Great Lakes Chloride, Inc. and the Mineral Well Brine bid for minimum concentration of 18% CaCl₂ to Corrigan Environmental Solutions and S&M Liquid Tire Fill Limited 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 Covid-19 has created many issues for our contractors. This year our dust control

contractor found it very difficult to obtain drivers which reflected on the timeliness of service that RCKC expects. In mid-May, the RCKC was informed that they would not be able to perform any well brine applications for us until mid-July. This created an unacceptable gap between grading and application of well brine. Immediate application of mineral well brine to freshly graded gravel roads is critical to their performance and the control of dust. If it is not applied within days of grading, then it may be necessary to regrade. This season our grading operation was forced to stop due to the inability to take delivery of mineral well brine for dust control. With this we decided to re-bid dust control and suggest awarding to numerous vendors.

Carried by the following roll call vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Boersma moved, and it was seconded to approve the purchase of a New Holland T6.145 tractor including two (2) mb model TKH-T rotary power broom attachments from Burnips Equipment Company, through the Sourcewell Cooperative Purchasing Program and custom hitch from Scott Maker Custom Fabricating & Welding for \$150,833.50. Managing Director Johnson shared we have been working on this for quite some time. The broom tractor we are recommending to purchase would include a New Holland T6.145 tractor, two mb TKH- T nine (9) foot rotary brooms from Burnips Equipment through the Sourcewell Governmental Purchasing Program and the custom hitch fabrication and assembly from Scott Maker Custom Fabricating & Welding. The New Holland T6.145 tractor includes a full 24-month, 2,000-hour warranty. The tractor is available for immediate delivery. The mb rotary brooms include a 12-month warranty with an estimated delivery date of 8 weeks. Scot Maker Custom Fabricating & Welding is available this August/September to build the custom hitch one the tractor and brooms are delivered. Operations Director Bartholomew shared these innovative ideas are much appreciated by staff. He shared this one was not his idea. He gave credit to one of our Road Maintenance Operators (RMOs) who came up with the innovative idea to put the 2nd broom on a larger tractor. He thinks this is a great idea and is quite confident we can make this happen and appreciates the Boards support.

Carried by the following roll call vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Pawloski moved, and it was seconded to approve the Licensed Professional Engineer reimbursement for Chair's signature and two Board members. 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, Ryan Minkus who currently serves in this capacity.

Carried by the following roll call vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Boersma moved, and it was seconded to recommend Mr. John Rogers of Kalkaska for the At-Large position, Mr. Doug Fuller of Washtenaw and Ms. Dori Hawkins-Freelain of Monroe for the Southern positions for the Michigan County Road Commission Self Insurance Pool (MCRCSIP) 2021 Board of Directors Ballot. Managing Director Johnson shared it is great to see so many interested individuals in serving/volunteering for the MCRCSIP Board. We are choosing one At-Large and two (2) for the Southern ballot. We know many of these individuals and some have shared additional letters for reference. At this time, we recommend Mr. John Rogers of Kalkaska for the At-Large position and Doug Fuller of Washtenaw and Dori Hawkins-Freelain of Monroe for the Southern positions. Tim Haagsma has been a leading member of MCRCSIP and has a wealth of knowledge in his role and at KCRC. Any and all those interested are excellent candidates. Commissioner Pawloski thanked all the candidates who submitted their name for consideration as well as those who have served in the past.

Carried by the following roll call vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Managing Director Johnson shared we have many projects in process including Sprinkle Road and have sent out a few media releases related to the Sprinkle Road project. She asked the public to sign up for RCKC Connect and mentioned the public can sign up for just Sprinkle Road or for a certain Township area to receive the latest construction updates. We have had a few chip seal delays including weather and equipment issues. We are approximately 15% finished with our chip seal operations and are hoping to be back on course this week. We had

June 22, 2021

Chair Int'l _____

Clerk Int'l _____

a very busy tree weekend due to rainstorms. She shared if the RCKC crew or law enforcement moves a tree out of the traveled portion of the roadway, a pink flag will be left informing residents to call the RCKC for tree removal options. She attended the Pavilion Township Board meeting on June 14th along with Commissioner Stehouwer and Engineering and Public Relations Director Worden. Residents shared concerns related to the condition of 32nd Street between O Avenue and OP Avenue. The RCKC did offer to have a special meeting for residents to potentially have a roadway improvement project. Last evening both she and Commissioner Stehouwer participated in a Special Assessment District Informational Meeting for Greenfield Point Plat located in Pavilion Township. Overall, it went very well and there were great questions on the process and how it works. Yesterday, she had the opportunity to visit with the Ross Township Supervisor which was also a good meeting. She thanked Communications Administrator Blonde and Administrative Assistant Selena Rider who worked Touch a Truck and it is very clear to her from seeing some of the pictures that the RCKC was the hit of the event. She thanked our sponsors AIS Construction and West Michigan International who provided prizes for the kids. She appreciated everyone who participated in the Transportation Asset Management for Local Officials informational meeting. The July 20th Board meeting will be held at 2:00 p.m. Also, on July 20th the RCKC will be giving a presentation to the County Board at 4:00 p.m. She gave a huge shout out and thank you to Mr. Todd Hill who will retire on June 22nd after 43 years of public service. She shared Mr. Hill began working for the RCKC in January 1978. He is an excellent operator and will be very much missed. She wished him a happy retirement and all the best.

Commissioner Boersma congratulated the finance team for the positive news from the audit and both the Act 51 Audit and Pension Plan. He also thanked Commissioners Brennan and Pawloski for their work behind the scenes with their counterparts on the Kalamazoo County Commission. Both provide transparency to the public related to how their dollars are being spent and it goes to show the real care and dedication the county has to the taxpayers in obtaining and operating the county roads. We received and reviewed last Thursday bids for a Construction Manager for the 26th Street project. We chose three and will be conducting interviews next Thursday. The Environmental Health Advisory Committee (EHAC) has not met and will not meet until August or September.

Commissioner Stehouwer shared he realizes RCKC crews were busy over the weekend and appreciates their work at all hours. He appreciated the opportunity to review the audit financials in detail to understand the Other Postemployment Benefits (OPEB) and Pension and gave kudos that we are in good standing. He attended the previously mentioned Pavilion Township meetings and participated by Zoom in the Comstock Township Board meeting last evening. He mentioned Comstock Township is hoping their next Board meeting will be in person. County Parks anticipates having their meeting the first Thursday of July.

Commissioner Pawloski thanked Commissioner Boersma for his comments. He congratulated Mr. Hill and stated he is jealous and looked forward to retiring one day. He commented on the pension and thanked the previous Boards and Management team for putting us in the position that we are today. Furthermore, we want to continue to be that in position moving forward. He shared it is good to see the OPEB number trending in the right direction. He mentioned the RCKC continues to do a great job with our Township partners, Cities and Villages. He shared with little risk we get rewards with continued innovation and testing out new equipment.

Commissioner Brennan inquired about O Avenue between 6th Street and 8th Street. County Engineering Minkus shared it is a permitted water project for a water tower. Commissioner Brennan shared it is an honor and a pleasure to serve with an organization that does business the way the RCKC does. Not only financial performance, the continued details of doing things right constantly and for the position we are in for overall rating for our roads with the state. He shared it is an honor and privilege to work with this organization. He mentioned we all admire what Mr. Hill has done including working double shifts each week. He wished Mr. Hill the best and stated he has done an exceptional job for the RCKC.

Commissioner Boersma moved, and it was seconded to adjourn.

Carried by the following vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

June 22, 2021

Chair Int'l _____

Clerk Int'l _____

The meeting was adjourned at 4:06 p.m.

Attest: Meredith Place, County Clerk

By: _____, Chair _____, Deputy Clerk

July 6, 2021

Chair Int'l _____

Clerk Int'l _____

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, July 6, 2021. Commissioner Brennan called the meeting to order at 3:00 p.m.

Present: Thom Brennan, David C. Pawloski, Larry Stehouwer, Michael Boersma, Keshia Dickason

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

Administrative Assistant Rider 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: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Stehouwer moved, and it was seconded to approve the June 22, 2021, Meeting Telephonic and Video Conferencing minutes as presented.

Carried by the following vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

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

Payroll Account	\$	162,494.31
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Vendor Account	\$	926,776.95
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Carried by the following vote:

Aye: Brenna, Pawloski, Stehouwer, Boersma, Dickason

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

Carried by the following vote:

Aye: Brenna, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Stehouwer moved, and it was seconded to approve the Agreement for Construction of the Sprinkle Road project with the City of Portage for the Managing Director's signature. Managing Director Johnson shared in order to facilitate the installation of the new culvert under the intersection with Meredith Road, a section of the City of Portage water main needed to be relocated. Additionally, the city requested that an additional section of the water main to the south be replaced as a part of the project. The agreement includes a portion of the Federal funds allocated to the RCKC being shared with the City of Portage. With the culvert replacement requiring adjustments to the water main, these costs are eligible for funding in this program. The additional replacement further south was not eligible for funding with the project and will be funded by the City of Portage. The City of Portage did approve this agreement at their June 22, 2021, City Council meeting and is waiting for the City Manager's signature. This is another great asset management coordinated effort with the City of Portage.

Carried by the following vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Pawloski moved, and it was seconded to approve the Sidewalk Umbrella Agreement with Texas Township for the Managing Director's signature. Managing Director Johnson shared this agreement is strictly for sidewalks and is not for any other non-motorized facility. By submitting this sidewalk umbrella agreement, Texas Township agrees that all subsequent applications for sidewalk facilities will follow the terms of this agreement. With the approval of this agreement, a separate agreement for each project would not be necessary. Texas Township did approve the agreement at their May 24th Board meeting. Commissioner

July 6, 2021

Chair Int'l _____

Clerk Int'l _____

Stehouwer questioned the duration of the agreement. Managing Director Johnson shared the agreement does not have a specific timeframe or end date. County Engineer Minkus added any changes to this agreement will not be in effect until the affixation of signatures by both parties.

Carried by the following vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Dickason moved, and it was seconded to award the 26th Street Construction Management Services RFQ #2021-13 to Walbridge Aldinger Company LLC (Walbridge) in the best interest of the RCKC. Managing Director Johnson thanked all the firms who provided proposals for this project. The Steering Committee reviewed and evaluated seven (7) submittals. The team's overall evaluation results identified three (3) firms for the interview process. After discussion of the individual evaluations, RCKC opened and reviewed the Proposal Fee Schedule forms provided by each firm at the interview. The selection team considered many factors in this process including the knowledge that this will be a long-term commitment in working together. She thanked everyone who participated in the process including Commissioner Boersma and Bill Zaske, Fishbeck Senior Project Manager. She shared the recommendation to the Board was unanimous by the Steering Committee. Commissioner Boersma echoed Managing Director Johnson's comments and added the Steering Committee had a very good process and had several well qualified proposals. Walbridge met all of our qualifications and the committee looks forward to them participating in the next Steering Committee meeting.

Carried by the following vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Managing Director Johnson shared due to weather we have been chasing many trees. Between June 18th and June 29th 52% of our service requests were related to drainage including washouts, flooding, gravel road washouts and fallen trees. She thanked General Superintendent DeYoung who was on call during this weather-related event and spent countless hours along with the entire team in terms of responding to all of these service requests related to water and weather. The weather has also affected our chip seal operations and construction projects. We have 103 miles of chip seal and have completed approximately 16%. Our Sprinkle Road project continues along with many other projects. She asked the public to sign up for RCKC Connect to receive the latest construction updates and to review our weekly updates. She shared a recent article related to the RCKC and Michigan State University (MSU) and their department of Forestry as well as the United States Department of Agriculture (USDA) Forest Service is developing a unique collaboration to assist the Forest Inventory Analysis (FIA) to look at trees that have been cut down and where the property owner is not wanting to retain the wood. Working with MSU and their Forestry Department they are evaluating those trees and potential impact to climate change. Elli Blonde, Communications Administrator and well as MSU's Communication person put together a press release that was already picked up by two (2) entities. We also have another collaborative project coming up with MSU as well.

Commissioner Boersma shared the Environmental Health Advisory Council (EHAC) has not met and may potentially meet in August. He stated the Steering Committee has been busy with the process of gathering input from all the different stakeholders within the RCKC. Furthermore, we are getting closer to identifying where different facilities will be located on the 26th Street property. They plan to visit Fishbeck's office on Thursday and Steelcase to review office configurations. They plan to visit Bell's Brewery employee area at another time. He stated they have been in contact with Comstock Township who will review the 26th Street site plans.

Commissioner Stehouwer shared County Parks did not have enough on their agenda to meet in July and plan to meet in August. He gave kudos to Communications Administrator Blonde for receiving her Bachelor of Science degree supported with the RCKC Tuition Reimbursement Policy. He thanked RCKC staff for all their efforts including during weather events. He reviewed Riverview Drive during the latest rain event.

Commissioner Pawloski also checked out Riverview Drive during the recent rain event. He hoped the situation is resolved soon and shared moving water is not in RCKC mandate. He shared the July 20th Board meeting will begin at 2:00 p.m. At 4:00 p.m. on July 20th is the Joint meeting with the County Board of Commissioners. He planned to attend the Prairie Ronde Joint Township meeting July 13th at 7:00 p.m. He shared Friday is the RCKC

July 6, 2021

Chair Int'l _____

Clerk Int'l _____

Facility Tour with the County Board of Commissioners at 2:00 p.m. He urged County Commissioners to attend the tour. He anticipates the Board of Public Works (BPW) meeting scheduled for Friday to be canceled. The Road Commissioners Seminar is scheduled for October 3 – 5 in Traverse City. Although he cannot attend, he urged Commissioner Dickason to attend.

Commissioner Brennan thanked Commissioner Boersma and the entire team for their work on the 26th Street project. He stated the project is an additional workload over and above what is normal and for Commissioner Boersma to participate at his level is sincerely appreciated. He is hoping for a good turnout from County Commissioners for the RCKC Facility Tour on Friday.

Commissioner Boersma moved, and it was seconded to adjourn.

Carried by the following vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

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

Attest: Meredith Place, County Clerk

By: _____, Chair _____, Deputy Clerk

July 9, 2021 – Kalamazoo County Board of Commissioners Facilities Tour

Chair Int'l _____

Clerk Int'l _____

The Board of County Road Commissioners of the County of Kalamazoo along with Kalamazoo County Board of Commissioners Members, toured the Road Commission of Kalamazoo County (RCKC) facilities at 3801 E. Kilgore Road, Kalamazoo, MI 49001 on Friday, July 9, 2021. The tour began at 2:00 p.m.

Present: Thom Brennan, David C. Pawloski, Larry Stehouwer, Michael Boersma, Keshia Dickason

Also present: Managing Director Joanna Johnson, Operations Director Travis Bartholomew and Engineering and Public Relations Director Mark Worden, County Board of Commissioners Members; Tami Rey, Veronica McKissack, Mike Quinn, Fran Bruder Melgar, Roger Tuinier and Dale Shugars.

Following introductions, a variety of topics were discussed including road commission funding, non-motorized, equipment and facilities and RCKC Connect. Road Commissioners, RCKC team members and County Board of Commissioners Members toured the Road Commission facilities and reviewed a variety of equipment.

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

Attest: Meredith Place, County Clerk

By: _____, Chair _____, Deputy Clerk

July 13, 2021 – Prairie Ronde 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 Prairie Ronde Township Board of Trustees was held at the Prairie Ronde Township Hall, 14050 S. 6th Street, Schoolcraft, Michigan, on Tuesday, July 13, 2021. The joint meeting began at 7:01 p.m.

Present: Thom Brennan, David C. Pawloski, Larry Stehouwer, Michael Boersma, Keshia Dickason

Also present: Managing Director Joanna I. Johnson, Operations Director Travis Bartholomew, Engineering and Public Relations Director Mark Worden, Prairie Ronde Township Supervisor Mike Tomlinson, Clerk, Dale Smith, Treasurer Sarah Lott, Trustees John Chapin and Leonard Griffin.

Following introductions by Managing Director Johnson, Engineering and Public Relations Director Worden reviewed handout material and provided an update on service requests.

Supervisor Tomlinson shared there are two (2) trees in need of review. One of the trees is on U Avenue between 1st Street and 2nd Street which fell in the road. He believes it to be a Mulberry Tree. The other tree is on 1st Street. Managing Director Johnson asked if service requests were submitted for the trees. Supervisor Tomlinson responded he thought there was a service request submitted.

Supervisor Tomlinson shared an individual may be applying for a driveway permit on W Avenue. He advised them to be at the crest of the hill for sight distance as this individual really had no options. He mentioned the previous administration did not want driveways off of W Avenue, however there are not a lot of choices here. Engineering and Public Relations Director Worden explained when we review driveway permit applications, we work to have the driveway access on the road with the least amount of traffic volume.

Supervisor Tomlinson shared it was a pleasure to work with Project Superintendent Bill Oxx.

Trustee Griffin shared the RCKC had a good grader operator.

The meeting adjourned at 7:36 p.m.

Attest: Meredith Place, County Clerk

By: _____, Chair _____, Deputy Clerk

July 20, 2021

Chair Int'l _____

Clerk Int'l _____

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, July 20, 2021. Commissioner Brennan called the meeting to order at 2:00 p.m.

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

Absent: Keshia Dickason

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

Administrative Assistant Rider 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: Brennan, Pawloski, Stehouwer, Boersma

Commissioner Stehouwer moved, and it was seconded to approve the July 6, 2021, Meeting Telephonic and Video Conferencing, July 9, 2021, Kalamazoo County Board of Commissioners Facility Tour, and June 13, 2021, Prairie Ronde Joint Township Meeting minutes as presented.

Carried by the following vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma

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

Payroll Account	\$	158,032.86
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Vendor Account	\$	1,219,755.60
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Carried by the following vote:

Aye: Brenna, Pawloski, Stehouwer, Boersma

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

Carried by the following vote:

Aye: Brenna, Pawloski, Stehouwer, Boersma

County Engineer Minkus shared a PowerPoint presentation that provided a summer update on RCKC ongoing activities. He shared the RCKC has 221 projects that include over \$20 million in investments. He provided an update on the Systemic Sign Upgrade, U Avenue in Schoolcraft Township, R Avenue in Climax Township, Nichols Road and Solon Street in Kalamazoo Township, and Sprinkle Road in Pavilion Township/City of Portage. He also gave an update on local road projects including asphalt milling and overlay, a return to gravel project on X Avenue in Wakeshma Township, and chip seal operations. He gave updates on design projects such as Sprinkle Road in Comstock Township, Barney Road and Mosel Avenue in Kalamazoo Township and S Avenue in Pavilion Township. He also provided updates on Federal Aid Safety Projects. He mentioned the Kalamazoo Area Transportation Study (KATS) Surface Transportation Program (STP), National Highway Performance Program (NHPP), Congestion Mitigation and air Quality (CMAQ), and Transportation Alternatives Program (TAP) call for projects for the development of the fiscal year (FY) 2023-2026 Transportation Improvement Program submission is due July 30th. The total dollars available for the entire KATS region is \$4,526,299. Furthermore, due to the lack of a federal transportation bill passed FY 2021, these amounts are only estimates. Funding levels will likely change when /if a new bill is passed versus another extension. He provided an update on tree and drainage service requests, RCKC Roadside Vegetation Management Policy, RCKC Tree Removal Notification Form and Work Zone Awareness. He reminded everyone to follow detour routes. He shared removing barricades can add additional time and cost to a project. Commissioner Boersma questioned if service requests were received related to Riverview Drive. County Engineer Minkus shared we did receive a couple but they were not related to this past weekend rain event.

July 20, 2021

Chair Int'l _____

Clerk Int'l _____

Commissioner Stehouwer shared he went out to Riverview Drive a few weeks ago when there was a major rainfall to observe, and the storm sewer needed some time to work. The eastside northbound lane had some water over the road where there was a drainage structure, and 30 -45 minutes later the water dissipated. Commissioner Pawloski shared he is very proud of the systemic sign upgrade and is thankful for the U Avenue project. He inquired if the timeline for Sprinkle Road and Meredith is two (2) years. County Engineer Minkus shared it will be completed this construction season. Commissioner Stehouwer questioned if the reflective strips found on stop signs will be considered on local roads. County Engineer Minkus shared it is a possibility and explained the primary road intersections tend to be higher volume and speed and is where serious type crashes can occur. This was funded through Federal funds which are only eligible on primary roads not local roads. Commissioner Brennan shared the dual signs are very well received. He questioned if anything was planned for U Avenue east of Portage Road where it goes into 23rd Street. County Engineer Minkus shared we do have it in the Capital Improvement Plan (CIP). We have to look at what funding we have available and what year we can slide the project in. Commissioner Brennan questioned what percentage of chip seal would have been completed today if it wasn't for weather delays. General Superintendent DeYoung shared 75%. Commissioner Brennan inquired about the duration of chip sealing on Drake Road. General Superintendent DeYoung shared it will take two (2) days for chip sealing and two (2) days for fog sealing.

Commissioner Boersma moved, and it was seconded to approve the 2021 County Road Association Self – Insurance Fund (CRASIF) Board of Trustee Official Ballot as presented. Managing Director Johnson shared CRASIF is the workers compensation pool that we are part of for that aspect of our work. She stated the following recommendation is based on interactions and information provided. Commissioner Pawloski thanked all the candidates who included their name and for their service.

Two (2) Northern – Lisa Kleeman, Emmet County and Michael Scott, Montcalm County

One (1) Upper Peninsula – Darrell Cass, Menominee County

1 At Large 2 year – Rodrick Green, Washtenaw County

2 At Large 1 year – Jesse Campbell, Alcona and Ken Hulka, Muskegon County

Carried by the following vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma

Managing Director Johnson thanked County Engineer Minkus for the summer status update. She thanked Communications Administrator Blonde who is leaving on the 28th of this month. She shared this was a new position for the RCKC and Communications Administrator Blonde did get us started on many platforms and other work in this area. She mentioned we have staffing changes and realignments due to succession planning and appreciated the Boards support. She congratulated Rusty McClain who is one of our mechanics and has been promoted to Assistant General Superintendent. Rusty has also participated in our Steering Committee for the 26th Street project and we appreciate his insight there as well. She also congratulated Tony Allen who is also one of our mechanics and has been promoted to Road Maintenance Superintendent. This leaves us short of mechanics and we will be working in that transition plan and continue to recruit. She shared we have our drone flying around taking pictures of projects. She thanked Road Maintenance Superintendent Rich Hassenzahl for having his drone pilots license and putting our drone plan to work. She mentioned our [Local Road CIP](#) and projects are posted to our website for all 15 Townships starting in 2022 and beyond. It also includes bridges, culverts as well as the unmet needs. She reiterated the disclaimer that is similar to our primary road plan. She stated it is a plan that gets us started and starts the public relations conversation. Furthermore, it can be adjusted pending the needs that we see using asset management. She thanked the Kalamazoo County Board of Commissioners for attending the tour here at the RCKC on July 9th. Today at 4:00 p.m. is our Joint meeting with the County Board of Commissioners. Commissioner Brennan will be presenting our [2020 Annual Report](#) and other updates from the Road Commission.

Commissioner Boersma shared the Environmental Health Advisory Council (EHAC) has not met and will meet sometime in August. He mentioned the Steering Committee met last Thursday and shared we are getting very close to identifying where facilities will be located on the site including the final interior design of the buildings. They plan to visit Bell's Brewery in Comstock to tour their impressive employee common area. They toured Steelcase which had an impressive display of office furnishings.

July 20, 2021

Chair Int'l _____

Clerk Int'l _____

Commissioner Stehouwer shared County Parks is expected to meet early August. He appreciated the RCKC facility tour with the Kalamazoo County Board of Commissioners who had great questions. He shared the Prairie Ronde Township Joint meeting was a good meeting and he appreciates time spent with Townships.

Commissioner Pawloski inquired about the split charge to Townships for culverts on local roads. Engineering and Public Relation Director Worden shared 42 inches and larger up to 20 feet the charge is 70% RCKC and 30% Townships. Anything over 20 feet wide is a 50/50 split then we are entering a bridge, 42 inches or less is 100% RCKC cost. Commissioner Pawloski looked forward to the Kalamazoo County Board of Commission meeting today. He stated "job well done" to Communications Administrator Blonde and hopes that we continue with the position.

Commissioner Brennan shared that he attended all of three (3) meetings that were approved previously for minutes. He was impressed with the RCKC Facilities Tour with Kalamazoo County Board of Commissioners. He shared the first hour was Questions and Answers (Q&A) and the meeting was very well received. He thanked Communications Blonde and shared he was very impressed with what she had done for the RCKC. He stated she will be a tough act to follow and wished her the best of luck. He also wished the best of luck to Rusty McClain and Tony Allen on their promotion.

Commissioner Pawloski moved, and it was seconded to adjourn.

Carried by the following vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma

The meeting was adjourned at 2:48 p.m.

Attest: Meredith Place, County Clerk

By: _____, Chair _____, Deputy Clerk

July 20, 2021 – Kalamazoo County Board of Commissioners Infrastructure Report
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, July 20, 2021. The joint meeting began at 4:07 p.m.

Present: Thom Brennan, David C. Pawloski, Larry Stehouwer, Keshia Dickason, Michael Boersma participated virtually from Kalamazoo, MI while traveling on I-94.

Also present: Managing Director Joanna I. Johnson, Engineering and Public Relations Director Mark Worden, Finance Director Ann Simmons, County Engineer Ryan Minkus, Communications Administrator Elli Blonde, County Commissioners Tracy Hall, Tami Rey, Monteze Morales, Jen Strebs, Veronica McKissack, Jeff Heppler, Roger Tuinier, John Gisler, Dale Shugars, Mike Quinn and Fran Bruder Melgar.

The presentation given by Commissioner Brennan reviewed various infrastructure activities of the Road Commission of Kalamazoo County (RCKC), accomplishments, innovations and communication information.

