

Please take notice that a meeting of the Board of County Road Commissioners of the County of Kalamazoo (Board) will take place by electronic means by Joining Zoom Video Conferencing and in-person as provided under Act 267 of the Public Acts of 1976 as amended, or commonly referred to as the Open Meetings Act (OMA). This is subject to change based on further guidance.

The public is welcome to continue to participate electronically, including by telephonic conferencing or video conferencing, in a manner in which both the general public and the members of the public body may participate by electronic means. To assist we ask those participating to please follow the following best practices:



1. Turn off cellular/mobile devices and minimize distractions.
2. Only RCKC hosts/co-hosts will have the ability to mute and always unmute, in order to more efficiently conduct the meeting and avoid background noise.
3. As you participate in the meeting, your microphone will be placed on "mute". Please see Public Comment Guidelines below for additional information.
4. Public comments in-person should be provided at the podium in order to ensure proper audio.

Public Comment Guidelines

During "Public Comment" participants will have the opportunity to address the Board at the beginning of the meeting and at the end of the meeting for *non-agenda items*. The members of the public in attendance at the Board meeting shall be given the opportunity to address the Board on any *agenda item* only after being recognized by the Chair or acting Chair after a motion has been made and duly seconded, and prior to Board discussion on the item. All comments, statements or questions will be directed to the Board. Once the Board begins its discussion on the motion there will be no further public comment unless specifically requested by the Board.

Public comments, statements, or questions shall be **limited to not more than three (3) minutes** for each person addressing the Board. Minutes will not be allowed to be donated to others to increase time limitations. While all comments, statements and questions will be received by the Board it will be at the discretion of the Board or Board Members to respond at that time or to refer to staff for response at a later time or to the Road Commission's files. The Board appreciates receiving any written documents, photos, drawings, etc. as part of the citizen(s) presentation during the opportunity for public comment. These may also be sent by email info@kalamazooountyroads.com or regular mail in advance or in lieu of an in-person presentation and will be shared with all Board Members and included in the official record.

To provide public comment by Zoom.

- a. **Raise Hand:** Use the "Raise Hand" feature  in Zoom
- b. **Raise Hand:** Use *9 for telephone audio
- c. **Mute:** Use the "Mute/Unmute" feature in participants 
- d. **Mute:** Use *6 to toggle mute/unmute for telephone audio
- e. The **"chat"** feature shall only be used to address any technical issues for public participation. A RCKC Moderator will be available to assist with platform usage questions.

The RCKC platform are intended to promote a friendly, and informative experience for participants. Therefore, content and comments containing any of the following are not allowed and participants will be immediately BLOCKED.

- Profane language or content.
- Personal attack on individuals or specific groups or organization.
- Content that promotes, fosters or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation, or any other form of discrimination, in the sole discretion of the Road Commission.
- Sexual content or links to sexual content.
- Conduct or encouragement of illegal, harmful, or offensive activity.
- Content that violates a legal ownership interest of any other party.
- Content determined to be inappropriate, in poor taste, or otherwise contrary to the purposes of this forum, in the sole discretion of the Board.



**BOARD OF COUNTY ROAD COMMISSIONERS OF THE COUNTY OF KALAMAZOO
MEETING AGENDA
MAY 20, 2025 – 3:00 P.M.**

Please take notice that a meeting of the Board of County Road Commissioners of the County of Kalamazoo (Board) will take place in person for the above stated date and time at the Office Building of the Road Commission located at 4400 S 26th Street, Kalamazoo, Michigan. Members of the public body may participate by in-person or electronic means. Members of the public body may participate by electronic means by Joining Zoom Video Conferencing Board Meeting by internet at <https://zoom.us/j/94008458512> Meeting ID: 940 0845 8512 or by telephone at +1-646-558-8656 Meeting ID: 940 0845 8512 for the purpose of considering the following items:

Call to Order

Public Comment Guidelines

Pledge of Allegiance

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.

Approval of Agenda

Approval of Minutes

May 6, 2025 Board Meeting

Approval of Payroll and Vendor Accounts

Public Comment on Non-agenda Items

New Business:

- A. Request Approval of the Revised Primary Road Capital Improvement Plan (CIP)**
- B. Request Approval of the 2025 Budget Amendment Resolution #1**
- C. Request Approval of Bid #2025-10 8th Street over Sand Creek – 150' south of Hart Drive – Culvert, Material Only and/or Remove and Installation**
- D. Request Approval of the Village of Augusta Local Municipality Road Contract**
 - 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***
- E. Request Approval of the Village of Climax Local Municipality Road Contract**
 - a. Main Street – 2,640' south of Maple Street to 2,650' north of Maple Street; *Chip Seal, Fog Seal***
- F. Request Approval of the Licensed Professional Engineer Reimbursement**

Public Comment on Non-agenda Items

Managing Director's Time

Commissioner's Time and Committee Reports:

Davis –
Thompson – Kalamazoo County Board of Public Works (BPW)
Dickason –





Stehouwer – Kalamazoo County Parks and Recreation Commission
Pawloski – Kalamazoo County Environmental Health Advisory Council (EHAC)

Adjourn

Meetings of the Board of County Road Commissioners of the County of Kalamazoo are held in accordance with the Open Meetings Act (Act 67 of 1976, as amended) and are also open to the public without regard to race, color, national origin, sex, or handicap. If special aid or assistance is required to attend a Board meeting, please submit a request at minimum of 72 (seventy-two) hours in advance of the meeting by mail, telephone, or email to: Road Commission of Kalamazoo County 4400 S 26th Street Kalamazoo, MI 49048 Telephone: (269) 381-3171 or Email:

info@kalamazoocountyroads.com Website: www.kalamazoocountyroads.com.





To: Board of County Road Commissioners of the County of Kalamazoo

From: Travis D. Bartholomew, Managing Director

CC: RCKC Team

Date: May 20, 2025

Re: Board Weekly Report

New Business:

A. Request Approval of the Revised Primary Road Capital Improvement Plan (CIP)

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. ***We recommend the Board approve the revised 2025 Year of the 2025-2029 Primary Road CIP.***

B. Request Approval of the 2025 Budget Amendment Resolution 1

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. ***We recommend the Board approve the 2025 Amended Budget Resolution (Amendment 1) as presented.***

C. Request Approval of Bid #2025-10: 8th Street over Sand Creek – 150' south of Hart Drive – Culvert, Material Only and/or Remove and Installation

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.

We recommend the Board 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.

D. Request Approval of the Village of Augusta Municipality Contract

- N. Webster Street** – E. Michigan Avenue to 2,840' north of E. Michigan Avenue; *Crack Fill, Chip Seal, Fog Seal*
 - W. Van Buren Street** – N. Webster Street to 250' east of N. Webster Street; *Crack Fill, Chip Seal, Fog Seal*
- We recommend the Board approve the Village of Augusta Municipality Contract for the Chair's signature.***

E. Request Approval of the Village of Climax Municipality Contract

- Main Street** – 2,640' south of Maple Street to 2,650' north of Maple Street; *Chip Seal, Fog Seal*
- We recommend the Board approve the Village of Climax Municipality Contract for the Chair's signature.***

F. Request Approval of the Licensed Professional Engineer Reimbursement

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. Public Act 327 of 1972, increased the original engineering reimbursement from \$5,000 to \$10,000. ***We recommend the Board approve the Licensed Professional Engineer reimbursement for the Chair's signature and two other Board members.***

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.

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



Summary Report of Cash Receipts and Disbursements For the May 20, 2025 Board Meeting

Current Activity

Available funds from previous report	10,381,216.19
Receipts and interest for the current period	117,623.62
Payroll disbursements to be approved today	(190,342.64)
Payables disbursements to be approved today	(1,004,069.17)
Available funds as of May 20, 2025	<u>9,304,428.00</u>

Summary Disbursements

	From	To	
Payroll - pay period ending May 14, 2025			
Checks	86928	86934	58,696.94
Void Checks			0.00
Direct Deposit	21931	21987	131,645.70
Total Payroll to be approved today			<u>190,342.64</u>
Payables			
Vendor Checks	110764	110788	205,882.99
Voided Checks			0.00
Vendor Electronic Funds Transfer	302772	302819	791,302.50
Health Reimbursement Checks	216893	216914	6,883.68
Total Payables to be approved today			<u>1,004,069.17</u>

Available Funds

Checking with Interest Account	1,938,218.03
Michigan CLASS Investments	7,366,209.97
Total Funds Available	<u>9,304,428.00</u>

Kim Bodnar
Finance Director

Travis Bartholomew
Managing Director

David C. Pawloski
Board Chair

Memo

To: Board of County Road Commissioners of the County of Kalamazoo,
Travis Bartholomew, Managing Director

From: Jim Hoekstra, PE, Assistant County Engineer

CC: Ryan Minkus, PE, PTOE, County Engineer

Date: May 20, 2025

Re: 2025 Revised Primary Road Capital Improvement Plan (CIP)

Recommended Road Commission of Kalamazoo County (RCKC) Action

We request the Board approve the revised 2025 Year of the 2025 - 2029 Primary Road Capital Improvement Plan (CIP).

Background

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.

2025 PRIMARY ROAD CIP ADJUSTMENTS:

Project recommendations for budget revision to the 2025 CIP.

