

The regular meeting of the Board of County Road Commissioners of the County of Kalamazoo was held at the Road Commission of Kalamazoo County (RCKC) office at 4400 S 26th Street, Kalamazoo, Michigan, on Tuesday, January 14, 2025. Commissioner Pawloski called the meeting to order at 3:00 p.m.

Present: David C. Pawloski, Larry Stehouwer, Keshia Dickason, Randy Thompson, Andy Davis

Also attending: Managing Director Travis Bartholomew, Public Relations Director Mark Worden, Finance Director Kim Bodnar, County Engineer Ryan Minkus, Assistant County Engineer Jim Hoekstra, General Superintendent Bill DeYoung, Assistant General Superintendent Rusty McClain, and Administrative Assistant Selena Rider.

Administrative Assistant Rider reviewed public meeting guidelines.

Pledge of Allegiance

Commissioner Pawloski shared the goal of the Board of County Road Commissioners of the County of Kalamazoo is using our expertise, energy, and funds to provide the safest and most convenient road system possible, and to contribute to economic development and high quality of life throughout the county. Our goal is to maintain a county road system that is safe and convenient for public travel and to manage the roadside environment, with a view toward preservation.

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

Carried by the following vote:

Aye: Pawloski, Stehouwer, Dickason, Thompson, Davis

Commissioner Stehouwer moved, and it was seconded to approve the December 31, 2024 Board Meeting minutes as presented.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Dickason, Thompson, Davis

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

Carried by the following vote:

Aye: Pawloski, Stehouwer, Dickason, Thompson, Davis

Commissioner Davis moved, and it was seconded to approve Commissioner Stehouwer and former Commissioner Boersma's expense reports as presented. County Commissioner John Gisler asked Commissioner Pawloski if he could indicate what the expense reports are for. Commissioner Pawloski shared they are our typical quarterly expense reports allowing Commissioners to request reimbursement for expenses such as mileage to various meetings throughout the county including Michigan Township Association (MTA) reception, Southwestern Council Meeting, Township Board meetings etc.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Dickason, Thompson, Davis

Former Road Commissioner, Mr. Michael Boersma of 9803 Sunnywood Dr offered advice to the Road Commissioners, sharing insights from his six (6) years of experience. He emphasized their role as a policy board serving Kalamazoo County's 15 townships, responsible for approving projects and payments rather than overseeing operations, except for Managing Director Bartholomew. He advised learning key policies including the asset management plan, the 5-year Capital Improvement Plan (CIP), and the service request system, which tracks public concerns. He explained funding sources like the Michigan Transportation Fund (MTF), township contributions, and federal grants, highlighting budget constraints and the need to prioritize projects. Boersma warned against cutting township participation funds and advised caution with external entities proposing projects. He encouraged

Commissioners to advocate for a raise, noting the County Commission recently received a 40% increase. He wished the new Commissioners success.

County Commissioner Gisler shared that the County Commissioners elected County Commissioner Jen Strebs as Chair, and County Commissioner John Taylor as Vice Chair. Vice Chair pro-tem vote was deadlocked 4-4 due to County Commissioner Jeff Heppler's absence. There will be an annual pipeline dinner meeting in Battle Creek on February 6th. County Administrator Kevin Catlin may be less visible due to a family tragedy. DEI Director Del Darnell gave a presentation at his monthly group meeting. Mr. Brian Long, resident economist, will speak at the next meeting about economic outlook. He invited attendees to join his monthly group meetings, noting they are informal with no dues or membership requirements.

Mr. Tim Culver, representing Matt Hall, provided legislative updates. He shared the 103rd legislature reconvened, addressing tip wage, and paid sick leave bills due to Supreme Court rulings. Concerns about potential hardships for businesses are being addressed through new bill drafts. One hundred (100) bills from the previous legislature were sent for review, but nine (9) bills were not sent, raising legal questions. House Bill (HB) 6058, requiring public employers to pay a larger share of health insurance premiums for public employees, is among the pending bills. Legal uncertainties exist about the current legislature's ability to deny bills from the previous session to the Governor.

Commissioner Stehouwer moved, and it was seconded to approve the 2025 Committee Representation for Board Members. Managing Director Bartholomew shared annually RCKC assigns Road Commissioners as liaisons to our fifteen (15) townships to assist and facilitate communication and promote cooperation, facilitating mutual understanding for the benefit of our shared interests and citizens. Road Commissioner liaisons support RCKC staff in developing and maintaining a close and collaborative work relationship between the RCKC and their respective townships. Typically, committee assignments and liaisons are reviewed annually by our Board in December, but our Board opted to move that to January this year because we have two (2) new Commissioners that are now seated. Included in the packets there is 2024 liaison assignments for the townships, a draft for 2025, and a blank copy. Both Commissioners Davis and Thompson expressed willingness to learn and contribute where needed. Commissioner Stehouwer agreed to continue on the Parks and Recreation Board with Commissioner Dickason as alternate. Commissioner Pawloski agreed to serve on the Environmental Health Advisory Council (EHAC) with Commissioner Davis as alternate. Commissioner Thompson agreed to serve on the Board of Public Works (BPW) with Commissioner Dickason as alternate.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Dickason, Thompson, Davis

Commissioner Dickason moved, and it was seconded to approve the 2025 Township Representation as presented. Commissioner Pawloski shared that he had put together a draft for discussion and adjustments. Commissioner Stehouwer shared that he has committed to attending township meetings at least quarterly or more frequently if needed. The liaisons were assigned as follows: Commissioner Pawloski (Brady, Kalamazoo, and Texas), Commissioner Stehouwer (Comstock, Oshtemo, and Pavilion), Commissioner Dickason (Prairie Ronde, Schoolcraft, and Wakarusa), Commissioner Thompson (Climax, Cooper, and Ross), and Commissioner Davis (Alamo, Charleston, and Richland).

Carried by the following vote:

Aye: Pawloski, Stehouwer, Dickason, Thompson, Davis

Commissioner Stehouwer moved, and it was seconded to approve the Brady Township Local Road Contract for the Chair's signature. Managing Director Bartholomew highlighted this as the first 2025 local road contract, emphasizing the partnership with Brady Township and others. Limited by Public Act 51, the Road Commission contributes to local road projects, with townships covering additional costs. This contract focuses on preventative maintenance, including double chip seal, a rubber chip seal trial, and a contingency project to utilize remaining funds for additional work. The goal is to preserve the road network and minimize future reconstruction costs.

- a. **YZ Avenue** – 32nd Street to 34th Street; **Hot Mix Asphalt (HMA) Wedging, Double Chip Seal**
- b. **34th Street** – W Avenue to V Avenue; **Double Chip Seal Trial**
- c. **31st Street** – YZ Avenue to X Avenue; **Crack Fill, HMA Wedging, Chip Seal**
- d. **26th Street** – TU Avenue to T Avenue; **Crack Fill, Chip Seal (Contingency Project)**

Carried by the following vote:

Aye: Pawloski, Stehouwer, Dickason, Thompson, Davis

Managing Director Bartholomew provided updates on operations, highlighting engineering projects such as Turning Stone Phase 2 and Beatrice Drive extension, both in Texas Township, and KL Avenue Trail Phase 2 in Oshtemo Township, as well as 2026 Federal-aid project designs. The team is focused on local road estimates and township contract approvals, with a March 15 deadline. Winter maintenance has increased fuel usage, and the team has worked extended hours. Seasonal weight restrictions are being monitored. Hiring efforts are underway for a Road Maintenance Operator and HR Specialist. Upcoming events include the Township Supervisors meeting, "Ask a Permit Agent" chat, RCKC 102 session, CRA New Commissioner's Workshop, and the CRA Highway Annual Conference. Bartholomew welcomed new Commissioners Davis and Thompson.

Commissioner Davis thanked the community for entrusting him with the task of being a Road Commissioner. He expressed his desire to give back to the community where he has lived all his life. He also encouraged anyone with comments or concerns to reach out to him.

Commissioner Thompson thanked the County Commission for appointing him as a Road Commissioner. He stated that he is looking forward to working with everyone and continuing to work with the community.

Commissioner Dickason welcomed Commissioners Thompson and Davis to the Board and thanked them for taking on this task. She expressed interest in attending the pipeline meeting in Battle Creek, but only if County Commissioner Gisler would allow her to tag along. She noted that the next Board of Public Works (BPW) meeting is on Thursday, January 30th.

Commissioner Stehouwer welcomed Commissioners Thompson and Davis offering support for their transition. He attended a County Parks meeting on January 2nd where they discussed events at the Expo Center, maintenance issues, and a capital campaign for Wollham Preserve. He also attended a neighborhood traffic management meeting at the Road Commission for Comstock Township Casper Street and neighborhood on January 3rd, commending resident leadership and staff preparedness. He expressed gratitude for staff efforts in RCKC 101 and 102 for new and reelected officials. He plans to attend the CRA Annual Highway Conference, potentially CRA New Commissioner's Conference. He also plans to attend the Southwestern District Council meeting on February 10th as well as the Township Supervisors meeting tomorrow. He wished everyone a Happy New Year.

Commissioner Pawloski welcomed Commissioners Thompson and Davis and thanked them for their willingness to serve. He emphasized the importance of attending conferences, including the new Commissioners' Conference and CRA Annual Highway Conference in Lansing. He urged Commissioners to attend Southwestern District Council meetings when possible. He stressed the importance of following the Open Meetings Act, advising against email chains and group text messages for policy discussions. He highlighted Kalamazoo County's unique status as the first Road Commission in the state to have five (5) Commissioners. He mentioned being unable to attend the Township Supervisors meeting due to a conference in Flint.

Commissioner Thompson moved, and it was seconded to adjourn.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Dickason, Thompson, Davis

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

Attest: Meredith Place, County Clerk

January 14, 2025 – Board Meeting

Chair Int'l _____

Clerk Int'l _____

By: _____, Chair _____, Deputy Clerk

The regular meeting of the Board of County Road Commissioners of the County of Kalamazoo was held at the Road Commission of Kalamazoo County (RCKC) office at 4400 S 26th Street, Kalamazoo, Michigan, on Tuesday, January 28, 2025. Commissioner Pawloski called the meeting to order at 3:00 p.m.

Present: David C. Pawloski, Larry Stehouwer, Randy Thompson, Andy Davis, Keshia Dickason participated virtually.

Also attending: Managing Director Travis Bartholomew, Public Relations Director Mark Worden, Human Resources Director Debbie Hill, County Engineer Ryan Minkus, Assistant County Engineer Jim Hoekstra, General Superintendent Bill DeYoung, Assistant General Superintendent Rusty McClain, Communications Administrator Sarah Phillips, and Administrative Assistant Selena Rider.

Administrative Assistant Rider reviewed public meeting guidelines.

Pledge of Allegiance

Commissioner Pawloski shared the goal of the Board of County Road Commissioners of the County of Kalamazoo is using our expertise, energy, and funds to provide the safest and most convenient road system possible, and to contribute to economic development and high quality of life throughout the county. Our goal is to maintain a county road system that is safe and convenient for public travel and to manage the roadside environment, with a view toward preservation.

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

Carried by the following vote:

Aye: Pawloski, Stehouwer, Thompson, Davis

Commissioner Davis moved, and it was seconded to approve the January 14, 2025 Board Meeting minutes as presented.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Thompson, Davis

Commissioner Thompson moved, and it was seconded to approve the payroll and vendor accounts as presented. Commissioner Stehouwer noted the increased staff hours due to recent snow events and expressed gratitude to the staff for their efforts.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Thompson, Davis

County Commissioner John Gisler provided an update on the ongoing construction of a new parking ramp downtown, which will surround the McDonald's on Kalamazoo Avenue. Designed to accommodate both county employees and visitors to the county building, the ramp will feature a direct connection to the county building but not to the justice center. As a result, individuals visiting the justice center will still need to enter at street level through security. He also acknowledged that downtown parking would remain a challenge over the next few years, particularly until the event center project is completed.

Managing Director Bartholomew announced that while there is no new business to discuss today, there are a couple of presentations to share with the Board and the public. The first presentation focuses on the Safe Streets and Roads for All (SS4A) initiative. Assistant County Engineer Hoekstra will provide an update on the program's progress and outline the communication tools available on the county website.

Assistant County Engineer Hoekstra provided an update on the Safe Streets and Roads for All ([SS4A](#)) program and its dedicated website communication. He highlighted the recent award of a \$25 million federal grant aimed at enhancing rural road safety. The five-year project will improve 130 miles of county primary roads, with a focus on reducing roadway departure crashes. Planned enhancements include tree removal, rumble strips, road

paving, pavement markings, signage upgrades, and the addition of left-turn lanes. He noted that tree marking is currently underway, with cutting scheduled for this fall. He also introduced a newly created webpage designed as a one-stop resource for project information. Demonstrating its features, he showcased an [interactive map](#) that provides project timelines and details by road segment. Additionally, he announced a virtual public meeting scheduled for March 13th and highlighted the website's [FAQ](#) section and contact form, which allow the public to submit inquiries easily. Commissioner Stehouwer noted the large number of marked trees along D Avenue and inquired about public informational meetings. Assistant County Engineer Hoekstra explained that staff is actively engaging with townships. However, for lower-impact projects such as tree removal and rumble strip installation, separate public meetings will not be held. In contrast, larger projects like road reconstruction will include public meetings. Commissioner Dickason asked where constituents should be directed for more information. Hoekstra recommended referring them to the project website. Commissioner Davis referenced a previous discussion about the county's higher-than-average rate of vehicles leaving the roadway and asked how Kalamazoo County compares statistically. Hoekstra responded that single-vehicle crashes account for 31% of accidents in Kalamazoo County, compared to the state average of 22%. Additionally, lane departures contribute to 50% of fatal and serious crashes. He emphasized that infrastructure improvements play a key role in reducing these incidents, regardless of their cause.

County Commissioner Gisler noted that many accidents occur when a vehicle exits the roadway and asked whether this often involves rear-end collisions, where a following driver fails to notice the slowing vehicle in time. Assistant County Engineer Hoekstra clarified that rear-end collisions fall into a different classification. The primary concern in these cases is not bumper-to-bumper traffic but rather vehicles veering off the road, crossing the centerline, or, in some instances, resulting in head-on collisions. County Commissioner Gisler asked whether the Road Commission sees any value in removing trees, such as walnut trees, and whether they could be sold to foresters. Assistant County Engineer Hoekstra explained that, according to the legal team, the trees do not belong to the county unless they are within a deeded county right-of-way, such as in a platted area. Most county roads, however, exist under an easement by user, meaning the trees belong to the underlying property owner. Homeowners are given the first opportunity to claim the trees and will receive a form, as they would with any other project. If they choose to keep the wood or have the tree cut into sections, the Road Commission can accommodate those requests.

Managing Director Bartholomew shared that Assistant General Superintendent McClain will provide an update on the winter maintenance program, including the current status, the tools and resources used, and the department's priorities moving forward. Assistant General Superintendent McClain delivered a PowerPoint presentation on winter maintenance, highlighting the newly implemented 200-foot distance law for vehicles following snowplows. He noted that the Road Commission is responsible for maintaining 1,271 centerline miles of roadway and outlined the annual winter maintenance costs, which range from \$1.5 to \$2.5 million, with each snow event averaging \$80,000. He explained how turn-by-turn route guidance on tablets enhances plowing efficiency and demonstrated the SAMSARA dashboard, which tracks plowing progress in real time. He addressed the brown appearance of road salt, clarifying that it is treated with a boost material to lower its operating temperature. He also described the application of a sand/salt mixture for improved traction on secondary roads and the use of liquid brine for pre-treatment when conditions allow. To highlight operational challenges, he shared dash camera footage used for training and safety purposes, emphasizing the difficulties plow operators face, including hazards posed by distracted drivers.

Commissioner Stehouwer inquired about the approach to managing snow drifts and icy patches caused by wind. Assistant General Superintendent McClain explained that snow fences are used in certain areas to help reduce drifting. For persistent drifts, crews continuously push the snow back to maintain safe road conditions. He noted that treatment can be challenging, as strong winds often blow snow back onto already treated areas. To minimize buildup, the team sometimes applies treatments both before and after drift-prone sections. Commissioner Davis praised the team's efforts, expressing appreciation for the early morning plowing on AB Avenue, which ensures safe travel for school commuters.

Managing Director Bartholomew provided several updates, beginning with last week's RCKC 102 training session for elected officials. He also reminded attendees of the upcoming RCKC Chat, "*Ask a Permit Agent*,"

scheduled for tomorrow at 12:15 p.m. Additionally, he noted that road conditions and weather are being closely monitored to determine the timing for seasonal speed and weight restrictions. Looking ahead, he highlighted several key events, including the County Road Association (CRA) New Commissioner's Workshop on February 18 and the CRA Highway Annual Conference, which will take place March 25–27 at the Lansing Center. He also shared that both he and Public Relations Director Worden are registered to attend the Michigan Townships Association (MTA) Conference in Grand Rapids at the Amway Grand from March 31–April 3. Commissioners interested in attending were encouraged to speak with him after the meeting. He shared that this week, the City Manager of Portage requested a letter of support for a RAISE grant to improve the Lake Center area from Osterhout to Centre Street. While such letters typically go before the Board for approval, the timeline required immediate action. After consulting with Commissioner Pawloski, he provided the letter to meet the deadline. On the operations side, he noted that winter maintenance has been particularly demanding in recent weeks, with numerous small snow events gradually impacting the budget. There have also been a few minor opportunities for tree pruning. Since the SS4A program does not include overhead pruning, efforts are being made to coordinate pruning adjacent to project areas to ensure all overhead clearance is addressed simultaneously. He emphasized that construction season is quickly approaching, and preparations are underway for chip seal work and other project-related activities.

Commissioner Davis reported attending the Richland Township meeting, which centered on budget discussions. He highlighted two key points: first, that Consumers Power is in the early permitting stages for a new 300+ acre solar farm north of the Village of Richland on M-89/M-43, a project that could potentially impact right-of-way use and road traffic. Second, he noted that Richland Township has allocated \$43,000 in its budget to connect traffic signals with emergency vehicles. He plans to consult with the engineer about similar initiatives in other townships. He also mentioned that this was both an educational experience and his first time engaging with Richland Township.

Commissioner Thompson shared that he will be attending the upcoming Kalamazoo County Board of Public Works (BPW) meeting on Thursday and plans to visit several townships later this month.

Commissioner Dickason had no updates to report.

Commissioner Stehouwer reported attending the Oshtemo Township Board meeting on January 14th and the Township Supervisors meeting on January 15th, where he stepped in for Chair Pawloski. He shared key highlights from the Township Supervisors meeting, including discussions on the rapid growth of Texas Township and its impact on utilities, roads, and services. Managing Director Bartholomew provided an overview of Road Commission activities, and Ross Township raised concerns about emergency response issues related to runoff from G Avenue and M-96. He also found the Fire Authority discussion particularly interesting, noting how townships in the southern tier are managing to provide timely fire protection within their budgets. He also mentioned that the County Parks meeting is scheduled for February 6th, and the Southwestern Council meeting will take place on February 10th.

Commissioner Pawloski extended congratulations to County Commissioners Gisler and Mazer on their reappointment as Road Commission liaisons, expressing enthusiasm about working with both of them. He highlighted the upcoming CRA highway conference in March as an excellent opportunity for networking and gaining insight into the practices of other Road Commissions. Regarding the City of Portage letter, he emphasized the Road Commission's strong commitment to intergovernmental cooperation, noting that while they do not have jurisdiction or perform work in other municipalities, they actively support neighboring communities by collaborating on grant searches. This collaborative effort ultimately benefits all of Kalamazoo County. He also expressed appreciation for the RCKC crews for their excellent performance during the recent winter weather events. Additionally, he shared that he received one call from a resident concerning a mailbox issue. Although the Road Commission raised the reimbursement amount in their policy to \$50 a few years ago, he suggested this might be something to revisit in the future.

Commissioner Stehouwer moved, and it was seconded to adjourn.
Carried by the following vote:

January 28, 2025 – Board Meeting

Chair Int'l _____

Clerk Int'l _____

Aye: Pawloski, Stehouwer, Thompson, Davis

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

Attest: Meredith Place, County Clerk

By: _____, Chair _____, Deputy Clerk

The regular meeting of the Board of County Road Commissioners of the County of Kalamazoo was held at the Road Commission of Kalamazoo County (RCKC) office at 4400 S 26th Street, Kalamazoo, Michigan, on Tuesday, February 11, 2025. Commissioner Pawloski called the meeting to order at 3:00 p.m.

Present: David C. Pawloski, Larry Stehouwer, Randy Thompson, Andy Davis, Keshia Dickason arrived at 3:03 p.m.

Also attending: Managing Director Travis Bartholomew, Public Relations Director Mark Worden, Finance Director Kim Bodnar General Superintendent Bill DeYoung, Road Maintenance Superintendent Bill Oxx, Communications Administrator Sarah Phillips, and Administrative Assistant Selena Rider.

Pledge of Allegiance

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

Carried by the following vote:

Aye: Pawloski, Stehouwer, Thompson, Davis

Commissioner Davis moved, and it was seconded to approve the January 21, 2025 Board Meeting minutes as corrected. Managing Director Bartholomew pointed out a misspelling on the second page, paragraph three, noting that "SAMSAR" should be corrected to "SAMSARA."

Carried by the following vote:

Aye: Pawloski, Stehouwer, Thompson, Davis

Commissioner Stehouwer moved, and it was seconded to approve the payroll and vendor accounts as presented. Commissioner Stehouwer noted that there are a few mailboxes and suggested reviewing our policy.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Thompson, Davis

County Commissioner John Gisler shared that a transitional housing facility, the Country Inn and Suites, located at the north end of the airport will provide housing by summer for approximately eighty (80) families working hard to overcome poverty and build a better future. The county housing department fully supports this initiative. Regarding the airport, he noted that starting in June, American Eagle will introduce larger aircraft, adding approximately sixty (60) additional seats per flight, with service expected three times per day. He also provided an update on downtown developments, including the construction of an event center and a new parking ramp surrounding the McDonald's on Kalamazoo Avenue. The ramp is designed to serve both county employees and visitors to the county building, offering a direct connection to the county building but not to the justice center. As a result, visitors to the justice center will still need to enter at street level through security. He acknowledged that downtown parking would remain a challenge over the next few years, particularly until the event center project is completed.

Commissioner Dickason moved, and it was seconded to receive the Michigan Department of Transportation (MDOT) County Act 51 Annual Mileage Certification Report Letter dated January 1, 2025 and refer it to staff.

Managing Director Bartholomew 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 Resolution of Roads, Certification, and Countywide Maps at our December 31, 2024 Board meeting. The report is due to the State by March 31, 2025.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Thompson, Davis, Dickason

Commissioner Thompson 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 Bartholomew shared RCKC has partnered with KATS, the City of Kalamazoo, and the City of Portage since 2013 for our traffic data needs. Through this process, all agencies agreed to have KATS hire a single contractor to collect regional traffic data. KATS serves as the lead agency for the request for proposal (RFP) process, and the low bidder was Traffic Tech Services. The original contract allowed annual extensions, and 2025-2027 is the last extension of the original 2019 bid. Traffic data collection services include traffic counts and speed study data collection, turning movement counts, and some Roadsoft data collection and input. RCKC maintains a three-year traffic count schedule that collects data on the local road system, the primary road system, and KATS count locations as required for the KATS transportation modeling. RCKC uses this traffic data annually for studies, evaluation of traffic patterns for public and township use, and response to service requests. All traffic count costs and efforts are counted as part of our agency's contributed services for KATS. Commissioner Davis inquired about the competitiveness of the bidding process. Managing Director Bartholomew explained that this particular bid dates back to 2019 and was conducted by KATS, not the RCKC. Traffic Tech Services, which has been working with KATS since 2013, also provides services to the RCKC outside of KATS-related projects. As a specialized, custom-focused business, there are few local companies that bid on this type of work.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Thompson, Davis, Dickason

Commissioner Dickason moved, and it was seconded to award the Aggregates-Seasonal Requirements Bid #2025-01 to NRK Contracting, USA Earthworks, Rison Transport LLC, High Grade Materials, Balkema Excavating Inc., and Top Grade Aggregates, LLC, 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 Bartholomew explained that this bid encompasses a variety of aggregates commonly used for routine maintenance operations and service requests. To optimize efficiency, the Board is recommended to award contracts to multiple vendors, prioritizing shorter haul distances to job sites. The minimal price differences between aggregates do not justify the higher costs of transporting materials from a single location. Additionally, haul distance and project locations will influence the quantity of materials purchased from each vendor throughout the construction season. Commissioner Stehouwer inquired if this material is certified or tested. Managing Director Bartholomew shared all material in our specifications would be MDOT certified.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Thompson, Davis, Dickason

Commissioner Stehouwer moved, and it was seconded to award the Hot Mix Asphalt (HMA) Patching Bid #2025-02 to Lakeland Asphalt Corporation, low bidder meeting specification with an option to extend for three (3) one (1) year extensions by the mutual agreement of both parties. Managing Director Bartholomew 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.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Thompson, Davis, Dickason

Commissioner Davis moved, and it was seconded to approve the MDOT Contract #24-5605 for the Managing Director's signature. Managing Director Bartholomew shared the project includes HMA surface removal and paving for center left turn lane construction along East G Avenue at 28th Street, at 35th Street, and at 38th Street, including tree removal, ditching, subbase, aggregate base and shoulder, trenching, culvert replacement, concrete curb and gutter, flashing beacon, guardrail, fog seal, permanent signing and pavement markings. Commissioner Stehouwer inquired about the timing of the project. Managing Director Bartholomew shared we do not have a schedule but confirmed it would be in the March bid letting for this construction season.

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Present: David C. Pawloski, Larry Stehouwer, Keshia Dickason, Randy Thompson, Andy Davis

Also attending: Managing Director Travis Bartholomew, Public Relations Director Mark Worden, County Engineer Ryan Minkus, Assistant County Engineer Jim Hoekstra, Finance Director Kim Bodnar, Human Resources (HR) Director Debbie Hill, General Superintendent Bill DeYoung, Assistant General Superintendent Rusty McClain, Road Maintenance Superintendent Bill Oxx, Communications Administrator Sarah Phillips, and Administrative Assistant Selena Rider.

Administrative Assistant Rider reviewed public meeting guidelines.

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

Carried by the following vote:

Aye: Pawloski, Stehouwer, Dickason, Thompson, Davis

Commissioner Thompson moved, and it was seconded to approve the February 25, 2025 Board Meeting minutes as presented.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Dickason, Thompson, Davis

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

Carried by the following vote:

Aye: Pawloski, Stehouwer, Dickason, Thompson, Davis

Commissioner Dickason moved, and it was seconded to approve Commissioner Davis expense report.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Dickason, Thompson, Davis

Mr. David Bradley of 1763 E. B Avenue praised the work done at B Avenue and Riverview Drive particularly regarding tree clearing. He inquired about stump removal. Road Maintenance Superintendent Oxx explained only the large stumps will be removed. He mentioned the need for a 4-way stop in that area. He expressed concern about 19th Stret being closed for 23 months. He noted that the temporary dead ends, particularly on the north side, have become collection points for garbage, including chairs and mattresses. He stated while neighbors are trying to keep the area clean, it has become a “catch all” area.

County Commissioner John Gisler addressed ongoing parking challenges around the county building and the new Pratt Justice Center, noting that these issues will persist through at least the end of this year and likely well into the next. Additionally, Tim Raymond, who oversees the event center construction, provided an update on the project. He stated that while parking facilities will be built first, the overall construction process will take significant time, with the center expected to open in 2027. He emphasized that parking downtown will remain difficult for the foreseeable future.

Commissioner Stehouwer moved, and it was seconded to award the Pavement Line Striping & Specialty Pavement Marking bid #2025-04 to Michigan Pavement Marking LLC (MPM) and to M&M Pavement Marking Inc. with the option to extend for three (3) one (1) year extensions by the mutual agreement of both parties. Managing Director Bartholomew shared annual pavement marking of our road network is necessary to ensure the safety of the traveling public and reduce the potential for head-on and runoff crashes. Pavement marking enhancements and compliance requirements include safety and accident prevention, compliance with federal and state standards, traffic flow and driver guidance, increased wear on high-traffic roads and cost-effectiveness and long-term maintenance. This Pavement Line Striping & Specialty Pavement Marking bid includes both the material and application of center line and edge line paint, as well as legend and specialty markings, including arrows, crosswalks, and stop bars. RCKC's Pavement Marking Plan for 2025-2029 prioritizes projects based on traffic counts. Roads with more than 6,000 average daily traffic (ADT) are required to be repainted annually to maintain minimum retro-reflectivity standards. The plan also includes construction and chip seal projects that require new pavement marking after a new road surface has been applied. Michigan Pavement Marking LLC (MPM) was the low bidder when bids were opened. However, RCKC's contracted Pavement Marking Inspector, Traffic Tech Services LLC, raised concerns about MPM's templates not fully meeting RCKC specifications for legend templates. After discussions, MPM owner, Shannon Nielsen confirmed they did not have complying templates but could make them available by April 1st, 2025, for inspection. Due to the RCKC's concerns with MPM potentially not meeting our schedule and equipment requirements, we are recommending awarding the Pavement Line Striping and Specialty Pavement Marking bid to multiple vendors. Awarding to multiple vendors provides greater scheduling flexibility. This approach has been successfully implemented in other RCKC procurement processes, including dust control contracts. Staff intends to utilize MPM solely, as they are the low bidder. If scheduling or equipment requirements become a concern, RCKC would utilize M&M to assist with completing the work. RCKC staff consulted with MPM regarding RCKC awarding the bid to multiple vendors, in accordance with the Request for Proposal (RFP). Shannon Nielson, MPM's owner, was receptive to this approach, noting that other agencies follow similar practices. He also expressed confidence that MPM would meet all specifications and deadlines, minimizing the need to utilize another vendor. Commissioner Pawloski noted that finding striping companies has been challenging in the past and expressed his full support for awarding contracts to two (2) contractors. Furthermore, we have also run into scheduling issues. Managing Director Bartholomew added that only three (3) contractors in Michigan currently provide this service. In response, Commissioner Stehouwer inquired about the third contractor specializing in pavement marking, to which Managing Director Bartholomew identified PK Contracting.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Thompson, Davis, Dickason

Commissioner Thompson moved, and it was seconded to award the Roadside and Additional Width Mowing Services bid #2025-05 to Quick Mow Inc. for specification #1 and specification #2 mowing, low bidder meeting specifications for \$168,502.88 per year with the option to extend for three (3), one (1) year extensions by the mutual agreement of both parties. Managing Director Bartholomew shared RCKC is responsible for maintaining roadside vegetation to ensure safe visibility for the motoring public, particularly at intersections. Effective roadside mowing also ensures clear visibility of traffic control devices, contributing to overall traffic safety. Roadside Mowing Services Specification #1 mandates that all vegetation and brush be trimmed to a minimum of 6 feet from the edge of the shoulder and maintained at a maximum height of 4 inches. Additionally, intersection radii are to be cleared to a distance of 150 feet in all directions, ensuring a minimum width of 15 feet to maintain adequate sightlines. Roadside Mowing Services Specification #2 requires that all vegetation and brush up to 4 inches in diameter be cut back a minimum of 15 feet from the shoulder and reduced to a maximum height of 6 inches. Both mowing specifications require the work to be completed within 30 calendar days of receiving notice from RCKC to commence operations. RCKC is responsible for mowing a total of 961 miles of road out of 1,270 miles maintained, which is performed three times a year (or three mowing cycles) on designated primary and local roads. The county has been divided into three areas, and for each mowing cycle, ten townships will receive Specification #1 mowing, while five townships will receive Specification #2. By the end of the year, all townships will have received Specification #2. This specification is specifically designed to address more substantial vegetative growth that exceeds the scope of Specification #1. Quick Mow Inc. has committed to purchasing the necessary offset hitch to comply with our specifications. Based on our evaluation, RCKC is confident that Quick Mow Inc. is fully capable of fulfilling the terms and conditions outlined in

this contract and recommends awarding the contract to them. We had eight (8) downloads of the bid specifications and received two (2) bid proposals. Commissioner Stehouwer asked about the company used in previous years. Managing Director Bartholomew explained that while Frontline had been the contractor for several years, Jablonski from Allegan was used last year. Road Maintenance Superintendent Oxx added that Jablonski chose not to extend their bid, and Quick Mow Inc. emerged as the lowest bidder. He also noted that Frontline continues to work with the department and was responsible for the work on B Avenue in Cooper Township; however, their primary focus is tree contracting.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Thompson, Davis, Dickason

Commissioner Davis moved, and it was seconded to award the Culvert Materials – Corrugated Steel Pipe bid #2025-06 to Jensen Bridge and Supply Company, low bidder meeting specifications with the option to extend for (three), one (1) year extensions by the mutual agreement of both parties. Managing Director Bartholomew shared RCKC utilizes Corrugated Steel Pipe (CSP) as a conduit to convey storm water beneath roadways or driveways adjacent to roads. Culverts are essential for managing water flow in areas such as rivers, streams, county drainage ditches, and road ditches. Proper installation of culverts allows for the flow of “Waters of the State” and stormwater under roadways, helping to prevent flooding and saturation of the road base. Saturation of the road base compromises its structural integrity, reducing the road’s load-bearing capacity and lifespan. The CSP recommended for purchase will be added to RCKC’s inventory for use in primary and local road projects, including culvert replacements and routine maintenance for culvert failures. A public bid notice was distributed to contractors and construction/bidding entities, and the specifications were posted on RCKC's website. A total of five (5) entities downloaded the bid documents, and two (2) proposals were received. RCKC has previously worked with Jensen Bridge & Supply Company on several occasions and values their expertise in product recommendations. Jensen Bridge & Supply has indicated that their normal delivery time is approximately one week. However, if the award is delayed, the delivery window may extend to 2-4 weeks. Due to rising steel prices, Jensen Bridge & Supply has stated that the bid pricing is valid only for 30 days following the bid opening date of February 25, 2025, with an expiration of March 27, 2025. After this date, the pricing will no longer be honored, and no additional purchases at the same rate will be possible. Staff will ensure that the purchase order is completed and ready for approval contingent on Board authorization. RCKC is confident that Jensen Bridge & Supply Company can meet the demands for culvert materials outlined in this bid. Commissioner Stehouwer inquired about the quantities. Managing Director Bartholomew explained that while most projects for the season have been identified, estimates include culverts, and some uncertainties remain, particularly for maintenance-related repairs. However, a regular inventory is maintained to address these needs throughout the year. Ideally, no additional culvert purchases will be necessary this year. Commissioner Pawloski asked whether it would be beneficial to order extra at the current pricing. Managing Director Bartholomew noted that it could be a strategic move to stay ahead of potential tariffs. Commissioner Davis added that prices are expected to rise for some time, making it wise to have additional stock on hand. General Superintendent DeYoung confirmed that inventory levels are managed with set minimums and maximums, and currently, they are well within the maximum limit.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Thompson, Davis, Dickason

Commissioner Thompson moved, and it was seconded to award bid #2025-07 to Seelye Ford for four (4) 2025, Ford F250 4X4 Super Duty, Crew Cab Trucks for a total price of \$263,352.00 including an extended warranty. Managing Director Bartholomew shared outlined in the Capital Outlay section of our 2025 budget and our Equipment Capital Improvement Plan (CIP) 5-year plan, is the purchase of four (4) pickup trucks (3/4 ton). RCKC utilizes multiple pickup trucks for our administrative, construction, and road maintenance operations throughout the year. Currently, we have 35 units including a van, SUVs, and pickup trucks within our fleet that service all our departments. Each year, vehicle manufacturers submit bids to the state of Michigan through the MiDeal Purchasing Program. RCKC frequently uses this purchasing option as a cost-savings for the procurement of equipment, services, and goods. We do, however, price-check government purchasing programs with current markets to ensure we are getting the best pricing and delivery times. During our price soliciting process, local automotive dealers indicated that they could provide better pricing than the MiDeal contract for automobiles. In response, staff contacted the MiDeal

dealership, Lunghamer Ford, to confirm current MiDeal pricing and ensuring our local dealership pricing was based on the same specifications. These pickup trucks will meet the various needs of our organization, as they serve different roles throughout their lifespan. The pickup trucks will begin as administrative vehicles for 3-4 years and then move into operations for service as support vehicles for the road maintenance team. These pickup trucks would replace the following fleet units. The expected delivery date from Seelye Ford is 12 weeks after a purchase order is issued. Seelye Ford is confident, they will be able to deliver within the estimated time of 12 weeks. RCKC will need to install Samsara GPS tracking units and our two-way radio system before placing the trucks in service. The new pickup trucks include a 72-month Ford premium care warranty. Commissioner Thompson shared that he supports buying local. Managing Director Bartholomew shared we are replacing four (4) vehicles and that there is some value to the vehicles we are replacing, and those dollars would go back into our general fund. They would go to public auction and we have had great success with public auction. Commissioner Stehouwer asked about the vehicles that will be included in the auction. Managing Director Bartholomew shared the four (4) vehicles include a 1997 GMC 3500 with 123,240 miles, a 2002 Ford F-350 with 148,670 miles, a 2015 GMC 2500 with 161,991 miles and a 2015 GMC 2500 with 120,278 miles. Commissioner Davis asked when the auctions are conducted and how are people notified of the auction. General Superintendent DeYoung shared there is a monthly municipal auction on the third Tuesday of each month through www.rangerbid.com.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Thompson, Davis, Dickason

Commissioner Dickason moved, and it was seconded to approve the revised Personnel Policy – Sick Leave to ensure compliance with the Michigan Earned Sick Leave Act (ESTA), effective February 21, 2025. Managing Director Bartholomew shared the Michigan Earned Sick Time Act (ESTA) was introduced in August 2024, with an effective date of February 21, 2025, requiring all Michigan employers to provide paid sick leave to their employees. In February 2025, the Michigan Legislature amended the Earned Sick Time Act (ESTA), transitioning from ESTA (1.0) to the current version, ESTA (2.0), which took effect on February 21, 2025. The legislative process was dynamic, with multiple changes until the bill was presented to Governor Whitmer on February 20, 2025. The Governor signed the bill into law at 12:02 a.m. on February 21, 2025. This law outlines the responsibilities of employers regarding earned sick time, including the definition of "family members," the conditions under which an employer can require documentation for the use of sick time, the actions an employer can take if an employee fails to adhere to notice and documentation requirements, and how employees should notify their employer when using earned sick time. RCKC's current Sick Leave Policy provides six (6) days of sick leave upon hire, with an additional six (6) days granted six (6) months later. Starting on the employee's first anniversary and every anniversary thereafter, employees will be allocated twelve (12) days of paid sick leave for use during the subsequent year. Our current Sick Leave Policy exceeds the minimum ESTA requirements for paid sick leave benefit time. The red-lined version of RCKC's Sick Leave Policy has been reviewed by our labor attorney to ensure compliance with the ESTA requirements. Please be advised that ESTA does not apply to any collective bargaining agreement (CBA) until the existing agreement expires. The current RCKC and Teamsters Local 214 CBA is in effect through 12/31/2025. Carried by the following vote:

Aye: Pawloski, Stehouwer, Thompson, Davis, Dickason

Commissioner Davis moved, and it was seconded to approve the Alamo Township Local Road Contract for the Chair's signature. Managing Director Bartholomew noted that the contract includes three (3) contingency crack-fill projects. If there are remaining funds after completing the other projects, those additional projects will move forward. Commissioner Stehouwer asked if Alamo Township has a Road Committee or do we help them understand PASER ratings and how to prioritize. Public Relations Director Worden shared that Alamo Township had in the past a Road Committee back when they had a millage, but it has been disbanded. He attends their Board meeting annually to talk through Asset Management including the tools we use and how we prioritize projects which we did earlier this year with them.

- a. **E Avenue** – 1,270' east of Ravine Road to 2,850' east of Ravine Road; **Pulverize, Double Chip Seal, Fog Seal**
- b. **F Avenue** – Ravine Road to 12th Street; **HMA Overlay**
- c. **G Avenue** – Wolf Lake Drive to 2nd Street; **Crack Fill, Chip Seal, Fog Seal**
- d. **Stoney Woods Drive** – Ravine Road to 2,300' east of Ravine Road; **Crack Fill, Chip Seal, Fog Seal**

- e. **Owen Drive** – Ravine Road to B Avenue; **Crack Fill (Contingency Project)**
- f. **B Avenue** – Vankal Street to 2nd Street; **Crack Fill (Contingency Project)**
- g. **F Avenue** – 6th Street to 7th Street; **Crack Fill (Contingency Project)**

Carried by the following vote:

Aye: Pawloski, Stehouwer, Thompson, Davis, Dickason

Commissioner Thompson moved and it was seconded to approve the Comstock Township Local Road Contract for the Chair's signature. Managing Director Bartholomew shared we appreciate Comstock Township's participation in the local road program. Commissioner Pawloski thanked Comstock Township Superintendent Scott Hess for attending today's meeting.

- a. K Avenue – M-96 to 33rd Street; Crack Fill, HMA Wedging, Chip Seal, Fog Seal
- b. Interstate Parkway – Old Cork Street to 800' north of Old Cork Street; Crack Fill, Chip Seal, Fog Seal
- c. **Old Cork Street** – Midlink Drive to Park Circle Drive; **Crack Fill, Chip Seal, Fog Seal**
- d. **Comstock Avenue** – River Street to Conrad Street, **Abbey Street** – River Street to Metzger Street, **Francis Street** – River Street to Henry Street, **Wright Street** – Moline Street to Gateway Street, **Celery Street** – River Street to Roe Street, **Moline Street** – Celery Street to Comstock Avenue, **Conrad Street** – Celery Street to Comstock Avenue, **Metzger Street** – Celery Street to Abbey Street, **Henry Street** – Celery Street to Francis Street, **Gateway Street** – Celery Street to Wright Street; **Crack Fill, Chip Seal, Fog Seal**
- e. **Market Street** – River Street to Stalwart Street; **Crack Fill, HMA Wedging, Chip Seal, Fog Seal**
- f. **L Avenue** – River Street to 160' east of Stalwart Street; **Crack Fill, HMA Wedging, Chip Seal, Fog Seal**
- g. **Stalwart Street** – L Avenue to Market Street; **Crack Fill, Chip Seal, Fog Seal**
- h. **Country Meadows Drive** – 28th Street to 200' north of Silverton Avenue, **Duncan Avenue** – Country Meadows Drive to 28th Street, **Ringling Avenue** – Country Meadows Drive to 28th Street, **Wild Meadow Street** – Ringling Avenue to Kristin Avenue, **Prairie Hill Street** – Ringling Avenue to Duncan Avenue, **Flower Field Avenue** – Country Meadows Drive to Prairie Hill Street, **Natalie Street** – Wild Meadow Street to Cindy Street, **Cindy Street** – Natalie Street to Kristin Avenue, **Cade Avenue** – Cindy Street to 28th Street, **Little Red Avenue** – 172' west of Wild Meadow Street to Wild Meadow Street, **Silverton Avenue** – 165' west of Durango Street to Country Meadows Drive, **Durango Street** – Crestwood Avenue to Silverton Avenue; **Crack Fill, Chip Seal, Fog Seal**
- i. **Stegar Avenue** – Leigh Avenue to Fordham Avenue, **Leigh Avenue** – East Main Street to Fordham Avenue, **Fordham Avenue** – 260' west of Stegar Avenue to 699' east of Leigh Avenue; **HMA Base and Surface Paving**
- j. **Fawn Meadow Trail** – 30th Street to 750' east of Antler Street, **Spike Street** – 225' south of Fawn Meadow Trail to Fawn Meadow Trail, **Antler Street** – Fawn Meadow Trail to Buck Avenue, **Doe Avenue** – Antler Street to 600' east of Antler Street, **Roush Street** – 200' south of Buck Avenue to Buck Avenue, **Buck Avenue** – 30th Street to 66'; east of Antler Street; **HMA Overlay**
- k. **28th Street** – H Avenue to G Avenue; **Crack Fill, Chip Seal, Fog Seal**
- l. **H Avenue** – 26th Street to 28th Street; **Crack Fill, HMA Wedging, Chip Seal, Fog Seal**
- m. **Winterburn Street** – 850' south of M-96 to M-96, **Ocum Street** – Gleason Street to M-96, **Blalock Street** – Gleason Street to M-96, **Gleason Street** – Ocum Street to 572' east of Blalock Street; **Crack Fill, Chip Seal, Fog Seal**
- n. **M Avenue** – 33rd Street to 35th Street; **HMA Wedging**

Carried by the following vote:

Aye: Pawloski, Stehouwer, Thompson, Davis, Dickason

Commissioner Stehouwer moved, and it was seconded to approve the Oshtemo Township Local Road Contract for the Chair's signature. Managing Director Bartholomew shared in Oshtemo it is very difficult to find projects particularly because there is a lot of sewer work in the near future. We are trying not to pave roads that will be torn up in the next five (5) years. There are a lot of roads that need to be paved within the Township in residential areas. Oshtemo Township Public Work Director Anna Horner shared that she appreciates the RCKC team being patient and always willing to adjust and maximize the dollars they spend.

- a. **Penny Lane** – 715' west of 9th Street to 9th Street; *Chip Seal Trial*
- b. **1st Street** – 422' north of Stadium Drive to M Avenue; *Crack Fill, Chip Seal, Fog Seal*
- c. **KL Avenue** – 2nd Street to 4th Street; *Crack Fill, Chip Seal, Fog Seal*
- d. **Cross Country Drive** – 7th Street to 433' north of Oak Highlands Drive, **Steeplechase Court** – Cross Country Drive to 700' east of Cross Country Drive, **Windcrest Court** – Cross Country Drive to 282' east of Cross Country Drive, **West Foxmoor Court** – Cross Country Drive to 364' west of Cross Country Drive, **East Foxmoor Court** – Cross Country Drive to 366' east of Cross Country Drive, **Farmwood Court** – Cross Country Drive to 193' west of Cross Country Drive, **Arbor Valley Drive** – Cross Country Drive to 646' east of Cross Country Drive, **Hawthorn Valley Drive** – 164' west of Cross Country Drive to 336' east of Cross Country Drive, **Oak Highlands Drive** – 380' west of Cross Country Drive to 9th Street; *Crack Fill, Chip Seal, Fog Seal*
- e. **Darlington Trail** – Tillingsdale Drive to Oshtemo Ridge Trail, **Tillingsdale Drive** – Coddington Lane to Ellington Drive, **Ellington Drive** – Coddington Lane to Oshtemo Ridge Trail, **Oshtemo Ridge Trail** – Coddington Lane to Darlington Trail; *Crack Fill, Chip Seal, Fog Seal*
- f. **Baton Rouge Street** – Belle Chase Boulevard to 8th Street, **Charles Street** – 600' west of Belle Chase Boulevard to 8th Street, **Cajun Drive** – 175' west of Belle Chase Boulevard to Belle Chase Boulevard, **Belle Chase Boulevard** – 206' south of Saint Charles Street to Baton Rouge Street, **Bayou Vista Street** – Saint Charles Street to Baton Rouge Street; *Chip Seal Fog Seal*
- g. **2nd Street** – L Avenue to KL Avenue; *Chip Seal, Fog Seal*
- h. **7th Street** – West Main Street to 5,280' north of West Main Street; *Crack Fill, Chip Seal, Fog Seal*
- i. **Plainview Street** – 960' south of Stadium Drive to Stadium Drive; *Crack Fill, Chip Seal, Fog Seal*
- j. **Vienna Street** – Parkview Avenue to 790' north of Parkview Avenue; *Crack Fill, Chip Seal, Fog Seal*
- k. **Lisa Drive** – Rosemary Lane to 200; north of Rosemary Lane, **Rosemary Lane** – 503'; west of Josiane Drive to 2nd Street; **Josiane Drive** – 1,170' south of Rosemary Lane to Rosemary Lane; *Crack Fill, Chip Seal, Fog Seal*
- l. **Chadds Ford Way** – 985' south of West Main Street to West Main Street; *Crack Fill, Chip Seal, Fog Seal*
- m. **Valley Industrial Drive** – 9th Street to 630' east of 9th Street; *Crack Fill, Chip Seal, Fog Seal*
- n. **Wolf Drive** – Vankal Street to G Avenue; *Crack Fill, HMA Wedging, Chip Seal, Fog Seal*
- o. **ML Avenue** – 4th Street to 8th Street; *Crack Fill, Chip Seal, Fog Seal*
- p. **H Avenue** – Vankal Street to 3rd Street; *Crack Fill, Chip Seal, Fog Seal*
- q. **5th Street** – 2,230' south of Stadium Drive to Stadium Drive, **Gibbs Street** – 5th Street to O'Park Street, **O'Park Street** – 2,020' south of Stadium Drive to Stadium Drive, **Frie Avenue** – O'Park Street to 6th Street; *HMA Ultra-thin Overlay*

Carried by the following vote:

Aye: Pawloski, Stehouwer, Thompson, Davis, Dickason

Commissioner Thompson moved, and it was seconded to approve the Richland Township Local Road Contract for the Chair's signature. Managing Director Bartholomew shared this is Richland Township's second local road contract for 2025. They had dollars available, and we had additional projects available and chose the first one on the list for Richland Township. Commissioner Stehouwer asked when will projects start. Managing Director Bartholomew answered next week.

- a. **31st Street** – G Avenue to EF Avenue; *Crack Fill, Chip Seal, Fog Seal*

Carried by the following vote:

Aye: Pawloski, Stehouwer, Thompson, Davis, Dickason

Managing Director Bartholomew provided several key updates. He stated seasonal weight and speed restrictions are now in effect as visual signs of thawing appear, and staff will continue monitoring conditions. Crews have begun grading gravel roads and will be working from sunrise to sunset, including this weekend, weather permitting. The Q Avenue reconstruction project from 29th Street to 34th Street is a priority, with bids coming in 28% under budget, allowing potential cost savings to be redirected toward urgent repairs on the Sprinkle Road Bridge over the Kalamazoo River. An informational meeting regarding a potential special assessment for Indian Run Golf Club Estates will be held at the Road Commission on March 12 at 6:00 p.m., followed by a Safe Streets and

Roads for All (SS4A) informational meeting on March 13 at 5:30 p.m. via Zoom and Facebook. The Road Commission received a 2025 Merit Award from the American Council of Engineering Companies of Michigan for the *Road to Zero Action Plan*, which served as the foundation for the SS4A grant, with congratulations extended to the RCKC and Hubbell, Roth & Clark, Inc. for their efforts. Financial auditors are finalizing their regular audit along with a *single audit* for the Davis-Olmstead culvert replacement in Kalamazoo Township, a federally funded project that required direct funding from the Federal Highway Administration rather than MDOT, triggering an additional audit—an important first-time experience for the Road Commission as they prepare for future federally funded projects, including SS4A. He shared upcoming key dates including a Commissioners Road Tour on March 21 at 9:00 a.m., a Board meeting on March 25th, the County Road Association (CRA) Highway Conference from March 25-27, and dinner in Lansing the evening of March 25th with one of our vendors.