County Commissioner Gisler thanked Commissioner Brennan for the presentation and questioned what the total cost was for the 8th Street temporary lift in Oshtemo Township. Commissioner Brennan shared the total cost was \$250,000.

County Commissioner Shugars appreciated the RCKC facility tour and stated it was obvious the RCKC needed a new facility. He questioned what Kalamazoo County and the various Townships could do to come up with new alternative revenues to accomplish RCKC goals. Managing Director Johnson shared from a statewide perspective Michigan Transportation Fund (MTF) Revenue is our only source for operating. Furthermore, we cannot raise revenue on our own.

Commissioner Bruder Melgar requested clarification related to the budget for the need for an additional \$5 million to bring the budget up to \$28 million. Managing Director Johnson shared \$28 million is specifically for road surface improvements and not the overall maintenance such as pothole patching, guardrail, mowing and snowplowing. County Commissioner Bruder Melgar inquired about the non-motorized allocations of 5.9%. Managing Director Johnson shared we allocated an average of 5.9% towards non-motorized since 2011 that includes wider shoulder width along our roadways and bridges.

County Commissioner Heppler shared he appreciates the partnership that has been created with the RCKC and hopes it continues. He shared concerns related to maintenance for fallen trees and questioned if there is a plan. Managing Director Johnson shared we continue to support collaboration. She mentioned trees are primarily the responsibility of the property owners and yes there is a plan to address trees with projects, understanding some residents also do not want trees removed.

County Commissioner Strebs expressed her thanks to the RCKC for the collaboration with Kalamazoo Township. She stated we are seeing significant Federal dollars coming in from the Coronavirus Aid, Relief, and Economic Security (CARES) Act and questioned what efforts are being made to coordinate with utilities so that we are not digging up roads that we had just spent dollars on building and maintaining. Managing Director Johnson there is great collaboration that is happening with all our utilities, and it takes our entire Engineering team to coordinate with utilities. There are also efforts going on at the State level.

County Commissioner Shugars questioned if there are efforts for reimbursement of the Michigan Transportation Fund (MTF) loss of \$2 million such as the American Rescue Plan Act at the State level. Managing Director Johnson answered the RCKC is not a direct and/or recipient of those funds. It is currently eligible for reimbursement with the COVID dollars that have been allocated to counties as well as cities, townships and other jurisdictions. MTF loss is an eligible expense now as noted from the Department of Treasury.

July 20, 2021 – Kalamazoo County Board of Commissioners Infrastructure Report
Presentation

Chair Int'l _____

Clerk Int'l _____

County Commissioner Gisler asked about roads being returned to gravel. Managing Director Johnson shared returning a road back to gravel can be a difficult decision. There are many variables that are taken into consideration including safety.

The meeting adjourned at 4:45 p.m.

Attest: Meredith Place, County Clerk

By: _____, Chair _____, Deputy Clerk

August 3, 2021

Chair Int'l _____

Clerk Int'l _____

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, August 3, 2021. Commissioner Brennan called the meeting to order at 3:03 p.m.

Present: Thom Brennan, Larry Stehouwer, Michael Boersma, Keshia Dickason arrived late at 3:10 p.m.
Absent: David C. Pawloski

Also attending: Managing Director Joanna I. Johnson, Operations Director Travis Bartholomew, Engineering and Public Relations Director Mark Worden, County Engineer Ryan Minkus, General Superintendent Bill DeYoung, Assistant General Superintendent Rusty McClain, Road Maintenance Superintendent Tony Allen, and Administrative Assistant Selena Rider.

Administrative Assistant Rider 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: Brennan, Stehouwer, Boersma

Commissioner Stehouwer moved, and it was seconded to approve the July 20, 2021, Meeting Telephonic and Video Conferencing and July 20, 2021, Kalamazoo County Board of Commissioners Infrastructure Report Presentation minutes as presented.

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

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

Payroll Account	\$ 172,638.44
Vendor Account	\$ 1,036,883.77

Carried by the following vote:
Aye: Brenna, Stehouwer, Boersma

Commissioner Stehouwer moved, and it was seconded to award the Administration Building Roof Replacement Bid #2021-15 to Lyster Contracting, Inc. low bidder meeting specifications for \$73,015.00. Managing Director Johnson shared water continues to leak through the current roof requiring a new roof at this time for our administration building. A roof replacement was included in our Facilities Improvement Plan. As we reviewed our organizational facilities, we delayed a replacement roof slightly until we decided if we were staying at this location or potentially building a new facility. We concluded that a roof replacement is needed whether we continue to utilize the building or sell the property in the future. We have done a good job overall of keeping the facility intact and maintained. We sent out a public bid notice to contractors and /construction/ bidding entities as well as posting on our website. Staff's recommendation to award the bid to Lyster Contracting Inc. is based on firsthand knowledge of their work. With continued concern on the availability of material, Lyster contacted their supplier and was advised he should be able to get the material this fall for the project. The installation needs to take place while the ambient air temperature is above 40 degrees Fahrenheit, so typically by the end of November. Lyster will hold the bid price and come in to do some mitigating repairs as needed if there was a delay in material delivery at no additional cost. The manufacturer gives a 20-year warranty on labor and materials. Commissioner Boersma inquired about the warranty being transferrable if the building were to be sold. Managing Director Johnson stated she believes that is the case.

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

Commissioner Dickason moved, and it was seconded to approve the Resolution Authorizing Publication of Notice of Intent to Issue Bonds and Declaring Intent to Reimburse from Bond Proceeds to the County of Kalamazoo for consideration and action. Managing Director Johnson shared The Steering Committee for the 26th Street

project has been working with our consulting firm of Fishbeck and Construction Managers from Walbridge to design and construct our future facilities. In order for us to build a facility, we need to bond for that investment and in order to proceed forward it needs support of the County Commission. In working with the administration staff at the county whose had similar type projects including County Mental Health as well as other authorities, this is the type of Resolution that would need to move forward. We have worked with Bond Council for the County as well as their Bonding Firm to put this Resolution together. If the Board should approve this, we will send it to the Board of Commissioners of the County of Kalamazoo for consideration and support at their August 17th Board meeting. The Resolution itself has two (2) key purposes. The first is to authorize publication of a notice of intent to issue bonds for the project. The second is to meet the requirements of the federal tax law regulations applicable to tax-exempt bonds. The resolution addresses project scoping needs such as operations, maintenance, salt shed, wash bay, material storage administrative offices, mechanical, electrical, technology and security systems, site, utility and parking improvements and all related appurtenances and attachments thereto, and demolition of the existing facilities and/or rehabilitation of the existing site including environmental remediation. We would finalize the bonding figures of debt expected, square footage and years of repayment as we proceed forward with project details. These items in the resolution are *not to exceed* bond amounts. If approved, this resolution moves forward to the Board of Commissioners of the County of Kalamazoo for consideration. Commissioner Boersma added the figure \$75 million represents a worst-case scenario of maximum COVID tax on materials and personnel associated with building and, the worst-case scenario in regard to sewers and utilities and what we may find buried underground at our current facility. We must ask for the approved bond and it is not the same as spending that amount of dollars. If we ask for a lower figure, we find that contingencies exist where it is more expensive then what we have asked for in terms of bonding. That creates significant financial abnormalities for the Road Commission moving forward. The figure \$75 million represents an absolute, worst-case scenario of well in excess of what we believe these projects will actually costs. It's prudent for the Road Commission to ask for the ability to bond that much so that we have that ability to borrow the dollars should we need to. Commissioner Stehouwer shared the County has a capacity to bond, and it gets spoken for in various projects some known and some unknown. Furthermore, it is a way of reserving capacity in a very conservative fashion for the Road Commission. Commissioner Boersma added these dollars cannot be spent on building a new bridge or a new road. With regards to the 26th Street project it is strictly for utilities for that project and strictly for 3801 East Kilgore Road.

Carried by the following vote:

Aye: Brennan, Stehouwer, Boersma, Dickason

Managing Director Johnson welcomed Assistant General Superintendent McClain and Road Maintenance Superintendent Allen who both previously held the position of mechanic at the RCKC. We have been working on Saturdays to wrap up and continue with chip seal operations. Chip seal is approximately 60% complete and shared the [chip seal route list](#) is available on our website. She commended the team and shared what a nice job they did on Drake Road. She shared we continue grading and applying dust control on gravel roads. Both guard rail spraying, and mowing have been completed. She attended the Oshtemo Township Board meeting where the Township Board approved 1.08 mills for roads beginning in 2022. Today, voters in Charleston Township are voting on a road millage for .75 mills. She had the opportunity to give a presentation to the State Transportation Commission (STC) on the Transportation Asset Management Council (TAMC) 2020 Annual Report. The Federal Infrastructure Bill continues to make its way through various points of the federal level and shared some key facts that included it would make the largest federal investment in public transit, largest federal investment in passenger rail since the creation of Amtrak, single largest dedicated bridge investment since the construction of the interstate highway system, largest investment in clean drinking water and wastewater infrastructure, ensures every American has access to reliable high-speed internet, and it also helps us tackle the climate crisis. She stated the current Federal Highway Bill is set to expire at the end of September. She attended the Michigan County Road Commission Self Insurance Pool (MCRCSIP) Conference last week. She will share the PowerPoint Presentation with the Board when she receives it.

Commissioner Dickason mentioned she planned to attend the Brady Township Board meeting tomorrow at 7:00 p.m.

August 3, 2021

Chair Int'l _____

Clerk Int'l _____

Commissioner Boersma shared the Environmental Health Advisory Council (EHAC) will meet virtually on August 11th. The 26th Street Steering Committee toured Bell's Brewery employee recreational/outdoor area. They are set on the interior layout of the administrative portion of the new facility and plan to meet again this Thursday.

Commissioner Stehouwer shared County Parks canceled their August meeting due to lack of agenda items.

Commissioner Brennan shared we had the opportunity to give a presentation to the County Board of Commissioners. We appreciated their time, and we try to meet with them annually to give them an update on Road Commission activities. He attended the Township Supervisors meeting on July 21st and the Osthemo Township Board meeting on July 27th.

Commissioner Stehouwer moved, and it was seconded to adjourn.

Carried by the following vote:

Aye: Brennan, Stehouwer, Boersma, Dickason

The meeting was adjourned at 3:28 p.m.

Attest: Meredith Place, County Clerk

By: _____, Chair _____, Deputy Clerk

August 9, 2021 – 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 Pierce Cedar Creek Institute, 701 W. Cloverdale Road, Hastings, Michigan on Monday, August 9, 2021. The meeting began at 10:00 a.m.

Present: Thom Brennan, Larry Stehouwer, Michael Boersma

Absent: David C. Pawloski, Keshia Dickason

Also attending: Managing Director Joanna I. Johnson

Barry County Road Commission hosted the Southwestern District Council meeting with representatives from Allegan, Barry, 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). Legislative bills and CRA Legislative Priorities were reviewed. Commissioner Boersma expressed concerns on the Act 51 of 1951 – 1% Non-motorized Requirement Legislative Priority. He was asked to put forth a suggested recommendation for the Council to consider at the next meeting.

The meeting was adjourned at 1:45 p.m.

Attest: Meredith Place, County Clerk

By: _____, Chair _____, Deputy Clerk

August 17, 2021

Vice Chair Int'l _____

Clerk Int'l _____

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, August 17, 2021. Commissioner Brennan called the meeting to order at 3:00 p.m.

Present: Thom Brennan, David C. Pawloski, Larry Stehouwer, Michael Boersma, Keshia Dickason participated virtually from Michigan State University (MSU).

Also attending: Managing Director Joanna I. Johnson, Operations Director Travis Bartholomew, Engineering and Public Relations Director Mark Worden, County Engineer Ryan Minkus, General Superintendent Bill DeYoung, Assistant General Superintendent Rusty McClain, and Administrative Assistant Selena Rider.

Administrative Assistant Rider 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: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Stehouwer moved, and it was seconded to approve the August 3, 2021, Meeting Telephonic and Video Conferencing and August 9, 2021, Southwestern District Council minutes as presented.

Carried by the following roll call vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

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

Payroll Account	\$ 180,264.86
Vendor Account	\$ 1,051,825.35

Carried by the following roll call vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Mr. Scott Oswalt of 16029 S. 33rd Street and who also farms at 10144 E. XY Avenue in Brady Township, shared concerns regarding the RCKC Failed Road Policy and how it is affecting Brady Township. This spring he was notified XY Avenue east of his farm would be turned back to gravel and both he and his mother attended the meeting. He shared the presentation at the meeting was professional, but he felt residents were present to hear what the RCKC had already decided. His mother Ms. Bonnie Oswalt agreed with turning XY Avenue back to gravel as long as the RCKC did not destroy the rest of XY Avenue past the farm to the west. He stated the RCKC knew what was going on regarding the future of that road and in his mind, it was an opportunity to make the residents aware of the project and the RCKC failed. He stated the project went great and he asked a supervisor at the end of July what is going on with the rest of XY Avenue and 33rd Street which are roads that have not been touched. The Supervisor did not have an answer and put him in touch with someone who shared with him that 33rd Street is a done deal for gravel in 2022 and that XY Avenue has not been decided but imagines it will return to gravel as well. Since then, he along with other residents have attended Brady Township Board meetings in an attempt to obtain information. Repeatedly they have been told that the Township has no control over the roads, have washed their hands of any responsibility on this issue and have thrown the RCKC under the bus. He questioned what the Townships role is in road funding decisions and questioned if road funds are distributed equally and requested the formula. Commissioner Brennan thanked Mr. Oswalt for his comments. Mr. Chuck Opalewski of 15840 S. 33rd Street shared 33rd Street was repaved approximately 40 years ago. At that time there were 5 houses on the street and the road was repaved. Since then, the road has not been chip sealed or has had anything else done except for pavement marking and pothole patching. He was also told by a realtor that his property value will be 10% less if the road is returned to gravel. He questioned what will be done, when will this process begin and stated many culverts will need to be installed by the RCKC. Commissioner Brennan thanked Mr. Opalewski for sharing his concerns. Mrs. Sheryl Oswalt of 16029 S. 33rd Street shared she was a Township official for 22 years. She stated the RCKC website and minutes are both excellent resources and stated unfortunately, Brady Township is throwing the RCKC under the bus. They have had many people move into their neighborhood. There are many bikers,

August 17, 2021

walkers, and they also have trucks and tractors and it's going to become a safety issue. Gravel roads cannot be salted, they are hard to plow and are dusty. She mentioned the RCKC flyer talks about gravel roads as if they are a burden because they are expensive to maintain so why go backwards by turning these roads into gravel. She questioned if Brady Township is doing all they can do. She shared many people have purchased properties on S. 33rd Street only to find out they are going to be on a dirt road. She shared people involved in various bike clubs, quilt barn tours, old car and tractor tours all count on paved roads in her neighborhood. She mentioned billions of dollars are being spent on the Mill project in Vicksburg which will bring people to find many gravel roads. She shared they are concerned and are willing to work with everyone involved. Furthermore, they are worried about safety and the investment that has been spent and then torn up by the wayside. Mr. David Taylor is representing his mother Ms. Charlene Taylor of 15515 S. 33rd Street. Mr. Taylor is a former Wakeshma Township Supervisor and understands funding issues. He mentioned there has been little road maintenance done to S, 33rd Street over the years and now the RCKC wants to tear it up and return it to gravel. When he was a Wakeshma Township Supervisor he urged Operations Director Bartholomew and Managing Director Johnson to return the road to gravel. He was told it would be a very rare thing for Kalamazoo County to go backwards and turn a paved road to gravel. Furthermore, it seems to be the new motive of how things are going to be done. He stated there are other options including chip seal and emulsifiers. He also shared concerns regarding speed on XY Avenue especially with semis. He understands that speed and heavy vehicles tear up roads. He stated if a stop sign was placed at XY Avenue and 33rd Street trucks would have to slow down. He shared a 4-way stop would save lives at the intersection of XY Avenue and 33rd Street. Wakeshma Township Supervisor Jason Gatlin shared local roads are the Townships responsibility. He stated Wakeshma Township is also returning roads to gravel where they have to and also have a local road millage to avoid returning roads to gravel and to improve roads. Commissioner Pawloski questioned if XY Avenue and 33rd Street are primary or local roads. Managing Director Johnson answered both are local roads.

Commissioner Stehouwer moved, and it was seconded to accept the Michigan Department of Transportation (MDOT) letter regarding Act 51 Mileage Certification dated August 1, 2021 and refer it to file. Managing Director Johnson shared this is the certification from the state based on the miles that we provide to the State of Michigan on our primary and local road network. We have a total of 1,270.45 miles of road of which 445.82 are primary and 824.63 are local.

Carried by the following roll call vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Boersma moved, and it was seconded to award the Tree Work #2, Countywide Bid # 2021-17 to CHOP, low bidder meeting specification for Douglas Avenue for a total of \$2,558.00 and to American Arbor, LLC., low bidder meeting specifications for Job #1-8 \$10,518.75, 39th Street \$10,237.50, X Avenue \$10,237.50 and the AB Avenue \$7,020.00 for a total of \$38,013.75. Managing Director Johnson shared RCKC received and opened two (2) bids for the second tree bid in 2021. There are twelve (12) jobs with a total of one hundred and seventy-seven (177) tree removals in this bid. Chop Tree Service and American Arbor have performed work for the RCKC in the past and their work performed to date has been completed to RCKC specifications. Mr. Oswalt questioned if the trees being removed are private. Managing Director Johnson shared these are project related tree removals in the road right-of-way (ROW). Furthermore, these are trees for which we have a permit with the property owner to remove those trees. Mr. Oswalt shared he understood the RCKC did not remove private trees anymore within the ROW and questioned if the RCKC would remove a tree that was considered a hazard. Commissioner Brennan answered if the RCKC had a project on that road the tree would be removed.

- Douglas Avenue \$2,558.00, primary road routine maintenance, Cooper Township
- Job #1-8 \$10,518.75, Countywide
- 39th Street \$10,237.50, 2021 local road project, Wakeshma Township
- X Avenue \$10,237.50, 2021 local road project, Wakeshma Township
- AB Avenue \$7,020.00, 2021 local road project, Richland Township

Carried by the following roll call vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

August 17, 2021

Commissioner Boersma moved, and it was seconded to approve the Resolution of Support for Driveway Access per Site Plan from Waste Not – C&D Recycling Center Ravine Road, Kalamazoo Township for the Chair's signature. Managing Director Johnson shared at the county level there was a reconvening of the Solid Waste Committee attributable to the fact that there was some development in the Solid Waste area and there were two (2) amendments associated with it. Amendment one (1) was to allow Waste Not C&D Recycling Center to have a transfer station at the area of Nichols Road and Ravine. In January of 2021 we reviewed a site plan as it relates to our site plan review for driveway access and determining the safest access to the property because it does have a new land use associated with it. The RCKC permit agent team and engineering team reviewed and provided comments related to that including recommending to not have access off Nichols Road and to move the access to Ravine Road. However, what was not known at the time by RCKC, was the Department of Natural Resources (DNR) involvement related to the Kalamazoo River Valley Trail (KRVt) for which the DNR owns the property, and an easement would have been required to cross at the Ravine Road access point which is the RCKC preference. Waste Not C&D Recycling and Waste Not Recycling have been working through the process both for the Solid Waste Amendment issues as well as with the DNR for access off Ravine Road in lieu of Nichols Road. The RCKC has participated in a variety of meetings including with the DNR and since that time on August 9, 2021, the DNR denied the crossing off Ravine Road hence crossing the KRVt and the DNR property. The RCKC believes that the safest access for all users including users of the trail would be off Ravine Road and not Nichols Road. The Resolution supports the RCKC review and traffic engineering expertise to support Waste Not Recycling LLC in their endeavors to potentially appeal this to the DNR. Mr. Art Mulder of 3302 Oak Harbor shared he is trying to get this site up and running. Furthermore, they are through step seven (7) and have two (2) more steps with Environment, Great Lake and Energy (EGLE). Commissioner Stehouwer mentioned for clarification that the railway route is DNR owned, and it takes a cooperative venture of County Parks and the DNR to allow access. Mr. Mulder answered that is correct. Commissioner Stehouwer appreciates the safety thought.

Carried by the following roll call vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Ms. Sue Opaewski of 15840 S 33rd Street stated the RCKC will have a Joint meeting with Brady Township on September 1st. She questioned if the dollar amount would be known at that time for turning 33rd Street back to a gravel road versus an overlay and if other options may be available. Managing Director Johnson shared the Joint meeting is for a variety of topics not specifically to the potentially planned projects that we have in our 5-year Local Road Improvement Plan for Brady Township. Furthermore, estimates for those projects are available on our website on the local road plan. If we were to proceed forward with a Failed Condition Local Road, we would have a special meeting just for those roads to review all the aspects, opportunities, and options whether it be returning the road to gravel or hard surfacing it. She stated this Joint meeting we will not have all of those estimates available, but we do have a generic estimate for particular projects on our website. Ms. Opaewski stated she had downloaded the document to review the estimates. She also mentioned 33rd from X Avenue to W Avenue was repaved in 2005 and was chip sealed at least once and now notices that segment is listed as an unmet need. She questioned the meaning of an unmet need. Managing Director Johnson shared in these 5-year plans projects can move up or down based on funding and other aspects and explained those are roads that need some sort of treatment but have not risen to that priority level. Ms. Opaewski stated 33rd Street has not been touched in 40 years and it's amazing that the road is in as good condition as it is but does not think it is a failed road. Commissioner Brennan thanked Ms. Opaewski for her comments. Ms. Oswalt shared when you turn off W Avenue onto 31st Street there is a section of road that is rough. Furthermore, if you were on a motorcycle and you hit that section at night you would end up in a ditch. She shared there are three (3) potholes on 31st Street forcing vehicles to move over into the left lane to avoid them. She requested the potholes to be filled.

Mr. Mulder shared as part of the process he had to go to all the municipalities. He had the privilege of attending eighteen (18) different meetings in which some of those meetings Managing Director Johnson and Engineering and Public Relations Director Worden were at. He shared both do an awesome job for the RCKC and both get thrown under the bus at every meeting. He stated they both stand up, take it, and both do an awesome job. Commissioner Brennan thanked Mr. Mulder for his comments.

Mr. Opalewski stated the roof is going to be done on the RCKC administrative building and questioned what the plan was for the building. Commissioner Brennan shared we are moving forward with a new project to replace this entire site. Furthermore, the roof on the existing building leaks, and we have had flooding issues. Ultimately, we would like to do something with the building for potentially city government or someone else. At this point we do not have a choice but to replace the roof. Mr. Opalewski questioned if the RCKC had a plan to build at a new site for \$75 million. Commissioner Brennan stated that is a number we are working towards but is not what the site will cost. Mr. Opalewski questioned how many roads could be fixed with those dollars. Commissioner Brennan shared quite a few if we had the facilities to fix the roads. Mr. Opalewski stated he can understand spending dollars on the existing building but not on a new site when you don't have the land. Commissioner Brennan shared we have a 40-acre site.

Mr. Taylor inquired about the W Avenue railroad crossing that was closed for over two (2) weeks. He explained when it opened the crossing was worse than before. He questioned why some railroad crossings have composite decking and other crossings like W Avenue are rough. Commissioner Brennan shared the RCKC has nothing to do with railroad crossings. Furthermore, if we have a new project that has anything to do with a railroad crossing, we add two (2) years or more to our timelines. Managing Director Johnson shared our only communication or collaboration with the railroad is via permit. She shared legally we have to stay so many feet away on either side of the railroad crossings. Furthermore, we have no jurisdiction over the railroads and in Kalamazoo County there are multiple railroads whether it be Grand Elk, Amtrak etc., and each one has their own responsibility in permitting. She shared you can contact the Michigan Department Office of Rail who works and coordinates the railroad throughout the state. She shared the RCKC has zero jurisdiction on what railroads do, how they do it or when they do it as it relates to any of our roads across the state.

Managing Director Johnson thanked the citizens who attended today's meeting and stated she is happy to follow-up with their concerns and hopes to see them on September 1st at the Brady Township Joint meeting. She also thanked Mr. Mulder for his comments. She shared projects continue including chip and fog seal operations which has had a few hiccups attributable to weather, storms, trees and equipment break downs. Our team has been working six (6) days a week, sixteen (16) hours a day trying to complete projects. We continue to monitor the Federal Infrastructure Bill. We attended the Southwestern Council meeting last week. Both she and Engineering and Public Relations Director Worden will be on 32nd Street tonight at 6:00 p.m. to meet with citizens. The Charleston Township Joint meeting is August 24th at 4:00 p.m. She sends sympathies to our County Sheriff for the passing of Deputy Proxmire and to his family. She shared our deepest condolences to the family and certainly to the Sheriff and the team at the Sheriff's Office.

Commissioner Dickason shared that she attended the Brady Township Board meeting last week and most of the concerns that were addressed at today's meeting was discussed. Two of the members stated they would attend our meeting and are looking forward to the presentation we are giving and hopefully we can shed a little light on the situation after our presentation.

Commissioner Boersma shared the Environmental Health Advisory Council (EHAC) met last week via Zoom. They discussed Georgia Pacific which has been an ongoing concern with odor issues related to their activities. He mentioned the Health Department would like to remind everyone to use DEET for it's the season for various mosquito born illnesses. The 26th Street Steering Committee met and finalized designs and hope to start moving forward with final plans as early as next week.

Commissioner Stehouwer shared there was not a Parks Commission meeting in August. He attended the Southwestern Council meeting which is always informative from both peers and the state level. He plans to attend the Ross Township Board meeting tonight.