Preservation/Structural Improvement Projects: These projects have been through the MDOT bidding process, and the RCKC realized bid savings and cost increases. Additionally, the unexpected bridge maintenance work on Sprinkle Road needs to be added to the list of projects. Safe Streets for All funded projects are still shown on the 2025 Primary CIP, however, RCKC staff has been able to reduce costs as more detailed estimates have been generated. Depending on the approval of the agreement with the Federal Highway Administration (FHWA), these projects may or may not occur in 2025. The chance for project savings still remains and to allow the team to pivot quickly to get the Primary Road CIP dollars on the road, a contingency project may be advanced later in 2025 from the 2026 Primary Road CIP should construction savings become available. The projects noted below have been added to the 2025 Primary Road CIP.

- **Sprinkle Road from Comstock Avenue to E Michigan Avenue, Bridge Maintenance, Comstock Township**

Design Projects: Projects were added to prepare for future work and to revise for cost adjustments. Ravine Road was added as an EGLE permit has expired and needs to be opened for the future Safe Streets for All project. Sprinkle Road Bridge design is necessary for the unexpected bridge maintenance in 2025 as coordination and permits are needed with the Michigan Department of Transportation (MDOT) and the railroad. Additional projects or changes to project design at Sprinkle Road at TU Avenue, Sprinkle Road at S Avenue, and Ravine Road at Drake Road are for planning and preliminary design of roundabout intersection improvements for future Federal Safety Program projects. The projects noted below have been added to the 2025 Primary Road CIP.

- **Sprinkle Road Bridges from Comstock Avenue to E Michigan Avenue, Bridge Maintenance, Comstock Township**
- **Ravine Road from 12th Street to Drake Road, Kalamazoo Township**
- **Sprinkle Road at S Avenue in Pavilion Township**

Preventive Maintenance: Several Preventative Maintenance projects were added since there were significant cost savings from the Preservation/Structural Improvement Projects. In addition, budget numbers were adjusted to align with current estimates. The projects noted below have been added to the 2025 Primary Road CIP.

- **35th Street from ML Avenue to M-96 , Comstock Township**
- **N Avenue from 26th Street to 700' east of 29th Street, Comstock Township**
- **12th Street from ON Avenue to Parkview Avenue, Kalamazoo & Oshtemo Townships**
- **Stadium Drive from 6th Street to 8th Street, Oshtemo Township**
- **Almena Drive from Vankal Street to KL Avenue, Oshtemo Township**
- **Sprinkle Road from 24th Street to Zylman Avenue, Portage**
- **G Avenue from 32nd Street to M-96, Richland & Ross Townships**

Project recommendations for deletion to the 2025 CIP.

Preservation/Structural Improvement Projects:

- **8th Street from KL Avenue to W Main Street, Oshtemo Township** – This project is shifted for consideration to 2026 due to coordination with an Oshtemo Township water and sewer project that was moved to that year.

Design Projects:

- **Y Avenue from 27th Street to 29th Street, Brady Township** – This project was not awarded MDOT bridge funding
- **E Michigan Avenue from 40th Street to Mercury Drive, Charleston Township** – This project was not awarded Federal Rural Task Force funding
- **Mosel Road from Pitcher Street to Riverview Drive, Kalamazoo Township** - This project was not awarded MDOT bridge funding

Alternatives

The Board may suggest other project revisions, not approve these project revisions, or look at reducing the RCKC fund balance to accommodate additional projects.

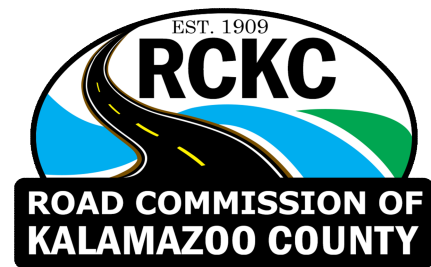
Budgetary Impact

There is no impact to the budget for the CIP revisions mentioned above. Net revenue minus expenditures remains the same. The Board previously approved RCKC funds in the amount of \$9,488,639 for the 2025 CIP. As construction continues, there remains the possibility to realize savings on projects. With two contingency projects identified, this would allow the team to quickly add these projects to the schedule for completion in 2025. Any future

changes would need to be considered with any future 2025 Budget Amendments that would also be presented for your consideration.

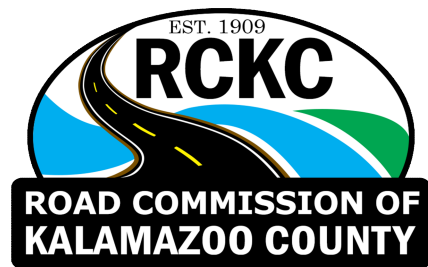
Summary

We recommend the Board approve the revised 2025 Year of the 2025 – 2029 Primary Road CIP.



PRIMARY ROAD CAPITAL IMPROVEMENT PLAN
2025 - 2029

ROAD NAME	TOWNSHIP	FROM	TO	TREATMENT	PROJECT COST	MILES	OTHER FUNDING	OTHER FUNDING SOURCE	RCKC FUNDING
2025									
PRESERVATION/STRUCTURAL IMPROVEMENT PROJECTS									
D Avenue ⁽²⁾	Alamo	5,280' West of 2nd Street	Adobe Drive	Clear Zone Improvements	234,800	5.5	166,700	SS4A Funding	68,100
Ravine Road ⁽²⁾	Alamo	F Avenue	12th Street	Clear Zone Improvements	132,200	0.7	93,900	SS4A Funding	38,300
Ravine Road ⁽²⁾⁽⁵⁾	Alamo	D Avenue	2,112' North of AB Avenue	Clear Zone Improvements	113,200	3.5	80,400	SS4A Funding	32,800
31st Street ⁽²⁾⁽⁶⁾	Brady	Over Brown Creek		Bridge Maintenance	322,000		168,150	Bridge Program	153,850
36th Street	Brady / Wakeshma	VW Avenue	V Avenue	Culvert Replacement @ Parker Drain	250,000				250,000
Y Avenue ⁽²⁾⁽⁶⁾	Brady	Over Portage Creek		Bridge Maintenance	322,000		151,050	Bridge Program	170,950
YZ Avenue ⁽²⁾⁽⁶⁾	Brady	Over Brown Creek		Bridge Maintenance	322,000		156,750	Bridge Program	165,250
Mercury Drive ⁽²⁾	Charleston	MN Avenue	E Michigan Avenue	Clear Zone Improvements	289,800	2.1	205,800	SS4A Funding	84,000
Mercury Drive ⁽²⁾⁽⁶⁾	Charleston	MN Avenue	E Michigan Avenue	HMA Overlay	50,000	2.1			50,000
MN Avenue ⁽²⁾⁽⁶⁾	Charleston	44th Street	Mercury Drive	Intersection Improvements	45,000	0.4			45,000
38th Street ⁽⁵⁾	Climax	O Avenu	MN Avenue	Culvert Replacement @ Portage River	400,000				400,000
34th Street ⁽²⁾	Comstock	MN Avenue	N Avenue	Clear Zone Improvements	35,400	0.5	25,200	SS4A Funding	10,200
N Avenue ⁽²⁾	Comstock	Sprinkle Road	34th Street	Clear Zone Improvements	263,300	5.0	187,000	SS4A Funding	76,300
Sprinkle Road	Comstock	Comstock Avenue	E Michigan Avenue	Bridge Maintenance	450,000				450,000
Sprinkle Road ⁽²⁾⁽³⁾⁽⁶⁾	Comstock	I-94 BL	581' North of Lake Street	Mill / HMA Overlay	1,326,000	1.0	750,000	Federal Safety Program	576,000
D Avenue ⁽²⁾	Cooper	17th Street	Sprinkle Road	Clear Zone Improvements	155,500	3.6	110,400	SS4A Funding	45,100
Douglas Avenue ⁽²⁾⁽⁵⁾⁽⁶⁾	Kalamazoo	City of Kalamazoo Limits	Barney Road / Mosel Avenue	Mill / HMA Overlay	150,000	0.5			150,000
Squires Drive ⁽²⁾⁽⁵⁾⁽⁶⁾	Kalamazoo	Drake Road	Ravine Road	Intersection Improvements / Pulverize / HMA Overlay / Shoulder Widen	10,000	0.3			10,000
8th Street ⁽⁴⁾	Oshtemo	KL Avenue	W Main Street	Mill / HMA Overlay	455,000	4.0		Township Water / Sewer Project	455,000
Q Avenue ⁽¹⁾⁽²⁾⁽⁵⁾⁽⁶⁾	Pavilion	29th Street	34th Street	Pulverize / HMA Overlay / Shoulder Widen	2,771,500	2.5	1,680,811	Federal Rural Task Force	1,090,689
Sprinkle Road ⁽²⁾	Richland	G Avenue	D Avenue	Clear Zone Improvements	304,600	3.2	216,300	SS4A Funding	88,300
G Avenue ⁽²⁾⁽⁶⁾	Richland / Ross	28th Street	38th Street	Intersection Improvements	1,462,000	7.0	750,000	Federal Safety Program	712,000
Augusta Drive ⁽²⁾	Ross	2,007' West of 44th Street	5,808' East of 46th Street	Clear Zone Improvements	107,300	2.7	76,200	SS4A Funding	31,100
Shaver Road ⁽²⁾⁽³⁾	Schoolcraft	US 131	6,864' North of US 131	HMA Overlay / Culvert Replacement	423,000	1.3	230,942	Public Act (PA) 49 Federal Aid Buyout Program / Federal Surface Transportation Program	192,058
U Avenue / 23rd Street ⁽¹⁾⁽⁴⁾	Schoolcraft	22nd Street	375' south of TU Avenue	Pulverize / HMA Overlay / Shoulder Widen	1,228,890	1.0			1,228,890
W Avenue ⁽²⁾	Schoolcraft	5,280' West of 16th Street	6,495' East of Portage Road	Clear Zone Improvements	157,100	4.2	111,500	SS4A Funding	45,600
8th Street ⁽²⁾⁽⁵⁾	Texas	S Avenue	Q Avenue	Clear Zone Improvements	171,800	2.0	122,000	SS4A Funding	49,800
Q Avenue ⁽²⁾	Texas	Van Kal Street	3rd Street	Clear Zone Improvements	323,600	1.6	229,800	SS4A Funding	93,800
W Avenue ⁽²⁾⁽⁶⁾	Wakeshma	42nd Street	44th Street	Pulverize / HMA Overlay / Shoulder Widen	10,000	1.0			10,000
NON-MOTORIZED PROJECTS									
KL Avenue	Oshtemo	Copper Beech	US 131	Trailway	1,469,000		1,469,000	Transportation Alternatives Program / Oshtemo Township	0
9th Street	Oshtemo	Stadium Drive	Quail Run	Sidewalk	976,000		976,000	Transportation Alternatives Program / Oshtemo Township	0