Commissioner Davis brought attention to legislative activity in the Transportation Subcommittee, specifically discussing Bill 4183 (HR 4183) which proposed to increase the sales tax on gasoline. He warned this could seriously affect our funding in coming years. The proposed increase could be up to .51 cents per gallon. He noted the bill is tie-barred to other bills that are also passing through the committee such as aviation fuel, corporate income tax, and business tax that should be uncontroversial. The most controversial bill is going to be the sales tax itself. He suggested while in Lansing, the RCKC should have a proposal or a unified presentation about our position on this increase and how it would affect development in the state and our ability to catch up on road maintenance.

Commissioner Thompson reported that the Board of Public Works (BPW) has not met recently. Last week, he attended the Ross Township Board meeting, where a service request was submitted for grading on 43rd Street. Another resident raised the same concern, and he advised them to submit a second service request. At the Cooper Township Board meeting last evening, discussions focused on concerns regarding 19th Street, as well as a request for a four-way stop at B Avenue and Riverview Drive. He described the meeting as very positive and expressed his appreciation to Mr. Bradley for attending today's meeting.

Commissioner Dickason shared that she will be attending the CRA Highway Conference and plans to attend the Commissioners Road Tour on March 21st.

Commissioner Stehouwer reported that the County Parks Department met last week and is currently working on the Expo Center Master Plan. They also approved grants through endowment funds for trailways and parks, with kayak rentals soon to be available at Woollham Park. He attended the West Michigan Trail and Greenway Association meeting, where he learned that some trailway communities are utilizing the Pavement Surface and Evaluation Rating (PASER) system, along with another MDOT evaluation method, to assess trail conditions. He noted potential maintenance needs on the Kalamazoo River Valley Trail (KRVT). He emphasized the importance of keeping 19th Street on the Commission's radar and looks forward to a future resolution. He also raised concerns about the high number of temporary reset signs in his area and a school sign on Nichols Road that has been down for several months, stressing the importance of the service request system for reporting road-related issues, including signage. He highlighted the upcoming retirement of Road Maintenance Operator Rick McClish in mid-April after 33 years of public service. He also welcomed a new staff member to the Road Commission and recognized various employee anniversaries ranging from 2 to 29 years, expressing gratitude for their dedication. Lastly, he emphasized the need to recruit and develop young talent to replace retiring staff and carry on their legacy of service.

Commissioner Pawloski expressed his appreciation for the staff's public service and agreed with Commissioner Stehouwer on the need for younger generations to step up and establish a new tradition of public service. He shared that his breakfast meeting with County Vice Chairs Jeff Heppler and John Taylor went well, noting that Vice Chair Heppler expressed concerns about G Avenue and M-96. He is pleased to see the Road Commission taking the lead in working with MDOT to explore potential solutions. Commissioner Pawloski also watched a Kalamazoo County meeting where a resident voiced complaints about MDOT, emphasizing that the best course of action for such concerns is to contact state-elected officials directly. At the Kalamazoo Township Board meeting last evening, he addressed seasonal weight restrictions and mentioned that the Road Commission is actively hiring. He also attended the Environmental Health Advisory Council (EHAC) meeting, where the Health Department presented

March 11, 2025 – Board Meeting

Chair Int'l _____

Clerk Int'l _____

on battery-related issues. He congratulated Cooper Township Supervisor Jeff Sorensen on his re-election as the EHAC Board Chair, recognizing him as a strong leader. Addressing Commissioner Davis, he explained that at the last Board meeting, there were only two candidates running for two open positions, which is why bios were not provided. Typically, bios are shared when multiple candidates compete for a single spot. He acknowledged the challenges of repairing 19th Street in Cooper Township, noting that it will require significant funding to build an entirely new road. He hopes to secure grant funding, as township-level resources alone may not be sufficient to cover the costs. He also received a call from auditors informing him they would be onsite. He shared the Commission's strong financial history, crediting previous Boards and staff for maintaining financial stability, and expressed eagerness for the audit report. Additionally, he noted a possible shift in public perception regarding roundabouts, as a Kalamazoo Township resident recently requested one at the four-way stop at Ravine Road and Nichols Road—an idea he supports. Lastly, he confirmed that he will not be attending the March 21st road tour.

Commissioner Stehouwer shared in regard to state legislation he was pleased to see CRA was able to testify regarding how to fund road bills. The information was included in our Friday Newsletter from the CRA.

Commissioner Pawloski noted that Michigan is one of the few states where sales tax on gasoline does not directly fund road maintenance. He emphasized that efforts to secure those funds have been ongoing for years, if not decades.

Commissioner Dickason moved, and it was seconded to adjourn.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Thompson, Davis, Dickason

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

Attest: Meredith Place, County Clerk

By _____, Chair _____, Deputy Clerk

The regular meeting of the Board of County Road Commissioners of the County of Kalamazoo was held at the Road Commission of Kalamazoo County (RCKC) office at 4400 S 26th Street, Kalamazoo, Michigan, on Tuesday, March 25, 2025. Commissioner Pawloski called the meeting to order at 3:00 p.m.

Present: David C. Pawloski, Larry Stehouwer, Keshia Dickason, Randy Thompson, Andy Davis

Also attending: Managing Director Travis Bartholomew, Public Relations Director Mark Worden, County Engineer Ryan Minkus, Assistant County Engineer Jim Hoekstra, Finance Director Kim Bodnar, General Superintendent Bill DeYoung, Assistant General Superintendent Rusty McClain, Road Maintenance Superintendent Bill Oxx, Communications Administrator Sarah Phillips, and Administrative Assistant Selena Rider.

Administrative Assistant Rider reviewed public meeting guidelines.

Pledge of Allegiance

Commissioner Pawloski shared the goal of the Board of County Road Commissioners of the County of Kalamazoo is using our expertise, energy, and funds to provide the safest and most convenient road system possible, and to contribute to economic development and high quality of life throughout the county. Our goal is to maintain a county road system that is safe and convenient for public travel and to manage the roadside environment, with a view toward preservation.

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

Carried by the following vote:

Aye: Pawloski, Stehouwer, Dickason, Thompson, Davis

Commissioner Thompson moved, and it was seconded to approve the March 11, 2025 Board Meeting minutes as presented.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Dickason, Thompson, Davis

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

Carried by the following vote:

Aye: Pawloski, Stehouwer, Dickason, Thompson, Davis

Commissioner Dickason moved, and it was seconded to approve Commissioner Davis expense report.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Dickason, Thompson, Davis

Mr. Jim Sharp, of 10231 W. TU Avenue, voiced concerns about the worsening condition of a particular stretch of road, emphasizing the safety hazards and increased traffic. He noted that the road has steadily deteriorated over the past seven years, with frequent freeze-thaw cycles making maintenance increasingly difficult. Heavy rainfall has also led to severe washouts, sometimes reaching depths of 18 inches. Additionally, he highlighted the growing volume of traffic, including delivery trucks from FedEx, Amazon, and UPS, as well as garbage service vehicles, all of which contribute to the road's rapid decline. Given these ongoing challenges, he urged the board to consider paving the road to enhance safety and durability.

Katie Grimwood, of 10276 W. TU Avenue, expressed serious concerns about the hazardous conditions of the road, particularly during the winter. She noted that as soon as temperatures rise, the road turns into a solid sheet of ice, making it extremely dangerous to drive on. She also highlighted ongoing issues with school buses navigating the road. According to the driver, who travels the route four times daily, the bus must move at an extremely slow speed to prevent passengers from being thrown from their seats. Additionally, the constant vibrations from the rough road cause emergency window switches to loosen, triggering a high-pitched alarm. Seat bottoms and frames frequently

detach, a rear wheel has come loose, and, on one occasion, the emergency door swung open after striking a large pothole. She further pointed out road design flaws, including inadequate crowning for proper drainage, water pooling issues, and the road's location between hills with guardrails, which limits maneuverability. She urged the board to consider paving the road to improve safety and address these concerns.

Mr. Tim Culver, representing State Representative Matt Hall's office, addressed the concerns raised about TU Avenue by sharing details on Speaker Hall's road plan. The plan, which has passed the State House and is now under consideration by the Senate and Governor Whitmer, aims to prioritize improvements to rural roads. He explained that Michigan's road funding system, established under Public Act (PA) 51 of 1951, requires local governments to provide matching funds for road projects. Typically, state funding is allocated to Kalamazoo County, and townships must raise additional funds through millages or special assessments to meet the required match. However, under Representative Hall's proposed legislation, a mechanism is included to help cover this local match. While PA 51 would still require a local contribution, this bill provides funding support specifically designed to assist rural townships struggling to generate the necessary funds.

County Commissioner John Gisler announced a new 275-unit development planned behind Kendall Electric, east of Howard, and west of the railroad tracks. The project, consisting entirely of single-family homes, has been approved by both the Pavilion Township Board and the County Commission. Additionally, he shared details about an upcoming speaker event. On April 14th at 8:30 a.m., Kalamazoo Citizens for Responsible Government will host Nick Culp, Senior Manager of Public Affairs and Communication for Holtec-Palisades, at the former Michelle's location on Romence Road. Culp will discuss the reopening of the Palisades nuclear plant and plans to install two small modular reactors. While the existing plant, now being restarted, produces 800 megawatts of power, each modular reactor is expected to generate approximately 300 megawatts, bringing the total output of the Palisades facility to 1.4 gigawatts.

Commissioner Dickason moved, and it was seconded to approve the local bridge program funding resolutions for the Fiscal Year (FY) 2028 Local Bridge Program applications for the Chair's signature. Managing Director Bartholomew shared For Fiscal Year 2028, the Local Bridge Program statewide budget is estimated at \$50 million. Applications compete with others in a region, and historically, statewide submissions total more than 300 with funding requests in excess of \$500 million. RCKC currently has 62 bridges on our primary and local road system that are eligible for funding through this program. To be considered a bridge, a structure must have a total span length of more than 20 feet measured along the centerline of the roadway over a stream, watercourse, or opening. A multi-unit culvert is measured along the centerline of the roadway, with the distance between the culvert units is less than half the diameter of the smallest unit. The preventive maintenance, structure rehabilitation and replacement, and approach construction costs may be eligible for a maximum of 95 percent participation from federal and state funds. The right-of-way, design, and construction engineering costs do not qualify for these funds. Those costs are the responsibility of the RCKC and when on a local road, the participating Township. Overall, our network has bridges on local roads that are in more need of work than their primary road counterparts. For a local bridge project to move forward, the Township would need to commit to funding 50% of the local costs for the project. RCKC staff proposes the following bridges for submittal to the Local Bridge Program for funding in 2028.

- Mosel Avenue Structure #4631 over the Kalamazoo River, Kalamazoo Township, primary road (Built 1980) – Rehabilitation
- Y Avenue Structure #4621 over the Portage River, Brady Township, local road (Built 1976) – Preventive Maintenance

We will adjust the RCKC Primary Road Capital Improvement Plan (CIP) for 2025 - 2029 if a bridge(s) is selected. RCKC costs are for design engineering, construction engineering, and local construction share. Commissioner Stehouwer noted, after reviewing the packet, that the term "local" refers to how the Michigan Department of Transportation (MDOT) classifies primary and local roads and bridges. Managing Director Bartholomew confirmed this interpretation, explaining that when MDOT and the Federal Highway Administration refer to "local roads," they are referring to roads managed by road commissions, cities, and villages. In the county's context, these are lower-volume roads that are not part of the primary road system.

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 1980 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 2028.

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

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

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

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

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

WHEREAS, this Board has considered the application for Local Bridge Program Funds and authorizes the submission of the application for Local Bridge Program Funds for 2028.

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

Carried by the following vote:

Aye: Pawloski, Stehouwer, Thompson, Davis, Dickason

Commissioner Thompson moved, and it was seconded to approve the purchase of two (2) Cab and Chassis, Heavy Duty Class 8 trucks from West Michigan International through the Sourcewell purchasing program for a total cost of \$300,630.86. Managing Director Bartholomew shared outlined in the 2025 Capital Outlay Budget and our 5-Year Equipment Capital Improvement Plan is the purchase of Cab and Chassis trucks. These trucks will service our operations as snowplow trucks for winter maintenance and as semi-tractors during the construction season to haul equipment and materials to and from various job sites and routine maintenance activities. This cab and chassis purchase does not include the additional equipment and accessories necessary to place these units in service. RCKC typically purchases new dump box and/or V-box bodies, underbody scrapers, wing plows, spreaders, and hydraulic system/controls including custom installation as part of a separate "Truck Components Purchase". At this time, we are requesting the Board approval to purchase two (2) of the four (4) budgeted Cab and Chassis units, which would be custom-built as semi-tractor/snowplow trucks. Currently, RCKC is evaluating the feasibility of building two (2) modified Class 8 trucks. These trucks would include increased load capacity and horizontal unload capability verse the conventional dump body. RCKC staff contacted several vendors to solicit governmental purchasing program quotes through MiDeal or Sourcewell. The estimated delivery of the two (2) cab/chassis from West Michigan International is November 2025. Commissioner Davis recalled that during his first walkthrough in January, Managing

Director Bartholomew had shown him some of the compartmentalization and modernization features of certain trucks. He inquired whether the truck's component body would be modular, allowing for the attachment of additional service parts for different seasonal functions. Managing Director Bartholomew clarified that Commissioner Davis was likely referring to the swap loader, a unit that can change bodies using a hydraulic arm. However, this particular truck is not of that type. In winter, it functions as a snowplow truck, while in summer, the V-body—used for holding materials like salt and sand—is removed, converting it into a conventional semi-tractor capable of pulling a semi trailer. Both units will be built with this same dual-purpose functionality. Additionally, we currently have two of these trucks in our fleet, and this purchase would replace an older semi-tractor that is not equipped for snowplowing. As a result, our fleet would expand to four semi-tractors instead of the current three. Commissioner Stehouwer noted that the county typically follows a 15-year replacement cycle and expressed his appreciation for the staff's diligence in maintaining a regular replacement program to ensure equipment remains in good working condition.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Thompson, Davis, Dickason

Commissioner Stehouwer moved, and it was seconded to approve the 2026 Truck Components Purchase including: two (2) complete hydraulic and electrical systems, two (2) 14' stainless steel auger V-boxes, two (2) underbody scrapers, two (2) cross auger sander/spinner assemblies, two (2) 9' right hand wing plows, two (2) 34' Husting type front plow hitches, including applicable warranties from Truck & Trailer Specialties Inc. through the MiDeal purchasing program for a total of \$333,758.00. Managing Director Bartholomew shared outlined in our Capital Outlay section of our proposed 2026 Budget is the purchase of right-hand wing plows, hydraulic systems, controls, and other components for a cost of \$625,000. This purchase is necessary to complete the build of our new Class 8 Heavy Duty Cab/Chassis, allowing them to be placed in service in 2026. We continue to experience delays and lack of availability of parts, equipment and materials related to truck components. Currently the expected lead time of the various truck components is 16-18 months from the time of order. To maintain our current build schedule, the RCKC Team is requesting the Board approve the 2026 Truck Components Purchase now to minimize potential delays that would hinder placing our two (2) new trucks in service in 2026. This truck components purchase request is prior to our approved 2026 budget. RCKC expects to take delivery of two (2) completely built tandem-axle semi-tractors in September 2026 if the Board approves this purchase. Truck & Trailer Specialties Inc. pricing includes a 1-year warranty on all the equipment and components, and they have proposed a 16-18 months' timeline to deliver two completed units. Our goal is to have these units in service by the fourth quarter of 2026.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Thompson, Davis, Dickason

Commissioner Thompson moved, and it was seconded to award the Pulverizing and Rotomilling Services Bid #2025-08 to J.L. Milling Inc., Michigan Paving & Materials Co, and Lakeland Asphalt Corporation with the option to extend for three (3) one (1) year extensions by the mutual agreement of both parties. Managing Director Bartholomew shared that Pulverizing and rotomilling, also referred to as cold milling, are essential processes in road construction and maintenance, providing efficient methods of pavement recycling, pavement removal, and substrate preparation. Pulverizing and cold milling techniques allow RCKC to reduce material procurement costs through recycling, which also lowers energy and fuel consumption during road construction, decreases waste disposal expenses and enhances project efficiency with minimized road closures. RCKC has identified five (5) projects to date for the 2025 construction season requiring pulverizing services. In the past RCKC has solicited quotes for individual projects for these services. Utilizing this Pulverizing and Rotomilling Services Bid will reduce delays associated with contractor availability and contractor procurement through the quotation process, which would also expedite project completion. The cold milling service in this bid would only be used for unforeseen repairs and/or routine maintenance work. The cold milling necessary on our 2025 road projects is included in our HMA Bid extension with Lakeland Asphalt. This is the first time RCKC has bid Pulverizing and Rotomilling Services. We sent out a public bid notice to contractors and construction/bidding entities, as well as the posting on our website. We had four (4) downloads of the bid specifications and received three (3) bid proposals. Commissioner Pawloski inquired whether the county had previously worked with J.L. Milling. Managing Director Bartholomew confirmed that they have

partnered with the company for many years. He also noted that J.L. Milling is essentially the only option for pulverizing services in Southwest Michigan.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Thompson, Davis, Dickason

Commissioner Dickason moved, and it was seconded to approve the revised Personnel Policy – Sick Leave to ensure compliance with the Michigan Earned Sick Leave Act (ESTA), effective February 21, 2025. Managing Director Bartholomew shared the Michigan Earned Sick Time Act (ESTA) was introduced in August 2024, with an effective date of February 21, 2025, requiring all Michigan employers to provide paid sick leave to their employees. In February 2025, the Michigan Legislature amended the Earned Sick Time Act (ESTA), transitioning from ESTA (1.0) to the current version, ESTA (2.0), which took effect on February 21, 2025. The legislative process was dynamic, with multiple changes until the bill was presented to Governor Whitmer on February 20, 2025. The Governor signed the bill into law at 12:02 a.m. on February 21, 2025. This law outlines the responsibilities of employers regarding earned sick time, including the definition of "family members," the conditions under which an employer can require documentation for the use of sick time, the actions an employer can take if an employee fails to adhere to notice and documentation requirements, and how employees should notify their employer when using earned sick time. RCKC's current Sick Leave Policy provides six (6) days of sick leave upon hire, with an additional six (6) days granted six (6) months later. Starting on the employee's first anniversary and every anniversary thereafter, employees will be allocated twelve (12) days of paid sick leave for use during the subsequent year. Our current Sick Leave Policy exceeds the minimum ESTA requirements for paid sick leave benefit time. The red-lined version of RCKC's Sick Leave Policy has been reviewed by our labor attorney to ensure compliance with the ESTA requirements. Please be advised that ESTA does not apply to any collective bargaining agreement (CBA) until the existing agreement expires. The current RCKC and Teamsters Local 214 CBA is in effect through 12/31/2025. Carried by the following vote:

Aye: Pawloski, Stehouwer, Thompson, Davis, Dickason

Commissioner Thompon moved, and it was seconded to approve the Climax Township Local Road Contract for the Chair's signature. Managing Director Bartholomew explained that the requirement for matching funds applies to local road projects. He noted that this is a contingency project contract with Climax Township. He further clarified that the second Local Road Contract for Climax Township, listed as Item F on the agenda, pertains to 40th Street and is separate from the other projects. This distinction is due to a unique partnership last year between the township and a private citizen or business. In that arrangement, a previously unpaved gravel road was paved entirely at the property owner's expense. Now, that same property owner has committed to funding the road long-term maintenance costs as part of this contract. Given these circumstances, the project is being tracked separately under its own contract.

- a. **38th Street** – O Avenue to 5,280' north of O Avenue; **Crack Fill, Chip Seal**
- b. **39th Street** – T Avenue to R Avenue – **Crack Fill, Chip Seal**
- c. **OP Avenue** – 42nd Street to 44th Street; **Crack Fill, Chip Seal**
- d. **Q Avenue** – 3,569' east of 46th Street to 5,280' east of 46th Street; **Chip Seal Trial**
- e. **S Avenue** – 43rd Street to 47th Street; **Crack Fill, Chip Seal**
- f. **T Avenue** – 36th Street to 39th Street; **Crack Fill, Chip Seal**
- g. **46th Street** – Q Avenue to PQ Avenue, **PQ Avenue** – 46th Street to 47th Street; **Gravel Resurfacing**
- h. **39th Street** – ON Avenue to 3,168' north of ON Avenue, **ON Avenue** – 39th Street to 3,764' west of 42nd Street; **Gravel Resurfacing (Contingency Project)**

Carried by the following vote:

Aye: Pawloski, Stehouwer, Thompson, Davis, Dickason

Commissioner Thompson moved, and it was seconded to approve the Climax Township Local Road Contract for the Chair's signature. County Commissioner Gisler shared that Climax Township is one of the five townships he represents, and he is familiar with the 40th Street section. He explained that Rich Meyers, a local dairy farmer, was concerned that operating his equipment on the gravel road would lead to increased wear and higher costs. As a result, Meyers approached the Road Commission to explore possible solutions. Commissioner Gisler expressed his satisfaction that an agreement was reached, noting that paving the road ultimately helped Meyers reduce expenses

and extend the lifespan of his farm equipment. Commissioner Davis shared that it is admirable that the property owner stepped up and made that improvement. Commissioner Stehouwer added that in our quarterly road tour last Friday we were out in this area, and Managing Director Bartholomew pointed this out to us. He also highlighted that the property owner contracted with the township, and the township contracts with the Road Commission. Managing Director Bartholomew stated that is correct.

- a. **40th Street** – R Avenue to Q Avenue; **Chip Seal, Fog Seal**

Carried by the following vote:

Aye: Pawloski, Stehouwer, Thompson, Davis, Dickason

Commissioner Dickason moved, and it was seconded to approve the Kalamazoo Township Local Road Contract for the Chair's signature. Managing Director Bartholomew shared that we appreciate the township's participation. There are quite a few projects with a mix of fixes. Commissioner Stehouwer provided some context, noting that Kalamazoo Township had issued bonds for several projects a few years ago. He asked whether the funding for these current projects comes from their own funds, annual allocations, or if they are still utilizing bond funds. Managing Director Bartholomew clarified that these funds are not bond funds, as the bonds expired in 2017. Instead, the funding comes from their general fund dollars, along with the Road Commission's participation (PAR) funds.

- a. **Dartmouth Street** – West Main Street to Hillsdale Avenue; **Clarendon Street** – West Main Street to West North Street, **Berkley Street** – West Main Street to Hillsdale Avenue; **Commonwealth Avenue** – Dartmouth Street to Arlington Street; **West North Street** – Dartmouth Street to Berkley Street; **Crack Fill, Chip Seal, Fog Seal**
- b. **Cooper Avenue** – Dearborn Avenue to East Main Street; **Crack Fill, Chip Seal, Fog Seal**
- c. **Borgess Drive** – Nazareth Road to 75' west of Casper Street; **Crack Fill, Chip Seal, Fog Seal**
- d. **Fairfield Avenue** – West Main Street to 225' north of Hilltop Street, **Castle Street** – Brook Drive to Fairfield Avenue, **Seamers Street** – Brook Drive to Fairfield Avenue, **Hilltop Street** – Brook Drive to Fairfield Avenue; **HMA Overlay**
- e. **Woodrow Drive** – Texel Drive to Ashbury Avenue; **HMA Overlay**
- f. **Seville Avenue** – Shasta Drive to Monterey Drive, **Oxford Street** – 159' south of Barclay Drive to Barclay Drive, **Shasta Drive** – Barclay Drive to Mosel Avenue, **Monterey Drive** – Shasta Drive to Seville Avenue, **Monterey Circle** – Monterey Drive to 142' north of Monterey Drive; **HMA Overlay**
- g. **Avondale Drive** – Craft Avenue to Craft Avenue, **Avondale Circle** – Avondale Circle to 130' east of Avondale Drive; **HMA Overlay**
- h. **Craft Avenue** – Kenilworth Avenue to East Main Street; **HMA Overlay**
- i. **Chrysler Street** – Kenilworth Avenue to East Main Street; **HMA Overlay**
- j. **Nelson Avenue** – 954' south of West Main Street to West Main Street; **HMA Overlay**
- k. **Gilkison Avenue** – 954' south of West Main Street to West Main Street; **HMA Overlay**

Carried by the following vote:

Aye: Pawloski, Stehouwer, Thompson, Davis, Dickason

Commissioner Stehouwer moved, and it was seconded to approve the Pavilion Township Local Road Contract for the Chair's signature. Managing Director Bartholomew explained that most of these projects focus on preventative maintenance. He highlighted the inclusion of a double chip seal trial within the contract. Additionally, three projects involve improvements at railroad crossings, a requirement set by the railroad. This initiative also provided an excellent opportunity for collaboration.

- a. **34th Street** – TS Avenue to R Avenue; **Crack Fill**
- b. **O Avenue** – 31st Street to 33rd Street; **Crack Fill, HMA Wedging, Chip Seal, Fog Seal**
- c. **R Avenue** – 32nd Street to 33rd Street; **Crack Fill, HMA Wedging, Chip Seal, Fog Seal**
- d. **33rd Street** – T Avenue to S Avenue; **Crack Fill, Chip Seal, Fog Seal**
- e. **31st Street** – O Avenue to N Avenue; **Crack Fill**
- f. **R Avenue** – 29th Street to 32nd Street; **Crack Fill**
- g. **26th Street** – S Avenue to RS Avenue; **Crack Fill**
- h. **RS Avenue** – 25th Street to 28th Street; **Crack Fill**

- i. **31st Street** – Q Avenue to OP Avenue; **Crack Fill**
- j. **33rd Street** – O Avenue to N Avenue; **Crack Fill**
- k. **ON Avenue** – 28th Street to 29th Street; **Crack Fill**
- l. **O Avenue** – 26th Street to 28th Street, **28th Street** – O Avenue to ON Avenue; **Crack Fill**
- m. **O Avenue** – 25th Street to 26th Street; **Crack Fill**
- n. **O Avenue** – 2,640' west of 25th Street to 25th Street; **Crack Fill**
- o. **T Avenue** – 32nd Street to 34th Street; **Crack Fill, HMA Wedging, Chip Seal, Fog Seal**
- p. **32nd Street** – S Avenue to R Avenue; **Double Chip Seal Trial**
- q. **28th Street** – QR Avenue to PQ Avenue; **Railroad Crossing; HMA Overlay**
- r. **O Avenue** – 25th Street to 26th Street; **Railroad Crossing; HMA Overlay**
- s. **26th Street** – P Avenue to O Avenue; **Railroad Crossing; HMA Overlay**
- t. **T Avenue** – 3,500' east of 34th Street to 4,500' east of 34th Street; **HMA Wedging**

Carried by the following vote:

Aye: Pawloski, Stehouwer, Thompson, Davis, Dickason

Commissioner Thompson moved, and it was seconded to approve the Prairie Ronde Township Local Road Contract for the Chair's signature. Managing Director Bartholomew noted that in 2024, Prairie Ronde Township was the only township where the trial contingency contract was utilized. They returned this year with another contingency contract, which includes two contingency projects within the agreement. Commissioner Davis inquired whether these projects would be completed this year and when feedback would be received regarding their completion. Managing Director Bartholomew explained that all projects are tracked on the project status sheet, which is updated weekly throughout the construction season and posted bi-weekly on the Board's website.

- a. **Y Avenue** – 3rd Street to 4th Street; **4th Street** – YZ Avenue to Y Avenue; **YZ Avenue** – 4th Street to 5th Street; **5th Street** – YZ Avenue to YZ Avenue, **YZ Avenue** – 5th Street to 6th Street; **Gravel Resurfacing**
- b. **VW Avenue** – 8th Street to 12th Street; **Crack Fill, Chip Seal**
- c. **4th Street** – XY Avenue to W Avenue; **Crack Fill, Chip Seal**
- d. **5th Street** – W Avenue to V Avenue; **Crack Fill, Chip Seal (Contingency Project)**
- e. **2nd Street** – U Avenue to TU Avenue; **Crack Fill, Chip Seal (Contingency Project)**

Carried by the following vote:

Aye: Pawloski, Stehouwer, Thompson, Davis, Dickason

Commissioner Stehouwer moved, and it was seconded to approve the Ross Township Local Road Contract for the Chair's signature. Managing Director Bartholomew noted that this contract is similar to the others that were approved today. He mentioned that Ross Township was the only township that did not fully utilize its PAR funds. The remaining amount was minimal and, since it did not align financially, those funds were returned to the primary road fund.

- a. **38th Street** – 528' south of G Avenue to G Avenue; **Gravel, Pulverize, HMA Base and Surface Paving**
- b. **B Avenue** – 40th Street to 42nd Street; **Chip Seal, Fog Seal**
- c. **38th Street** – Gull Lake Drive East to C Avenue; **Chip Seal, Fog Seal**
- d. **46th Street** – M-89 to C Avenue; **Chip Seal, Fog Seal**
- e. **CD Avenue** – 46th Street to 48th Street; **Chip Seal, Fog Seal**
- f. **47th Street** – B Avenue to Baseline Road; **Crack Fill**
- g. **Baseline Road** – 44th Street to 47th Street; **Crack Fill**
- h. **43rd Street** – B Avenue to 4,171' north of B Avenue; **Crack Fill**

Carried by the following vote:

Aye: Pawloski, Stehouwer, Thompson, Davis, Dickason

Commissioner Dickason moved, and it was seconded to approve the Texas Township Local Road Contract for the Chair's signature. Managing Director Bartholomew shared this is another contingency contract. Out of fifteen (15) townships, seven (7) of them opted for the contingency contract this year.

- a. **6th Street** (South Crooked Lake Drive) – Q Avenue to 742' north of Q Avenue; **Crack Fill, HMA Wedging, Chip Seal, Fog Seal**

- b. **Vineyard Parkway** – 720' south of Q Avenue to Q Avenue; *Crack Fill, Chip Seal, Fog Seal*
- c. **2nd Street** – S Avenue to RS Avenue; *Crack Fill, HMA Wedging, Chip Seal, Fog Seal*
- d. **7th Street** – Q Avenue to East Crooked Lake Drive, **Crooked Lake Drive East** – 800' west of 7th Street to 7th Street; **East Crooked Lake Drive** – 7th Street to 2,573' north of 7th Street; *Crack Fill, Chip Seal, Fog Seal*
- e. **DNR Street** – 1,050' south of OP Avenue to OP Avenue; *Crack Fill, Chip Seal, Fog Seal*
- f. **Torrey Pines Drive** – Cypress Bay Drive to Veronica Street, **Stapleton Drive** – Torrey Pines Drive to 12th Street, **Stoneybrook Road** – Burning Tree Road (west) to 12th Street, **Hunters Ridge Drive** – Heathrow Avenue to Cypress Bay Drive, **Snowbird Court** – Hunters Ridge Drive to Hunters Ridge Drive; **Telluride Drive** – 1,088' west of Hunters Ridge Drive to Hunters Ridge Drive; *HMA Overlay*
- g. **Veronica Street** – Cypress Bay Drive to Queen Victoria Lane, **Lewsinda Avenue (west)** – 213' west of Marsha Street to Veronica Street; **Marsha Street** – Lewsinda Avenue to 135' north of Lewsinda Avenue, **Lewsinda Avenue (east)** – Veronica Street to 12th Street, **Anthony Street** – Lewsinda Avenue to 121' north of Lewsinda Avenue; *HMA Overlay*
- h. **10th Street** – R Avenue to Q Avenue; *Crack Fill, Chip Seal, Fog Seal*
- i. **PQ Avenue** – 7,920' west of 3rd Street to 3rd Street; *Crack Fill, HMA Wedging, Chip Seal, Fog Seal*
- j. **Vankal Street** – RS Avenue to Q Avenue; *HMA Overlay*
- k. **Glenwynd Drive** – 6th Street to O Avenue; *Crack Fill, Chip Seal, Fog Seal*
- l. **RS Avenue** – 2nd Street to 6th Street; *Crack Fill, Chip Seal, Fog Seal*
- m. **Chadeau Avenue** – Norcross Street to 10th Street, **Norcross Street** – 308' south of Kieth Court to 400' north of Keith Court, **Keith Court** – Norcross Street to 400' east of Norcross Street, **Omega Street** – Chadeau Avenue to 169' north of Chadeau Avenue; *Crack Fill, Chip Seal, Fog Seal*
- n. **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; *Crack Fill, Chip Seal, Fog Seal*
- o. **10th Street** – Q Avenue to Texas Drive; *Crack Fill, Chip Seal, Fog Seal*
- p. **Vankal Street** – 7,020' south of RS Avenue to RS Avenue; *HMA Overlay (Contingency Project)*

Carried by the following vote:

Aye: Pawloski, Stehouwer, Thompson, Davis, Dickason

Commissioner Stehouwer moved, and it was seconded to approve the Wakeshma Local Road Contract for the Chair's signature. Managing Director Bartholomew explained that this is another contingency contract that includes a mix of roadway improvements. Commissioner Stehouwer inquired about the X Avenue double chip seal over gravel, asking whether this approach is relatively new to the RCKC. He clarified that it is not new and is one of several tools available for specific conditions. Double chip sealing over gravel is most effective on lower-volume roads that do not experience continuous heavy truck traffic. It provides a cost-effective way to create a hard surface on a gravel road. However, he emphasized that the long-term goal is to pave these roads with asphalt, as chip sealing over gravel lacks structural integrity. While it offers improved dust control, it is not a permanent solution. He noted that the RCKC encourages townships to invest in long-term paving solutions, though it happens infrequently. Many roads have been reconstructed and double chip sealed again over the years. However, in rare cases, such as last year's Greer Drive project in Richland Township, a double chip-sealed road was later paved. Currently, less than 40 miles of roads in the county are double chip sealed, but this method remains an option in rural areas where a step up from gravel roads is needed. Commissioner Stehouwer then asked whether this treatment could be considered for W. TU Avenue. Managing Director Bartholomew responded that while it is an option, the significant grades on the hills in that area are a concern. Additionally, double chip sealing does not effectively manage stormwater, which could lead to ongoing erosion issues. A more suitable alternative might be a Hot Mix Asphalt (HMA) surface with some form of curb to improve durability and drainage.

- a. **TU Avenue** – 39th Street to 42nd Street; *Gravel Resurfacing*
- b. **38th Street** – W Avenue to V Avenue; *Crack Fill, Chip Seal*
- c. **Art Martin** – W Avenue to 300' north of White Lawn Street, **White Lawn Street** – 315' west of Art Martin Street to 42nd Street; *Chip Seal*
- d. **U Avenue** – 42nd Street to 44th Street; *Chip Seal, Fog Seal*

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- e. **X Avenue – 38th Street to 40th Street; *Double Chip Seal***
- f. **X Avenue – 40th Street to 42nd Street; *Pulverize, Double Chip Seal (Contingency Project)***

Carried by the following vote:

Aye: Pawloski, Stehouwer, Thompson, Davis, Dickason

Mr. Sharp provided additional comments on W. TU Avenue, emphasizing the challenges posed by its steep hills and low-lying areas. He noted that the terrain is not well-suited for a dirt road and shared two incidents he personally witnessed due to icy conditions. In the first incident, a garbage truck lost traction while attempting to climb the hill, sliding sideways and nearly colliding with a school bus. Fortunately, the situation was averted when the truck was able to back away just in time. In the second case, an ambulance struggled for four to five minutes to ascend the hill due to icy conditions. Although it was ultimately a wrong-address situation, the inability to access the road directly delayed the emergency response. Mr. Sharp concluded by stating that the road has significantly deteriorated and now presents a serious safety risk. Despite his personal preference for gravel roads, he emphasized that it is time for necessary improvements.

County Commissioner Gisler's most recent comment was a clarification regarding the 40th Street paving project funded by Meyer Dairy Farm. He explained that his earlier remark about Meyer Dairy Farm financing its own road improvements was not intended to suggest that TU Avenue residents should be responsible for paving their own roads. Commissioner Gisler acknowledged that different communities take different approaches to gravel road concerns. He emphasized that the safety issues on TU Avenue are valid and wanted to ensure his previous comments were not misinterpreted as advocating for self-funded road improvements.

Mr. Sharp asked whether pavement could end at a random point on a gravel road, specifically referencing a section from 2nd Street to a particular driveway. Managing Director Bartholomew explained that abrupt transitions from pavement to gravel pose safety concerns, especially for motorcyclists at night. For this reason, the RCKC generally prefers to place these transitions at intersections where they are more predictable and safer for drivers. He advised Mr. Sharp to email his concerns to info@kalamazooountyroads.com so staff could assess the specific location. Additionally, he confirmed that Road Commissioners would receive copies of the documentation that he previously provided.

Managing Director Bartholomew provided updates on ongoing projects and upcoming events. He shared that tree removal efforts have been underway this week, and seasonal weight restrictions will be lifted on Monday, March 31st, at 6:00 a.m. He reminded the public about RCKC Connect, which provides weekly—and sometimes daily—news releases detailing project progress and road closures. Currently, crews are actively grading gravel roads, patching potholes, and conducting extensive tree pruning along the primary road system. Tree pruning will resume in the fall after the construction season. Additionally, the annual report is being sent to the printers this week. The third session of RCKC Chats is scheduled for Thursday, March 27th, from 12:15 p.m. to 12:45 p.m. It will feature the operations team, including General Superintendent DeYoung and Assistant General Superintendent McClain, and will be available on Facebook and Zoom using the same link as the Board meeting. Regarding 19th Street north of B Avenue, the team recently met on-site with the Michigan Department of Environment, Great Lakes and Energy (EGLE). Having previously visited the location with EGLE and the Department of Natural Resources (DNR), they explored options for a reduced-scale project to temporarily reopen the road. EGLE was receptive to potential solutions; however, they also identified a possible endangered species concern, which requires a site inspection before moving forward. EGLE is coordinating with the DNR to determine if an investigation has already been conducted or if one is needed as the first step in the project. The Road Commissioners' quarterly field tour took place recently, with Commissioners Stehouwer and Thompson joining. The tour included a visit to the Q Avenue project, where they observed tree removal using mechanical equipment, as well as tree pruning efforts by RCKC crews. They also reviewed the Y Avenue project from last year, rubber chip seal projects, and drove through the M-96 and G Avenue intersection, where ongoing concerns are being addressed with the Michigan Department of Transportation (MDOT) and the Township. Finally, the County Road Association (CRA) Highway Conference began today, and the Michigan Township Association (MTA) Conference is scheduled for next week.

Commissioner Davis shared that last Friday, he personally visited 19th Street to inspect the site. He described it as an interesting stretch of road with significant engineering challenges. Additionally, he noted the presence of a large amount of fresh water moving through the area, which adds to the complexity of the project. He expressed curiosity about the DNR’s investigation into the presence of endangered mussels and looks forward to seeing the findings. He also mentioned his anticipation for the CRA Highway Conference in Lansing—and he is looking forward to spring.

Commissioner Thompson shared the Board of Public Works (BPW) was canceled. He thanked Managing Director Bartholomew for the road tour last Friday. He stated it was very interesting and a learning experience. He thanked RCKC staff for all their hard work.

Commissioner Dickason had no report.

Commissioner Stehouwer shared that Rathco has been replacing temporary signs with permanent ones in his neighborhood. While on last week’s road tour, he also took note of the portable traffic signals and expressed his appreciation for the setup, having experienced a similar system on G Avenue during last year’s construction season. He believes the setup is effective. On March 11th, he attended the Oshtemo Township Board meeting and took a moment to thank staff for initiatives like RCKC Chats, which help keep the public informed. He also participated in the Safe Streets and Roads for All (SS4A) public information meeting via Facebook, where valuable information was shared. He expressed his gratitude to the staff for their extra efforts in community engagement.

Commissioner Pawloski shared that, unfortunately, he will not be able to attend the CRA Highway Conference, but he strongly encouraged the other Road Commissioners to participate. He emphasized that the conference provides an excellent networking opportunity, allowing attendees to connect with staff and Road Commissioners from across the state to discuss common challenges—many of which mirror those faced locally. He also encouraged each Road Commissioner to contribute at least \$50 to Road+, a Political Action Committee, and noted that there will be a Road+ table at the conference. He attended the Texas Township Board meeting the previous evening, where discussions included a cleanup project and questions about required permits. He recommended that township officials reach out to the Road Commission for guidance. He also brought attention to speeding concerns on PQ Avenue between 6th Street and 4th Street, as well as near 3rd Street. Additionally, Texas Township Superintendent Brooke Hovenkamp mentioned concerns regarding chip seal issues, and he suggested she contact the Road Commission for further discussion. Lastly, he shared that he received a compliment on the Road Commission’s building and its architectural design. He extended kudos to the staff for their efforts in hosting Township Supervisors and meetings, as well as for making the facility available to other government units within the county.

Commissioner Stehouwer moved, and it was seconded to adjourn.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Thompson, Davis, Dickason

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

Attest: Meredith Place, County Clerk

By _____, Chair _____, Deputy Clerk

March 25 – 27, 2025
County Road Association Annual Highway Conference

Chair Int'l _____

Clerk Int'l _____

The Board of County Road Commissioners of the County of Kalamazoo attended the County Road Association (CRA) of Michigan Annual Highway Conference in Lansing, Michigan March 25 – March 27, 2025.

Present: Larry Stehouwer, Randy Thompson, Andy Davis
Absent: David C. Pawloski, Keshia Dickason

Also attending: Managing Director Travis Bartholomew, Human Resources Director Debbie Hill and Communications Administrator Sarah Phillips

The Commissioners and staff attended various functions, educational sessions, activities, and meetings in association with the CRA annual conference.

The meeting adjourned on March 27, 2025 at 10:30 a.m.

Attest: Meredith Place, County Clerk

By: _____, Chair _____, Deputy Clerk

The regular meeting of the Board of County Road Commissioners of the County of Kalamazoo was held at the Road Commission of Kalamazoo County (RCKC) office at 4400 S 26th Street, Kalamazoo, Michigan, on Tuesday, April 8, 2025. Commissioner Pawloski called the meeting to order at 3:00 p.m.

Present: David C. Pawloski, Larry Stehouwer, Randy Thompson, Andy Davis, and Keshia Dickason participated via Zoom.

Also attending: Managing Director Travis Bartholomew, Public Relations Director Mark Worden, County Engineer Ryan Minkus, Assistant County Engineer Jim Hoekstra, Finance Director Kim Bodnar, General Superintendent Bill DeYoung, Assistant General Superintendent Rusty McClain, Road Maintenance Superintendent Bill Oxx, Communications Administrator Sarah Phillips, and Administrative Assistant Selena Rider.

Administrative Assistant Rider reviewed public meeting guidelines.

Pledge of Allegiance

Commissioner Pawloski shared the goal of the Board of County Road Commissioners of the County of Kalamazoo is using our expertise, energy, and funds to provide the safest and most convenient road system possible, and to contribute to economic development and high quality of life throughout the county. Our goal is to maintain a county road system that is safe and convenient for public travel and to manage the roadside environment, with a view toward preservation.

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

Carried by the following vote:

Aye: Pawloski, Stehouwer, Thompson, Davis

Commissioner Thompson moved, and it was seconded to approve the March 25, 2025 Board Meeting, and the March 25-27 County Road Association (CRA) Annual Highway Conference minutes as corrected. Commissioner Stehouwer shared on page five (5) paragraph two (2) of the March 25, 2025 Board meeting minutes the year 2007 should be corrected to 2017.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Thompson, Davis

Commissioner Davis moved, and it was seconded to approve the payroll and vendor accounts as presented. Commissioner Stehouwer noticed how many mailboxes we had to compensate for and suggested reviewing our policy for a future discussion.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Thompson, Davis

County Commissioner John Gisler encouraged township participation in the newly formed Intergovernmental Ad Hoc Committee, emphasizing the importance of having representation from every jurisdiction. He also shared details about an upcoming speaker event hosted by Kalamazoo Citizens for Responsible Government. On April 14th at 8:30 a.m., Nick Culp, Senior Manager of Public Affairs and Communication for Holtec-Palisades, will speak at Mark's Diner on Romence Road. Culp will discuss the reopening of the Palisades nuclear plant and plans to install two small modular reactors. While the existing plant, currently being restarted, produces 800 megawatts of power, each modular reactor is expected to generate approximately 300 megawatts—bringing the facility's total output to 1,400 megawatts. He shared Mr. Eric Stewart, Assistant Superintendent of the KRESA Career Connect Center, is scheduled to speak on May 12th and will also lead a facility tour. Commissioner Pawloski expressed interest in attending the event, noting that it sounds like a very exciting opportunity. Commissioner Gisler also commented that the tree trimming along 36th Street, between Scotts and W Avenue, looks excellent. Lastly, Cooper Township Supervisor Jeff Sorensen confirmed that the next Council of Governments (COG) meeting will be held at the Road Commission of Kalamazoo County (RCKC) on Monday, May 14th at 9:00 a.m.

Commissioner Thompson moved, and it was seconded to approve the Safety Program Project Resolutions for the Ravine Road from Drake Road to Squires Drive and Sprinkle Road from TU Avenue to T Avenue projects for the Chair’s signature. Managing Director Bartholomew shared currently, the Michigan Department of Transportation (MDOT) is soliciting project applications for the fiscal year (FY) 2027 Highway Safety Improvement Program (HSIP) and High-Risk Rural Road (HRRR) programs. The MDOT FY 2027 budget for this program is estimated to be \$13,098,000 for HSIP and \$6,000,000 for HRRR in federal funds. MDOT reviews applications and proposed projects based upon crash history, the number of serious and fatal crashes, and the time of return on investment of the project. Annually, RCKC reviews crashes on our network to identify safety improvements and to find proposed projects for these funds. RCKC applied for FY 2026 funding last year but was unsuccessful. After dialogue with MDOT staff, we believe that these projects stand a good chance of being awarded funding in FY 2027. Last year, RCKC applications were penalized during scoring due to delays from our awarded FY 2023 HSIP project for the intersection of TU Avenue at 23rd Street. That project was delayed due to property acquisition issues which led to condemnation followed by further issues related to environmental and historical clearances. RCKC successfully applied for these funds in the past. The HSIP program funds are specifically targeted to reduce accident injury levels on urban roadways. Federal funds are capped at \$750,000 per project and can be funded at a minimum match of 90 percent federal funds to 10 percent local matching funds split. Selection is competitive and our applications will be competing with others from across the state. The projects we are recommending based on program criteria and research are:

Ravine Road from Drake Road to Squires Drive, Kalamazoo Township

The proposed project for Ravine Road would feature the construction of a roundabout at the intersection with Drake Road and repaving Ravine Road from Drake Road to Squires Drive. Centerline and shoulder rumble strips and tree removal from the clear zone (complete right-of-way (ROW)) would be part of this project to align with improvements being applied for in our SS4A project which will occur on both sides of this proposed project. A roundabout at this location would be beneficial for reducing angle type crashes and the rumble strips will assist with lane departure crashes along Ravine Road. According to the RCKC Transportation Safety Action Plan, this intersection is listed in the top 50 due to the occurrence of fatal and serious injury crashes. The Plan also reviewed crash patterns for this intersection and recommended the roundabout treatment as a possible mitigation strategy. This proposed project is estimated to have a construction cost of \$1,099,703.75. This segment is not located on our Non-motorized Master Plan Map. This section of Ravine Road has a pavement surface evaluation and rating (PASER) rating of 5 and was last paved in 2000.

Sprinkle Road from TU Avenue to T Avenue, Brady Township

The proposed project for Sprinkle Road from TU Avenue to T Avenue features construction of a roundabout at the intersection of TU Avenue at Sprinkle Road and tree removal from the clear zone along the rest of the roadway segment. This intersection was brought up during a public information meeting for the project at TU Avenue at 23rd Street on May 25, 2022. At this meeting, the residents expressed the desire for a roundabout at this intersection due to safety concerns. This is also validated by the RCKC Transportation Safety Action Plan which lists this intersection in the top 50 due to the occurrence of fatal and serious injury crashes. The Plan also reviewed crash patterns for this intersection and recommended the roundabout treatment as a possible mitigation strategy. More recently, at the July 30, 2024, Board Meeting, Mr. Denny Olson, brought up resident safety concerns related to this intersection and urged action to prevent further crashes. This proposed project is estimated to have a construction cost of \$1,020,000.00. This project location is not located on our Non-motorized Master Plan Map. Public informational meetings would be held should these projects receive funding.

Commissioner Stehouwer noted that Ravine Road is not included in the Non-Motorized Master Plan map, though he does see occasional bicycle use in the area—including his own. He expressed concern about the placement of rumble strips on the shoulder and requested that we double-check the plans and be as considerate as possible in that area. Additionally, he pointed out that the section of road from Drake Road to 12th Street is particularly problematic for both drivers and cyclists. While he understands this is part of a separate project with different funding, he expressed hope that improvements to that corridor can be made in the future.

**SAFETY PROGRAM PROJECT RESOLUTION
RAVINE ROAD FROM DRAKE ROAD TO SQUIRES DRIVE**

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 (RCKC) Transportation Safety Action Plan, developed in 2023, was instrumental in development of these projects. Furthermore, these projects align with other safety improvements for the RCKC roadway system including those in the Safe Streets Initiative: Enhancing Road Safety in Kalamazoo County project which was awarded funds from the Safe Streets and Roads for All (SS4A) grant program; and

WHEREAS, the RCKC has identified an improvement project on Ravine Road from Drake Road to Squires Road, Kalamazoo Township, and Ravine Road is a public road; and

WHEREAS, an application is being prepared to request funding to make the identified improvement project of constructing a roundabout at the intersection of Ravine Road at Drake Road, installation of centerline and shoulder rumble strips, and tree removal from the clear zone are proposed along the roadway segment; and

WHEREAS, the RCKC, upon ratification of the award of the funding for the safety project, is prepared to have the project developed for construction letting by the fall of 2027;

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 these safety improvements; 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
SPRINKLE ROAD FROM TU AVENUE TO T AVENUE**

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

WHEREAS, the Road Commission of Kalamazoo County (RCKC) Transportation Safety Action Plan, developed in 2023, was instrumental in development of these projects. Furthermore, these projects align with other safety improvements for the RCKC roadway system including those in the Safe Streets Initiative: Enhancing Road Safety in Kalamazoo County which was awarded funds from the Safe Streets and Roads for All (SS4A) grant program; and

WHEREAS, the RCKC has identified an improvement project on Sprinkle Road from TU Avenue to T Avenue, Brady Township, and Sprinkle Road is a public road; and

WHEREAS, an application is being prepared to request funding to make the identified improvement project of constructing a roundabout at the intersection of TU Avenue at Sprinkle Road and tree removal from the clear zone are proposed along the roadway segment; and

WHEREAS, the RCKC, upon ratification of the award of the funding for the safety project, is prepared to have the project developed for construction letting by the fall of 2027;

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 these safety improvements; 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: Pawloski, Stehouwer, Thompson, Davis

Commissioner Dickason asked County Commissioner Gisler if he had any information on when the next Diversity, Equity and Inclusion (DEI) meeting with the county. County Commissioner Gisler said as far as he knows it is on the third Thursday at 5:30 p.m. at the county building.