Commissioner Pawloski inquired about funding for primary and local roads and requested clarification on if the RCKC pays 100% for primary roads and if Townships split the cost with the RCKC 50/50 because of state law for local roads. Managing Director shared that is correct. Commissioner Pawloski shared Townships options for funding include the general fund, road millage or a special assessment district and inquired if there are any other

August 17, 2021

Vice Chair Int'l _____

Clerk Int'l _____

methods. Managing Director Johnson shared the only other method is some Charter Townships can use a provision in Michigan Compiled Law (MCL) such as what Osthemo, Comstock and Charleston Townships have done in the past. Furthermore, that is still considered a millage and is voted on by the Township versus the people. Commissioner Pawloski inquired about road maintenance such as pothole patching and asked if the RCKC pays 100%. Managing Director Johnson answered yes. Commissioner Pawloski also inquired about chip seal and questioned if funding is shared with the Township. Managing Director Johnson answered yes. Commissioner Pawloski inquired about local road participation (PAR) funds and stated we split them up with the Townships the same way the state splits them with the Road Commissions based on population and road mileage. Managing Director Johnson stated that is correct and added the dollars that we utilize are our primary road dollars that we are putting towards that program. Furthermore, this is nothing that is required by the state. We do that as an opportunity to try and help improve our local roads.

Commissioner Brennan shared last Tuesday evening he spent several hours with Oshtemo Township working on their millage for the sewer project.

Commissioner Pawloski moved, and it was seconded to adjourn.

Carried by the following vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

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

Attest: Meredith Place, County Clerk

By: _____, Vice Chair _____, Deputy Clerk

August 17, 2021, Kalamazoo County Board of Commissioners

Vice Chair Int'l _____

Clerk Int'l _____

The Board of County Road Commissioners of the County of Kalamazoo participated in the Kalamazoo County Board of Commissioners meeting held virtually on Tuesday, August 17, 2021, at 4:05 p.m.

Present: Thom Brennan, David C. Pawloski, Larry Stehouwer, Michael Boersma; Keshia Dickason participated virtually from Michigan State University (MSU).

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

Commissioner Brennan expressed sympathy and condolences to the family of Deputy Proxmire and the County team.

Commissioner Brennan provided an overview of the 26th Street facilities project and the request for the bond resolution approval. He shared the dollar figure was a credit limit and not the final cost of the project.

Questions were answered by the Road Commission and bond counsel including how the project will be funded, what specifically is being asked of the County, is this typical protocol for a Road Commission to fund such a project, has this been done before, how will this project effect County bond limits, how will the project affect road conditions, and clarity on the environmental concerns and the intent of the current facility.

It was shared that the Road Commission hoped the County would take up the resolution at their next meeting for action.

The meeting adjourned at 4:35 p.m.

Attest: Meredith Place, County Clerk

By: _____, Vice Chair _____, Deputy Clerk

August 20, 2021 Board of County Road Commissioners Road Tour

Vice Chair Int'l _____

Clerk Int'l _____

The Board of County Road Commissioners of the County of Kalamazoo participated in a road tour on Friday, August 20, 2021. The tour began at 9:00 a.m. from the Road Commission of Kalamazoo County (RCKC) 3801 E Kilgore Road, Kalamazoo, MI 49001.

Present: Thom Brennan, David C. Pawloski, Michael Boersma,
Absent: Larry Stehouwer, Keshia Dickason

Also present: Operations Director Travis Bartholomew, and Finance Director Ann Simmons

Road Commissioners and RCKC team members toured sites including Sprinkle Road, CD Avenue box culvert project, 37th Street chip seal project, and 26th Street facility site. Staff shared information on the projects and answered questions.

The meeting adjourned at approximately 11:45 a.m. returning to the RCKC.

Attest: Meredith Place, County Clerk

By: _____, Vice Chair _____, Deputy Clerk

August 24, 2021 – Charleston Township Joint Meeting

A joint meeting of the Board of County Road Commissioners of the County of Kalamazoo and the Charleston Township Board of Trustees was held at the Charleston Township Hall, 1499 South 38th Street, Galesburg, Michigan, on Tuesday, August 24, 2021. The joint meeting began at 4:00 p.m.

Present: Thom Brennan, David C. Pawloski, Mike Boersma

Absent: Larry Stehouwer, Keshia Dickason

Also present: Managing Director Johnson, Operations Director Travis Bartholomew, Engineering and Public Relations Director Mark Worden, Charleston Township Supervisor Jerry VanderRoest, Clerk Linda Kramer, Treasurer Brenda Schug, Trustees Chris Balkema and Brian Moravek.

Following introductions by Managing Director Johnson, Supervisor VanderRoest shared his thanks to Engineering and Public Relations Director Mark Worden and Administrative Assistant Selena Rider and mentioned what a great job they do for the RCKC. Managing Director Johnson thanked Supervisor VanderRoest for his kind words and shared we are grateful for their work along with our complete RCKC team. She also thanked him for attending our informational meetings and interactions with contractors including cookies.

Supervisor VanderRoest shared he would like the Board to consider a different distribution formula for local road participation (PAR) funds. He suggested having three (3) classes of roads including primary, local and plats. Furthermore, he would like a better understanding of how roads are private and the urban boundary. Managing Director Johnson shared she would be happy to sit down and explain this item further.

Supervisor VanderRoest provided a handout with a list of road concerns to address including additional signage on 38th Street and Climax Drive curve and the need for four (4) "No Parking" signs at S. 40th Street and L Avenue. Managing Director Johnson explained at this time the RCKC cannot just place signs. Furthermore, we worked with Supervisor VanderRoest to meet with Target and contacted the Michigan State Police (MSP) on concerns with truck parking and blocking the water tower. Engineering and Public Relations Director Worden added the MSP noted there is a driveway that can be used and therefore if a truck or vehicle is blocking the driveway that is a potential citation in the Michigan Vehicle Code (MVC). Supervisor VanderRoest shared he would like to contact the MSP and asked the contact number be provided. Other items on the list included 8' culvert needs large tree removed from Climax Drive, replace guardrail at the end of Climax Drive (bridge out) or a least a sign, trap rock rolling out of road surface on E. L Avenue from 40th Street to 44th Street, recommendation on what to do on north one (1) mile of N. 38th Street, what the procedure is to make S. 46th Street between E. Michigan Avenue and Mercury Drive a gravel road, what to do with ML Avenue between N. 38th Street and 40th Street, and a problem with a fallen tree along the pavement expressed at last week's Township Supervisors meeting. Managing Director Johnson asked Supervisor VanderRoest what he wants done with trees and stated the RCKC hears this quite often and shared we could use all the funds we receive on trees. We also hear that we need to review our policy, however we are doing more than we have in the past. Supervisor VanderRoest stated he would like the tree branches close to the road removed. Operations Director Bartholomew advised calling in a service request. He also shared information on the tree and woody vegetation program. Additionally on the list was a request for another hearing to change Miller Drive back to a primary road, RCKC billing procedure and excess funds. Managing Director Johnson requested clarification on this item. Supervisor VanderRoest shared he would like to know when to have final billing to potentially add projects. Engineering and Public Relations Director Worden shared he believes there may be about \$10,000 for this year. Treasurer Shug shared she does not want to spend that this year and prefers to leave it for next year. Managing Director Johnson shared that often when the projects are physically completed the final billing is not complete. She mentioned it would be good to begin discussing now the next road plan which should address a lot of the road items and discuss estimates which may however change as material prices are changing.

Trustee Balkema inquired about whose idea it was to chip seal Sprinkle Road on a Friday night and stated traffic was bad. Managing Director shared it was her decision and responsibility. Clerk Kramer inquired about

August 24, 2021 – Charleston Township Joint Meeting

Vice Chair Int'l _____

Clerk Int'l _____

pavement marking. Engineering and Public Relations Director Worden explained they are behind and explained the issues of material shortages.

The meeting adjourned at 5:32 p.m.

Attest: Meredith Place, County Clerk

By: _____, Vice Chair _____, Deputy Clerk

August 31, 2021

Chair Int'l _____

Clerk Int'l _____

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, August 31, 2021. Commissioner Pawloski called the meeting to order at 3:00 p.m.

Present: David C. Pawloski, Larry Stehouwer, Michael Boersma, Keshia Dickason

Absent: Thom Brennan

Also attending: Managing Director Joanna I. Johnson, Operations Director Travis Bartholomew, Engineering and Public Relations Director Mark Worden, County Engineer Ryan Minkus, General Superintendent Bill DeYoung, Assistant General Superintendent Rusty McClain, and Administrative Assistant Selena Rider.

Administrative Assistant Rider 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: Pawloski, Stehouwer, Boersma, Dickason

Commissioner Stehouwer moved, and it was seconded to approve the August 17, 2021 Board Meeting Telephonic and Video Conferencing as amended and to approve the August 17, 2021 Kalamazoo County Board of Commissioners, August 20, 2021 Board of County Road Commissioners Road Tour, and August 24, 2021, Charleston Township Joint meeting minutes as presented. Commissioner Stehouwer shared although the minutes are well done there were a few typos in the August 17, 2021 Board Meeting Telephonic and Video Conferencing minutes. In the third paragraph on page two (2) the word "an" in the second sentence should be changed to "and". In the second paragraph on page three (3) the word "has" should be changed to "have" in the first sentence. In the second paragraph on page four (4) the word "weeks" was omitted in the first sentence.

Carried by the following roll call vote:

Aye: Pawloski, Stehouwer, Boersma, Dickason

Commissioner Boersma moved, and it was seconded to approve the payroll and vendor accounts as presented. Commissioner Stehouwer mentioned we have been busy chip sealing the last couple of weeks. He thanked staff for the long hours they have put in playing catch up.

Payroll Account	\$ 184,060.84
Vendor Account	\$ 1,037,041.43

Carried by the following roll call vote:

Aye: Pawloski, Stehouwer, Boersma, Dickason

Commissioner Stehouwer moved, and it was seconded to receive the Kalamazoo Bicycle Club (KBC) letter dated August 20, 2021, share it with the County Road Association (CRA) and refer it to file. Managing Director Johnson shared In August of 2020, the Board of County Road Commissioners of the County of Kalamazoo (Board) supported a resolution regarding the Act 51 of 1951 – 1% Non-motorized Requirement. This was shared at the Southwestern Council meeting and with the CRA. Since that time the priority was updated to include the word "combination" related to funding sources – "...CRA supports legislation to allow local road agencies the flexibility to utilize a combination of MTF and other state, federal or local funding sources to satisfy non-motorized expenditures equivalent to 1% of the agency's MTF..." After further review and discussion, this particular legislative priority verbiage includes Michigan Transportation Funds (MTF), what is missing in the language is the words within the current legislation as "not less than" therefore potentially also implying a 1% only requirement. Our Board voted "No" at the Board meeting of 3/29/21 to support the legislative priorities overall. The Board shared that it continues to appreciate the work of the CRA and as our legislative voice related to current and pending legislation. This issue came up again at a recent Southwestern Council meeting on August 9, 2021 when reviewing the next year list of priorities with road commission members asking the RCKC to therefore come up with what language it would like to see instead for the next Southwestern meeting. Here is the draft legislative priority in its entirety:

"Act 51 of 1951 - 1% Non-motorized Requirement

Act 51 of 1951 requires that not less than 1% of a local road agency's Michigan Transportation Fund (MTF) revenue shall be expended for construction or improvement of non-motorized transportation services and facilities.

CRA recognizes the need to address non-motorized transportation services and facilities. However, other state, federal and local funding sources are currently available and routinely utilized by local road agencies for such non-motorized transportation improvements. In addition, current funding from the MTF is not adequate and additional flexibility is needed to maintain the existing roadway surfaces on the local and primary road systems. CRA supports legislation to allow local road agencies the flexibility to utilize a combination of MTF and other state, federal or local funding sources to satisfy non-motorized expenditures equivalent to 1% of the agency's MTF."

Commissioner Stehouwer shared he is pleased the KBC commented and appreciates their input.

Commissioner Pawloski shared the RCKC Board has made their position clear that we do support non-motorized above and beyond the 1%. Unfortunately, there are many rural counties that do not have the luxury as the RCKC, and he can see where the CRA is in a tight spot. Furthermore, our Board and our community have made non-motorized a high priority which he appreciates.

Carried by the following roll call vote:

Aye: Pawloski, Stehouwer, Boersma, Dickason

Commissioner Stehouwer moved, and it was seconded to award Bid #2021-11 for Professional Engineering Services Qualifications Based Selection (QBS) to Moore & Bruggink, Inc., Hubbel Roth & Clark, Inc., Rowe Professional Services Company and Wightman for three (3) years with the possibility of three (3), one (1) year extensions. Managing Director Johnson shared historically over the years as a Road Commission we have had a variety of consulting firms assisting us and by being an extension of our engineering team. There are many projects that we work with our consultants on and many of them on the federal aid pieces which include many regulations and documentation. In 2014 we embarked on doing a QBS for those engineering firms to help support the RCKC and we had our first award in 2015 which included HRC, M&B and Wightman. Each firm provided an extension beyond that initial Board approval in 2015. Overall, it has worked out very well and we have completed over 80 projects. We have many projects in line and approved in our Capital Improvement Plan (CIP) and we potentially have a highway bill that could be coming in and infusing additional revenue into the Federal Aid system. Our engineering firms serve in helping us meet those demands. To ensure we are ready we have added an additional consulting firm to this bid award. Our goal is to have these firms operate as an extension of RCKC, understanding our policies, procedures, and expectations to provide the best service delivery to the public while supplementing our team. The interview panel asked questions focused on the firm's abilities, experience, and capacity related to the cross-section of projects that the RCKC typically constructs. This cross-section included bridge (including timber structures), culvert, roadway, intersection, and roundabout designs, as well as right-of-way acquisition, environmental clearances, Michigan Department of Transportation (MDOT) oversight, and construction inspection. HRC, M&B, Rowe and Wightman were the four (4) top evaluated firms from the panel interviews. The engineering staff at the RCKC has worked hard with our consultant partners over the years to build a backlog of "shovel ready" projects to bid quickly should funding become available. We believe that adding a fourth partner to the RCKC QBS team will provide additional capacity to best position us to move projects forward into construction should additional funding become available. The addition of another QBS partner would not obligate us to utilize all four (4) consultants. All awards for individual projects from this process are at the discretion of the RCKC, based on the availability of funding. This means each consultant may or may not be provided a project. She thanked all firms who submitted a bid and appreciates all who were apart of the interview process. Commissioner Stehouwer thanked the consultants for their services and their work towards the proposal.

Carried by the following roll call vote:

Aye: Pawloski, Stehouwer, Boersma, Dickason

Commissioner Stehouwer moved, and it was seconded to rescind the previous and approve the revised Texas Township Local Road Contract for the Vice Chair's signature. Managing Director Johnson shared the updated local road contract is updated only due to the changes on item "k" for the Treasure Island estimate which is now

\$366,289; the previous contract was \$349,289. This is due to the changes in the removal and addition of aggregate. Commissioner Boersma questioned if aggregate will be removed. He stated this has been a point of contention where the RCKC is recommending one course of action and the Township another. Engineering and Public Relations Director Worden shared there has been a lot of discussion including one on one discussion out in the field with residents and the Township especially near the Treasure Island cul-de-sac. Furthermore, the current elevation of the aggregate is much of the discussion. He explained everyone would like to see the elevation lower and the RCKC would like it to remain high because it is where the water level was almost at. We do not have the fix in place to control the water level which should hopefully happen next year. He stated the Township is still working with the Environment, Great Lakes & Energy (EGLE), Department of Natural Resources (DNR) and the Kalamazoo County Drain Office for construction. We are working out the difficulties of the elevation of the aggregate and we think we have come to a compromise with the Township and residents which includes removing approximately half of the aggregate from Treasure Island cul-de-sac while still being comfortable that we will have significant elevation so the water should not impact the road. Commissioner Boersma questioned if the Township is aware if it does compromise the road in the future, they may have to pay additional dollars for repair. Engineering and Public Relations Director Worden answered the Township is aware. Commissioner Boersma questioned if there is an estimated time of when the permanent solution will be installed. Engineering and Public Relations Director Worden answered at this time the Township does not have a bid or contractor, but the hope is to have it completed next year. Commissioner Dickason shared she has sat in on several Flood Task Force meetings and questioned if the RCKC should be doing work before they come to a resolution or if it affects the RCKC in anyway. Managing Director Johnson shared there is now a lake level set in Texas Township, and we are using that to help us assist with this project for that proper grade of the road.

- a. 2nd Street – RS Avenue to R Avenue; Crack Fill, HMA Wedging, Chip Seal, Fog Seal
- b. 10th Street – 5,280' south of S Avenue to R Avenue; Crack Fill, HMA Wedging, Chip Seal, Fog Seal
- c. Hickory Hill Lane – 1,531' west of 12th Street to 12th Street; Crack Fill, HMA Wedging, Chip Seal, Fog Seal
- d. Pine Island Court North – 1,016' east of Finnagen Street to Finnagen Street; Crack Fill, Chip Seal, Fog Seal
- e. Selah Court – PQ Avenue to 652' north of PQ Avenue; Crack Fill, Chip Seal, Fog Seal
- f. 10th Street – R Avenue to Q Avenue; HMA Overlay
- g. 10th Street – Q Avenue to Texas Drive; HMA Overlay
- h. Bel Villagio Drive – S Avenue to Bel Shore Lane, Bel Shore Lane – 659' west of Pleasant Meadow Trail to 341' east of Bel Villagio Drive, Pleasant Meadow Trail – Bel Shore Lane to Bel Villagio Drive; HMA Overlay
- i. O Avenue – 4th Street to 6th Street; HMA Overlay
- j. Riesling Street – PQ Avenue to Chianti Circle, Chianti Circle – PQ Avenue to Riesling Street; HMA Overlay
- k. Treasure Island Drive – Pepper Avenue to 2,544' north of Pepper Avenue, Pepper Avenue – Treasure Island Drive to 667' east of Finnagen Street, Woods Drive – Treasure Island Drive to 934' north of Treasure Island Drive, Finnagen Street – PQ Avenue to Pepper Avenue; HMA Base and Leveling Paving

Carried by the following roll call vote:

Aye: Pawloski, Stehouwer, Boersma, Dickason

Commissioner Dickason moved, and it was seconded to approve the Public Act 51, Section 18j, MCL 247.668j Annual Certification of Employee related Conditions form for Compliance with the Vice Chair and Finance Director's signatures. Managing Director Johnson shared Public Act (PA) 506 was adopted in 2012. Beginning on September 30, 2014, and each year thereafter each local road agency has to certify for certain employee related conditions, including compliance with PA 152 the Publicly Funded Health Insurance Contribution Act. A searchable website must also be maintained with a variety of information. There are eight requirements on a searchable website, and we have noted, at minimum, how RCKC complies:

- **Current Fiscal Year Budget** – *Publicized on our website and Annual Report, including Audited Financial Statements and Presentation*
- **Number of Active Employees** - *Publicized on our website Organizational Chart and Annual Report*
- **Unfunded Liabilities** - *Publicized on our website and Annual Report, including Audited Financial*

Statements and Presentation • Job Classification - Publicized on our website Organizational Chart

- **Commissioners Names and Contact Information** – *Publicized on our website and Annual Report*
- **Revenue Dashboard** - *Linked on our website to the Transportation Asset Management Council (TAMC) website and a variety of publications, including our Annual Report*
- **Expenditure Dashboard** - *Linked on our website to TAMC site and a variety of publications, including our Annual Report*
- **Certificate of Compliance** - *This form is posted on our website and sent to MDOT once approved by the Board annually.*

Failure to comply may result in the withholding of Michigan Transportation Funds (MTF). Commissioner Boersma commented on the level of transparency by the RCKC on their webpage and shared he has talked to other road agencies and viewed other road agencies websites. He stated the level of information that one can obtain from the RCKC's website is leaps and bounds compared to what many other Road Commissions in Michigan have. He commended staff for the level of information they include within the website.

Carried by the following roll call vote:

Aye: Pawloski, Stehouwer, Boersma, Dickason

Managing Director Johnson thanked Commissioner Stehouwer for his comments and noticing the hours that our team has been working. She also thanked all RCKC Board members for their support. She shared we have completed chip seal except for 1 (one) small project and are pushing to complete fog seal. She thanked all employees, contractors and consultants for their extra efforts to complete projects. She shared following storms we typically receive many tree and drainage calls. She mentioned we have a long list of storm responses we need to follow up on related to trees and drainage. She asked everyone to be patient and stated we will be there. She shared as our team responds to tree calls to push trees off from the traveled portion of the roadway, they are also placing a pink flag that informs residents to call the Road Commission. It was requested at one of our Township Supervisors meetings to make the pink flags larger. She held up a flag and shared the hot pink flags are now larger and should be easier to see along our roadsides. She mentioned we are on our fourth round of dust control and mentioned we have many projects some that are ending and some that are beginning. She asked everyone to keep up with RCKC Connect and our news alerts to stay informed. Our brush spray program began this week which is another roadside management tool to combat growth and vegetation along our roadsides. Our communication survey will be sent out after Labor Day to our local municipality partners to see what is and what is not working. She attended the Charleston Township Joint meeting which was a good meeting to share mutually relevant issues. Both she and Engineering and Public Relations Director Worden had the opportunity to have a resident meeting on 32nd Street in Pavilion Township. She mentioned the Brady Township Joint meeting is tomorrow at 7:00 p.m. She attended the Kalamazoo Area Transportation Study (KATS) meet and mentioned projects are moving along. The gravel roads informational session for local officials is on September 22nd in the RCKC Board room at 9:00 a.m. We are still working with the state as far as the Fiscal Year (FY) 2022 Transportation Budget. The state did proceed with their second \$8million bond as part of their \$3.5 billion in bonding to help fix Michigan roadways. She explained those bond dollars do not come to the Road Commission and are strictly for state routes. Once the second round of bonds are issued the state will have to pay back approximately \$1.6 billion in bond related projects. Those dollars are going towards state allocated type projects and not to local road agencies across the state.

Commissioner Boersma shared the Environmental Health Advisory Council (EHAC) will meet in September or October. He mentioned the Steering Committee met and are closer to a final design for the 26th Street project. We have a complete site design and are now discussing details such as rooflines, windows etc. Commissioner Pawloski thanked Commissioner Boersma for all the work he is doing on the new buildings with the Steering Committee for the Road Commission.

Commissioner Stehouwer shared the Parks Commission is scheduled to meet virtually on September 2nd. A couple of residents contacted him with drainage concerns and eroded shoulders which have been forwarded via service requests. He shared that he lives in a hilly area and the kinds of rains we have had tend to wash shoulders out over and over. He would be interested to hear if staff has any new ideas on how to hold the shoulders longer.

August 31, 2021

Chair Int'l _____

Clerk Int'l _____

He stated it is sad to see the work done so well with stabilizer until the next rain washes it away. He thanked staff for their persistence for all that needs to be done.

Commissioner Pawloski shared if Commissioners are available, tomorrow is the Joint meeting with Brady Township. He thanked staff for attending the Charleston Township Joint meeting. He stated their efforts in Charleston Township have not gone unnoticed. He reminded the Board to arrive at the September 28th Board meeting at 2:00 pm for a Board photo. He thanked staff for the excellent road tour. He stated it was informative and he loves getting out and seeing the work as we are completing it.

Commissioner Stehouwer moved, and it was seconded to adjourn.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Boersma, Dickason

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

Attest: Meredith Place, County Clerk

By: _____, Chair _____, Deputy Clerk

September 1, 2021 – Brady 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 Brady Township Board of Trustees was held virtually and in-person at the Brady Township Hall, 13123 S. 24th Street, Vicksburg, Michigan, on Wednesday, September 1, 2021. The joint meeting began at 7:00 p.m.

Present: Larry Stehouwer, Mike Boersma, David C. Pawloski participated virtually from the City of Kalamazoo

Absent: Thom Brennan, Keshia Dickason

Also present: Managing Director Johnson, Engineering and Public Relations Director Mark Worden, Project Engineer William Oxx, Assistant General Superintendent Rusty McClain, County Engineer Ryan Minkus participated virtually. Brady Township Supervisor Tracy Locey, Treasurer Malia Allgaier, Trustees John Meyer and Randy Smith.

The Township Board meeting agenda was followed and included public comments. Public comments included questions on who is responsible for local roads, why convert roads back to gravel and, how much of the Brady Township budget goes to roads and local road participation (PAR) funds. Members of the public commented on the safety and maintenance concerns of gravel roads.

Following introductions and thanking the Board members and the public for their comments and attendance, Managing Director Johnson and Engineering and Public Relations Director Worden gave a PowerPoint presentation. The presentation answered many questions and included how roads are evaluated and selected for improvement, Brady Township tax information and local road funding options used by other townships. It also clarified a recent concerned citizens Facebook group post which inaccurately reflected roads that were going to be returned to gravel.

The meeting adjourned at 9:10 p.m.

Attest: Meredith Place, County Clerk

By: _____, Chair _____, Deputy Clerk

September 14, 2021

Chair Int'l _____

Clerk Int'l _____

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 14, 2021. Commissioner Brennan called the meeting to order at 3:00 p.m.

Present: Thom Brennan, David C. Pawloski, Larry Stehouwer, Michael Boersma, Keshia Dickason arrived late at 3:05 p.m.

Also attending: Operations Director Travis Bartholomew, Finance Director Ann Simmons, Engineering and Public Relations Director Mark Worden, County Engineer Ryan Minkus, General Superintendent Bill DeYoung, Assistant General Superintendent Rusty McClain, Traffic and Project Engineer Jim Hoekstra, Project Engineer Rebekkah Ausbury, Administrative Assistant Selena Rider, Joanna I. Johnson participated virtually.

Administrative Assistant Rider 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: Brennan, Pawloski, Stehouwer, Boersma

Commissioner Boersma moved, and it was seconded to approve the August 31, 2021, Board Meeting Telephonic and Video Conferencing, and September 1, 2021, Brady Township Joint Meeting minutes as presented.

Carried by the following roll call vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma

Commissioner Pawloski moved, and it was seconded to approve the payroll and vendor accounts as presented. Commissioner Stehouwer mentioned we have been busy chip sealing the last couple of weeks. He thanked staff for the long hours they have put in playing catch up.