PRIMARY ROAD CAPITAL IMPROVEMENT PLAN
2025 - 2029

ROAD NAME	TOWNSHIP	FROM	TO	TREATMENT	PROJECT COST	MILES	OTHER FUNDING	OTHER FUNDING SOURCE	RCKC FUNDING
2025									
DESIGN PROJECTS									
Primary Road Design				Countywide	171,400				171,400
Sprinkle Road TU Avenue ⁽²⁾	Brady	TU Avenue Sprinkle Road	T Avenue 26th Street	Intersection Improvements / Clear Zone Improvements	75,000				75,000
Y Avenue ⁽²⁾	Brady	27th Street	29th Street	Bridge Maintenance @ Portage River	26,000				26,000
E Michigan Avenue ⁽²⁾	Charleston	40th Street	Mercury Drive	HMA Overlay	50,000				50,000
Sprinkle Road Bridges	Comstock	Comstock Avenue	E Michigan Avenue	Bridge Maintenance	28,600				28,600
Comstock Avenue ⁽²⁾⁽⁵⁾	Comstock	Sprinkle Road	River Street	Mill / HMA Overlay / Curb and Drainage Improvements	98,000				98,000
Mosel Road ⁽²⁾⁽⁵⁾	Kalamazoo	Pitcher Street	Riverview Drive	Bridge Rehabilitation @ Kalamazoo River	93,000				93,000
Ravine Road	Kalamazoo	12th Street	Drake Road	Pulverize / HMA Overlay / Shoulder Widen	8,000				8,000
Ravine Road ⁽²⁾	Kalamazoo	Drake Road	Squires Drive	Intersection Improvements / HMA Overlay / Clear Zone Improvements / Rumble Strips	150,000				150,000
9th Street ⁽²⁾⁽³⁾⁽⁵⁾	Oshtemo	KL Avenue	W Main Street	Mill / HMA Overlay	70,000				70,000
TS Avenue ⁽²⁾	Pavilion	29th Street	31st Street	Bridge Removal @ Portage River	55,000				55,000
Sprinkle Road	Pavilion	S Avenue		Intersection Improvements	48,000				48,000
U Avenue / 23rd Street ⁽¹⁾⁽⁴⁾	Schoolcraft	22nd Street	375' south of TU Avenue	Pulverize / HMA Overlay / Shoulder Widen	43,000				43,000
TU Avenue ⁽¹⁾⁽⁴⁾	Schoolcraft / Brady	23rd Street	Sprinkle Road	Pulverize / HMA Overlay / Shoulder Widen	75,000				75,000
40th Street ⁽²⁾	Wakeshma	X Avenue	W Avenue	Bridge Removal @ Little Portage Creek	55,000				55,000
SS4A Project Design ⁽²⁾				Countywide	400,000				400,000
				SUBTOTAL	15,552,990	51.7	7,957,903		7,595,087
PREVENTIVE MAINTENANCE PROJECTS									
44th Street / PQ Avenue ⁽⁵⁾	Climax	Q Avenue	2,640' North of OP Avenue	Chip Seal Trial	231,000	2.3			231,000
Q Avenue ⁽⁵⁾	Climax	43rd Street	44th Street	Chip Seal Trial	86,300	0.5			86,300
35th Street	Comstock	ML Avenue	M-96	Chip Seal	114,812	1.5			114,812
N Avenue	Comstock	26th Street	700' east of 29th Street	Chip Seal	84,853	1.6			84,853
29th Street ⁽⁵⁾	Pavilion	S Avenue	N Avenue	Chip Seal Trial	451,810	5.0			451,810
Sprinkle Road	Pavilion	S Avenue	24th Street	Chip Seal Trial	59,109	0.6			59,109
12th Street	Kalamazoo / Oshtemo	ON Avenue	Parkview Avenue	Chip Seal	96,390	1.6			96,390
Stadium Drive	Oshtemo	6th Street	8th Street	Chip Seal	113,448	1.1			113,448
Almena Drive	Oshtemo	Vankal Street	KL Avenue	Chip Seal	38,276	0.8			38,276
Sprinkle Road	Portage	24th Street	Zylman Avenue	Chip Seal	84,103	1.3			84,103
G Avenue	Richland / Ross	32nd Street	M-96	Chip Seal	248,451	4.4			248,451
Crack Fill Countywide					250,000				250,000
HMA Wedging Countywide					35,000				35,000
				SUBTOTAL	1,893,552	20.5	0		1,893,552
2025 Total					17,446,542	72.2	7,957,903		9,488,639

Memo

To: Board of County Road Commissioners of the County of Kalamazoo,
Travis Bartholomew, Managing Director

From: Kim Bodnar, Finance Director

Date: May 20, 2025

Subject: Proposed 2025 Budget Amendment 1

Recommended Action

We request the Board amend the 2025 Adopted Budget Resolution as referenced below. The Proposed 2025 Budget Amendment 1 includes the Primary Road Capital Improvement Plan (CIP) revision being presented separately for approval.

Background

At the November 5, 2024, Board meeting, the 2025 Original Budget Resolution was adopted. The RCKC team developed the 2025 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%.

Budget Amendment 1

The current Unassigned Fund Balance for the 2025 Budget is 21%. The Budget Amendment 1 adjustments increases our Unassigned Fund Balance by \$359K to 22% of MTF. This includes carrying forward the prior year's higher Fund Balance of \$884K, increasing our inventory balance for salt storage (\$300K), and increasing our 2025 expenditures (\$225K).

Budget Amendment 1 detail is attached. The 2025 adjustments total a net expenditure increase of \$225K and are highlighted below.

Local and Primary Road Projects

Local and Primary Road Project estimates have been finalized for Preservation/Structural Improvements and Preventive Maintenance. Revenue and expenditure lines have been adjusted for these estimates, however, there is no financial impact to the Fund Balance. Total revenue minus total expenditure does not change from the original Budget. Please refer to the Primary Road Capital Improvement Plan for detailed adjustments.

Revenue Recognized for Prior Year Expenses

Revenue for prior year expenses can be recognized in the prior year only if the funds are received within the first two months of the year. We have received revenue in 2025 totaling approximately \$600K for 2024 expenditures:

- Kalamazoo Davis-Olmstead drain/culvert project (Federal grant) - \$302K
- Bond Interest (was held in County's bank account) - \$217K
- Tornado Disaster (County funding from Michigan State Police) - \$81K

Winter Maintenance

Based on historical trends, we plan to spend 70% of the total winter maintenance budget during the first quarter of the year and 30% during the fourth quarter. Due to the severity of the winter weather conditions, we spent over 85% of the total winter maintenance budget during the first quarter of 2025. We proposed an increase to our winter maintenance budget by \$605K to fund the fourth quarter of the year. This includes the overhead allocation for the expenditures.

Capital Outlay

The Budget Amendment includes an additional investment in Capital Outlay totaling \$325K. Recommended additional Capital Outlay purchases of \$359K are being offset by known lower expenditures of (\$34K).

Technology Investment - to increase security and improve/expand features needed to manage the business. The new technology will reduce the administrative tasks currently required by all departments, which will allow us to focus on getting more work done with the goal of maintaining our current staffing level.

- Acumatica Software System Implementation (sponsored by CRA; all RCKC business processes) - \$160K
- Improved Website Platform - \$22K
- Laptops (four-year cycle; laptops last year were not ordered) - \$22K

Facility Investment – to resolve building design limitations and increase functionality of our facility.

- Overhead Door Replacement (Vehicle Wash Building) - \$65K
- Restroom Doors (Office Building) - \$35K
- Audio Visual Replacement (Boardroom and conference rooms) - \$30K
- Resizing Welder Outlets (Vehicle Maintenance Building) - \$20K

Other Adjustments

Administrative expenses were reduced by \$76K. This includes not filling the Assistant Finance Director position in 2025, offset by higher audit expenses for the Federal Grant (Davis-Olmstead) Single Audit requirement.