Managing Director Bartholomew welcomed our new Human Resources (HR) Specialist, Jaycie Callaway to the team. He then discussed the status of the cab and chassis purchase approved at the last Board meeting. Following the Board's approval to purchase cabs and chassis for two (2) units, staff received an email from another Class 8 truck manufacturer alerting us to a potential tariff schedule on new trucks. To verify, we contacted International, the manufacturer we intended to purchase from, and confirmed that they, too, were subject to a tariff schedule. However, the tariff schedule was unclear regarding the specific cost at the time we anticipate building the trucks—October 2025—as it only extended through the end of May 2025. If the trucks were built before the end of May (which is not feasible), the tariff would be \$3,900 per unit. Due to the uncertainty surrounding the potential tariff costs and the timing required to install components, we decided not to proceed with the order or issue a purchase order (PO). We've spent the last two weeks seeking further clarification. While attending the CRA conference, we spoke with another international dealer and learned of an alternative purchasing option. In addition to the Sourcewell purchasing program (used through our local dealership), there is also the MIDEAL purchasing program—exclusive to Tri-County International in Michigan. After researching this option, we found that purchasing through MIDEAL could save us approximately \$2,100 per unit compared to Sourcewell pricing. Given these potential savings and the ongoing uncertainty about tariff costs, we believe it is prudent to delay any purchase decision for another 60 to 90 days. We anticipate bringing a recommendation to the Board at that time, potentially switching from Sourcewell to MIDEAL. Another factor influencing our timeline is the upcoming Tier 5 emissions update for Class 8 trucks, scheduled to take effect in 2027. These emissions changes typically come with added costs, although pricing details have not yet been released. Ideally, we should complete the truck purchases before the new emissions standards are implemented in late 2025. We plan to recommend rescinding the current purchase at the next Board meeting and will present a new recommendation with updated pricing and a timeline for acquiring the two units. Commissioner Davis asked whether the \$2,100 savings would include or exclude potential tariff costs. Managing Director Bartholomew answered that it excludes the tariff add-ons. Commissioner Stehouwer then asked for a reminder of the current per-unit purchase price. Bartholomew confirmed the Board previously approved a per-unit cost of \$150,315 through Sourcewell; switching to MIDEAL would reduce that to \$148,215 per unit.

We were recently informed that the contractor awarded the roadside mowing bid is unable to secure the necessary equipment to complete the additional width mowing due to availability issues. As a result, we will be returning to the Board with a recommendation to revise the bid to address the additional width mowing component. Since there was a second bidder, we anticipate recommending the second-lowest bidder for this portion of the work. Additionally, the 2024 Annual Report is now available. He expressed his appreciation for the team's efforts in producing the report. He plans to schedule a time to meet with the County Board to provide an update along with a copy of the annual report, sometime in June. He attended the County Road Association (CRA) Highway Conference where we were honored with three (3) Impress Awards. These were in recognition of our onsite project informational meetings, the Davis Olmstead project, and our new facility. He shared his pride in these achievements and extended his gratitude to the entire team for making them possible.

Commissioner Davis inquired about how RCKC accounts for costs related to storm damage. Specifically, he asked whether the expenses are tracked or allocated by individual events. Managing Director Bartholomew explained that at this time, storm-related costs are not being itemized or parceled out, as there is currently no opportunity for reimbursement related to the most recent storm. However, he noted that RCKC has the capability to track these costs by date and event, should the need arise. He went on to describe the severe storm that occurred two weeks ago on a Sunday night, which generated approximately seventy-five (75) emergency calls. He clarified that these were not individual tree incidents—each call often involved multiple trees or limbs, and crews encountered additional downed trees while en route. Conservatively, he estimated that over 100 trees and large limbs were cleared from the roads that night. Commissioner Davis expressed his appreciation to the crew for their quick and effective response. He also noted the recent loss of many ash trees in the community due to the emerald ash borer and asked about the financial impact of removing trees affected by this invasive species. Managing Director Bartholomew responded that RCKC does not track tree removals by species, so there is no specific data on ash trees or other types. He added that the volume of downed trees tends to be lower in winter due to the lack of foliage, whereas in the summer, storms often bring down healthy, fully leafed trees—which are larger and heavier, resulting in more labor-intensive cleanup efforts.

Commissioner Thompson expressed his gratitude for the opportunity to attend the CRA Highway Conference, noting that he found it to be highly informative. He also thanked Managing Director Bartholomew for guiding him throughout the event. He shared that the Board of Public Works (BPW) is not scheduled to meet again until June. He plans to attend the Climax Township Board meeting this evening. He thanked staff for all of their hard work especially during the storm.

Commissioner Dickason thanked County Commissioner Gisler and Public Relations Director Worden for providing information about the DEI meeting, scheduled for April 7th at 5:30 p.m. She mentioned that a few residents had reached out to her with questions regarding the recent storm damage. In response, she recommended they submit a service request through the RCKC website or contact the office directly. Commissioner Pawloski added that, in some cases, when trees fall into the roadway, individuals such as firefighters, sheriff's deputies, or even passing citizens may move the debris off the road. While this is discouraged, it does occasionally occur.

Commissioner Stehouwer shared that he recently attended the CRA Highway Conference, where he appreciated the opportunity to engage with vendors and participate in valuable discussions. He attended an educational session focused on Best Practices and Audit Preparation, which also addressed what is typically excluded from an audit. He extended his thanks to Commissioner Davis for coordinating a meeting with Representative Matt Hall to discuss road funding—an effort he greatly appreciated. He emphasized the importance of maintaining strong relationships with our legislators, noting that road infrastructure affects all citizens and benefits from thoughtful state-level support and solutions. He also attended the Comstock Township Board meeting the previous evening. He expressed appreciation for Comstock, along with many other townships, for submitting their local road projects on time. During the meeting, residents commented on the recent storm damage. He acknowledged that fallen trees can pose a serious hardship during storms and stressed the importance of a timely response. He noted that County Parks meets on April 10th and the Southwest Council meeting is on May 12th. He shared that the Township Supervisors' meetings occur at the RCKC once a month and that Commissioner Pawloski will attend the April meeting. There is a liaison meeting scheduled for May 27th with our County Commissioners and County Administrator.

Commissioner Pawloski shared that the Environmental Health Advisory Council (EHAC) is scheduled to meet tomorrow. He extended his thanks to Cooper Township Supervisor Jeff Sorensen for attending today's meeting. He noted that he will be out of town from May 10 to May 18 and, as a result, will be unable to attend the Southwest Council meeting. He encouraged fellow Commissioners to attend in his absence. He expressed his appreciation that the CRA Annual Highway Conference went well. He is optimistic about the possibility of a new road funding agreement, noting that the last such deal was in 2015. He closed by thanking the crews for their continued hard work and dedication.

Commissioner Davis moved, and it was seconded to adjourn.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Thompson, Davis

The meeting was adjourned at 3:35 p.m.

Attest: Meredith Place, County Clerk

By _____, Chair _____, Deputy Clerk

The regular meeting of the Board of County Road Commissioners of the County of Kalamazoo was held at the Road Commission of Kalamazoo County (RCKC) office at 4400 S 26th Street, Kalamazoo, Michigan, on Tuesday, April 22, 2025. Commissioner Pawloski called the meeting to order at 3:00 p.m.

Present: David C. Pawloski, Larry Stehouwer, Randy Thompson, Andy Davis arrived at 3:11 p.m.

Absent: Keshia Dickason

Also attending: Managing Director Travis Bartholomew, Public Relations Director Mark Worden, County Engineer Ryan Minkus, Finance Director Kim Bodnar, General Superintendent Bill DeYoung, Assistant General Superintendent Rusty McClain, Road Maintenance Superintendents Joe Peck and Bill Oxx, Communications Administrator Sarah Phillips, and Administrative Assistant Selena Rider.

Administrative Assistant Rider reviewed public meeting guidelines.

Pledge of Allegiance

Commissioner Pawloski shared the goal of the Board of County Road Commissioners of the County of Kalamazoo is using our expertise, energy, and funds to provide the safest and most convenient road system possible, and to contribute to economic development and high quality of life throughout the county. Our goal is to maintain a county road system that is safe and convenient for public travel and to manage the roadside environment, with a view toward preservation.

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

Carried by the following vote:

Aye: Pawloski, Stehouwer, Thompson

Commissioner Thompson moved, and it was seconded to approve the April 8, 2025, regular minutes as presented.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Thompson

Commissioner Stehouwer moved, and it was seconded to approve the payroll and vendor accounts as presented. Commissioner Stehouwer noticed a payment was made to the Michigan County Road Commission Self-Insurance Pool (MCRCSIP) and asked if that is an annual payment. Operations Director Bartholomew shared that it is an annual payment.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Thompson

Commissioner Thompson moved, and it was seconded to approve Commissioners Pawloski, Stehouwer, Thompson and Davis expense reports as presented.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Thompson

At the April 14 meeting of Kalamazoo Citizens for Responsible Government (KCRG), County Commissioner John Gisler shared that Mr. Nick Culp, Senior Manager of Public Affairs and Communication for Holtec-Palisades, delivered a presentation at Mark's Diner on Romence Road. Mr. Culp discussed the ongoing effort to restart the Palisades nuclear power plant and plans to expand the facility with two small modular reactors. The existing plant, currently being brought back online, is capable of generating 800 megawatts of power. The planned modular reactors are expected to contribute an additional 600 megawatts, boosting the total output to approximately 1,400 megawatts. Furthermore, the Nuclear Regulatory Commission (NRC)—the federal agency responsible for overseeing nuclear energy—will hold a public meeting tomorrow at 6:00 p.m. at Lake Michigan College in Benton Harbor. The meeting will also be accessible online. Looking ahead, the next KCRG meeting is scheduled for May 12 at the new

Career and Technical Education Center, where Mr. Eric Stewart, Assistant Superintendent of the KRESA Career Connect Center, will speak and lead a tour of the facility. On June 9, KCRG will reconvene at 8:30 a.m. at Mark's Diner, where retired military intelligence officer Gene Klem will give a presentation aimed at raising awareness about potential domestic terrorism threats.

Commissioner Thompson moved, and it was seconded to approve the 2024 Public Act 51 Financial Report for the Finance Director and Chairs's signature. Managing Director Bartholomew shared Article IX, Section 9, of the Michigan Constitution of 1963, as amended, states that "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 purposes. . ." Public Act 51 of 1951, as amended (Act 51) governs the distribution of this revenue. Act 51 creates a fund into which specific transportation taxes are deposited and prescribes how these revenues are to be distributed and the purposes for which they can be spent. Act 51 establishes jurisdictional road networks, sets priorities for the use of transportation revenues, and allows bonded indebtedness for transportation improvements and guarantees repayment of debt. The Act also imposes administrative requirements on road agencies and creates several other provisions. We continue to publish all our information on our website. The Act 51 report is due to the State annually by May 2nd. Thank you to the Finance Department team! We appreciate the efforts and knowledge of this department and all our staff who contribute to the best financial management practices. Commissioner Stehouwer noticed we have approximately \$239 million in total assets. We spent a lot on our facility, but that is only a portion of the assets. Managing Director Bartholomew pointed out that a lot of those assets are our road systems, including bridges, traffic signals, signs, and culverts.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Thompson, Davis

Commissioner Davis moved, and it was seconded to rescind the previously awarded Roadside Mowing Services and Additional Width Mowing Services Bid #2025-05 to Quick Mow Inc. and award to J. Jablonski and Sons Inc. for specification #1 mowing and specification #2 mowing, second low bidder meeting specifications for \$194,177.60 per year, with the option to extend for three (3), one (1) year extension by the mutual agreement of both parties. Managing Director Bartholomew shared on March 11, 2025, the Board awarded the Roadside Mowing Service & Additional Width Mowing Bid #2025-05 to Quick Mow Inc. Staff communicated to Quick Mow Inc. that an offset hitch would be a requirement to be awarded our bid, as the offset hitch allows the tractor to stay on the road surface and not drive in the ditches while mowing a 15' wide swath adjacent to the road, increasing safety and eliminating potential damage to drainage culverts. Quick Mow Inc. stated they would obtain this equipment.

On April 7, 2025, Quick Mow Inc. notified RCKC that they were unable to obtain the necessary offset hitch required for the additional width mowing. As a result, they formally withdrew their entire bid for both specifications #1 and #2 mowing. RCKC has contacted J. Jablonski and Sons Inc., the second-lowest bidder, to see if they are interested in honoring their recent roadside mowing bid proposal. They stated they were available and would complete the mowing for the amount provided in our recent Roadside Mowing & Additional Width Mowing Services Bid #2025-05. J. Jablonski and Sons Inc. has done our roadside mowing in previous years with satisfactory results. RCKC is confident that J. Jablonski and Sons Inc. can meet all terms and conditions of this contract, including the offset hitch for additional width mowing. Our Roadside Mowing Services & Additional Width Mowing services were last bid in 2024 and awarded to J. Jablonski and Sons Inc., who did not offer to extend the Roadside Mowing Services & Additional Width Mowing services for 2024, based on increased operational costs to them. In addition to the various building industry associations, we sent out a public bid notice to contractors and construction/bidding entities, as well as the posting on our website. We had eight (8) downloads of the bid specifications and received two (2) bid proposals. Commissioner Stehouwer inquired whether Quick Mow Inc. was unable to purchase the offset hitch due to its unavailability or if they had simply opted not to acquire it. Managing Director Bartholomew responded that it was their understanding the hitch was not currently available. While Quick Mow Inc. could purchase one, it would not be delivered until this fall. He added that J. Jablonski and Sons already possess the additional attachment required to mow the wider areas. Commissioner Stehouwer then asked if Quick Mow Inc. is expected to submit bids in the future. Managing Director Bartholomew confirmed that they are. Commissioner Davis asked whether this particular line item is expected to go over budget. Managing Director Bartholomew explained

that it's still early in the season, and at this stage, few areas have seen the completion of any single task or type of work. While winter operations are behind us, they did not result in any cost savings. However, he noted that savings are typically realized in various areas throughout the year, as anticipated in the budget. He expressed confidence in the ability to absorb the \$7,000 overage, stating that if the amount were \$700,000, it would present a significant challenge.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Thompson, Davis

Commissioner Thompson moved, and it was seconded to rescind the previous purchase approval of two (2) Cab and Chassis, Heavy Duty Class 8 trucks from West Michigan International through the Sourcewell purchasing program for a total cost of \$300,630.86 and approve the purchase of two (2) Cab and Chassis, Heavy Duty Class 8 trucks from Tri-County International through the MiDeal purchasing program for a total of \$296,430.64. Managing Director Bartholomew shared on March 25, 2025, the Board approved the purchase of two (2) Heavy Duty Class 8 Cab and Chassis trucks to West Michigan International through the Sourcewell cooperative purchasing program. Following that approval, staff were notified that tariff-related pricing adjustments would apply to the purchase. Currently, International trucks scheduled for production through May 2025 are subject to an additional \$3,900 per unit surcharge. International trucks scheduled after May 2025 production, including the ones awarded by the Board, are subject to tariff increase that remains undetermined today. Also, while visiting the recent County Road Association (CRA) Road Show, staff engaged in a discussion related to the recent tariff price adjustments with a representative from Tri-County International. Staff learned through the conversation, MiDeal pricing was also available for the International trucks, but exclusively through Tri-County International. Tri-County International shared the MiDeal pricing would potentially be a cost savings versus purchasing the two (2) International cab/chassis through the Sourcewell purchasing program. Tri-County International has since provided RCKC the MiDeal pricing for our Cab/ Chassis purchase. Upon receiving and reviewing a formal quote based on identical vehicle specifications, staff confirmed that Tri-County International's pricing through the MiDeal purchasing program was \$2,100.30 lower per unit compared to the quote from West Michigan International through the Sourcewell Purchasing program.

Another consideration influencing this purchasing recommendation is the upcoming implementation of the Environmental Protection Agency (EPA) Tier 5 emissions standards, anticipated to begin with the 2027 model year, 8 trucks. While Tier 4 Final standards have already achieved an 85–90% reduction in harmful emissions, Tier 5 aims to further reduce emissions—particularly sub-micron particulate matter in diesel exhaust. Although International has not yet announced a specific effective date for the 2027 emissions standards, they typically take effect in the later months of the year (i.e., November–December). Pricing implications for Tier 5-compliant units have not yet been released but are expected to increase due to added emissions requirements, based on historical trends.

The current MiDeal contract with Tri-County International remains valid through 2031, with annual pricing updates typically occurring in November. The pricing reflected in Tri-County's current quote remains valid for orders placed by November 2025 and does not include the \$3,900 per-unit tariff surcharge that applies only to trucks built through May 2025. Tariff charges for units produced after June 1st, 2025, are still under evaluation by International. RCKC staff has positively evaluated the International HV615 truck and verified the cab/chassis meets our current drivetrain, frame, and suspension specifications. International also claims the unit offers advantages in construction quality, cooling system efficiency, performance, serviceability, and resale value. Currently, RCKC has eight (8) International HV613 trucks (the predecessor of the HV615), and the performance of our current trucks has been highly satisfactory. The estimated delivery of the two (2) cab/chassis from Tri-County International is October 2025. We would like to delay the actual purchase of these trucks because no matter where we buy the international trucks from, it's \$3,900 today per truck for the tariff.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Thompson, Davis

Commissioner Stehouwer moved, and it was seconded to award the Crack Fill – Various Locations Bid #2025-09 to Asphalt Restoration Inc., for \$289,005.07 low bidder, meeting specifications, with the option to extend for three (3), one (1) year extensions by the mutual agreement of both parties. Managing Director Bartholomew shared a crack fill treatment is a hot joint sealant composed of polymer modified asphalt cement. RCKC currently uses the Dura-Fill 3405 crack fill product which meets the current Michigan Department of Transportation (MDOT)

Standard Specifications for Construction specifications. In 2020 we began transitioning from a crack fill material product called Right Pointe 1190 to Dura-Fill 3405. The Dura-Fill 3405 visually outperformed the Right Pointe 1190 material with reduced reactivation and shadowing. Reactivation of fresh crack fill tends to expand the crack fill band when it comes in contact with the hot asphalt emulsion applied with our chip seal process. The reactivated crack fill band will then bleed through the new chip seal and attract our chip seal equipment tires causing the crack fill band to pull out of the filled cracks.

RCKC estimates crack fill material quantities for both primary and local road projects. Our estimated crack fill quantity for local roads is included in the project estimates. If our estimating differs significantly from actual product applied, our estimating methods are re-evaluated for future estimating accuracy. Our overall estimated quantity for this 2025 bid is 217,296 lbs. of crack fill material. The Crack Fill Bid #2025-09 specification requires contractors to provide a “by the project” price and a “per pound” price. The “by the project” price refers to the total cost to crack fill a specific project. Inspectors monitor quality to ensure cracks are filled adequately and per specifications. The “per pound” price allows projects to be added throughout the construction season which are not known at the time of bid, providing the opportunity for a bid extension. The contractor is paid based on the total pounds applied on the project.

Pavement Restoration has extended their per pound price for the last 3 years. The 2025-09 Crack Fill Bid includes a per pound bid award, including the option to extend for three (3), one (1) year extensions by the mutual agreement of both parties. The per pound price for 2025 is \$1.39 if approved through Crack Fill Bid #2025-09. We tentatively plan to start our 2025 chip seal program immediately after Board approval, with 106 local and primary road projects requiring a Crack Fill treatment prior to chip seal. Asphalt Restoration is the low bidder and our recommendation for the award. Asphalt Restoration is a local contractor who has done an excellent job for RCKC. Asphalt Restoration performed crack fill work for RCKC in 2011 and 2015 through 2024. We had a total of three (3) bidders for our 2025-09 Crack Fill Bid Pavement Restoration previously performed quality work with great communication. Any concerns or issues during inspection were rectified by Pavement Restoration very quickly, usually within the same day. Since the last bid, Pavement Restoration has changed the legal name of their company to Asphalt Restoration Inc.

RCKC tracks vendor material estimates to ensure bidders are visiting the project sites and estimating work. We also use vendor estimates to compare our estimated project material quantities and verify/improve RCKC’s estimating on future projects. We sent out a public bid notice to contractors and construction/bidding entities, as well as the posting on our website through Bid Express. In addition to the various building industry associations, we had nine (9) downloads of the bid and received three (3) bid proposals.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Thompson, Davis

Commissioner Thompson moved, and it was seconded to approve the Proclamation Honoring Retiree Ricky “Rick” McClish, Road Maintenance Operator (RMO) for the Chair’s signature. Managing Director Bartholomew shared that he has known Rick since childhood and has had the privilege of working alongside him for the past 30 of Rick’s 33 years with the Road Commission. Rick has been an invaluable asset to the organization—consistently one of the top performers in the field. Known as the “go-to” person on the road maintenance team, he served as a team leader and trainer, always demonstrating deep commitment to the organization and his colleagues. He will be dearly missed. We extend our heartfelt congratulations to Rick on his retirement and thank him for his 33 years of dedicated public service. Congratulations, Rick! Commissioner Pawloski read the following resolution:

Board of County Road Commissioners of the County of Kalamazoo

RESOLUTION HONORING

Ricky ‘Rick’ McClish

WHEREAS, we express special recognition to Rick McClish and honor him for his distinguished thirty-three (33) year career as of April 17, 2025, with the Road Commission of Kalamazoo County (RCKC); and

WHEREAS, Rick began his career on October 21, 1991, and has respectfully serviced our County as a Road Maintenance Operator; and

WHEREAS, the Board of County Road Commissioners of the County of Kalamazoo wishes to acknowledge and express its sincere appreciation to Rick for his dedication to public service; and

NOW, THEREFORE, BE IT RESOLVED, the Board of County Road Commissioners of the County of Kalamazoo, does hereby acknowledge with gratitude Rick’s public service in providing the safest and most convenient road system possible, and his contributions to the high quality of life throughout the County. We congratulate him on the occasion of his retirement and wish him the best in his retirement and future endeavors.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Thompson, Davis

Commissioner Thompson moved, and it was seconded to approve the Proclamation Honoring Retiree Charles “Chip” Musselman, Mechanic for the Chair’s signature. Managing Director Bartholomew shared that Chip has been a valued member of the organization and will be deeply missed. He has served as a mechanic with the Road Commission for six years, following 23 years of service with the City of Kalamazoo. Throughout his time here, Chip consistently did an outstanding job, demonstrating strong leadership in the shop and playing a vital role in keeping our equipment operational and on the road. His positive attitude and great sense of humor made him a pleasure to work with. We extend our heartfelt congratulations to Chip on his retirement, effective May 2, 2025, and thank him for his six years of dedicated service to the public. Congratulations, Chip! Commissioner Stehouwer read the following resolution:

**Board of County Road Commissioners of the County of Kalamazoo
RESOLUTION HONORING
Charles ‘Chip’ Musselman**

WHEREAS, we express special recognition to Chip Musselman and honor him for his distinguished six (6) year career as of May 2, 2025, with the Road Commission of Kalamazoo County (RCKC); and

WHEREAS, Chip began his career on February 21, 2019, and has respectfully serviced our County as a Mechanic; and

WHEREAS, the Board of County Road Commissioners of the County of Kalamazoo wishes to acknowledge and express its sincere appreciation to Chip for his dedication to public service; and

NOW, THEREFORE, BE IT RESOLVED, the Board of County Road Commissioners of the County of Kalamazoo, does hereby acknowledge with gratitude Chip’s public service in providing the safest and most convenient road system possible, and his contributions to the high quality of life throughout the County. We congratulate him on the occasion of his retirement and wish him the best in his retirement and future endeavors.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Thompson, Davis

Managing Director Bartholomew provided several key updates. On the financial front, we are currently preparing Budget Amendment #1 for presentation at the May 20th meeting. He also shared an update regarding the Safe Streets for All (SS4A) grant. The Federal Highway Administration has implemented a tiered approach to the application process, prioritizing agencies that already have signed agreements. Agencies like the RCKC, which do not yet have an agreement in place, remain in the queue. Currently, there is no estimated timeline for when the process will resume. Operationally, project work is progressing rapidly. This includes tree removals and pulverizing, and Hot Mix Asphalt (HMA) wedging is well underway this week. We anticipate that wedging could be completed by next week. We are also seeing a notable increase in Right-of-Way (ROW) permit applications, primarily from utility companies. The RCKC Company Store remains open through May 5th. We’d like to recognize and congratulate our mechanic, Chip Musselman, who will be retiring on May 2nd. A retirement celebration will be held in his honor on Thursday, May 1st, from 4:00 to 5:00 p.m. in the RCKC breakroom. Our final project informational meeting will take place on April 24th at 6:00 p.m. at the Schoolcraft Township Hall, focused on the U Avenue and 23rd Street project. Looking ahead, the Southwest Council Meeting is scheduled for May 12th in St. Joseph County. Additionally, on June 3rd, we will participate in a joint meeting with the Kalamazoo County Board at the County Administration Building. The meeting, part of the Committee of the Whole, begins at 4:00 p.m. and will primarily focus on reviewing our annual report. We have a Board meeting earlier that day and will notify the County when we are finished. They have expressed flexibility in adjusting the agenda to accommodate our schedule. He asked County Engineer Minkus to provide an update on our primary road projects.

County Engineer Minkus began his update by recognizing National Work Zone Awareness Week, reminding everyone that it's the time of year when construction season ramps up. He emphasized the importance of driving safely through work zones so that all workers and motorists can return home safely each day. "Do your part and drive responsibly," he urged. He shared last week, there was a road closure on G Avenue at 32nd/33rd Street. The office received several calls from nearby residents regarding cut-through traffic and drivers not following the posted detour. Based on his 12 years of experience with the RCKC, he noted that it typically takes the public about two weeks to adjust to a new road closure and adopt new traffic patterns. Fortunately, this closure lasted only one week, and the road was reopened on Saturday, helping to quickly resolve residents' concerns. He explained work has now shifted to 28th Street, where the intersection will be closed for approximately one month. As the project progresses, crews will return to intersections where new left-turn lanes are being added to complete work on the north side of the road. Once that is done, work will continue on the south side, with no additional intersection closures planned after 28th Street. He also provided an update on Sprinkle Road, between the Business Loop and the Kalamazoo River. The contractor has been performing exceptionally well, and the project remains on schedule. Concrete work, including the median and the northbound shoulder, is complete. Upcoming tasks include the installation of sidewalk ramps at the Market Street intersection and traffic signal improvements, followed by work on the southbound lanes. On Q Avenue in Pavilion Township, between 29th Street and 34th Street, tree removal has been completed ahead of environmental deadlines related to bat habitats. Cleanup efforts are ongoing, and the contractor is expected to begin actual construction work in May. Lastly, he shared that funds from a federal aid buy-back with the state last year, along with some savings carried forward, will be used for improvements on Shaver Road, from the City of Portage limits to US-131. Meetings with contractors have taken place, and the project is expected to begin in the coming weeks. Commissioner Stehouwer thanked County Engineer Minkus for the update. Commissioner Pawloski noted that he viewed the Q Avenue informational meeting video, and stated it was well done. He is excited about the project.

Commissioner Davis had no report.

Commissioner Thompson shared that over the past couple of weeks, he attended Board meetings in all three townships he represents. He reported that the Townships expressed satisfaction with the work being done by the Road Commission.

Commissioner Stehouwer reported that the County Parks Commission met on April 10th. The camping season has officially opened, regular seasonal events are underway, and efforts are ongoing to open the Woollam Nature Preserve to the public, which will include a grand opening event. The Parks Commission will meet again next week, as the April meeting was rescheduled due to the staff's spring break. He also mentioned he may attend the Oshtemo Township Board meeting this evening.

Commissioner Pawloski shared that he recently had a productive lunch with Kalamazoo Township Supervisor David Combs following the last Township Supervisors' Meeting. He noted that the conversation went very well and he looks forward to continued collaboration. He also met with Commissioner Davis, and over the next couple of months, they plan to transition committee assignments. Commissioner Davis will serve as the liaison to the Environmental Health and Advisory Committee (EHAC). Commissioner Pawloski's final meeting will be on June 11th, which will also be Commissioner Davis's first. Formal action will be required before June 11th, and the County Health Department will need to be notified of the change. He noted that he will be unable to attend the Southwest Council meeting on May 12th and encouraged fellow Commissioners to participate in his absence. He expressed enthusiasm for the upcoming June 3rd joint meeting with the County, where our annual report will be presented. Lastly, he reported that the Council of Governments (COG) recently held a meeting and has decided to align future meetings with the Township Supervisors' meeting schedule. Either he or Commissioner Stehouwer, along with Commissioner Thompson, will attend going forward.

Commissioner Stehouwer moved, and it was seconded to adjourn.

Carried by the following vote:

April 22, 2025 – Board Meeting

Chair Int'l _____

Clerk Int'l _____

Aye: Pawloski, Stehouwer, Thompson, Davis

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

Attest: Meredith Place, County Clerk

By _____, Chair _____, Deputy Clerk

The regular meeting of the Board of County Road Commissioners of the County of Kalamazoo was held at the Road Commission of Kalamazoo County (RCKC) office at 4400 S 26th Street, Kalamazoo, Michigan, on Tuesday, May 6, 2025. Commissioner Pawloski called the meeting to order at 3:00 p.m.

Present: David C. Pawloski, Larry Stehouwer, Randy Thompson, Andy Davis, Keisha Dickason arrived at 3:03 p.m.

Also attending: Managing Director Travis Bartholomew, Public Relations Director Mark Worden, County Engineer Ryan Minkus, Assistant County Engineer Jim Hoekstra, Project Engineer Dean Disterheft, General Superintendent Bill DeYoung, Assistant General Superintendent Rusty McClain, Road Maintenance Operators Anthony Weaver, Kyle Fuller, Kyler Rhoda, and Bobby Shannon, Communications Administrator Sarah Phillips, and Administrative Assistant Selena Rider.

Administrative Assistant Rider reviewed public meeting guidelines.

Pledge of Allegiance

Commissioner Pawloski shared the goal of the Board of County Road Commissioners of the County of Kalamazoo is using our expertise, energy, and funds to provide the safest and most convenient road system possible, and to contribute to economic development and high quality of life throughout the county. Our goal is to maintain a county road system that is safe and convenient for public travel and to manage the roadside environment, with a view toward preservation.

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

Carried by the following vote:

Aye: Pawloski, Stehouwer, Thompson, Davis

Commissioner Thompson moved, and it was seconded to approve the April 22, 2025, regular minutes as presented.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Thompson, Davis

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

Payroll Account: \$ 184,402.88

Vendor Account: \$1,586,893.42

Carried by the following vote:

Aye: Pawloski, Stehouwer, Dickason, Thompson, Davis

County Commissioner John Gisler shared that not everything has been finalized with the fire marshal, so the Kalamazoo Citizens for Responsible Government (KCRG) meeting scheduled for May 12 at the new KRESA Career Connect Center will be less informative than planned but will still include a tour of the facility.

Commissioner Dickason moved, and it was seconded to approve the 9th Street Non-motorized Sidewalk Oshtemo Township construction plan cover for the Managing Director’s signature. Managing Director Bartholomew Shared during the Kalamazoo Area Transportation Study’s (KATS) call for projects for the 2023 – 2026 Transportation Improvement Program (TIP), they include a call for non-motorized projects to utilize local Transportation Alternatives Program (TAP) funds. These TAP funds are separate from the statewide funds that are available each year, and do not require screening and approval from the Michigan Department of Transportation (MDOT) to be included on a local KATS TIP. As a part of that process, this project was selected from the list of projects and awarded federal funding for the fiscal year 2025.

Oshtemo Township engaged with Wightman and Associates, a local engineering consultant, to complete the design and oversee construction of the project. The contract for this work is directly between these two entities.

However, the RCKC is the Public Act (PA) 51 agency responsible for the project, including funding, permitting, and oversight. Wightman has completed the engineering design work, as well as assisted the Township with the acquisition of easements necessary to complete the project. The project will consist of the construction of a concrete sidewalk and drainage improvements on the west side of 9th Street from Meridian Avenue to Quail Run Drive. Additionally, improvements to sidewalk ramps will also be made as a part of the project. With a signed plan cover sheet, these items can be turned in to MDOT, and the project can continue toward an August 2025 bid letting.

Oshtemo Township has an approved umbrella non-motorized agreement with RCKC that covers this type of non-motorized facility terms and conditions. This agreement was approved by the RCKC Board at the April 17, 2018, Board meeting. As a part of the KATS TIP application process, the Township was also required to complete the RCKC Non-Motorized application. Once submitted to MDOT, the contract between the MDOT and RCKC will be sent to the Board for approval.

It is also important to note that many discussions took place with Oshtemo Township related to the placement of this sidewalk and the additional stormwater runoff that would need to be managed. RCKC has offered our stormwater drainage basin as a solution to the drainage concern. A drainage agreement between RCKC and Oshtemo Township is being drafted, calling out the terms and conditions for shared use of the RCKC retention basin. The agreement will allow stormwater runoff from the sidewalk project to be discharged into RCKC's stormwater retention basin, which is adjacent to the project. A request for Board approval of this drainage agreement will be forthcoming. Commissioner Stehouwer commented that it's great to see the project progressing and inquired about the width of the concrete sidewalk. Project Engineer Disterheft responded that the sidewalk will be seven (7) feet wide. Operations Director Bartholomew added that a drainage agreement will be forthcoming as part of the project. Given the substantial width of the sidewalk, the team is working with the township to determine how to manage the stormwater. There is a stormwater basin in the area, and discussions are underway to create an agreement that would allow the township's water to flow into the county's system, with both parties sharing maintenance responsibilities for the basin.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Dickason, Thompson, Davis

Managing Director Bartholomew shared the current Accommodation of Mailboxes and Newspaper Delivery Boxes on County Road Public Right-Of-Way policy was last revised in 2021. We have reviewed the reimbursement amount for verified claims in cases where the owner has provided sufficient information for a full settlement. Based on this review, an updated maximum reimbursement of \$100 is recommended. The current maximum reimbursement amount of \$50 has remained unchanged since 2021, although other aspects of the policy have been updated over time. To qualify for reimbursement, the owner must clearly demonstrate that the damage was caused by direct contact with road commission equipment, not by snow or ice displaced during plowing. The Board will not assume responsibility for mailbox damage resulting from snow or ice projected off the snowplow. Our current policy also states, "If a snow shield is installed, the Board will not reimburse for any direct contact damage to mailboxes and/or snow shields". This proposed draft policy states "the Board will not assume responsibility or provide reimbursement for any damage to snow shields"...

Commissioner Stehouwer moved, and it was seconded to open discussion.

Commissioner Davis expressed concern about the rate of increase, noting that the cost has doubled in four years in our region. At this pace, he warned, we could be paying \$400 for a mailbox in eight years. He suggested a more incremental approach or the establishment of a policy that links increases to inflation. Commissioner Stehouwer shared that a resident on GH Avenue reported their mailbox and post had been struck. Although a service request was submitted, the resident expressed frustration that the \$50 reimbursement doesn't cover both the mailbox and post—especially during winter, when the frozen ground adds further inconvenience. Commissioner Stehouwer said he views the reimbursement as a goodwill gesture and would prefer periodic fee adjustments rather than an automated indexing system. Commissioner Thompson echoed this sentiment, adding that replacement costs have risen significantly, and the updated reimbursement seems reasonable and likely to satisfy residents. Commissioner Dickason asked whether the RCKC had conducted a price check on mailboxes. Operations Director Bartholomew responded that no formal price check was done to determine the average cost. He also clarified that

there is no legal requirement for the Road Commission to reimburse mailbox damage—it is a goodwill effort—and emphasized that the Road Commission cannot accommodate excessively costly mailboxes, such as those priced at \$500. Commissioner Stehouwer stated that the Board is open to updating the reimbursement amount as needed. If, in three years, a change is warranted, the Board would review and amend the policy or the amount accordingly. Commissioner Pawloski noted that before the reimbursement was raised to \$50, it had been \$35 for a long time. He supports increasing the reimbursement to \$100 and believes it is the Board's responsibility to review the policy approximately every three years. Commissioner Davis asked how many mailboxes are typically replaced each year. Managing Director Bartholomew explained that the number varies depending on the severity of the winter and snow events—it could be fewer than 100 in some years, or more in others. Commissioner Dickason inquired whether it would help road commission employees to have a laser installed on their vehicles. General Superintendent DeYoung responded that, based on conferences and discussions with other Road Commissions across the state, many have used lasers. Commonly referred to as a "rookie light," the laser helps new drivers at first, but after a few days or a week, experienced drivers no longer rely on it. He explained that seasoned operators become familiar with the position of the plow wing relative to the center of the truck. He also clarified that about 90% of mailbox damage is not from direct hits, but from snow being thrown by the plow blade.

Commissioner Davis moved, and it was seconded to close discussion.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Dickason, Thompson, Davis

Commissioner Thompson moved, and it was seconded to approve the Revised Accommodation of Mailboxes and Newspaper Delivery Boxes on County Road Public Right-Of-Way Policy.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Dickason, Thompson, Davis

County Commissioner Gisler shared that during Monday's meeting at the new KRESA Career Connect Center, there will be a tour of the facility. All attendees will be required to wear appropriate safety gear. Hard hats and safety vests will be provided upon arrival. For safety reasons, attendees are also asked to wear slacks instead of skirts and to avoid open-toed shoes.

Managing Director Bartholomew introduced several Road Maintenance Operators who were attending the Board Meeting to gain experience. The attendees included Anthony Weaver, Bobby Shannon, Kyle Fuller, and Kyler Rhoda. He highlighted several upcoming events including the American Public Works Association (APWA) open house invitation for June 11th at 11 a.m. which includes lunch. RSVP is required to attend this event. The Southwest Council meeting will take place next Monday at 10:00 a.m. hosted by the St. Joseph County Road Commission. Additionally, he reminded the Board of a document available on the Board's SharePoint titled "**Project Status Report.**" This report is updated weekly and provides comprehensive details on all current-year projects. It includes information organized by township such as road limits, work type, estimated and final costs, mileage, project status, and contractors involved. The report also compares estimated versus actual final costs, offering a clear view of project progress and budget performance.

Commissioner Davis reported observations during mushroom hunting on Q Avenue in Pavilion Township. He spoke with the township supervisor about ongoing road construction work, noting community concerns about the impact on large trees. The project involves widening a two-lane road to include 3-foot paved shoulders and 3-foot gravel shoulders, requiring tree removal and ditch relocation. Managing Director Bartholomew clarified that tree removal is complete, construction starts May 19th, and the project will result in an all-season road.

Commissioner Thompson had no report.

Commissioner Dickinson briefly mentioned receiving an email from Ms. Anna Cool, Engagement Specialist from the Governor's office regarding the Governor's announcement about working together to fix roads. Commissioner Pawloski confirmed others had also received the email and expressed hope for collaboration on road improvements.

May 6, 2025 – Board Meeting

Chair Int'l _____

Clerk Int'l _____

Commissioner Stehouwer reported attending the County Parks meeting on May 1st, noting typical seasonal activities, including the opening of campgrounds. He shared that the Parks Department is conducting a strategic planning study focused on the County Fair (4-H Showcase). He noted he will be unable to attend the first meeting in June and plans to coordinate with Commissioner Dickason to see if she is available to attend in his place. He also attended the Oshtemo Township Board meeting, where discussions included the Brownfield Tax Increment Financing (TIF) policy aimed at promoting housing incentives. He expressed interest in the upcoming Southwest Council Meeting and the potential June road tour, though his availability remains uncertain. He also mentioned that the Kalamazoo River Valley Trail (KRVT) touring group meets on Monday mornings and welcomed others to join.

Commissioner Pawloski recognized and congratulated several Road Commission employees on their work anniversaries including:

- Will Engel – 9 years
- Joe Peck – 28 years
- Selena Rider – 10 years
- Stephan Smoody – 1 year
- Mike Shotwell – 6 years

Commissioner Dickason moved, and it was seconded to adjourn the meeting.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Dickason, Thompson, Davis

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

Attest: Meredith Place, County Clerk

By _____, Chair _____, Deputy Clerk

The regular meeting of the Board of County Road Commissioners of the County of Kalamazoo was held at the Road Commission of Kalamazoo County (RCKC) office at 4400 S 26th Street, Kalamazoo, Michigan, on Tuesday, May 20, 2025. Commissioner Pawloski called the meeting to order at 3:00 p.m.

Present: David C. Pawloski, Larry Stehouwer, Randy Thompson, Andy Davis, Keisha Dickason

Also attending: Managing Director Travis Bartholomew, Public Relations Director Mark Worden, County Engineer Ryan Minkus, Assistant County Engineer Jim Hoekstra, General Superintendent Bill DeYoung, Project Superintendent Jake Kape, Road Maintenance Operators Joe Peck, Jordyn Swank, Jeff Shannon, Adam Crippin, Jeff Wayne, Communications Administrator Sarah Phillips, and Administrative Assistant Selena Rider.

Administrative Assistant Rider reviewed public meeting guidelines.

Pledge of Allegiance

Commissioner Pawloski shared the goal of the Board of County Road Commissioners of the County of Kalamazoo is using our expertise, energy, and funds to provide the safest and most convenient road system possible, and to contribute to economic development and high quality of life throughout the county. Our goal is to maintain a county road system that is safe and convenient for public travel and to manage the roadside environment, with a view toward preservation.

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

Carried by the following vote:

Aye: Pawloski, Stehouwer, Dickason, Thompson, Davis

Commissioner Thompson moved, and it was seconded to approve the May 6, 2025, regular minutes as presented.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Dickason, Thompson, Davis

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

Payroll Account: \$ 190,342.64

Vendor Account: \$1,004,069.17

Carried by the following vote:

Aye: Pawloski, Stehouwer, Dickason, Thompson, Davis

Commissioner Dickason moved, and it was seconded to approve the revised 2025 Year of the 2025-2029 Capital Improvement Plan (CIP). Managing Director Bartholomew shared in the fall of every year, the RCKC team works with the Board to develop a list of Primary Road projects, including budgets for the following construction season. Once approved, this project listing (Primary Road CIP) is the guiding document for implementation of projects on the Primary Road network and incorporated in our 2025 – 2029 Road CIP. When developing the CIP, we estimate costs with unknown variables such as the contractor and bid dates. By continually monitoring project budgets through the development process, we can make recommendations when budget adjustments become necessary. We have now received bids for the Preservation/Structural Improvement projects in the previously approved CIP.

To date, our project bids have been coming in within estimates. Final estimates for the Preventive Maintenance projects are coming in higher than original projections, as is similar from previous budgets. For the 2025 Primary Road CIP budget, we were looking at moving \$1,161,252 from Preservation/Structural Improvements to Preventative Maintenance Projects in the Primary Road CIP.

The following changes describe those items highlighted in red text in the draft 2025 Primary Road CIP amendment. Considerations to the changes in the CIP included our [Transportation Safety Action Plan, Compliance,](#)

[Pavement and Bridge Asset Managing Plans 2023](#), service requests, engineering and field expertise along with financial implications for the budget amendment. If approved our public relations and CIPs will be updated accordingly.

Assistant County Engineer Hoekstra provided an overview of the changes to the CIP, noting both additions and deletions. He reported substantial savings on several projects, attributing this to favorable bids on many federally funded initiatives. Additionally, as cost estimates for the SS4A projects have become clearer, those figures have been reduced. New projects have also been added to the plan. Commissioner Dickason inquired whether Pitcher Street is a private road. Assistant Engineer Hoekstra clarified that Pitcher Street has been rescheduled from 2025 to 2026 and is now designated as a contingency project for that year. Commissioner Stehouwer asked about the status of the bridge on Sprinkle Road. Assistant County Engineer explained that a void appears to have formed beneath the structure, and repairs are needed to prevent further voiding or potential cracking and settling. He noted that while flowable fill is a likely solution, design funds are available to explore alternative options.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Dickason, Thompson, Davis

Commissioner Thompson moved, and it was seconded to approve the 2025 Amended Budget Resolution (Amendment 1) as presented. Managing Director Bartholomew shared at the November 5, 2024, Board meeting, the 2025 original Budget Resolution was adopted. The RCKC Team developed the initial budget based on information available at the time. Since then, the 2024 financial year has been audited and closed, the 2024/2025 winter maintenance season has been completed, and the local and primary road project costs have been finalized. In addition, the Team regularly reviews business needs and will adjust expenditures by area or cost category while continuing to meet the Organizational Goal of maintaining the Unassigned Fund Balance as a percent of Michigan Transportation Fund (MTF) revenue within the range of 20%- 25%. We will continue to monitor revenue, expenses, and business needs as we progress through the year and will request another Budget Amendment, if needed. Finance Director Bodnar shared the key financial adjustments. She stated our team is very good about staying on top of the budget. We are constantly reviewing and analyzing our results, and we will come forward with additional budget amendments as needed throughout the years. Commissioner Stehouwer noted that funds are likely set aside to make the county's biannual bond payments and asked whether those reserved funds earn interest. Finance Director Bodnar confirmed that the full bond payments, including interest, are budgeted for the current year. Additionally, the following year's payments are reserved in the assigned fund balance, where they do accrue interest. Commissioner Stehouwer inquired about the service request software. Finance Director Bodnar explained that the county currently uses Precision, an outdated platform. She noted that the proposed new system would be state-of-the-art and significantly improve workflow efficiency. Commissioner Stehouwer regarding building issue he asked if we had any bond proceeds leftover. Finance Director Bodnar shared we closed out our construction project last year. Discussion continued...

RESOLUTION

Be it resolved, that in compliance with the Michigan Uniform Budgeting and Accounting Act, the Board of County Road Commissioners of the County of Kalamazoo hereby approves and adopts the following amended budget for the calendar year 2025:

	2025 Budget	Change	2025 Budget Amendment 1
<u>Revenue</u>			
Michigan Transportation Funds			
Primary Road Fund			
Local Road Fund			
Total Michigan Transportation Funds	28,165,145	0	28,165,145
Federal, State and Enhancement	6,960,155	368,827	7,328,982
PA 49 Federal Aid Buyout Program	165,620	65,322	230,942
Township Projects	8,018,889	(1,152,546)	6,866,343
Township Special Assessments	92,000	(1,560)	90,440
Cities and Other Governmental	35,000	100,000	135,000
Interest and Dividends	240,000	217,558	457,558
Other	200,000	30,000	230,000
Total Operating Revenue	43,876,809	(372,399)	43,504,410
<u>Expenditures</u>			
Construction/Capacity Improvements	0	0	0
Preservation/Structural Improvements	26,405,481	(7,767,113)	18,638,368
Preventive Maintenance	741,914	6,598,181	7,340,095
Routine Maintenance	9,044,952	605,018	9,649,970
Total Road Expenditures	36,192,347	(563,914)	35,628,433
Equipment	5,109,179	0	5,109,179
Less Equipment Rental	(3,090,000)	0	(3,090,000)
Net Equipment Expense	2,019,179	0	2,019,179
Administration	2,500,824	(76,481)	2,424,343
Work Performed for Others	2,513,650	66,350	2,580,000
Distributive Under/(Over) Allocated	0	0	0
Capital Outlay	1,363,000	325,374	1,688,374
Debt Service	3,320,819	0	3,320,819
Subtract Provision for Depreciation	(3,198,521)	101,867	(3,096,654)
Total Expenditures	44,711,297	(146,804)	44,564,494
<u>Fund Balance</u>			
Beginning Fund Balance	11,479,643	884,752	12,364,395
Change in Fund Balance	(834,488)	(225,595)	(1,060,083)
Total Fund Balance	10,645,155	659,157	11,304,312
Nonspendable (Inventory/Prepays)	1,500,000	300,000	1,800,000
Assigned (RCKC Designated)	3,300,000	0	3,300,000
Restricted (Facility Construction)	0	0	0
Unassigned Fund Balance	5,845,155	359,157	6,204,312
<i>Unassigned Fund Balance as a % of MTF Revenue</i>	21%		22%

Carried by the following vote:

Aye: Pawloski, Stehouwer, Dickason, Thompson, Davis

Commissioner Stehouwer moved, and it was seconded to award the 8th Street over Sand Creek – 150’ south of Hart Drive – Culvert, Material Only and/or Remove and Installation Bid #2025-10 to Vander Veen Excavating, low bidder meeting specifications for \$97,222.00. Managing Director Bartholomew shared Culverts serve as essential conduits that allow water to pass beneath roads or driveways. They are typically installed in areas of continuous or intermittent water flow, such as rivers, streams, county drainage ditches, and road ditches, to maintain water movement across a roadway. This ensures that "Waters of the State" and stormwater can flow freely under the road

or equalize on both sides, reducing the risk of flooding and preventing the saturation of the aggregate road base. A saturated road base weakens the structure, lowering its load-bearing capacity and shortening the lifespan of the road. Culverts under driveways also help connect road ditches, allowing water to flow to lower areas or balance water levels within the ditch system. The Road Commission of Kalamazoo County (RCKC) routinely replaces numerous culverts each year as part of local and primary road projects or general maintenance. When in-house staff is unavailable, outsourcing culvert replacement work has proven to be a cost-effective solution.

In 2024, Alamo Township applied for and was awarded \$850,000 in American Rescue Plan Act (ARPA) funds by Kalamazoo County. These funds are being used for a road rehabilitation/reconstruction project on 8th Street from G Avenue to Hart Drive, a local county road. A portion of the ARPA funding is allocated specifically for the removal and replacement of the culvert at Sand Creek; the remainder of the funding supports the road construction. The ARPA funds must be utilized by December 2026. Prior to the start of construction, a permit from the Michigan Department of Environment, Great Lakes, and Energy (EGLE) was required. County Engineer Ryan Minkus worked alongside a consultant from Wightman to secure this permit and develop the replacement plans. The culvert's size, material, and installation methods are defined and mandated by the EGLE permit. The final set of plans were reviewed and approved by Travis Bartholomew, Managing Director, and Ryan Minkus, County Engineer, prior to the project bid letting. Staff distributed a public bid notice to contractors and construction/bidding entities, including posting the notice on our website via Bid Express. In addition to outreach through various building industry associations, the bid documents were downloaded eighteen (18) times, and we received nine (9) bid proposals. While some local companies were unable to submit bids as anticipated, due to production timelines, material availability, and staffing constraints, RCKC was overall very satisfied with the level of participation in the bidding process.