Payroll Account	\$	167,385.80
Vendor Account	\$	869,152.84

Carried by the following roll call vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma

Commissioner Pawloski moved, and it was seconded to award the Riverview Drive Drainage Improvements Bid #2021-19 to Hoffman Bros. Inc. – low bidder meeting specifications for a total of \$89,055.75 with the understanding this project will complete all mitigation efforts by the RCKC to resolve road drainage concerns. Traffic and Project Engineer Hoekstra shared in 2019 and 2020 RCKC had a project on Riverview Drive from G Avenue to Mt. Olivet Road to install storm and sanitary sewer and reconstruct the roadway. After completion in 2020, RCKC and Cooper Township were alerted to issues from a property owner where road drainage was flooding a garage. RCKC worked with Cooper Township for mitigations of this issue. RCKC partnered with Cooper Township on the original Riverview Drive project and also attempted to partner with the Township on the improvements included in this bid. The RCKC team participated in many on-site reviews and Cooper Township Board meetings. Part of the drainage problem contributing is from the sidewalk. RCKC had discussions with Cooper Township on reconstructing the sidewalk to resolve all such drainage issues with this bid, however, Cooper Township declined to partner on this work. The Engineer's Estimate for the improvements was \$53,642.50. The low bid for this project came in at \$89,055.75 or \$35,415.25 over budget. RCKC staff reviewed the engineer's estimate and investigated alternatives for completing this work, however, award of this bid appears to result in the lowest cost and quickest completion of the project. The improvements will only resolve the road drainage concerns. If further drainage concerns occur in the future, they would be due to drainage of the sidewalk and thus the responsibility of Cooper Township. Hoffman Brothers could begin the work as soon as October 25th and have it completed by November 5th. Commissioner Stehouwer requested an overview of the design concept. Traffic and Project Engineer Hoekstra explained with this design option we are going to redo the curb and gutter along these driveways and give it a little more lip on the back end to retain the water. In addition, we will be running a trench drain just at the back edge of the curb and gutter to collect water that is spilling over. Furthermore, we will be repairing driveways. Commissioner Brennan questioned if the Township is comfortable with this plan. Traffic and

Project Engineer Hoekstra shared the Township is comfortable with the proposed design. Commissioner Pawloski shared he hopes this works out. He stated we will keep this in the back of our mind for future projects. He thanked staff for the work they have done on this project. Commissioner Boersma also thanked staff for all their work. He expressed his disappointment with the Township towards their participation on this matter and questioned if the RCKC had anything in writing stating that if any drainage issues occur it is Cooper Townships issue and not the RCKC's. Traffic and Project Engineer Hoekstra shared we have coordinated with the Township and let them know this is the intent and have included language so that all future staff and personnel know that that this does complete all our efforts on the Road Commissions behalf. We have expended all our time on fixing the road drainage and anything beyond that is the Townships responsibility. Engineering and Public Relations Director Worden shared that both he and Operations Director Bartholomew attended two (2) Cooper Township Board meetings where it was stated very clearly if there are any drainage problems after this project it would be the Townships responsibility. Operations Director Bartholomew shared it was also made clear to the Township that this proposed fix only addresses the road water and does not address the sidewalk water. If the sidewalk water continues to exist, the Township may have to invest in a project that would remove part of our project to address concerns from the sidewalk. Discussion continued...

Carried by the following roll call vote:

Aye: Brennan, Pawloski, Stehouwer, Dickason

Nay: Boersma

Commissioner Boersma moved, and it was seconded to approve the Sprinkle Road from E. Main Street to G Avenue Final Plan Cover Sheet, Temporary Grading Permits and Easements for the Managing Director's signature. Project Engineer Ausbury shared the project scope for the Sprinkle Road project from E. Main Street to G Avenue includes milling and hot mix asphalt (HMA) overlay the existing road surface along with numerous safety improvements. The safety improvements include the installation of concrete shoulders and median with rumble strips to help reduce lane departures. These same improvements were applied to Sprinkle Road from E Michigan avenue to E. Main Street in 2015 and have successfully reduced crash frequency. Also proposed is to fill the areas that drop off beyond the shoulder to create a recoverable side slope along the road which will eliminate the need for guardrail. During design Moore & Bruggink (M+B) worked with property owners within the project to obtain grading easements. There are three (3) grading permits for those areas we are filling and one (1) permanent easement. During our design we did find a storm structure that was outside the right-of-way (ROW) with no prior permanent easement for the structure. As part of the project, we wanted to be sure it was rectified and have access to that structure for future maintenance. We are compensating the residents for the grading permits and easement for a total of \$2,381.63. Commissioner Stehouwer shared this corridor does not allow non-motorized and stated that he agrees this road is high speed and high traffic, but it does have a shoulder. Furthermore, he finds it unique that it is declared off limits to non-motorized. Project Engineer Ausbury shared that is mainly for safety concerns and the RCKC does not have any plans of changing the status of Sprinkle Road. General Superintendent DeYoung shared this section of Sprinkle Road is limited access highway which restricts non-motorized facilities. Operations Director Bartholomew shared it is a limited access highway that was constructed with Federal funds with that jurisdiction. County Engineer Minkus shared Sprinkle Road from I-94 to G Avenue is a limited access highway which is the same as I-94 and does limit access such as non-motorized for pedestrian activity. Currently there are signs posted stating that engines under a certain size are not permitted and pedestrian traffic is not permitted. He explained we are following that guidance. Additionally, it does not allow driveways on that section of the roadway which would slow down traffic. In that respect it is operating as a highway because there are only access points at the intersections. Commissioner Brennan questioned who designates limited access. Project Engineer Minkus shared he does not know how the limited access designation came to be and shared it came through when that section was constructed back in the 60's or 70's and may have been a part of that agreement. Commissioner Pawloski shared Sprinkle Road is unique and has its' own history in Kalamazoo County. He stated this is a good project and he is pleased the rumble strips will be extending north to improve safety. Commissioner Stehouwer shared staff could possibly look into the history of Sprinkle Road to find out why it is designated as is and if there is an opportunity to change. Furthermore, he has bicycled on interstates that are properly authorized. Commissioner Dickason questioned if we do have staff research this, will we come back with information that can be added for the sake of bicycles or are we just getting the research. Project Engineer Ausbury shared it is good for the RCKC to look into and to fully know the meaning of limited access. She

explained limited access allows us to not grant any driveways and a huge way to improve safety is by limiting driveway access. If we were to take that away to gain a non-motorized facility, it could potentially mean, granting driveways which would be counterproductive to these safety improvements. Commissioner Boersma mentioned we have used the term complete streets and the way he understands complete streets is that not every roadway is going to be eligible to having a non-motorized facility as part of that design. He can clearly see that with a limited access highway, and this stretch of Sprinkle Road will more than likely not be the best candidate for a non-motorized facility. Perhaps in the future if a separate pathway similar to the pathway on Drake Road were to be undertaken by the Township it would in that case may be a better design where there is a non-motorized facility that is completely separated by the roadway. He stated, before us today is the safety project and he urged his fellow Commissioners to approve this project. Commissioner Pawloski stated bicyclist are allowed to ride on Sprinkle Road south of I-94 where it is not limited access.

Carried by the following roll call vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Stehouwer moved, and it was seconded to approve the 12th Street from Ravine Road to D Avenue Final Plan Cover Sheet, Temporary Grading Permits and Easements for the Managing Director's signature. Traffic and Project Engineer Hoekstra shared RCKC and our design consultant Wightman developed plans and bid documents to crush and shape a project for 12th Street from Ravine Road to D Avenue which is a Michigan Department of Transportation (MDOT) detour route. RCKC staff applied for and were awarded 2020 Highway Safety Improvement Program (HSIP) safety funding for the project. The 2021 Primary Road Capital Improvement Plan (CIP) has this project funds set for construction in 2022. The project includes crushing and shaping, paving, shoulder widening and drainage improvements. Wightman has completed the design of the project and is ready to turn in final plans to MDOT for their January 2022 bid letting. Tree removals, temporary grading permits and ROW easements totaling \$8,745.00 are needed to complete the planned work. To date we have fifteen (15) temporary grading permits or easements and eleven (11) of those are secured. The other four (4) we are working through with the owners. Furthermore, two (2) of them have changed from temporary grading permits to ROW easements. Commissioner Stehouwer shared this is a much-needed project and questioned the shoulder width. Traffic and Project Engineer Hoekstra shared the shoulder will be a 3-foot paved shoulder. Commissioner Pawloski echoed Commissioner Stehouwer's comments and added this is an important project and he is pleased to see it moving forward. Commissioner Boersma shared this is a much needed project and a 3-foot paved shoulder will make it very nice for bicyclists. Discussion continued...

Carried by the following roll call vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Dickason moved, and it was seconded to rescind the award of Tree Work #2, Countywide Bid #2021-17 to CHOP, low bidder meeting specifications for the Douglas Avenue for a total of \$2,558.00 and to award the Tree Work #2, Countywide Bid #2021-17 to American Arbor, LLC., low bidder meeting specifications for Douglas Avenue for a total of \$3,510.00. General Superintendent DeYoung shared at the August 17th Board meeting the Board awarded Tree Work #3, Countywide Bid to two (2) vendors, CHOP and American Arbor. On August 27, 2021, we were notified by CHOP that they were not able to honor their bid as submitted. There were five (5) areas awarded and CHOP was the low bidder in only one area (Douglas Avenue) which is the smallest area, with a completion date of September 30, 2021. CHOP informed us that if they were only being awarded the one area, they could not complete the work for that price and stated mobilization alone would make it uneconomical. CHOP was informed that by not honoring their bid award could affect future bid awards with the RCKC. American Arbor, second low bidder has agreed to complete the work on Douglas Avenue however stated they may need additional time to complete the work based on the pending Board revised action. RCKC agrees to move the deadline date to October 4, 2021, only for the work on Douglas Avenue.

Carried by the following roll call vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Boersma moved, and it was seconded to approve the Comstock Township Local Road Participation Fund Contract for the Chair's signature. County Engineer Minkus shared the Board approved the Comstock Township local road contract that included Kincaid Street on March 16, 2021. Kincaid Street was

pulverized in anticipation of paving. Once it was pulverized it brought to our attention there were drainage issues near the cul-de-sac. The RCKC notified the Township and the Township instructed us to look at mitigating the drainage issues as part of the project. The Township approved a contract to install three (3) leaching basins to accommodate the water. Once the leaching basins are installed, we can begin paving.

a. Kincaid Street – Josephine Street to 2,200' north of Josephine Street; *Drainage Improvement*

Carried by the following roll call vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Operations Director Bartholomew shared a good portion of our construction season is over including chip seal and fog seal operations, but we still have many other significant projects to complete. Back in January the Board approved the purchase of five (5) international cab and chassis of which four (4) were to be plow trucks and one (1) an asphalt distributor. We had delivery dates set with our vendor for May and July. We have not seen any of them due to hold ups in the production side. The truck that is key to us and to be built for next year is the asphalt distributor which is sitting at the plant without a chip in the transmission. We are hoping within the next month or two we can have it delivered to Etnyre to have the build started on the truck. We were planning on having the other four (4) trucks to the vendor by the beginning of the year and are still waiting for a build date. Commissioner Brennan shared we have had significant delays in all of our supply chains primarily driven by COVID issues.

Commissioner Boersma shared the Environmental Health Advisory Council (EHAC) will meet in October. The Steering Committee received plans for the salt barn at their last meeting. They received the architectural plans which will go over to the construction manager, and they anticipate more detailed plans. They are getting closer to the end of the process for the administration building and the vehicle maintenance portion of the project. They are tweaking where offices will be located and other details such as rooflines, windows etc.

Commissioner Stehouwer shared the Parks Commission had a virtual meeting on September 2nd. County Parks runs off their revenue and their report included that camping has picked up which will help in building their revenue stream. Park usage has been high including soccer and the Street Rods event that went on this past weekend. County Parks is working with former Rota-Kiwan Boy Scout Camp in obtaining public comments to utilize the park. They also would appreciate having additional staff. He appreciated the Nichols Road Facebook post.

Commissioner Pawloski shared the Board of Public Works did not meet. He strongly urged the public to slow down in construction zones. He thanked staff for the Brady Township Joint meeting earlier this month. He stated staff did a tremendous job, and he is very proud of this organization and everything we did at the meeting. He read some of the follow-up emails from Township officials who also appreciated the meeting.

Commissioner Brennan attended the Alamo Township Board meeting last night and plans to attend the Oshtemo Township Board meeting tonight. Tomorrow both he and Managing Director Johnson will attend the Ribbon Cutting for the new Western Facility off of Drake Road. He questioned if we had a bid/price for the new salt barn. Commissioner Boersma answered not at this time. Commissioner Brennan shared we are hoping to work with the County Board by September 21st on the bond issue. He questioned if we do not have the bond in time could the RCKC build the new salt barn. Finance Director Simmons answered yes. Commissioner Brennan questioned if a resolution was received for the driveway location of the Recycling off of Nichols Road and Riverview Drive. Engineering and Public Relations Director Worden shared there was a determination from the Department of Natural Resources (DNR) that was appealed by the applicant. We forwarded our resolution to them for the appeal. To his knowledge they have not received a response.

Commissioner Boersma moved, and it was seconded to adjourn.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Boersma, Dickason

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

September 14, 2021

Chair Int'l _____

Clerk Int'l _____

Attest: Meredith Place, County Clerk

By: _____, Chair _____, Deputy Clerk

September 21, 2021 – Richland 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 Richland Township Board of Trustees was held at the Richland Township Hall, 7401 N 32nd Street, Richland, Michigan, on Tuesday, September 21, 2021. The joint meeting began at 6:00 p.m.

Present: Thom Brennan, Larry Stehouwer, Michael Boersma, Keshia Dickason

Absent: David C. Pawloski

Also present: Managing Director Joanna I. Johnson, Project and Traffic Engineer Jim Hoekstra, Project Superintendent William Oxx, General Superintendent Bill DeYoung, Assistant General Superintendent Rusty McClain, Richland Township Supervisor Lysanne Harms, Clerk Bear Priest, Treasurer Marsha Drouin, Trustees Paul Foust, Trey Eldridge, David Wendzel, and Bill Peter, Fire Chief Gerald Luedecking and Township Attorney Roxanne Seeber.

Following introductions, Managing Director Johnson, Project and Traffic Engineer Hoekstra, and Project Superintendent Oxx provided a PowerPoint presentation. RCKC staff answered questions regarding speed limits and projects including CD Avenue and AB Avenue. Traffic and Project Engineer Hoekstra also highlighted the 24th Street project for next year.

Trustee Wendzel requested an update on non-motorized as he has not heard anything recently. Managing Director Johnson shared an update on the non-motorized plan, shoulders and examples with trails such as the Kalamazoo River Valley Trail (KRVV) and Oshtemo Township. She also answered questions related to trees and emergency response and explained how the RCKC appreciates the good will from fire departments and others, however ultimately the RCKC is responsible for the reasonable response to trees impacting the traveled portion of the roadway.

Supervisor Harma thanked Engineering and Public Relations Director Mark Worden and Managing Director Johnson for meeting with them prior to the speed limit changes.

RCKC staff shared an update on our chip seal program.

Trustee Peter questioned since when has the Road Commission contacted residents for road work as no one contacted him to let him know that his road, 30th Street, was returning to gravel in the past.

The meeting adjourned at 7:16 p.m.

Attest: Meredith Place, County Clerk

By: _____, Chair _____, Deputy Clerk

September 28, 2021

Chair Int'l _____

Clerk Int'l _____

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 28, 2021. Commissioner Brennan called the meeting to order at 3:00 p.m.

Present: Thom Brennan, David C. Pawloski, Larry Stehouwer, Michael Boersma, Keshia Dickason

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, Assistant General Superintendent Rusty McClain, Road Maintenance Superintendent Jim Page and Administrative Assistant Selena Rider

Administrative Assistant Rider 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: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Stehouwer moved, and it was seconded to approve the September 14, 2021, Board Meeting Telephonic and Video Conferencing, and September 21, 2021 Richland Township Joint Meeting minutes as presented.

Carried by the following roll call vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

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

Payroll Account	\$ 147,832.00
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Vendor Account	\$ 2,077,928.08
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Carried by the following roll call vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Charleston Township Supervisor Jerry VanderRoest thanked Managing Director Johnson for hosting Gravel Roads Basics for Local Officials. He shared concerns regarding the intersection at Mercury Drive, E. Michigan Avenue and Watkins Road. He stated the City of Battle Creek met with residents at the intersection to discuss their plans regarding the right-of-way (ROW). Both he and County Engineer Minkus also attended the meeting. He was informed at the meeting that the RCKC was considering a 4-way stop at this intersection and stated citizens are not happy. He mentioned in 2019 there were 1,380 vehicles coming from the gravel pits and 4,345 coming from Mercury Drive totaling 4,825 vehicles coming together at the intersection. He is however excited about the banks being removed which will be a huge plus to the intersection. He mentioned the Charleston Township Board meeting begins at 4:00 p.m. today and he was told there will be many citizens in attendance regarding this intersection. He requested the RCKC Board to halt their decision until their next Board meeting where he could share feedback from the Charleston Township Board and citizens. Managing Director Johnson shared it is her understanding that the City of Battle Creek led the discussion on site and at this time a 4-way stop is not warranted at this intersection. Traffic and Project Engineer Hoekstra shared we do not have any plans at this time for a 4-way stop at this intersection. Furthermore, our priority was to improve sight distance. County Engineer Minkus shared Battle Creek was working on this development, and they did bring us information on what they thought the development would be. Furthermore, there were confidentiality agreements in place. Based on information that was provided before the design work began on that analysis, it did not look like a 4-way stop would be warranted at this time but may potentially in the future as more development goes in. We will monitor the location of the intersection and when things do rise to the level where it would be warranted, we would definitely be looking at adding additional traffic controls.

Ms. Sheryl Oswalt of 16029 South 33rd Street is representing a group "Brady Residents for Better Roads". The group is working with Brady Township in trying to get additional support and dollars for roads. They have

circulated a petition and have a list of twenty-seven (27) parcels from the county website that are located between X Avenue and YZ Avenue on 33rd Street. She also has thirty-two (32) signatures representing every property on the list. They are asking that the proposed plan to pulverize 33rd Street be put on hold until other options are investigated. They also have twenty-four (24) additional signatures of their closest neighbors. Residents cannot believe there is an investment of paved roads being torn up and thrown away. She is aware of three (3) families who have owned their property for a total of 150 years combined, who would not be able to live on 33rd Street if it's turned back to gravel due to health conditions. Everyone is concerned about their property values and would like to work with Brady Township to come up with funding. Ms. Sue Opalewski of 15840 S. 33rd Street echoed Ms. Oswalt's comments and questioned if there was time to stop action on this proposal before a public meeting and questioned if a decision has already been made. Managing Director Johnson shared in this case it would follow our Failed Condition Local Road Policy. She explained the RCKC will be working with Brady Township for the next five (5) year plan. We will look at all of the projects that we have formulated moving forward and any road that would potentially go to a failed condition, where the RCKC has determined it a failed condition and return to gravel, would have a public meeting. At that point the residents would be given the options along that roadway to potentially work with the Township to come up with funding to hard surface the road. In the planning process the Road Commission will determine based on priorities where 33rd Street falls in that planning process. She stated there is always an opportunity to have another public meeting and for citizens to work with Brady Township to potentially hard surface a roadway. Ms. Opalewski questioned if residents would be notified about a public meeting. Managing Director Johnson answered yes and stated a letter would be sent to residents advising them of the time and place of the public meeting.

Ms. Opalewski also shared concerns regarding the road closed sign on X Avenue. She stated this is a very dangerous intersection. She suggested the road work sign be changed to read "road work ahead" to warn drivers. Managing Director Johnson questioned if Ms. Opalewski concerns were related to the placement of the sign or what the sign states for the road project ahead. Ms. Opalewski stated the placement of the sign is fine, but it should be worded as "road closed ahead" in lieu of "road work ahead". Managing Director Johnson stated we will look into it and mentioned there are guidelines for what construction signs can be placed based on construction activity and we have to follow certain procedures and protocol including what signs say related to the Michigan Manual of Uniform Traffic Control Devices (MMUTCD).

Commissioner Boersma moved, and it was seconded to approve the 24th Street from D Avenue to AB Avenue and AB Avenue from 24th Street to M-89 Final Plan Cover Sheet, Temporary Grading Permits and Easements for the Managing Director's signature. Managing Director Johnson shared RCKC and our design consultant, Wightman developed plans and bid documents for 3.35 miles of 24th Street from D Avenue to AB Avenue and AB Avenue from 24th Street to M-89. RCKC staff applied for and were awarded 2020 High Risk Rural Road (HRRR) safety funding for the project. The 2021 Primary Road Capital Improvement Plan (CIP) has this project funds set for construction in 2022. The project includes crushing and shaping for AB Avenue and on 24th Street from C Avenue to AB Avenue, milling 24th Street from D Avenue to C Avenue, paving, shoulder widening, superelevation correction, and drainage improvements. The CIP includes \$1,428,000 for construction in 2022 of a Safety Project. The engineer's estimate for construction is \$2,033,356.50 and the estimate for construction engineering is \$155,500 for a total of \$2,188,856.50. This project includes a maximum of \$330,000 of HRRR funds, leaving RCKC responsible for the remaining \$1,858,856.50. Commissioner Pawloski inquired about the shoulders. Managing Director Johnson shared shoulder widening is for three (3) foot paved and three (3) foot gravel.

Carried by the following roll call vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Stehouwer moved, and it was seconded to approve the Barney Road from Nichols Road to Douglas Avenue Final Plan Cover Sheet, Temporary Grading Permits and Easements for the Managing Director's signature. Managing Director Johnson shared RCKC and our design consultant, Hubbell, Roth, & Clark, Inc. (HRC) developed plans and bid documents for the project on Barney Road from Nichols Road to Douglas Avenue. The 2021 Primary Road CIP has this project funds set for construction in 2022. The project includes milling and resurfacing, shoulder widening, drainage improvements, replacement of curb and gutter, and guardrail upgrades. The 2021 Primary Road CIP includes \$325,000 for construction in 2022 for Barney Road. The engineer's estimate

for construction is \$1,840,000 and the estimate for construction engineering is \$103,900 for a total of \$1,943,900. This project includes a maximum of \$200,000 of federal funds, leaving RCKC responsible for the remaining \$1,743,900. She commended the team and Traffic and Project Engineer Hoekstra. She mentioned these projects have a ton of lead time especially when they include grading permits and temporary easements. Commissioner Stehouwer shared in view of a coming agenda item; Barney Road continues as Mosel Avenue. He questioned if these projects would happen simultaneous. He does not want to see the same scenario like Nichols Road and Solon where reopening the road is delayed and other lags. Traffic and Project Engineer Hoekstra shared we are letting these both as separate projects. While they do overlap at the intersection of Barney Road, Mosel Avenue and Douglas Avenue the scope of work is such that we would like to get all the foundations in for the signal work before the project begins. That way everything under the ground is out of the way and lead time on the poles could take six (6) plus months. We plan to complete the under groundwork then jump into the road work which includes drainage and culvert work. Managing Director Johnson shared we are always trying to coordinate all of our projects so that we do not have tremendous delays in one area of the county. At the same time, we want to look towards and seek available funding based on whether it be crash data or safety improvements that fit the buckets available to us. Furthermore, we always have good intentions to not have project delays occur but sometimes we cannot prevent it. She shared this project also has the three (3) foot paved and three (3) foot gravel shoulder.

Carried by the following roll call vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Boersma moved, and it was seconded to approve the Mosel Avenue from Douglas Avenue to Riverview Drive Final Plan Cover Sheet, for the Managing Director's signature. Managing Director Johnson shared the project includes full traffic signal replacement at Mosel Avenue at Douglas Avenue and Mosel Avenue at Westnedge Avenue and will be equipped with video traffic detection. The 2021 Primary Road CIP included \$850,000 for construction in 2022 for the project. The engineer's estimate for construction is \$1,135,000 and the estimate for construction engineering is \$109,000 for a total of \$1,244,900. This project includes a maximum of \$505,000 of Federal funds, leaving RCKC responsible for the remaining \$739,900.

Carried by the following roll call vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Dickason moved, and it was seconded to award the Winter Maintenance Services Bid #2021-18, to ELC Leasing Corporation with an option to extend annually for up to three (3), one (1) year extensions by the mutual agreement of both parties for Contractor/Operator Driver Equipment #1 and Plats. Managing Director Johnson shared our winter maintenance operations include a mix of fixes to accomplish winter maintenance services based on current expectations. These include: RCKC Road Maintenance Operators (RMO), Contractors (options 1 & 3 below), Contracted Commercial Driver's License (CDL) Operators (using RCKC equipment option 2 below) and Temporary Seasonal CDL Operators. After contacting some of our contractors to investigate the lack of response with this bid, we found out that Peters Construction was going to bid on some of the areas but failed to do so by the bid deadline. Staff is contacting other vendors to see if there still maybe interest in bidding this work and if so, will advertise another winter maintenance services bid in 2021. Therefore, pending Board consideration for this bid award, we would potentially have Maintenance Masters, Peters Construction and ELC Corporation assisting us as contractors in our winter maintenance services. This level of winter maintenance services expectation will be compromised based our ability to fulfill CDL labor shortages much like we have seen with garbage services, bus services, etc. across our state. Mr. Charles Opalewski of 15840 S. 33rd Street inquired about training senior high school students for CDL's. Commissioner Brennan mentioned there is an age requirement for CDL's. Managing Director Johnson shared for our Apprenticeship Program the age requirement is twenty (20) years of age and a valid driver's license. Normal requirement for a CDL is twenty-one (21) years of age.