We will continue to monitor revenue, expenses, and business needs as we progress through the year and will request another Budget Amendment, if needed.

Summary

We recommend the Board amend the 2025 Adopted Budget Resolution (Amendment 1) as presented.

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
Unassigned Fund Balance as a % of MTF Revenue	21%		22%



BUDGET AMENDMENT 1

Summary

Revenue

	2023 Actual	2024 Actual	2025 Budget	Change	2025 Budget Amendment 1
Michigan Transportation Funds					
Primary Road Fund	20,574,308	20,950,450			
Local Road Fund	6,497,150	6,615,932			
Total Michigan Transportation Funds	27,071,458	27,566,382	28,165,145	0	28,165,145
Federal, State and Enhancement	3,421,876	3,995,931	6,960,155	368,827	7,328,982
PA 49 Federal Aid Buyout Program	0	1,731,058	165,620	65,322	230,942
Township Projects	6,495,663	5,425,989	8,018,889	(1,152,546)	6,866,343
Township Special Assessments	15,473	93,773	92,000	(1,560)	90,440
Cities and Other Governmental	2,591,903	494,170	35,000	100,000	135,000
Interest and Dividends	312,319	1,244,597	240,000	217,558	457,558
Other	404,082	3,912,670	200,000	30,000	230,000
Total Operating Revenue	40,312,774	44,464,571	43,876,809	(372,399)	43,504,410

Expenditures

Construction/Capacity Improvements	0	0	0	0	0
Preservation/Structural Improvements	14,236,801	16,082,551	26,405,481	(7,767,113)	18,638,368
Preventive Maintenance	7,420,143	8,862,634	741,914	6,598,181	7,340,095
Routine Maintenance	8,961,593	9,818,593	9,044,952	605,018	9,649,970
Total Road Expenditures	30,618,537	34,763,777	36,192,347	(563,914)	35,628,433
Equipment	3,664,148	5,149,202	5,109,179	0	5,109,179
Less Equipment Rental	(2,819,109)	(3,475,441)	(3,090,000)	0	(3,090,000)
Net Equipment Expense	845,040	1,673,761	2,019,179	0	2,019,179
Administration	1,800,447	2,135,777	2,500,824	(76,481)	2,424,343
Work Performed for Others	5,393,313	567,953	2,513,650	66,350	2,580,000
Distributive Under/(Over) Allocated	0	0	0	0	0
Capital Outlay	36,803,914	4,939,411	1,363,000	325,374	1,688,374
Debt Service	2,402,819	3,324,194	3,320,819	0	3,320,819
Subtract Provision for Depreciation	(1,361,964)	(2,869,585)	(3,198,521)	101,867	(3,096,654)
Total Expenditures	76,502,105	44,535,288	44,711,297	(146,804)	44,564,494

Fund Balance

Beginning Fund Balance	48,624,444	12,435,113	11,479,643	884,752	12,364,395
Change in Fund Balance	(36,189,331)	(70,717)	(834,488)	(225,595)	(1,060,083)
Total Fund Balance	12,435,113	12,364,395	10,645,155	659,157	11,304,312
Nonspendable (Inventory/Prepays)	1,822,689	1,768,779	1,500,000	300,000	1,800,000
Assigned (RCKC Designated)	4,728,432	3,300,000	3,300,000	0	3,300,000
Restricted (Facility Construction)	143,428	0	0	0	0
Unassigned Fund Balance	5,740,564	7,295,616	5,845,155	359,157	6,204,312
<i>Unassigned Fund Balance as a % of MTF Revenue</i>	21%	26%	21%		22%



EXPENDITURES

Roads - Primary and Local

	2023 Actual	2024 Actual	2025 Budget	Change	2024 Budget Amendment 1
Primary Roads					
Construction/Capacity Improvements					
Roads	0	0			
Structures	0	0			
Total	0	0	0	0	0
Preservation/Structural Improvements					
Roads	10,946,834	10,658,123			
Structures	0	20,993			
Total	10,946,834	10,679,116	14,783,665	(1,675,675)	13,107,990
Preventive Maintenance					
Roads	2,547,737	3,249,780			
Structures	262,310	5,598			
Total	2,810,046	3,255,378	741,914	1,151,638	1,893,552
Routine Maintenance					
Roads	1,501,119	1,481,335			
Structures	17,592	22,009			
Winter	629,435	1,011,097			
Traffic Control	1,063,039	946,935			
Total	3,211,185	3,461,375	3,723,147	748,017	4,471,163
Total Primary Roads	16,968,065	17,395,869	19,248,726	223,980	19,472,705
Local Roads					
Construction/Capacity Improvements					
Roads	0	0			
Structures	0	0			
Total	0	0	0	0	0
Preservation/Structural Improvements					
Roads	3,170,993	5,403,434			
Assessments	118,974	0			
Structures	0	0			
Total	3,289,967	5,403,434	11,621,816	(6,091,438)	5,530,378
Preventive Maintenance					
Roads	4,610,096	5,607,256			
Total	4,610,096	5,607,256	0	5,446,543	5,446,543
Routine Maintenance					
Roads	4,423,384	4,910,751			
Structures	6,770	12,847			
Winter	583,448	1,015,672			
Traffic Control	736,806	417,947			
Total	5,750,409	6,357,218	5,321,805	(142,999)	5,178,806
Total Local Roads	13,650,472	17,367,908	16,943,621	(787,894)	16,155,727
Total Primary Roads and Local Roads	30,618,537	34,763,777	36,192,347	(563,914)	35,628,433



EXPENDITURES

Routine Maintenance - Primary

Code #		2023 Actual	2024 Actual	2025 Budget	Change	2025 Budget Amendment 1
<u>Roads and Structures</u>						
111000	Surface Patching	37,813	47,032	55,000	65,000	120,000
915001	Surface Patching - Contractor	49,999	16,562	15,000	0	15,000
164000	Sweeping	1,348	2,472	5,000	0	5,000
913000	Sweeping - Contractor	34,125	67,752	50,000	0	50,000
222000	Shoulder	9,609	22,923	35,000	0	35,000
920000	Shoulder - Contractor	80,939	347	10,000	0	10,000
231000	High Shoulder Removal	8,154	19,353	25,000	0	25,000
321000	Tree Pruning & Removal	38,421	14,052	30,000	370,000	400,000
935000	Tree Pruning & Removal - Contractor	106,786	152,763	100,000	150,000	250,000
326000	Weed & Brush Control	17,396	17,256	15,000	0	15,000
932000	Weed & Brush Control - Contractor	203,092	186,580	300,000	(300,000)	0
331000	Ditch Cleanout	25,700	13,685	40,000	0	40,000
333000	Culverts	9,943	18,993	35,000	0	35,000
334000	Storm Sewer	25,522	7,053	15,000	0	15,000
933000	Storm Sewer - Contractor	289,527	301,624	140,000	0	140,000
336000	Storm Emergency Cleanup	95,471	118,235	60,000	0	60,000
936000	Storm Emergency Cleanup - Contractor	101,139	97,974	40,000	20,000	60,000
934000	Roadside Mowing - Contractor	86,740	86,109	75,000	7,000	82,000
960000	Other Services	27,834	28,615	25,000	0	25,000
371000	Other Routine	3,469	1,914	5,000	0	5,000
620000	Other Engineering	490	1,047	1,000	0	1,000
620002	Mailbox Compliance	69	2,177	1,000	0	1,000
620003	Encroachment Review	2,875	2,245	3,000	(1,000)	2,000
808000	Plat Plan Reviews	932	439	0	1,000	1,000
818000	Utility Permits	46,326	33,379	50,000	0	50,000
815000	Transportation Permits	2,050	12,015	16,000	0	16,000
819000	Driveway Permits	14,061	13,838	16,000	0	16,000
	Total	1,319,828	1,286,434	1,162,000	312,000	1,474,000
<u>Winter</u>						
519000	Winter Maintenance	536,889	852,417	950,000	326,479	1,276,479
951000	Winter Maintenance - Contractor	6,423	400	0	0	0
573001	Mailbox Reimbursements	250	250	1,000	(357)	643
	Total	543,561	853,067	951,000	326,121	1,277,121
<u>Traffic Control</u>						
943000	Pavement Marking - Contractor	397,826	284,434	400,000	(50,000)	350,000
421000	Signs	1,917	7,253	10,000	0	10,000
942001	Signs - Contractor	186,416	165,281	200,000	(10,000)	190,000
942000	Signals - Contractor	134,317	176,603	165,000	0	165,000
941000	Railroad Signals - Contractor	47,736	47,228	48,000	0	48,000
435000	Guardrails	1,784	228	10,000	0	10,000
944000	Guardrails - Contractor	121,246	60,811	150,000	0	150,000
945000	Traffic Professional Services	89,524	120,120	50,000	65,000	115,000
	Total	980,767	861,958	1,033,000	5,000	1,038,000
	Fringe & Overhead Allocation	367,028	459,916	577,147	104,895	682,042
	Total Primary Routine Maintenance	3,211,184	3,461,375	3,723,147	748,017	4,471,163