Bids were submitted with two proposal options:

- The culvert structure only. This bid proposal option is necessary if RCKC crews were to complete the culvert replacement. Jensen Bridge and Supply Company was the only bidder to submit a culvert structure-only bid, at \$35,533.06. However, the lead time for manufacturing and delivering the culvert to RCKC was estimated at 14 to 16 weeks—too late in the construction season to complete the road project on schedule.
- The complete package includes culvert materials, removal, and installation.

The purchase and installation (complete package) bids received ranged from \$97,222.00 to \$293,108.05. While overall cost was a key consideration, the primary deciding factor was the delivery timeline for the culvert. Lead times to manufacture the culvert varied significantly—from 4–6 weeks to as long as 14–16 weeks. RCKC engaged in discussions with Vander Veen Excavating, whose supplier committed to a 4–6-week timeframe from plan submittal to delivery. This timeline aligns well with project scheduling, enabling the culvert installation and overall road project to be completed on time. This road improvement project includes both Hot Mix Asphalt (HMA) overlay and gravel pulverization reconstruction. The scope of work includes tree removals, drainage improvements, driveway adjustments, and minor earthwork adjustments. The project is funded in part through American Rescue Plan Act (ARPA) funds. The Road Commission of Kalamazoo County (RCKC) has already initiated construction activities under a local road contract with Alamo Township.

Commissioner Davis noted that the project has progressed significantly, with trees already removed and the pavement surface stripped. However, he expressed surprise that the culvert installation wasn't coordinated more closely with the start of the project, given how far along it is. Managing Director Bartholomew explained that the decision was made to pulverize the road before installing the culvert to avoid the added cost of having a contractor remove the pavement. By doing it this way, the road was already cleared, streamlining the process. Commissioner Davis acknowledged and appreciated the efficiency of this approach. Commissioner Stehouwer asked about the use of ARPA funds. Managing Director Bartholomew explained that the current plan is to allocate all of the ARPA funds to this project, as the project's estimated cost closely aligns with the available funding. Preliminary estimates were completed prior to the township's funding application. He added that if any ARPA funds remain, it is unclear whether they could be redirected to other uses.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Dickason, Thompson, Davis

Commissioner Dickason moved, and it was seconded to approve the Village of Augusta Local Municipality Road Contract for the Chair's signature. Managing Director Bartholomew shared that the village has requested assistance from the Road Commission for chip sealing two of its roads. Both projects will include crack filling, chip sealing, and fog sealing. Commissioner Pawloski shared a great use of intergovernmental cooperation.

- a. **N Webster Street** – E Michigan Avenue to 2,840' north of E Michigan Avenue; *Crack Fill, Chip Seal, Fog Seal*
- b. **W Van Buren Street** – N Webster Street to 250' east of N Webster Street; *Crack Fill, Chip Seal, Fog Seal*

Carried by the following vote:

Aye: Pawloski, Stehouwer, Dickason, Thompson, Davis

Commissioner Thompson moved, and it was seconded to approve the Village of Climax Local Municipality Road Contract for the Chair's signature. Managing Director Bartholomew noted that this project involves one of the village's main thoroughfares. The work will include both chip sealing and fog sealing.

- a. **Main Street** – 2,640' south of Maple Street to 2,650' north of Maple Street; *Chip Seal, Fog Seal*

Carried by the following vote:

Aye: Pawloski, Stehouwer, Dickason, Thompson, Davis

Commissioner Davis moved, and it was seconded to approve the Licensed Professional Engineer Reimbursement for the Chair's signature and two other Board members. Managing Director Bartholomew shared Annually, and in accordance with Section 12(2) of Act 51 as amended, RCKC requests 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 vote:

Aye: Pawloski, Stehouwer, Dickason, Thompson, Davis

Mr. Philip Moorlag, at 2016 Haverhill, stated that he owns a professional emergency treatment mitigation company based in Portage. He raised concerns regarding storm debris management in Texas Township, specifically questioning the practice of pushing roadway debris onto private property. He highlighted the ongoing confusion between public right-of-way use and private property ownership and emphasized the need for clearer public communication regarding property responsibilities.

Ms. Timi Wysong, at 5398 Rocky Mountain, expressed support for Mr. Moorlag's concerns regarding storm debris. She shared the personal financial burden she experienced due to tree cleanup and voiced confusion over the proper procedures for debris handling. She also noted problems with road blockages caused by storm debris.

Mr. John Crum, Executive Director of the Gull Lake Sewer and Water Authority, thanked Managing Director Bartholomew for his assistance during the force-main break on East UV Avenue and expressed appreciation for the support with road closure press releases. He provided updates on ongoing projects, referencing a previous discussion about a lift station in Ross Township near Gull Lake, as well as a pending permit request for another lift station on Idlewild in Ross Township. He highlighted access challenges due to a 14-foot-wide private drive and new home construction that is obstructing generator access. He noted the need to work with the property owner to alter the existing easement. Additionally, he expressed concerns about receiving repetitive questions from staff and encountering standardized or "canned" responses that hinder effective collaboration. He called for more proactive and cooperative efforts between agencies moving forward.

Managing Director Bartholomew shared that he had spoken with Mr. Moorlag prior to the meeting. He explained that when the Road Commission clears trees from the roadway, the intent is never to push them onto private property. Instead, the debris is left within the road right-of-way—regardless of ownership. "We are not trying to push debris into residents' yards," he emphasized. In some cases, space limitations may prevent debris from being moved completely off the road. The primary goal during a storm event is to quickly reopen the roadway to allow residents and emergency personnel safe access. During last week's storm, the Road Commission had to clear over 400 trees from the traveled portions of roadways. He noted the significant time and effort this required, with crews

working around the clock for two consecutive days—and more debris remains. “There’s still a long way to go in cleaning up this mess,” he said, adding that the timing is particularly challenging since crews are also engaged in seasonal construction work. He assured that while the roads are now open, the Road Commission will return to complete the cleanup in accordance with its policy. Under the current policy, when a tree is removed from the road, a pink flag is left behind to notify the resident. The flag instructs them to contact the Road Commission within 15 days to review tree removal options. He also clarified the two types of road right-of-way which includes right-of-way by user, where the property owner retains ownership of the land beneath the road. In these cases, the tree remains the property owner’s responsibility, even though the Road Commission has the authority to work within the right-of-way to move the tree out of the traveled lane. He explained deeded right-of-way, typically found in platted areas, where the land—usually 66 feet wide, or 33 feet from the centerline in each direction—is publicly owned for transportation purposes.

Commissioner Stehouwer asked whether the extra work resulting from the recent storm is being documented in case emergency funding becomes available. Managing Director Bartholomew responded, “Absolutely,” and explained that during a staff meeting that morning, they discussed creating a dedicated work order specifically for this storm event. This will allow the Road Commission to track both the initial debris removal and the ongoing cleanup, which could take several months. Discussion continued...

Managing Director Bartholomew introduced Road Maintenance Operators Jeff Shannon, Jordan Swank, Joe Rix, Tom Maring, Jeff Wayne, and Adam Crippin, and expressed his appreciation for their attendance at today’s meeting. He also thanked the team for their dedicated work during the recent storm. He extended his gratitude to the public for their presence and input. He reminded attendees that for storm-related emergencies occurring after hours, they should call 911. Emergency services will then notify the Superintendent, and a crew will be dispatched immediately. He announced that the next Board meeting will include the presentation of the 2024 financial audit, followed by a joint session with the County Board. He also noted that the Township Supervisors will meet tomorrow at 9:00 a.m. at this location, with a Council of Governments (COG) meeting to follow. He reported a significant increase in right-of-way permit applications and encouraged everyone to explore the new interactive road map available on the homepage of the Road Commission’s website. Finally, he announced that the Road Commission office will be closed on Memorial Day. Any after-hours emergencies should be reported to 911.

Commissioner Davis thanked Mr. Moorlag and Ms. Wysong for attending today’s meeting and sharing their concerns. He acknowledged that many others are likely in similar situations, with the same questions and a desire for answers. By bringing these issues forward, it helps ensure that information is shared and the community can move forward and heal together. He also expressed his appreciation for the new interactive map.

Commissioner Thompson thanked Road Commission crews for their hard work from the recent storm. The Board of Public Works (BPW) meeting has been rescheduled for June 26th.

Commissioner Dickason echoed her thanks to the crew and staff for their continued dedication. She noted seeing a crew actively working on a tree along River Street as she arrived. She also extended her appreciation to Public Relations Director Worden for consistently responding to her texts. She mentioned receiving a message from County Commissioner Monteze Morales regarding a tree issue, which was later determined to be within the City of Kalamazoo’s jurisdiction. Lastly, she welcomed Road Maintenance Operator team member Travis Tigchelaar, who will begin his role on May 22nd.

Commissioner Stehouwer gave his thanks to the team. He stated we all suffered with a fair bit of inconvenience with this last storm. The next County Parks meeting is scheduled for June 5th. He asked Commissioner Dickason to attend in his absence. He attended the Pavilion Township Board meeting on May 12th where there were resident comments and questions about Q Avenue. The project is scheduled to be completed by August 4th. He attended the Southwest District Council meeting along with Commissioner Thompson and Managing Director Bartholomew.

Commissioner Pawloski expressed his hope that all Road Commissioners will be able to attend the Joint Meeting with the County Board on June 3rd. He emphasized that non-motorized infrastructure remains a high priority and suggested the presentation include updates on non-motorized initiatives, bike signage, and recruitment efforts in collaboration with Workforce Development Institute (WDI). He reminded everyone that the Council of Governments (COG) and Township Supervisors meetings are scheduled for tomorrow. Commissioners Stehouwer and Thompson are unable to attend, and he invited the remaining Commissioners to let him know if they would like to participate. He also thanked the Road Commission for hosting these meetings. He shared a positive comment he received about the Road Commission building, offering a special shoutout to Fishbeck for their work. He also mentioned receiving a letter from the County Road Association Self-Insurance Fund (CRASIF) regarding open Board positions. Three individuals are currently running for three seats, but additional applications are still being accepted. He encouraged any interested fellow Commissioners to consider applying.

Commissioner Dickason moved, and it was seconded to adjourn the meeting.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Dickason, Thompson, Davis

The meeting was adjourned at 3:59 p.m.

Attest: Meredith Place, County Clerk

By _____, Chair _____, Deputy Clerk

June 2, 2025 – Wakeshma 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 Wakeshma Township Board of Trustees was held at the Wakeshma Township Hall, 13988 South 42nd Street, Fulton, Michigan, on Monday, June 2, 2025. The joint meeting began at 6:02 p.m.

Present: David C. Pawloski, Larry Stehouwer, Andy Davis

Absent: Randy Thompson, Keshia Dickason

Also present: Managing Director Travis Bartholomew, Public Relations Director Mark Worden, Road Maintenance Superintendent Bill Oxx, Township Supervisor Jason Gatlin, Clerk, Steve Fryling, Trustee Barb Thole.

Public Relations Director Worden gave introductory remarks and presented a PowerPoint covering participation funds (PAR), a millage review, and service requests.

Residents inquired about tree cutting. Operations Director Bartholomew explained recent changes to the brush spray program and tree removal along primary roads.

Residents shared comments about gravel roads and the materials used in maintaining them. Managing Director Bartholomew described the various materials typically used, highlighted completed trials, and noted ongoing research efforts. Township Supervisor Gatlin inquired about the number of miles completed so far since the road millage began. Operations Director Batholomew addressed the challenges with the road program, including the impact of inflation on costs and progress.

A resident expressed concerns about the pothole patching process on UV Avenue. The issue was briefly discussed, with no further action required.

The meeting adjourned at 6:50 p.m.

Attest: Meredith Place, County Clerk

By: _____, Chair _____, Deputy Clerk

The regular meeting of the Board of County Road Commissioners of the County of Kalamazoo was held at the Road Commission of Kalamazoo County (RCKC) office at 4400 S 26th Street, Kalamazoo, Michigan, on Tuesday, June 3, 2025. Commissioner Pawloski called the meeting to order at 3:00 p.m.

Present: David C. Pawloski, Larry Stehouwer, Randy Thompson, Andy Davis, Keisha Dickason arrived at 3:12 p.m.

Also attending: Managing Director Travis Bartholomew, Public Relations Director Mark Worden, Finance Director Kim Bodnar, County Engineer Ryan Minkus, Assistant County Engineer Jim Hoekstra, General Superintendent Bill DeYoung, Assistant General Superintendent Rusty McClain, Human Resources Director Debbie Hill, Accounting Clerk Katie Howell, Communications Administrator Sarah Phillips, and Administrative Assistant Selena Rider.

Administrative Assistant Rider reviewed public meeting guidelines.

Pledge of Allegiance

Commissioner Pawloski shared the goal of the Board of County Road Commissioners of the County of Kalamazoo using our expertise, energy, and funds to provide the safest and most convenient road system possible, and to contribute to economic development and high quality of life throughout the county. Our goal is to maintain a county road system that is safe and convenient for public travel and to manage the roadside environment, with a view toward preservation.

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

Carried by the following vote:

Aye: Pawloski, Stehouwer, Thompson, Davis

Commissioner Stehouwer moved, and it was seconded to approve the May 20, 2025, regular minutes as presented.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Thompson, Davis

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

Payroll Account: \$ 194,128.31

Vendor Account: \$1,079,598.24

Carried by the following vote:

Aye: Pawloski, Stehouwer, Thompson, Davis

Managing Director Bartholomew thanked Plante Moran for their many years of service. He stated there are two (2) audits that they will present on. One is our regular financial audit and the second is a single audit which is new to the Road Commission. The single audit was required due to a federal grant that the Road Commission received for a project in Kalamazoo Township. The project included culvert replacements on Springfield and Brookfield Avenues through the National Fish and Wildlife Foundation.

The 2024 Financial Audit presentation was presented by Jean Young and Jessie Klisz from Plante Moran. They mentioned the finance team did a great job and they appreciated all the efforts that were made. They reviewed the financial report and audit presentations. Key points of the presentation included a healthy balance sheet, key positioning by RCKC in managing pension and post employee benefits. They added the RCKC is in compliance with the Michigan Public Act (PA) 51 of 1951 as amended and received a clean audit opinion which is the highest level provided. She mentioned the audit was also done in the governmental auditing standards and that is related to the single audit. This year, a new Governmental Accounting Standards Board (GASB) statement became effective, specifically addressing compensated absences. GASBs are the standards that the Road Commission of Kalamazoo County (RCKC) must apply in order to comply with Generally Accepted Accounting Principles (GAAP). Management

evaluated the new standard, and it was determined that it did not have a significant impact on the financial statements. The most sensitive estimates within RCKC's financial statements are related to the calculation of the net pension asset/liability and Other Post-Employment Benefits (OPEB), such as retiree healthcare. The auditors confirmed that reasonable assumptions were used in these calculations. There were no corrected or uncorrected misstatements identified during the audit. The purpose of the Single Audit was also reviewed. This audit provides assurance to the federal government that non-federal entities are using federal funds responsibly and in compliance with applicable laws and regulations. A Single Audit is required when federal expenditure exceeds \$750,000 in a fiscal year. There were no instances of non-compliance found, and the opinion issued for both the financial statements and federal program was unmodified, indicating a clean audit. However, a material weakness in internal controls was noted. This weakness related to certain processes that lacked timely or secondary review—issues categorized as procedural rather than compliance-related. The auditors stated they are confident the RCKC team is actively addressing these items. Commissioner Davis asked whether the improvements to internal controls had been formally documented and shared with the team. Ms. Klisz confirmed that they had been both formally and informally discussed with the appropriate staff. She reiterated that no compliance issues were identified. Discussion continued...

Commissioner Thompson moved, and it was seconded to accept the financial audit presentation by Plante Moran.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Dickason, Thompson, Davis

Commissioner Dickason moved, and it was seconded to approve the Intergovernmental Agreement for the Storage of Equipment with the Kalamazoo County Office of Emergency Management. Operations Director Bartholomew shared the Kalamazoo County Office of Emergency Management (OEM), a division within the Office of the Administrator, is responsible for planning, coordinating, and managing a consolidated emergency management program for Kalamazoo County. The duties include preparing for, responding to, mitigating, and recovering from a wide range of natural and man-made disasters. To fulfill this mandate, OEM works closely with others having responsibilities related to homeland security, emergency response, and hazardous materials use or transportation. OEM provides comprehensive training for public officials and private citizens and maintains operational readiness of the County Emergency Operations Center for disaster management and all Homeland Security and Domestic Preparedness activities. The office maintains and deploys the mobile command post for use by local incident commanders during major events.

The Kalamazoo County OEM has inquired if RCKC would allow the storage of the OEM emergency response vehicles and equipment at our facility. Currently, the OEM equipment is stored at McDonald's Towing, and the OEM is looking for alternate options. The OEM inquired if RCKC could accommodate their equipment in our facility or if the OEM could build another storage building on our site as a long-term solution to their storage needs. We currently have room for their equipment in our vehicle storage building. If space becomes limited, we could consider partnering to allow the OEM to build additional storage onsite or sell a parcel to the OEM in the future.

The OEM is requesting storage area for the following equipment:

- EM 50 (Mobile Command Unit)
- Radio Amateur Civil Emergency Service (R.A.C.E.S.) trailer
- Two (2) enclosed trailers
- Dodge Ram 5500 emergency support truck
- Three (3) portable generators
- One (1) portable light plant

RCKC currently has room available in our vehicle storage building to accommodate these vehicles and equipment. RCKC would provide the OEM Manager and the Assistant OEM Manager yard gate and vehicle storage building key cards to access the equipment for emergency responses. This equipment only mobilized occasionally (typically less than a few times a year) as needed for OEM remote emergency command posts.

RCKC has inquired with the Michigan County Road Commission Self Insurance Pool (MCRCSIP) our liability insurance provider, regarding liability and building coverage requirements. MCRCSIP suggested the parties enter into a "Intergovernmental Agreement for Storage Equipment" to clarify insurance requirements and agreement timelines. The Intergovernmental Agreement for Storage Equipment was provided by the MCRCSIP legal staff and

reviewed by Kalamazoo County's corporate staff with no revisions. The Intergovernmental Agreement for Storage Equipment was approved by the Kalamazoo County Board of Commissioners at their Board meeting on May 20, 2025.

Commissioner Stehouwer inquired about the number of parking spaces required for the equipment. Operations Director Bartholomew responded that he had reviewed the equipment and anticipates it will require two to three parking spaces. Commissioner Stehouwer noted that this collaboration is appreciated, especially considering the \$56 million investment in the facilities, which includes all buildings and grounds. He asked whether there would be any discussion regarding rental arrangements. Operations Director Bartholomew explained that the current recommendation is not to charge rent at this time, as the county issued bonds to finance the facility. Charging rent to an entity that helped fund the construction would be difficult to justify. However, he acknowledged that rental arrangements could be reconsidered in the future—possibly within 5 to 20 years—if significant costs to the county arise. At this time, the equipment storage includes space for the units as well as two battery maintainers to keep the batteries charged in two of the vehicles. Commissioner Stehouwer also asked about emergency services access to the premises. Operations Director Bartholomew explained that access will be managed through the card reader system, which logs entry times and identities. Additionally, surveillance cameras are installed on-site. Access will be limited to the vehicle storage building and will not grant entry to the rest of the facility. Discussion continued...

Carried by the following vote:

Aye: Pawloski, Stehouwer, Dickason, Thompson, Davis

Commissioner Davis moved, and it was seconded to rescind the previous and approve the revised 2025 Committee Representation for Board Members. Managing Director Bartholomew shared that with the onboarding of new Commissioners, this is an appropriate time to re-evaluate the board's participation on various county committees. He noted that Commissioner Pawloski had previously served on the Kalamazoo County Environmental Health Advisory Committee (EHAC). However, now serving as Road Commission Chair, and in alignment with the preferences of the Chair and Vice Chair, it is desired that these roles be filled by current board members. Commissioner Davis volunteered to serve on the EHAC Committee, creating an opportunity to adjust the board's representation. Commissioner Pawloski will serve as the alternate when needed. All other committee assignments will remain unchanged. Upon board approval, staff will notify the County of the updated representation.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Dickason, Thompson, Davis

Commissioner Dickason moved, and it was seconded to approve the Comstock Township Local Road Contract for the Chair's signature. Managing Director Bartholomew explained that this is a small project added to an existing one along H Avenue, extending the work approximately 500 feet east of 28th Street. He noted that no PAR funds are available for this project, and that the township will fully fund the work. With board approval, the project can be added to the HMA contractor's scope through a change order to facilitate completion. Commissioner Davis inquired whether the Road Commission would incur any additional expenses. Operations Director Bartholomew confirmed that there would be no financial contribution from the Road Commission for this project.

a. **H Avenue** – 26th Street to 500' east of 26th Street, *HMA Overlay*

Carried by the following vote:

Aye: Pawloski, Stehouwer, Dickason, Thompson, Davis

Commissioner Thompson moved, and it was seconded to approve the Village of Richland Local Municipality Road Contract for the Chair's signature. Our team has time to accommodate this type of work in our chip seal program this year.

a. **D Avenue** – 2,365' west of M-343 to M-343; *Crack Fill, Chip Seal, Fog Seal*

b. **DE Avenue** – 32nd Street to 2,680' east of 32nd Street; *Crack Fill, Chip Seal, Fog Seal*

c. **32nd Street** – DE Avenue to M-343; *Crack Fill, Chip Seal, Fog Seal*

d. **DE Avenue** – M-343 to 32nd Street; *Crack Fill, Chip Seal Fog Seal*

Carried by the following vote:

Aye: Pawloski, Stehouwer, Dickason, Thompson, Davis

Commissioner Thompson moved, and it was seconded to approve the Village of Richland Local Municipality Road Contract for the Chair's signature. Our team has time to accommodate this type of work in our chip seal program this year. Commissioner Stehouwer asked if projects for the villages were 100% funded by the villages. Operations Director Bartholomew stated that is correct and explained the Road Commission's involvement is utilizing our procurement process and we also assist by inspecting the work and then bill our overhead. The Road Commission does not pay for any portion of the project.

- e. **D Avenue** – 2,365' west of M-343 to M-343; *Crack Fill, Chip Seal, Fog Seal*
- f. **DE Avenue** – 32nd Street to 2,680' east of 32nd Street; *Crack Fill, Chip Seal, Fog Seal*
- g. **32nd Street** – DE Avenue to M-343; *Crack Fill, Chip Seal, Fog Seal*
- h. **DE Avenue** – M-343 to 32nd Street; *Crack Fill, Chip Seal Fog Seal*

Carried by the following vote:

Aye: Pawloski, Stehouwer, Dickason, Thompson, Davis

Commissioner Davis moved, and it was seconded to approve the Village of Schoolcraft Local Municipality Road Contract for the Chair's signature. Managing Director Bartholomew stated that the Road Commission will utilize its HMA contractor to complete this project. Commissioner Davis asked whether this is the first time the Road Commission has partnered with the Village of Schoolcraft, and inquired about what may have led to their involvement. Public Relations Director Worden shared that he had attended a meeting with the Village Manager, who inquired whether the Road Commission ever undertakes projects for villages. Upon learning that such services are provided, she requested an estimate for this particular road. Commissioner Davis expressed his appreciation for the communication and outreach efforts that helped establish this collaboration.

Lyons Street – US-131 to 14th Street; *HMA Surface Paving*

Carried by the following vote:

Aye: Pawloski, Stehouwer, Dickason, Thompson, Davis

Commissioner Dickason moved, and it was seconded to approve the Village of Vicksburg Local Municipality Road Contract for the Chair's signature.

- a. **Kalamazoo Avenue** – Raymond Street to Vine Street; *Crack Fill, HMA Wedging, Chip Seal, Fog Seal*
- b. **Kathryn Street** – Vickers Street to V Avenue, **Sugar Maple Street** – 500' south of Kathryn Street to V Avenue, **Maple Meadows Avenue** – 250' west of Vickers Street to Kathryn Street, **Vickers Street** – Maple Meadows Avenue to V Avenue; *Crack Fill, Chip Seal, Fog Seal*
- c. **South Main Street** – East Highway Street to East Washington Street; *Crack Fill Chip Seal, Fog Seal*
- d. **East Prairie Street** – Boulevard Street to Mills Street; *Crack Fill, Chip Seal, Fog Seal*
- e. **Wilson Street** – Highway Street to Prairie Street; *Crack Fill, Chip Seal, Fog Seal*

Carried by the following vote:

Aye: Pawloski, Stehouwer, Dickason, Thompson, Davis

County Commissioner John Gisler extended belated congratulations to the Career Connect Facility located at Sprinkle Road and I-94. He noted that the facility held a public open house last Thursday, which drew approximately 2,000 attendees—a strong testament to the community's interest in career pathways that do not require a four-year degree. He also shared that on Monday, June 9, a retired military intelligence professional will speak to a small group, the Kalamazoo Citizens for Responsible Government, at Mark's Diner on Romence Road in Portage, beginning at 8:30 a.m. The speaker will discuss his perspective on the potential for serious domestic terrorism.

Cooper Township Supervisor Jeff Sorensen reported that he received comments from Mr. Tim Culver of Representative Matt Hall's office regarding concerns from residents on 19th Street. Sorensen clarified he was speaking on behalf of the Township, not the Township Board. He acknowledged the unfortunate situation where a portion of 19th Street collapsed into the river due to natural causes, noting that while nothing could have been done to prevent the incident, the Township remains open to identifying a long-term solution. Some residents are frustrated that over two years have passed with limited visible progress. He shared that potential solutions, including relocating the road or installing cul-de-sacs, have been explored, with cost estimates exceeding \$2 million. He noted

that while access to all properties remains, some residents now need to travel several additional miles. A prior traffic count showed an average of 60 vehicles per day, primarily school buses and garbage trucks. While he would like to see the road restored, he questioned whether it can realistically be prioritized given limited resources. He emphasized the need to be responsible stewards of taxpayer dollars and balance infrastructure needs with other major expenses, such as fire and rescue services. With only 0.83 mills generating less than \$500,000 annually, the Township operates with tight financial constraints, yet has historically met needs—such as purchasing fire trucks—without additional taxes. He stated the Township is doing the best it can with the resources available and appreciates the continued efforts of the Road Commission. He reiterated that while not everyone may be satisfied, the Township has not closed the door on the 19th Street project and remains committed to exploring feasible solutions.

Managing Director Bartholomew shared our Engineering team has a public meeting scheduled for tomorrow afternoon at 6:00 p.m. at the Skyridge Church of the Brethren on Drake Road related to the Green Meadow, Skyridge neighborhood traffic calming. This evening, we have a Joint Annual meeting with the Kalamazoo County Board following this meeting. Public Relations Director Worden brought back two (2) awards from the APWA Conference. One is for innovation for our new facility and the other is collaboration on the Lake Street project from 2023. Our chip seal program began yesterday. Our team apparel store has reopened

Commissioner Davis had no report.

Commissioner Thompson had no report.

Commissioner Dickason she will attend the County Parks meeting for Commissioner Stehouwer on Thursday. She also plans to attend the Joint meeting this evening.

Commissioner Stehouwer reported that he attended a joint meeting with Wakeshma Township the previous evening. He noted that joint meetings are available to all townships and encouraged others to contact the Road Commission to schedule one.

Commissioner Pawloski echoed Commissioner Stehouwer’s comments, stating the joint meeting with Wakeshma Township was very productive. He commended staff for their excellent presentation, particularly regarding the impact of the township's road millage and illustrating what conditions might look like without it. He thanked Wakeshma Township Supervisor Jason Gatlin and the Road Commission team for a job well done. He also announced that the Kalamazoo County Joint Meeting is scheduled for this evening.

Commissioner Stehouwer moved, and it was seconded to adjourn the meeting.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Dickason, Thompson, Davis

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

Attest: Meredith Place, County Clerk

By _____, Chair _____, Deputy Clerk

June 3, 2025 – 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, June 3, 2025. The joint meeting began at 4:22 p.m.

Present: David C. Pawloski, Larry Stehouwer, Keshia Dickason, Randy Thompson, Andy Davis

Also present: Managing Director Travis Bartholomew, Public Relations Director Mark Worden, County Commissioners Jen Strebs, John Taylor, Tami Rey, John Gislser, Monteze Morales, Abigail Wheeler, Jeff Heppler, Wendy Mazer, Dale DeLeeuw and Deputy County Administrator Lyndi Smith.

Operations Director Bartholomew's presentation highlighted a range of infrastructure activities undertaken by the Road Commission of Kalamazoo County (RCKC). He reviewed key accomplishments, innovations, collaborative efforts, funding, service requests, emergency response, non-motorized initiatives, the Safe Streets for All (SS4A) program, the 2025 Primary Road Capital Improvement Plan (CIP), and communication strategies. The presentation also included a video on chip sealing.

County Commissioner DeLeeuw inquired about the two critical bridges mentioned in the presentation. Operations Director Bartholomew explained that there are currently two closed bridges on the local road system—one in Pavilion Township and the other in Wakeshma Township. He noted that it is particularly difficult for smaller townships to fund large-scale projects like bridge replacements, which typically cost no less than \$800,000. These bridges are located on rural roads that see fewer than 100 vehicles per day, making it highly unlikely they will receive funding for reopening in the future. He added that the Road Commission is seeking funding to remove the bridges as a first step—an approach that may seem counterintuitive but could create future opportunities through other programs to eventually replace them.

County Commissioner DeLeeuw noted that one of the townships he represents is considering a potential road millage. He asked whether, if a township raises funds through a millage, it can request that the Road Commission complete specific projects. Operations Director Bartholomew explained that while the Road Commission cannot advocate for millages, it is more than willing to assist with education. If a township is interested in pursuing a millage, the Road Commission can help provide data, host informational meetings, and clearly communicate the need. The goal is to work collaboratively to develop a plan that aligns with the proposed millage. He noted that when townships attempt to pursue this on their own, it can be challenging without access to accurate data and resources.

County Commissioner Heppler thanked the Road Commission for the well-prepared presentation and expressed appreciation for the ongoing collaboration. He shared that he has received positive feedback from his area, particularly regarding the chip seal partnership. By utilizing the Road Commission's equipment, local agencies save a significant amount of dollars. He emphasized the importance of continued collaboration as we work together to maintain and improve our road network.

County Commissioner Wheeler thanked the Road Commission for the fantastic presentation and shared that she has been exploring ideas to enhance non-motorized transportation in Kalamazoo County. She expressed a strong interest in seeing greater collaboration between the County and the Road Commission to elevate the region's profile as a biking destination. She acknowledged the significant time, funding, and effort the Road Commission has already invested in installing bike route signs, which she appreciates. However, she emphasized the importance of going beyond signage to create true destination centers—places that attract bicyclists, encourage spending at local businesses, and showcase the beauty of Kalamazoo County. She believes there is a great opportunity to work together on a more robust plan. In addition to the existing bike route signs, she suggested adding mile markers indicating the distance to various municipalities or destinations. This type of enhancement would not only support tourism but also provide valuable wayfinding for cyclists.

County Commissioner Gisler thanked Operations Director Bartholomew for the presentation and asked how many of the fifteen (15) townships currently have their own road millage. Operations Director Bartholomew explained that it's difficult to provide an exact number, as these funding mechanisms can change over time. Additionally, not all are traditional road millages—some are township-wide special assessments, while others rely on case law to support additional funding. Currently, approximately five of the fifteen townships have some form of additional road funding in place.

County Commissioner Taylor acknowledged the Road Commission's shift toward more mechanical methods for limb removal and shared that he had received positive feedback from residents just outside his district regarding the change. As the next round of funding approaches, he encouraged continued investment in mechanical tree removal, noting its potential environmental benefits. He also inquired about the MS4 (Municipal Separate Storm Sewer System) program and how enforcement is being handled by the state. He noted that the County is facing challenges related to culverts and wells and asked how the Road Commission is managing compliance, and whether additional staffing will be required to meet the state's testing requirements. Operations Director Bartholomew responded that the Road Commission recently renewed its MS4 permit, though it may be up for renewal again soon due to delays in the previous approval process. He noted that working with EGLE (Michigan Department of Environment, Great Lakes, and Energy) has been challenging, as the agency sometimes demands requirements beyond the minimum standards, which increases both staffing needs and costs. The most recent permit process involved significant negotiation to keep the requirements reasonable, but it is clear that compliance—especially with testing related to E. coli—will require additional resources. He also explained that the Road Commission's system is somewhat limited in scope, as most outfalls discharge into retention basins or dry wells rather than directly into rivers or streams. County Commissioner Taylor expressed surprise that there hasn't been more coverage of this issue in local or state media. He emphasized that it represents one of the largest unfunded mandates that the state has imposed upon local jurisdictions in the past decade. If not addressed, it could escalate significantly, especially as the state increases its compliance and permitting requirements. He stressed the importance of taking a long-term, regional approach to the problem. He believes it will require collaboration among school districts, the Road Commission, cities, and counties to manage staffing and logistical challenges. He views this as a growing issue that will increasingly impact all entities in the years ahead.

County Commissioner Strebs inquired about tree-related hazards in the roadway, asking whether this has historically been a major driver of Road Commission response calls. She also asked if this issue is escalating, and to what extent, noting her interest in better understanding the cost and safety impacts as part of future safety response planning. Operations Director Bartholomew responded that when looking at compromised trees within the road right-of-way (ROW) that fall over a short period, there may not appear to be a significant increase. However, based on his 30 years of experience with the Road Commission, he can say with certainty that the overall number of fallen trees has risen significantly. While the past five years have remained relatively consistent, the frequency of falling trees was much lower in earlier decades. This is largely due to maturing tree populations along the ROW. He explained that the Road Commission has historically used chemical brush spray as part of its vegetation management program. However, that approach only removes foliage—not limbs. Many trees already had mature branches extending over the road when the program began, and now those limbs are dying, creating a significant hazard. The Commission is currently on a three-year cycle to manage this growth, but it is struggling to keep up. Approximately \$400,000 is spent annually on chemical spraying. Moving forward, the focus is shifting to mechanical trimming and removal—targeting large dead limbs and entire dead trees—to better address the growing safety risks. While the Road Commission supports the presence of trees, they cannot remain within the ROW, as they will eventually fall into the roadway. He noted a recent triple fatality in Climax Township caused by a fallen tree, highlighting the severity of the risk. While many incidents result in injuries, this tragedy underscores the urgency of the issue. The goal is to restore the ROW to an open corridor with vertical, not overhanging, tree growth to reduce the likelihood of falling debris. He added that 80–90% of their recent work has focused on removing large, low-hanging limbs from mature trees. These limbs must be maintained at a minimum clearance of 13 feet, 6 inches to accommodate vehicles. However, during heavy foliage or early snow events, limbs that start at 14–15 feet can sag and drop below clearance, damaging equipment and posing additional hazards. County

June 3, 2025 – Kalamazoo County Board of Commissioners Infrastructure Report
Presentation

Chair Int'l _____

Clerk Int'l _____

Commissioner Strebs added limiting tree cutting around our roads because of the positive impact they have on the environment.

County Commissioner DeLeeuw asked how to address speeding concerns from residents. Director Bartholomew advised that service requests are the best channel.

County Commissioner Gisler recalled that in previous years reported approximately 116,000 trees needing removal within the RCKC right-of-way. County Commissioner Taylor expressed his support for RCKC's use of mechanical tree removal methods over chemical treatments and praised the PAR Fund as an effective tool for township road improvements.

Commissioner Morales also asked what residents should be advised to do in preparation for future storms. Director Bartholomew emphasized the importance of calling 911 when in doubt, prioritizing safety.

Finally, Commissioner Gisler complimented the tree trimming work on 36th Street, noting that the farmers he represents will greatly appreciate the improvements.

The meeting adjourned at 5:15 p.m.

Attest: Meredith Place, County Clerk

By: _____, Chair _____, Deputy Clerk

The regular meeting of the Board of County Road Commissioners of the County of Kalamazoo was held at the Road Commission of Kalamazoo County (RCKC) office at 4400 S 26th Street, Kalamazoo, Michigan, on Tuesday, June 17, 2025. Commissioner Pawloski called the meeting to order at 3:01 p.m.

Present: David C. Pawloski, Larry Stehouwer, Randy Thompson, Andy Davis, Keisha Dickason

Also attending: Managing Director Travis Bartholomew, Public Relations Director Mark Worden, Finance Director Kim Bodnar, County Engineer Ryan Minkus, Assistant County Engineer Jim Hoekstra, Assistant General Superintendent Rusty McClain, Project Superintendent John Schmitt, Communications Administrator Sarah Phillips, and Administrative Assistant Selena Rider.

Administrative Assistant Rider reviewed public meeting guidelines.

Pledge of Allegiance

Commissioner Pawloski shared the goal of the Board of County Road Commissioners of the County of Kalamazoo is using our expertise, energy, and funds to provide the safest and most convenient road system possible, and to contribute to economic development and high quality of life throughout the county. Our goal is to maintain a county road system that is safe and convenient for public travel and to manage the roadside environment, with a view toward preservation.

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

Carried by the following vote:

Aye: Pawloski, Stehouwer, Dickason, Thompson, Davis

Commissioner Stehouwer moved, and it was seconded to approve the June 2, 2025 Wakeshma Township Joint meeting minutes, June 3, 2025 regular minutes, and June 3, 2025 County Board Infrastructure Report Presentation minutes as corrected. Commissioner Stehouwer shared that in the June 2, 2025 Wakeshma Township Joint meeting minutes, Schoolcraft Township should be changed to Wakeshma Township and that County Commissioner John Gisler should be added to the section "Also present" in the June 3, 2025 County Board Infrastructure Report Presentation minutes.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Dickason, Thompson, Davis

Commissioner Davis moved, and it was seconded to approve the payroll and vendor accounts as presented. Commissioner Stehouwer reported that during the Comstock Township Board meeting last night, a Board member inquired about cleanup of tree debris following recent storms. He noted that one of the payables on the current list is for Always There Tree Care, a contractor used by the Road Commission for storm debris cleanup. Commissioner Stehouwer clarified that the Road Commission is responsible for removing debris within the public right-of-way (ROW). If the property owner wants to keep the wood, arrangements can be made. However, cleanup outside the ROW or on private property remains the responsibility of the property owner.

Payroll Account:	\$ 239,396.69
Vendor Account:	\$1,690,039.43

Carried by the following vote:

Aye: Pawloski, Stehouwer, Dickason, Thompson, Davis

Commissioner Dickason moved, and it was seconded to approve the Traffic Calming Project for the Green Meadow Drive, Driftwood Avenue, and Skyridge Avenue for permitting and construction, Oshtemo Township. Managing Director Bartholomew shared in 2021, the RCKC Board approved a new policy to allow consideration of traffic calming on residential local streets. Prior to this, staff had not considered requests for traffic calming measures (such as speed humps). The intent of the new policy was to be more responsive to resident concerns and to consider allowing traffic calming measures in cases in a consistent and equitable manner with a team approach involving

residents and township partners. Within this policy, RCKC would seek a resident petition, township resolution of support, and traffic engineering screening of qualifying criteria for the location. If the location met criteria, enforcement and educational campaigns would occur and if they prove ineffective, consideration would be given to traffic calming measures. At that time, a resident subcommittee would be formed to review and provide input on the traffic calming plan developed by the RCKC. Following this, a public informational meeting was to be held, and surveys of neighborhood residents need to be taken to achieve a 50% response rate and 67% approval rate of the property owners in the neighborhood. Final approval would be up to the RCKC Board and installation of the traffic calming measures would occur under permit by the township at their cost.

In 2022, a petition was received under this policy for Green Meadow Drive with a resolution from Oshtemo Township on October 11, 2022. We received letters of support from the Canterbury House Apartments and the Leisure Time Condominiums. Staff reviewed the materials and defined the study area to include Driftwood Avenue, Westview Avenue, and Skyridge Avenue. A preliminary traffic engineering investigation occurred and found that the location did meet the minimum qualifying criteria and that speeds ranged from 27.9 mph to 35.6 mph on these roads (2.9 to 10.6 mph over the speed limit).

The residents, led by a subcommittee of 3 residents from different streets in the neighborhood, organized an educational campaign. Yard signs were posted, and information was provided to educate residents of the speeding concerns in the neighborhood. Additional speed enforcement was requested and provided by the Sheriff's office in 2023 and 2024. The sheriff reported that they had 3 deputies perform enforcement as time allowed and traffic stops were made.

Following the education and enforcement efforts, another traffic engineering investigation was undertaken that showed minimal improvement from the efforts as relates to speeding in the neighborhood. The RCKC engineering team then worked with the subcommittee to refine and finalize a neighborhood traffic calming plan. This plan includes the following:

- 1 Speed hump on Skyridge Avenue between Westview Street and Drake Road
- 1 Speed hump on Driftwood Avenue between Westview Street and Drake Road
- 2 speed humps and 1 speed table on Green Meadow Drive between Driftwood Avenue and Drake Road
- 3 Traffic circles at the intersections of Skyridge Avenue and Westview Avenue, Driftwood Avenue at Westview Avenue, and Driftwood Avenue at Crimson Lane

If approved, construction of traffic calming measures would be in 2025 and done in conjunction with the sanitary sewer construction project that is ongoing in this area. The neighborhood traffic calming plan was put before the neighborhood at a public information meeting on June 4, 2025. Surveys were handed out by the subcommittee, due back by June 6, 2025, and tabulated by RCKC to gauge resident support. The RCKC team and the resident subcommittee worked to make the surveys accessible to all property owners of the neighborhood. Both electronic surveys and paper surveys were utilized. Paper surveys were collected at the public meeting, at the township hall, or at the RCKC facility. By the close of business on June 6, RCKC had received 220 survey responses (including 42 electronic and 178 paper). Of these surveys, 174 were in favor of the traffic calming plan and 26 were in opposition. This translates to a 63% response rate and 87% approval rate which is well above minimum thresholds set in our policy.

Ms. Anna Horner, Oshtemo Township Public Works Director provided feedback on the traffic calming project. She highlighted that as the first township completing this process, valuable lessons were learned by all parties involved. She emphasized strong resident support for these countermeasures and expressed satisfaction with using infrastructure to address safety concerns. She noted that while these measures won't solve every problem, they represent an important first step. She also advocated for incorporating such designs in future developments, not just in retrofitting existing roads. She concluded by expressing optimism about the project's success and appreciation for the Road Commission's partnership.

Ms. Brook Seevers of 5143 Skyridge Avenue spoke about being actively involved in the traffic calming project. She thanked both the Road Commission and Oshtemo Township for their involvement and funding support. She noted that the project has been a long process spanning 2.5-3 years, requiring significant time investment from Seevers and other members to reach completion. She concluded by requesting unanimous support from the board to finalize the project.

Commissioner Davis raised questions about evaluating the effectiveness of the traffic calming measures after implementation. He noted previous correspondence from residents about evaluation methods and inquired

about the evaluation process, acknowledging unfamiliarity with the 2021 policy. After receiving confirmation from Assistant County Engineer Hoekstra that post-implementation evaluation would occur through traffic counts and data collection next summer, he also ensured this information would be made available to the involved citizens.

Commissioner Stehouwer expressed appreciation for all the work done, acknowledging the time and effort involved, including policy adaptations. He also sought clarification about the dialogue process in selecting specific traffic calming measures like traffic circles, and noted that the project was supported by both the township and residents.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Dickason, Thompson, Davis

Commissioner Davis moved, and it was seconded to award the Rubber Modified Chip Seal Bid #2025-11 to Entech Inc. sole bidder meeting specifications, with an option to extend annually for up to three (3), one (1) year extensions by the mutual agreement of both parties. Managing Director Bartholomew shared Rubber modified chip seal Services (RMCS) is a type of road surface treatment that combines traditional chip seal technology with crumb rubber (typically derived from recycled tires) to enhance performance. It's used as a cost-effective pavement preservation technique, improving the longevity and durability of roads while also recycling waste rubber. Conventional chip seal includes applying a layer of asphalt emulsion to a road surface, then embedding aggregate chips into the binder. The rubber modified version of chip seal, includes applying a blend of super-heated asphalt cement (AC) and crumb rubber particles, versus the standard asphalt emulsion prior to the aggregate application.

While RCKC has the equipment and capabilities to apply a conventional chip seal, we do not have all of the required equipment to perform RMCS. Asphalt distributors for RMCS are equipped to withstand and apply rubber asphalt binders at much higher temperatures.

Rubber-modified chip seal services have been utilized with Entech Inc. in the past with positive results. This is the first time RCKC has posted a bid for RMCS as previous years we have partnered with N-tech utilizing grant dollars obtained through Environment, Great Lakes, and Energy (EGLE). RCKC has submitted for another grant with EGLE but has yet to be selected for 2025 projects. Our plan is to start RMCS in late June with a completion date of July 31, weather dependent.

RCKC has utilized RMCS in the past for several projects and seen positive results. RCKC has utilized RMCS in a single layer application on primary roads and local roads. In 2024 RMCS was also used to perform a double chip seal on a gravel road as well as pulverized double chip seal roads with positive results. RCKC has experimented with RMCS in a double chip seal in combination with a conventional chip seal as well as in residential areas.

It is the intent of RCKC to award both Rubber Modified Chip Seal bid options to Entech Inc.

1. All Rubber Modified Chip Seal Services (complete project).
2. Individual Rubber Modified Chip Seal Services at an hourly rate. Entech Inc. would purchase the uncoated aggregate from RCKC and coat the stone as part of their bid. Entech Inc. would supply:

- Rubberized asphalt binder (RAB)
- Three (3) Bearcat asphalt distributor trucks modified for spraying high viscosity RAB including operators.
- A 25 ton per hour RAB blending system with a 15,000-gallon reaction vessel capable of maintaining the RAB at 400 degrees Fahrenheit, including operators.
- Agitated transport tanker trucks/trailers to supply un-interrupted flow of RAB to the job site.

Awarding both bid options would provide RCKC flexibility with the construction of RMCS projects. For those projects where individual services will be utilized, Entech Inc. services would only be needed to heat and coat the aggregate material and place the Rubberized Asphalt Cement on the road with three (3) distributors. RCKC will provide all other services needed to complete the RMCS process. In addition to the various building industry associations, we sent out a public bid notice to contractors and construction/bidding entities, as well as the posting on our website. We had four (4) downloads of the bid specifications and received one (1) bid proposals.

Commissioner Davis inquired about the possibility of bringing the specialized equipment and process in-house rather than relying on contractors. He asked whether the Road Commission had started evaluating potential equipment purchases for future use. Managing Director Bartholomew explained that such evaluation hasn't begun because Entech is still perfecting the equipment, and the specialized blending equipment is currently custom-made with no readily available market options.

Commissioner Stehouwer inquired about whether the rubber modified chip seal process would be similar to prior projects and their means and methods. He also asked about potential future market competition, questioning if the specialty work might attract other contractors. In response to these questions, it was confirmed that the process would remain identical to previous rubber chip seal projects, using the same contractor and subcontractor. Regarding market competition, while currently limited due to specialized equipment needs, there was optimism about future growth in contractors offering this service, similar to how cationic emulsion became standard in Michigan after initial resistance.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Dickason, Thompson, Davis

Commissioner Stehouwer moved, and it was seconded to approve the 2025 Michigan County Road Commission Self Insurance Pool (MCRCSIP) 2025 Board of Directors Ballot for Lester Livermore, Mackinac County Road Commission for the Southern Region. Managing Director Bartholomew shared there was one open position with one nominee - Lester Livermore from Mackinac County Road Commission, who has served on the board for the previous 8 years. Commissioner Pawloski thanked Mr. Livermore for his service and continued commitment.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Dickason, Thompson, Davis

County Commissioner John Gisler praised Public Relations Director Worden for keeping the neighborhood well-informed about road refurbishment projects. He also announced an upcoming presentation by Mr. Derek Nofz, Community Affairs Manager for Consumers Energy on July 14th at 8:30 AM at Mark's Diner (formerly Michelle's) in Portage. The presentation will cover updates on recent events including multiple tornadoes and discuss the impact of reopening the Palisades nuclear energy plant.

Managing Director Bartholomew provided updates on several ongoing projects and upcoming events. He reported that the Sprinkle Road project north of the business loop is nearing completion, while the Shaver Road project south of Portage has been completed. Work is continuing on both G Avenue and Q Avenue. The chip seal program is progressing well in Cooper Township and is expected to move to Alamo Township next. He also shared information about several upcoming events. The Township Supervisor's Meeting will be held at the Road Commission office tomorrow at 10:00 a.m., and the Commissioner's Tour is scheduled for Friday at 9:00 a.m. Additionally, the Roads+ "Bring Your Legislator to Lunch" event will take place on June 25th in Lansing. He discussed a recent equipment purchase. A used tractor unit was acquired from a dealership in Illinois. The tractor, which was previously owned by another municipality, is a few years old but has very low hours of use and was purchased at a significant cost savings. The current purchase includes only the tractor unit. A new power broom attachment for the front of the tractor will be purchased separately and will be brought to the Board for approval at the next meeting.

Commissioner Davis reported attending the Environmental Health Advisory Council (EHAC) for the first time. They had a presentation about expanding the hazardous waste management program. The presentation explored modifying waste stream intake to handle more bulk units and included input from a contractor who assessed community needs and potential locations. He expressed appreciation for the support received at this first meeting.

Commissioner Thompson reported that he attended the Cooper Township Board meeting last week. He also attended the Climax Township Board meeting, where board members expressed satisfaction with the ongoing work. A question was raised regarding a road closure, which he referred to the Road Commission, and later received a response. Climax Township Supervisor Trent Pipe expressed appreciation for the information. He also shared that he plans to attend the Board of Public Works (BPW) meeting on June 26th.

Commissioner Dickason attended the Parks Commission meeting on June 5th in place of Commissioner Stehouwer. She also mentioned an email regarding the Managing Director's presentation at the County Joint meeting that contained questions about trees discussed in the presentation.

Commissioner Stehouwer reported that he attended the Comstock and Oshtemo Township Board meetings. He noted that a couple of concerns were raised regarding dead animals, such as deer, which can be addressed at a later time. He expressed frustration that traffic signals were not adjusted to accommodate construction delays and emphasized the need to optimize signal timing to improve traffic flow during construction projects. He shared that he is looking forward to the Township Supervisor’s meeting tomorrow and the Commissioner’s Road Tour on Friday. He also noted that the next County Parks meeting is scheduled for July 5 and expressed appreciation for Commissioner Dickason’s willingness to attend those meetings in his absence.