Carried by the following roll call vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Managing Director Johnson shared back in 2020 the Board addressed two (2) items related to Graphic Packaging, Pitcher Street. One of them being a request for road closure at the time that we were also looking at a

potential road abandonment. At this time the issue of abandonment does not expire until the end of November and for that to potentially be worked out with Graphic Packaging and the City of Kalamazoo. It was fourteen (14) months from September of 2020 which brings it to the end of November. We also had received an application to extend the road closure. The request for the closure was until March of 2022. After staff did considerable research as well as receiving feedback from Graphic Packaging, Wright Coating and discussing with the City of Kalamazoo, staff made the determination to extend the permit two (2) months or until the end of November. Pending the conclusion and the outcome of the abandonment resolution and the expiration of our permit we do anticipate Pitcher Street being opened the beginning of December. We have a meeting regarding Lake Street to be held at the County Expo Center, Room A on Wednesday, September 29th at 6:00 p.m. This is our first meeting to reach out to residents to discuss the scope of the project. There are many entities involved with this project including the RCKC, Kalamazoo Township and County Parks. She thanked everyone who attended the Richland Township Joint meeting where speed limits were discussed. The last Township Joint meeting scheduled for this year is with Oshtemo Township and is set for October 12th at 6:00 p.m. We are trying to button up projects and we do not like to see any paving done beyond November for a multitude of reasons. She followed quite a few counties across the state and for one reason or another have projects delayed from this year to next year due to issues including supply chain management. She shared we have tried to provide a variety of updates regarding our Nichols Road project which is delayed and has seen continuous delays. We are at a point where we have had to address issues with utilities primarily Consumers Power who have delayed us even further. She requested Traffic and Project Engineer Hoekstra to provide an update on the Nichols Road project. Managing Director Johnson shared a Transportation Budget for 2021-2022 was approved by the Legislature and sent to the Governor's office for approval before the fiscal year ends on September 30th. The Governor does have line item-veto ability over the budget but has been making positive comments regarding the budget. Michigan Transportation Fund (MTF) to local road agencies increased by \$52.8 million or \$24 million (total \$1.17 billion) to counties. This reflects the full \$600 million redirected income tax and projected marijuana tax revenue. The Local Bridge Program will increase by \$812,500 (total \$27.8 million). It does have Highway Infrastructure Program – Local Allocation and we are hoping that may include potentially dollars to offset our loss revenue from 2019 to 2020. It also has Highway Infrastructure – Local Bridge Bundling Initiative and “disaster relief” for counties such as Houghton, Antrim and Barry Counties who were hit with water related issues. We will see what happens and how it impacts our budget for next year. Commissioner Boersma shared the RCKC has five (5) openings for Road Maintenance Operator (RMO) and two (2) openings for Mechanics. Anyone interested in those openings should look to the RCKC website for additional information. He inquired about the Apprenticeship Program. Managing Director Johnson shared as of this time we can manage two (2) Apprentices at a time. It does take a lot of training and time commitment. We currently have one (1) Apprentice on board and will have another one as well. The Apprentice for the RMO side is fulfilled. We are working with the United States Department of Labor (DOL) to also have an Apprentice Mechanic and are finalizing the details related to that agreement with the DOL. She suggested going to our website under job postings to view the Mechanic Apprentice when it becomes available. Anyone can call our office with questions related to hiring and positions available.

Commissioner Dickason shared she had attended the Richland Township Joint meeting last week. She is looking forward and is excited to attend her first Commissioner Seminar October 3-5.

Commissioner Boersma shared the Environmental Health Advisory Council (EHAC) has not met. The Steering Committee has been discussing signs for the new facility. We are getting very close with regards to the salt barn and the rest of the project. We are also close to finalizing the interior layout of the facility and are closer to finalizing exterior elevations. The Kalamazoo County Commission has the bond issue on their agenda for next Tuesday and he hopes they will send us questions they may have to our request for bonding by next Monday.

Commissioner Stehouwer shared County Parks Commission will have a virtual meeting October 7th. He attended the Richland Township Joint meeting, Gravel Roads Basics for Local Officials and plans to attend the Commissioner Seminar October 3 – 5. He appreciates all educational opportunities.

Commissioner Pawloski shared the Board of Public Works (BPW) did not meet last month. He thanked everyone for all the good work that has been going on. He noticed County Commissioner Dale Shugars was

September 28, 2021

Chair Int'l _____

Clerk Int'l _____

attending today's meeting virtually and stated if there is anything the County Commissioners need on the upcoming presentation October 5th that we are here to answer those questions and look forward to working together.

Commissioner Brennan attended the Osthemo Township Board meeting on September 14th and plans to attend their Board meeting tonight. On September 15th he had the opportunity to attend the ribbon cutting for new Ascension Cancer Center at the new Western Complex which is very impressive complex. Healthcare is important to all of us, and this is another positive addition to our community. He also attended the Richland Township Joint meeting on September 21st.

Commissioner Pawloski moved, and it was seconded to adjourn.

Carried by the following vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

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

Attest: Meredith Place, County Clerk

By: _____, Chair _____, Deputy Clerk

October 3 – 5, 2021
County Road Association Commissioners Seminar

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 Commissioners Seminar in Acme, Michigan October 3 – October 5, 2021.

Present: Thom Brennan, Larry Stehouwer, Michael Boersma, Keshia Dickason

Absent: David C. Pawloski

Also attending: Managing Director Joanna I. Johnson

The commissioners and staff attended various functions, educational sessions and activities. Topics included Working with Townships, the Proper Role of the County Road Commission Chair, Which Hat are you Wearing? For Commissioners, Good Management of Your Road Agency Manager, Succession planning for Leadership and MiRad.

The meeting adjourned on October 5, 2021, at 11:00 a.m.

Attest: Meredith Place, County Clerk

By: _____, Chair _____, Deputy Clerk

October 5, 2021 Kalamazoo County Board of Commissioners

Chair Int'l _____

Clerk Int'l _____

The Board of County Road Commissioners of the County of Kalamazoo participated in the Kalamazoo County Board of Commissioners meeting held virtually on Tuesday, October 5, 2021, at 7:00 p.m.

Present: Thom Brennan, David C. Pawloski, Larry Stehouwer, Michael Boersma, Keshia Dickason

Also present: Managing Director Joanna I. Johnson, Engineering Operations Director Travis Bartholomew, and Finance Director Ann Simmons.

Commissioner Brennan shared we have had a committee working on this project very closely and the Commission appointed Commissioner Boersma to work directly with the Committee.

Questions were answered by the Road Commission and bond counsel including the Road Commission's ability to pay back the loan, when funds will begin to be used, bond limits, and if the Road Commission anticipated future road projects being affected. The Road Commission Bond Resolution was approved by the County Board of Commissioners.

Commissioner Brennan thanked the County Commissioner's and expressed his appreciation for all the confidence expressed by the County Commission. He shared we have worked very closely with your teams in laying out the financing and the work that has to be covered and we appreciate your support.

The meeting adjourned at 10:16 p.m.

Attest: Meredith Place, County Clerk

By: _____, Chair _____, Deputy Clerk

October 12, 2021

Chair Int'l _____

Clerk Int'l _____

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 12, 2021. Commissioner Brennan called the meeting to order at 3:00 p.m.

Present: Thom Brennan, David C. Pawloski, Larry Stehouwer, Michael Boersma, Keshia Dickason arrived at 3:08 p.m.

Also attending: Managing Director Joanna I. Johnson, Finance Director Ann Simmons, County Engineer Ryan Minkus, General Superintendent Bill DeYoung, Assistant General Superintendent Rusty McClain, Project Engineer Rebekkah Ausbury and Administrative Assistant Selena Rider. Engineering and Public Relations Director Mark Worden attended virtually.

Administrative Assistant Rider 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: Brennan, Pawloski, Stehouwer, Boersma

Commissioner Stehouwer moved, and it was seconded to approve the September 28, 2021, Board Meeting Telephonic and Video Conferencing, October 3-5 County Road Association (CRA) Commissioners Seminar and October 5, 2021, Kalamazoo County Board of Commissioners meeting minutes as presented.

Carried by the following roll call vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma

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

Payroll Account	\$	144,953.21
Vendor Account	\$	1,291,506.22

Carried by the following roll call vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma

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

Aye: Brennan, Pawloski, Stehouwer, Boersma

Commissioner Boersma moved, and it was seconded to approve the S Avenue from 29th Street to 34th Street Final Plan Cover Sheet, Temporary Grading Permits and Easements for the Managing Director's signature. Managing Director Johnson shared this project was awarded federal Rural Task Force (RTF) funding and includes Surface Transportation Program (STP) funds. The project is included in the RCKC 2021 Primary Road Capital Improvement Plan (CIP) for construction in 2022. Our engineering consultant Moore & Bruggink (M+B) worked with our team and has turned in final plans to the Michigan Department of Transportation (MDOT) for a December bid letting. The project includes crushing and shaping the existing roadway, shoulder widening to three (3) foot paved and one (1) foot gravel, hot mix asphalt (HMA) paving along with numerous culvert replacements and safety improvements. This project would include a detour and additional public informational meetings according to our Community Engagement Policy. The project includes temporary grading permits and easements for a total of \$616.00.

Carried by the following roll call vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma

Commissioner Pawloski moved, and it was seconded to approve the Sidewalk Umbrella Agreement with the City of Kalamazoo for the Chair's signature. Managing Director Johnson shared we are working collaboratively with the City of Kalamazoo. This is an umbrella agreement related to non-motorized. A site currently in development at 4120 Sprinkle Road has been working with the City to obtain this agreement to allow them to

October 12, 2021

Chair Int'l _____

Clerk Int'l _____

place sidewalk along their frontage as was required as part of their plan approval. This process started in July of 2021, and we have been working with City staff since to obtain a final version of the agreement. By submitting this sidewalk agreement, the City of Kalamazoo agrees that all subsequent applications for sidewalk facilities will follow the terms of this agreement. With the approval of the umbrella sidewalk agreement a separate agreement for each project would not be necessary. Commissioner Pawloski shared he is very impressed. He thanked staff for putting this together.

Carried by the following roll call vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Managing Director Johnson shared we are working to button up projects. She thanked everyone for their patience and stated, "user delays equal progress". Nichols Road project continues, and we are awaiting a new schedule from our contractors. More than likely the project will go beyond our November 15th end date along with Sprinkle Road. We are potentially starting a Riverview Drive project in a couple of weeks. She advised everyone to keep a pulse on our news releases as we continue to work on projects. We have received quite a few service requests related to drainage and there are areas we are working on to potentially provide a long-term solution. Unless water has been standing for a period of longer than 48 hours, she suggested to give it time for the structures and the water to evaporate in its' normal course versus it being a drainage concern. We have sent out a press release for a fall color tour that also highlights some of our projects. She thanked Road Maintenance Superintendent Anthony Allen who helped in putting this together. Also, a press release from the County Road Association (CRA) went out highlighting a fall tour from county agencies across the state. This evening is our last scheduled Joint meeting for the year with Oshtemo Township at 6:00 p.m. She reminded Road Commissioners that this Friday is the road tour where they will look at projects and service requests throughout the county. She attended both the Commissioner's Seminar as well as the Superintendents Conference. She shared it was nice to have everyone together as well as collaborative learning. She appreciated everyone's participation.

Commissioner Dickason shared she attended the Commissioners Seminar October 3-5. She mentioned the seminar was amazing and offered a lot of information. It was good conversing with other Commissioners from other Road Commissions. Furthermore, the speakers were dynamic, and she learned a lot.

Commissioner Boersma thanked the Kalamazoo County Commission. He explained last Tuesday the County Commission voted to approve bonding for the RCKC's 26th Street project. He thanked Commissioner Shugars who attended today's meeting virtually. He echoed Commissioner Dickason's comments related to the Commissioner's Seminar that he found extremely informative. He shared Monday was largely devoted to different ways of doing reviews for the Managing Director and Tuesday was largely devoted to succession planning. Furthermore, having different viewpoints and different perspectives on doing those two (2) things helped him as a commissioner to see best practices and made him feel more comfortable with how things are done at the RCKC. He attended the Cooper Township Board meeting last night. The biggest concern residents and the Township Board had with their roads was related to trees. As discussed with various Townships he related to the meeting the RCKC can either be a tree service or a road related service but cannot be both. He reminded everyone that the RCKC does take seriously every service request and attempts to act upon the service requests as soon as possible. Furthermore, tree related issues after normal business hours should be reported through the Kalamazoo County Dispatch who will contact the on-call Superintendent at the RCKC. He also attended the Kalamazoo Township Board meeting where they had concerns related to speed limits and the piece of Nichols Road that is being completed. He related that the RCKC is still having issues related to various third-party contractors in regard to Nichols Road. Furthermore, we are working as fast as we can but there are some things that are out of our control.

Commissioner Stehouwer shared the Pavilion Township Board meeting was canceled due to lack of agenda items. County Parks Commission met virtually on October 7th. The Woollam Nature Preserve conservation easement is progressing and will proceed to the County Board. COVID-19 is having an impact resulting in events being canceled primarily at the Expo Center. Work is ongoing for the Fair again with new people getting involved. He appreciated the Commissioners Seminar and stated it was a good reminder of what Commissioner's roles are.

October 12, 2021

Chair Int'l _____

Clerk Int'l _____

He could relate to many items including succession planning and mentioned the RCKC has nuts and bolts in place in preparing for and recognizing future transitions.

Commissioner Pawloski gave kudos to the RCKC for having hybrid meetings and mentioned other entities in this area are struggling. He stated the RCKC should feel very good on how they have set up these meetings and how well they have gone. He reiterated the work RCKC staff has done this summer with Townships as well as non-traditional partners like cities. He recognizes and appreciates the extra time, effort and energy staff has put in. He thanked the County Commission, County Administrative staff, and County Finance Department for working with RCKC staff in the successful vote and hopefully in forty-five (45) days we can have another one as well. He thanked Managing Director Johnson for the Sprinkle Road limited access research.

Commissioner Brennan shared he attended the Osthemo Township Board meeting on September 28th and shared the Township is working on internal opportunities for change. He attended the Commissioners Seminar October 3-5 and shared it was nice to be able to meet face to face with others again. He mentioned it was a very proud moment as we discussed succession planning and realizing where the RCKC is compared to other areas within the state. He stated the RCKC does have strong plans in place including succession planning, equipment utilization and how we renew items. He mentioned a well-run organization stands out. Furthermore, Kalamazoo County is held in high regard by the rest of the state including the things that we do each day. It is always a pleasure to be apart of the Kalamazoo representation at these meetings. He shared it is our objective to clear roadways that become impassable by the force of nature related to drainage and trees. The RCKC will do everything they can to keep the roads open and we appreciate the assistance from other locals such as police and fire departments and we recognize it is the Road Commissions responsibility to clear the roads when we have issues from storms. The Joint meeting tonight with Oshtemo Township is virtual and begins at 6 p.m.

Commissioner Stehouwer moved, and it was seconded to adjourn.

Carried by the following vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

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

Attest: Meredith Place, County Clerk

By: _____, Chair _____, Deputy Clerk

October 12, 2021 – 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, October 12, 2021. The joint meeting began at 6:00 p.m.

Present: Thom Brennan, David C. Pawloski, Larry Stehouwer, Michael Boersma, Keshia Dickason

Also present: Managing Director Joanna I. Johnson, Engineering and Public Relations Director Mark Worden, County Engineer Ryan Minkus, Assistant General Superintendent Rusty McClain, Oshtemo Township Supervisor Libby Heiny-Cogswell, Clerk Dusty Farmer, Treasurer Clare Buszka, Trustees Cheri Bell, Kizzy Bradford, and Zak Ford, Public Works Director Marc Elliott, Deputy Public Works Director Anna Horner, and Attorney Jim Porter.

Following introductions by Managing Director Johnson questions were answered regarding the speed limit on 11th Street noting the segment between Parkview and N Avenue is 55mph as determined in response to a service request. Managing Director Johnson mentioned a traffic control order was not on file for this segment to be 45 mph. She shared the township could complete a resolution for a speed study, however, keep in mind the Michigan State Police (MSP) will typically expand the speed study beyond this area and the result could increase, decrease or remain the same. She stated she will send a template resolution to the Township.

Managing Director Johnson shared her appreciation to the Township for supporting local road investments including the increase for 2022 along with the coordination of sewer projects and road work.

Township Supervisor Heiny-Cogswell shared she would like to discuss potential coordination for projects with Township sewer or non-motorized facility with 11th / 12th Streets and Parkview, Atlantic, N Avenue and KL Avenue. Public Works Director Elliott questioned if RCKC could help reimburse for survey work and if the Township could use it on their projects. Managing Director Johnson shared she could not answer that question today but would be happy to discuss. She also shared the RCKC will be having a public hearing on our next 5-year primary road Capital Improvement Plan (CIP) and the Township is welcome to share comments. She mentioned the non-motorized facility umbrella agreement does not expire and it simply states it can be reviewed no later than January 1, 2022. Supervisor Heiny-Cogswell stated she would like to review it.

Trustee Ford questioned if concrete curbs could be added to Westport with the sewer project. Managing Director Johnson questioned if this was for aesthetic reasons or if there were issues. Trustee Ford stated primarily for aesthetics. Managing Director Johnson shared if the Township would like to pay for concrete curbs, however, it comes down to funding and questioned what problem this would be resolving. Engineering and Public Relations Director Worden shared the cost difference. Public Works Director Elliott added typically they return the road to existing.

Managing Director Johnson shared the 8th Street Award for the aggregate lift and mentioned she will be bringing the award to the Township.

Clerk Farmer shared her appreciation for the Quail Run project. Managing Director Johnson mentioned she had seen her thank you which was shared with the team.

Supervisor Heiny-Cogswell questioned if there are any specific service requests to be aware of. Managing Director Johnson shared drainage service requests. Engineering and Public Relations Director Worden confirmed there are also washout issues and to be patient. Managing Director Johnson mentioned a project we are currently working on at Rose Arbor, 9th Street, and NorthStar. Public Works Director Elliott noted the issue may have also been caused by non-permitted work changing drainage patterns and mentioned he would follow up.

October 12, 2021 – Oshtemo Township Joint Meeting

Chair Int'l _____

Clerk Int'l _____

Supervisor Heiny-Cogswell inquired about the local road rating cycle. Managing Director Johnson shared the full federal aid eligible roads are to be completed this year. Engineering and Public Relations Director Worden shared the next rating is in 2022.

Supervisor Heiny-Cogswell inquired about urban areas and funding. Managing Director Johnson shared urban miles are accounted for in the Michigan Transportation Fund (MTF) distribution, Participation (PAR) funds, and for various transportation funding buckets. She shared should the Township like a presentation on projects and Pavement Surface Evaluation and Rating (PASER) we are happy to return.

Supervisor Heiny-Cogswell thanked the RCKC for attending the meeting.

The meeting adjourned at 6:56 p.m.

Attest: Meredith Place, County Clerk

By: _____, Chair _____, Deputy Clerk

October 15, 2021 Board of County Road Commissioners Road Tour

Chair Int'l _____

Clerk Int'l _____

The Board of County Road Commissioners of the County of Kalamazoo participated in a road tour on Friday, October 15, 2021. The tour began at 9:00 a.m. from the Road Commission of Kalamazoo County (RCKC) 3801 E Kilgore Road, Kalamazoo, MI 49001.

Present: Thom Brennan, Larry Stehouwer, Michael Boersma, Keshia Dickason

Absent: David C. Pawloski

Also present: Managing Director Joanna I. Johnson until 10:30am, Engineering and Public Relations Director Mark Worden, General Superintendent Bill DeYoung

Road Commissioners and RCKC team members toured sites including Sprinkle Road, TU Avenue and 23rd Street design project, W Avenue rubber trial project, 15th Street south of XY Avenue, XY Avenue and 8th Street, W. Crooked Lake Drive Neighborhood Traffic Calming Policy Pilot, Treasure Island, Kincaid Street, E. Michigan Avenue, 26th Street drainage project, Gull Road Roundabout, Rollridge Avenue double chip seal, Pitcher Street, Barney Road, Nichols Road, Rose Arbour Avenue and 9th Street, and Bunker Hill drainage project. Staff shared information on the projects and answered questions.

The meeting adjourned at approximately 12:01 p.m. returning to the RCKC.

Attest: Meredith Place, County Clerk

By: _____, Chair _____, Deputy Clerk

October 26, 2021

Chair Int'l _____

Clerk Int'l _____

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 26, 2021. Commissioner Brennan called the meeting to order at 3:00 p.m.

Present: Thom Brennan, David C. Pawloski, Larry Stehouwer, Michael Boersma,
Absent: Keshia Dickason

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, General Superintendent Bill DeYoung, Assistant General Superintendent Rusty McClain, Road Maintenance Superintendent Anthony Allen, and Administrative Assistant Selena Rider.

Administrative Assistant Rider 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: Brennan, Pawloski, Stehouwer, Boersma

Commissioner Stehouwer moved, and it was seconded to approve the October 12, 2021, Board Meeting Telephonic and Video Conferencing, October 12, 2021, Oshtemo Township Joint Meeting, and October 15, 2021, Board of County Road Commissioners Road Tour minutes as presented.

Carried by the following vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma

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

Payroll Account	\$	147,635.04
Vendor Account	\$	2,096,476.09

Carried by the following vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma

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

Carried by the following vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma

County Commissioner John Gisler shared more than two years ago, two constituents on the northwest corner of Schoolcraft Village called the following safety issue to my attention. Three homes on the north side of West VW Avenue are just beyond the Schoolcraft Village limit. There is a 55 MPH sign at the Village border. At least one of these three homes has small children (possibly visiting grandchildren) judging by the plastic kiddie pool in the front yard last summer. My original thought was to move the 55 MPH sign 200 yards to the west side of 12th street, but I learned that would require a speed study by the MSP. That would take months and was likely not the best way to spend taxpayer dollars. There had to be a simpler solution. Sgt. Brandon Davis of Michigan State Police (MSP) suggested a solution in 2020 that seemed to make sense. Simply eliminate the 55 MPH sign. This would NOT alter the speed limit; it would just remove the sign. The default 55 MPH limit for rural roads would still apply. But drivers would be less likely to accelerate as rapidly past the three houses in question with no sign serving as a green flag to hit the accelerator. I discussed this suggested solution with recent RCKC chairs Deb Buchholtz and Thom Brennan. Both indicated for varied reasons that the solution suggested by Sgt. Davis was not workable. If "SAFETY" is the RCKC watchword, I'd like to know why this sign has not been removed. Commissioner Brennan questioned if the RCKC responded in letter form. Managing Director Johnson shared she will follow up in writing.

Commissioner Stehouwer moved, and it was seconded to approve the Kalamazoo River Valley Trail (KRVt) #6 Extension – Eagle Drive to 500 feet east of 37th Street, City of Galesburg and Charleston Township, Final Plan

October 26, 2021

Chair Int'l _____

Clerk Int'l _____

Cover Sheet and Resolution for the Managing Director's signature. Managing Director Johnson shared we are always pleased to see the KRVF before us and we have been working and acting as the Act 51 Agency for this project for many years in support of the trail system throughout the county. She explained this 0.51-mile segment of KRVF is an extension of the existing 22-mile long KRVF network. This proposed segment of KRVF begins where the trail currently terminates at Eagle Drive in Galesburg and continues along McCollum Road to the north and crossing M-96 and on to the east, ending at Galesburg-Augusta High School. This segment also includes the railroad crossing on McCollum Road to be improved as a part of this project. The project is still awaiting approval from the railroad to perform this work. The consultant engineering firm of AR Engineering has prepared an alternative design that would allow construction of the trail to commence should the railroad approval fall through. With a signed cover sheet and resolution, these items can be turned into the Michigan Department of Transportation (MDOT), and the project can continue moving forward toward a January 2022 bid letting.

RESOLUTION ADOPTED BY THE
BOARD OF COUNTY ROAD COMMISSIONERS
OF THE COUNTY OF KALAMAZOO
October 26, 2021

WHEREAS, the Kalamazoo River Valley Trail (KRVF) #6 Extension from Eagle Drive to 500 feet east of 37th Street, construction project, within the City of Galesburg and Charleston 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 August 21, 2018, with Kalamazoo County Parks and the Kalamazoo County Parks Foundation to design and construct the KRVF #6 Extension; 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 Kalamazoo County Parks and the Kalamazoo County Parks Foundation, 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: Brennan, Pawloski, Stehouwer, Boersma

Commissioner Pawloski moved, and it was seconded to approve the Kalamazoo Area Transportation Study (KATS) Traffic Data Collection Agreement for the Managing Director's signature. Managing Director Johnson shared RCKC has partnered with KATS, the City of Kalamazoo, and the City of Portage since 2013 for traffic data needs. The data collected allows us to count for the contributory services that we need in being part of the KATS annually. Traffic data collection services primarily include traffic counts but also includes speed study data collection, turning movement counts, and some Roadsoft data collection and input. RCKC maintains a three-year traffic count schedule. In 2021, KATS prepared another Request for Proposal (RFP) for traffic data collection services and received one proposal. Traffic Tech Services is the sole bidder of the RFP. The current RFP is a three-year term with two (2) three-year extensions.

Carried by the following vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma

Commissioner Stehouwer moved, and it was seconded to approve the Non-motorized Transportation Alternative Grant Resolutions for KL Avenue Trail, Phase 1 and 2, Oshtemo Township for the Chair's signature. Managing Director Johnson shared we are in support of Oshtemo Townships Go! Green Oshtemo which is a 5-year parks and recreation master plan as well as non-motorized. This plan has identified KL Avenue as a location where a 10-foot shared use path as a need for non-motorized connections within the Township. Since receiving the 2019

application, the MDOT began working on plans to reconstruct the US-131 bridges over KL Avenue which changed the timelines for implementation of the path and our road project for a variety of reasons including railroad accommodation issues. MDOT's current plan for construction will include placing a retaining wall and grading an area at the base of the US-131 abutment slope on the north side of KL Avenue to accommodate the construction of the 10-foot-wide path desired by the Township. The plan will also allow the RCKC to complete the construction of the 3-lane section of KL Avenue under US-131, to allow motorists more area to maneuver around non-motorized users that elect to use the road shoulder to travel in this area. Commissioner Pawloski questioned the timeline of the railroad. County Engineer Minkus shared MDOT is working to finalize their plans for the bridge by the end of the month to turn into Amtrak to allow them a one (1) year period for review. At the end of that one (1) year period the hope is that they can begin to bid the project for the first phase of construction in 2023. MDOT is looking to construct the bridge replacement over KL Avenue for US-131 in the 2023-2024 construction seasons.