EXPENDITURES

Routine Maintenance - Local

Code #		2023 Actual	2024 Actual	2025 Budget	Change	2025 Budget Amendment 1
<u>Roads and Structures</u>						
111000	Surface Patching	279,262	308,716	275,000	(65,000)	210,000
915001	Surface Patching - Contractor	34,595	73,551	10,000	0	10,000
164000	Sweeping	11,086	9,785	15,000	0	15,000
913000	Sweeping - Contractor	94,285	63,395	100,000	0	100,000
222000	Shoulder	79,339	152,445	60,000	0	60,000
920000	Shoulder - Contractor	60,470	41,312	40,000	0	40,000
231000	High Shoulder Removal	58,912	27,599	30,000	0	30,000
321000	Tree Pruning & Removal	26,892	66,408	25,000	10,000	35,000
935000	Tree Pruning & Removal - Contractor	216,892	199,071	125,000	95,000	220,000
326000	Weed & Brush Control	86,112	60,630	40,000	0	40,000
932000	Weed & Brush Control - Contractor	217,022	281,070	325,000	(325,000)	-
331000	Ditch Cleanout	199,584	93,979	75,000	0	75,000
333000	Culverts	17,771	32,001	50,000	0	50,000
334000	Storm Sewer	45,032	43,996	25,000	0	25,000
933000	Storm Sewer - Contractor	1,018,911	1,164,221	400,000	0	400,000
336000	Storm Emergency Cleanup	469,229	497,329	275,000	0	275,000
936000	Storm Emergency Cleanup - Contractor	130,656	265,122	20,000	0	20,000
312000	Roadside Mowing	0	1,456	0	0	0
934000	Roadside Mowing - Contractor	110,120	108,478	120,000	0	120,000
960000	Other Services	4,471	6,460	10,000	0	10,000
371000	Other Routine	279	3,593	1,000	0	1,000
939000	Other Routine - Contractor	0	0	1,000	0	1,000
620000	Other Engineering	1,453	1,976	1,000	0	1,000
620002	Mailbox Compliance	0	520	1,000	500	1,500
620003	Encroachment Review	3,476	1,998	4,000	(2,000)	2,000
808000	Plat Plan Reviews	18,409	27,245	15,000	0	15,000
818000	Utility Permits	34,710	35,923	40,000	0	40,000
815000	Transportation Permits	49	3,151	4,000	6,000	10,000
819000	Driveway Permits	21,855	19,896	25,000	(5,000)	20,000
134000	Dust Control	0	504	1,000	0	1,000
911000	Dust Control - Contractor	176,574	145,998	175,000	0	175,000
133000	Gravel Resurfacing	25,623	27,332	35,000	0	35,000
912000	Gravel Resurfacing - Contractor	153,962	164,328	80,000	10,000	90,000
132000	Gravel Road	221,130	265,867	200,000	0	200,000
945001	PASER Rating - Contractor	5,916	4,696	17,000	(17,000)	-
Total		3,824,076	4,200,052	2,620,000	(292,500)	2,327,500
<u>Winter</u>						
519000	Winter Maintenance	344,934	630,612	850,000	191,610	1,041,610
951000	Winter Maintenance - Contractor	159,448	230,427	350,000	(12,387)	337,613
573001	Mailbox Reimbursements	350	700	1,000	1,214	2,214
Total		504,732	861,738	1,201,000	180,438	1,381,438
<u>Traffic Control</u>						
943000	Pavement Marking - Contractor	156,638	67,067	155,000	(5,000)	150,000
421000	Signs	21,346	28,507	30,000	0	30,000
942001	Signs - Contractor	256,833	166,305	250,000	(20,000)	230,000
942000	Signals - Contractor	9,829	12,786	13,000	0	13,000
941000	Railroad Signals - Contractor	32,880	32,625	35,000	0	35,000
435000	Guardrails	149	137	10,000	0	10,000
944000	Guardrails - Contractor	121,765	22,463	125,000	0	125,000
945000	Traffic Professional Services	68,098	35,759	40,000	10,000	50,000
Total		667,538	365,648	658,000	(15,000)	643,000
Fringe & Overhead Allocation		754,064	929,777	842,805	(15,937)	826,868
Total Local Routine Maintenance		5,750,409	6,357,215	5,321,805	(142,999)	5,178,806



EXPENDITURES

Equipment

	2023 Actual	2024 Actual	2025 Budget	Change	2025 Budget Amendment 1
Direct					
Wages and Fringe Benefits	328,946	423,062	426,773	0	426,773
Depreciation	1,080,932	1,081,634	1,205,492	(94,004)	1,111,488
Other	788,583	996,384	800,000	0	800,000
Total	2,198,461	2,501,080	2,432,265	(94,004)	2,338,261
Indirect					
Wages and Fringe Benefits	502,947	691,159	599,980	0	599,980
Supplies & Small Tools	77,916	102,370	100,000	(10,000)	90,000
Other Services	42,908	3,159	10,000	(5,000)	5,000
Technology	4,150	10,610	8,000	9,000	17,000
Telephone	3,232	3,331	3,000	0	3,000
Building and Grounds	175,225	209,590	163,400	86,600	250,000
Insurance	12,238	53,665	63,000	0	63,000
Equipment Rental	101,105	109,387	55,000	30,000	85,000
Inventory and Material Handling	7,139	1,090	5,000	0	5,000
Depreciation	49,306	918,718	1,064,534	(16,596)	1,047,938
Other	6,324	1,537	5,000	0	5,000
Total	982,492	2,104,616	2,076,914	94,004	2,170,918
Operating (Fuels/Other)	483,195	543,506	600,000	0	600,000
Total Equipment Expense	3,664,148	5,149,202	5,109,179	0	5,109,179
Less Equipment Rental	(2,819,109)	(3,475,441)	(3,090,000)	0	(3,090,000)
Net Expense	845,040	1,673,761	2,019,179	0	2,019,179



EXPENDITURES

Distributive-Overhead

	2023 Actual	2024 Actual	2025 Budget	Change	2025 Budget Amendment 1
Roads					
Wages and Fringe Benefits	963,681	940,940	1,343,786	0	1,343,786
Wages and Fringe Proj Mgmt/Insp	167	7,287	0	0	0
Supplies	84,354	76,944	75,000	25,000	100,000
Other Services	55,896	43,479	132,200	(82,200)	50,000
Technology	91,475	89,192	80,000	4,000	84,000
Telephone	30,723	25,434	31,000	(6,000)	25,000
Travel, Meals & Education	20,910	23,901	20,000	5,000	25,000
Inventory Adjustments	6,868	27,078	10,000	0	10,000
Insurance	159,649	142,611	205,000	0	205,000
Admin Vehicles/Equip Rental	117,293	101,745	90,000	16,000	106,000
Depreciation	168,672	506,235	557,998	(25,822)	532,176
Other	24,051	80,671	31,000	49,000	80,000
Total	1,723,739	2,065,517	2,575,984	(15,022)	2,560,962
Engineering					
Wages and Fringe Benefits	569,217	502,200	600,986	0	600,986
Wages and Fringe Proj Mgmt/Insp	398,990	515,964	0	0	0
Supplies	6,384	8,317	10,000	(2,000)	8,000
Other Services	5,748	3,539	9,000	(3,000)	6,000
Technology	45,547	46,831	56,000	44,000	100,000
Telephone	8,136	7,735	8,000	0	8,000
Travel, Meals & Education	12,093	10,632	10,000	5,000	15,000
Admin Vehicles/Equip Rental	39,905	47,087	60,000	(20,000)	40,000
Depreciation	7,575	7,662	6,960	(24)	6,936
Other	7,712	4,870	1,000	7,000	8,000
Total	1,101,306	1,154,836	761,946	30,976	792,922
Traffic					
Wages and Fringe Benefits	913	1,355	0	0	0
Supplies	2,735	15,197	7,000	3,000	10,000
Other Services	37,435	53,094	30,000	0	30,000
Technology	5,461	0	5,500	(5,500)	0
Telephone	590	591	1,000	0	1,000
Tools and Repair	725	580	1,000	0	1,000
Admin Vehicles/Equip Rental	0	350	0	0	0
Depreciation	0	3,381	0	4,060	4,060
Other	1,800	1,801	0	0	0
Total	49,658	76,349	44,500	1,560	46,060
Total Distributive-Overhead	2,874,703	3,296,702	3,382,430	17,514	3,399,944
Overhead Allocation	(2,874,703)	(3,296,702)	(3,382,430)	(17,514)	(3,399,944)
Under/(Over) Allocated	0	0	0	0	0

Act 51 Budgeted Overhead Rate

9.54%

11.18%

8.68%



EXPENDITURES

Distributive-Fringe

	2023 Actual	2024 Actual	2025 Budget	Change	2025 Budget Amendment 1
Fringe Benefits					
Vacation	239,875	294,433	271,124	0	271,124
Sick Leave	118,883	151,250	159,987	0	159,987
Holiday	147,267	184,431	195,539	0	195,539
Longevity	97,141	97,423	77,420	0	77,420
Employee Incentives	0	6,000	1,500	0	1,500
Payroll Taxes	338,424	399,788	419,112	0	419,112
Health, Dental, S&A, and Life	798,830	855,760	1,144,250	0	1,144,250
Workers' Compensation	81,593	89,729	85,000	0	85,000
Retiree Health - OPEB (0% required)	0	0	0	0	0
OPEB Addtl Contribution (5.45%)	82,186	79,176	45,690	0	45,690
Other	10,538	6,186	6,000	0	6,000
Total	1,914,737	2,164,176	2,405,622	0	2,405,622
Fringe Allocation	(1,914,737)	(2,164,176)	(2,405,622)	0	(2,405,622)
Under/(Over) Allocated	0	0	0	0	0
<i>Act 51 Budgeted Fringe Rate</i>	55.71%	49.86%	49.11%		



