



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@kalamazoocountyroads.com](mailto:info@kalamazoocountyroads.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 5, 2026 – 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 26<sup>th</sup> 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 April 21, 2026 Board Meeting**

**Approval of Payroll (\$204,968.96) and Vendor Accounts (\$1,279,538.62)**

**Public Comment on Non-agenda Items**

**New Business:**

- A. Request Approval of the Comstock Township Fire Department’s Letter of Support**
- B. Request Approval of the Bunker Hill Drive and Saybrook Drive Sanitary Sewer Easements, Oshtemo Township**
- C. Request Approval of Bid #2026-06 Culvert Materials – Corrugated Steel Pipe**
- D. Request Approval of the Village of Climax Local Municipality Road Contract**

**Public Comment on Non-agenda Items**

**Managing Director’s Time**

**Commissioner’s Time and Committee Reports:**

- Kennedy –
- Davis – Kalamazoo County Environmental Health Advisory Council (EHAC)
- Thompson – Kalamazoo County Board of Public Works (BPW)
- Stehouwer – Kalamazoo County Parks and Recreation Commission
- Pawloski –

**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 26<sup>th</sup> Street Kalamazoo, MI 49048 Telephone: (269) 381-3171 or Email: [info@kalamazoocountyroads.com](mailto:info@kalamazoocountyroads.com) Website: [www.kalamazoocountyroads.com](http://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 5, 2026**  
**Re: Board Weekly Report**

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**New Business:**

**A. Request Approval of the Comstock Township Fire Department’s Letter of Support**

The Comstock Township Fire Department requested a letter of support for their application to the U.S. Department of Transportation’s Safe Streets and Roads for All program. This request seeks funding for the acquisition of a Mobile Barrier System and chassis, dedicated staffing for their traffic management safety unit, and a drone for incident surveying. As traffic safety professionals committed to reducing fatal and serious injury crashes and advancing Michigan’s Toward Zero Deaths (TZD) initiative, we fully support the Comstock Township Fire Department’s SS4A grant application. This investment will meaningfully improve responder safety, reduce the likelihood of secondary crashes, and strengthen the overall safety and reliability of our regional transportation network. ***We recommend the Board approve the Comstock Township Fire Department’s Letter of Support for the Chair’s signature.***

**B. Request Approval of the Bunker Hill Drive and Saybrook Drive Sanitary Sewer Easements, Oshtemo Township**

Oshtemo Township is seeking to build new sanitary sewer infrastructure in the Westport platted neighborhood. For the operation of the sanitary sewer, permanent easements are needed on two RCKC owned parcels which are currently used for stormwater drainage basins. These permanent easements are described as follows:

Permanent Easement on Parcel 05-11-402-915 Saybrook Drive:

This parcel is 0.60 acres and currently features a drainage basin owned by the RCKC. Oshtemo Township is seeking a permanent easement of 777 square feet (0.017 acres) for the purposes of a sanitary sewer lift station to be constructed.

Permanent Easement on Parcel 05-14-230-030 Bunker Hill Drive:

This parcel is 0.67 acres and currently features a drainage basin owned by RCKC. Oshtemo Township is seeking a 30 foot wide permanent easement (0.1 acres) along the alignment for the sanitary sewer over the parcel.

In order for Oshtemo Township to construct the portion of the sanitary sewer in 2026, these permanent easements are needed to comply with requirements of the United States Department of Agriculture (USDA) bond closing which is set for May 14, 2026.