TRANSPORTATION ALTERNATIVES FUND PROJECT

RESOLUTION OF SUPPORT

BOARD OF COUNTY ROAD COMMISSIONERS OF THE COUNTY OF KALAMAZOO

WHEREAS, Oshtemo Township has identified a non-motorized path project on and adjacent to KL Avenue Trail from Drake Road to the West Side of US-131 in Oshtemo Township to construct a non-motorized path, and this improvement will address a critical missing link in the non-motorized network, connecting important residential and commercial areas along Drake Road and the Western Michigan University Campus in Oshtemo Township; 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, where Oshtemo Township requests by permit to construct, own, and operate a non-motorized path on and adjacent to KL Avenue Trail from Drake Road to the West Side of US-131; and

WHEREAS, the Road Commission of Kalamazoo County, if awarded TA Grant funding, is prepared to have the project developed for a construction letting by spring of 2023;

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, does request affirmative consideration of our application for Transportation Alternative Funds and, commits to owning, operating, funding, and implementing a maintenance plan over the design life of the facility constructed with TA Grant funding.

TRANSPORTATION ALTERNATIVES FUND PROJECT

RESOLUTION OF SUPPORT

BOARD OF COUNTY ROAD COMMISSIONERS OF THE COUNTY OF KALAMAZOO

WHEREAS, Oshtemo Township has identified a non-motorized path project on and adjacent to KL Avenue Trail from the West Side of US-131 to Copper Beech Boulevard in Oshtemo Township to construct a non-motorized path, and this improvement will address a critical missing link in the non-motorized network, connecting important residential and commercial areas along Drake Road and the Western Michigan University Campus in Oshtemo Township; 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, where Oshtemo Township requests by permit to construct, own, and operate a non-motorized path on and adjacent to KL Avenue Trail from the West Side of US-131 to Copper Beech Boulevard; and

WHEREAS, the Michigan Department of Transportation (MDOT), Office of Economic Development and

October 26, 2021

Chair Int'l _____

Clerk Int'l _____

Enhancement is accepting applications for Transportation Alternatives (TA) Grants for fiscal year 2024, and, this funding is to provide for non-motorized path on and adjacent to the county road system; and

WHEREAS, the Road Commission of Kalamazoo County, if awarded TA Grant funding, is prepared to have the project developed for a construction letting by spring of 2024;

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, does request affirmative consideration of our application for Transportation Alternative Funds and, commits to owning, operating, funding, and implementing a maintenance plan over the design life of the facility constructed with TA Grant funding.

Carried by the following vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma

Commissioner Pawloski moved, and it was seconded to approve the purchase of four (4) F250 Crew Cab 4x4 pickup trucks and two (2) F150 Crew Cab 4x4 pickup trucks, from Gorno Ford located in Woodhaven Michigan through the MiDeal State of Michigan purchasing program for \$276,430, low quote meeting specifications. Managing Director Johnson shared at the February 16, 2021, Board meeting the Board authorized the purchase of 2-3/4 ton pickups from LaFontaine Chrysler, Dodge, Jeep, and Ram (CDJR). In May of 2021 Lafontaine called and informed staff that all orders had been canceled due to computer chip shortages. When calling for quotes on the 2022 pickup purchases, Lafontaine informed us that Dodge is honoring their original quoted price for the 2021 models that were ordered in February and delivering 2022 models, for those two (2) units only that had been previously ordered in February. Although not typical, staff is requesting the Board approve this purchase prior to an approved 2022 Budget, in anticipation that the 2022 budget including the five (5) year Equipment plan, will be approved prior to invoicing for these units. The two (2) F150 pickups we are recommending to purchase, will meet the various needs of our organization, as they serve different roles throughout their lifespan, as well as considering the lead time to keep aligned with our five-year schedule. The 4-3/4 ton pickup trucks we are recommending to purchase will have the options and capacity to be equipped with a front mounted snowplow.

Carried by the following vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma

Managing Director Johnson shared we are working to button up projects including paving on Kincaid Street in Comstock Township, shoulder gravel in Prairie Ronde Township, and Treasure Island in Texas Township. We had a progress meeting this morning related to Nichols Road and anticipate paving completed by November 15th. We appreciate the patience of the citizens along that corridor. Project information continues to go out and she advised everyone to keep a pulse on our news releases for project updates. Friday, we had our all-employee Safety Day. This is a time for us to review items that need to be reviewed with our team annually. She gave a shout out to Bitmap who is our long-time vendor who had supplied lunch. She shared their partnership is much appreciated. We also appreciated the presentation given by the County Road Association Self Insurance Fund (CRASIF) which included workers compensation claims, safety and our modification rate. Commissioner Brennan, Engineering and Public Relation Director Worden and herself attended the Township Supervisors meeting on October 20th where a brief update was given on a variety of items. Furthermore, they are working on a Broadband Committee that she will be partaking in once the meetings begin. We received a 2021 Project of the Year Award for the East Michigan Avenue Emergency Repair from the American Public Works Association (APWA).

Commissioner Boersma shared the Environmental Health Advisory Council (EHAC) met and discussed expanding a groundwater exclusion zone in Oshtemo Township. They also discussed updating their policies surrounding soil testing for septic systems. There may be some activity going to the Kalamazoo County

October 26, 2021

Chair Int'l _____

Clerk Int'l _____

Commission related to groundwater exclusions. We will be discussing the 26th Street project at the Board Work Session following this meeting.

Commissioner Stehouwer shared County Parks plans to have a virtual meeting on December 2nd and will be happy to hear the RCKC is moving towards bids for the KRV. He mentioned there are more segments of the trail to come and shared County Parks funds the project and is pleased the RCKC participates and is reimbursed for allocated costs. He attended the Comstock Township Board meeting virtually and followed up with comments from Board members that staff is aware of. He is looking forward to attending the Southwest Council meeting on November 8th.

Commissioner Brennan shared he attended the Oshtemo Township annual review meeting, the Road Tour on October 15th and the Township Supervisors meeting on October 20th.

Commissioner Stehouwer moved, and it was seconded to adjourn.

Carried by the following vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma

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

Attest: Meredith Place, 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 26, 2021. Commissioner Brennan called the meeting to order at 4:05 p.m.

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

Absent: Keshia Dickason

Also attending: Managing Director Joanna Johnson, Operations Director Travis Bartholomew, Finance Director Ann Simmons, Assistant Finance Director – Human Resources (HR) Deb Hill, Engineering and Public Relations Director Mark Worden, County Engineer Ryan Minkus, General Superintendent Bill DeYoung, and Assistant General Superintendent Rusty McClain.

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

Carried by the following vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma

Representatives from Fishbeck and Walbridge presented an update on the 26th Street RCKC facilities complex project. Fishbeck Senior Project Manager Bill Zaske presented and answered questions by the Board.

Finance Director Simmons presented on the 2022 Draft Budget. The allocation of Local Road Participation (PAR) Fund was reviewed as well as Fund Balance for the assigned portion to the 26th Street facilities complex project and unassigned. An additional presentation in the future may be planned to review the 26th Street facilities complex project bond and budget.

County Engineer Minkus presented and reviewed the 2022-2026 Draft Primary Road Capital Improvement Plan (CIP). He also shared the progress on 5-year Local Road CIP. Information was shared on federal classification of roads in the various national functional class (NFC) and the state primary and local road classification. He shared there is criteria in this area and although we make the decision on our network it impacts our region and state. Commissioner Brennan inquired on the timeline and impacts of the census to the urban boundary. County Engineer Minkus shared that an update was provided at the Kalamazoo Area Transportation Study (KATS) Technical meeting and there is still some time until the final figures are official. He mentioned the impacts may continue to be focused on the city centers, however, yet to be officially determined and may be in two years.

Managing Director Johnson reviewed the 2022 Draft Organizational Performance Measures. Commissioner Pawloski shared he appreciates the focus on succession planning.

The Policy Manual Table of Contents was reviewed including the last amendment date. Commissioner Brennan will propose a list of policies to be reaffirmed. Commissioner Boersma suggested the road commission job description be reviewed. Discussion took place on communication with the County of Kalamazoo, the role of a Road Commissioner and timely appointments.

At the request of Commissioner Pawloski, the Accommodation of Mailboxes and Newspaper Delivery Boxes on County Road Right-of-Way (ROW) policy was reviewed for updates to the reimbursement amount. For discussion purposes, the \$30.00 in 2001 is equivalent to \$46.47 today with inflation. In review of an average cost of a standard mailbox, post and supplies with resident installation the range is between \$46.00 - \$125.00. Staff will make a recommendation in the range researched.

Assistant Finance Director – HR Hill provided an update on the draft personnel policies revision. The Vacation Policy was reviewed to provide for an additional five (5) days for non-bargaining employees at sixty (60) days after hire date. Commissioner Boersma questioned if there is discretion by the Managing Director for recruitment purposes should an excellent candidate require additional vacation. Assistant Finance Director – HR Hill shared there is some discretion, however we are also conscious of the message vacation modifications send to

current employees. We have requested modifications from the Board in the past. Managing Director Johnson shared modifications from the Managing Director can be considered prior to the sixty (60) days of hire per policy, otherwise these requests would come before the Board. Assistant Finance Director – HR Hill reviewed the Funeral Leave Policy and shared the main considerations to the policy are the title to encompass memorial services and adjustment to absence for immediate family. The Tuition Reimbursement Policy was also discussed. Commissioner Boersma questioned if we should consider a longer commitment. Commissioner Brennan considers this policy a benefit and mentioned it also assists with recruiting. Assistant Finance Director – HR Hill shared there are many ways to look at and design this policy including a maximum level reimbursement. Commissioner Stehouwer inquired about the effects of this policy to engineering continuing education credits. County Engineer Minkus shared those are considered training versus applicable to the tuition reimbursement. Managing Director Johnson shared a similar term is applied to the Apprentice program as well. Furthermore, during negotiations we work to establish similar policies with the bargaining unit employees as well.

Managing Director Johnson shared the results of the 2017 and 2021 Communications Survey and stated the number of participants we minimal. Commissioner Boersma suggested a survey to the public for feedback. Commissioner Pawloski shared this has been done in the past and can be costly. Commissioner Boersma suggested feedback after projects, specifically on communication for a project. Managing Director Johnson shared that was a consideration. County Engineer Minkus shared a recent experience with the Lake Street Informational meeting that included three (3) attendees. He explained when personally visiting residents for easements and asking why they had not attended the meeting the residents shared they knew about it, however, did not attend. Engineering and Public Relations Director Worden shared the individuals and entities who provided the survey also represent the public/constituents. Commissioner Stehouwer shared personal contact seems to always be the best communication strategy. Managing Director Johnson shared in order to do this with service requests or additional areas, the RCKC currently does not have the capacity in this area, therefore we increased the number of communication mediums over the years. She shared we will also get a review of these areas with the hiring of a Communications Administrator.

Overall feedback on the iPad is that it is working well. Commissioner Brennan shared some issues with creating documents on a personal computer and transferring them to the iPad for distribution. Commissioner Pawloski mentioned the link in his signature line is not working. Managing Director Johnson shared we will follow up with both items.

Commissioner Brennan questioned if there was a consideration by Board members to change current Township liaison areas. Commissioner Pawloski shared that if there is an issue in this area to address it with the Board member. Commissioner Stehouwer shared he appreciates the same Townships and building relationships. Commissioner Boersma shared a best practice is to not have a Township for which a commissioner resides in. Commissioner Stehouwer also shared the role of a Road Commissioner is to stay at a policy level and not in the weeds. Commissioner Pawloski suggested keeping township liaison areas as is and to address if the need arises. Managing Director Johnson shared this will be before the Board again at the end of the year. Commissioner Brennan also shared at the Commissioners conference the position of Chair and Vice Chair are addressed among Board and varies from rotation, terms, etc. He requested feedback in this area. Commissioner Boersma suggested a greater understanding behind the scenes which also considers succession planning for the Board. Commissioner Pawloski shared that both he and Commissioner Stehouwer's terms end in 2022. Commissioner Brennan requested feedback in this area and stated he will be sending each Commissioner a Board and Managing Director evaluation and requested they be returned by November 12th.

Commissioner Boersma moved, and it was seconded to adjourn.

Carried by the following vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma

The meeting was adjourned at 8:22 p.m.

October 26, 2021 – Board Work Session

Chair Int'l _____

Clerk Int'l _____

Attest: Meredith Place, County Clerk

By: _____, Chair _____, Deputy Clerk

November 9, 2021

Chair Int'l _____

Clerk Int'l _____

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, November 9, 2021. Commissioner Brennan called the meeting to order at 3:00 p.m.

Present: Thom Brennan, David C. Pawloski, Larry Stehouwer, Michael Boersma, Keshia Dickason

Also attending: Managing Director Joanna I. Johnson, Finance Director Ann Simmons, County Engineer Ryan Minkus, Traffic and Project Engineer Jim Hoekstra, General Superintendent Bill DeYoung, Assistant General Superintendent Rusty McClain, Road Maintenance Superintendent Jim Page, Administrative Assistant Selena Rider and Engineering and Public Relations Director Mark Worden attended virtually.

Administrative Assistant Rider 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: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Boersma moved, and it was seconded to approve the October 26, 2021, Board Meeting Telephonic and Video Conferencing as corrected and the October 26, 2021, Board Work Session minutes as presented. Commissioner Stehouwer mentioned on page 4 of the October 26, 2021, Board Meeting Telephonic and Video Conferencing minutes there was a typo in the 9th line related to the pickup trucks purchase. The word "no" was corrected too "not".

Carried by the following vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

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

Payroll Account	\$ 144,241.98
Vendor Account	\$ 679,470.00

Carried by the following vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Mr. Paul Selden, Chair and President of Bike Friendly Kalamazoo, shared that he looked forward to working with the RCKC in any capacity in helping our greater community become even more bicycle friendly. He also thanked the RCKC Board and staff for everything they are doing in working towards that direction.

Commissioner Stehouwer moved, and it was seconded to open the public hearing for the 2022 Proposed Budget, and 2022-2026 Proposed Primary Road Capital Improvement Plan (CIP).

Carried by the following vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Managing Director Johnson shared highlights from the 2022 proposed budget including Revenue, Expenditures, Capital Outlay and Fund Balance. Charleston Township Supervisor Jerry VanderRoest thanked the road commission for raising participation (PAR) funds and shared the funds never go unused.

Managing Director Johnson shared the 2022-2026 CIP plan considers many different areas including our conditional rating on our roadways, performance metrics and our Transportation Asset Management Plan on our complete system, traffic volumes, and federal aid that we have been allocated funding for. She also shared key components including unmet needs throughout our region and county. Supervisor VanderRoest shared the first project on the CIP for Charleston Township is East Michigan from 40th Street to Mercury Drive in year 2025. He mentioned East Michigan was once scheduled for 2021 and has since been moved to 2025. He is concerned since this road has heavy truck loads due to active gravel pits. He requested Miller Drive from 38th Street to East Michigan be added to year 2026 as a preventive maintenance project. He mentioned the cost on Miller Road is

November 9, 2021

Chair Int'l _____

Clerk Int'l _____

listed at \$1.1 million with a culvert and it is his understanding the culvert does not need to be replaced. He assumes this will not be an expensive project. He shared 40th Street is included in the CIP, but he thinks it is in good shape and will not be needing any work. Managing Director Johnson shared we received written feedback from Schoolcraft Township Trustee, Mr. Steve Fryling. Both the Board and staff have received his feedback. Mr. Fryling's concerns were related to U Avenue between Portage Road and 22nd Street. County Engineer Minkus did respond and shared that it was part of our project and is currently in the 2024 draft CIP. Mr. Pawloski shared he noticed quite a few expensive projects and questioned how the new infrastructure bill will impact Kalamazoo County. Managing Director Johnson shared the infrastructure bill has not yet been signed by the President. It is an estimated \$1.2 trillion infrastructure package that was approved on Friday and what it means directly to Kalamazoo County is yet to be determined. It will work through the state and the Kalamazoo Area Transportation Study (KATS) relative to the prioritization projects. The bill calls for investing \$110 billion for roads, bridges and major infrastructure projects. It also has sixteen (16) projects earmarked as part of the package. Also included is \$40 billion for bridge repairs, rehabilitation, and replacement. There are also dollars allocated towards transit and rail, broadband upgrade, upgrading of airports, ports and waterways, improving power and water systems, and environmental remediation. An increase in federal gas tax is not part of this package and lawmakers are leaning on repurposing unused Covid-19 dollars to pay for legislation. There will be a call for projects that will go through the prioritization process which is why projects are numbered in the CIP for potential selection. Discussion continued...

Commissioner Boersma shared the federal aid dollars that the road commission receives may only be used on certain primary road projects and may not be used on local road projects. Managing Director Johnson shared federal aid dollars are typically allocated to roads that carry the highest volume across the state such as Sprinkle Road. Mr. Selden thanked Managing Director Johnson for a very clear explanation of how funding is allocated.

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

Carried by the following vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Boersma moved, and it was seconded to adopt the proposed Budget resolution for the 2022 fiscal year. Managing Director Johnson shared staff considered the many challenges with supply chain, the workforce, the pandemic, and the 26th Street project facility. The 2022 Proposed Budget was reviewed at the Board Work Session. We have carefully reviewed all funding sources, planned expenditures and projects, as well as the fund balance status.

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 2022:

	2022 Budget
<u>Revenue</u>	
Michigan Transportation Funds	
Primary Road Fund	19,015,200
Local Road Fund	6,004,800
Total Michigan Transportation Funds	25,020,000
Federal, State and Enhancement	2,975,000
Township Projects	5,915,000
Township Special Assessments	58,000
Cities and other Governmental	2,334,000
Interest	20,000
Other	925,000
Total Operating Revenue	37,247,000
<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	10,537,000
Local Road System	7,440,000
Total Preservation - Structural Improvements	17,977,000
Preventive Maintenance	
Primary Road System	1,554,500
Local Road System	0
Routine Maintenance	
Primary Road System	3,631,000
Local Road System	4,973,000
Total Routine & Preventive Maintenance	10,158,500
Total Road Expenditures	28,135,500
Equipment	
Direct Equipment Expense	1,977,000
Indirect Equipment Expense	786,000
Operating Expense	375,000
Total Equipment Expense	3,138,000
Less Equipment Rental	(3,091,000)
Net Equipment Expense	47,000
Administration	1,674,000
Work Performed for Others	4,212,000
Distributive Expenditures (Unspread Fringe, OH)	0
Capital Outlay	3,986,000
Subtract Provision for Depreciation	(1,255,000)
Total Expenditures	36,799,500
<u>Fund Balances</u>	
Beginning Fund Balance	8,938,963
Change in Fund Balance	447,500
Ending Fund Balance	9,386,463
<i>Unassigned Fund Balance as a % of MTF Revenue</i>	33%

Carried by the following vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Pawloski moved, and it was seconded to approve the 2022-2026 Primary Road CIP. Commissioner Stehouwer shared there is a good number of dollars going towards both the local and primary road systems and he appreciates all the work. Supervisor VanderRoest shared before voting please consider adding to the CIP Miller Drive from 38th Street to East Michigan. Commissioner Brennan shared at this point we can only approve what we have in front of us and will take Miller Drive under consideration. Furthermore, we constantly look at additions and changes as needed to the CIP.

Carried by the following vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Stehouwer moved, and it was seconded to award the Tree Work #3, Countywide Bid #2021-21 to American Arbor, LLC. Low bidder meeting specifications for Bid Item #1 \$10,694.25, Bid Item #2 \$17,802.00, and Bid Item #3 \$14,960.00 for a total of \$43,456.25. Managing Director Johnson shared this bid is divided into three (3) bid items grouped by township and includes storm damage clean up, service requests and projects. We received three (3) bid proposals. American Arbor, LLC has performed work for the RCKC in the past and is confident they can complete the work before the December 31, 2021, deadline.

Carried by the following vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Boersma 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, 2022, the continuation of the current Delta Dental insurance plan for employees effective January 1, 2022, and the continuation of the current Life Insurance and Short-Term Disability Insurance through Dearborn Life Insurance Company for employees effective January 1, 2022. Managing Director Johnson shared the current employee health insurance plan is a BCN HMO 2000 and BCN HMO 4500 with a Health Reimbursement Account (HRA). The current dental insurance plan is Delta Dental. The RCKC is currently providing Life Insurance and Short-Term Disability Insurance for employees through Dearborn Life Insurance Company. The current insurance plan coverage is for 1/1/21 through 12/31/21. The new 1/1/22 through 12/31/22 proposed rates are the same as the current rates. Staff is proposing no change in provider and continuation of the plan.

Carried by the following vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Pawloski moved, and it was seconded to approve the Fire Department Signal Pre-emption Project Final Plan Cover Sheet, Engineering Services and Construction Agreement, and Traffic Signal Cost Agreements with Comstock Township for the Managing Director's signature. Managing Director Johnson shared this project includes installing devices at seven (7) traffic signals under jurisdiction of the Michigan Department of Transportation (MDOT) and thirteen (13) traffic signals under jurisdiction of RCKC. The project also provides Comstock Township Fire Department fifteen (15) vehicle units for installation in emergency vehicles. RCKC and our design consultant Hubbell, Roth & Clark Inc., (HRC) developed plans and bid documents for twenty (20) traffic signal locations throughout Comstock Township to deploy a technology to improve emergency response times and improve safety. The agreements support the project moving forward. Traffic and Project Engineer Hoekstra shared this will prepare a device that will go into fire trucks which is tied into their main frame system and changes the upcoming signal to a green light. If fire trucks have their flasher beacons on, they will have all green lights. It is Global Positioning System (GPS) based and is advanced technology that has worked well with other agencies. Commissioner Brennan shared this gives the drivers of emergency vehicles the opportunity to go through lights and not have to run red lights anymore. Traffic and Project Engineer Hoekstra stated that is correct.

Carried by the following vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Boersma moved, and it was seconded to approve the RCKC Non-motorized Routing Master Plan Map. Managing Director Johnson shared this map was presented to the Board in 2020 and received positive comments. The map was submitted to the KATS 2050 Metropolitan Transportation Plan public participation process with no specific changes to our routes. The map considers key engineering elements including spacing between routes, road type, traffic, speed, road conditions and safety and crash history. It also considered existing non-motorized plans in Kalamazoo County and adjoining jurisdictions. This RCKC Non-motorized Master Plan Map will provide a resource for staff and other agencies to use as planning, design, and construction of projects in the future. The purpose is to assist in identifying projects and to enhance cooperation and collaboration for facility development. As with any planning documents future updates may be necessary. This draft RCKC Non-motorized Master Plan will help the RCKC better address the many priorities and performance goals to best utilize our limited funding. Approval of this map allows us to focus forward on development and implementation progress as a planning document. This is supporting our draft 2022 RCKC Organization Performance Measures reviewed at our Board Work session. Mr. Paul Sotherland, member of the Kalamazoo Bicycle Club (KBC) shared that he helped Managing Director Johnson, County Engineer Minkus, Engineering and Public Relations Director Worden, and Traffic and Project Engineer Hoekstra create this proposed non-motorized plan. His goal was in helping to create the KBC popular bike route map along with Doug Kirk, KBC President and Megan Mickelson, KATS Associate Planner. They created an online version of bike routes that bicyclists in the area can utilize online. After creating the map and posting online he wondered how many of the routes on MAP 7 are included in the Planned Development Residential (PDR) KBC popular bike route map. He found the vast majority of those routes in MAP 7, are also included in the PDR map and those two maps were used to create the RCKC map. When he looked at the map almost year ago, he was amazed and thrilled to see the map. The map takes routes through every single township in the county, connects with routes within the cities, and projects to potential routes outside the county as a wonderful network of non-motorized routes. When he looked at the map at home, he noticed there were fewer routes on the RCKC map than on the PDR map and wondered why. He then went through the criteria that the road commission staff used to select the routes. It was a fine job of using the criteria and all the proposed routes by other entities to come up with a sound network.

Ms. Anna Horner, Deputy Director of Public Work for Oshtemo Township and member of the KATS Technical Committee shared there was a meeting recently to approve the Metropolitan Transportation Plan Update through 2050 which is a document that we all use. KATS is the regional planning entity for all the local agencies as well as the road commission and some surrounding jurisdictions of adding a non-motorized chapter for this plan. She understands there were hundreds of public comments that were put into the non-motorized plan that is going to be part of the Metropolitan Transportation Plan for 2050. She can recognize as an engineer by trade that plans sometimes seem intimidating and they are kind of a wish list and a broad look at what could be done in our area based on resident feedback and upcoming projects. She shared the community values non-motorized, and they are incorporated into projects. She thanked County Engineer Minkus and Engineering and Public Relations Director Worden who meet with the Township frequently to discuss how they can accomplish non-motorized in projects that are more comprehensive and to meet those complete street goals.