EXPENDITURES

Administrative

	2023 Actual	2024 Actual	2025 Budget	Change	2025 Budget Amendment 1
Administrative					
Wages and Fringe Benefits	1,262,060	1,339,487	1,643,927	(128,000)	1,515,927
Supplies and Postage	52,867	52,176	45,000	(5,000)	40,000
Other Services	12,738	13,775	15,000	0	15,000
Legal Services	23,699	9,349	30,000	0	30,000
Auditing Services	61,900	57,200	60,000	21,500	81,500
Technology	91,107	82,643	100,000	0	100,000
Telephone	12,860	10,656	14,000	0	14,000
Travel, Meals & Education	22,954	26,180	20,000	0	20,000
Insurance	75,756	72,103	100,000	0	100,000
Advertising and Public Relations	15,835	14,697	21,000	0	21,000
Subscriptions and Dues	26,274	26,851	27,000	0	27,000
Repairs and Maintenance	55,286	42,538	43,860	0	43,860
Equipment Rental	5,033	9,344	6,500	4,500	11,000
Depreciation	55,479	351,954	363,537	30,519	394,056
Handling Charges & Overhead	(3,275)	(2,242)	(3,500)	0	(3,500)
Purchase Discounts	(5,409)	(6,749)	(5,500)	0	(5,500)
Other	35,283	35,815	20,000	0	20,000
Total Administrative	1,800,447	2,135,777	2,500,824	(76,481)	2,424,343

Act 51 Administrative % of MTF < 10%

6.65%

7.75%

8.88%

8.61%



EXPENDITURES

Capital Outlay

	2025 Budget	Change	2025 Budget Amendment 1	Board Approved Date	Board Approved Amount	Comments
Road Equipment						
Hand Power Tools	8,000	0	8,000			
Four 3/4 Ton Pickup Trucks	295,000	(31,648)	263,352	03/11/2025	263,352	Capital 249,112; Equip Warranty Exp 14,240
Four Cab and Chassis Trucks (64,000#)	620,000	5,000	625,000	04/22/2025	296,431	Two trucks
Two V - Box Hopper Sander Inserts	50,000	0	50,000			
Bale Processor	40,000	(2,500)	37,500	12/17/2024	37,500	
Broom Tractor	150,000	0	150,000			
GPS Receiver System	7,000	0	7,000			
Total Road Equipment	1,170,000	(29,148)	1,140,852			
Land & Land Improvements						
Permanent Easements	0	0	0			
4400 26th Street Crack/Chip/Fog	175,000	0	175,000			
Total Land & Land Improvements	175,000	0	175,000			
Facilities & Office Equipment						
IT Equipment	18,000	22,000	40,000			
Website Platform	0	22,000	22,000			
ERP System Implementation (Acumatica)	0	160,000	160,000			
Audio Visual Replacement	0	30,000	30,000			
Office Bldg - Restroom Doors	0	35,311	35,311			
Vehicle Wash Bldg - Overhead Door Replacement	0	65,310	65,310			
Vehicle Maint Bldg - Welder Outlets Resizing	0	19,901	19,901			
Total Facilities & Office Equipment	18,000	354,522	372,522			
Total Capital Outlay	1,363,000	325,374	1,688,374			

Memo

To: Board of County Road Commissioners of the County of Kalamazoo,
Travis Bartholomew, Managing Director

From: Jacob Kape, Project Superintendent

CC: Bill DeYoung, General Superintendent
Rusty McClain, Assistant General Superintendent

Date: May 20, 2025

Re: 2025-10: 8th Street over Sand Creek - 150' South of Hart Drive, Culvert Replacement Bid Award

Recommended Road Commission of Kalamazoo County (RCKC) Action

We recommend the Board approve the 8th Street over Sand Creek - 150' South of Hart Drive, Culvert replacement, bid #2025-10 to Vander Veen Excavating the low bidder, meeting specifications for \$97,222.00.

Background

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, including the replacement of the culvert at Sand Creek
- Driveway adjustments
- 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.

Alternatives

- Accept the low bid for the culvert only from Jensen Bridge and Supply Company, and contract Vander Veen Excavating for the removal and installation. However, this option presents a significant challenge, as the 14–16-week lead time from Jensen Bridge and Supply Company would make it difficult to coordinate and complete the road project concurrently with the culvert work.
- Award the contract to the second-lowest bidder, Swarthout Excavating LLC, whose bid totaled \$138,560.00—\$41,338.00 higher than the current low bid.
- Reject the current bids and re-advertise the project in hopes of securing a more competitive price.

- RCKC crew replace the culvert as our schedule permits. Reallocating internal resources to this project would reduce the availability of staff for other critical operations, including project preparation, chip sealing, fog sealing, and routine maintenance.

Budgetary Impact

This project is 100% reimbursable using Alamo's ARPA funds. RCKC has estimated the total project cost to be \$139,981. This estimate encompasses the cost of the culvert, its removal and installation, permitting fees, and all associated earthwork. The bid as recommended by staff to award came in at \$97,222, which is \$42,759 under the project estimate.

Summary

We recommend the Board approve the 8th Street over Sand Creek - 150' South of Hart Drive, Culvert replacement Bid #2025-10 to Vander Veen Excavating the low bidder meeting, specifications for \$97,222.00.



Bid Number: 2025-10
Bid Item: 8th Street over Sand Creek - 150' South of Hart Drive- Culvert, Material Only and/or Remove and Installation
Bid Opening Date: Tuesday, May 6, 2025
Bid Award Date: May 20, 2025
Contract Terms: Project

		Tim and Sons Construction, LLC		Jensen Bridge and Supply Company		Davis Construction, Inc.		SWARTHOUT EXCAVATING LLC		ASI Environmental Technologies, Inc.		Vander Veen Excavating		E. T. MacKenzie Company		Hoffman Bros., Inc.		Catskill Remedial Contracting Services, Inc.	
Item	Quantity	Price	Extension	Price	Extension	Price	Extension	Price	Extension	Price	Extension	Price	Extension	Price	Extension	Price	Extension	Price	Extension
Item List																			
Culv, Rem, 24 inch to 48 inch - Ea	1.00	\$12,040.00	\$12,040.00			\$20,000.00	\$20,000.00	\$3,500.00	\$3,500.00	\$8,500.00	\$8,500.00	\$4,000.00	\$4,000.00	\$120,400.00	\$120,400.00	\$5,875.00	\$5,875.00	\$34,856.00	\$34,856.00
Backfill, Structure, CIP - Cyd	500.00	\$42.75	\$21,375.00			\$40.00	\$20,000.00	\$41.00	\$20,500.00	\$40.00	\$20,000.00	\$15.50	\$7,750.00	\$57.15	\$28,575.00	\$29.35	\$14,675.00	\$71.62	\$35,810.00
Excavation, Fdn - Cyd	600.00	\$55.00	\$33,000.00			\$28.00	\$16,800.00	\$12.00	\$7,200.00	\$100.00	\$60,000.00	\$11.00	\$6,600.00	\$40.15	\$24,090.00	\$24.60	\$14,760.00	\$52.52	\$31,512.00
Erosion Control, Silt Fence - Ft	200.00	\$8.00	\$1,600.00			\$4.50	\$900.00	\$25.00	\$5,000.00	\$25.00	\$5,000.00	\$10.00	\$2,000.00	\$4.80	\$960.00	\$4.50	\$900.00	\$3.73	\$746.00
Erosion Control, Turbidity Curtain, Shallow - Ft	20.00	\$20.00	\$400.00			\$17.50	\$350.00	\$100.00	\$2,000.00	\$500.00	\$10,000.00	\$100.00	\$2,000.00	\$77.30	\$1,546.00	\$36.50	\$730.00	\$75.60	\$1,512.00
Aggregate Base, 8 inch - Syd	170.00	\$62.00	\$10,540.00			\$35.00	\$5,950.00	\$18.00	\$3,060.00	\$30.00	\$5,100.00	\$23.80	\$4,046.00	\$27.00	\$4,590.00	\$16.00	\$2,720.00	\$62.14	\$10,563.80
Aluminum Box Culvert and Wingwalls - LSUM	1.00	\$81,700.00	\$81,700.00	\$35,533.06	\$35,533.06	\$84,456.00	\$84,456.00	\$90,800.00	\$90,800.00	\$35,500.00	\$35,500.00	\$64,801.00	\$64,801.00	\$88,400.00	\$88,400.00	\$176,225.00	\$176,225.00	\$82,578.00	\$82,578.00
Riprap, Plain - Syd	10.00	\$200.00	\$2,000.00			\$420.00	\$4,200.00	\$100.00	\$1,000.00	\$1,000.00	\$10,000.00	\$100.00	\$1,000.00	\$635.00	\$6,350.00	\$175.00	\$1,750.00	\$695.08	\$6,950.80
Slope Restoration, Non-Freeway, Type F - Syd	150.00	\$63.33	\$9,499.50			\$30.00	\$4,500.00	\$20.00	\$3,000.00	\$135.00	\$20,250.00	\$13.50	\$2,025.00	\$37.45	\$5,617.50	\$14.50	\$2,175.00	\$30.24	\$4,536.00
Clearing - Acre	0.10	\$15,000.00	\$1,500.00			\$25,000.00	\$2,500.00	\$25,000.00	\$2,500.00	\$100,000.00	\$10,000.00	\$30,000.00	\$3,000.00	\$125,800.00	\$12,580.00	\$13,500.00	\$1,350.00	\$59,762.17	\$5,976.22
10 Items	Totals		\$173,654.50		\$35,533.06		\$159,656.00		\$138,560.00		\$184,350.00		\$97,222.00		\$293,108.50		\$221,160.00		\$215,040.82



LOCAL MUNICIPALITY ROAD CONTRACT

THIS CONTRACT made and entered into this _____ day of _____, 2025, by and between the Board of County Road Commissioners of the County of Kalamazoo, hereinafter referred to as the "RCKC" and the **Local Municipality of Augusta**, Kalamazoo County, Michigan, hereinafter referred to as the "Local Municipality" for the purpose of fixing the rights and obligations of the parties and agreeing to the design/construction engineering and/or construction of certain improvements on county roads within the Local Municipality, hereinafter referred to as "Project".