Commissioner Pawloski shared that he plans to attend the Roads+ luncheon on June 25th and encouraged the other Road Commissioners to attend as well. He noted that he is unable to attend the Township Supervisor’s meeting tomorrow. He recently attended the Brady Township Board meeting, where discussions focused on fire and police protection funding and road priorities. He also mentioned he will be unable to attend the Southwest Council meeting on August 11th and again encouraged fellow Commissioners to participate. He has a vacation scheduled from July 29th to August 11th but confirmed that no Road Commission meetings will be missed during that time. He reported on the recent Joint meeting with the County, which was attended by County Commissioner Wendy Mazer, Kevin Catlin County Administrator, Managing Director Bartholomew, Commissioner Stehouwer, and himself, and noted there was productive discussion and follow-up from that meeting. He received correspondence from Ms. Marcia Stucki regarding the Safe Streets for All (SS4A) grant and will follow up with her concerning issues with trees. Additionally, he received notices from the County Drain Office about two county drains—the State Ditch Drain #246 in the City of Kalamazoo and the Parker Drain #186 in Wakeshma Township—and will follow up with Managing Director Bartholomew. He also shared that Kalamazoo Township has reached out expressing interest in holding a Joint meeting in July.

Commissioner Dickason moved, and it was seconded to adjourn the meeting.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Dickason, Thompson, Davis

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

Attest: Meredith Place, County Clerk

By _____, Chair _____, Deputy Clerk

The regular meeting of the Board of County Road Commissioners of the County of Kalamazoo was held at the Road Commission of Kalamazoo County (RCKC) office at 4400 S 26th Street, Kalamazoo, Michigan, on Tuesday, July 1, 2025. Commissioner Pawloski called the meeting to order at 3:01 p.m.

Present: David C. Pawloski, Larry Stehouwer, Andy Davis, Keisha Dickason
Absent: Randy Thompson

Also attending: Managing Director Travis Bartholomew, Public Relations Director Mark Worden, Finance Director Kim Bodnar, County Engineer Ryan Minkus, Assistant County Engineer Jim Hoekstra, Human Resources Director Debbie Hill, Assistant General Superintendent Rusty McClain, Communications Administrator Sarah Phillips, and Administrative Assistant Selena Rider.

Administrative Assistant Rider reviewed public meeting guidelines.

Pledge of Allegiance

Commissioner Pawloski shared the goal of the Board of County Road Commissioners of the County of Kalamazoo is using our expertise, energy, and funds to provide the safest and most convenient road system possible, and to contribute to economic development and high quality of life throughout the county. Our goal is to maintain a county road system that is safe and convenient for public travel and to manage the roadside environment, with a view toward preservation.

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

Commissioner Stehouwer moved, and it was seconded to approve the June 17, 2025, regular Board meeting as presented.
Carried by the following vote:
Aye: Pawloski, Stehouwer, Dickason, Davis

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

Payroll Account: \$ 214,212.49
Vendor Account: \$1,424,686.68
Carried by the following vote:
Aye: Pawloski, Stehouwer, Dickason, Davis

Mr. John Heikka (JJ) from Representative Matt Hall’s office briefly introduced himself, mentioned that he would be taking notes on the meeting proceedings, and offered to answer any questions afterwards.

Commissioner Davis moved, and it was seconded to award the Underbody Scraper – Sectional Tungsten Carbide Tipped Cutting Edge Bid #2025-12 to St. Regis Culvert, Inc. low bidder and Valk Manufacturing Company second low bidder meeting specifications, with the option to extend for three (3), one (1) year extensions by the mutual agreement of both parties. Managing Director Bartholomew shared underbody scraper cutting edges are essential components used during winter maintenance to remove snow and ice from roadways. These bolt-on, replaceable edges protect the moldboard of our underbody scrapers—mounted on both plow trucks and motor graders—while providing effective clearing of road surfaces. Cutting edges are replaced periodically based on wear, which is influenced by mileage, road surface conditions, and weather.

The 2025 cutting edge bid includes carbide insert blades, which we have successfully utilized over the past several winter seasons. These blades feature a carbide insert embedded within the edge, significantly extending the life of the cutting edge. Compared to previously used flame-hardened blades, the carbide insert edges offer a

lifespan up to five times longer—typically lasting up to 5,000 miles, depending on conditions. Each underbody scraper requires 12 feet of edge (three 4-foot sections), and this purchase is expected to support approximately two winter maintenance seasons for the entire fleet. Carbide insert blades are not suitable for gravel road grading operations.

The low bid meeting specifications was submitted by St. Regis Culvert, Inc. in the amount of \$69,336.00 (\$64.20 per foot). However, the vendor noted that pricing is subject to change at the time of delivery based on current tariff rates. Should tariff increases occur before order placement, the Road Commission of Kalamazoo County (RCKC) intends to cancel the order with St. Regis Culvert, Inc. due to the potential price increase. In that event, RCKC would proceed with the second-lowest bidder, Valk Manufacturing Company, whose submitted bid was \$74,228.40 (\$68.73 per foot). It is recommended that RCKC proceed with the purchase of carbide insert underbody scraper cutting edges from St. Regis Culvert, Inc. in the amount of \$69,336.00, with the stipulation that the order may be cancelled if tariff adjustments alter the quoted pricing. Commissioner Stehouwer asked if the order could be placed before any new tariffs take effect. Operations Director Bartholomew responded that the plan is to place the order tomorrow, pending Board approval today, so no issues are anticipated. He clarified that the tariff concern applies more to the extension option, should additional orders be necessary in the future. Commissioner Davis noted the product is used in approximately four-foot sections and this order would cover about 274 sections. He asked how that compares to annual usage. Managing Director Bartholomew explained that the Road Commission has approximately 36 snowplow trucks, with varying usage levels. On average, each truck requires three cutting edges (or three four-foot sections), meaning about 100 sections are needed to replace the entire fleet. If replaced once a year, roughly 200 sections would be required annually. Commissioner Pawloski inquired about the current tariff rate. Operations Director Bartholomew confirmed there is no tariff at this time, but that could change at any moment.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Dickason, Davis

Managing Director Bartholomew shared that a joint meeting with the Kalamazoo Township Board is scheduled for Monday, July 7th at 6:00 p.m. at the Kalamazoo Township Hall. Staff are preparing a presentation for the meeting. He reported that two primary road projects have been completed: Sprinkle Road, from north of the business loop to north of Comstock Avenue at the river, and Shaver Road, from the City of Portage to US-131. Work is progressing on the Q Avenue project in Pavilion Township and the U Avenue/23rd Street project in Schoolcraft Township—both are reconstruct projects. In addition, two bridge rehabilitation projects are underway in Brady Township on the primary network. Chip seal operations are wrapping up in Oshtemo Township and will proceed to Texas Township, followed by work in the southern tier of the county. A second round of chip seal will take place later this season to cover additional primary road projects and several village projects. He also noted that the office will be closed on Friday in observance of Independence Day. Road-related emergencies should be reported to 911, while general service requests may be submitted through the "Contact Us" page on the Road Commission's [website](#).

Commissioner Davis had no report.

Commissioner Dickason had no report.

Commissioner Stehouwer wished everyone a Happy 4th of July and stated he plans to attend the Kalamazoo Township Joint meeting on July 7th. He noted that there will be no County Parks meeting this week due to a lack of agenda items. He reported attending the Township Supervisors meeting on June 16th and the Road Tour on June 18th. Commissioner Stehouwer also shared that he received a call from a resident regarding signage on River Street, specifically concerns about changing speed limits. He encouraged the resident to submit a service request related to the speed limit signs.

Commissioner Pawloski wished everyone a Happy 4th of July and shared that he is looking forward to the Kalamazoo Township Joint meeting on July 7th. During his recent travels, he has been promoting that the Road Commission hiring. He attended the Roads+ event in Lansing on June 25th and expressed appreciation to Speaker Matt Hall for inviting the Commission to his office, noting hope for progress on a road funding deal, which he understands is also a priority for the Governor. He reported attending the Road Tour on June 18th. He noted that

July 1, 2025 – Board Meeting

Chair Int'l _____

Clerk Int'l _____

with summer underway, some Commissioners may be unavailable for meetings and requested that they inform him in advance to ensure there is a quorum moving forward.

Commissioner Stehouwer moved, and it was seconded to adjourn the meeting.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Dickason, Davis

The meeting was adjourned at 3:15 p.m.

Attest: Meredith Place, County Clerk

By _____, Chair _____, Deputy Clerk

July 7, 2025 – Kalamazoo Township Joint Meeting

Chair Int'l _____

Clerk Int'l _____

A joint meeting of the Board of County Road Commissioners of the County of Kalamazoo and the Kalamazoo Township Board of Trustees was held at the Kalamazoo Township Hall, 1720 Riverview Drive Kalamazoo, Michigan, on Monday, July 7, 2025. The joint meeting began at 6:04 p.m.

Present: David C. Pawloski, Larry Stehouwer, Andy Davis, Keshia Dickason arrived at 6:10 p.m.

Absent: Randy Thompson

Also present: Managing Director Travis Bartholomew, Public Relations Director Mark Worden, County Engineer Ryan Minkus, Assistant General Superintendent Rusty McClain, Road Maintenance Superintendent Bill Oxx, Kalamazoo Township Supervisor David Combs, Superintendent Tracie Moored, Treasurer Sherine Miller, Trustees Craig Sherwood, Ashley Glass, Colleen Leonard, and Toni Kennedy.

Following introductions, Supervisor Combs opened the meeting to public comments.

Mr. Eugene Blessing of 101 N Lauderdale Drive expressed concerns regarding the quality of the chip seal application on his road. He noted that the material did not adhere properly, with sections already coming loose. Following each rainfall, loose stones are appearing in driveways, and he is particularly concerned about the surface's roughness and its impact on elderly residents in the area.

Mr. Doug Kennedy, of 1114 Arthur Avenue, shared his disappointment over the removal of a silver maple tree in front of his property as part of a drainage project. He expressed that, in hindsight, the removal may not have been necessary and is unsure of any options for tree replacement. However, he also noted that since the project's completion, flooding issues in the area have been resolved.

Ms. Julie Shabi, of 915 Arthur Avenue, expressed concern about ongoing drainage issues in the Eastwood neighborhood. She believes the road's grade is incorrect and contributing to the problem.

Mr. Randy Wheaton, of 2726 Alamo Avenue, expressed a desire for more timely removal of detour signs following the completion of road projects.

Ms. Paula Taylor, of 1016 Ira Avenue, shared her concern about ongoing drainage issues in the Eastwood neighborhood. She noted that she previously had to reach out to News Channel 3 to get resolution. At her age, she is no longer able to clear the drains herself and would like to see more action taken to address the problem.

Mr. Walker Chrisman, of 135 S Lauderdale Drive, expressed concern about the quality of the chip seal application on his road. He noted overspray onto adjacent lawns and shared that the road surface is now rougher than it was previously. He also mentioned that drainage work was completed and appears to have resolved the earlier drainage issues.

Mr. Eric Kerney, of 317 S Lauderdale Drive, echoed his neighbors' concerns regarding the quality of the chip seal application on his road. He also noted that the road surface is not as smooth as it was before the work.

Ms. Caroline Kerney, of 317 S Lauderdale Drive, shared a concern on behalf of Ms. Anne Anderson, of 311 S Lauderdale Drive. She explained that Ms. Anderson, an older relative, used to walk the neighborhood regularly but no longer feels comfortable doing so due to the roughness of the road surface following the chip seal project.

Supervisor Combs closed public comments.

Public Relations Director Worden presented an overview of storm-related communications and emergency response coordination, noting that 9-1-1 can dispatch RCKC and assist with severe weather incidents. He reported that the May storms resulted in 452 trees down in the right-of-way (ROW) across the county,

including 16 in Kalamazoo Township. Trustee Kennedy questioned the accuracy of the 16-tree count, sharing that she was in the Eastwood neighborhood and felt the number seemed low. She also expressed that she was unaware that 9-1-1 needed to be contacted for such incidents. Trustee Leonard asked if the reported numbers were specific to the ROW, to which Director Worden confirmed they were. Superintendent Moored inquired whether 9-1-1 or the non-emergency number should be used. Public Relations Director Worden responded that it depends on the situation and explained that for 25 MPH residential streets with no immediate safety risk, the non-emergency number is preferable; for higher-speed roads, where a tree may present a more immediate hazard—especially at night—calling 9-1-1 is appropriate. He added that using the non-emergency number can also help alleviate 9-1-1 call volume. Trustee Kennedy also asked how the pre-storm public service message in May was communicated. Public Relations Director Worden responded that it was sent via RCKC Connect and social media platforms. Managing Director Bartholomew added that Supervisors may contact RCKC management through 9-1-1 during events. He emphasized that information available to RCKC during storms is based on real-time reports, and the full impact often isn't known until the event concludes.

Supervisor Combs inquired about communication regarding contracts with participation funds and the process used to select road projects. Public Relations Director Worden then shifted the presentation to the asset management portion. In response to Commissioner Davis's request for clarification, Public Relations Director Worden defined assets as including roads, bridges, culverts, and signs. He proceeded to review the Pavement Surface Evaluation and Rating System (PASER), the local road rating rotation, criteria used for project selection, the Township's previous bond, and the resulting project impacts from 2015 to 2017. Trustee Kennedy expressed concern that project work appears focused on the same roads repeatedly, emphasizing the need for a more balanced approach. She highlighted water ponding issues in the Eastwood neighborhood that affect residents and noted prior discussions with Managing Director Bartholomew on the topic. Trustee Kennedy outlined her focus areas as being residents on Arthur Avenue, and East Main Street.

Supervisor Combs suggested increasing outreach to residents about the service request system and asked if residents can be informed about what to expect after submitting a request. Public Relations Director Worden then covered the service request portion of the presentation, outlining the methods for submitting requests, how active and pending requests are reported, internal metrics categorized by request type, and response time tracking. Managing Director Bartholomew added that the system is used by staff during project scoping. For example, in Eastwood, there are multiple service requests related to drainage issues. The neighborhood was originally built with ditches that have since been filled and replaced by drywells, which are now nearing the end of their useful life. These requests help RCKC identify areas needing improvement when planning projects. Trustee Leonard asked about follow-up communications after a request is completed. Managing Director Bartholomew explained that follow-ups depend on the request type—for instance, snow removal is unlikely to have a formal follow-up. Trustee Sherwood noted the usefulness of receiving such information and asked whether requests are placed in a queue and if request volume affects response time. Managing Director Bartholomew acknowledged that volume could impact timing and emphasized that RCKC strives for operational efficiency by addressing multiple requests within the same area whenever possible.

Supervisor Combs asked what the RCKC needs from the Township to be most effective. Public Relations Director Worden emphasized the importance of a strong partnership between RCKC and the Township. Managing Director Bartholomew encouraged the Township to reach out whenever assistance is needed, offering to meet in person or visit sites together to address issues. Commissioner Dickason highlighted that this is a group effort and acknowledged the challenges involved. She encouraged collaboration to enable RCKC to provide better support and noted that Commissioners can help relay information to staff. Commissioner Davis stressed that the team is focused on public service and depends on residents' input since it's impossible to monitor all 1,200 miles of roads every day. He emphasized the importance of receiving timely information to maintain safety. Commissioner Pawloski noted the need for local input on roads, especially because project costs are split 50/50. He added that chip seal remains a key preservation method, being the most economical approach for maintaining roadways.

July 7, 2025 – Kalamazoo Township Joint Meeting

Chair Int'l _____

Clerk Int'l _____

Supervisor Combs opened the meeting to public comments.

Mr. Doug Kennedy, of 1114 Arthur Avenue, shared his observations regarding the recent Sprinkle Road construction project. He noted that work near the railroad south of I-94 was conducted with little to no construction signage. Despite this, he expressed that he feels RCKC is generally doing a good job on road maintenance and projects.

Ms. Julie Shabi, 915 Arthur Avenue, inquired whether correcting road grade issues falls within the 90-day timeline established for service request responses.

Mr. Charlie Guise, of 2334 East Main Street, shared concerns regarding issues he and other neighbors are experiencing related to the use of fireworks on Washburn Avenue.

The meeting adjourned at 7:28 p.m.

Attest: Meredith Place, County Clerk

By: _____, Chair _____, Deputy Clerk

The regular meeting of the Board of County Road Commissioners of the County of Kalamazoo was held at the Road Commission of Kalamazoo County (RCKC) office at 4400 S 26th Street, Kalamazoo, Michigan, on Tuesday, July 15, 2025. Commissioner Pawloski called the meeting to order at 3:00 p.m.

Present: David C. Pawloski, Keisha Dickason, Randy Thompson, Andy Davis
Absent: Larry Stehouwer

Also attending: Managing Director Travis Bartholomew, Public Relations Director Mark Worden, Finance Director Kim Bodnar, County Engineer Ryan Minkus, Assistant County Engineer Jim Hoekstra, Human Resources Director Debbie Hill, Communications Administrator Sarah Phillips, and Administrative Assistant Selena Rider.

Administrative Assistant Rider reviewed public meeting guidelines.

Pledge of Allegiance

Commissioner Pawloski shared the goal of the Board of County Road Commissioners of the County of Kalamazoo is using our expertise, energy, and funds to provide the safest and most convenient road system possible, and to contribute to economic development and high quality of life throughout the county. Our goal is to maintain a county road system that is safe and convenient for public travel and to manage the roadside environment, with a view toward preservation.

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

Commissioner Davis moved, and it was seconded to approve the July 1, 2025, regular Board meeting and the July 7, 2025 Kalamazoo Township Joint meeting minutes as presented.
Carried by the following vote:
Aye: Pawloski, Dickason, Thompson Davis

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

Payroll Account: \$ 193,786.51
Vendor Account: \$ 904,676.64
Carried by the following vote:
Aye: Pawloski, Dickason, Thompson, Davis

Texas Township Supervisor Joanna McFarland O'Rourke shared concerns about speed limits. She highlighted issues on Texas Drive and Q Avenue, where speed limits change from 45 mph to 55 mph. She noted increased pedestrian traffic at Wollum's, El Sabo, and Texas Drive Park. Furthermore, she mentioned growing business districts and more street-facing homes. She acknowledged that roundabouts are costly but requested partnership on traffic calming solutions. Commissioner Pawloski thanked Supervisor McFarland O'Rourke for her comments and stated that the Board would continue working with staff on these challenges.

County Commissioner John Gisler announced a \$14.1 million FAA grant for airport improvements, including extending the north-south runway by 450 feet. He invited attendees to an August 11th presentation about the new Youth Sports Facility by Jane Ghosh, CEO of Discover Kalamazoo, at Mark's Diner on Romence Road in Portage beginning at 8:30 am.

Commissioner Dickason moved, and it was seconded to approve the purchase of the MB model TKH Rotary Power Broom attachment from AIS Construction Equipment, utilizing the MI Deal Cooperative Purchasing Program for a total of \$20,395.00. Managing Director Bartholomew shared that Broom tractors are a vital component of RCKC

operations, particularly during chip and fog seal treatments. These units are routinely used for sweeping intersections and approaches, cleaning vehicle accident debris, cleaning up material spills, and supporting preventive maintenance activities to ensure safe road conditions. During chip seal operations, broom tractors first sweep the roadway to remove loose debris, promoting maximum adhesion of the asphalt emulsion. After the emulsion and aggregate are placed and cured, the surface is swept again to remove excess aggregate, enhancing both safety and ride quality. When fog seal is applied, this second sweeping prepares the surface for optimal bonding. RCKC also utilizes a 2015 Bobcat Toolcat, a multi-purpose vehicle compatible with various skid steer attachments. It is primarily used during fog seal operations with both a rotary broom and a high-velocity blower attachment. The blower is critical for clearing debris and accelerating the fog seal curing process.

RCKC invested in a midsize-frame tractor with an Infinitely Variable Transmission (IVT)—also known as a Continuously Variable Transmission (CVT)—in 2021. These advanced transmissions provide smooth, continuous ground speed control via a hydraulically driven reversing planetary or sun gear system. IVT/CVT configurations are not available in compact-frame tractors, making midsize models better suited for sweeping operations. To further improve sweeping efficiency, RCKC evaluated new and used equipment options featuring CVT capabilities. Following a comprehensive review, RCKC identified a used 2021 Case IH Vestrum 130 CVX with only 286 engine hours as the most cost-effective solution. This tractor was recently acquired from Stiver's Case IH Dealership in Illinois for \$116,000, significantly below the estimated \$170,000 cost of a new unit. The Case IH Vestrum 130's CVT system makes it ideally suited for road sweeping and roadside restoration tasks. To complete the setup, RCKC will need to purchase a three-point hitch that mounts to the front of the tractor. To purchase the three-point hitch and have the broom attachment installed will cost approximately \$12,500. The lead time for the three-point hitch is 46 weeks, as it is currently back-ordered. RCKC is actively seeking other options from various dealerships for this item. RCKC recommends purchasing the MB Model TKH Rotary Power Broom, which offers a 10-foot sweeping width. The broom attachment has a lead time of 9 weeks. Commissioner Davis inquired about the life expectancy of the broom unit itself. Operations Director Bartholomew shared with maintenance it will last the life of the tractor.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Dickason, Davis

County Commissioner John Gisler thanked Managing Director Bartholomew for his quick and helpful response to an inquiry about road work issues that a resident had raised with him. Commissioner Gisler mentioned that although the resident wasn't in his district, he forwarded the concern to Managing Director Bartholomew, who responded "almost instantly" with meaningful information. Gisler expressed appreciation for this prompt response, which helped him appear responsive to constituents, noting that getting back to people quickly with information is valuable "even if they don't particularly like it."

Managing Director Bartholomew shared that the Township Supervisor's meeting is scheduled for tomorrow at 10:00 a.m. at the Road Commission. We received a response from the Department of Environment, Great Lakes, and Energy (EGLE) regarding our Scrap Tire Market Development Grant. While we applied for \$613,000, we were awarded \$383,000. Notably, we were one of only two road commissions in the state to receive funding for rubber-modified chip seal projects. Last week, we hosted a tour with EGLE leadership, including the Director, to showcase some of our projects and innovations. Entech, the company we've been working with on rubber chip seal applications, also joined the tour. Unfortunately, we've learned that Entech will not be able to perform any rubber-modified chip seal work this year. However, discussions are ongoing, and a meeting is scheduled for tomorrow to explore potential solutions. If a resolution cannot be reached, the grant funding will carry over next year. The next RCKC Chat is set for July 23 from 12:15 to 12:45 p.m. and will feature a discussion on Traffic Services with Assistant County Engineer Hoekstra. We are currently recruiting for several positions, including a Road Maintenance Operator (RMO), a Mechanic, and an Operations Director. Commissioner Davis noted that after reviewing the financial report, there are still expenses appearing related to the May storm. He asked when we might have a final cost. Managing Director Bartholomew responded that we are still months away from finalizing those figures. He explained that while efforts have been made to address storm-related issues amid ongoing construction activities, there remains a list of service requests that could extend into late fall.

Commissioner Davis shared that he attended a Township meeting where he received feedback about some of our programs, including chip seal on some of the more urban roads and a discussion about ways to address the need for additional attention to the multifaceted use of the roads. He did notice that the chip seal has a more aggressive surface than a standard paved surface.

Commissioner Thompson shared that he had been away for the past two weeks and missed a Board meeting during that time. He also apologized to the Board of Public Works (BPW) for not attending their meeting at the end of last month.

Commissioner Dickason shared that the Kalamazoo Township Joint Meeting was a great experience. She gave a shoutout to Public Relations Director Worden and the team for doing an outstanding job. She noted that while attendees raised valid questions and concerns, they were addressed professionally and respectfully. Commissioner Dickason expressed her appreciation for the opportunity to attend and observe the discussion from both perspectives. She also thanked Managing Director Bartholomew for consistently supporting the team.

Commissioner Pawloski echoed Commissioner Dickason’s remarks regarding the Kalamazoo Township Joint Meeting, commending Public Relations Director Worden for doing an excellent job. He felt that many of the concerns raised were addressed and that the meeting set a positive path forward. He also reported attending the Brady, Prairie Ronde, and Schoolcraft Township Board meetings. A recurring topic at both Brady and Schoolcraft was the idea of countywide residential trash pickup, a concept currently being explored by several Township Supervisors. At the Schoolcraft meeting, he was asked whether the RCKC had a position on the matter; he responded that we do not. He noted that he had also been privy to a conversation within the City of Portage about implementing citywide trash pickup. As part of their research, City Hall employees who reside in Portage were asked to share their trash bills to analyze pricing variations. The City Manager is currently overseeing this effort. At this time, no action or position is needed from the Road Commission. To his knowledge, Kalamazoo Township is currently the only township offering this service, though others are considering it. One concern raised was the potential impact on trash companies not awarded residential contracts. However, it was clarified that this would not affect commercial service, leaving room in the marketplace for all three major providers in the region. In regard to speed limits, Commissioner Pawloski referenced the past experience on Nichols Road, noting that it was a significant issue. He emphasized the importance of proceeding cautiously with any speed studies, stressing the need to work closely with staff before initiating such efforts. He reminded everyone that while we strive to manage speed concerns responsibly, we do not set speed limits—drivers do, based on how they use the road. He stated that he looks forward to attending the Township Supervisor’s meeting tomorrow at 10:00 a.m. He recognized July anniversaries, including Permit Agent Jon Fitzsimmons for 24 years, and HR Director Hill, celebrating 37 years

Commissioner Dickason moved, and it was seconded to adjourn the meeting.

Carried by the following vote:

Aye: Pawloski, Dickason, Thompson, Davis

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

Attest: Meredith Place, County Clerk

By _____, Chair _____, Deputy Clerk

The regular meeting of the Board of County Road Commissioners of the County of Kalamazoo was held at the Road Commission of Kalamazoo County (RCKC) office at 4400 S 26th Street, Kalamazoo, Michigan, on Tuesday, July 29, 2025. Commissioner Pawloski called the meeting to order at 3:00 p.m.

Present: David C. Pawloski, Larry Stehouwer, Randy Thompson
Absent: Keisha Dickason, Andy Davis

Also attending: Managing Director Travis Bartholomew, Public Relations Director Mark Worden, Finance Director Kim Bodnar, County Engineer Ryan Minkus, Assistant General Superintendent Rusty McClain, Road Maintenance Superintendent Will Engel, Communications Administrator Sarah Phillips.

Public Relations Director Worden reviewed public meeting guidelines.

Pledge of Allegiance

Commissioner Pawloski shared the goal of the Board of County Road Commissioners of the County of Kalamazoo is using our expertise, energy, and funds to provide the safest and most convenient road system possible, and to contribute to economic development and high quality of life throughout the county. Our goal is to maintain a county road system that is safe and convenient for public travel and to manage the roadside environment, with a view toward preservation.

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

Commissioner Thompson moved, and it was seconded to approve the July 15, 2025, regular Board meeting minutes as presented.
Carried by the following vote:
Aye: Pawloski, Stehouwer, Thompson

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

Payroll Account: \$ 218,843.59
Vendor Account: \$ 1,296,540.57
Carried by the following vote:
Aye: Pawloski, Stehouwer, Thompson

Cooper Township Supervisor Jeff Sorensen shared the Township cannot prioritize the 19th Street project due to its cost (over \$1 million). The Township has been seeking funding from the State Legislature without success. While the road is closed, residents can still access their properties, though with inconvenience. The Township plans to place the project on hold but will work on obtaining easements from property owners for potential future reopening. Supervisor Sorensen expressed appreciation for the Road Commission’s work on other Cooper Township roads. Commissioner Pawloski acknowledged and thanked him for his comments.

Assistant General Superintendent Rusty McClain and Road Maintenance Superintendent Will Engel presented the Road Commission’s chip seal and fog seal operations. During the 2025 season, 120 miles of road are being chip sealed using 600,000 gallons of emulsion. The roads are first prepared by removing high shoulders with the grader to prevent water accumulation and sweeping of debris. The equipment used during the application process includes an asphalt distributor, chip spreader, and roller to embed the aggregate into the emulsion. Innovations include using GPS for precise applications and a light signaling system for truck-operator communication. The cost is approximately \$35,000 per mile and is performed every six years.

Managing Director Bartholomew shared the Southwest Council's next meeting will be on August 11 in Van Buren County. The County Road Association Self Insurance Fund (CRASIF) approved a distribution of \$1.5 million to pool members, and RCKC received over \$14,000 of the distribution. They also approved an additional \$500,000 as a premium discount, and RCKC received approximately \$6,300 from this distribution. Total benefit to RCKC is nearly \$21,000. Our Modification Factor is now at 0.941 which is below the organizational goal of 1.0. This achievement represents years of effort in managing claims and promoting safety. Questions have been raised about the validity of the Kalamazoo County's vacancy protocol resolution. He is working with the Chair and Vice Chair on resolution, seeking assistance from CRA legal counsel, and consulting with the Michigan County Road Commission Self Insurance Pool (MCRCSIP). Updates are expected in coming weeks.

Commissioner Thompson reported having nothing to share for the week.

Commissioner Stehouwer shared he recently returned from vacation and has not attended township meetings. He is looking forward to the Park Commission meeting next week and Southwest Council in two weeks. He plans to visit liaison townships Oshtemo, Cooper, and Pavilion.

Commissioner Pawloski shared he attended the Westwood Neighborhood Association meeting where they discussed storm-related damage and proper protocols. He noted tragic news of a road commission worker being killed in Oakland County and emphasized the importance of safety in construction zones. He reiterated that safety is the organization's top priority and stressed the importance of all workers returning home safely each day.

Commissioner Thompson moved, and it was seconded to adjourn the meeting.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Thompson

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

Attest: Meredith Place, County Clerk

By _____, Chair _____, Deputy Clerk

The regular meeting of the Board of County Road Commissioners of the County of Kalamazoo was held at the Road Commission of Kalamazoo County (RCKC) office at 4400 S 26th Street, Kalamazoo, Michigan, on Tuesday, August 12, 2025. Commissioner Stehouwer called the meeting to order at 3:00 p.m.

Present: Larry Stehouwer, Keisha Dickason, Andy Davis, Randy Thompson, David C. Pawloski participated virtually.

Also attending: Managing Director Travis Bartholomew, Public Relations Director Mark Worden, Finance Director Kim Bodnar, Human Resources Director Debbie Hill, Assistant Human Resources Director Jaycie Callaway, County Engineer Ryan Minkus, Assistant County Engineer Jim Hoekstra, Road Maintenance Operator Carson King, and Administrative Assistant Selena Rider.

Administrative Assistant Rider reviewed public meeting guidelines.

Pledge of Allegiance

Commissioner Stehouwer shared the goal of the Board of County Road Commissioners of the County of Kalamazoo is using our expertise, energy, and funds to provide the safest and most convenient road system possible, and to contribute to economic development and a high quality of life throughout the county. Our goal is to maintain a county road system that is safe and convenient for public travel and to manage the roadside environment, with a view toward preservation.

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

Carried by the following vote:

Aye: Stehouwer, Dickason, Thompson, Davis

Commissioner Dickason moved, and it was seconded to approve the July 29, 2025, regular Board meeting minutes as presented.

Carried by the following vote:

Aye: Stehouwer, Dickason, Thompson, Davis

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

Payroll Account:	\$ 218,723.15
Vendor Account:	\$ 1,475,242.97

Carried by the following vote:

Aye: Stehouwer, Dickason, Thompson, Davis

County Commissioner John Gisler provided an update on the new “SKYWARN” program coming to Kalamazoo County. The initiative, coordinated through the National Weather Service and the Office of Emergency Management, trains community volunteers to monitor weather conditions—especially during severe weather events. Volunteers complete about two hours of training to participate. The program is well-established nationwide, with an estimated 350,000–400,000 active volunteers already assisting in weather monitoring. However, implementation in Kalamazoo County has been delayed due to staffing reductions at the National Weather Service office in Grand Rapids, which has decreased from 16 to 8 employees. As a result, officials are still determining who will provide the training and how it will be organized.

Cooper Township Supervisor Jeff Sorensen addressed concerns related to 19th Street, noting delivery challenges caused by the road closure, including missed medical deliveries. He requested that “Road Open to [Certain Address]” signage be placed in both directions to assist delivery drivers. Sorensen also highlighted school bus turnaround difficulties affecting special needs students. In addition, he announced the upcoming Michigan Township Association (MTA) Banquet, scheduled for November 6 at the Fountains.

Mr. JJ Heikka of 4213 East E Avenue expressed safety concerns regarding road painting operations conducted the previous night on D Avenue and at the Gull Road/Sprinkle Road intersection. He reported that on D Avenue near the railroad crossing, eastbound traffic had inadequate warning signs, and poorly lit cones were blocking the railroad crossing sign. Some cones had been struck and scattered. While westbound traffic was guided by a truck with an arrow sign, there was no flagger directing the single-lane traffic on the hill. He also noted similar issues at Sprinkle Road and Gull Road, where cones remained in the southbound lane as late as 11:00 a.m. and were still present just 20 minutes before the meeting. While acknowledging the necessity of nighttime work, he emphasized the importance of improved lighting and signage to ensure the safety of both workers and drivers.

Managing Director Bartholomew introduced County Engineer Ryan Minkus, noting that he had been asked to speak about speed limits and stated that he would explain how and why speed limits are set, as well as outline different approaches to speed management.

County Engineer Minkus gave a PowerPoint presentation on speed limits and their management. Key points included:

- Speed limits are intended to balance safety and compliance, with the 85th percentile speed serving as the statistical standard.
- The 85th percentile speed is typically about 5 mph higher than the average speed and represents about 70% of drivers.
- Crash data shows the lowest crash rates occur when drivers travel near the average speed.
- In 2023, only 7.4% of crashes in Michigan involved speeding, though excessive speed contributed to 20% of fatalities.

Speed management follows the “3 E’s” approach:

- Education – cost-effective public awareness campaigns.
- Enforcement – through law enforcement efforts.
- Engineering – physical road design changes.

Michigan’s statutory speed limits include:

- Residential areas: 25 mph (unposted)
- Business districts: 25 mph (with certain conditions)
- School zones: May be reduced by up to 20 mph, but not below 25 mph
- Parks: 15 mph possible on public roads through parks

The Road Commission has also adopted a neighborhood traffic management policy using physical measures such as traffic circles and speed humps. Unlike periodic enforcement, these engineering solutions continuously influence driver behavior in residential areas.

County Commissioner Gisler asked if the presentation would be available on the website. County Engineer Minkus confirmed it wasn’t currently available but could be made accessible.

Anna Horner, Public Works Director of Oshtemo Township and licensed engineer emphasized that the 85th percentile shouldn’t be the sole factor in setting speed limits. She noted industry shifts toward considering multiple factors like 50th percentile, land use, crash history, and design. She referenced the MUTCD guidance against using 85th percentile in isolation and mentioned House Bill (HB) 4597 in the Transportation Committee addressing speed studies. She advocated for roads as community Connectors that impact quality of life.

Commissioner Davis asked about the petition process for speed limit changes. County Engineer Minkus explained that residents typically call the Road Commission first, but a township resolution requesting a speed study is required to start the process. Michigan State Police must approve and issue a traffic control order for enforceable speed limits.

Operations Director Bartholomew asked whether the Road Commission could set enforceable speed limits without Michigan State Police approval. County Engineer Minkus confirmed they cannot and explained speed limits require a traffic control order (TCO) from the MSP to be enforceable.

Commissioner Stehouwer asked if the traffic control measures for school zones are at the expense of the Road Commission or do schools participate. County Engineer Minkus explained that it depends on the type of device being used. The Road Commission maintains static signs, and we permit the schools to operate flashing signs in the right-of-way.

Commissioner Dickason moved, and it was seconded to approve the 2025 County Road Association Self-Insurance Fund (CRASIF) Board of Trustees Election Ballot for County Road Commission representatives Bill Luetzow of Marquette County, Wayne Schoonover of Charlevoix County and Michael Scott of Montcalm County.

Carried by the following vote:

Aye: Stehouwer, Dickason, Thompson, Davis

Managing Director Bartholomew shared that three of our major road projects are in the final stages with hot mix asphalt applications. The projects are expected to be completed in September. Our annual budget workshop is planned for early October. RCKC 103 Session is scheduled tentatively for September 24th from 3:00 p.m. to 6:00 p.m. and is open to all elected officials. It will feature an open house format with stations including the budget, chip seal, fog seal, we will have equipment set up in our storage building to view, asset management and finance, innovations, trees, Municipal Separate Storm Sewer System (MS4) permitting, drainage, non-motorized, permits and planning, winter maintenance and gravel roads, Safe Streets for All (SS4A) and traffic services and speed limits. He welcomed Road Maintenance Operator Carson King and announced Jaycie Callaway's promotion to Assistant Human Resources Director. He shared that the RCKC received a refund check of approximately \$14,000 through CRASIF. We also received an additional refund of \$123,000 through our liability pool, the Michigan County Road Commission Self-Insurance Pool (MCRCSIP)

Commissioner Davis shared that he plans to attend the Environmental Health Advisory Council (EHAC) meeting tomorrow at 9:00 a.m.

Commissioner Thompson shared that he attended the Cooper Township Board meeting last night. He also plans to attend the Climax Township Board meeting tonight. The next Board of Public Works meeting is scheduled for September 18th. He is unable to attend the August 26th Board meeting.

Commissioner Dickason had no report.

Commissioner Stehouwer reported that the County Parks meeting was held in early August and noted that the parks are being well used. He shared that the Parks Department is working on an Americans with Disabilities Act (ADA) policy and considering its broader implications. He also highlighted the upcoming Wollam Preserve public open house and ribbon cutting in September. In addition, he attended the Pavilion Township Board meeting last night and plans to attend the Oshtemo Township Board meeting this evening.

Commissioner Thompson moved, and it was seconded to adjourn the meeting.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Thompson

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

Attest: Meredith Place, County Clerk

By _____, Chair _____, Deputy Clerk

The regular meeting of the Board of County Road Commissioners of the County of Kalamazoo was held at the Road Commission of Kalamazoo County (RCKC) office at 4400 S 26th Street, Kalamazoo, Michigan, on Tuesday, August 26, 2025. Commissioner Pawloski called the meeting to order at 3:00 p.m.

Present: David C. Pawloski, Larry Stehouwer, Andy Davis
Absent: Keisha Dickason, Randy Thompson

Also attending: Managing Director Travis Bartholomew, Finance Director Kim Bodnar, Human Resources Director Debbie Hill, County Engineer Ryan Minkus, Assistant County Engineer Jim Hoekstra, Assistant General Superintendent Rusty McClain, Administrative Assistant Selena Rider and Communications Administrator Sarah Phillips.

Administrative Assistant Rider reviewed public meeting guidelines.

Pledge of Allegiance

Commissioner Pawloski shared that the goal of the Board of County Road Commissioners of the County of Kalamazoo is to use our expertise, energy, and funds to provide the safest and most convenient road system possible, and to contribute to economic development and a high quality of life throughout the county. Our goal is to maintain a county road system that is safe and convenient for public travel and to manage the roadside environment, with a view toward preservation.

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

Commissioner Stehouwer moved, and it was seconded to approve the August 12, 2025, regular Board meeting minutes as presented.
Carried by the following vote:
Aye: Pawloski, Stehouwer, Davis

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

Payroll Account: \$ 205,417.77
Vendor Account: \$ 1,171,759.57

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

Mr. James Jenkins of 9107 E ML Avenue spoke regarding a traffic signal concern at the intersection of ML Avenue and Sprinkle Road. He stated that a traffic light previously existed at the southwest corner several years ago. A couple of years ago, he emailed the County requesting installation of a signal but did not receive a response. Prior to that, he contacted the City of Kalamazoo, who informed him that the responsibility lies with the County. He explained that about two months ago, he again emailed the County and received a standard acknowledgment referencing a 20-day response period; however, he has not seen the project listed on any docket. He asked who is responsible for installing a signal at that location, what the process and requirements are for installation, and what steps can be taken to move the request forward. He emphasized that traffic has increased, particularly ML Avenue westbound traffic turning south onto Sprinkle Road, including heavy truck traffic, and he believes a signal would be especially beneficial. Commissioner Pawloski thanked Mr. Jenkins for his comments and stated that someone would get back with him.

County Commissioner John Gisler reported that the County's new website has been operational for approximately 2–3 months. While some issues are still being resolved, he stated the website is a significant

improvement over the previous version, making it easier to access information on job opportunities and advisory board meetings. He encouraged residents to explore the site and provide feedback on potential improvements, either directly to him or to the County Administrator. He added that the County has staff specializing in online communication who can assist with website-related issues. Commissioner Pawloski thanked Commissioner Gisler and shared the county website is now www.kalcounty.gov.

Commissioner Davis moved, and it was seconded to approve the Public Act 51, Section 18j; MCL 247.688j, Annual Certification of Employee-related Conditions form for compliance with the Chair and Finance Director signatures. Managing Director Bartholomew shared by September 30 of each year, each local road agency must certify compliance with MCL 247.668j by either meeting the minimum criteria of an employee compensation plan or offering medical benefits to employees or elected public officials in compliance with the Publicly Funded Health Insurance Contribution Act, 2011 PA 152. Failure to comply with the certification of either may result in the withholding of Michigan Transportation Funds (MTF). In addition, a road commission is required to maintain a publicly accessible, searchable website that includes the following information:

- **Current Fiscal Year Budget** (*Location: About Us → Financials*)
- **Number of Active Employees by Job Classification and Wage Rate** (*Location: About Us → Our Team → Organizational Chart*)
- **Revenues, Expenditures, and Unfunded Liabilities** (*Locations: About Us → Financials; Resources → Annual Reports; Road Data → Asset Management Tools*)
- **Commissioner's Names and Contact Information** (*Locations: About Us → Commissioners; Resources → Annual Reports*)
- **Certificate of Compliance** (*Location: About Us → Financials*)

Carried by the following vote:

Aye: Pawloski, Stehouwer, Davis

Commissioner Stehouwer moved, and it was seconded to rescind the previous and approve the revised Cooper Township Local Road Contract for the Chair's signature. Managing Director Bartholomew explained that this revision is due to the postponement of the rubber chip seal program until next year. Some projects on the contract were related to the rubber-modified chip seal process, resulting in the removal of certain projects and adjustments to work on others that were in preparation for chip seal. In addition, Cooper Township coordinated with the Road Commission to add a project on 14th Street, from D Avenue to C Avenue, for a hot mix asphalt (HMA) overlay.

Commissioner Stehouwer inquired about the construction schedule and whether the project would have a minor or major impact. Operations Director Bartholomew responded that there is still sufficient time remaining in the current construction season to complete the project. He noted that a bid is in place and that a change order will be submitted to the contractor.

- a. 16th Street – Douglas Avenue to B Avenue; HMA Wedging
- b. Cutters Ridge Avenue – Flagstone Street to 14th Street, Flagstone Street – 292' south of Cutters Ridge Avenue to 522' north of Cutters Ridge Avenue, Sandstone Avenue – Heathers Ridge Street to Flagstone Street, Heathers Ridge Street – 353' south of Brownstone Avenue to 461' north of Brownstone Avenue, Brownstone Avenue – 238' west of Heather Ridge Street to Heather Ridge Street, Timberstone Avenue – 284' west of Northridge Street to 284' east of Northridge Street, Northridge Street – Timberstone Avenue to 245' north of Timberstone Avenue; HMA Wedging, Milling
- c. McKinley Street – 20th Street to Riverview Drive; Crack Fill, HMA Wedging, Chip Seal, Fog Seal
- d. 22nd Street – B Avenue to Baseline Road; Crack Fill, Chip Seal, Fog Seal
- e. B Avenue – 12th Street to Douglas Avenue; Crack Fill, HMA Wedging, Chip Seal, Fog Seal
- f. B Avenue – Douglas Avenue to 16th Street; Crack Fill, HMA Wedging, Chip Seal, Fog Seal
- g. B Avenue – 16th Street to 17th Street; Crack Fill, HMA Wedging, Chip Seal, Fog Seal
- h. 14th Street – D Avenue to C Avenue; HMA Overlay

Carried by the following vote:

Aye: Pawloski, Stehouwer, Davis

Managing Director Bartholomew shared a thank-you note received from Michigan State University (MSU)

Extension for RCKC’s participation in their “Touch a Truck” event at the fairgrounds. He also shared a second thank-you letter from a resident on 38th Street regarding a project in Charleston Township. He provided an update on the upcoming RCKC 103 event, scheduled for Wednesday, September 24 from 3:00–6:00 p.m. The event will be held in the boardroom in an open house format for elected officials. Stations will be arranged in a roundabout style, with staff presenting various Road Commission services. The event will also include facility tours, games, snacks, and refreshments. He noted that the next work session is scheduled for October 21. The public hearing notice will be issued with budget adoption anticipated on November 4. He also highlighted the upcoming Commissioner’s Seminar, scheduled for September 21–22 in Bay City, which will feature relevant agenda items. Commissioners interested in attending should contact Administrator Rider to register.

Commissioner Davis reported on his attendance at the Environmental Health Advisory Council (EHAC) meeting. He noted the meeting was well attended and included a presentation from the Drain Commissioner’s Office, commending their efficient management of drains with their own staff, resulting in cost savings. He highlighted several important public health concerns discussed, including the presence of a new mosquito species in the area capable of carrying serious diseases, as well as a new tick species now present in the region that can transmit Rocky Mountain Spotted Fever. He emphasized the relevance of these health issues for Road Commission staff who work outdoors regularly. He also shared his personal experience with Lyme Disease contracted from a tick bite, noting it was both unpleasant and costly to treat. He suggested that additional training or information on the identification and prevention of tick- and mosquito-borne diseases would be beneficial for staff.

Commissioner Stehouwer noted from the Board Weekly Report that a Road Maintenance Operator (RMO) had obtained their commercial driver’s license and expressed appreciation for the staff advancement and skills development. He attended the Oshtemo Township Board meeting a couple of weeks ago, He mentioned that County Parks will meet again in early September. He shared that County Parks is preparing for a public opening and ribbon cutting for Woollam Nature Preserve.

Commissioner Pawloski thanked Commissioner Stehouwer for running the previous meeting in his absence, noting that he had been indisposed due to a broken left big toe. He shared that he would undergo surgery the following day and expected to be laid up for two weeks, which may require Commissioner Stehouwer to chair the next meeting as well. He reminded Commissioners of the upcoming annual Managing Director review, noting that evaluation forms would be distributed next month to allow ample time for completion. He also mentioned a post-meeting session with County Commission liaisons, John Gisler and Wendy Mazer, along with County Administrator Kevin Catlin, and invited Commissioner Davis to raise any concerns during that discussion. He encouraged all Commissioners to attend the upcoming Commissioner Conference on September 21–22 in Bay City, highlighting valuable topics such as roundabouts. He further noted that the County Road Association Self-Insurance Fund (CRASIF) conference is scheduled to take place immediately following the Commissioner Conference.

Commissioner Stehouwer moved, and it was seconded to adjourn the meeting.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Davis

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

Attest: Meredith Place, County Clerk

By _____, Chair _____, Deputy Clerk

The regular meeting of the Board of County Road Commissioners of the County of Kalamazoo was held at the Road Commission of Kalamazoo County (RCKC) office at 4400 S 26th Street, Kalamazoo, Michigan, on Tuesday, September 9, 2025. Commissioner Pawloski called the meeting to order at 3:00 p.m.

Present: David C. Pawloski, Larry Stehouwer, Keisha Dickason, Randy Thompson, Andy Davis

Also attending: Managing Director Travis Bartholomew, Finance Director Kim Bodnar, Human Resources Director Debbie Hill, Assistant Human Resources Director Jaycie Callaway, County Engineer Ryan Minkus, Assistant County Engineer Jim Hoekstra, Mechanic Matthew Butler, Road Maintenance Superintendent Zack Thomas, Administrative Assistant Selena Rider, and Communications Administrator Sarah Phillips.

Administrative Assistant Rider reviewed public meeting guidelines.

Pledge of Allegiance

Commissioner Pawloski shared that the goal of the Board of County Road Commissioners of the County of Kalamazoo is to use our expertise, energy, and funds to provide the safest and most convenient road system possible, and to contribute to economic development and a high quality of life throughout the county. Our goal is to maintain a county road system that is safe and convenient for public travel and to manage the roadside environment, with a view toward preservation.

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

Carried by the following vote:

Aye: Pawloski, Stehouwer, Dickason, Thompson, Davis

Commissioner Stehouwer moved, and it was seconded to approve the August 26, 2025, regular Board meeting minutes as amended. Commissioner Stehouwer noted that his comments regarding the Oshtemo Township Local Road Contract were listed twice on page 2 of the minutes.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Dickason, Thompson, Davis

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

Payroll Account:	\$ 181,345.24
Vendor Account:	\$ 1,537,527.70

Carried by the following vote:

Aye: Pawloski, Stehouwer, Dickason, Thompson, Davis

County Commissioner John Gisler shared information about the new county website. He noted that the website is now live and provides links to various agencies, including the Road Commission of Kalamazoo County and townships. He added that while the website has been operational for 2–3 months, work is ongoing to resolve bugs as they are identified. He highlighted two primary purposes of the new website: to inform the public about job openings within the county and to announce advisory board openings, providing opportunities for citizens to serve the county.

Commissioner Dickason moved, and it was seconded to receive the Michigan Department of Transportation (MDOT) County Act 51 Mileage Certification Report Letter dated August 15, 2025, and refer it to file. Managing Director Bartholomew shared that this is an annual letter received from MDOT that verifies the total miles of roads maintained by the Road Commission of Kalamazoo County.

County Wide:

Primary: 445.95

Local: 823.78

Urban:

Primary: 182.59

Local: 341.91

Carried by the following vote:

Aye: Pawloski, Stehouwer, Dickason, Thompson, Davis

Commissioner Thompson moved, and it was seconded to approve the Comstock Avenue from Sprinkle Road to River Street Final Construction Plan Cover Sheet and Temporary Easements totaling \$1,100.00 for the Managing Director's signature. Managing Director Bartholomew shared RCKC and our consultant, Moore & Bruggink, developed plans and bid documents to mill and resurface Comstock Avenue. RCKC is planning to receive \$1,614,686 in Federal Surface Transportation Program (STP) funds for this project. The Primary Road Capital Improvement Plan (CIP) has project funds for construction in 2026. The project includes curb and gutter replacement and storm sewer replacement and lining. Comstock Avenue currently has a Pavement Surface Evaluation and Rating (PASER) of 6 and 7 throughout the project area. Comstock Avenue is listed as all-season route and would remain an all-season route with the project completion. This section of road is listed on the RCKC Non-motorized Master Plan. At completion of the project, the roadway would have at least 3' paved shoulders throughout the project limits, which would be available for non-motorized use. RCKC approached Comstock Township to gauge interest in reconstructing sidewalks or a widened shoulder, however, they did not elect to pursue these options, and both would require additional right-of-way. Moore and Bruggink has completed the design of the project and is ready to submit final plans to the Michigan Department of Transportation (MDOT) Local Agency Program (LAP) for obligation of the Federal funds for the project for the December 2025 MDOT bid letting.