RCKC has been involved with the Oshtemo Township Sewer project since 2023 when it was designed. The RCKC Team has already permitted and approved construction of the north half of the sewer project (including the work on the parcel at Saybrook Drive) for 2026. Construction of the sewer in the southern half of the project (including work on the parcel at Bunker Hill Drive) is anticipated for 2027. This securing of the easements represents the last step of approval by RCKC. ***We request the Board approve the permanent easements for Oshtemo Township sanitary sewer across RCKC owned parcels on Saybrook Drive and Bunker Hill Drive for the Managing Director’s signature.***



**C. Request Approval of Bid #2026-06 Culvert Materials – Corrugated Steel Pipe**

RCKC utilizes Corrugated Steel Pipe (CSP) as a conduit to convey water beneath roadways or driveways adjacent to roads. Culverts are essential for managing water flow in areas such as rivers, streams, county drainage ditches, and road ditches. Proper installation of culverts allows for the flow of “Waters of the State” and stormwater under roadways, helping to prevent flooding and saturation of the road base. Saturation of the road base compromises its structural integrity, reducing the road's load-bearing capacity and lifespan. Culverts are also crucial for connecting and conveying water through ditches, particularly under driveways.

The CSP recommended for purchase will be added to RCKC's inventory for use on primary and local road projects, including culvert replacements and routine maintenance for culvert failures. Historically, RCKC has solicited quotes multiple times per year for CSP purchases. However, the quote process can cause delays due to vendor response times and extended manufacturing and delivery timelines, especially during the construction season. A formal CSP bid will allow RCKC to maintain a steady inventory, streamline the purchasing process, and ensure the availability of materials for routine maintenance, repairs, extensions, and replacements.

The Culvert Materials – Corrugated Steel Pipe Bid #2026-06 includes various diameters of CSP, ranging from 12” to 24” in diameter, with lengths up to 50’. The bid also includes bands used to connect multiple sections of culvert. We require the use of 24” wide bands for enhanced stability and long-term joint integrity.

Culvert End Sections are also included in the bid, which are installed at both openings of the culvert. These ends help to channel water into the culvert and diffuse the flow as it exits. By directing water into the culvert rather than the surrounding aggregate around the corrugated steel pipe (CSP), they reduce erosion and help decrease the velocity of water at the outlet.

Cadillac Culvert, Inc. submitted a bid with an unusually low cost per unit. RCKC contacted Cadillac Culvert, Inc. to confirm that the pricing was accurate. In response, Cadillac Culvert, Inc. clarified that the quoted cost was calculated on a “per foot” basis rather than per unit, as required in the specifications. Although Cadillac Culvert, Inc. would have initially been awarded the contract based on the submitted pricing, recalculating the bid on a per-unit basis shows that Cadillac Culvert, Inc. is not the lowest bidder meeting the CSP specifications.

RCKC has previously worked with Jensen Bridge & Supply Company on several occasions and values their expertise in product recommendations. Jensen Bridge & Supply has indicated that their normal delivery time is approximately two to four weeks from date of order. Staff will ensure that the purchase order is completed and ready for approval, contingent on-Board authorization.

RCKC is confident that Jensen Bridge & Supply Company can meet the demands for culvert materials outlined in this bid.

In addition to the various building industry associations, we sent out a public bid notice to contractors and construction/bidding entities, as well as posted it on our website. We had five (5) downloads of the bid specifications and received three (3) bid proposals. ***We request the Board award the Culvert Materials – Corrugated Steel Pipe Bid #2026-06 to Jensen Bridge and Supply Company, low bidder meeting specifications with the option to extend for three (3) one (1) year extensions by mutual agreement of both parties.***

**D. Request Approval of the Village of Climax Local Municipality Road Contract**

We have collaborated with the Village of Climax on projects over the years and appreciate the opportunity to work together to preserve our shared infrastructure.

- a. South Church Street** – East Hancock Street to East Maple Street; ***Crack Fill, Chip Seal, Fog Seal***
- b. East Hancock Street** – South Main Street to South Church Street; ***Crack Fill, Chip Seal, Fog Seal***



c. **Cherry Street** – North Main Street to Sheldon Street; ***Crack Fill, Chip Seal, Fog Seal***

d. **Sheldon Street** – East Maple Street to Cherry Street; ***Crack Fill, Chip Seal, Fog Seal***

***We request the Board approve the Village of Climax Local Municipality Road Contract for the Chair's signature.***

The regular meeting of the Board of County Road Commissioners of the County of Kalamazoo was held at the Road Commission of Kalamazoo County (RCKC) office at 4400 S 26th Street, Kalamazoo, Michigan, on Tuesday, April 21, 2026. Commissioner Pawloski called the meeting to order at 3:00 p.m.