WITNESSETH: WHEREAS, Section 20 of Act 51 of the Public Acts of 1951, as amended, authorizes Local Municipality Boards to appropriate general fund monies and to pay the same into the county road fund of the county for the maintenance and/or improvement of county roads within the Local Municipality, pursuant to an agreement between the Local Municipality and the RCKC; and

WHEREAS, it is mutually agreed between the RCKC and the Local Municipality that certain improvements are necessary on the county road system within the Local Municipality.

NOW, THEREFORE, IN CONSIDERATION of the promises and mutual undertakings of the parties in conformity with the applicable state laws, it is agreed:

1. The RCKC and Local Municipality agree that the scope of the work to be performed for the Project(s) identified is based on cost estimates and contingent upon how unexpected field issues are addressed. The RCKC, shall administer the Local Road Contract. The RCKC shall oversee design/construction engineering and/or construct or cause to be constructed the following road improvements:

N. Webster Street – E. Michigan Avenue to 2,840' north of E. Michigan Avenue; *Crack Fill, Chip Seal, Fog Seal*

Project Estimate: \$29,047

Work Order # _____

(to be assigned)

W Van Buren Street – N. Webster Street to 250' east of N. Webster Street; *Crack Fill, Chip Seal, Fog Seal*

Project Estimate: \$2,187

Work Order # _____

(to be assigned)

2. The detailed estimate(s) of the cost of the Project(s) is attached hereto and incorporated herein.
3. The terms and provisions of the RCKC policies are deemed to be a part of and included in this Local Municipality Road Contract as though fully set forth herein.
4. The RCKC shall provide progress billing and shall make available the accounting to the Local Municipality in accordance with the following schedule of the LOCAL MUNICIPALITY ROAD CONTRACT:

Total Estimated Project Cost(s)	\$31,234
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Total Local Municipality Share	\$31,234
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5. General Provisions:
 - A. This Local Municipality Road Contract contains all of the terms and conditions of the contractual relationship between the parties relating to the Project(s), and no amendments or additions to this Local Road Contract shall be binding unless they are in writing and signed by both parties. This Agreement, including all attachments, supersedes all prior oral and written and all contemporaneous oral negotiations, commitments, and understandings of the parties.
 - B. This Local Municipality Road Contract shall be binding on the parties, their legal representatives, successors, and assigns.
 - C. The headings of this Local Municipality Road Contract are for convenience only and in no way define, limit, or describe the scope or intent of this Local Municipality Road Contract or any of its sections, nor do they in any way affect this Local Municipality Road Contract.

- D. Any notice required or permitted to be given under this Local Municipality Road Contract shall be sufficient if it is in writing and if it is sent by email, or registered mail or certified mail, and return receipt requested to the **Local Municipality of Augusta** mailing address.
- E. This Local Municipality Road Contract shall be governed by, construed, and enforced in accordance with the laws of the State of Michigan.
- F. The invalidity of all or any part of any sections, subsections, or paragraphs of this Local Municipality Road Contract shall not invalidate the remainder of this Local Municipality Road Contract or the remainder of any paragraph or section not invalidated unless the elimination of such subsections, sections, or paragraphs shall substantially defeat the intents and purposes of the parties.
6. This Local Municipality Road Contract shall become binding on the parties hereto and be of full force and effect upon the signing thereof by the duly authorized officials of the Local Municipality and of the RCKC.
7. The Local Municipality will be notified and agrees to authorize the Board to proceed with the award of the bids to the lowest responsive and responsible bidder unless advised in writing (by the appropriate Local Municipality official by no later than the day before the Board meeting) that due to the cost of the project(s) with overhead, the cost exceeds the local road contract and therefore the Local Municipality requests not to make the award to the bidder.
8. The Local Municipality Road Contract is based estimated quantities identified in the project estimate. The total actual cost of the project will be the amount billed to the Local Municipality.
9. The estimated Project(s) cost shall include all labor, materials, equipment, and contractor costs anticipated to be incurred in the project(s) by the Board. These items shall, in turn, include all indirect and administrative costs chargeable to the Project(s).
10. The parties hereto agree that, when and where applicable, they will comply with Executive Order 11246, Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, Section 503 of the Rehabilitation Act of 1973, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act (all of the foregoing as amended) and the applicable portions of the Michigan Elliott-Larsen Civil Rights Act and Michigan Persons with Disabilities Civil Rights Act, as well as any implementing rules and regulations. Specifically, contractors and sub-contractors are required not to discriminate against any employee or applicant for employment with respect to such person's hire, tenure, terms, conditions, or privileges of employment because of such person's race, color, religion, national origin, age, sex, sexual orientation, gender identity, disability, or protected veteran status. Breach of this provision may be regarded as a material breach of the contract or purchasing agreement and handled accordingly. Further, any violation of this provision may be separately addressed in accordance with the foregoing laws.
11. The Board shall upon reasonable notification make available in their office to representatives of the Local Municipality all records concerning the project(s) for review.

IN WITNESS WHEREOF, the parties hereto have caused this Local Municipality Road Contract to be executed on the day and year first above written.

BOARD OF COUNTY ROAD COMMISSIONERS
OF THE COUNTY OF KALAMAZOO

LOCAL MUNICIPALITY OF AUGUSTA

By _____
Chair

By 
Local Municipality Official

Date _____

Date 5-14-2025



Road Commission of Kalamazoo County
4400 South 26th Street
Kalamazoo, MI 49048
www.kalamazooountyroads.com

2025 Project Estimate
VALID FOR 90 DAYS

Estimate Date: 05/13/25 Estimator: J. Schmitt Estimate Type: Final

Municipality: Village of Augusta

Location: N Webster Street - E. Michigan Avenue to 2,840' north of E. Michigan Avenue

Project Description: Crack Fill, Chip Seal, Fog Seal

Project Length: 0.54 Miles

Description of charge	Application Rate	Estimated Quantities	Units of Measure	Estimated Unit Cost	Estimated Item Cost	Notes
High Shoulder, Remove		44.00	Station	\$30.00	\$1,320	
Crack Fill	Heavy	1,882.58	Lbs	\$1.29	\$2,429	
RCKC Sweeping		8,478.00	Syd	\$0.03	\$254	
RCKC Equipment		8,478.00	Syd	\$0.35	\$2,967	
RCKC Labor/Fringe		8,478.00	Syd	\$0.28	\$2,374	
Contractor Equipment/Labor		4,397.00	Gal	\$0.24	\$1,055	
Fine Aggregate, CS2	22 Lbs / Syd	93.00	Ton	\$49.23	\$4,578	
Emulsion, CRS-2M	0.50 Gal / Syd	4,397.00	Gal	\$2.19	\$9,629	
Fog Seal	0.14 Gal / Syd	8,478.00	Syd	\$0.25	\$2,120	
Estimated Billable Cost					\$26,727	
Cost Recovery - Billable (8.68%)					\$2,320	
Total Estimated Billable Cost					\$29,047	
Total Estimated Project Cost					\$29,047	



Road Commission of Kalamazoo County
4400 South 26th Street
Kalamazoo, MI 49048
www.kalamazooountyroads.com

2025 Project Estimate
VALID FOR 90 DAYS

Estimate Date: 05/13/25 Estimator: J. Schmitt Estimate Type: Final

Municipality: Village of Augusta

Location: W Van Buren Street - N. Webster Street to 250' east of N. Webster Street

Project Description: Crack Fill, Chip Seal, Fog Seal

Project Length: 0.05 Miles

Description of charge	Application Rate	Estimated Quantities	Units of Measure	Estimated Unit Cost	Estimated Item Cost	Notes
High Shoulder, Remove		5.00	Station	\$30.00	\$150	
Crack Fill	Heavy	165.72	Lbs	\$1.29	\$214	
RCKC Sweeping		597.00	Syd	\$0.03	\$18	
RCKC Equipment		597.00	Syd	\$0.35	\$209	
RCKC Labor/Fringe		597.00	Syd	\$0.28	\$167	
Contractor Equipment/Labor		313.00	Gal	\$0.24	\$75	
Fine Aggregate, CS2	22 Lbs / Syd	7.00	Ton	\$49.23	\$345	
Emulsion, CRS-2M	0.50 Gal / Syd	313.00	Gal	\$2.19	\$685	
Fog Seal	0.14 Gal / Syd	597.00	Syd	\$0.25	\$149	
Estimated Billable Cost					\$2,012	
Cost Recovery - Billable (8.68%)					\$175	
Total Estimated Billable Cost					\$2,187	
Total Estimated Project Cost					\$2,187	



LOCAL MUNICIPALITY ROAD CONTRACT

THIS CONTRACT made and entered into this _____ day of _____, 2025, by and between the Board of County Road Commissioners of the County of Kalamazoo, hereinafter referred to as the "RCKC" and the **Local Municipality of Climax**, Kalamazoo County, Michigan, hereinafter referred to as the "Local Municipality" for the purpose of fixing the rights and obligations of the parties and agreeing to the design/construction engineering and/or construction of certain improvements on county roads within the Local Municipality, hereinafter referred to as "Project".