A public informational meeting will be held after the bid letting and before construction begins within the project limits. The Board will be notified of when the meeting with the residents and Township has been scheduled. The Township is aware of this project.

There are eight (8) trees within the right-of-way (ROW) to be removed with this project of varying size. Tree work will be completed prior to March 31st to avoid possible disturbance to the endangered bat species. Our tree removal notification process will be followed and coordinated by Moore and Bruggink prior to the start of construction. Trees are being reviewed with the RCKC Forester and all dead or dying trees will be removed in addition to those needed for drainage improvements or road widening.

Temporary grading easements will be needed to complete the planned work. In these areas grading occurring outside of the ROW will be necessary in order to construct the desired cross section and maintained slopes. The following is a table of the RCKC easements sought for this project.

Moore and Bruggink staff have been working with property owners and are in the process of acquiring the needed easements. Temporary easements are primarily needed to facilitate smooth driveway transitions and maintainable lawn areas outside the curb and gutter. If property owners are unwilling to grant temporary easements the design for the project will be revised to avoid those easements. Easements denied to RCKC would not have impact on the scope of the project. The total easement cost is \$1,100.00.

Commissioner Stehouwer shared there has been a concern for pedestrians on Comstock Avenue, and he drives it on occasion, so he is somewhat aware of the pedestrian traffic. He was pleased to see this project and questioned if the township was advised about the project and its scope. Assistant County Engineer Hoekstra shared that he reached out to Comstock Township regarding pedestrian concerns and the lack of sidewalks in the area. He noted there would be a large price tag associated with putting in new sidewalks. He explained that the right-of-way varies in width – at some points it's a normal 66 feet, but at other points it's much less. He mentioned that easements would be needed for sidewalk installation. The township asked questions about going to a paved shoulder but ultimately decided not to pursue either sidewalks or wider shoulders at this time.

Commissioner Davis asked about the temporary easements for the project, specifically noting that at the time of the meeting packet preparation, there were no signed agreements with property owners for these easements. He inquired about the status of these agreements and the process of obtaining them. Assistant County Engineer Hoekstra explained that letters had been sent to property owners about the temporary grading easement. These easements were primarily small areas beyond the curb for driveway transitions. Furthermore, no easements had yet been signed, but there was still time before the December letting date. He shared that the process starts

with a letter from Moore and Bruggink followed by calls or visits. Commissioner Dickason asked how long do we have our permits for. County Engineer Hoekstra answered that easements are typically valid for one year.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Dickason, Thompson, Davis

Managing Director Bartholomew Requested Discussion of Written Offer to Purchase Surplus Real Estate – Erie Street, Oshtemo Township. He explained that Erie Street is an integral part of the local road network, alongside Chime Street, situated in Section 35 of Oshtemo Charter Township (Oshtemo). These roadways serve as access points for various parcels of land located to the southwest of the busy intersection at Stadium Drive and 9th Street. The origins of Erie Street can be traced back to the fall of 1957, when 1.33 acres of property was formally conveyed to the Road Commission of Kalamazoo County (RCKC) by the American Telephone and Telegraph Company of Michigan (AT&T).

In the early 2000s, as Oshtemo undertook a project to establish a rear entrance to a park, it uncovered significant discrepancies related to the precise location of Erie Street and the adjoining AT&T property. This discovery initiated a process involving the RCKC, which resulted in the drafting of new land descriptions and the exchange of titles to accurately reflect current ownership. Although this process spanned over a year, it was successfully resolved in 2004, ensuring clarity and proper access moving forward.

In December 2024, Oshtemo reached out, indicating that they were working to develop the Fruit Belt Trail in the former railroad corridor, which became the AT&T property running from 9th Street west to the township border. Oshtemo acquired the property from AT&T in 2021 and has the goal of installing a trailhead parking lot at this location, outside the township park.

The original intention behind the RCKC acquiring the property was to enable the extension of Erie Street to the west as a public road. Discussions with Oshtemo have indicated that there is no longer interest in extending any public roads west of Chime Street. As a result, Oshtemo initially requested that the RCKC abandon 0.51 acres of right-of-way west of Chime Street for parking purposes. However, after ongoing correspondence, research, and meetings, staff concluded that the land is classified as real property and must comply with the RCKC's Sale of Surplus Real Estate Policy.

This policy allows the Board to consider real estate exchanges as part of the terms and conditions of sales. In collaboration with Oshtemo, we explored this opportunity and examined other Oshtemo-owned properties to exchange for the Erie Street property. We proposed the acquisition of 0.26 acres at the intersection of 9th and Erie Streets for their consideration. Timing was crucial for the trail project, and in April, Oshtemo decided to proceed with the purchase of the desired land. They did, however, express their commitment to supporting future needs for the corner of Erie and 9th as those plans develop.

On August 15, 2025, the RCKC received a formal offer to purchase the property for a nominal-cost transfer of \$1.00 from Oshtemo. This offer has been reviewed, and we have confirmed that Oshtemo is prepared to cover all other associated costs in accordance with our established policy. Included in the purchase proposal is a comprehensive appraisal of the property's market value, which is valued at \$23,000.

We have reviewed the purchase agreement provided with our legal counsel. The agreement aligns with our policies and includes key provisions stating that any environmental assessment costs will be the responsibility of the buyer. It also specifies that the property is sold "as-is" without any warranties. The closing date would take place as soon as possible, with no specific date selected.

The Board according to the Sale of Surplus Real Estate Policy:

"...After receipt of the property market value appraisal and an offer to buy real estate that the Board does not have on the open market, the Board will make a determination on the advisability on a proposed real estate sale. Typically, the Board will do one of the following:

- *Determine to not offer the real estate for sale*
- *Determine that it is the best interest of the Board to sell the property*
- *Determine the method of sale*
- *Accept the offer*
- *Counter the offer*
- *Reject the offer..."*

Commissioner Dickason moved, and it was seconded to open discussion.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Dickason, Thompson, Davis

Oshtemo Township Supervisor Cheri Bell shared we were given the Road Commission policy, and we did our best to follow the guidelines within your policy regarding the transfer of real estate. She understands why the fair sales real estate is in there. If we were going to build a Starbucks on that half an acre, then she would expect to pay retail value or market value. However, they are not, they are building a public trail. Oshtemo received a large Michigan Trust Fund grant to build this trail, and it was only through their Parks Director, Vanessa Street's due diligence that they discovered that the Road Commission owned this parcel. We have invested a significant amount of dollars to meet your policy. She understands that selling them the parcel for \$1.00 may not seem equitable but we are not selling it to retail business. We are purchasing it to build public infrastructure. Commissioner Dickason asked if the project was started when they realized the Road Commission owned the property. Oshtemo Township Parks Director Street said we have not started construction on the project, but we had a written grant and signed the project agreement. Discussion continued...

Commissioner Stehouwer moved, and it was seconded to accept Oshtemo Township's Written Offer to Purchase Surplus Real Estate – Erie Street for \$1.00 and authorize Managing Director Bartholomew to sign on their behalf. He stated that he appreciates all the work Oshtemo and RCKC staff have done. It became a very complex issue and costly to the Township. Given we paid \$1.00 for it, he is pleased with \$1.00, and it's going for public purposes, non-motorized.

Commissioner Davis referenced the Board's policy on disposal of surplus real estate, noting that it states the sale should be done "in a manner that will yield a fair and appropriate value to the Board" and he emphasized that determining what is "fair and appropriate" is at the Board's discretion. He expressed his opinion that "fair and appropriate" in this case refers to the public use that the property would serve, stating that they would be exchanging their property and real estate value for the value of recreational use and infrastructure for future use of the land. He specifically stated that he felt this public use value offsets the \$23,000 that they might otherwise expect to receive if they offered the property for public sale.

Commissioner Dickason asked whether a property swap would still be an option if a suitable piece were found. Managing Director Bartholomew responded that, at this point, it is off the table. However, given the Road Commission's relationship with Oshtemo Township, he believes that if the opportunity arose to purchase a piece of property for a dollar, their Board would likely entertain it.

Commissioner Pawloski expressed his agreement with the previous comments, noting that public use is a great benefit. He further emphasized that acquiring it for just one dollar reinforces its value.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Dickason, Thompson, Davis

Commissioner Thompson moved, and it was seconded to approve the purchase of two (2) Western Star 49X Cab and Chassis trucks from D&K Truck Company, utilizing the MiDeal purchasing program for a total of \$370,104. Managing Director Bartholomew shared outlined in the 2025 Capital Outlay Budget and our 5-year Equipment Capital Improvement Plan is the purchase of four (4) 64,000-pound Gross Vehicle Weight Rating (GVWR), Class 8, cab and chassis trucks. Two (2) of these units were approved by the Board at our April 22, 2025, Board meeting with a current delivery date of December 2025. The purchase of the remaining two (2) units was delayed due to further staff research and evaluation to determine the feasibility of building a larger capacity truck capable of benefiting our winter operations along with improving haul capacity, chip seal efficiency/safety with our construction operation.

These trucks would be another RCKC innovation which would provide further increased efficiency in our overall operations. The main benefit of these units includes increased capacity and the ability to convey aggregate to our chip spreader without lifting a dump box. This feature would be very beneficial in areas with heavy tree cover and numerous overhead electric and communication wires. These units would see the most benefit in the residential areas through our network. The "live bottom" design includes a belt over chain conveyor system to dispense material from the rear of the box without lifting the box. RCKC has four (4) live bottom boxes in our fleet, but they lack the capacity and speed to service our chip spreader effectively.

These increased capacity and versatility of these trucks will serve as snowplows during the winter maintenance season and will be utilized as "live bottom" trucks during the construction season. This dual

functionality will allow for increased efficiency in hauling materials for routine maintenance activities, enhancing our overall service efficiency.

The two (2) cab/chassis we are proposing to purchase would include 13' front mounted snowplows, 12' side mounted wing plows and a 25' "live bottom" box with an overall gross vehicle weight rating (GVWR) of 83,000#. Our current largest capacity truck GVWR rating is 66,000#. This cab and chassis purchase does not include the additional equipment and accessories required to place these units into service. We typically acquire new dump box and/or V-box bodies, underbody scrapers, wing plows, spreaders, front plows, and complete hydraulic systems with controls, including custom installation, under a separate Truck Components Purchase. Truck dealerships generally do not accommodate the specialized modifications necessary to build a snowplow truck as part of the cab and chassis purchase. The Truck Components Purchase is identified in the 2026 Capital Outlay Budget and included in the 5-year Equipment Capital Improvement Plan for consideration at a later date.

These units will be custom-built into five-axle live bottom construction/snowplow trucks. Following a comprehensive evaluation, RCKC has determined that the live bottom truck configuration offers significant advantages over conventional Class 8 dump trucks, particularly for dual-purpose use in both construction and winter maintenance operations.

To maintain a reliable and fiscally responsible fleet, the RCKC currently follows a 15-year replacement cycle for plow trucks utilized for winter maintenance operations. As part of this strategy, new units will replace older plow trucks that have exceeded their useful life and have become increasingly unreliable and deteriorated. RCKC will assess the current fleet to determine which trucks will be decommissioned and sold at public auction. This evaluation will consider multiple factors, including engine hours, vehicle age, net gain or loss from the potential sale, and repair history. If ordered prior to October, the estimated delivery date for the two (2) cab and chassis from D&K Truck Company is January 2026 with full build completion by late spring/early summer 2026, ready for the 2026-2027 winter season.

Commissioner Davis asked about maintenance differential between live bed and dump trucks. He expressed concern about additional costs due to more moving parts. Managing Director Bartholomew shared a dump box requires minimal maintenance, but in our winter operations we don't generally use dump boxes. We use hopper sanders or sander inserts. Those are inserts that would have the same type of body on them as what we are proposing. There wouldn't be cost savings either way because the trucks we currently have, we have the same type of expense as those units. With these types of trucks, we would have to use the conveyor system year-round. There is more wear to those types of units, primarily sprockets and chains. We anticipate we would have to replace every 5-6 years. A little more time in the shop but at the end of day we will be more productive to offset it.

Commissioner Stehouwer asked if the garage had capacity for these larger trucks. Managing Director Bartholomew stated we built the storage facility for a fleet full of quad axle and five axle trucks and they do fit in the current parking spaces.

Commissioner Thompson questioned about Western Star trucks. Managing Director Bartholomew explained they selected Western Star trucks over International due to frame strength, cooling capacity, and compatibility with equipment attachments. He clarified the trucks will have live bottom boxes instead of dump boxes for better operation in areas with tree cover and power lines. He noted maintenance costs would be similar to current fleet since winter operations already use similar conveyor systems, though chains and sprockets might need replacement every 5-6 years.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Dickason, Thompson, Davis

Commissioner Dickason moved, and it was seconded to approve the Oshtemo Township Local Road Contract for the Chair's signature. Managing Director Bartholomew explained that west of Drake Road, they had previously worked with Oshtemo Township and residents to implement a system to regulate traffic speed through the neighborhood. However, one road in that area, Green Meadow Road, wasn't part of the sewer project and wasn't scheduled for paving. The contract involves installing speed humps on this section of Green Meadow Road, but Oshtemo Township wanted to pave the road before installing these speed control measures. He noted that Oshtemo Township would be paying for the project with no Participation (PAR) funds involved.

a. **Green Meadow Road** – 902' west of Driftwood Avenue to Drake Road; HMA Overlay

Carried by the following vote:

Aye: Pawloski, Stehouwer, Dickason, Thompson, Davis

Managing Director Bartholomew introduced new employees, including Matthew Butler, Heavy Duty Mechanic, and congratulated Zack Thomas on completing his apprenticeship program and receiving a promotion to Road Maintenance Operator Classification 3. He provided information on the Apprentice Program, noting that it is officially titled "Roadway Technician" as part of the U.S. Department of Labor program. He explained that the program is a partnership between the Road Commission, Teamsters Local 214, and the U.S. Department of Labor, developed collaboratively to support apprentices. He announced that an Open House Extravaganza is scheduled for September 24 at the Road Commission from 3:00 p.m. to 6:00 p.m., geared toward elected officials and township employees. He also noted the cancellation of the Commissioners Road Tour previously scheduled for Friday due to his vacation. He reported that the chip seal program was nearing completion and that work was progressing on a contingency project on Pitcher Street south of Mosel. He reminded the Board that the Commissioners Conference is scheduled for September 21–22. In response to Commissioner Stehouwer's question about the Pitcher Street project, he explained that it is a joint effort with Graphic Packaging. As part of their requirements, Graphic Packaging is widening the right-turn lane at that location. Once completed to the top course asphalt stage, the Road Commission will pave the entire roadway.

Commissioner Davis noted that the Michigan County Road Self-Insurance Pool (MCRCSIP) August Newsletter included an article about legislation passed in 2018, which granted the Road Commission the authority to fine individuals working in our easements without permits. He asked what the current policy is regarding this. Managing Director Bartholomew responded that the Commission has not issued any fines for such activity. Instead, staff stop the work and work with the individuals to obtain the necessary permits. He stated that this approach is the most effective unless a situation arises where individuals refuse to stop work or cooperate, which has not occurred to date.

Commissioner Davis had no report.

Commissioner Thompson mentioned that the next Board of Public Works (BPW) meeting is scheduled for September 18th.

Commissioner Dickason welcomed Mechanic Butler and Road Maintenance Operator Thomas to the team.

Commissioner Stehouwer welcomed Mechanic Butler and Road Maintenance Operator Thomas to the team and expressed appreciation for the apprenticeship program and its success. He acknowledged the significant effort required from all parties involved and thanked staff who helped facilitate it. He noted that staff turnover is occurring gradually, with younger employees joining as older staff members retire. He also said that County Parks held a ribbon-cutting last week for the Wollam Preserve in place of their regular Parks Board meeting, and that an open house is scheduled for this Saturday. He added that he would likely not attend the Oshtemo Township Board meeting this evening, as the Road Commission has already addressed their concerns.

Commissioner Pawloski expressed strong support for the apprenticeship program and thanked the journeymen for their commitment to training apprentices, noting that the program could not exist without them. He emphasized his full support and shared his hope that the program will continue to grow and benefit the Road Commission.

Commissioner Dickason moved, and it was seconded to adjourn the meeting.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Dickason, Thompson, Davis

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

September 9, 2025 – Board Meeting

Chair Int'l _____

Clerk Int'l _____

Attest: Meredith Place, County Clerk

By _____, Chair _____, Deputy Clerk

September 21 – 22, 2025
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 at Double Tree by Hilton, One Wenonah Park Place in Bay City, Michigan September 21 – September 22, 2025. The seminar began at 6:00 p.m. on September 21st.

Present: Larry Stehouwer, Randy Thompson, Toni Kennedy

Absent: David C. Pawloski, Andy Davis

The Commissioners attended various educational sessions at the CRA annual Commissioners Seminar.

The meeting adjourned on September 22, 2025 at 4:30 p.m.

Attest: Meredith Place, County Clerk

By: _____, Chair _____, Deputy Clerk

The regular meeting of the Board of County Road Commissioners of the County of Kalamazoo was held at the Road Commission of Kalamazoo County (RCKC) office at 4400 S 26th Street, Kalamazoo, Michigan, on Tuesday, September 23, 2025. Commissioner Pawloski called the meeting to order at 3:00 p.m.

Present: David C. Pawloski, Larry Stehouwer, Randy Thompson, Andy Davis, Toni Kennedy

Also attending: Managing Director Travis Bartholomew, Finance Director Kim Bodnar, Assistant Human Resources Director Jaycie Callaway, County Engineer Ryan Minkus, Assistant General Superintendent Rusty McClain, Administrative Assistant Selena Rider, and Communications Administrator Sarah Phillips.

Administrative Assistant Rider reviewed public meeting guidelines.

Pledge of Allegiance

Commissioner Pawloski shared that the goal of the Board of County Road Commissioners of the County of Kalamazoo is to use our expertise, energy, and funds to provide the safest and most convenient road system possible, and to contribute to economic development and a high quality of life throughout the county. Our goal is to maintain a county road system that is safe and convenient for public travel and to manage the roadside environment, with a view toward preservation.

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

Carried by the following vote:

Aye: Pawloski, Stehouwer, Thompson, Davis, Kennedy

Commissioner Stehouwer moved, and it was seconded to approve the September 9, 2025, regular Board meeting minutes as presented.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Thompson, Davis, Kennedy

Commissioner Thompson moved, and it was seconded to approve the payroll and vendor accounts as presented. Commissioner Kennedy requested that the total amount for payroll and vendor accounts be included on the agenda for all future meetings.

Payroll Account: \$ 190,292.94

Vendor Account: \$ 653,431.57

Carried by the following vote:

Aye: Pawloski, Stehouwer, Thompson, Davis, Kennedy

Mr. Reid Williams, Civic and Audience Engagement with NowKalamazoo and a City of Kalamazoo resident on Treehaven Drive in the Winchell neighborhood, described the organization as a nonprofit community news service. He noted that his colleague, Mr. Ben Lando, the publisher and founder of NowKalamazoo, was also present. Mr. Williams explained that the two of them are co-teaching a course for the Osher Lifelong Learning Institute (OLLI) at Western Michigan University (WMU) on local government and how journalists cover it. As part of this course, following a classroom session on Friday, they brought OLLI members—who must be 50 or older—to observe the Road Commission meeting.

Commissioner Davis moved, and it was seconded to approve the 9th Street from KL Avenue to West Main Street Final Construction Plan Cover Sheet and Highway Easement for the Managing Director’s signature. Managing Director Bartholow shared RCKC and our consultant, Wightman, developed plans and bid documents to mill and resurface 9th Street. RCKC is planning to receive \$800,000 in Federal Surface Transportation Program (STP) funds for this project. The Primary Road Capital Improvement Plan (CIP) has project funds for construction in 2026. The project includes milling, paving, pavement markings, traffic signal upgrades, and signage improvements. 9th Street currently has a Pavement Surface Evaluation and Rating (PASER) of 3, 4, and 7 throughout the project area. 9th Street is listed

as all-season route and would remain an all-season route with the project completion. This section of road is listed on the RCKC Non-motorized Master Plan. At completion of the project, the roadway would retain the current 4 ½' paved shoulders throughout the project limits which would be available for non-motorized use. There are no trees within the right-of-way (ROW) to be removed with this project. Wightman has completed the design of the project and is ready to submit final plans to the Michigan Department of Transportation (MDOT) Local Agency Program (LAP) for obligation of the Federal funds for the project for the January 2026 MDOT bid letting. A public informational meeting will be held after the bid letting and before construction begins within the project limits. The Board will be notified of when the meeting with the residents and Township has been scheduled. A highway easement is needed to complete the planned sidewalk ramp and pedestrian signal work at Seeco Drive. Current ramps and infrastructure are outside the right-of-way and would be reconstructed in the easement area. The following is the RCKC easement sought for this project. Wightman staff have been working with property owners and are in the process of acquiring the easement needed. Wal-Mart has been receptive and is agreeable to the value of the easement, however, they did have requested changes in the easement language which is in review by the RCKC legal team. The total easement cost \$7,584.00. Total investment for the project with engineering and easements is estimated at \$1,196,751.50 with a total of \$396,751.50 MTF funds and \$800,000 federal funds.

Commissioner Stehouwer asked about the nature of the project and whether it involved widening the road and providing space for non-motorized users. County Engineer Minkus explained that most of the road has concrete edges and expansion is not planned. He stated the project is strictly resurfacing. He further noted that while some non-motorized facilities currently exist in the area and Oshtemo has plans for future development, none are included in this project.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Thompson, Davis, Kennedy

Commissioner Stehouwer moved, and it was seconded to approve the Intersection Traffic Control Orders (TCOs) #1712-1217 for Skyridge Avenue and Driftwood Avenue and rescind all previous TCOs at these intersections, for the Managing Director's signature. Managing Director Bartholomew shared a Traffic Control Order (TCO) is used by the RCKC whenever establishing speed controls, parking controls, and intersection controls. A TCO is a legal document for which a traffic violation may be issued by law enforcement. Both speed and parking controls are issued by the MSP after investigation by both MSP and RCKC staff. Intersection controls are issued by the RCKC without MSP investigation. Intersection control refers to the vehicular right-of-way at an unsignalized intersection. RCKC staff reviews traffic volume, sight distance, and approach speed when determining intersection control. Intersection control can either be stop, yield, or uncontrolled. The Michigan Manual on Uniform Traffic Control Devices (MMUTCD) also provides guidance and standardization traffic control devices. We also have an RCKC Traffic Control brochure on the topic, along with our Sign Policy. Often, initial intersection control TCOs are submitted to the RCKC Board at the time of acceptance of a roadway. The RCKC team also reviews intersection controls as needed, with projects or by service requests submitted.

The TCOs before the Board for consideration are:

- #1712 / Rescind #1447 – Westview Avenue to YIELD for Skyridge Avenue, Oshtemo Township
- #1713 – Skyridge Avenue to YIELD for Westview Avenue, Oshtemo Township
- #1714 / Rescind #1446 – Westview Avenue to YIELD for Driftwood Avenue, Oshtemo Township
- #1715 – Driftwood Avenue to YIELD for Westview Avenue, Oshtemo Township
- #1716 / Rescind #1403 – Crimson Lane to YIELD for Driftwood Avenue, Oshtemo Township
- #1717 – Driftwood Avenue to YIELD for Crimson Lane, Oshtemo Township

At the June 17, 2025, meeting, the RCKC Board approved traffic calming measures for the Green Meadow, Driftwood, and Skyridge neighborhoods. As part of the plan developed by RCKC staff in coordination with the township and residents, three traffic circles were approved at the intersections of Skyridge Avenue and Westview Avenue, Driftwood Avenue and Westview Avenue, and Driftwood Avenue and Crimson Lane. The traffic circles are now nearly complete, and new signage is required at these intersections. Because these intersections have been converted to traffic circles, yield control is the appropriate traffic control for all approaches. Previously, only the side streets were stop-controlled for the main street. To implement the new control, the current TCOs must be rescinded and new TCOs approved. The Oshtemo Township Board has approved the traffic calming plan and has been informed of the need to install yield signs. As construction nears completion, timely installation of the signs will be beneficial.

Commissioner Kennedy requested clarification regarding which TCOs were being rescinded and which were new. Commissioner Pawloski explained which TCOs were being rescinded and approved. Commissioner Stehouwer clarified that the changes involve converting stop signs to yield signs. Operations Director Bartholomew confirmed this is correct, noting that the intersections are traffic circles. Commissioner Pawloski added that this represents a positive step, as the installation of traffic circles has been a long-term project aimed at traffic calming in the neighborhood.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Thompson, Davis, Kennedy

Commissioner Thompson moved, and it was seconded to approve the Michigan Department of Transportation (MDOT) Contract #25-5476 for the Managing Director's signature. Managing Director Bartholomew shared this project is approximately 1.2 miles of concrete sidewalk and curb ramps along 9th Street from Stadium Drive to Quail Run Drive, including tree and stump removal, billboard removal, earthwork and grading, subbase and aggregate base, drainage, hot mix asphalt hand patching and approach, concrete curb and gutter, driveway, accessible pedestrian pushbutton station and signal system, permanent signing and pavement markings; and all together with necessary related work. Commissioner Davis inquired about how funds are being allocated between the Road Commission and the Township. Managing Director Bartholomew explained that federal dollars are received through the Transportation Alternative Program (TAP). While the project is administered by the Road Commission, it is funded through TAP, along with matching funds from the Township. The Road Commission's contribution consists of overseeing the project. Commissioner Davis asked whether this includes staff time. Operations Director Bartholomew confirmed that even staff time is covered. Commissioner Stehouwer inquired about sidewalks. County Engineer Minkus explained that Oshtemo Township plans to install sidewalks along the west side of the entire stretch of this road.

a. **9th Street** – Stadium Drive to Quail Run, Oshtemo Township

Carried by the following vote:

Aye: Pawloski, Stehouwer, Thompson, Davis, Kennedy

Commissioner Thompson moved, and it was seconded to rescind the previous and approve the revised Cooper Township Local Road Contract for the Chair's signature. Managing Director Bartholomew reported that the Board previously approved of a Cooper Township local road contract on February 25th, which included rubber-modified chip seal projects. While these projects were originally anticipated for this year, the late notice of grant funding combined with contractor unavailability prevented any rubber-modified chip seal work from being completed. To address this, the rubber-modified chip seal projects were removed from the contract, and staff worked with Cooper Township to add a replacement project. The Board approved the revised local road contract on August 26th. Following that approval, an error in the contract was identified during preparation of the work order. This revision corrects that error by formally removing the rubber-modified chip seal project. Additionally, since the work has been completed, the contract has been updated to reflect the actual project costs. Commissioner Stehouwer clarified that these are projects for the current construction season. Operations Director Bartholomew stated they are current year construction projects, and most of them are completed at this time.

a. **16th Street** – Douglas Avenue to B Avenue; **HMA Wedging**

b. **McKinley Street** – 20th Street to Riverview Drive; Crack Fill, **HMA Wedging, Chip Seal, Fog Seal**

c. **22nd Street** – B Avenue to Baseline Road; **Crack Fill, Chip Seal, Fog Seal**

d. **B Avenue** – 12th Street to Douglas Avenue; **Crack Fill, HMA Wedging, Chip Seal, Fog Seal**

e. **B Avenue** – Douglas Avenue to 16th Street; **Crack Fill, HMA Wedging, Chip Seal, Fog Seal**

f. **B Avenue** – 16th Street to 17th Street; Crack Fill, **HMA Wedging, Chip Seal, Fog Seal**

g. **Cutters Ridge Avenue** – Flagstone Street to 14th Street, **Flagstone Street** – 292' south of Cutters Ridge Avenue to 522' north of Cutters Ridge Avenue, **Sandstone Avenue** – Heathers Ridge Street to Flagstone Street, **Heathers Ridge Street** – 353' south of Brownstone Avenue to 461' north of Brownstone Avenue, **Brownstone Avenue** – 238' west of Heather Ridge Street to Heather Ridge Street; **Timberstone Avenue** – 284' west of Northridge Street to 284' east of Northridge Street, **Northridge Street** – Timberstone Avenue to 245' north of Timberstone Avenue; **HMA Wedging**

Carried by the following vote:

Aye: Pawloski, Stehouwer, Thompson, Davis, Kennedy

Commissioner Stehouwer moved, and it was seconded to approve the Cooper Township Local Road Contract for the Chair's signature. Managing Director Bartholomew noted this project was added with Cooper Township to replace the rubber-modified chip seal projects. Commissioner Davis asked if the proposal was budget neutral. Operations Director Bartholomew replied it was not an exact match but, with completed projects reconciled, the total cost was reduced.

a. **14th Street** – D Avenue to C Avenue; **HMA Overlay**

Carried by the following vote:

Aye: Pawloski, Stehouwer, Thompson, Davis, Kennedy

Managing Director Bartholomew shared there are three (3) other townships with rubber modified chip seal contracts that will have revisions coming to the Board soon to remove those components. He stated summer hours (four tens) end on September 29th. Regular business hours (7:30-4:00) will resume on Monday. Our Open House Extravaganza is scheduled for tomorrow from 3-6 p.m. at the RCKC with activities, stations, and refreshments planned. The budget work session with the Board is on October 21st after the regular meeting. It is likely to start between 4-4:30 p.m. The next RCKC Chat session is scheduled for October 1st at 12:15 p.m. The topic is engineering responsibility and sustainability. He will be attending the Superintendents Association Conference next week. The Safet Streets for All (SS4A) agreement received from the Federal Highway was fully implemented. Environmental and historical clearances are needed in the coming months. Potential work next summer might include painting and rumble strips, with tree removals likely in the fall. All costs going forward are reimbursable since the agreement is in place. He gave special thanks to Assistant County Engineer Jim Hoekstra for spearheading the \$25 million grant. Contract negotiations with Teamsters Local 214 began last week. The current contract expires at the end of 2025.

Commissioner Stehouwer shared that he was the liaison for Ross Township and has heard a lot about G Avenue and runoffs. The Township is interested in additional signage and rumble strips to alert motorists if they are drifting out of the lane. He asked if that is part of the SS4A projects. County Engineer Minkus explained that discussions we have been involved in included the G Avenue and M96 intersection. That section of the road is in the SS4A for treatment for rumble strips on the side of the road. That will be taking place as part of that project but in the meantime we also undertaken some efforts to do tree removals, add additional signing in the curves and we are looking at replacing in lane rumble strips to advise drivers that are approaching that curve. Commissioner Stehouwer asked if in lane rumble strips are perpendicular to the flow of traffic. County Engineer Minkus answered yes.

Commissioner Davis had no report.

Commissioner Thompson reported he was unable to attend the Board of Public Works (BPW) meeting and had asked Commissioner Keisha Dickason to attend in his place but had not received a report. He noted he did attend the Commissioner's Seminar, which provided valuable information.

Commissioner Kennedy reported attending the Commissioner's Seminar in Bay City, noting she gained information she hopes to apply in future work at the Road Commission. She shared that she serves on the Kalamazoo Veterans Advisory Board and is a U.S. Army Veteran. She stated she typically uses her commissioner's time to share information helpful to veterans. She thanked the Board for the warm welcome and expressed appreciation for her appointment as a Road Commissioner.

Commissioner Stehouwer welcomed Commissioner Kennedy and expressed appreciation for her participation at the Commissioner's Conference, which he attended along with Commissioner Thompson. He noted that the conference provided valuable insights into commissioner roles, responsibilities, and field experiences. He highlighted a session focused on the northern Michigan ice storm disaster, emphasizing the critical first 72 hours, the challenges with utilities, fuel access, and electricity, and the importance of pre-planning. He also shared the gratitude expressed for road commissions that provided assistance during the event. He further addressed concerns about broadband installation and permitting, referencing Commissioner Davis's earlier comments regarding the need for proper permits, correct placement, and potential civil fines for violations. He clarified that the intent of such fines is

September 23, 2025 – Board Meeting

Chair Int'l _____

Clerk Int'l _____

not to generate revenue but to ensure compliance. He concluded by sharing personal news of a new granddaughter in Houston and noted that he will be absent on November 4th.

Commissioner Pawloski welcomed Commissioner Kennedy to the Road Commission and mentioned that she will be assigned to three (3) townships as a liaison, excluding Kalamazoo Township as per policy. He noted that commissioners serve on three (3) boards, including County Parks and Recreation, Environmental Health Advisory Council (EHAC), and County Board of Public Works (BPW). He indicated that Commissioner Kennedy could serve as an alternate on these Boards. He noted that he would be absent on November 18th and that Commissioner Stehouwer would run the meeting.

Commissioner Davis moved, and it was seconded to adjourn the meeting.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Thompson, Davis, Kennedy

The meeting was adjourned at 3:41 p.m.

Attest: Meredith Place, County Clerk

By _____, Chair _____, Deputy Clerk

The regular meeting of the Board of County Road Commissioners of the County of Kalamazoo was held at the Road Commission of Kalamazoo County (RCKC) office at 4400 S 26th Street, Kalamazoo, Michigan, on Tuesday, October 7, 2025. Commissioner Pawloski called the meeting to order at 3:00 p.m.

Present: David C. Pawloski, Larry Stehouwer, Randy Thompson, Andy Davis, Toni Kennedy

Also attending: Managing Director Travis Bartholomew, Public Relations Director Mark Worden, Finance Director Kim Bodnar, Human Resources Director Debbie Hill, County Engineer Ryan Minkus, Assistant General Superintendent Rusty McClain, Road Maintenance Superintendent Bill Oxx, and Administrative Assistant Selena Rider

Administrative Assistant Rider reviewed public meeting guidelines.

Pledge of Allegiance

Commissioner Pawloski shared that the goal of the Board of County Road Commissioners of the County of Kalamazoo is to use our expertise, energy, and funds to provide the safest and most convenient road system possible, and to contribute to economic development and a high quality of life throughout the county. Our goal is to maintain a county road system that is safe and convenient for public travel and to manage the roadside environment, with a view toward preservation.

Commissioner Davis moved, and it was seconded to approve the agenda as presented. Commissioner Stehouwer clarified that Item B: Request to Discuss the Committee/Township Representation for Board Members is included in this agenda. Commissioner Pawloski replied yes, Item B should be discussed.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Thompson, Davis, Kennedy

Commissioner Thompson moved, and it was seconded to approve the September 21 – 22, 2025 County Road Association (CRA) Commissioners Seminar minutes as presented, and the September 23, 2025, regular Board meeting minutes as corrected. Commissioner Stehouwer noted that the total payables listed under vendor accounts was incorrect and was subsequently adjusted from \$8,590,817.75 to \$653,431.57.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Thompson, Davis, Kennedy

Commissioner Stehouwer moved, and it was seconded to approve the payroll and vendor accounts as presented. Commissioner Stehouwer noted that the Road Commission paid approximately \$1.1 million in debt service related to this facility. He also mentioned that AR Engineering appears to be working on the trailway project and observed a significant amount of pavement marking activity totaling approximately \$101,000.

Payroll Account: \$ 190,644.45

Vendor Account: \$ 2,279,985.85

Carried by the following vote:

Aye: Pawloski, Stehouwer, Thompson, Davis, Kennedy

Commissioner Davis moved, and it was seconded to approve Commissioners Thompson and Kennedy's expense reports as presented.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Thompson, Davis, Kennedy

County Commissioner Gisler shared that he was one of two commissioners who voted against extending an offer to purchase the McDonald's property downtown for construction of a new county building, noting that many of his constituents do not believe it is a good use of taxpayer dollars. He announced that a public test of all voting equipment, coordinated by County Clerk Meredith Place, was scheduled for tomorrow at approximately 9:00 a.m. in most townships, villages, and cities. He also mentioned that a feasibility study regarding the Kalamazoo County Fair

would be presented shortly after the current meeting. He noted the report was 98 pages long and that he had reviewed the summary and abstract prior to the meeting. Additionally, he invited everyone to attend a presentation by the Operations Director of Great Lakes Drone Company on Monday at 8:30 a.m. at Mark's Diner in Portage on Romence Road. He highlighted that the company holds the contract for drone light shows at the Detroit Lions' home games, featuring approximately 600 drones choreographed by computer. He added that the event is free and includes breakfast.

Executive Director John Crumb of Gull Lake Sewer and Water Authority (GLSWA) requested an update on a permit application for Idlewild lift station improvements. He mentioned that he received an email from Permit Agent Brian Franklin indicating that the Road Commission was still in discussions with Ross Township regarding the permit. However, Mr. Crumb stated that both GLSWA and Ross Township had confirmed that Ross Township has no involvement in this permit, which was communicated about two months ago. He expressed disappointment about being informed that GLSWA would be invoiced for time spent reviewing their Avery Street lift station improvement project. This project hasn't started yet because the permit was issued late. Mr. Crumb explained that GLWASA wanted to be fiscally responsible by having two permits in one project scope, but they're still waiting for approval or denial of the permit. He noted that the invoicing was apparently for "constant ride-by for project update" despite his communication that he would provide a schedule when one was available. He suggested that this invoicing practice should be reviewed.

Public Works Director Anna Horner of Oshtemo Township expressed her gratitude to the Road Commission for hosting the RCKC 103 event. She attended with colleagues from planning and zoning, noting that they frequently interact with permits and coordinate land use with roads. She appreciated that the event was extended beyond elected officials to include staff. She found the topics relevant and the theme thoughtful. She specifically mentioned enjoying the roundabout design and the various stations along the way, attributing her appreciation partly to her engineering background.

Commissioner Davis moved, and it was seconded to award the Winter Maintenance Services Bid #2025-13 to ELC Leasing Corporation with an option to extend annually up to three (3), one (1) year extensions by mutual agreement of both parties. Managing Director Bartholomew shared our winter maintenance operations include a "mix of fixes" to support the winter maintenance program based on current service expectations. The team includes: RCKC Road Maintenance Operators (RMOs), Contractors providing services by designated areas, Contracted Commercial Driver's License (CDL) operators at an hourly rate, and Temporary Seasonal CDL operators. This Winter Maintenance Services bid included Contractor bids for designated platted areas, and CDL Contractors provided at an hourly rate based on hours worked. We have 36 RCKC snowplow trucks available for service this upcoming winter season. Our current winter maintenance program requires 37 RCKC-RMOs/Contractors/Seasonal employees working three (3) shifts to retain our present level of winter maintenance services. It has become more challenging for all industries to find individuals with a CDL, which is required for our winter operations. We are currently staffed with 29 RCKC-RMOs and recruiting for one (1) additional Road Maintenance Operator. Our Winter Maintenance Services bid allows local, professional CDL drivers from various freight, excavation, construction, landscaping, forestry, and agricultural businesses to bid on 3 options for winter maintenance services on an "as-needed basis". These contractors assist in our winter operations, primarily in platted/subdivision areas. RCKC is currently contracted with Maintenance Masters Inc. and Peters Construction Company to assist with winter maintenance services for the 2025-26 winter season. This bid includes winter maintenance services for 2 plats in Texas Township – Colony Woods and Texas Heights. ELC Leasing Corporation has previously been our contractor for these plats for several years. Because no further contract extensions were available, we were required to put the winter maintenance services out for bid. RCKC received 2 bids for these designated platted areas, and ELC Leasing Corporation was the lowest bidder.

We did not receive any bids for the hourly rate option of the winter maintenance services bid, where RCKC hires outside drivers to operate our trucks. After the winter maintenance bid opening, RCKC received feedback suggesting a delayed start date would attract contractors that may have had prior seasonal commitments from various construction contractors. We have since posted another winter maintenance services bid, which includes a few additional plat area options, along with the hourly option again, with a December 8 start date. In addition to the various building industry associations, we sent out a public bid notice to contractors and construction/bidding

entities and posted the bid in Bid Express, as well as the posting on our website. We had fourteen (14) downloads of the bid specifications and received two (2) bid proposals. We continue to investigate, perform trials, and implement a variety of adjustments to accomplish our goal to continue providing timely, effective winter maintenance services for the public. We have outlined numerous improvements below, beyond labor, which have assisted us in sustaining our level of service from the previous seasons and will continue to review, revise, and innovate these tools for the upcoming season.

- **Collaboration:** RCKC will continue to allow the Michigan Department of Transportation (MDOT) units to utilize RCKC salt/Boost (liquid deicer) and salt/sand mix from our facility, and in return, RCKC is able to store salt at the MDOT facility at M-43 & US-131. The availability of salt at this location has increased the efficiency of our snow routes in the northwest portion of the county. We are also storing salt/sand mix at the MDOT location, allowing the RCKC team to access additional material without returning to our main facility.
- **Anti-icing and De-icing Operations:** RCKC will also continue to utilize our current liquid anti-icer/deicer units. In previous years, we found that our liquid anti-icer/deicer units are effective for pre-treating our primary snow routes with a liquid deicer (Boost) prior to a snow event. The liquid deicer pretreating creates a barrier between the snow and the asphalt surface, making for easier removal even after the snow becomes packed down by traffic. The pre-treatment of roads is weather and temperature-sensitive. The liquid units are also effective for de-icing roads that have become ice-packed.
- **Winter Maintenance Program:** We continue to evaluate our current snow routes and districts and utilize the new equipment in areas that gain the most efficiency. It is important to note that our practice of service expectations and priorities has been communicated in our **Winter Maintenance Brochure**.

The approved 2025 Budget Amendment #1 for winter maintenance expenditures (contractors and the RCKC Team) is \$2,658,560. Year-to-date, we have spent \$1,864,367 (in 2024, we spent \$1,714,806). ELC Leasing Corporation's bid price is the same as the prior bid awarded in 2021. During the 2024-25 winter season, there were 15 snowfall events paid in Colony Woods and 14 events paid in Texas Heights for the 1-6" snowfall range. There were no snowfall events paid greater than 6" for either area. If the bid is awarded to the second-lowest bidder, Apex Outdoor Solutions, the cost would increase 5% per event.

Commissioner Stehouwer inquired about ELC Leasing Corporation's performance history. Managing Director Bartholomew reported that ELC's performance has been excellent, with consistently positive feedback. Commissioner Davis asked about CDL driver availability and training. Managing Director Bartholomew discussed the ongoing challenges in finding qualified CDL operators and noted that RCKC does not provide CDL training for contractors. He added that designated area contracts have proven more effective than hourly contracts, as they provide contractors with greater flexibility in managing equipment and staffing.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Thompson, Davis, Kennedy

Commissioner Thompson moved, and it was seconded to appoint Commissioner Kennedy as alternate to the Board of Public Works and as alternate to the Parks and Recreation Commission. Commissioner Pawloski shared that with the recent change in Road Commissioners, several committee and township liaison assignments would be reviewed. He noted that, following discussions with Commissioner Kennedy, they agreed she would serve as alternate to both the BPW and the Parks and Recreation Commission for the remainder of this year, with all committee assignments to be re-evaluated at the beginning of next year as part of the annual review process.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Thompson, Davis, Kennedy

Commissioner Davis moved, and it was seconded to appoint Commissioner Stehouwer as liaison to Comstock, Oshtemo, and Ross Townships; Commissioner Thompson as liaison to Climax, Cooper, and Wakeshma Townships; and Commissioner Kennedy as liaison to Prairie Ronde, Schoolcraft, and Pavilion Townships. Commissioner Pawloski and Davis's Townships would remain the same. Commissioner Pawloski noted that, with Commissioner Dickason's departure and the addition of Commissioner Kennedy, the Board can review Township representation. County Commissioner Gisler mentioned that Schoolcraft and Prairie Ronde Townships hold meetings on the same night—Schoolcraft at 6:00 p.m. and Prairie Ronde at 7:00 p.m.—which would require leaving

Schoolcraft before the meeting concludes. Commissioner Stehouwer stated that his practice has been to attend each Township at least once per quarter, rather than every meeting, noting that some Townships meet twice a month while others meet once a month. Commissioner Kennedy expressed concern that leaving a meeting before it concludes could be a disservice. Commissioner Pawloski reminded her that attendance at every meeting is not required.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Thompson, Davis, Kennedy

Commissioner Thompson moved, and it was seconded to rescind the previous and approve the revised Brady Township Local Road Contract for the Chair's signature. Managing Director Bartholomew explained that the only change in the contract was the removal of the Rubber Modified Chip Seal Project on 34th Street from W Avenue to V Avenue. The project was originally planned with a double rubber chip seal, but grant funding did not come through in time, making it impossible to complete the work. The contract was not available when the grant finally came through, necessitating this revision. The Managing Director noted that they had been revising all local road contracts that included rubber-modified chip seal for similar reasons.

- a. **YZ Avenue** – 32nd Street to 34th Street; **HMA Wedging, Double Chip Seal**
- b. **31st Street** – YZ Avenue to X Avenue; **Crack Fill, HMA Wedging, Chip Seal**
- c. **26th Street** – TU Avenue to T Avenue; **Crack Fill, Chip Seal (Contingency Project)**

Carried by the following vote:

Aye: Pawloski, Stehouwer, Thompson, Davis, Kennedy

Commissioner Davis moved, and it was seconded to rescind the previous and approve the revised Pavilion Township Local Road Contract for the Chair's signature. Managing Director Bartholomew shared that the key change was the removal of a project on 32nd Street from S Avenue to R Avenue, which was intended to be a double rubber modified chip seal trial project. He explained that this project, like the one in Brady Township (Item C), was removed because grant funding did not come through in time, and the contract wasn't available when the grant was finally received. Commissioner Davis asked if the funds were reallocated or if they were just taken out. Managing Director Bartholomew shared that the road commission is holding the grant dollars for 2026.

- a. **34th Street** – TS Avenue to R Avenue; **Crack Fill**
- b. **O Avenue** – 31st Street to 33rd Street; **Crack Fill, HMA Wedging, Chip Seal, Fog Seal**
- c. **R Avenue** – 32nd Street to 33rd Street; **Crack Fill, HMA Wedging, Chip Seal, Fog Seal**
- d. **33rd Street** – T Avenue to S Avenue; **Crack Fill, Chip Seal, Fog Seal**
- e. **31st Street** – O Avenue to N Avenue; **Crack Fill**
- f. **R Avenue** – 29th Street to 32nd Street; **Crack Fill**
- g. **26th Street** – S Avenue to RS Avenue; **Crack Fill**
- h. **RS Avenue** – 25th Street to 28th Street; **Crack Fill**
- i. **31st Street** – Q Avenue to OP Avenue; **Crack Fill**
- j. **33rd Street** – O Avenue to N Avenue; **Crack Fill**
- k. **ON Avenue** – 28th Street to 29th Street; **Crack Fill**
- l. **O Avenue** – 25th Street to 26th Street; **Crack Fill**
- m. **O Avenue** – 2,640' west of 25th Street to 25th Street; **Crack Fill**
- n. **T Avenue** – 32nd Street to 34th Street; **Crack Fill, HMA Wedging, Chip Seal, Fog Seal**
- o. **28th Street** – QR Avenue to PQ Avenue – **Railroad Crossing; HMA Overlay**
- p. **O Avenue** – 25th Street to 26th Street; **Railroad Crossing; HMA Overlay**
- q. **26th Street** – P Avenue to O Avenue; **Railroad Crossing; HMA Overlay**
- r. **T Avenue** – 3,500' east of 34th Street to 4,500' east of 34th Street; **HMA Wedging**

Carried by the following vote:

Aye: Pawloski, Stehouwer, Thompson, Davis, Kennedy

Cooper Township Supervisor Jeff Sorensen expressed appreciation for the collaborative work between Cooper Township and the Road Commission. He noted that he also serves as Secretary-Treasurer on the GLSWA Board and echoed Mr. John Crumb's earlier comments regarding permit issues, acknowledging that he had reviewed

related emails. He expressed hope that these issues could be resolved, and the necessary permits obtained to complete utility work properly for residents. Supervisor Sorensen emphasized the importance of maintaining a strong working relationship between the Road Commission and GLSWA to effectively serve the community.

Managing Director Bartholomew introduced Road Maintenance Operators Jeff Dalman, Mike Shotwell, Stephen Smoody, Steve Kuilema, Brian Stauffer, Frank Jamann, Kevin Davis, and Jim Robinson. He reported that Safety Day is scheduled for Friday, with a Road Commission photo at 8:15 a.m. He noted upcoming events, including the Southwest Council meeting in Allegan on November 10 and the Michigan Township Association (MTA) banquet on November 6 at The Fountains. He provided an update on the recently approved statewide transportation funding package, totaling approximately \$1.7–1.8 billion. The package includes three main components: fuel tax swaps (shifting sales tax from fuel to roads), wholesale marijuana tax, and corporate income tax. The latter two will be deposited into a separate Neighborhood Road Fund (NRF), which can be used on the local system without requiring matching funds. He reported the 2025 Michigan Transportation Fund (MTF) is expected to be approximately \$28 million, with the 2026 MTF projected at \$37 million—an increase of \$8–9 million—highlighting the need for strategic planning to manage funds and contractor availability. He stated that the planned work session on October 21 will be tentatively postponed to November 13, noting that staff will need to reconsider budget plans in light of the new funding.

Commissioner Stehouwer requested follow-up information regarding GLSWA permits, also Oshtemo Township had questions about pedestrian crossing markings, and a storm sewer line issue in Kalamazoo Township. Managing Director Bartholomew said he would follow up.

Commissioner Pawloski expressed appreciation to Mr. Tim Culver, representing State Representative Matt Hall, and the Governor's Office, for their work on the road funding package, noting that Michigan was previously the last state with a sales tax on gasoline.

Commissioner Kennedy expressed gratitude to Speaker Hall and Mr. Tim Culver for their hard work on the road funding package. She identified herself as a veteran and took the opportunity to share information about an upcoming veteran event: A Veteran Resource Fair on October 11th at American Legion Post 36, located on Kilgore in Portage. She shared that the VA and many agencies will be present to provide resources. The event will feature service dogs, a bounce house, and food. She explained that the objective is to support veterans in the community. Furthermore, it provides an opportunity to learn how to help veterans, including those working in various establishments. She mentioned that people could reach out to her with questions about the veteran event.

Commissioner Davis noted that the Environmental Health Advisory Council (EHAC) meets tomorrow, though he was uncertain if he would attend. He also expressed appreciation to the Senate negotiating team for their contributions, highlighting that they were able to reach some compromise with the House.

Commissioner Thompson expressed thanks to everyone involved in securing the new road funding package.