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

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

Administrative Assistant Rider reviewed public meeting guidelines

Pledge of Allegiance

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

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

Carried by the following vote:

Aye: Pawloski, Stehouwer, Davis, Kennedy

Commissioner Davis moved, and it was seconded to approve the April 7, 2026, regular Board meeting minutes and the April 7, 2026, Oshtemo Township Joint Meeting minutes as presented.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Davis, Kennedy

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

Payroll Account: \$ 199,207.77

Vendor Account: \$ 755,514.71

Carried by the following vote:

Aye: Pawloski, Stehouwer, Davis, Kennedy

Commissioner Stehouwer moved, and it was seconded to approve Commissioners Pawloski, Thompson, and Kennedy's expense reports for the Chair's signature. Commissioner Pawloski announced that his expense report totaled \$240.25, Commissioner Thompson's totaled \$313.22, and Commissioner Kennedy's totaled \$308.85.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Davis, Kennedy

County Commissioner John Gisler reported that the next Kalamazoo Citizens for Responsible Government (KCRG) meeting will be held on Monday, May 11th, at 8:30 a.m. at Mark's Diner on Romence Road in Portage. The speaker for this meeting will be County Administrator Kevin Catlin, who will share information about what is happening at the county administrator level. He emphasized that the meeting is open to anyone interested, not just KCRG regulars or elected or appointed officials.

Commissioner Davis moved, and it was seconded to approve the Public Act 51 Financial Report for the Finance Director and Chair's signature. Managing Director Bartholomew shared Public Act 51 of 1951 (Act 51), as amended, governs the created Michigan Transportation Fund (MTF) into which specific transportation taxes are

deposited and prescribes how these revenues are to be distributed and the purposes for which they can be spent. Failure to comply can result in withholding of MTF distributions until compliance is achieved. To document compliance with Act 51, an annual financial report is submitted to the Michigan Department of Treasury (MDOT) by May 1. The financial report must accurately reflect the Revenues, Expenditures, and Funds of all road work and must align with the RCKC's audited financial statements.

RCKC's 2025 Act 51 Financial Report supports key compliance areas as follows:

- Up to 30% of MTF received for the primary road system can be transferred to the local road system and an additional 20% may be transferred for emergencies; RCKC transferred 27% (page 7).
- 90% of MTF after deductions for administrative expense, capital outlay, and debt principal and interest is required to be spent on preserving the roads, excluding Federal Aid received; RCKC spent 135% of the minimum requirement (page 14).
- Non-Motorized improvement expenditures over the last 10 years must exceed 1% of MTF multiplied by 10; RCKC spent \$8.9 million, and the minimum requirement is \$2.7 million (page 15).
- Administrative expenses are limited to 10% of the current year's MTF; RCKC's administrative expenses were 8% (page 17).

The Act 51 report will be made publicly available on RCKC's website.

Commissioner Stehouwer asked what qualifies as emergencies for the 20% transfer of primary road can be transferred too local. Managing Director Bartholomew explained that large windstorms, tornadoes, and winter maintenance operations are eligible emergencies.

Commissioner Davis questioned the non-motorized language about "1% of MTF multiplied by 10" versus simply stating 10%. Managing Director Bartholomew clarified it represents a 1% average over the 10-year period.