Mr. Selden shared he is looking forward to helping the road commission in its various capacities as we go forward to implement various aspects of non-motorized planning. He thanked Mr. Sotherland and all the other members and stakeholders that were involved in the process of coming up with these routes. He thanked Mr. Sotherland for leading the way with technical staff approval in developing the popular bike route map and extending the routes all the way to the edge of the county to Plainwell. He mentioned there will be a non-motorized sub-committee with KATS. Going forward he thinks that is where the finer details of the routes maybe worked on. It will be a process that he is looking forward to being a part of. Commissioner Stehouwer questioned if it is tangible that non-motorized planning has influenced how we are doing the Barney Road project listed on the CIP. County Engineer Minkus shared federal aid dollars are being used on the Barney Road project. Typically, whenever we do projects, we look at the shoulder width and on Barney Road we are looking at creating more uniform shoulders. Furthermore, we look at shoulder work on all of our projects to ensure they are more uniform for all users. Commissioner Stehouwer questioned if specific signage will be added to these roads. County Engineer Minkus stated that may be a further conversation in the future. Discussion continued...

November 9, 2021

Chair Int'l _____

Clerk Int'l _____

Commissioner Boersma thanked all the members, road commission staff and the community who were involved in this project. He shared we learned last month at the Commissioner's Seminar how few road commissions in Michigan have a non-motorized master plan. Many of our fellow road commissioners within the state were quite amazed how the RCKC has been taking a leadership role on non-motorized. This is a road map not a destination map and hopefully this map is a way for us as an organization to move forward and to improve non-motorized transportation throughout Kalamazoo County. Commissioner Pawloski shared Washtenaw County has a countywide non-motorized road millage. Furthermore, the road commission spends a lot of effort, time and resources on non-motorized and everyone should be very proud of what they have done. Furthermore, he supports all their efforts.

Carried by the following vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Mr. Selden shared he is looking forward to helping the RCKC maximize the positive impact of the dollars. He stated there is spending on non-motorized both in the harder and softer dimensions. There are virtuous cycles that present further opportunities to be capitalized on. He looked forward to working together in a collegial manner to maximize those opportunities in the future.

Managing Director Johnson shared she appreciates Ms. Horner and Mr. Sotherland's comments on non-motorized. She also appreciated Mr. Selden's comments in terms of his citizen input and public comment into a regional route that is noted in the KATS motorized. She shared we are trying to wrap up Nichols Road. She asked Traffic and Project Engineer Hoekstra to provide an update. Traffic and Project Engineer Hoekstra shared we are making progress. We are expecting more curb and sidewalk work this week, but we are mainly prepping for milling on Saturday and next Tuesday. We expect to see some paving occur tomorrow and we anticipate having the road striped and opened within a week weather permitting. Managing Director Johnson also requested an update on school zone crosswalk pavement marking. Traffic and Project Engineer Hoekstra shared we were waiting on the walk to school plan from King Westwood and requested verification that it was desired. They have provided documentation and the cross walk and related signage will happen next week with the project. Yesterday, both she and Commissioner Stehouwer attended the Southwestern Council meeting. The Legislative Priorities were on the agenda. We ended up with a no vote primarily in support of the resolution we previously approved related to the non-motorized 1% with Michigan Transportation Fund (MTF). She shared we still support our County Road Association (CRA), and we still support a lot of the initiatives for they do good work for us.

Commissioner Dickason shared that she attended the Brady Township meeting on November 4th where there was discussion about their lighting. They made a motion to transfer approximately \$3,000 over. She gave a shout out to Engineering and Public Relations Director Worden. She was told by Brady Township Supervisor Tracy Locey that he has been very helpful and answered all her questions related to the 32nd Street project. It was also mentioned that Brady has exceeded their matching funds for KATS. Supervisor Locey also reached out to Senator McCann related to the housing bill that is forthcoming for assistance to keep it local. She plans to attend the Climax Township Board meeting tonight.

Commissioner Boersma shared the Kalamazoo Environmental Health Advisory Committee (EHAC) has not met. The Steering Committee met and have started putting items out for bid including the roof structure for the salt barn. They are trying to finalize mechanicals and other long lead time items.

Commissioner Stehouwer shared County Parks met virtually November 4th. As much as things were restricted there are many bright spots including an increase in camping, and park activities such as soccer. They are looking forward to next year with perhaps less restrictions and more use of the parks. They are working on a master plan for the Woollam Preserve in Texas Township. He attended the Southwestern Council meeting where they discussed new and pending legislation. They highlighted training going on at the CRA. He is hopeful that bridge dollars will come through eventually. They discussed the federal aid buy back. Wetlands had fifty-five (55) projects this year that used the wetland banking program. There was discussion on stream mitigation that would have Environmental Protection Agency (EPA) requirements. He plans to attend Legal Issues Symposium on December 7th.

November 9, 2021

Chair Int'l _____

Clerk Int'l _____

Commissioner Pawloski shared there was not a Board of Public Works (BPW) meeting. He thanked the finance team for the budget and is pleased we are being transparent with dollars. He stated CRA and the team do a great job and he knows there were some concerns last year that have since been worked out. He reminded everyone to slow down in the snow.

Commissioner Brennan shared this is the time of year we look at many hours of daylight that get burned by our team by working on the CIP and budget. The team manages well with resources and capital equipment. There are good plans in place, and it takes a lot of work to make it happen. The Board appreciates all of their time and effort. He thanked County Commissioner Shugars for joining the meeting virtually.

Commissioner Pawloski moved, and it was seconded to adjourn.

Carried by the following vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

The meeting was adjourned at 4:17 p.m.

Attest: Meredith Place, County Clerk

By: _____, Chair _____, Deputy Clerk

November 23, 2021

Chair Int'l _____

Clerk Int'l _____

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, November 23, 2021. Commissioner Brennan called the meeting to order at 3:00 p.m.

Present: Thom Brennan, David C. Pawloski, Larry Stehouwer, Michael Boersma, Keshia Dickason

Also attending: Operations Director Travis Bartholomew, Finance Director Ann Simmons, Engineering and Public Relations Director Mark Worden, County Engineer Ryan Minkus, General Superintendent Bill DeYoung, Assistant General Superintendent Rusty McClain, and Administrative Assistant Selena Rider.

Administrative Assistant Rider 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: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Dickason moved, and it was seconded to approve the November 9, 2021, Board Meeting Telephonic and Video Conferencing minutes as presented. Commissioner Stehouwer stated the meeting minutes were listed incorrectly on the agenda. The minutes on the agenda were corrected from "November 9, 2021, Board of County Road Commissioners Road Tour" to "November 9, 2021, Board Meeting Telephonic and Video Conferencing".

Carried by the following vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

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

Payroll Account	\$ 232,678.45
Vendor Account	\$ 1,758,080.40

Carried by the following vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Mr. Brian Miller of 7256 E. Y Avenue shared concerns related to an invoice he is trying to pay off for his mailbox removal. The invoice was for a total of \$395.00. He shared photos from his cell phone with the Board and shared according to the rules the pictures he shared are considered illegal. Furthermore, one of the mailbox posts belongs to a person in this Board room. Mr. Miller explained he has \$50.00 left to pay on his invoice and cannot afford to pay it. He offered to pay \$150.00 which was declined. Commissioner Stehouwer requested Mr. Miller to send pictures via email. Mr. Miller stated he is not tech savvy and would try.

Mr. Steve Barber of 532 Montrose Avenue shared Nichols Road in front of St. Martin of Tours Episcopal Church has been under construction. It has been a mess with cones and barricades everywhere. He stated the people working on the road have gone out of their way to accommodate those of us who use the road to get to and from their homes and the church. The supervisors and workers appear to have worked hard and efficiently to complete the job and have let residents come and go in the best manner possible. He shared blocking off sections of the road was necessary and important, but it was also done in a manner that showed respect and consideration for those who use the road. He thanked everyone who made this project and this mess a success. Commissioner Boersma thanked Mr. Barber for his comments. Commissioner Brennan thanked Mr. Barber and stated his comments were much appreciated.

Mr. Dexter Mitchell, Kalamazoo Township Manager echoed some of the sentiments of Pastor Barber. He thanked the RCKC for opening Nichols Road and mentioned it's been a long, heartfelt timeframe. His Board met last night, and they appreciated all the work and are pleased they worked with their partners with the school system to get the crosswalk back. He would be neglectful if he didn't say they are still working with regards to resolving the speed and reducing it back down. He shared our partnership with the RCKC is still very strong even

though we may not always see eye to eye. He thanked the RCKC for all the work that has been done throughout the entire county especially Kalamazoo Township.

Commissioner Boersma moved, and it was seconded to refer the Wolverine Gas and Oil Variance Request, Climax Township back to the RCKC staff, to consider applicable permit provisions in compliance with RCKC policy. County Engineer Minkus shared Wolverine Gas and Oil Company of Michigan (Wolverine) is a privately owned, independent oil and gas exploration and production company in Grand Rapids. On August 3, 2021, Wolverine applied for a right-of-way (ROW) permit to bore under 38th Street between PQ and P Avenues in Climax Township. Based on the information provided in the original submittal, we denied the application citing the RCKC Construction Guidelines do not allow the placement of private utilities within the public ROW. As is permitted per RCKC policy, Wolverine submitted a variance request for a deviation from RCKC policy for the crossing on September 29th and provided updated documentation on October 8th. Installing the flowlines at a 10-foot depth below the centerline of the road would minimize most potential conflicts. Additionally, Wolverine has stated that they are willing to work with the RCKC in the future, should any relocation work be necessary. Based on our research, staff has concluded that we are within the RCKC policy and have the legal authority to grant a permit to install these flowlines. We recommend including provisions with the issuance of any flowline permit in the ROW, subject to potential further attorney review. Referring the Wolverine application back to staff would allow for the original permit application to be reviewed for approval, with provisions in compliance with RCKC policy, subject to any necessary legal review and not require any variances from staff or the Board. Commissioner Boersma inquired about the timeline if the Board referred this back to staff for additional consideration. County Engineer Minkus shared within seven (7) days staff could have this turned around. Discussion continued...

Carried by the following vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Stehouwer moved, and it was seconded to award the Winter Maintenance Services Bid #2021-22, to ELC Leasing Corporation with an option to extend annually for up to three (3), one (1) year extensions by the mutual agreement of both parties for Platts, Texas Township. General Superintendent DeYoung shared a public bid notice was provided to contractors and construction/bidding entities, as well as the posting on our website. RCKC staff also made contact by phone with many other winter maintenance contractors in an effort to generate interest in this bid. In addition to the various building industry associations, we had three (3) downloads of the bid and received only one (1) bid proposal. ELC Corporation was sole bidder for this proposal. They submitted bids for Texas Heights and Springwood Hills. RCKC recommends the board award Texas Heights bid price of \$2,400.00 per event for 6" or less and \$4,800.00 per event for more than 6". We have reviewed our specifications with ELC Leasing Corporation to ensure they understand our requirements. They are confident they can meet our specifications and provide timely productive service for the upcoming winter season. ELC Leasing Corporation was awarded the 2017/2018 Winter Maintenance Bid, extending for three (3) years through 2020/2021, and successfully performed winter maintenance duties thru the 2020 season at which time the contract expired. Operations Director Bartholomew added this is the second winter maintenance bid that we have advertised this season. We are still struggling both with our own labor force along with our contracted services. We are still not where we feel comfortable for this winter and are looking at winter maintenance service delays because of it. Currently we have enough staff to cover our current routing system with no absences. Discussion continued...

Carried by the following vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Boersma moved, and it was seconded to approve the American Institute of Architects (AIA) B133 Architect – Owner Contract Agreement with Fishbeck for the Chair's signature. Finance Director Simmons shared this is an agreement we are asking the Board to review and approve. It will be an addition to our existing agreement with Fishbeck which included the request for proposal (RFP). This is a very complex and detailed project, and these agreements are typical in a larger construction project process. We met with Fishbeck and Walbridge both individually and as group and talked through these agreements to ensure everyone understood each other's role in this process. We also had legal review of this contract and feel it is an appropriate addition to their agreement to help manage the project. Commissioner Boersma shared Walbridge brought this to our

November 23, 2021

Chair Int'l _____

Clerk Int'l _____

attention for both agenda items C and D. The 26th Street project is a large, complexed project. The purpose of these agreements is to cover not only our relationship with Fishbeck as the architect for the project but also for Walbridge as construction manager. Furthermore, these are standard industry AIA contracts for both architects and construction managers. They are both necessary for moving forward on this project over and above the RFP bid that we adopted. He recommended the Board approve both agenda items C and D.

Carried by the following vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Boersma moved, and it was seconded to approve the AIA A134 Construction Manager – Owner Agreement, and AIA A201 General Conditions of the Contract for Construction for 26th Street Project with Walbridge for the Chair's signature. Finance Director Simmons shared similar to the agreement with our architectural firm Fishbeck, this is an agreement that delineates further details on our contract with our construction manager Walbridge. It delineates the owners, architect and construction manager's responsibility and protects all parties for unforeseen items and enables us to have a document to refer back on to see what was agreed to in a particular process. We have reviewed and discussed the agreement as a group and feel it has value in the process and is an important part of the process. Commissioner Stehouwer shared he expects the purpose of these agreements is to foster a good team approach and to have responsibilities clarified. He inquired about quality control and questioned who oversees it. Commissioner Boersma shared quality control would be overseen by the front-line individuals on this project. He mentioned Fishbeck will have the architectural and engineering specifications for the project. The installation of items would be handled by Walbridge who will have quality control. He explained Fishbeck will have to sign off on Walbridge and both Fishbeck and Walbridge will have to sign off to the RCKC when the project is complete. Discussion continued...

Carried by the following vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Stehouwer moved, and it was seconded to approve the Michigan Department of Transportation (MDOT) Contract #21-5413 for the Managing Director's signature. County Engineer Minkus shared the project is currently slated to be open for bid on December 3, 2021. As part of the process, we need to have a contract in place with MDOT. We were awarded surface transportation funds as well as safety funds that are being utilized in conjunction with each other to fund the project. The contract is for Sprinkle Road from East Main to G Avenue. There will be a gap around Gull Road due to the state planning on doing a project at Gull Road to add dual left turn lanes in 2023. We did coordinate the project with MDOT.

a. Sprinkle Road from East Main to north of G Avenue

Carried by the following vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Operations Director Bartholomew shared winter maintenance is fast approaching, and our shifts have moved to three (3) shifts for the upcoming season beginning Monday, November 29th. He shared Nichols Road has reopened and has a few punch list items remaining. Our 8th Street and XY Avenue projects are just about completed. We are working on restoration type work in the shoulder areas. He provided an update on the 26th Street facility and shared we've been working extensively with both Fishbeck, and Walbridge to keep on schedule. He explained the first piece was to get the salt/sand storage building bid. This was needed in order to get materials delivered and constructed to meet our timeline of adding salt/sand in the building by August 1, 2022. He mentioned the first step is complete, and the building is awarded. There will be a series of other bids that go with Phase I. We are aggressively working on the design of Phase II. Walbridge will be advertising many bids for this Phase in the next couple of months. Our timeline to award all bids is March 18th. We have our site plan review with Comstock Township on December 9th via Zoom. We have provided our site plans for Phase I which have been reviewed and hopefully approved at the December 9th meeting.

Commissioner Boersma shared the Kalamazoo Environmental Health Advisory Committee (EHAC) has not met. He wished everyone a Happy Thanksgiving and to travel safely.

November 23, 2021

Chair Int'l _____

Clerk Int'l _____

Commissioner Stehouwer shared County Parks will have a virtual meeting on December 2nd. He attended the Comstock Township Board meeting virtually and attended the Ross Township Board meeting in-person. He passed comments on to staff for follow-up if needed.

Commissioner Pawloski wished everyone a Happy Thanksgiving and asked everyone to drive slow when it snows. He stated great job on construction projects including Nichols Road. He is looking forward to next summer.

Commissioner Brennan shared in addition to the regular meetings he attended the Richland Township Board meeting on November 16th. On November 17th he attended the Township Supervisors meeting. In addition to the ongoing discussion on broadband throughout the county they discussed what portion of the Recovery and Reinvestment Act could be utilized. Also, two (2) presentations were given. The first one was a Community Action Agency Update. He shared this organization services not only Kalamazoo County but other counties regionally. Furthermore, it is amazing the services they provide to individuals in need. The second presentation was by the Upjohn Institute primarily on the Kalamazoo County Housing Plan. They explained what they are going forward with including needs for the underprivileged and unit housing. He wished everyone a happy holiday for Thanksgiving and to be safe. He thanked Mr. Barber for his comments related to Nichols Road and mentioned the project was quite extensive.

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

Attest: Meredith Place, County Clerk

By: _____, Chair _____, Deputy Clerk

December 7, 2021

Chair Int'l _____

Clerk Int'l _____

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, December 7, 2021. Commissioner Brennan called the meeting to order at 3:00 p.m.

Present: Thom Brennan, David C. Pawloski, Larry Stehouwer, Michael Boersma, Keshia Dickason participated virtually from Texas Township in Kalamazoo County.

Also attending: Managing Director Joanna I. Johnson, Operations Director Travis Bartholomew, Finance Director Ann Simmons, Assistant Finance Director – Human Resources Debbie Hill, Engineering and Public Relations Director Mark Worden, County Engineer Ryan Minkus, General Superintendent Bill DeYoung, Assistant General Superintendent Rusty McClain, Road Maintenance Superintendent Tony Allen, Communications Administrator Sarah Phillips and Administrative Assistant Selena Rider.

Administrative Assistant Rider 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: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Dickason moved, and it was seconded to approve the November 23, 2021, Board Meeting Telephonic and Video Conferencing minutes as amended. On page four (4) of the minutes, Commissioner Stehouwer suggested removing the word “Fishbeck” in the last sentence of Operations Director Bartholomew’s comments.

Carried by the following roll call vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

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

Payroll Account	\$	154,078.85
Vendor Account	\$	757,487.11

Carried by the following roll call vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Wakeshma Township Supervisor Jason Gatlin thanked Project Engineer Ausbury for working with the Environment, Great Lake & Energy (EGLE) related to the V Avenue culvert failure. He also thanked the RCKC for the Crown Award received last night at their Board meeting.

Kalamazoo Township Trustee Steve Leuty congratulated the RCKC for a productive 2021 year. He provided the Board with a handout and shared concerns related to speed limits. He urged the RCKC to prioritize a remedy in 2022 to address concerns over the recent speed limit increase on Nichols Road. He shared the crossing guard reports near misses occurring often. He stated a 1968 speed study recorded the 85th percentile at that time of 46mph but the traffic control order was deemed to be 35mph. In 2017 Cooper Township requested a speed study for North 14 Street and then 2 ½ years later the study of North 14th Street expanded to include Nichols Road in Kalamazoo Township. He shared Nichols Road is a primary road south of Barney Road to M-43 and it carries three (3) times more traffic. It also has a high concentration of people, schools, fire station, churches, cross streets and driveways. He explained Kalamazoo Township did not ask for this study and the Michigan State Police (MSP) did not request adding Nichols Road to the study. He shared the RCKC has an opportunity next year to seek a win win solution by asking the MSP to modify the latest traffic control order to restore the 35mph speed limit to at least the primary portion of Nichols Road between M-43 and Barney Road. Commissioner Brennan thanked Mr. Leuty for his comments.

Commissioner Boersma moved, and it was seconded to receive the Michigan Department of Transportation (MDOT) Safety Improvement Project 2023 Award Letters dated November 22 and 24, 2021 and

December 7, 2021

Chair Int'l _____

Clerk Int'l _____

refer them to file. Managing Director Johnson shared on April 27, 2021, the Board approved resolutions for support of the Almena Drive, Parkview and TU Avenue projects for funding. These projects are noted on the 2022-2026 Primary Road Capital Improvement Plan (CIP).

- a. Almena Drive at 2nd Street
- b. Parkview Avenue at 11th Street and 12th Street
- c. TU Avenue at 23rd Street

Carried by the following roll call vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Pawloski moved, and it was seconded to receive the MDOT Local Bridge Award Letters dated November 9, 2021 and refer them to file. Managing Director Johnson shared on March 16, 2021, the Board approved resolutions for support of these bridges for funding. We are pleased that the Village of Augusta bridge we supported was also supported by funding. These bridges are on the primary road system and the CIP will need to be updated in the future.

- a. Structure 4621 – Y Avenue over Portage Creek, Brady Township
- b. Structure 4623 – YZ Avenue over Brown Creek, Brady Township
- c. Structure 4639 – 31st Street over Brown Creek, Brady Township

Carried by the following roll call vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Boersma moved, and it was seconded to approve the 2022 Liquid Deicer Tank Unit purchase for a total of \$22,681 to Truck & Trailer Specialties, Inc. through the MIDEAL purchasing program. Managing Director Johnson shared outlined in our Capital Outlay section of the 2022 Budget and our 2022-2026 Equipment CIP is the purchase of a Liquid De-icer tank unit for \$30,000. Truck & Trailer Specialties, Inc. bid includes a 1-year warranty on all the equipment and components and has proposed a 240–265-day timeline from date of order to complete the unit. Our goal is to have this unit in service for the 2022-2023 winter season. Commissioner Boersma stated anytime we have an item come in well under budget is very welcoming to him as a commissioner. He also commended staff for this purchase.

Carried by the following roll call vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Stehouwer moved, and it was seconded to approve the 2022 regular Board meeting schedule as presented. Commissioner Brennan shared we work on a two-week period to ensure we are approving payroll for our workforce in a timely manner. Furthermore, we have used this Tuesday afternoon at 3:00 p.m. schedule for quite some time and it seems to work very well.

Carried by the following roll call vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Boersma opened discussion to establish nominations for Chair and Vice Chair.

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

Commissioner Dickason moved, and it was seconded to establish Commissioner Pawloski as Vice Chair.

Carried by the following roll call vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Pawloski opened discussion to establish Township Representation for Board Members. Commissioner Brennan shared primarily from our Board Work Session we came away with the understanding the current Board positioning with Townships Representation was favorable and we did not receive requests from Townships for changes.

Commissioner Boersma moved, and it was seconded to keep the current Township Representation liaisons in place for 2022.

Carried by the following roll call vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

December 7, 2021

Chair Int'l _____

Clerk Int'l _____

Commissioner Boersma opened discussion to establish 2022 Committee Representation for Board Members. Commissioner Brennan shared primarily from our Board Work Session Commissioner Stehouwer has volunteered to continue to be primary on County Parks Commission and Commissioner Boersma has volunteered to continue to be primary on the Environmental Health Advisory Committee (EHAC). It was also recommended to have Commissioner Dickason take over as primary on the Board of Public Works (BPW).

Commissioner Pawloski moved, and it was seconded to have Commissioner Dickason taking over as primary on the Board of Public Works (BPW)

Carried by the following roll call vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Boersma moved, and it was seconded to have Commissioner Boersma serve as alternate for BPW, Commissioner Dickason serve as alternate for Parks Commission, and Commissioner Pawloski serve as alternate for EHAC.

Carried by the following roll call vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Stehouwer 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 roll call vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

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

Carried by the following roll call vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Stehouwer moved, and it was seconded to approve the 2022 Proposed Organizational Performance Measures. Managing Director Johnson shared we as an organization are on the continuous road to improvement by consistently doing the things that we do well and to have clearcut, measurable goals moving forward as an organization. She gave a brief description of the five (5) areas including Safety and Road Quality, Fiscal Responsibility, Public Service, Human Resources, and Communications/Public Relations.

Carried by the following roll call vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Managing Director Johnson thanked both Commissioners Brennan and Pawloski for continuing as Chair and Vice Chair as well as Mr. Minkus for serving as County Engineer. She shared we were busy with winter maintenance activities yesterday along with downed trees due to wind gusts. We had the opportunity to talk with News Channel 3 related to winter maintenance. Operations Director Bartholomew and Communications Administrator Phillips will meet today with News Channel 3 at 4:00 p.m. to discuss RCKC preparedness and staffing for winter maintenance. We are working on our 2022 projects and will be scheduling project informational meetings. We will have packet information to our Township partners by December 20th related to local participation (PAR) fund allocations and are hoping to get updated population numbers before distribution. She mentioned there is one last Board meeting for 2021 scheduled for December 21st.

Commissioner Dickason shared she attended the Brady Township Board meeting and stated there were no changes the RCKC needed to be aware of at that time.

Commissioner Boersma shared the EHAC did not meet and plan to meet in March of 2022. He attended the County Road Association (CRA) Annual Legal Issues Symposium today in Mt. Pleasant where they discussed road abandonments especially when it comes to lake access. He mentioned it is his understanding that the abandonment to take place on Pitcher Street did not happen for there was no coordination with the City of Kalamazoo as required within our resolution. Therefore, Pitcher Street is now open to the public. They also

December 7, 2021

Chair Int'l _____

Clerk Int'l _____

discussed small cell and broadband internet within the right-of-way (ROW). He shared 5G requires many cell towers and antennas connected to fiber optic cable underground. They discussed the statutory fee schedule which is incorporated into our fee schedule and may be unconstitutional per the Michigan Constitution and conflicts with other statutes. He shared we have a resolution and policy from before COVID-19 and this topic should be reviewed by the Board and staff within the next few months. The last topic was related to the Open Meetings Act (OMA) and Freedom of Information Act (FOIA).

Commissioner Stehouwer shared County Parks met virtually on December 2nd which included ordinary business. He attended the Comstock Township Board meeting last night where they went over many budget items including the 1 mill for roads. He attended the CRA Legal Issues Symposium this morning and shared the RCKC has dealt with potential road abandonment. He shared Oakland County Road Commission presented their perspective on it and provided a good handout in terms of their process.

Commissioner Pawloski congratulated Commissioner Brennan for continuing as Chair. He is pleased with the way the Pitcher Street abandonment turned out. Furthermore, he thinks it was important for the RCKC to put on the caveat for the City of Kalamazoo to sign off on it. He congratulated staff on putting together hybrid meetings. He stated we are a leader not only around Road Commissions but other units of government around the region. He shared the CRA Highway Conference is March 8 – 10. He mentioned Portage Road is closing this weekend for the I-94 bridge beam placement. He thanked Wakeshma Township Supervisor Jason Gatlin, Comstock Township Supervisor Randy Thompson and Cooper Township Supervisor Jeff Sorensen for attending today's meeting. He stated we have fifteen (15) Townships to work with and we need to do it fairly amongst all fifteen (15) of them. He appreciated Commissioner Dickason for nominating him for Vice Chair and he appreciated the Board for putting their trust in him.