Commissioner Stehouwer expressed gratitude to officials and the governor for finalizing the road funding deal. He mentioned that township supervisors at a recent monthly meeting had questions about how these funds would be allocated to them, noting that staff would be working on those details. He also praised the staff for the open house roundabout informational meeting, which he attended and found valuable, particularly appreciating the various stations covering topics like stormwater, trees, and roundabout details. He acknowledged staff anniversaries and accomplishments mentioned in the weekly report, commending staff members for their years of service and for advancing themselves through training. He reported on attending a County Parks meeting the previous week and mentioned they were awaiting results of a feasibility study regarding the Youth Fair. Additionally, he attended a Comstock Township meeting the night before, where he shared information about the upcoming increased road funding, noting that townships are currently in their budget cycles and would benefit from learning details about future road projects and how they can participate.

Commissioner Pawloski shared that the Southwest Council meeting is scheduled for November 10th in Allegan County and strongly encouraged Commissioners to attend. He also reminded Commissioners of the

October 7, 2025 – Board Meeting

Chair Int'l _____

Clerk Int'l _____

upcoming work session and encouraged attendance at the Michigan Township Association (MTA) dinner on November 6th. He thanked Wakeshma Township Supervisor Jason Gatlin, County Commissioner Gisler, and Mr. Tim Culver, representing State Representative Matt Hall, for joining the meeting online, as well as Supervisor Sorensen for attending in person. He echoed the importance of road funding and the progress made in securing a deal. He looked forward to using the funds to maintain and improve roads for the future.

Commissioner Davis moved, and it was seconded to adjourn the meeting.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Thompson, Davis, Kennedy

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

Attest: Meredith Place, County Clerk

By _____, Chair _____, Deputy Clerk

October 10, 2025 – Team Training and Recognition Day

Chair Int'l _____

Clerk Int'l _____

The Board of County Road Commissioners of the County of Kalamazoo attended the Road Commission of Kalamazoo County (RCKC) Team Training and Recognition Day (Safety Day) on October 10, 2025.

Present: Randy Thompson, Andy Davis, Toni Kennedy

Absent: David C. Pawloski, Larry Stehouwer

Also present: RCKC Team

The Commissioners participated in the RCKC team group photo beginning at 8:15 a.m.

The photo session ended at approximately 8:45 a.m.

Attest: Meredith Place, County Clerk

By: _____, Chair _____, Deputy Clerk

The regular meeting of the Board of County Road Commissioners of the County of Kalamazoo was held at the Road Commission of Kalamazoo County (RCKC) office at 4400 S 26th Street, Kalamazoo, Michigan, on Tuesday, October 21, 2025. Commissioner Pawloski called the meeting to order at 3:00 p.m.

Present: David C. Pawloski, Larry Stehouwer, Randy Thompson, Toni Kennedy, Andy Davis arrived at 3:05 p.m.

Also attending: Managing Director Travis Bartholomew, Public Relations Director Mark Worden, Human Resources Director Debbie Hill, Assistant Human Resources Director Jaycie Callaway, County Engineer Ryan Minkus, Assistant County Engineer Jim Hoekstra, Assistant General Superintendent Rusty McClain, Road Maintenance Operators Travis Tigchelaar and Cole Vandy Bogurt, Administrative Assistant Selena Rider, and Communications Administrator Sarah Phillips.

Administrative Assistant Rider reviewed public meeting guidelines.

Pledge of Allegiance

Commissioner Pawloski shared that the goal of the Board of County Road Commissioners of the County of Kalamazoo is to use our expertise, energy, and funds to provide the safest and most convenient road system possible, and to contribute to economic development and a high quality of life throughout the county. Our goal is to maintain a county road system that is safe and convenient for public travel and to manage the roadside environment, with a view toward preservation.

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

Carried by the following vote:

Aye: Pawloski, Stehouwer, Thompson, Kennedy

Commissioner Stehouwer moved, and it was seconded to approve the October 7, 2025, regular Board meeting minutes as presented and the October 10, 2025, Team Training and Recognition Day minutes as corrected. Commissioner Stehouwer noted that he was absent from the October 10, 2025, Team Training and Recognition Day.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Thompson, Kennedy

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

Payroll Account: \$ 200,030.48

Vendor Account: \$ 1,048,536.24

Carried by the following vote:

Aye: Pawloski, Stehouwer, Thompson, Kennedy

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

Carried by the following vote:

Aye: Pawloski, Stehouwer, Thompson, Davis, Kennedy

Commissioner Davis moved, and it was seconded to approve the Michigan Department of Transportation (MDOT) Contract #25-5441 for the Managing Director's signature. Managing Director Bartholomew reported that MDOT is planning a project at the I-94 and US-131 interchange. The project will add a second northbound exit ramp lane on US-131 from westbound I-94. During construction, the ramp will be closed, and traffic will be diverted to county roads. Passenger vehicles will be directed to use northbound 9th Street from I-94, then travel east on Stadium Drive to return to US-131. Heavy truck traffic will follow a separate detour, exiting at 9th Street and re-entering eastbound I-94. MDOT is offering the county \$150,000 for any future maintenance or reconstruction work needed

due to additional wear from the detoured traffic. Commissioner Stehouwer noted that this type of contract was unusual and viewed the offer positively. Commissioner Davis inquired about the project timeline. County Engineer Minkus stated that while no definitive start date has been provided, MDOT indicated the ramp closure would last approximately 45 to 60 days during the next construction season. Managing Director Bartholomew added that the project will also include an additional northbound lane to Stadium Drive. County Engineer Minkus noted there may be limitations at the Parkview Bridge, which could prevent a full additional lane under the bridge, but the project extends up to Stadium Drive. The intent is to add a weave/merge lane to provide drivers with more space to merge safely into the two-lane section of US-131.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Thompson, Davis, Kennedy

Commissioner Stehouwer moved, and it was seconded to approve the Brady Township Carryover Local Road Contract for the Chair's signature. Managing Director Bartholomew explained that this is a contingency-type contract. He noted that some work will take place this year; however, the project is not expected to be completed until next spring. This schedule allows us to begin tree removals and possibly address drainage improvements this fall, with paving of the short segment of West Indian Lake Drive planned for next summer.

- a. **West Indian Lake Drive** – 1,590' north of UV Avenue to 1,998' north of UV Avenue; *Drainage Improvements, HMA Overlay*

Carried by the following vote:

Aye: Pawloski, Stehouwer, Thompson, Davis, Kennedy

Commissioner Thompson moved, and it was seconded to rescind the previous and approve the revised Climax Township Local Road Contract for the Chair's signature. Managing Director Bartholomew explained that the only change in the contract was the removal of the Rubber Modified Chip Seal Project on Q Avenue – 3,569' east of 46th Street to 5,280' east of 46th Street.

- a. **38th Street** – O Avenue to 5,280' north of O Avenue; *Crack Fill, Chip Seal*
- b. **39th Street** – T Avenue to R Avenue; *Crack Fill, Chip Seal*
- c. **OP Avenue** – 42nd Street to 44th Street; *Crack Fill, Chip Seal*
- d. **S Avenue** – 43rd Street to 47th Street; *Crack Fill, Chip Seal*
- e. **T Avenue** – 36th Street to 39th Street; *Crack Fill, Chip Seal*
- f. **46th Street** – Q Avenue to PQ Avenue, **PQ Avenue** – 46th Street to 47th Street; *Gravel Resurfacing*
- g. **39th Street** – ON Avenue to 3,168' north of ON Avenue, **ON Avenue** – 39th Street to 3,764' west of 42nd Street; *Gravel Resurfacing (Contingency Project)*

Carried by the following vote:

Aye: Pawloski, Stehouwer, Thompson, Davis, Kennedy

Commissioner Pawloski noted that County Commissioners occasionally inquire about the amount of the expense reports. He reported for the record that Commissioner Stehouwer's expenses totaled \$130.20 and his totaled \$170.72.

Managing Director Bartholomew introduced Road Maintenance Operators (RMOs) Tigchelaar and Vandy Bogurt. Commissioner Kennedy inquired about the role of RMOs at the Road Commission. Managing Director Bartholomew explained that RMOs are part of the road maintenance team responsible for patching potholes, plowing snow, repairing guardrails, installing culverts, and responding to emergency calls. He also noted upcoming events, including the Southwest Council meeting in Allegan on November 10 and the Michigan Township Association (MTA) banquet on November 6 at The Fountains in Parchment. He provided an update on the recently approved statewide transportation funding package, which is expected to provide approximately \$8.1 million more than what we are currently seeing in the Michigan Transportation Fund (MTF) in 2025. He explained that most of the additional funding will come from Neighborhood Road Fund (NRF) dollars, which do not require a local match. A webinar with MDOT is scheduled for early November to review the details of the funding. He noted that the timing is tight for budget preparation, as this new information will need to be incorporated. Commissioner Davis asked if a full copy of

the legislation had been received. Managing Director Bartholomew stated he has not yet received it but will request a copy from the County Road Association (CRA) and distribute it to commissioners via email.

Commissioner Kennedy reported that she attended the Schoolcraft, Prairie Ronde, and Pavilion Township Board meetings and expressed appreciation for the warm welcome she received in each township. She noted that her visits were not intended as “checks and balances,” but rather as an opportunity to express the Road Commission’s appreciation for their partnership and to gather any feedback they wished to share. She looks forward to attending additional township meetings in the future. She also noted that Veterans Day will be observed on November 11 and highlighted a major event taking place at the National Guard Armory on 11th Street and Parkview, beginning at 2:00 p.m. Speaker Matt Hall will be in attendance, and a “Veteran of the Year” designation will be presented to a veteran within Kalamazoo County. The event is supported by State Representative Julie Rogers and State Senator Sean McCann’s office. She encouraged community members to attend and to bring veterans who may benefit from learning about the resources and support services available in Kalamazoo County.

Commissioner Davis shared that he had spoken with several township supervisors with whom he regularly works. He noted there was a general sense of apprehension among them regarding the new road funding. The supervisors were concerned about how the neighborhood money would be allocated - whether it would be available for townships or villages. He expressed that there might be fears among townships that they wouldn't be able to match funds, potentially creating a mismatch in how road improvements move forward. He emphasized that it would be important for the Road Commission to reach out to townships, help them understand the new legislation, and explain how it will improve roads. While acknowledging that staff already does a good job with communication, he stressed that additional communication and education would be necessary regarding the new funding arrangements.

Commissioner Thompson shared that he attended Cooper and Climax Township's last board meeting. Additionally, he mentioned that last Thursday, he participated in the Kalamazoo County Board of Public Works (BPW) meeting, where there was an extensive discussion about the Oshtemo Township sewer project proposed bond. He noted that this topic involved considerable discussion and questions, and it would be revisited at their next meeting.

Commissioner Stehouwer reported that he attended the Oshtemo Township Board meeting on October 14, which was focused on budget review. He noted that Oshtemo Township has significant involvement with roads in Kalamazoo County and shared that he heard some of their concerns, with more expected. He also attended the Township Supervisors meeting on October 15, where discussions included how the new road funding legislation might affect the allocation of resources to local roads. He expressed his eagerness to work with township partners and Road Commission staff on these matters. He also mentioned the upcoming budget workshop, where the board will be updated and these new considerations will be incorporated into planning for the next fiscal year.

Commissioner Pawloski emphasized the importance of viewing the new road funding as additional rather than a substitute for existing funding, noting that the anticipated \$8 million is still far below what is needed to properly maintain the road system. He stressed the need to work closely with township supervisors and boards moving forward. He also noted that it is the time of year for the Managing Director’s evaluation, explaining that the Managing Director is the only employee of the Board of Road Commissioners. He mentioned that Human Resources Director Hill should have emailed the evaluation form and requested that it be completed around the Thanksgiving timeframe. He added that the Board Work Session may be delayed, likely until more information is received from MDOT regarding the new funding package. Commissioner Pawloski stated that he plans to attend the MTA Banquet but will not attend the Southwest Council meeting. He reminded the Board that Commissioner Stehouwer will be absent from the November 4 meeting, and that he himself will be absent from the November 18 meeting.

Commissioner Stehouwer moved, and it was seconded to adjourn the meeting.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Thompson, Davis, Kennedy

October 21, 2025 – Board Meeting

Chair Int'l _____

Clerk Int'l _____

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

Attest: Meredith Place, County Clerk

By _____, Chair _____, Deputy Clerk

The regular meeting of the Board of County Road Commissioners of the County of Kalamazoo was held at the Road Commission of Kalamazoo County (RCKC) office at 4400 S 26th Street, Kalamazoo, Michigan, on Tuesday, November 4, 2025. Commissioner Pawloski called the meeting to order at 3:00 p.m.

Present: David C. Pawloski, Randy Thompson, Toni Kennedy, Andy Davis arrived at 3:05 p.m.

Absent: Larry Stehouwer

Also attending: Managing Director Travis Bartholomew, Public Relations Director Mark Worden, Human Resources Director Debbie Hill, Assistant Human Resources Director Jaycie Callaway, County Engineer Ryan Minkus, Assistant General Superintendent Rusty McClain, Road Maintenance Operators Joe Rix, RJ Evans, Dan Klok, Adam Wood and Kieran Garrison, Administrative Assistant Selena Rider, and Communications Administrator Sarah Phillips.

Administrative Assistant Rider reviewed public meeting guidelines.

Pledge of Allegiance

Commissioner Pawloski shared that the goal of the Board of County Road Commissioners of the County of Kalamazoo is to use our expertise, energy, and funds to provide the safest and most convenient road system possible, and to contribute to economic development and a high quality of life throughout the county. Our goal is to maintain a county road system that is safe and convenient for public travel and to manage the roadside environment, with a view toward preservation.

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

Carried by the following vote:

Aye: Pawloski, Thompson, Kennedy

Commissioner Kennedy moved, and it was seconded to approve the October 21, 2025, regular Board meeting minutes as presented.

Carried by the following vote:

Aye: Pawloski, Thompson, Kennedy

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

Payroll Account: \$ 193,276.03

Vendor Account: \$ 882,055.99

Carried by the following vote:

Aye: Pawloski, Thompson, Kennedy

County Commissioner John Gisler acknowledged his colleague County Commissioner Wendy Mazer who was present at the meeting. He shared details about an upcoming speaker event. On November 10th at 8:30 a.m., the Kalamazoo Citizens for Responsible Government will host Matt Hansen, Director of Equalization, at Mark's Diner on Romence Road in Portage. He shared that Mr. Hansen has been an integral part of county operations, but most people do not know who he is or what he does. He noted that equalization affects everyone and encouraged attendance as an opportunity to learn more about the process.

Commissioner Davis moved, and it was seconded to approve the two (2) employee medical health insurance plan options for the 2026 plan year: Blue Care Network (BCN) HMO 2000 plan, with the Public Act 152 (PA 152) 80/20 cost-sharing election, including the continued use of the Health Reimbursement Arrangement (HRA) to offset higher out-of-pocket costs and the Blue Care Network (BCN) HMO 5000 plan, also with the PA 152 80/20 cost-sharing election, including the continued use of the Health Reimbursement Arrangement (HRA) to offset higher out-of-pocket costs. Also, to approve the continuation of MetLife Inc. as the provider for the Dental, Life, and Short-Term Disability Insurance plans for employees, effective January 1, 2026, including the updated Dental Policy as presented.

Managing Director Bartholomew shared the RCKC insurance plans are effective from January 1st through December 31st. In recent years the BCN HMO with the HRA plan has provided the best overall benefit. For the 2026 plan year, RCKC has been reclassified as a large group for quoting and renewal purposes, based on the carrier's look-back criteria. Other health plan options have been reviewed by Acrisure in collaboration with RCKC. However, due to limited provider networks and less comprehensive coverage, these alternatives would likely increase employees' out-of-pocket costs—both in premium contributions and deductible exposure. Given the favorable 2026 plan renewal terms, it is not recommended to alter the current benefit design or seek additional quotes, as doing so may negatively impact future carrier relationships and partnership opportunities. Maintaining competitive health, dental life, and short-term disability benefits is a key factor in RCKC's ongoing efforts to attract and retain top talent and will continue to play a critical role in our HR strategy moving forward.

In recent years, the BCN HMO plans with the HRA have provided the best overall value for RCKC employees. Acrisure reviewed alternative options and presented RCKC a renewal quote for the existing plans. The increases and decreases are comparisons from the current plan to the proposed plans: BCN HMO 2000: Total costs decrease by 1.37%, with premiums down 3.9% and the HRA increasing 17.94%. BCN HMO 5000: Total costs increase by 1.39%, with premiums up 3.09% and the HRA decreasing 12.98%. RCKC continues to achieve substantial savings through the HRA plan, with an average net premium savings of 80.36% since 2011, according to Acrisure. Annually, the Board also must determine if the "hard cap" or "80/20" provision will be executed in compliance with PA 152. Staff recommends the "80/20" provision be selected.

The current MetLife Inc. dental insurance plan reflects a 28.82% rate increase compared to the 2025 plan. This adjustment is primarily due to an enhancement of the annual maximum benefit, which will rise from \$1,000 to \$2,000 to better align with today's dental care costs. The benefit limit has remained unchanged since at least 2010, and the update ensures the plan remains competitive within the market. While the rate increase has a minimal budgetary impact on RCKC, it represents a significant improvement in our benefits offering and positively supports employee recruitment and retention.

The MetLife Life and Short-Term Disability insurance rates will remain unchanged for the 2026 plan year, with no changes to benefit levels. NO RATE INCREASE!

Commissioner Kennedy inquired whether long-term disability was included, and Operations Director Bartholomew confirmed that it was not. She also asked for clarification regarding the dental insurance increase, confirming that it would rise by 28%, which equates to an additional \$25 per month for employees on the family plan. Commissioner Kennedy further asked if the dental plan includes preventive care, and received confirmation that it does.

Commissioner Pawloski commended the team for their efforts, noting that he appreciates the amount of work involved in preparing the plans.

County Commissioner Gisler asked how many Road Commission employees are covered under the plan and whether it includes the Road Commissioners. Commissioner Pawloski clarified that it does not include the Road Commissioners. Operations Director Bartholomew added that the plan covers approximately 59 participants.

HR Director Hill mentioned that for 2026, the Road Commission has been quoted as a "large group" for insurance purposes, whereas for many years prior (at least since 2010), they had been quoted as a "small group". This change to "large group" status reduced the number of available carriers but will result in premium savings for the Road Commission. The premium decrease will partially offset the increase in their HRA (Health Reimbursement Arrangement), which is based on actual utilization with a 2-year look-back period. Overall, despite changes, they are maintaining the same benefit level at roughly an even cost level compared to before. She emphasized that being quoted as a large group will be favorable for both the Road Commission and its employees going forward.

Carried by the following vote:

Aye: Pawloski, Thompson, Davis, Kennedy

Commissioner Davis moved, and it was seconded to award the Winter Maintenance Services Bid #2025-14, to West Trucking LLC, "hourly rate per operator", and to Apex Outdoor Solutions, "contract operator plat" with the option to extend annually for up to three (3) one (1) year terms by mutual agreement by both parties. Managing Director Bartholomew shared the Road Commission of Kalamazoo County (RCKC) utilizes a "mix of fixes" approach to deliver effective and efficient winter maintenance services that meet public service expectations. Our winter operations incorporate RCKC Road Maintenance Operators (RMOs), contracted hourly operators, and contractors

assigned to designated plats. This approach provides flexibility, operational efficiency, and enhanced responsiveness during and after winter events. Contracted services within specific plats have proven effective in maintaining the expected level of service, particularly due to expedited response times during snow and ice events. While RCKC RMOs focus on Level 1 and Level 2 priority routes during winter storms, our contractor team begins work immediately on Level 3 (low-volume primary and local roads), Level 4 (residential), and Level 5 (dead-end and cul-de-sac) routes. Typically, residential areas are among the last to receive service. Utilizing contractors within designated plats allows for a quicker response, improving service levels in heavily populated neighborhoods. In addition, RCKC employs contracted hourly operators who operate RCKC-owned equipment and are compensated based on actual hours worked.

RCKC currently maintains a fleet of thirty-six (36) snowplow trucks available for the upcoming winter season. Our operation relies on three (3) shifts consisting of RCKC RMOs, contractors, and seasonal employees to sustain current service levels. As with many industries, recruitment of qualified Commercial Driver's License (CDL) operators continues to be challenging. We currently have twenty-nine (29) RMOs on staff and are recruiting one (1) additional operator. To supplement RCKC resources, the annual Winter Maintenance Services bid solicits proposals from local professional CDL drivers across freight, excavation, construction, landscaping, forestry, and agricultural sectors for "as-needed" winter maintenance support, primarily in residential areas.

RCKC is currently contracted with Maintenance Masters Inc. and Peters Construction Company for per-event winter maintenance in designated plats. On October 7, 2025, the Board awarded Winter Maintenance Bid #2025-13 to ELC Leasing Corporation for the 2025–2026 season. The bid also included an "hourly rate per operator" option, which received no bids. Follow-up with known contractors indicated that early-season availability conflicts with their ongoing fall contracts. Contractors suggested that a December 1st start date would increase participation.

In response, RCKC reissued the bid with the revised start date and an additional service area. The new Winter Maintenance Bid #2025-14 received two (2) "hourly rate per contractor" bids from K & H Tree Service at \$95/hour and West Trucking LLC, at \$93.75/hour. The low bidder, West Trucking LLC, is owned by Michael West, a former RCKC seasonal and full-time employee whose past performance was positive.

For the "contract operator plat" option, Apex Outdoor Solutions submitted a proposal for the Westwood Plat area in Kalamazoo Township. Although new to RCKC contracts, reference checks, equipment evaluations, and insurance verification confirmed their readiness and capability to perform the work. Apex previously submitted a bid for Bid #2025-13. The bid was widely advertised through local industry associations, Bid Express, and the RCKC website. Of twelve (12) bid specification downloads, three (3) proposals were received.

Commissioner Kennedy asked if the contract with West Trucking LLC was for one (1) year only. Managing Director Bartholomew replied that the award is for both contractors for a one-year bid, with the option to extend annually for up to three additional years by mutual agreement of both parties.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Thompson, Davis, Kennedy

Commissioner Thompson moved, and it was seconded to rescind the previous and approve the revised Oshtemo Township Local Road Contract for the Chair's signature. Managing Director Bartholomew explained that the only change in the contract was the removal of the Rubber Modified Chip Seal Project on Penny Lane – 715' west of 9th Street to 9th Street.

- a. 1st Street – 422' north of Stadium Drive to M Avenue; *Crack Fill, Chip Seal, Fog Seal*
- b. KL Avenue – 2nd Street to 4th Street; *Crack Fill, Chip Seal, Fog Seal*
- c. Cross Country Drive – 7th Street to 433' north of Oak Highlands Drive, Steeplechase Court – Cross Country Drive to 700' east of Cross Country Drive, Windcrest Court – Cross Country Drive to 282' east of Cross Country Drive, West Foxmoor Court – Cross Country Drive to 364' west of Cross Country Drive, East Foxmoor Court – Cross Country Drive to 366' east of Cross Country Drive, Farmwood Court – Cross Country Drive to 193' west of Cross Country Drive, Arbor Valley Drive – Cross Country Drive to 646' east of Cross Country Drive, Hawthorn Valley Drive – 164' west of Cross Country Drive to 336' east of Cross Country Drive, Oak Highlands Drive – 380' west of Cross Country Drive to 9th Street; *Crack Fill, Chip Seal, Fog Seal*

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- d. Darlington Trail – Tillingsdale Drive to Oshtemo Ridge Trail, Tillingsdale Drive – Coddington Lane to Ellington Drive, Ellington Drive – Coddington Lane to Oshtemo Ridge Trail, Oshtemo Ridge Trail – Coddington Lane to Darlington Trail; *Crack Fill, Chip Seal, Fog Seal*
- e. Baton Rouge Street – Belle Chase Boulevard to 8th Street, Charles Street – 600' west of Belle Chase Boulevard to 8th Street, Cajun Drive – 175' west of Belle Chase Boulevard to Belle Chase Boulevard, Belle Chase Boulevard – 206' south of Saint Charles Street to Baton Rouge Street, Bayou Vista Street – Saint Charles Street to Baton Rouge Street; *Chip Seal Fog Seal*
- f. 2nd Street – L Avenue to KL Avenue; *Chip Seal, Fog Seal*
- g. 7th Street – West Main Street to 5,280' north of West Main Street; *Crack Fill, Chip Seal, Fog Seal*
- h. Plainview Street – 960' south of Stadium Drive to Stadium Drive; *Crack Fill, Chip Seal, Fog Seal*
- i. Vienna Street – Parkview Avenue to 790' north of Parkview Avenue; *Crack Fill, Chip Seal, Fog Seal*
- j. Lisa Drive – Rosemary Lane to 200; north of Rosemary Lane, *Rosemary Lane – 503'*; west of Josiane Drive to 2nd Street; *Josiane Drive – 1,170'* south of Rosemary Lane to Rosemary Lane; *Crack Fill, Chip Seal, Fog Seal*
- k. Chadds Ford Way – 985' south of West Main Street to West Main Street; *Crack Fill, Chip Seal, Fog Seal*
- l. Valley Industrial Drive – 9th Street to 630' east of 9th Street; *Crack Fill, Chip Seal, Fog Seal*
- m. Wolf Drive – Vankal Street to G Avenue; *Crack Fill, HMA Wedging, Chip Seal, Fog Seal*
- n. ML Avenue – 4th Street to 8th Street; *Crack Fill, Chip Seal, Fog Seal*
- o. H Avenue – Vankal Street to 3rd Street; *Crack Fill, Chip Seal, Fog Seal*
- p. 5th Street – 2,230' south of Stadium Drive to Stadium Drive, Gibbs Street – 5th Street to O'Park Street, O'Park Street – 2,020' south of Stadium Drive to Stadium Drive, Frie Avenue – O'Park Street to 6th Street; *HMA Ultra-thin Overlay*

Carried by the following vote:

Aye: Pawloski, Stehouwer, Thompson, Davis, Kennedy

Charleston Township Supervisor Jerry VanderRoest provided extensive comments regarding township funding concerns and the new Michigan Neighborhood Road Fund (NRF). He questioned the intent of the NRF—specifically, whether it is intended for secondary or local roads—and noted that the program makes him think of a plat. He discussed the township's loss of revenue and the slower rate at which townships receive funding compared to the Road Commission and other entities, citing Truth in Assessing, Truth in Equalization, and the Headlee Amendment as contributing factors. He noted that Charleston Township receives only 96 cents per thousand dollars of taxable value (approximately \$120,000) from its one-mill Constitutional tax. He also raised concerns about local match requirements and contractor pricing, asking whether the three large road contractors will be ready for spring with the additional workload these projects will create. He posed several other questions, including how much of the new funding will be allocated to county projects, whether the Road Commission's 5-year plan will be revised, how urban roads will be considered under the program, and whether funds must be used within the current fiscal year. He asked if unused funds can be retained or carried over by the Road Commission, whether a township must have a contract for the new road funds, and how unclaimed township allocations would be redistributed—specifically, if they would continue to be divided among the remaining 14 townships using the current formula. He also questioned whether the funding can be used for gravel roads and emphasized the need to balance investment between paved and gravel roads. He requested an 8.1% increase in PAR funds and expressed hope that townships could receive their allocations “with no strings attached.” VanderRoest emphasized the importance of maximizing this one-time funding opportunity and suggested developing a collaborative policy between the townships and the Road Commission to ensure the most effective use of the funds.

Commissioner Pawloski stated that all of Supervisor VanderRoest's comments will be taken into consideration. He noted that the Road Commission is awaiting the upcoming MDOT meeting and looks forward to continued collaboration with the townships. He emphasized that their input is valued and mentioned that road funding will be a major topic of discussion at the Road Commission's work session with the Road Commissioners next month.

Managing Director Bartholomew introduced Road Maintenance Operators (RMOs) RJ Evans, Joe Ricks, Adam Wood, and Dan Klok. He announced that Kieran Garrison, Roadway Technician Apprentice (RTA) has officially completed his apprenticeship program as of October 21, 2025, and has been promoted to Road Maintenance

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Operator – Job Classification #3. This is an incredible achievement, not only for Kieran but for the entire RCKC team. The Roadway Technician Apprentice (RTA) program is a collaborative initiative developed by RCKC, Teamsters Local 214, and the U.S. Department of Labor (DOL). As part of his promotion, Kieran will receive a Certificate of Recognition from the U.S. DOL. To reach this milestone, Kieran has completed over 4,300 hours of training, including earning his Commercial Driver's License (CDL). RCKC invested over \$134,411 in his development—covering wages, in-house training, and external educational resources. We also want to extend our sincere appreciation to those who supported Kieran throughout his program. Thank you, Joe Rix, Road Maintenance Operator – Mentor, AND Joe Peck and Tony Allen, Road Maintenance Superintendents – Program Oversight. Thank you, Kieran, for your dedication and hard work. Congratulations on this well-deserved achievement! He mentioned since there is not much on the next agenda we may have a potential winter maintenance presentation along with a closed session to discuss labor negotiations. He mentioned a tentative agreement that's been ratified by the union side. The current CBA expires December 31st. He mentioned the Michigan Township Association (MTA) Banquet is at The Fountains on Thursday at 6:00 p.m. and the Southwest Council Meeting at the Allegan County Road Commission is on Monday, November 10th. He was pleased to announce that Q Avenue from 29th Street to 34th Street is now open to the public.

Cooper Township Supervisor Jeff Sorenson reminded everyone of the US131 BR interchange ribbon cutting on Friday, November 7th, and to arrive by 9:30 a.m. Parking is available at the Versluis and Dickinson Park.

Commissioner Kennedy thanked Charleston Supervisor VanderRoest for his report and mentioned she hadn't seen the report but hoped to receive a copy to review. She identified herself as a United States Army veteran and took the opportunity to highlight upcoming Veterans Day events including a free breakfast for veterans at the Air Zoo at 8:30 a.m. (reservations recommended through the Zhang Center). Furthermore, there is a ceremony at 2:00 p.m. at the Michigan National Guard Armory (5335 Parkview Avenue) where Chairperson Kelly Cody would be presented with the Kalamazoo County Veteran of the Year award. Also, there is a ceremony at the VFW Post 5855 at 11:00 a.m. at the church by the library on Sprinkle Road. She shared information about "Operation Greenlight for Veterans", a national initiative by the National Association of Counties that Kalamazoo County is participating in. She explained several county buildings will be illuminated in green starting November 4th. The initiative aims to show support for veterans and raise awareness about available services and benefits. She encouraged others to participate in this initiative if possible.

Commissioner Davis congratulated Road Maintenance Operator Kieran Garrison on completing the apprenticeship program and becoming a Road Maintenance Operator, noting that he appreciated all the work he put into the achievement.

Commissioner Thompson thanked Road Maintenance Garrison for all the hard work that he and others do for the road commission. He mentioned that he attended the Wakeshma Township Board meeting the night before and thanked Wakeshma Township Supervisor Jason Gatlin, noting that the meeting was "very enlightening and looks forward to representing them in the future.

Commissioner Pawloski echoed his fellow commissioners' congratulations on the apprenticeship program and thanked the journeymen who trained the apprentice. Regarding Supervisor VanderRoest' comments about road funding, he indicated they would take his comments into consideration while waiting for more details. He mentioned their intent for the neighborhood fund would likely be for local roads without requiring a match but cautioned against making promises until they have more information from the state. He reminded fellow road commissioners that managing director evaluations are due and asked them to submit them to HR Director Hill within the next 30 days. He mentioned that he is looking forward to the November 6th event at The Fountains, noting that four Road Commissioners and Managing Director Bartholomew would be attending. He announced he would not be attending the November 18 Board meeting, and that Vice Chair Stehouwer would be running that meeting instead.

Commissioner Thompson moved, and it was seconded to adjourn the meeting.

Carried by the following vote:

Aye: Pawloski, Thompson, Davis, Kennedy

November 4, 2025 – Board Meeting

Vice Chair Int'l _____

Clerk Int'l _____

The meeting was adjourned at 3:54 p.m.

Attest: Meredith Place, County Clerk

By _____, Vice Chair _____, Deputy Clerk

November 6, 2025 – Kalamazoo Chapter of the Michigan Townships
Association (MTA) Annual Reception

Vice Chair Int'l _____

Clerk Int'l _____

The Board of County Road Commissioners of the County of Kalamazoo attended the Kalamazoo Chapter of the Michigan Townships Association Annual Reception at the Fountains Event Center at 535 Riverview Drive, Parchment, MI, on Thursday, November 6, 2025. The reception began at 6:00 p.m.

Present: David C. Pawloski, Randy Thompson, Andy Davis, Toni Kennedy

Absent: Larry Stehouwer

Also present: Managing Director Travis Bartholomew, Public Relations Director Mark Worden, local officials, and guests.

The reception ended at approximately 7:35 p.m.

Attest: Meredith Place, County Clerk

By: _____, Vice Chair _____, Deputy Clerk

The regular meeting of the Board of County Road Commissioners of the County of Kalamazoo was held at the Road Commission of Kalamazoo County (RCKC) office at 4400 S 26th Street, Kalamazoo, Michigan, on Tuesday, November 18, 2025. Commissioner Stehouwer called the meeting to order at 3:00 p.m.

Present: Larry Stehouwer, Randy Thompson, Toni Kennedy, Andy Davis
Absent: David C. Pawloski

Also attending: Managing Director Travis Bartholomew, Finance Director Kim Bodnar, Public Relations Director Mark Worden, Human Resources Director Debbie Hill, County Engineer Ryan Minkus, Assistant County Engineer Jim Hoekstra, Assistant General Superintendent Rusty McClain, Administrative Assistant Selena Rider, and Communications Administrator Sarah Phillips.

Administrative Assistant Rider reviewed public meeting guidelines.

Pledge of Allegiance

Commissioner Stehouwer shared that the goal of the Board of County Road Commissioners of the County of Kalamazoo is to use our expertise, energy, and funds to provide the safest and most convenient road system possible, and to contribute to economic development and a high quality of life throughout the county. Our goal is to maintain a county road system that is safe and convenient for public travel and to manage the roadside environment, with a view toward preservation.

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

Commissioner Davis moved, and it was seconded to approve the November 4, 2025, regular Board meeting minutes, and the November 6, 2025 Michigan Townships Association (MTA) Annual Reception minutes as presented.
Carried by the following vote:
Aye: Stehouwer, Thompson, Davis, Kennedy

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

Payroll Account: \$ 268,965.40
Vendor Account: \$ 1,128,450.47

Carried by the following vote:
Aye: Stehouwer, Thompson, Davis, Kennedy

Commissioner Thompson moved, and it was seconded to receive the Michigan Department of Transportation (MDOT) Highway Safety Improvement Program (HSIP) Project Award Letter dated November 3, 2025, and refer it to staff. Managing Director Bartholomew noted that the project involves constructing a roundabout at Sprinkle Road and TU Avenue. The grant award is \$750,000 through MDOT’s HSIP program. The total project cost is just over \$1 million, with the grant covering approximately 75% of the cost. Construction is planned for 2027.

Carried by the following vote:
Aye: Stehouwer, Thompson, Davis, Kennedy

Commissioner Davis moved, and it was seconded to approve the 2027 Truck Components Purchase from Truck & Trailer Specialties, Inc., utilizing the MiDeal Purchasing Program for a total of \$535,912. Managing Director Bartholomew Outlined in the RCKC, Five-Year Equipment Capital Improvement Plan (CIP) is the purchase of four (4) Cab and Chassis Trucks and the associated components needed to complete the custom truck builds. RCKC purchases the cab and chassis units every other year and budgets the component purchases in the alternating years to complete each truck build and place the units into service. At the April 22, 2025 Board meeting, the Board approved

the purchase of two (2) of the four (4) budgeted Cab and Chassis units. At the March 25, 2025 Board meeting, the Board also approved the purchase of two (2) of the four (4) sets of truck components. These advanced orders were necessary to secure units for the 2026 season and are included in the 2026 Budget. At the September 9, 2025 Board meeting, the Board approved the purchase of the remaining two (2) Cab and Chassis Trucks for 2026 delivery, also included in the 2026 Budget. At that time, RCKC was working with the dealership and multiple truck builders to determine the specific components required for these builds. The proposed purchase is necessary to complete the build of the remaining two (2) Western Star 49X Class 8 Heavy Duty cab/chassis units. It also ensures the completed trucks will be delivered and placed into service by the second quarter of 2027. RCKC continues to experience extended lead times and limited availability of parts, equipment, and materials for truck component builds. The current expected lead time for the required components is 16-18 months. To maintain the build schedule and avoid delays that could prevent placing the units in service in 2027, staff is requesting Board approval for this Truck Components Purchase at this time. The purchase of the two (2) underbody scrapers, right-hand wing plows, hydraulic systems, controls, and components for new trucks is included in the Five-Year Equipment CIP and will be included in the 2027 Forecast. Due to long lead times, staff is recommending the authorization to order the equipment for two (2) of our new cab/chassis in 2025 to be received and paid for in 2027. The MiDeal price through Truck & Trailer Specialties Inc., including 13' 6-way front plows, 12' right-hand wing plows, hydraulic systems, controls, and components to place our two (2) 2026 Western Star trucks in service is \$535,912.

Commissioner Davis inquired about potential turning radius issues on smaller roads or in cul-de-sacs. Managing Director Bartholomew explained that the turning radius of these trucks is comparable to that of the current 18-foot body trucks or tri-axle trucks. By adding more axles in front of the drive axles, the turning radius is not increased. He noted that these larger trucks will primarily be used on main roads and primary snow routes, with limited operation in residential areas requiring tight turns. Commissioner Davis asked whether the \$535,912 was only for the parts. Managing Director Bartholomew clarified that the amount includes both parts and installation but does not include the cab and chassis. He explained that the process involves taking the cab and chassis and building them into a complete truck.

Commissioner Thompson inquired about how the cost compares to a standard truck. Managing Director Bartholomew stated that a fully equipped snowplow truck used to cost approximately \$250,000, which is no longer the case. Today, a typical fully equipped snowplow truck—including the cab and chassis, and all components required to make it turnkey—costs around \$350,000. The trucks being considered are roughly \$100,000 more than a standard snowplow truck but offer greater versatility and are approximately 32% larger.

Commissioner Davis asked why a larger truck is beneficial. Managing Director Bartholomew explained that the agency built larger trucks about ten years ago, and they have proven effective. These larger trucks are primarily used during construction season, especially for chip seal work. Much of this work occurs in residential areas with significant overhead power lines, trees, and low-hanging branches. Because most current trucks are dump trucks, the box must be raised to unload material, which can cause delays in areas with overhead obstructions. The new trucks, however, are live-bottom units that dispense material without lifting the box. This makes them particularly valuable in areas with heavy tree cover and power lines, improving capacity, efficiency, and the quality of the work.

Carried by the following vote:

Aye: Stehouwer, Thompson, Davis, Kennedy

Commissioner Thompson moved, and it was seconded to approve the Michigan Department of Transportation (MDOT) Contract #25-5564 for the Managing Director's signature. Managing Director Bartholomew shared this contract includes hot mix asphalt cold milling and paving, concrete sidewalk, curb ramps, concrete curb and gutter along 9th Street from KL Avenue to West Main Street (M-43), and signal modernization along 9th Street at Seeco Drive; including structure adjustments, signal controller and cabinet, countdown pedestrian signals, pedestrian pushbuttons, Opticom system, video detection, wireless interconnect and permanent pavement markings; and all other necessary related work. The total project cost \$1,080,00. The Federal Grant would cover \$800,000 leaving the Road Commission responsible for \$280,003.

Commissioner Davis noted that he had listened to a program about small towns being hacked via wireless interconnections and asked how the County protects its systems from outside intrusion. Assistant County Engineer Hoekstra explained that hacking is always a concern, particularly with traffic signal components, as unauthorized modifications could create safety issues. The current system uses a radio interconnect between Seeco and KL

Avenue, which communicates only between those two points. It is not Wi-Fi based and has no public ports for access—signals travel via radio from one antenna to the other. Commissioner Davis asked whether information from the antenna goes directly to the unit. Assistant County Engineer Hoekstra clarified that signals come down through the pole into the cabinet. To hack the system, someone would need physical access to the cabinet and its devices. When asked about cabinet security, Assistant County Engineer Hoekstra explained that the cabinets are highly secure. They use a digital key system registered to each cabinet for maintenance technicians, with credentials that reset periodically. The system tracks every entry, recording who accessed the cabinet and when.

Commissioner Kennedy inquired about the annual cost of maintaining the signals. Assistant County Engineer Hoekstra stated that signal maintenance costs approximately \$175,000 annually for the 40–45 signals overseen by the County, with flashing beacons requiring significantly less maintenance.

Commissioner Stehouwer asked whether the sidewalk improvements were limited to the Seeco intersection or extended along Ninth Street. Assistant County Engineer Hoekstra confirmed that the sidewalks are strictly at the intersection, primarily for Americans with Disabilities Act (ADA) ramp improvements. Federal requirements mandate that all ramps on road projects be ADA compliant.

- a. 9th Street from KL Avenue to West Main Street (M-43)
- b. 9th Street at Seeco Drive – Signal Modernization

Carried by the following vote:

Aye: Stehouwer, Thompson, Davis, Kennedy

Assistant General Superintendent McClain delivered a PowerPoint presentation on Winter Maintenance. He covered snow removal priorities, turn-by-turn navigation for Road Maintenance Operators (RMOs), spreading salt and sand, pre-treating roads with liquid deicers, and using sand and other abrasives to improve vehicle traction. A video was also shown demonstrating plowing techniques, including how intersections are cleared. Staff answered various questions throughout the presentation. The Commissioners engaged with the discussion, expressing interest in operational details, public safety measures, community communication, and showing appreciation for staff dedication.

Managing Director Bartholomew noted that the Board Work Session will be held on December 2nd, following the regular Board meeting. He also reminded everyone that the next Road Tour is scheduled for December 12th at 9:00 a.m. He reported that the Township Supervisors meeting will take place tomorrow at the Road Commission. The Road Commission is on the agenda to discuss Neighborhood Road Funding (NRF), including the proposal being prepared for the Board and how a portion of those funds may be used on the local road system. He mentioned that the Holiday Potluck is scheduled for Friday, December 12th, at 8:00 a.m. He also shared that the County Road Association (CRA) will hold a “Commissioners in the Classroom” workshop on February 17th in Mount Pleasant.

Commissioner Davis noted that this pay period was approximately \$75,000 higher than the previous one and requested clarification. Managing Director Bartholomew explained that the increase is due to seasonal overtime and the annual longevity pay, which still applies to several employees under longstanding personnel policies.

Commissioner Kennedy reported that the Veterans Day event at the National Guard Armory was a great success. Numerous dignitaries were in attendance, including representatives from Tim Culver’s office and Speaker Matt Hall. The event also honored Kelly Cody of Ross Township, who was recognized as Veteran of the Year. Commissioner Kennedy expressed her appreciation to everyone who attended the celebration. She also reminded Veterans that the Veteran Service Office on Alcott is distributing \$75 holiday vouchers or cards to all Veterans, regardless of financial status. Veterans must visit the office in person and provide proof of veteran status to receive the card.

Commissioner Davis reported that he attended the Alamo Township meeting last week, where township officials circulated and signed a letter that has also been shared among other township representatives. The letter outlines concerns regarding proposed changes to state funding—particularly how local and rural roads will be affected—and raises questions about funding definitions and allocation formulas. The letter was sent to key state leaders, including the Speaker of the House, the Governor, and the Senate Majority Leader. He noted that, in his

conversations with various townships, there is widespread concern about what the new funding formula will entail. He expressed appreciation for the Road Commission’s planned discussions with the townships and stated that he hopes to attend the Township Supervisors meeting the following day to listen to those conversations. He also mentioned that Alamo Township, like several others, has concerns about data centers and land-use issues within their communities. While these matters are not directly related to Road Commission operations, he emphasized that they remain important topics for township officials.

Commissioner Thompson had no comments.

Commissioner Stehouwer thanked Commissioner Kennedy for attending the Parks and Recreation Commission meeting on his behalf in early November. He stated that he plans to attend the Township Supervisors meeting tomorrow, November 19, and the Ross Township meeting this evening. He requested that Managing Director Bartholomew or staff notify him of any items he should be aware of in advance. He also acknowledged Commissioner Pawloski’s absence due to illness and wished him a quick recovery. Commissioner Stehouwer noted that Commissioner Pawloski had provided proper notice of his absence for both today’s meeting and the Township Supervisors meeting.

Commission Thompson moved, and it was seconded to move into closed session pursuant to section 8 (c) of the Open Meetings act for the purpose of discussing labor negotiations at 4:11 p.m.

Carried by the following vote:
Aye: Stehouwer, Thompson, David, Kennedy

Commissioner Davis moved, and it was seconded to move out of closed session at 5:03 p.m.

Carried by the following vote:
Aye: Stehouwer, Thompson, Davis, Kennedy

Commissioner Davis moved, and it was seconded to approve the tentative agreement of October 13, 2025 to be included in the Collective Bargaining Agreement (CBA) effective January 1, 2026 to December 31, 2028.

Carried by the following vote:
Aye: Stehouwer, Thompson, Davis, Kennedy

Commissioner Thompson moved, and it was seconded to adjourn the meeting.

Carried by the following vote:
Aye: Stehouwer, Thompson, Davis, Kennedy

The meeting was adjourned at 5:06 p.m.

Attest: Meredith Place, County Clerk

By _____, Chair _____, Deputy Clerk

The regular meeting of the Board of County Road Commissioners of the County of Kalamazoo was held at the Road Commission of Kalamazoo County (RCKC) office at 4400 S 26th Street, Kalamazoo, Michigan, on Tuesday, November 18, 2025. Commissioner Pawloski called the meeting to order at 3:00 p.m.

Present: David C. Pawloski, Larry Stehouwer, Randy Thompson, Toni Kennedy, Andy Davis

Also attending: Managing Director Travis Bartholomew, Finance Director Kim Bodnar, Public Relations Director Mark Worden, Human Resources (HR) Director Debbie Hill, Assistant HR Director Jaycie Callaway, County Engineer Ryan Minkus, Assistant County Engineer Jim Hoekstra, Assistant General Superintendent Rusty McClain, Administrative Assistant Selena Rider.

Administrative Assistant Rider reviewed public meeting guidelines.

Pledge of Allegiance

Commissioner Pawloski shared that the goal of the Board of County Road Commissioners of the County of Kalamazoo is to use our expertise, energy, and funds to provide the safest and most convenient road system possible, and to contribute to economic development and a high quality of life throughout the county. Our goal is to maintain a county road system that is safe and convenient for public travel and to manage the roadside environment, with a view toward preservation.

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

Carried by the following vote:

Aye: Pawloski, Stehouwer, Thompson, Davis, Kennedy

Commissioner Stehouwer moved, and it was seconded to approve the November 18, 2025, regular Board meeting minutes, and the November 18, 2025 Closed Session minutes as presented.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Thompson, Davis, Kennedy

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

Payroll Account: \$ 183,390.02

Vendor Account: \$ 471,304.16

Carried by the following vote:

Aye: Pawloski, Stehouwer, Thompson, Davis, Kennedy

Commissioner Davis moved, and it was seconded to approve the purchase of one (1) Dual Auger Sander, including: complete hydraulic and electrical systems, one (1) stainless tailgate modification, installation and applicable warranties from Viking-Cives Great Lakes, through the Sourcewell purchasing program, for a total of \$19,477.50. Managing Director Bartholomew shared outlined in the Capital Outlay section of the 2025 Budget, funds were allocated for the purchase of two (2) V-Box hopper inserts at a total estimated cost of \$50,000. At this time, the Road Commission of Kalamazoo County (RCKC) is requesting approval to proceed with the purchase of one (1) Dual Auger Sander.

RCKC remains committed to ensuring all equipment acquisitions align with our standards for cost-effectiveness, operational efficiency, updated technology, longevity, and overall performance. As part of this commitment, staff conducted a review of alternatives to our current V-Box hopper inserts, which cost approximately \$35,000 each. Through this evaluation, staff identified a removable Dual Auger Sander system that performs similar functions to a V-Box hopper sander while costing approximately \$15,000 less per unit.

Several trucks in the RCKC fleet currently operate with removable Dual Auger Sanders as a component of a V-Box-style sander box. These units are removed during the summer months to support construction and routine maintenance operations. In alignment with our ongoing efforts to explore innovative and cost-effective equipment

solutions, staff is recommending the purchase of a Dual Auger Sander that can be seasonally installed directly into an existing dump box—without the need for a full V-Box insert.

If this system performs successfully during winter maintenance operations, it would provide a cost-effective alternative for future component builds, particularly as existing V-Box hopper inserts reach the end of their service life. The majority of the RCKC’s winter maintenance fleet currently utilizes V-Box hopper inserts. These units are mounted inside the truck’s dump bed—with the tailgate removed—to transport and distribute deicing material during winter operations. In contrast, the Slide-In Dual Auger System sits directly on the floor of the dump body and distributes material through a modified tailgate. This configuration allows the dump bed itself to carry the deicing material while the auger system provides controlled distribution.

The 2025 Capital Outlay Budget includes \$50,000 for the purchase of two (2) V-Box Hopper Inserts. The purchase of one (1) Dual Auger Sander is \$19,477.50. The 2025 Budget Amendment 2 will reflect the lower amount needed.

Commissioner Davis asked about potential bulk pricing opportunities, questioning whether purchasing multiple units might offer cost savings. Managing Director Bartholomew responded that price reductions are not typically available for bulk orders. He also noted that the current stainless-steel V-Box spreaders have proven highly durable, lasting well beyond staff tenure at the Road Commission.

Commissioner Stehouwer inquired about the versatility of the equipment, asking whether the units are designed for specific dump box sizes or if they are adaptable. Managing Director Bartholomew confirmed that the spreaders are built for specific configurations—this unit, for example, is designed for the standard tandem axle truck with a 14-foot box.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Thompson, Davis, Kennedy

Commissioner Thompson moved, and it was seconded to approve the Proclamation Honoring Retiree Steve Kuilema for the Chair’s signature. Managing Director Batholomew shared that Mr. Kuilema had worked as a contractor for the Road Commission for many years before joining directly as an employee approximately nine (9) years ago as a Road Maintenance Operator (RMO). He also operated a broom for the organization for many years and was not ready to retire. Commissioner Pawloski read the resolution honoring Mr. Kuilema.