Commissioner Stehouwer requested examples of non-motorized infrastructure. Managing Director Bartholomew explained that any hard-surfaced area outside the white line qualifies, including paved shoulders. Commissioner Stehouwer also inquired about pedestrian ramps and sidewalk interconnections, questioning whether they fall under the Road Commission's responsibility. Managing Director Bartholomew clarified that the Road Commission includes these transitions when they are part of its projects; however, they are not required to install them outside of Road Commission projects.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Davis, Kennedy

Commissioner Kennedy moved, and it was seconded to approve the Safety Program Project Resolutions for the V Avenue at Sprinkle Road and E. Michigan Avenue projects. Managing Director Bartholomew shared currently, the Michigan Department of Transportation (MDOT) is soliciting project applications for the fiscal year (FY) 2028 HSIP and HRRR programs. The MDOT FY 2028 budget for this program is estimated to be \$16,953,000 for HSIP and \$6,000,000 for HRRR in federal funds. MDOT reviews applications and proposed projects based upon crash history, the number of serious and fatal crashes, and the time of return on investment of the project. Annually, RCKC reviews crashes on our network to identify safety improvements and to find proposed projects for these funds. We provide a place holder in our Primary Road Capital Improvement Plan (CIP) for Safety Project countywide as areas are reviewed annually for submittal. Both proposed projects would be submitted for 2028 HSIP funding. While reviewing our network, these projects appeared to be some of the most competitive and had the greatest impact on improving safety. We are not applying for HRRR funds because the HRRR projects evaluated did not show as much improvement to safety and thus were less competitive than the proposed projects funded by HSIP. Each agency is capped at the total (both HSIP and HRRR combined) amount of safety funds they may be awarded in a given year at \$1,500,000 and these projects represent our best candidates for the program.

RCKC successfully applied for these funds in the past. In 2025, RCKC applied for and was awarded FY 2027 funding for the Sprinkle Road at TU Avenue roundabout project. The HSIP program funds are specifically targeted to reduce accident injury levels on urban roadways. Federal funds are capped at \$750,000 per project and can be funded at a minimum match of 90 percent federal funds to 10 percent local matching funds split. Selection is competitive and our applications will be competing with others from across the state.

The project would be included in the Kalamazoo Area Transportation Study (KATS); Transportation Improvement Plan (TIP) and our Primary Road CIP only after it is selected. Historically, safety projects have reduced crashes by 32% at project locations.

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

The projects we are recommending based on program criteria and research are:

V Avenue at Sprinkle Road, Brady Township

The proposed project for V Avenue at Sprinkle Road would feature the construction of a roundabout at the intersection. Centerline rumble strips and tree removal from the clear zone (complete right-of-way (ROW)) would be part of this project on V Avenue and Richardson Street between Sprinkle Road and Spruce Street where the road curves to the south. A roundabout at V Avenue at Sprinkle Road would be beneficial for reducing angle type crashes and the rumble strips will assist with lane departure crashes in the curve. According to the RCKC Transportation Safety Action Plan, this intersection is listed in the top 50 due to the occurrence of fatal and serious injury crashes. The Plan also reviewed crash patterns for this intersection and recommended the roundabout treatment as a possible mitigation strategy.

This proposed project is estimated to have a construction cost of \$1,036,000. This section of V Avenue has a pavement surface evaluation and rating (PASER) rating of 6 and was last paved in 2018.

E Michigan Avenue, Kalamazoo & Comstock Townships

The proposed project for E Michigan Avenue would feature paving, centerline and shoulder rumble strips, and tree removal from the clear zone (complete right-of-way (ROW)) from the city limits to Leenhouts Street. Throughout this segment, the road has many curves, and crash data indicates a concentration of run-off the road type crashes. According to the RCKC Transportation Safety Action Plan, this segment of road is listed in the top 50 due to the occurrence of fatal and serious injury crashes.

This proposed project is estimated to have a construction cost of \$843,000. This section of E Michigan Avenue has a pavement surface evaluation and rating (PASER) rating of 6 and was last paved in 2014.