WITNESSETH: WHEREAS, Section 20 of Act 51 of the Public Acts of 1951, as amended, authorizes Local Municipality Boards to appropriate general fund monies and to pay the same into the county road fund of the county for the maintenance and/or improvement of county roads within the Local Municipality, pursuant to an agreement between the Local Municipality and the RCKC; and

WHEREAS, it is mutually agreed between the RCKC and the Local Municipality that certain improvements are necessary on the county road system within the Local Municipality.

NOW, THEREFORE, IN CONSIDERATION of the promises and mutual undertakings of the parties in conformity with the applicable state laws, it is agreed:

1. The RCKC and Local Municipality agree that the scope of the work to be performed for the Project(s) identified is based on cost estimates and contingent upon how unexpected field issues are addressed. The RCKC, shall administer the Local Road Contract. The RCKC shall oversee design/construction engineering and/or construct or cause to be constructed the following road improvements:

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

Project Estimate: \$56,100

Work Order # _____

(to be assigned)

2. The detailed estimate(s) of the cost of the Project(s) is attached hereto and incorporated herein.
3. The terms and provisions of the RCKC policies are deemed to be a part of and included in this Local Municipality Road Contract as though fully set forth herein.
4. The RCKC shall provide progress billing and shall make available the accounting to the Local Municipality in accordance with the following schedule of the LOCAL MUNICIPALITY ROAD CONTRACT:

Total Estimated Project Cost(s)	\$56,100
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Total Local Municipality Share	\$56,100
--------------------------------	-----------------

5. General Provisions:
 - A. This Local Municipality Road Contract contains all of the terms and conditions of the contractual relationship between the parties relating to the Project(s), and no amendments or additions to this Local Road Contract shall be binding unless they are in writing and signed by both parties. This Agreement, including all attachments, supersedes all prior oral and written and all contemporaneous oral negotiations, commitments, and understandings of the parties.
 - B. This Local Municipality Road Contract shall be binding on the parties, their legal representatives, successors, and assigns.
 - C. The headings of this Local Municipality Road Contract are for convenience only and in no way define, limit, or describe the scope or intent of this Local Municipality Road Contract or any of its sections, nor do they in any way affect this Local Municipality Road Contract.
 - D. Any notice required or permitted to be given under this Local Municipality Road Contract shall be sufficient if it is in writing and if it is sent by email, or registered mail or certified mail, and return receipt requested to the **Local Municipality of Climax** mailing address.
 - E. This Local Municipality Road Contract shall be governed by, construed, and enforced in accordance with the laws of the State of Michigan.

- F. The invalidity of all or any part of any sections, subsections, or paragraphs of this Local Municipality Road Contract shall not invalidate the remainder of this Local Municipality Road Contract or the remainder of any paragraph or section not invalidated unless the elimination of such subsections, sections, or paragraphs shall substantially defeat the intents and purposes of the parties.
6. This Local Municipality Road Contract shall become binding on the parties hereto and be of full force and effect upon the signing thereof by the duly authorized officials of the Local Municipality and of the RCKC.
 7. The Local Municipality will be notified and agrees to authorize the Board to proceed with the award of the bids to the lowest responsive and responsible bidder unless advised in writing (by the appropriate Local Municipality official by no later than the day before the Board meeting) that due to the cost of the project(s) with overhead, the cost exceeds the local road contract and therefore the Local Municipality requests not to make the award to the bidder.
 8. The Local Municipality Road Contract is based estimated quantities identified in the project estimate. The total actual cost of the project will be the amount billed to the Local Municipality.
 9. The estimated Project(s) cost shall include all labor, materials, equipment, and contractor costs anticipated to be incurred in the project(s) by the Board. These items shall, in turn, include all indirect and administrative costs chargeable to the Project(s).
 10. The parties hereto agree that, when and where applicable, they will comply with Executive Order 11246, Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, Section 503 of the Rehabilitation Act of 1973, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act (all of the foregoing as amended) and the applicable portions of the Michigan Elliott-Larsen Civil Rights Act and Michigan Persons with Disabilities Civil Rights Act, as well as any implementing rules and regulations. Specifically, contractors and sub-contractors are required not to discriminate against any employee or applicant for employment with respect to such person's hire, tenure, terms, conditions, or privileges of employment because of such person's race, color, religion, national origin, age, sex, sexual orientation, gender identity, disability, or protected veteran status. Breach of this provision may be regarded as a material breach of the contract or purchasing agreement and handled accordingly. Further, any violation of this provision may be separately addressed in accordance with the foregoing laws.
 11. The Board shall upon reasonable notification make available in their office to representatives of the Local Municipality all records concerning the project(s) for review.

IN WITNESS WHEREOF, the parties hereto have caused this Local Municipality Road Contract to be executed on the day and year first above written.

BOARD OF COUNTY ROAD COMMISSIONERS
OF THE COUNTY OF KALAMAZOO

LOCAL MUNICIPALITY OF CLIMAX

By _____
Chair

By Jinda R. Osburn, Clerk
Local Municipality Official

Date _____

Date April 30, 2025



Road Commission of Kalamazoo County
4400 South 26th Street
Kalamazoo, MI 49048
www.kalamazoocountyroads.com

2025 Project Estimate
VALID FOR 90 DAYS

Estimate Date: 04/28/25 Estimator: J. Schmitt Estimate Type: Final
Municipality: Village of Climax
Location: Main Street - 2,640' south of Maple Street to 2,640' north of Maple Street
Project Description: Chip Seal, Fog Seal
Project Length: 1.00 Miles

Description of charge	Application Rate	Estimated Quantities	Units of Measure	Estimated Unit Cost	Estimated Item Cost	Notes
					Estimated Nonbillable Cost	\$0
					Cost Recovery - Nonbillable (8.68%)	\$0
					Total Estimated Nonbillable Cost	\$0
Description of charge	Application Rate	Estimated Quantities	Units of Measure	Estimated Unit Cost	Estimated Item Cost	Notes
Dura-Patching		3.00	Hour	\$300.00	\$900	Pothole patching
Vacuum Sweeping		3.00	Hour	\$185.00	\$555	
RCKC Equipment		18,756.00	Syd	\$0.35	\$6,565	
RCKC Labor/Fringe		18,756.00	Syd	\$0.28	\$5,252	
Contractor Equipment/Labor		9,678.00	Gal	\$0.24	\$2,323	
Fine Aggregate, CS2	22 Lbs / Syd	206.00	Ton	\$49.23	\$10,141	
Emulsion, CRS-2M	0.50 Gal / Syd	9,678.00	Gal	\$2.19	\$21,195	
Fog Seal	0.14 Gal / Syd	18,756.00	Syd	\$0.25	\$4,689	
					Estimated Billable Cost	\$51,619
					Cost Recovery - Billable (8.68%)	\$4,481
					Total Estimated Billable Cost	\$56,100
					Total Estimated Project Cost	\$56,100

If you require assistance accessing this information or require it in an alternative format, contact the Michigan Department of Transportation's (MDOT) Americans with Disabilities Act (ADA) coordinator at www.Michigan.gov/MDOT-ADA.

Michigan Department
of Transportation
2044 (05/2025)

ENGINEERING REIMBURSEMENT

*This information is required by Act 51, P.A. 1951 as amended.
Failure to submit this information will result in no reimbursement being made for Engineering.
This report is subject to review by the Michigan Department of Transportation and correction
by the submitting agency before final acceptance by the Michigan Department of Transportation.*

We, the Board of County Road Commissioners of Kalamazoo County,
do hereby request reimbursement in the amount of \$10,000.00 (not to exceed \$10,000.00)

for payments made during the period of July 1, 2024, through June 30, 2025 to licensed professional engineers
employed or retained by this Commission, in accordance with the following:

Sec. 12(2) of Act 51, as amended.

"Each county road commission shall be reimbursed in an amount up to \$10,000.00 per year for the
sum paid to a licensed professional engineer employed or retained by the county road commission in
the previous year. The sum shall be returned to each county road commission certified by the state
transportation department as complying with this subsection regarding the employment of an engineer."

We further state that if we do not have a licensed professional engineer in our employ, copies of billings are enclosed
with the completed form to justify the payment.

NAME OF ENGINEER(S)		REGISTRATION NUMBER	
Ryan Minkus		6201051907	
CHAIRMAN		DATE	
		05/20/2025	
MEMBER	DATE	MEMBER	DATE
	05/20/2025		05/20/2025
ATTEST			
CLERK		DATE	
		05/20/2025	

E-MAIL TO: MDOT-Outreach@Michigan.gov