Board of County Road Commissioners of the County of Kalamazoo

RESOLUTION HONORING

Steven Kuilema

WHEREAS, we express special recognition to Steven ‘Steve’ Kuilema and honor him for his distinguished nine (9) year career as of November 18, 2025, with the Road Commission of Kalamazoo County (RCKC); and

WHEREAS, Steve began his career on July 5, 2016, and has respectfully serviced our County as a Road Maintenance Operator; and

WHEREAS, the Board of County Road Commissioners of the County of Kalamazoo wishes to acknowledge and express its sincere appreciation to Steve for his dedication to public service; and

NOW, THEREFORE, BE IT RESOLVED, the Board of County Road Commissioners of the County of Kalamazoo, does hereby acknowledge with gratitude Steve’s public service in providing the safest and most convenient road system possible, and his contributions to the high quality of life throughout the County. We congratulate him on the occasion of his retirement and wish him the best in his retirement and future endeavors.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Thompson, Davis, Kennedy

Charleston Township Supervisor Jerry VanderRoest provided a handout and shared comments regarding Neighborhood Road Funding (NRF) distribution and local road funding needs. He presented a breakdown of Southwest Michigan neighborhood road funding by county, noting that Kent County received the highest amount, while Branch County received the lowest. He explained that each county received an additional \$100,000 beyond its original allocation. He discussed revenues, local road contracts, and referenced a Senate Fiscal Agency report included in the handout showing estimated road funding payments to local units. The handout also detailed NRF funding by township within Kalamazoo County, as well as a breakdown of NRF and Participation (PAR) Fund requirements by township, including the updated match needed for PAR Funds. He highlighted township revenue

changes and current PASER condition ratings for each township's roads. He summarized by stating that townships collectively must identify an additional \$170,000 to meet the recommended PAR match requirement. At the same time, townships are cutting 6.3% from their budgets, receiving only 18.6% of the new road funds, and must fully expend their PAR Funds before becoming eligible for additional road funding. He emphasized that all road funding ultimately passes to the Road Commission, which owns the roads, and called for more support to improve the condition of local and secondary roads.

Cooper Township Supervisor Jeff Sorenson wished everyone a Merry Christmas and expressed hope that everyone had a great Thanksgiving. He expressed strong support for developing a 5-year plan, stating "I think you have a great idea on a 5-year plan." He suggested there's no reason they can't create such a plan using current funding sources. He recommended that when additional funds become available in the future, they should make the most of those opportunities the best we can" while maintaining the established 5-year plan framework. He specifically expressed hope that "at least for Cooper" they could develop and stick to a 5-year plan, noting that this approach "makes life a lot easier after you do all the hard lifting at the beginning." He wished Happy Holidays to everyone present.

Commissioner Pawloski acknowledged the township officials' strong concerns about road conditions and emphasized that their priorities will play an important role in shaping future decisions. He expressed appreciation for their input and stated that the Road Commission will consider what can be done moving forward.

Managing Director Bartholomew announced that the Road Commission will host a holiday potluck breakfast on December 12th at 8:00 a.m., and board members are invited to attend. He also noted that the Board Road Tour is scheduled for the same day at 10:00 a.m., during which the group will visit various areas of the county to review service requests and ongoing projects. Additionally, he reminded everyone that the Board Budget Workshop will take place this afternoon immediately following the regular meeting. He requested that commissioners text him regarding their attendance for the Road Tour to assist with vehicle planning.

Commissioner Kennedy had no report.

Commissioner Davis had no report.

Commissioner Thompson had no report.

Commissioner Stehouwer reported that he attended the Ross Township Board meeting on November 18 and forwarded comments from that meeting to both Commissioner Pawloski and Managing Director Bartholomew. He also attended the Comstock Township Board meeting the previous evening, noting that there was nothing specific to report other than hopes for increased road funding. Additionally, he mentioned that the County Parks meeting is scheduled for Thursday, and he is looking forward to attending.

Commissioner Pawloski noted that the December Township Supervisors meeting has been moved to Consolidated Dispatch for their annual holiday party. He announced that he will be unable to attend the December 30th board meeting. He also mentioned the "CRA's Commissioners in the Classroom" conference scheduled for February 17th, noting that Commissioners Thompson and Kennedy have registered, but he will not be able to attend.

Managing Director Bartholomew announced that the Road Commission just received the American Public Works Association (APWA) Southwest Michigan Branch award in the environmental section for projects \$500,000 to \$1 million. The award was for the Davis Olmstead Stream and Culvert Restoration Project, with Roe Professional Services as consultant and Balkema Sitework & Development LLC as contractor.

The meeting was adjourned at 3:25 p.m.

Attest: Meredith Place, County Clerk

December 2, 2025 – Board Meeting

Chair Int'l _____

Clerk Int'l _____

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 4400 S 26th Street, Kalamazoo, Michigan, on Tuesday, December 2, 2025. Commissioner Pawloski called the meeting to order at 3:41 p.m.

Present: David C. Pawloski, Larry Stehouwer, Randy Thompson, Andy Davis, Toni Kennedy

Also attending: Managing Director Travis Bartholomew, Finance Director Kim Bodnar, Public Relations Director Mark Worden, Human Resources (HR) Director Deb Hill, Assistant HR Director Jaycie Callaway, County Engineer Ryan Minkus, Assistant County Engineer Jim Hoekstra, Assistant General Superintendent Rusty McClain, Road Maintenance Superintendent Tony Allen, and Administrative Assistant Selena Rider.

Commissioner Thompson moved, and it was seconded to approve the agenda as amended. We will not be discussing the 2026-2030 Draft Primary Road Capital Improvement Plan (CIP) based on the information we learned today.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Thompson, Davis, Kennedy

Managing Director Bartholomew explained to the Board that the paper copy of the Work Session packet is for reference, and the Team will provide a PowerPoint presentation to highlight key focus areas. He discussed what is currently known regarding new road funding. Initially, the new revenue was anticipated to begin in 2026. The Road Commission has been awaiting updates from the State of Michigan and the Michigan Department of Transportation (MDOT), including a webinar that has since been delayed. He instructed staff to proceed with planning based on the revenue being available. If adjustments are necessary, amendments to the budget will be brought forward. This morning, before finalizing the plan, he made one more call to the County Road Association (CRA) for additional insight. CRA Director Dennise Donahue provided a detailed—but not yet publicized—update that remains subject to change. The additional gas tax represents the \$800 million that replaced the \$600 million lost on October 1. These new gas tax dollars are expected to become available January 1, 2026, with the first Michigan Transportation Fund (MTF) distribution including this revenue in March. According to CRA, House Fiscal Agency projections show that by the end of the state's fiscal year (September 31), MTF revenue for 2026 should be equal to 2025 levels due to this modest increase. The Neighborhood Road Fund (NRF) is comprised of both corporate income tax revenue and marijuana tax revenue. CRA suggests the corporate income tax portion—representing 60% of NRF—could become available in late 2026. The marijuana wholesale tax component is currently tied up in litigation and has never previously existed, meaning the revenue still needs to be generated. Best case scenario, this funding could be distributed quarterly but may only be paid annually. CRA does not expect any distribution—if it proceeds—to occur before June 2027. The redirected income tax reflects the \$600 million removed as of October 1. He shared 2027 MTF, Fuel Tax, and NRF. He also shared the loss of income tax effective October 1, 2025. He mentioned the anticipated revenue for 2027 is \$37 million.

Finance Director Bodnar provided a presentation on the proposed 2025 Draft Budget Amendment #2 and the proposed 2026 Draft Budget, including the unassigned fund balance as % of MTF, planned expenditures, projects and routine maintenance. She explained that the packet today includes a revised financial statement report based on revised estimated funding. Discussion continued...

Assistant County Engineer Hoekstra provided a presentation and update on the Safe Streets for All (SS4A) program. He explained that SS4A is a discretionary grant program administered by the USDOT. The RCKC completed an implementation plan in 2023, which resulted in a mix of findings and recommendations. In May 2024, the RCKC submitted a request to USDOT for \$25 million in SS4A grant funds. On September 10, 2024, the RCKC was notified that it had been selected for an award. This award represents the 10th largest grant allocated in the United States and the largest awarded in Michigan. He reviewed the scope of the project, which includes:

- Focus on rural lane departure crashes
- Low cost/high impact countermeasures
- Centerline (130 miles) / Shoulder rumble strips (74 miles)
- 63.7 miles of road resurfacing
- Tree removals
- Pavement markings and sign upgrades, as needed
- 10.6 miles of road widening for paved shoulders
- 6.8 miles of road reconstruction
- Installation of left-turn lanes at six (6) locations

He stated that we plan to push 5 years of work into 4 years. He mentioned that the RCKC continues to work through EGLE, SHPO, and the Drain Commission for permits and approvals. Discussion continued...

Managing Director Bartholomew provided a presentation on the draft township funding. He stated that the PAR Fund Program will remain the same and that NRF funds will not require any matching dollars. He further noted that the RCKC has met with five townships and received positive feedback. He reviewed the breakdown of NRF by township and again explained the PAR and NRF allocations by township. He also discussed local road contracts, noting that PAR funds and township contributions will be used first, followed by NRF funds. He also provided a local road project cost breakdown. Discussion continued...

Public Relations Director Worden provided a presentation about the Draft 2026 Organizational Performance Measures

County Engineer Minkus reviewed the Non-Motorized Facilities Policy and proposed updates, including enhancements to make the application process more interactive.

HR Director Hill presented a list of personnel policies along with proposed changes intended to support employee retention and enhance recruitment efforts.

- Sick Leave
- Bereavement Leave
- Holidays
- Performance Incentive
- Salary Performance Review Policy

Public Relations Director Worden provided a presentation on service requests. He explained what constitutes a service request, offered background history, and described how service requests are documented and tracked. He also presented data highlighting the top service request types by township, along with the average number of days to close requests by priority and by month. He noted that tree-related concerns are by far the most frequent service requests received. It was suggested that a dedicated staff member be assigned to monitor service requests and communicate directly with residents regarding their status. Discussion continued...

Assistant General Superintendent McClain provided a presentation on tree pruning and removal. He reviewed the history of tree-related service requests and explained tree and woody vegetation control. He described pruning and removal activities within the right-of-way, including contracted bid data, and presented the sixteen-year plan. Discussion continued...

Managing Director Bartholomew shared that staff is working on updating the 2026 Draft Budget and CIP and shared that both would be emailed to Commissioners early next week.

Commissioner Davis moved, and it was seconded to adjourn.
Carried by the following vote:

December 2, 2025 – Board Work Session

Chair Int'l _____

Clerk Int'l _____

Aye: Pawloski, Stehouwer, Thompson, Davis, Kennedy

The meeting was adjourned at 6:19 p.m.

Attest: Meredith Place, County Clerk

By: _____, Chair _____, Deputy Clerk

December 12, 2025, 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, December 12, 2025. The tour began at 10:00 a.m. from the Road Commission of Kalamazoo County (RCKC) 4400 S. 26th Street, Kalamazoo, MI 49048.

Present: David C. Pawloski, Larry Stehouwer, Randy Thompson, Toni Kennedy

Absent: Andy Davis

Also present: Managing Director Travis Bartholomew

Road Commissioners and Managing Director Bartholomew visited several project sites, including the future roundabout at TU Avenue and 23rd Street, the 2027 safety project on TU Avenue, the planned improvements at Sprinkle Road and S Avenue, and tree pruning in Wakeshma Township. They also toured the recently completed project on Q Avenue in Pavilion Township. Managing Director Bartholomew provided information and answered questions throughout the visits. The tour adjourned at approximately 11:30 a.m. returning to RCKC.

Attest: Meredith Place, County Clerk

By: _____, Chair _____, Deputy Clerk

The regular meeting of the Board of County Road Commissioners of the County of Kalamazoo was held at the Road Commission of Kalamazoo County (RCKC) office at 4400 S 26th Street, Kalamazoo, Michigan, on Tuesday, November 18, 2025. Commissioner Pawloski called the meeting to order at 3:00 p.m.

Present: David C. Pawloski, Larry Stehouwer, Randy Thompson, Toni Kennedy, Andy Davis

Also attending: Managing Director Travis Bartholomew, Finance Director Kim Bodnar, Public Relations Director Mark Worden, Human Resources (HR) Director Debbie Hill, Assistant HR Director Jaycie Callaway, County Engineer Ryan Minkus, Assistant County Engineer Jim Hoekstra, Assistant General Superintendent Rusty McClain, Road Maintenance Operator Levi McClish, Communications Administrator Sarah Phillips, Administrative Assistant Selena Rider.

Administrative Assistant Rider reviewed public meeting guidelines.

Pledge of Allegiance

Commissioner Pawloski shared that the goal of the Board of County Road Commissioners of the County of Kalamazoo is to use our expertise, energy, and funds to provide the safest and most convenient road system possible, and to contribute to economic development and a high quality of life throughout the county. Our goal is to maintain a county road system that is safe and convenient for public travel and to manage the roadside environment, with a view toward preservation.

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

Carried by the following vote:

Aye: Pawloski, Stehouwer, Thompson, Davis, Kennedy

Commissioner Stehouwer moved, and it was seconded to approve the December 2, 2025, regular Board meeting minutes, December 2, 2025 Board Work Session minutes, and December 12, 2025 Board Road Tour minutes as presented.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Thompson, Davis, Kennedy

Commissioner Kennedy moved, and it was seconded to approve the payroll and vendor accounts as presented. Managing Director Bartholomew mentioned the payroll account is higher due to multiple days of winter maintenance, including two (2) holidays since Thanksgiving.

Payroll Account: \$ 289,456.71

Vendor Account: \$ 655,830.73

Carried by the following vote:

Aye: Pawloski, Stehouwer, Thompson, Davis, Kennedy

Commissioner Thompson moved, and it was seconded to open the public hearing for public comments.

Carried by the following roll call vote:

Aye: Pawloski, Stehouwer, Thompson, Davis, Kennedy

Managing Director Bartholomew shared that we did not receive public comments before this hearing. He stated Item A is our 2026 Draft Budget. He stated during the development of the 2025 Budget Amendment #2 and the 2026 Budget, the RCKC team thoroughly reviewed all funding sources, planned expenditures, and fund balance status. The Draft Budget reflects our best forecast and timing of funding and expenditures needed to meet our goal of maintaining and preserving our county road system and roadside environment. Draft Budget highlights are below.

REVENUE

Michigan Transportation Fund (MTF) – During October 2025, a new transportation funding package was approved:

- Motor Fuel Tax Act – amended to increase from 31 cents per gallon to at least 51 cents per gallon, plus an inflation adjustment, effective January 1, 2026.
- Income Tax Act – elimination of the annual \$600 Million earmarked from individual income tax and replaced with Corporate Income Tax (CIT) revenue to be credited to the Neighborhood Road Fund (NRF). The CIT distribution totals \$688M and is expected to grow by \$88M annually until the State's fiscal year 2029-30.
- New Wholesale Excise Tax on Certain Sales or Transfer of Marijuana – this new tax will generate approximately \$420M annually to be credited to the NRF. We anticipate the first revenue disbursement early to mid-2027.

The 2025 Budget Amendment 2 assumes MTF is reduced by \$1.25M during Q4 as a result of the elimination of the individual income tax. Total 2025 MTF revenue is \$27.1M.

The 2026 Budget assumes MTF increases 1%, excluding the individual income tax reduction, since distribution timing of the new funding is unclear at this time. Total 2026 MTF revenue is \$28.7M.

Federal and State Grants – The 2026 Budget assumes federal and state grants totaling \$9.9M, including \$4.5M for the Safe Streets for All (SS4A) program. The 2025 Budget Amendment 2 reflects the shift of the SS4A program totaling \$3.1M from 2025 to 2026. Please refer to the Primary Road Capital Improvement Plan (CIP) for additional details.

Township Revenue – The 2026 Budget assumes the 15 townships will provide the same financial contributions for local road projects as in 2025 (excluding the Alamo ARPA grant project), as township estimates and contracts have not yet been finalized.

EXPENDITURES

Primary Roads Preservation and Preventive Maintenance projects – The 2026 Budget totals \$17.1M in project expenditures. Please refer to the Draft Primary Road Capital Improvement Plan (CIP) for details.

Local Roads Preservation and Preventive Maintenance projects – The 2026 Budget totals \$9.6M preservation and preventive maintenance expenditures. The Participation Fund Program (PAR) has been increased from \$2.3M to \$2.5M for township matching in 2026. The 2026 Budget does not include an additional unmatched investment (NRF) due to the delay in the new road funding.

Routine Maintenance – The 2025 Budget Amendment 2 increases routine maintenance expenditures by \$1.4M, primarily due to higher storm emergency cleanup efforts and storm sewer maintenance. Total routine maintenance expenditures budgeted are \$11.1M in 2025 and \$10.5M in 2026.

Wages and Fringe Benefits – The 2026 Budget includes 30 Road Maintenance Operators, 3 Mechanics, and 26 Administrative positions and includes the following:

- One new position is being added in 2026 (Project Engineer) to support additional project work as a result of the SS4A funding. The Budget also assumes the vacant Operations Director and HR Specialist positions are filled.
- A cost-of-living increase (3.1%) based on a three-year average using the Congressional Budget Office's information as a reference. The cost-of-living increase is applied to the salaried step progression schedule.
- The Salary Performance Review (SPR) plan: employees who have completed the five-year step progressions may be eligible for the plan, which remains the same as last year (2.0% to 3.0%).
- The Performance Incentive (PI) plan remains the same as last year (1.5% to 2.5%).
- Unused sick payout calculated at 100% of pay instead of 50%.

Capital Outlay – The Capital Outlay budget is \$1.1M for 2025 and \$1.8M for 2026. The purchase of two cab and chassis trucks budgeted in 2025 (\$324,000) were moved forward to the 2026 Budget, and the Acumatica ERP system implementation was transferred to expenditures since the total amount is immaterial. Please refer to the Capital Outlay page in the financial statements for detail.

FUND BALANCE

A Fund Balance reserve is prudent to maintain cash flow for day-to-day operations and to mitigate current and future risks such as unanticipated expenditures/events, federal aid issues or changes in funding. We assign \$3.3M to reserve one additional year's bond and interest payments and identify the non-spendable portion of the Fund Balance (inventory and prepaids).

Our organizational goal is to target the remaining Unassigned Fund Balance to be 20%-25% of MTF. Our Unassigned Fund Balance is 26% for 2025, and 21% for 2026.

Managing Director Bartholomew shared that as a part of the budgeting and planning process, RCKC is proposing Item B, the 2026 - 2030 Draft Primary Road CIP. He explained that consideration for prioritization is made by reviewing traffic volumes, road surface condition rating, budget, maintaining a “mix of fixes,” asset management, funding categories, etc. Bridge conditions and drainage are also considerations.

The proposed 2026 - 2030 Draft Primary Road CIP includes reconstruction and rehabilitation, mill and resurface, safety, bridge, preventive maintenance, and non-motorized projects. The total amount of the five-year plan investment is \$113,287,880, and the RCKC funds are \$70,164,400. The following list provides the total recommended expenditures for 2026 by project type:

- Safety Program/Safe Streets for All \$6,262,500
- Road Reconstruction/Resurface \$4,448,000
- Non-motorized \$3,945,000
- Bridge/Culvert \$1,015,000
- Traffic Signals \$212,400
- Project Design \$1,095,000
- Chip Seal \$3,688,200
- Crack Fill \$250,000
- HMA Wedging \$35,000

Total 2026 Primary Road project costs; \$20,951,100

The development of this year’s five-year plan was shaped by ongoing uncertainties in State budget decisions and road funding. Multiple versions were prepared, and final adjustments were required following the unexpected 4th-quarter loss of \$1.1 million in Income Tax revenue in 2025.

While the additional road funding was approved by the state legislature, we are not expected to receive funds until the 3rd or 4th quarter of 2026. The 2026 Draft Primary Road CIP is \$309,061 more than 2025. The 2027 Primary Road CIP has increased by approximately \$4.5 million each year. This added funding has been allocated as follows:

- \$1 million annually for primary chip seal and preservation
- \$500,000 annually for construction and \$50,000 for design of culvert replacement projects
- \$444,000 for construction and \$14,000 for design of traffic signal projects every other year
- Approximately \$2.75 million for structural improvements, including resurfacing and reconstruction.

Our proposed 2026-2030 Draft Primary Road CIP includes 116.09 miles of primary roads receiving an HMA improvement which is an average of 21.74 miles/year. Our proposed 2026 year includes 8.69 miles of road receiving HMA improvement. Historically, RCKC has included approximately 11.5 miles/year of primary roads planned to receive HMA improvement. The 10.24 miles/year increase for the 2026-2030 Draft Primary Road CIP is primarily due to funding received for the Federal Safe Streets and Roads for All (SS4A) grant and the additional investment from the 2026 state budget.

He also explained Federal Funding Sources, Restricted Routes, Preventive Maintenance, Non-Motorized Facilities Applications/Projects, and Unmet Needs. He mentioned that it is not surprising that, during the process of developing the 2026-2030 Draft Primary Road CIP, the RCKC team had more project demands than could be funded. These proposed projects were placed on the Unmet Needs list for use with future planning or funding opportunities. Also, adjustments will be made with every five-year Primary Road CIP as funding and road surface conditions will change.

Commissioner Davis asked about cost variations in preventive maintenance projects. Managing Director Bartholomew explained that differences in chip seal costs are primarily due to roadway width, which can range from two to seven lanes, as well as the type of treatment used. He noted that different treatments require varying aggregate sizes and amounts of asphalt emulsion, which also impacts overall cost.

Commissioner Davis questioned the preservation project cost comparison between Comstock Avenue and U Avenue. Assistant County Engineer Hoekstra explained that Comstock Avenue is a state- and federally funded project, which includes additional administrative costs. He noted the project also involves significant curb and drainage improvements, extensive underground work including sewer lines, and road realignment and crown resetting required due to multiple previous overlays.

Commissioner Davis asked whether an inflation rate is applied. Assistant County Engineer Hoekstra confirmed that a 3–5% annual inflation rate is applied to out-years in the five-year plan.

Managing Director Bartholomew noted that if new revenue is received in 2027 as anticipated, approximately \$4.5 million could be added to the primary road CIP. He also explained that the five-year plan intentionally excludes contingency projects to maintain flexibility, allowing approved projects to be advanced if additional funding becomes available.

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

Carried by the following vote:

Aye: Pawloski, Stehouwer, Thompson, Davis, Kennedy

Commissioner Thompson moved, and it was seconded to approve the Michigan Department of Transportation Contract #25-5583 for the Managing Director's signature. Managing Director Bartholomew shared that this contract includes cold milling, grading, and paving along Comstock Avenue from Sprinkle Road to River Street and subbase and aggregate base, drainage, concrete curb and gutter, permanent signing, and pavement markings. The project represents strong grant leverage, with the Road Commission only paying approximately 41% of total costs.

a. Comstock Avenue – Sprinkle Road to River Street, Comstock Township

Carried by the following vote:

Aye: Pawloski, Stehouwer, Thompson, Davis, Kennedy

Commissioner Davis moved, and it was seconded to approve the 2025 Budget Amendment Resolution #2 and the 2026 Budget. Managing Director Bartholomew shared his amendment accounts for a reduction in Michigan Transportation Fund (MTF) revenue by \$1.25 million for the fourth quarter of 2025. This reduction stems from the elimination of the Income Tax Act from 2015, bringing the anticipated MTF revenue for 2025 down to \$27.1 million.

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 approve and adopt the following budget for the calendar year 2025 (Amendment 2) and the calendar year 2026:

	2025 Budget Amendment 1	Change	2025 Budget Amendment 2	2026 Budget
Revenue				
Michigan Transportation Funds				
Primary Road Fund				
Local Road Fund				
Total Michigan Transportation Funds	28,165,145	(1,021,772)	27,143,373	28,677,307
Federal and State	7,328,982	(3,033,213)	4,295,769	9,948,163
PA 49 Federal Aid Buyout Program	230,942	0	230,942	0
Township Projects	6,866,343	(601,228)	6,265,115	6,293,948
Township Special Assessments	90,440	0	90,440	90,440
Cities and Other Governmental	135,000	490,000	625,000	870,000
Interest and Dividends	457,558	137,782	595,340	245,000
Other	230,000	183,254	413,254	250,000
Total Operating Revenue	43,504,410	(3,845,177)	39,659,233	46,374,858
Expenditures				
Construction/Capacity Improvements	0	0	0	0
Preservation/Structural Improvements	18,638,368	(2,554,508)	16,083,861	17,906,815
Preventive Maintenance	7,340,095	(460,755)	6,879,341	8,789,224
Routine Maintenance	9,649,970	1,414,034	11,064,004	10,495,628
Total Road Expenditures	35,628,433	(1,601,228)	34,027,205	37,191,667
Equipment Expenditures	5,109,179	172,536	5,281,715	5,353,049
Equipment Allocated	(3,090,000)	(672,443)	(3,762,443)	(3,700,000)
Equipment Under/(Over) Allocated	2,019,179	(499,907)	1,519,272	1,653,049
Administration	2,424,343	(7,350)	2,416,993	2,440,045
Work Performed for Others	2,580,000	(1,955,000)	625,000	4,065,000
Distributive Under/(Over) Allocated	0	0	0	0
Capital Outlay	1,688,374	(567,841)	1,120,533	1,827,124
Debt Service	3,320,819	0	3,320,819	3,320,069
Subtract Depreciation	(3,096,654)	(62,620)	(3,159,274)	(3,166,060)
Total Expenditures	44,564,494	(4,693,947)	39,870,547	47,330,894
Fund Balance				
Beginning Fund Balance	12,364,395		12,364,395	12,153,081
Change in Fund Balance	(1,060,083)	848,770	(211,314)	(956,036)
Total Fund Balance	11,304,313	848,770	12,153,081	11,197,045
Nonspendable (Inventory/Prepays)	1,800,000	0	1,800,000	1,800,000
Assigned (Debt Service)	3,300,000	0	3,300,000	3,300,000
Restricted (Facility Construction)	0	0	0	0
Unassigned Fund Balance	6,204,313	848,770	7,053,081	6,097,045
<i>Unassigned Fund Balance as a % of MIF Revenue</i>	<i>22%</i>		<i>26%</i>	<i>21%</i>

Carried by the following vote:

Aye: Pawloski, Stehouwer, Thompson, Davis, Kennedy

Commissioner Davis moved, and it was seconded to approve the 2026-2030 Primary Road Capital Improvement Plan (CIP). Commissioner Thompson sought clarification on flexibility, asking if the board's approval still allows changes to move projects up or back in the timeline. Managing Director Bartholomew confirmed that Staff does have the flexibility to move approved projects up without returning to the board, but if the dollar amounts in the plan change, board approval would be required.

Commissioner Stehouwer expressed appreciation for the 5-year planning effort, noting that commissioners naturally look for roads they drive and check which year those projects are scheduled. He also mentioned looking for potential state or federal grants and expressed particular interest in bridge repairs, noting the Waukesha bridge removal project.

Commissioner Davis highlighted three additional potential funding sources: bridge funding programs, railroad crossing overhead funding, and the Infrastructure Project Fund, which has approximately \$65 million available. He noted these would likely be competitive grants administered by MDOT that could augment the current plan and emphasized the importance of closely monitoring the evolving funding environment.

Managing Director Bartholomew shared that Safe Streets for All (SS4A) funding is driving many primary road projects, noting that the Road Commission provides a 30% match to receive 70% federal funding. He emphasized this represents strong leverage, consistent with the program's intent.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Thompson, Davis, Kennedy

Commissioner Thompson moved, and it was seconded to approve the 2026 Organizational Performance Measures. Managing Director Bartholomew noted minimal changes from the previous year. Commissioner Pawloski emphasized that service requests are a high priority for the Board, expressing hope that the measure will be met in 2026. Commissioner Stehouwer added that constituents sometimes contact Commissioners directly, and he makes a point to direct them to submit formal service requests and explain the process. He emphasized the importance of providing feedback to individuals who submit requests and thanked staff for their follow-up efforts.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Thompson, Davis, Kennedy

Commissioner Davis moved, and it was seconded to approve the revised Board Policies. Managing Director Bartholomew reviewed the policy updates as follows:

Non-Motorized Facilities Policy: The application form has been removed from the policy document and will now be available online or provided at the time of project submission. The update also allows townships and organizations to submit applications years in advance to support coordination with the Capital Improvement Program (CIP) planning process.

Bereavement Leave Policy: Paid bereavement leave has been increased from three (3) days to five (5) days for the death of a parent, present step-parent, or the parent of an employee's present spouse.

Holiday Policy: New hires who begin employment after September 30 but before December 15 will now receive one (1) floating holiday, whereas previously they received none. Regular employees will continue to receive two (2) floating holidays annually.

Performance Incentive and Salary Performance Review Policies: These policies were updated to align with the new performance evaluation form, ensuring that incentive opportunities correspond with the current evaluation criteria.

Sick Leave Policy: The payout for unused sick leave has been increased from 50% to 100% for up to twelve (12) unused sick days annually, aligning the policy with the collective bargaining agreement (CBA). The change is intended to incentivize attendance by ensuring employees who do not use sick leave receive the same payout value as those who do. Additionally, retirement or death payouts are prorated at one (1) day per month at 100% for unused sick leave.

Commissioner Davis thanked staff for their preparation for the Board work session, noting that the policies were well thought out and the information provided was useful. Commissioner Stehouwer commented that the policies reflect a proactive approach to recruiting and retaining a well-compensated workforce.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Thompson, Davis, Kennedy

December 16, 2025 – Board Meeting

Commissioner Davis moved, and it was seconded to establish Commissioner Pawloski as Chair and Commissioner Stehouwer as Vice Chair for 2026.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Thompson, Davis, Kennedy

Commissioner Davis moved, and the motion was seconded, to approve the Committee and Township Representation for 2026, as revised. Managing Director Bartholomew reported the current 2025 Township liaison assignments are as follows:

- Commissioner Pawloski serves as liaison for Brady, Kalamazoo, and Texas Townships.
- Commissioner Stehouwer serves as liaison for Comstock, Oshtemo, and Ross Townships.
- Commissioner Thompson serves as liaison for Climax, Cooper, and Wakeshma Townships.
- Commissioner Davis serves as liaison for Alamo, Charleston, and Richland Townships.
- Commissioner Kennedy serves as liaison for Pavilion, Prairie Ronde, and Schoolcraft Townships.

Regarding committee assignments, Commissioners Pawloski and Stehouwer serve in leadership roles on the Board. Commissioner Stehouwer serves on the Kalamazoo County Parks and Recreation Commission, with Commissioner Kennedy as alternate. Commissioner Davis serves on the Kalamazoo County Environmental Health Advisory Committee, with Commissioner Pawloski as alternate, and Commissioner Thompson serves on the Kalamazoo County Board of Public Works (BPW), with Commissioner Kennedy as alternate.

Commissioner Pawloski shared as part of the revision; Commissioner Thompson will retain Climax and Cooper Townships and will also serve as liaison for Schoolcraft Township. Commissioner Kennedy will retain Pavilion and Prairie Ronde Townships and will also serve as liaison for Wakeshma Township. All other township assignments remain unchanged, and committee assignments will remain the same for 2026.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Thompson, Davis, Kennedy

Commissioner Stehouwer moved and it was seconded to approve the 2026 Board Meeting Schedule as presented.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Thompson, Davis, Kennedy

Commissioner Thompson moved, and it was seconded to establish Travis Bartholomew, Managing Director, to fulfill the statutory functions as Clerk and Superintendent. Managing Director Bartholomew shared as established by Public Act (PA) 51, the Board of any Road Commission names the statutory functions of those that serve as Clerk and Superintendent, and the Managing Director fulfills that role at the RCKC.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Thompson, Davis, Kennedy

Commissioner Stehouwer moved and it was seconded to establish Ryan Minkus, County Engineer to fulfill the statutory functions as Chief Engineer for the RCKC. Managing Director Bartholomew shared that annually we establish the Chief Engineer to fulfill the statutory functions as Chief Engineer for the RCKC.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Thompson, Davis, Kennedy

Oshtemo Township Supervisor Cheri Bell stated that, following public discussion at the most recent Township Board meeting, the Oshtemo Township Board has requested a joint meeting with the Road Commission Board and asked about the appropriate process for submitting that request. Commissioner Pawloski advised that the request should be directed to Road Commission staff, who will coordinate with Township representatives to place the meeting on the calendar. He noted that Road Commission policy provides for at least one joint meeting annually with each township. Oshtemo Township Supervisor Bell noted that she believes the Oshtemo Township Board is requesting more than a general update from the Road Commission and may have specific items they wish to discuss, indicating that an agenda may be forthcoming. Commissioner Pawloski requested that any agenda be shared with our staff in advance so we can prepare thorough responses and, where possible, address questions ahead of time.

Managing Director Bartholomew shared that tomorrow's Kalamazoo Area Transportation Study (KATS) Policy meeting will begin at 9:00 a.m., with breakfast provided at 8:00 a.m. The Township Supervisors' meeting will follow at 10:00 a.m. at Central Dispatch, with lunch being provided. He thanked the Road Commissioners for participating in the holiday potluck and road tour held last week and expressed appreciation to the entire team for their three (3) weeks of winter maintenance efforts. He noted that winter maintenance costs have exceeded the 2025 winter budget and stated his hope that no additional budget amendment will be necessary. He also mentioned that the quarterly liaison meeting was not held in the fourth quarter, but staff are continuing efforts to schedule one in the first quarter of 2026. Lastly, he welcomed Road Maintenance Operator (RMO) Levi McClish, who joined the Road Commission five (5) weeks ago and previously worked with the organization as a contractor.

Commissioner Kennedy thanked the team for their hard work. She shared that she is a United States Army veteran and announced on Saturday, December 20th they are having a Kalamazoo Holiday Box Giveaway for 100 veterans. It is a first come, first serve and all you have to do is prove that you're a veteran. Many people are involved including State Representative Julie Rogers, volunteers, the VFW, Veteran First Board, herself and others. The event will be held at the Douglas Community Association located at 1000 West Patterson. It is a drive through distribution where the veterans show proof of service then receive a turkey and fixings. It is up to us as community-minded people to look out for our veterans who have served and are unhoused or might not have any food in their homes. She wished everyone Happy Holidays.

Commissioner Davis shared that he attended the Environmental Health and Advisory Committee (EHAC) last week that was primarily educational for the board by bringing everyone up to date on what EHAC was doing.

Commissioner Thompson shared the next Board of Public Works (BPW) meeting is scheduled for Thursday at 9:00 a.m. He wished everyone a Happy Holiday.

Commissioner Stehouwer wished everyone Happy Holidays. He said that County Parks met on December 4 and noted they are reorganizing to plan for the future of the fair, with a work group assisting in that effort. He also highlighted an item related to electric vehicles (EVs), explaining that several campers in county parks have requested access to charging stations. He noted that providing EV charging presents complications for the parks' power grid, particularly at campgrounds, and that a decision has been made not to allow EV charging in campground areas. He reported that he did not attend any township meetings over the past couple of weeks. He also stated that he received a few calls from residents and forwarded their concerns to staff, as appropriate.

Commissioner Pawloski thanked Commissioner Stehouwer for obtaining the gift cards for the holiday party. He expressed appreciation to the entire team, noting the challenging conditions caused by heavy, wet snowfall and the resulting volume of more than 800 service request calls. He extended his thanks to both road and administrative staff. He wished everyone a Merry Christmas, Happy Holidays, and a Happy New Year. He noted that he will not be in attendance at the December 30 Board meeting and that Commissioner Stehouwer will preside over the meeting. He shared positive news regarding the approval of a road funding deal, noting it is the first in ten (10) years and only the second in thirty (30) years. He emphasized the importance of public patience, as many details are still unknown and pending implementation. He explained that the upcoming Neighborhood Road Fund (NRF) will allow for local road projects without a matching requirement; however, funding will not be available until 2027. He encouraged continued collaboration with staff and patience as the process moves forward. He also shared that \$600 million was removed from the current road funding deal, resulting in a loss of approximately \$1.25 million this year and \$5 million next year. He stated that the Road Commission will utilize a portion of its reserves to maintain the status quo for next year and expressed optimism that 2027 will be a positive year.

Commissioner Stehouwer moved, and it was seconded to adjourn the meeting.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Thompson, Davis, Kennedy

The meeting was adjourned at 4:14 p.m.

December 16, 2025 – Board Meeting

Vice Chair Int'l _____

Clerk Int'l _____

Attest: Meredith Place, County Clerk

By _____, Vice Chair _____, Deputy Clerk

The regular meeting of the Board of County Road Commissioners of the County of Kalamazoo was held at the Road Commission of Kalamazoo County (RCKC) office at 4400 S 26th Street, Kalamazoo, Michigan, on Tuesday, December 30, 2025. Commissioner Stehouwer called the meeting to order at 3:05 p.m.

Present: Larry Stehouwer, Randy Thompson, Andy Davis arrived at 3:05 p.m.
Absent: David C. Pawloski, Toni Kennedy

Also attending: Managing Director Travis Bartholomew, Finance Director Kim Bodnar, Public Relations Director Mark Worden, Human Resources (HR) Director Debbie Hill, County Engineer Ryan Minkus, Assistant County Engineer Jim Hoekstra, Assistant General Superintendent Rusty McClain, Communications Administrator Sarah Phillips, and Administrative Assistant Selena Rider.

Administrative Assistant Rider reviewed public meeting guidelines.

Pledge of Allegiance

Commissioner Stehouwer shared that the goal of the Board of County Road Commissioners of the County of Kalamazoo is to use our expertise, energy, and funds to provide the safest and most convenient road system possible, and to contribute to economic development and a high quality of life throughout the county. Our goal is to maintain a county road system that is safe and convenient for public travel and to manage the roadside environment, with a view toward preservation.

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

Commissioner Thompson moved, and it was seconded to approve the December 16, 2025, regular Board meeting minutes as presented.
Carried by the following vote:
Aye: Stehouwer, Thompson, Davis

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

Payroll Account:	\$	225,782.32
Vendor Account:	\$	534,187.36

Carried by the following vote:
Aye: Stehouwer, Thompson, Davis

Commissioner Davis moved, and it was seconded to award the Sign Installation and Maintenance Services Cooperative Bid #2025-15 to Rathco Safety Supply Inc., low bidder meeting specifications, for a total of \$460,485.50 with the option to extend the bid for three (3), one (1) year extensions by the mutual agreement of both parties. Managing Director Bartholomew shared In 2017, with crews operating at capacity, the City of Kalamazoo (COK) piloted hiring Rathco Safety Supply (Rathco) for all sign installation and maintenance. COK staff faced the competing priorities of a growing number of sign maintenance tasks and other road duties. As new installations and service demands rose, staff lacked enough employees and resources to complete everything. By hiring a contractor, the COK reduced pressure on its crews, ensured proper sign maintenance, and let staff focus on other essential road services. Contracting provided a cost-effective solution and allowed staff to use their time elsewhere.

The Road Commission of Kalamazoo County (RCKC) confronted similar issues as the COK and closely followed their pilot project. After testing a similar approach in 2018, RCKC and the COK jointly requested contractor bids for sign installation and maintenance. Working with the COK, staff developed the current bid requirements, drawing on lessons from the pilots. Rathco, an MDOT-qualified contractor, won the bid and has since delivered reliable, responsive service and shown expertise in its field.

In the past, COK and RCKC would often work independently, each issued separate bids for similar work and sometimes even hiring the same contractors. This approach sometimes led to duplicated efforts and missed opportunities for efficiency. Now, in addition to signs, the COK and RCKC coordinate by sharing resources and planning services, including Miss Dig (utility location), traffic signals, and pavement markings. RCKC maintains nearly 28,000 signs, while the COK manages more than 15,000. Both agencies regularly consult to review when economies of scale for bids are beneficial.

We sent out a public bid notice to contractors and construction/bidding entities, as well as the posting on our website through Bid Express. In addition to the various building industry associations, we had two (2) downloads of the bid and received two (2) bid proposals.

The bid is organized into three categories: the type of service performed, the materials provided, and the mobilization required for each location. Should the contract be awarded, RCKC staff will continue to handle emergency and temporary installations, as these services are not included in the bid. We appreciate the bidder's willingness to collaborate by extending bid pricing to other governmental entities and public schools, which will support greater cooperation and cost savings in our community. Commissioner Stehouwer asked whether the work would still proceed based on the bid if the city does not make an award. Managing Director Bartholomew responded that it would. He explained that the awards are separate, and the city could choose to award the contract to a different vendor.

Carried by the following roll call vote:

Aye: Stehouwer, Thompson, Davis

Commissioner Thompson moved, and it was seconded to approve the Third-Party In-Kind Contributions Notifications and Assurances FY 2027 Unified Planning Work Program Kalamazoo Urbanized Area for Federal Highway Administration Consolidated Planning Dollar Funds Agreement for Kalamazoo Area Transportation Study (KATS) for the Managing Director's signature. Managing Director Bartholomew explained that this is an annual contributed services agreement with KATS that helps cover the local match required for KATS to receive federal funding. The agreement is for FY 2027, with plans beginning in October 2026. Participation with KATS allows the RCKC to receive federal grants directly through KATS, typically for road, bridge, and non-motorized projects. The agreement is due February 2, 2026. There are thirty-five (35) agencies that contribute to in-kind services. Kalamazoo County is the largest contributor at just over \$62,000, while the RCKC, the City of Kalamazoo, and the City of Portage each contribute \$25,300. In addition, there is an annual membership fee of \$1,500. The contributed services consist of staff and consultant time devoted to planning and mapping future projects.

Carried by the following vote:

Aye: Stehouwer, Thompson, Davis

Commissioner Davis moved, and it was seconded to approve the 2025 Budget Amendment Resolution No. 3 as presented. Managing Director Bartholomew shared based on historical spending, the Road Commission of Kalamazoo County (RCKC) budgets 70% of the year's winter maintenance expenditures in the early part of the year, and 30% in the later part of the year. The 2025 Budget Amendment 1 adopted on May 20, 2025, increased the winter maintenance budget by \$506,560, excluding overhead and fringe, due to higher winter expenditures in the earlier part of the year. The 2025 Budget Amendment 2 adopted on December 16, 2025 did not amend the winter expenditures budget. The proposed 2025 Budget Amendment 3 increases the winter expenditures budget by \$400,000 due to the severity of winter weather during November and December. This increase will mostly be funded by a reduction in net equipment expenditures (\$300,000) due to the higher utilization of equipment during the weather events, and the remaining amount will be funded by higher permit and auctioned equipment revenue (\$100,000). Work Performed for Others expenditures are entirely funded by cities and villages. RCKC performed a higher volume of projects, so the proposed 2025 Budget Amendment 3 increases the Work Performed for Others budget by \$45,000. This increase will also be funded from higher permit revenue (\$45,000). Commissioner Davis asked whether moving \$300,000 from equipment expenditures would result in any material change to the equipment available. Managing Director Bartholomew responded that it would not, noting that the cost of the equipment remains the same and can now be charged to equipment usage for winter maintenance.

Commissioner Stehouwer asked about work performed for other entities, stating that the organization is fully compensated for work performed for cities and other agencies and that this change appears to be a budget adjustment to better align with the work performed. Operations Director Bartholomew confirmed that this is correct.

Carried by the following vote:

Aye: Stehouwer, Thompson, Davis

Commissioner Thompson moved, and it was seconded to approve the transfer of up to 30% of the Primary Road Michigan Transportation Fund (MTF) revenue, as needed, to balance the Local Road Fund deficit at year-end. Managing Director Bartholomew shared Annually we are required to submit to the Michigan Department of Transportation (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 Michigan Public Act (PA) 51 of 1951, as amended. We refer to this as our annual Act 51 Report. The PA 51 Report reflects our fiscal year activity by Primary Road Fund, Local Road Fund, and County Road Commission Fund. The applicable page of the report is titled the Statement of Changes in Fund Balances. The Local Road Fund typically ends the year in a deficit position with expenses greater than revenues. PA 51, Section 12, defines how counties and county road commissions may spend MTF money. We are allowed to transfer up to 30% of our Primary Road MTF Revenue to our Local Road Fund to cover this deficit. The MTF funding is allocated by the State and considers miles of roads, population, and other factors. Most of the funds received from MTF are allocated to the primary road network. Many factors throughout the year may impact the amount transferred, including routine maintenance items such as snow plowing or storm damage. A negative fund balance is not permitted in any fund.

Carried by the following vote:

Aye: Stehouwer, Thompson, Davis

Commissioner Thompson moved, and it was seconded to approve the 2025 Resolution of Roads, Public Act 51 Mileage Certification, and Countywide Maps for the Vice Chair's signature. Managing Director Bartholomew shared In accordance with PA 51 of 1951, as amended, the Board of County Road Commissioners (Board) is required to submit a report of roadway mileage to the State Transportation Department/State Highway Commissioner annually. The attached resolution itemizes the roadways that will be corrected in the updated submittal to the State. This includes any roadways that were added to the RCKC system during 2025, any abandonments from the RCKC system in 2025, any changes or corrections in mileage, and street naming corrections. The PA 51 Mileage Certification and Countywide Map are important to the distribution of Michigan Transportation Funds (MTF) by PA 51. Mileage is also reflected in the RCKC Local Road Participation (PAR) Fund Policy distribution by township. We are working closely with our partners at the County Planning & Development Department for updates to the cover sheets and certification map book, and we are currently awaiting copies of the documents to provide them for signature. The maps provide a clear representation of the roads we maintain with public funds under our jurisdiction. No road segments added to the RCKC system.

No road segments had mileage corrections. No road segments were abandoned or removed from the RCKC system. There were road segments that had road name corrections. Street name reviews go through the collaborative process with RCKC, 911 Central Dispatch, and Kalamazoo County Planning for a uniform street naming convention according to the Kalamazoo County Street Naming and Addressing Policy, Guidelines, and Procedures. Street signs are updated accordingly as staffing and budget allow. Correct names were determined based on factors such as the state-approved plat document, current addressing, county records, and any other criteria from our collaborative partners. We currently have a list of road names for review as time allows. These changes will be reflected in the 2025 Countywide Certification maps, which are now updated with County Planning and Development per our agreement, including those specific to the urban area. Staff have also provided feedback for the index and minor updates for other areas throughout the year. All this information is due to the State by March 31 of each calendar year. The total primary road mileage did not change for a total of 445.95, and the local road mileage did not change for a total of 823.78. Our total mileage is 1,269.73. You can find our interactive certification book on our website as well.

Commissioner Davis asked whether any of the Road Commission's non-motorized infrastructure appears on mapping systems or requires reporting to outside entities. Managing Director Bartholomew stated that the RCKC

does not maintain any trails within its jurisdiction; therefore, there is no associated trail mileage to report. Non-motorized facilities within the road network are limited to paved shoulders.

Commissioner Stehouwer asked about roadway name changes and who investigates requested changes or corrections. Managing Director Bartholomew explained that these requests originate from resident service requests. Commissioner Davis then asked who serves as the final arbiter. Assistant County Engineer Hoekstra stated that the Road Commission works collaboratively with County Planning and 911 Dispatch. All three entities provide input, with the Road Commission serving as the final governing authority for street names. Furthermore, what is listed in the certification book is legally the name of the road.

Carried by the following vote:

Aye: Stehouwer, Thompson, Davis

Cooper Township Supervisor Jeff Sorenson reported concerns regarding snow plowing by contractors within Cooper Township, specifically in the Cooper Heights area across from Parchment High School. He noted receiving several complaints, including that pickup trucks were not providing adequate plowing. He understands the way the snow came in and how hard-packed it got. He stated that he expected some residents to attend the meeting to address these concerns, but they did not. Supervisor Sorenson emphasized that Road Commission employees did a fantastic job and that the issues were limited to contractor operations. He encouraged residents to submit service requests, though he was unsure whether they had done so. He concluded by wishing everyone a Happy New Year and expressed that he looked forward to a great working relationship in 2026. He met with Public Relations Director Worden on their 5-year plans, and he will be taking it to his Board on January 12 for approval.

Managing Director Bartholomew reminded Commissioners that the County Road Association (CRA) Commissioners in the Classroom event is scheduled for February 17 in Mount Pleasant, and he understands that Commissioners Kennedy and Thompson will be attending. He noted that the CRA Highway Conference will take place March 24–26 in Lansing, and that Administrative Assistant Rider will be coordinating hotel and conference reservations. The Participation (PAR) Fund packets were distributed to the townships prior to the December 20 policy deadline. As Supervisor Sorenson mentioned, staff is currently working with townships on five-year plans and project selection, with expectations that local road contracts may be issued in late January. Bartholomew reported that the Road Commission and its Hot Mix Asphalt (HMA) vendor, Lakeland Asphalt, have agreed to extend pricing from a previous bid. As a result, HMA prices will remain unchanged for the 2026 construction season. He shared that the Road Commission has two primary road projects included in the January MDOT bid letting:

- 9th Street from KL Avenue to M-43
- Comstock Avenue from Sprinkle Road to River Street

Regarding winter maintenance, he stated that this has been an exceptionally significant year. The Road Commission's fiscal year runs January 1 through December 31, and when accounting for January through March of 2025, winter maintenance expenditures have already exceeded \$3.1 million, with additional snowfall forecasted. He emphasized that this represents the highest winter maintenance spending in the Road Commission's history. Rising costs of materials, equipment, and operations continue to impact the budget. Whereas trucks cost approximately \$140,000–\$160,000 25–30 years ago, current costs exceed \$300,000, with some units reaching \$350,000. Additionally, he noted that the level of service has significantly increased over the years. Previously, winter operations consisted of a day shift and two employees on nights, with limited weekend staffing. Today, the Road Commission operates three shifts throughout the winter season, with extended hours to maintain service levels—contributing to increased operational costs.

Commissioner Stehouwer asked about a potential joint meeting with Oshtemo Township per Oshtemo Township Supervisor request. Managing Director Bartholomew shared we are working through what is necessary. He assumes we will have a joint meeting but there may be some other discussions outside that meeting that we can have before we meet to try to resolve some of their questions/concerns.

Commissioner Davis had no official comments. He wished everyone a Merry Christmas and a happy holiday season, and extended his best wishes for a Happy New Year.

December 30, 2025 – Board Meeting

Chair Int'l _____

Clerk Int'l _____

Commissioner Thompson attended the Board of Public Works meeting last week. Agenda items included the Oshtemo Township Sewer Project, a proposed bond, and establishing the meeting calendar for next year. Commissioner Thompson extended New Year's greetings to those present, thanked staff for their continued efforts, and acknowledged the demanding nature of snowplowing work and the toll it can take on employees.

Commissioner Stehouwer reported that the next County Parks meeting is scheduled for January 8. He and Commissioner Thompson attended the Township Supervisor's meeting, along with Managing Director Bartholomew and Public Relations Director Worden. He did not attend any Township meetings. He wished everyone a safe and happy holiday season and thanked staff for their continued hard work and persistence on roadway public safety issues.

Commissioner Thompson moved, and it was seconded to adjourn the meeting.

Carried by the following vote:

Aye: Stehouwer, Thompson, Davis

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

Attest: Meredith Place, County Clerk

By _____, Chair _____, Deputy Clerk