Commissioner Brennan shared the Board meetings will no longer be virtual beginning January 1st in compliance with the Open Meetings Act. RCKC Commissioners will be present for the meetings, but the public may still attend virtually which has proven to be a very effective measure for all. He thanked Commissioners Boersma and Stehouwer for attending the CRA Legal Issues Symposium in Mt. Pleasant this morning. He thanked the Board for their overall support in nominating him as Chair. He thanked the previously mentioned Township Supervisors for attending today's meeting. He also thanked County Commissioner Dale Shugars for attending and shared that he is the RCKC liaison moving forward.

Supervisor Sorensen thanked the RCKC for a platted area that had a tree come down and took care of the resident in a very great way. He stated they will be made right after speaking with Engineering and Public Relations Director Worden. He mentioned Cooper Township had some issues last night with 911 Dispatch not dispatching the RCKC properly. He shared that does not go on the RCKC and they had a resident intervene which worked out well. He thanked both Operations Director Bartholomew and Engineering and Public Relations Director Worden for all their work.

Commissioner Boersma moved, and it was seconded to adjourn.

Carried by the following roll call vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

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

Attest: Meredith Place, County Clerk

By: _____, Chair _____, Deputy Clerk

December 21, 2021

Chair Int'l _____

Clerk Int'l _____

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, December 21, 2021. Commissioner Brennan called the meeting to order at 3:00 p.m.

Present: Thom Brennan, David C. Pawloski, Larry Stehouwer, Michael Boersma, Keshia Dickason arrived at 3:05 p.m.

Also attending: Managing Director Joanna I. Johnson, Operations Director Travis Bartholomew, Finance Director Ann Simmons, Assistant Finance Director – Human Resources Debbie Hill, Engineering and Public Relations Director Mark Worden, County Engineer Ryan Minkus, General Superintendent Bill DeYoung, Assistant General Superintendent Rusty McClain, Road Maintenance Superintendent Tony Allen, Communications Administrator Sarah Phillips and Administrative Assistant Selena Rider.

Administrative Assistant Rider 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: Brennan, Pawloski, Stehouwer, Boersma

Commissioner Boersma moved, and it was seconded to approve the December 7, 2021, Board Meeting Telephonic and Video Conferencing minutes as presented.

Carried by the following vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma

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

Payroll Account	\$ 157,828.63
Vendor Account	\$ 2,169,707.58

Carried by the following vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma

Commissioner Stehouwer moved, and it was seconded to award the Liquid Deicer Materials Bid #2021-24 to Corrigan Environmental Solutions, Great Lakes Chloride, K-Tech Specialty Coatings LLC, Michigan Chloride Sales, and Scotwood Industries LLC, all bidders 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 since 2016 RCKC has been utilizing liquid deicer materials to re-treat the salt stockpile as well as anti-icing and deicing operations. There are advantages to utilizing liquids versus straight hard rock salt including lowering the effective working temperature of the material, it reduces bounce and scatter of granular materials, it is less corrosive than straight granular applications, and works immediately because it is already in a liquid form versus granular that must dissolve to create the liquid deicing solution. In addition to the various building industry associations, we had (6) six downloads of the bid and received (5) five bid proposals. With the award of this bid to all the bidding vendors and their various products, RCKC can conduct trials and experiment with different types of materials. Also, if one project is not available, we have options.

Carried by the following vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Dickason moved, and it was seconded to award the Sign Installation and Maintenance Services Cooperative Bid #2021-23 to Rathco Safety Supply Inc., sole bidder meeting specifications, for a total of \$424,502.5, 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 since 2018, the RCKC cooperated with the City of Kalamazoo on a joint bid process for Sign Installation and Maintenance Services. The bid is structured into three (3) categories; the service activity performed, the materials used, and the mobilization for the location. In a comparison of bid pricing to 2021 contract unit prices, small increases are observed in the material costs. Mobilization prices and service

activity prices did not change. The total award for this bid did have an adjustment. Rathco Safety Supply is still the low bidder. We missed a calculation for the breakaway system which was \$4,095.00. The total bid amount for Rathco Safety Supply is \$424,502.50 versus what was reported at \$420,407.50. Budgeted expenses for 2022 are \$600,000. If awarded, RCKC staff would continue to provide emergency and temporary installations as this is not part of the bid.

Carried by the following vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Stehouwer moved, and it was seconded to approve the Michigan Department of Transportation (MDOT) Contract #21-5470 for the Managing Director's signature. Managing Director Johnson shared the project is noted in our 2022 Primary Capital Improvement Plan (CIP) for traffic signal replacement. Approval of the contract will allow the project to proceed to bid award. The project is funded by Federal Surface Transportation Program, Congestion Mitigation Air Quality and RCKC MTF funding. Commissioner Stehouwer questioned if the signals will coordinate with each other. Traffic and Project Engineer Hoekstra shared the signals will be modernized and will include radio connections. He noted that Douglas and Westnedge are the only signals that will be completely redone.

a. Mosel Avenue at Douglas Avenue, Westnedge Avenue, Burdick Street and Riverview Drive

Carried by the following vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Boersma moved, and it was seconded to approve the 26th Street Sewer Extension Agreement contingent upon Franklin Partners LLC and Comstock Township approval, for the Chair's signature. Managing Director Johnson shared the total estimated project cost for the 26th Street Sewer Extension Project is \$1,481,597. If the Board approves the Sewer Extension Agreement, RCKC would be responsible for our initial deposit of \$70,549 to cover our portion of the Engineering, Legal and Administrative cost for the project. The balance of RCKC's contribution to the project is estimated at \$381,583.33. The sewer extension agreement language identifies all parties' contributions to the project, including how to calculate the actual cost for each party at time of bid award, how to proceed if the project comes in more than 10% over project estimate and sets a timeline for completion. Comstock Township has identified a November 1, 2022, completion date for the project. The deposits outlined in the sewer extension agreement for both parties proportionally include the Engineering and Administration/Legal cost for the project. Comstock Township Supervisor Randy Thompson shared the 26th Street Sewer Extension Agreement was approved at their Board meeting. Commissioner Boersma shared we are moving along with the 26th Street project and stated this is a valued added activity for the project and is something the Board should approve. Commissioner Stehouwer echoed the collaboration between the parties to bring this contract forward. Furthermore, it is unfortunate that Franklin Partners LLC has indicated a small delay. He stated this is a cost benefit to all parties and he is hopeful that Franklin Partners LLC will come back to the table as a player.

Carried by the following vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Boersma moved, and it was seconded to approve and adopt the 2021 Year End Budget Amendment #3, and 2022 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 2021 Proposed Year End Amended Budget reflects the best estimate of year-end results. We also reviewed the impacts to our 2022 budget based on 2021-year end projections. Commissioner Stehouwer mentioned he had submitted a question by email related to Township projects, the reduction for the current fiscal year 2021 and how the decline in revenue was distributed and expenses. He appreciated the guidance of staff along with the detailed, thorough document that was included within the Board packet. Commissioner Boersma suggested providing an explanation about what the fund balance is and why we have it. Finance Director Simmons shared when preparing our budget, we look at our fund balance. She stated the fund balance is critical for so many things including allowing cash flow at the height of construction season and allowing reserves for unknown events.

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 2021 and 2022:

	2021 Budget Amendment 2	Change	2021 Budget Amendment 3	2022 Budget	Change	2022 Budget Amendment 1
<u>Revenue</u>						
Michigan Transportation Funds						
Primary Road Fund	17,252,000	988,000	18,240,000	19,015,200	0	19,015,200
Local Road Fund	5,448,000	312,000	5,760,000	6,004,800	0	6,004,800
Total Michigan Transportation Funds	22,700,000	1,300,000	24,000,000	25,020,000	0	25,020,000
Federal, State and Enhancement	3,803,000	(503,000)	3,300,000	2,975,000	0	2,975,000
State General Fund - PA 207 of 2018	0	0	0			0
State General Fund - PA 82 of 2018	0	0	0			0
State General Fund - PA 84 of 2015	0		0			0
State General Fund - PA 252 of 2014	0		0			0
State - Special Winter Maintenance	0		0			0
State - Priority Road Investment Funds	0		0			0
Township Projects	5,162,000	(1,474,000)	3,688,000	5,915,000	0	5,915,000
Township Special Assessments	58,000	3,000	61,000	58,000	0	58,000
Cities and other Governmental	0	516,000	516,000	2,334,000	0	2,334,000
Interest	25,000	(10,000)	15,000	20,000	0	20,000
New Platted Roads Donated	0		0	0	0	0
Other	345,000	(30,000)	315,000	925,000	0	925,000
Total Operating Revenue	32,093,000	(198,000)	31,895,000	37,247,000	0	37,247,000
<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	12,210,000	(455,000)	11,755,000	10,537,000	0	10,537,000
Local Road System	4,186,000	(471,000)	3,715,000	7,440,000	0	7,440,000
Total Preservation - Structural Improvements	16,396,000	(926,000)	15,470,000	17,977,000	0	17,977,000
Preventive Maintenance						
Primary Road System	1,860,000	(165,000)	1,695,000	1,554,500	0	1,554,500
Local Road System	3,297,000	(477,000)	2,820,000	0	0	0
Routine Maintenance						
Primary Road System	4,020,000	(991,000)	2,999,000	3,631,000	0	3,631,000
Local Road System	4,990,000	(194,000)	4,796,000	4,973,000	0	4,973,000
Total Routine & Preventive Maintenance	14,167,000	(1,827,000)	12,310,000	10,158,500	0	10,158,500
Total Road Expenditures	30,563,000	(2,753,000)	27,780,000	28,135,500	0	28,135,500
Equipment						
Direct Equipment Expense	2,048,000	(318,000)	1,730,000	1,977,000	0	1,977,000
Indirect Equipment Expense	701,000	31,000	732,000	786,000	0	786,000
Operating Expense	325,000	37,000	362,000	375,000	0	375,000
Total Equipment Expense	3,074,000	(250,000)	2,824,000	3,138,000	0	3,138,000
Less Equipment Rental	(2,875,000)	(25,000)	(2,875,000)	(3,091,000)	0	(3,091,000)
Net Equipment Expense	199,000	(275,000)	(51,000)	47,000	0	47,000
Administration	1,703,000	(173,000)	1,530,000	1,674,000	0	1,674,000
Work Performed for Others	0	865,000	865,000	4,212,000	0	4,212,000
Distributive Expenditures (Unspread Fringe, OH)	0	0	0	0	0	0
Capital Outlay	4,582,000	(2,591,000)	1,991,000	3,986,000	2,920,000	6,906,000
Subtract Provision for Depreciation	(1,438,000)	406,000	(1,032,000)	(1,255,000)	0	(1,255,000)
Total Expenditures	35,609,000	(4,521,000)	31,083,000	36,799,500	2,920,000	39,719,500
<u>Fund Balance</u>						
Beginning Fund Balance	11,454,963	0	11,454,963	8,938,963	0	12,266,963
Change in Fund Balance	(3,516,000)	4,323,000	812,000	447,500	(2,920,000)	(2,472,500)
Total Fund Balance	7,938,963	4,323,000	12,266,963	9,386,463	(2,920,000)	9,794,463

Carried by the following vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

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

Carried by the following vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Pawloski moved, and it was seconded to approve the 2021 Resolution to accept recently constructed roads into the public road system and the 2021 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 2021 as improved roads. The total primary road mileage increased by 0.01 miles for a total of 445.83 and the local road mileage decreased by 0.05 miles for a total of 824.58. Our total mileage is 1270.41. You can find our [interactive certification book](#) on our website as well.

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, vacations and road name corrections.

Jurisdictional Transfers

G Avenue, Section 32, Richland Township, primary road addition of 0.01 miles west of M-343 (from Michigan Department of Transportation (MDOT) to Road Commission of Kalamazoo County (RCKC))

G Avenue, Section 32, Richland Township, primary road reduction of 0.10 miles east of M-343 (from RCKC to MDOT)

Additions and Reductions

27th Street, Section 32, Richland Township, local road reduction of 0.06 miles north of M-343 (from M-343 to Sturbridge Dr *reduce mileage* from 0.71 miles to 0.65 miles)

28th Street, Section 33, Richland Township, primary road addition of 0.10 miles north of M-343 (from M-343 to F Ave *increase mileage* from 0.55 to 0.65)

28th Street, Section 33, Richland Township, local road reduction of 0.02 miles south of M-343 (from G Ave to M-343 *reduce mileage* from 0.50 to 0.48)

December 21, 2021

Chair Int'l _____

Clerk Int'l _____

Corrections

Spruce Street, Section 18, Brady Township, local road, from 960 feet south of Richardson Street (Village of Vicksburg Limits) to Richardson Street (*reduce mileage* from 0.30 miles to 0.18 miles)

Lyon Avenue, Section 8, Comstock Township, local road, from 1,288 feet south of H Avenue to H Avenue (*increase mileage* from 0.15 miles to 0.24 miles and change name from Lyons Ave to Lyon Ave)

E Cork Street, Section 30, Comstock Township, primary road, from Park Circle Drive to 26th Street (change name from M Avenue to E Cork St, *mileage unchanged*)

Oran Street, Section 17, Comstock Township, local road, from 26th Street to Worden Avenue (add street name to previously unnamed section, *mileage unchanged*)

Josephine Street, Section 18, Comstock Township, local road, from Shields Street to 206 feet east of Shields Street (*increase mileage* from 0 feet to 206 feet)

Pinehurst Alley, Section 8 & 17, Kalamazoo Township, local road, from Hillsdale Avenue to Pinehurst Boulevard (change name from Alley #1 to Pinehurst Alley, *mileage unchanged*)

Shadywood Drive, Section 13, Oshtemo Township, local road, from Sunrise Circle to Club View Drive (*increase mileage* from 199 feet to 330 feet)

Green Meadow Road, Section 24, Oshtemo Township, local road, from 902 feet east of Driftwood Avenue to Drake Road (change name from Green Meadow Drive to Green Meadow Road, *mileage unchanged*)

N Sherman Lake Drive, Section 29, Ross Township, local road, from 0.60 miles east of 38th Street to 38th Street (add street name to previously unnamed section, *mileage unchanged*)

39th Street, Section 29 & 32, Ross Township, local road, from G Avenue to N Sherman Lake Drive (add street name to previously unnamed section, *mileage unchanged*)

BC Avenue, Section 10, Ross Township, local road, from 43rd Street to 43rd Street (add street name to previously unnamed section, *mileage unchanged*)

Burlington Drive, Section 17, Ross Township, from Burlington Drive to E Gull Lake Drive (change name from Corey Ent to Burlington Dr, *mileage unchanged*)

Carried by the following vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Pawloski moved, and it was seconded to approve the revised Accommodation of Mailboxes and Newspaper Delivery Boxes on County Road Public Right-of-Way for a reimbursement amount of \$50.00. Managing Director Johnson shared the current policy was most recently revised in 2016. We reviewed the current policy at our Board Work Session of October 26, 2021, for the dollar value of reimbursement when the owner has provided sufficient information as full settlement for any verified claim. The discussion shared a dollar value of \$50 - \$75 range may be appropriate. The present \$30.00 has been in place since 2002, although the reimbursement criteria in the policy have been updated over the years. The owner must clearly demonstrate the damage was caused by direct contact by road commission equipment rather than the impact of snow/ice. The Board will not assume responsibility for mailbox damage that may be caused by snow/ice that is being plowed from the roadway. Commissioner Pawloski thanked former Chair Deborah Buchholz for helping him speed this along. Commissioner Brennan emphasized the fact that this is for physical contact of RCKC equipment with mailboxes and not for snow/slush coming off the plow.

Carried by the following vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Dickason moved, and it was seconded to approve the three (3) Personnel Policies as presented. Managing Director Johnson shared the three (3) Personnel policies below were presented and reviewed at the October 26th Board Work Session in draft form for potential approval at a future Board meeting. We continue to strongly support the value of these policies for our employees. Upon review of other similar policies, we are supporting the necessities of these changes.

- a. Bereavement Leave Policy
- b. Tuition Reimbursement Policy
- c. Vacation Policy

Carried by the following vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

Commissioner Stehouwer moved, and it was seconded to approve the revised Board Guidelines for Conducting Meetings Policy. Managing Director Johnson shared the Board reviewed the policy in 2020. Since that time, we reviewed our policy again that had allowed for some remote participation. Thank you to Commissioner Brennan for bringing this to our attention. In review with the Michigan County Road Commission Self Insurance Pool (MCRCSIP) remote participation is not allowed unless active military status. Although our policy does reference the Open Meetings Act [Public Act 267 of 1976](#) we determined it best to update the remote participation for clarity and delete the reference to Board member participation by teleconference or video conference. Commissioner Boersma shared his recommendation would be for purposes of today to adopt this policy. His concern moving forward is to avoid a situation where a personnel matter is added to an agenda on short notice. This concern was also shared with former Chair Deborah J. Buchholtz. He asked that between now and the October Work Session that the Board consider ways to amend this policy so that last second personnel considerations are not allowed to be added to the agenda. Furthermore, we have seen in neighboring road commissions where there have been significant disruptions in their operations because of last second personnel decisions being made at Board meetings. Commissioner Pawloski shared he will support this however he would like to make our state legislators think outside the box. He explained having a commissioner miss a meeting or two and participate remotely is reasonable. Commissioner Dickason questioned if this policy is taking into consideration the Omicron Covid-19 variant. Commissioner Brennan shared we do not know what will change in the future because of that consideration. We do however know what the state has done with the Open Meetings Act (OMA), and we have a legal requirement to follow. He understands both Commissioners Boersma and Pawloski's comments and stated further discussion at higher levels may be beneficial to us. County Commissioner Roger Tuinier questioned if public comment time will be virtual. Commissioner Brennan explained we will continue to meet as a Board in-person. Previously we allowed Board remote participation due to the OMA requirement that is in place until December 31st. Going forward our commissioners will not be able to participate in a virtual setting and will be present in a room with a quorum to conduct business. We will continue with remote and in-person participation options for members of the public.

Carried by the following roll call vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma

Nay: Dickason

County Commissioner Tuinier shared that he had received a few phone calls related to trucks parking alongside the road on L Avenue near the Target Distribution Center. The trucks are parking on both sides of the road and there is not a wide enough shoulder for the trucks to pull completely off. They are also leaving trash behind. He questioned if the RCKC had a solution to mitigate these issues. Managing Director Johnson shared we have had regular meetings with Southwest Michigan First and had a meeting with both Target Distribution, which included Charleston Township Supervisor Jerry VanderRoest. She stated the root issue to the problem is the lack of parking at Target Distribution as well as the ability to be able to get into the parking lot and manage the truck flow. It is a Target Distribution related issue. We have also had the Michigan State Police (MSP) look at the request from Charleston Township for no parking at the water tower area and potentially blocking the driveway to it. Along with MSP we cannot place no parking signs without a Traffic Control Order (TCO). Parking along the roadside in front of the water tower or on the shoulder on L Avenue or 40th Street is a Michigan Vehicle Code violation, and therefore could be ticketed for parking where they should not be. We asked Southwest Michigan First two (2) weeks ago for an update and Target Distribution Center continues to work on finding a way to work

with the carriers related to where they should be parking and on the littering issue. We are hopeful that the Target Distribution Center can alleviate both the Township and resident concerns. She also shared that Target Distribution recognizes the issues as well. Commissioner Tuinier shared that he will pass along this explanation to the resident who had contacted him.

Managing Director Johnson shared there have been some concerns related to the issuance of commercial driveway permits. We have a checklist on our website and it's important especially for commercial applications to refer to the checklist. She explained we are then able to make an educated decision for the safety of the public as to where that driveway is located, and it also hastens the ability for us to be able to respond in a timely manner to those types of applications if we have all the information. Our team has been working on one in Comstock Township and have asked for all the information in its entirety since August. At this time, it's up to the applicant to respond to the August email requesting the necessary information required to make an educated decision on the permit. This week we did send out our Local Road Participation (PAR) Fund information. She gave kudos to Communications Administrator Phillips who delivered this in a new electronic, flip book format. This document is important to our Township partners and includes the local road participation distribution amounts. Currently, we still have to use the 2010 census until the official numbers are available for 2020. The document also includes the following award-winning townships: Ross Township for the highest average Pavement Surface Evaluation and Rating (PASER), Alamo Township for the largest improved PASER, and Wakeshma Township for the largest improvement in the Inventory Based Rating (IBR). Both she and Engineering and Public Relations Director attended the Township Supervisors meeting last week. She thanked 911 Consolidated Dispatch for hosting and providing lunch. She provided an overview of 2021 and stated we are pleased with the overall areas of public service, which she attributes to the great work of all of our team members and support of the Board. She is very proud of the various accomplishments/learning opportunities provided. There are many great projects, lessons learned and great work efforts. **Thank you to the TEAM who continued to work on site throughout the year serving the public!!**

COMMUNICATION:

- We continue to explore opportunities for communication with our Township partners proactively with Township Joint meetings to be customized as a Township would prefer. We completed a communications survey and Mark; Travis and I also started a rotation to attend Board meetings.
- Our team continues to meet and participate with Townships whether road committee meetings, flooding task forces, or just office visits to ensure good communication.
- Road tours with Road Commissioners resumed and completed in 2021.
- We continued our hybrid Board meetings which also allowed for on-demand viewing from our website.
- Social media platforms continue to grow along with the Communications Administrator position.
- Weekly reports and articles are shared timely for information, including Board meeting follow-up items.
- Informational meetings held in addition to our project meetings included Speed Limits, Transportation 101 and Gravel Roads for Local Officials.
- Municipality meetings with the City of Kalamazoo and City of Portage continued.

PROJECTS:

- We continue to have one of the best road surface conditions in the State.
- Chip seal innovation continues, and we continue to have a great program. We are hoping for additional scrap tire projects in 2022.
- We managed over approximately 248 projects totaling over \$21 million dollars.
- Complicated projects such as Sprinkle Road, Treasure Island and Nichols Road completed with lessons learned.

THE TEAM:

- We welcomed 10 new employees.
- We continued opportunities in a variety of staff training throughout the year - too numerous to mention. The management team did participate in a 6-week leadership series with Strategic

Government Resources. We continued with our Myers Briggs and Strength Finder leadership team building as new employees are welcomed.

- Various staff continue in a variety of leadership positions in industry associations.
- We all worked toward completion of our RCKC 2021 Organizational Goals.
- Succession planning positions were developed for key areas with support from the Board.
- iPad tablets are in full use for all Road Maintenance Operators.
- iPad tablets and RCKC emails for the Board.

MISC:

- Financial and Act 51 audit with no significant findings.
- Non-motorized efforts continued with the basis of a RCKC countywide network for the Kalamazoo Area Transportation Study (KATS) non-motorized routes master plan and the Board approved that effort.
- We continued collaborative efforts including the Michigan Department of Transportation (MDOT), Drain Commissioner, County Planning, Villages, Cities, 911 Consolidated Dispatch and Road Commissions in the State.
- Began a pilot using the Active Alert with 911 Consolidated Dispatch for communication of incidents for response.
- We were highlighted in County Road Association (CRA) Crossroads and American Public Works Association (APWA) magazines for a variety of topics.
- Support of new facilities, design and phase 1 construction of the sand/salt shed for the 26th Street project.
- Completed with County Planning a GIS version of the Public Act 51 certification maps.
- **2021 Project of the Year Award** from the American Public Works Association (APWA) for the East Michigan Avenue Emergency Repair - Emergency Response Less than \$1 Million
- **2021 APAM Award forthcoming U Avenue.**
- **2021 APWA Award forthcoming Sprinkle Road.**
-

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

- Service requests can't all be processed quick enough.
- Permit applications could not get to them quick enough.
- Projects could not be completed quick enough.
- Although we welcomed 10 new employees; recruiting is an on-going challenge.
- As with many entities we worked hard to be present and meet expectations in service even with the ups and downs of COVID-19.

We are all working hard to maintain all our accomplishments, while finding solutions to our challenges. Even with daily accomplishments, we learn from mistakes. I am proud to work with a team of dedicated public servants, and a team 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. She wished everyone a Happy Holiday and looks forward to the new year.

Commissioner Boersma shared the Environmental Health Advisory Committee (EHAC) has not met and will meet in January or February next year. Things have been moving forward with 26th Street. Last week we met with a commercial realtor related to listing 3801 East Kilgore Road. The recommendation from the realtor was to list the property immediately and it will be becoming before the Board in 2-4 weeks from now. Both our architect and structural manager have been actively busy with the project. He wished everyone a Merry Christmas and Happy New Year.

Commissioner Stehouwer also wished everyone a safe and happy holiday. County Parks plans to meet January 6th. He had a few calls from Township Supervisors and County Commissioner Tuinier passed on comments to staff which are appreciated.

December 21, 2021

Chair Int'l _____

Clerk Int'l _____

Commissioner Pawloski wished everyone a happy holiday, seasons greetings, Merry Christmas and Happy New Year. It has been a very good year despite some roadblocks. We've done a tremendous job and keep up the good work. He looked forward to 2022 being an amazing year. He is amazed at the speed of which the 26th Street project is taking off. He gave kudos to everyone involved.

Commissioner Brennan requested Commissioners to turn in their expense report as soon as possible. He wished everyone a Happy Holiday and all the positive things of the season. He thanked the entire RCKC team for the work they have done. He shared it makes it easier to sit in a chair as a commissioner when you know you have people trying to do the right things all day every day. It's a pleasure to serve at your convenience to help. He appreciates the support of the Board for continuing in his Chair position.

Commissioner Stehouwer moved, and it was seconded to adjourn.

Carried by the following vote:

Aye: Brennan, Pawloski, Stehouwer, Boersma, Dickason

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

Attest: Meredith Place, County Clerk

By: _____, Chair _____, Deputy Clerk