The local safety program's maximum funds available are \$750,000 per project for construction costs only with a total limit of \$1,500,000 per agency. Estimated project costs are shown below for each project. Federal funds are only eligible for the construction cost. Design and construction engineering costs are estimated and would be the responsibility of the RCKC and included in the RCKC funds estimate column.

Project	Estimated Cost (incl. engineering)	Federal Funds (requested)	RCKC Responsibility
<b>V Avenue at Sprinkle Road</b> (Spruce Street to Sprinkle Road)	\$1,191,400.00	\$750,000.00	\$441,400.00
<b>E Michigan Avenue</b> (Wallace Ave to Leenhouts St)	\$969,450.00	\$750,000.00	\$219,450.00
Total	\$2,160,850.00	\$1,500,000.00	\$660,850.00

If awarded, design engineering is anticipated to start in 2026 with construction in 2028. The Primary Road CIP (CIP) would be adjusted accordingly.

Commissioner Stehouwer asked where the top 50 list could be found on the website. Managing Director Bartholomew shared in the [SS4A](#) tab on our website.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Davis, Kennedy

Commissioner Kennedy moved, and it was seconded to rescind the previous and approve the revised Prairie Ronde Township Local Road Contract for the Chair's signature. Managing Director Bartholomew shared that the funding source within this contract has been updated. Prairie Ronde Township has increased its contribution from \$76,455.10 to \$107,455.10. We appreciate their continued partnership.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Davis, Kennedy

Commissioner Gisler complimented the Road Commission for their recent work on R Avenue between 24th Street and 25th Street. He noted that the road condition had been deteriorating, but the Road Commission had patched it up well within the last week to 10 days. He acknowledged it was a significant improvement over its previous condition and expressed his thanks to Managing Director Bartholomew and the Road Commission for the work completed. He mentioned he was unsure if there were plans for more extensive repairs on that section in the future.

Managing Director Bartholomew shared that the Southwest Council meeting is scheduled for May 11th at the Berrien County Road Department. He asked Commissioners to RSVP by May 1 if interested in attending. The annual joint meeting with the County Board of Commissioners is scheduled for June 16th to review the annual report. He mentioned that National Work Zone Awareness Week is being observed this week, and he encouraged everyone to wear orange. He shared that construction season is well underway, with paving currently happening in Midlink. He announced that several project informational meetings are scheduled, including:

- 9th Street – KL Avenue to M-43 on April 30th at 5:30 PM at Oshtemo Township Hall
- Comstock Avenue - Sprinkle Road to River Street on April 29th at 4:30 PM at Comstock Township Hall
- Sprinkle Road at TU Avenue roundabout project on May 20th at 5:30 PM at Brady Township

Commissioner Davis asked about coordinating assistance with Allegan County following a recent storm that severely damaged the Plainwell area. He noted that both he and another commissioner live near the county line and experienced the storm at 1 AM, describing it as sounding like a train. The damage was localized to a 100-yard-wide track extending through Hickory Corners along the Allegan and Barry County lines. Managing Director Bartholomew responded that Allegan County has not requested assistance, and while Kalamazoo County had minor damage in small areas, it was nothing compared to what Allegan and Barry Counties experienced. He confirmed that mutual assistance agreements are in place and that counties would reach out if help was needed.

Commissioner Stehouwer shared that a road tour was anticipated last week, and he is looking forward to rescheduling, as he appreciates those opportunities.

Commissioner Kennedy had no report.

Commissioner Davis shared that he attended the Environmental Health Advisory Committee meeting, where a United States Geological Survey (USGS) representative attended to discuss groundwater and Per- and Polyfluoroalkyl Substances (PFAS) issues. He did not bring his notes to the meeting and indicated he would provide a full update at the next meeting.

Commissioner Stehouwer shared that he has been able to observe the traffic signal system in operation and provided a video to County Engineer Minkus and Assistant County Engineer Hoekstra. He noted the system's performance, including its operation along Wealthy Street. He also commended Road Maintenance Superintendent Bill Oxx and Project Superintendent John Schmidt for completing the three-year Michigan Public Service Institute (MPSI) program. He expressed appreciation for staff who pursue continued training and professional development.

Commissioner Pawloski noted that the road tour had been postponed and stated he looks forward to the rescheduled tour, encouraging fellow Commissioners to attend. He also announced that he will be out of town from May 9 through May 18 and, therefore, unable to attend the Southwest Council meeting in Berrien County. He encouraged other Commissioners to attend if available.

Commissioner Stehouwer shared that Commissioner Kennedy attended the Pa Commission meeting on his behalf last week and asked her to anticipate doing the same in May.

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

Carried by the following vote:

Aye: Pawloski, Stehouwer, Davis, Kennedy

April 21, 2026 – Board Meeting

Chair Int'l \_\_\_\_\_

Clerk Int'l \_\_\_\_\_

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

Attest: Meredith Place, County Clerk

By \_\_\_\_\_, Chair \_\_\_\_\_, Deputy Clerk

DRAFT



**Summary Report of Cash Receipts and Disbursements  
 For the May 5, 2026 Board Meeting**

**Current Activity**

Available funds from previous report	<b>10,318,049.79</b>
Receipts and interest for the current period	2,492,949.90
Payroll disbursements to be approved today	(204,968.96)
Payables disbursements to be approved today	(1,279,538.62)
Available funds as of May 5, 2026	<b><u><u>11,326,492.11</u></u></b>

**Summary Disbursements**

	<u>From</u>	<u>To</u>	
Payroll - pay period ending April 29, 2026			
Checks	87093	87097	57,934.21
Voided Checks			0.00
Direct Deposit	23414	23474	147,034.75
Total Payroll to be approved today			<b><u>204,968.96</u></b>
Payables			
Checks	111446	111473	196,636.81
Voided & Reissued Checks	217260		(1,835.86)
Electronic Funds Transfer	303797	303837	1,080,046.79
Health Reimbursement Checks	217363	217381	4,690.88
Total Payables to be approved today			<b><u>1,279,538.62</u></b>

**Available Funds**

Checking with Interest Account	3,676,161.56
Michigan CLASS Investments	7,650,330.55
Total Funds Available	<b><u><u>11,326,492.11</u></u></b>

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Kim Bodnar  
 Finance Director

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Travis Bartholomew  
 Managing Director

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David C. Pawloski  
 Board Chair



May 5, 2026

RE: Comstock Township Fire Department's Safe Streets and Roads for All (SS4A) Program

To Whom It May Concern:

The Road Commission of Kalamazoo County strongly supports the Comstock Township Fire Department's application to the U.S. Department of Transportation's Safe Streets and Roads for All (SS4A) program. This request seeks funding for the acquisition of a Mobile Barrier System and chassis, dedicated staffing for their traffic management safety unit, and a drone for incident surveying.

Comstock Township Fire Department's traffic management unit provides a critical safety function within Kalamazoo County and Michigan's 5th Congressional District. The I-94 corridor through Comstock Township carries exceptionally high traffic volumes, with an Annual Average Daily Traffic (AADT) of approximately 64,258 vehicles, including a significant commercial vehicle presence of 26% (approximately 16,900 trucks per day). This segment has historically experienced higher rates of fatal and incapacitating injury crashes compared to other portions of I-94 within Kalamazoo County, increasing responder exposure and elevating the risk of secondary crashes. Additionally, this corridor directly connects to several primary arterial roadways under the jurisdiction of the Kalamazoo County Road Commission.

The proposed Mobile Barrier Traffic Control Unit, along with enhanced staffing and drone capabilities, will significantly improve emergency incident traffic management in this high-risk area. This system offers a higher level of physical protection for responders, real-time situational awareness, and immediate, highly visible traffic control—features that are particularly well-suited for high-speed, high-volume corridors like I-94. These improvements align with national best practices in traffic incident management and directly support the Kalamazoo County Road Commission's ongoing efforts to enhance safety for both responders and the traveling public, as outlined in the agency's Transportation Safety Action Plan.

As traffic safety professionals committed to reducing fatal and serious injury crashes and advancing Michigan's Toward Zero Deaths (TZD) initiative, we fully support the Comstock Township Fire Department's SS4A grant application. This investment will meaningfully improve responder safety, reduce the likelihood of secondary crashes, and strengthen the overall safety and reliability of our regional transportation network.

Sincerely,

David C. Pawloski, Chair  
Road Commission of Kalamazoo County

# 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 5, 2026

**Re:** Bunker Hill Drive and Saybrook Drive Sanitary Sewer Easements – Oshtemo Township

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## **Recommended Road Commission of Kalamazoo County (RCKC) Action**

We request the Board approve the permanent easements for Oshtemo Township sanitary sewer facilities on and across RCKC owned parcels on Bunker Hill Drive and Saybrook Drive in Oshtemo Township for the Managing Director's signature.

## **Background**

Oshtemo Township is seeking to build new sanitary sewer infrastructure in the Westport platted neighborhood. For the operation of the sanitary sewer, permanent easements are needed on two RCKC owned parcels which are currently used for stormwater drainage basins. These permanent easements are described as follows:

### **Permanent Easement on Parcel 05-11-402-915 Saybrook Drive:**

This parcel is 0.60 acres and currently features a drainage basin owned by the RCKC. Oshtemo Township is seeking a permanent easement of 777 square feet (0.017 acres) for the purposes of a sanitary sewer lift station to be constructed.

### **Permanent Easement on Parcel 05-14-230-030 Bunker Hill Drive:**

This parcel is 0.67 acres and currently features a drainage basin owned by RCKC. Oshtemo Township is seeking a 30 foot wide permanent easement (0.1 acres) along the alignment for the sanitary sewer over the parcel.

In order for Oshtemo Township to construct the portion of the sanitary sewer in 2026, these permanent easements are needed to comply with requirements of the United States Department of Agriculture (USDA) bond closing which is set for May 14, 2026.

RCKC has been involved with the Oshtemo Township Sewer project since 2023 when it was designed. The RCKC Team has already permitted and approved construction of the north half of the sewer project (including the work on the parcel at Saybrook Drive) for 2026. Construction of the sewer in the southern half of the project (including work on the parcel at Bunker Hill Drive) is anticipated for 2027. This securing of the easements represents the last step of approval by RCKC.

## **Alternatives**

The Board could choose not to approve the easements, however, this could cause major design issues and would cause major delays to the work that has been bid and scheduled for 2026.

**Budgetary Impact**

Oshtemo Township has completed a market study on the cost of the easement value. Based on similar vacant residential land parcel values in the area, the approximate value of the easement is \$6,970 for the easement at Bunker Hill Drive and \$1,185 for the easement at Saybrook Drive. Oshtemo Township is requesting that given the public benefit of sanitary sewers, the public's best interest, and in an effort of cross jurisdictional partnership, that these easements be donated to Oshtemo Township for \$1.00 each.

All costs associated with drafting and reviewing these easement documents, including RCKC legal costs, will be billed to the township as part of their project costs.

**Summary**

We recommend the Board approve the permanent easements for Oshtemo Township sanitary sewer across RCKC owned parcels on Saybrook Drive and Bunker Hill Drive in Oshtemo Township for the Managing Director's signature.

## SANITARY SEWER EASEMENT AGREEMENT

THIS AGREEMENT dated \_\_\_\_\_, 2026 between the Board of County Road Commissioners of the County of Kalamazoo, a Michigan municipal corporation, whose address is 4400 S 26<sup>th</sup> Street, Kalamazoo Michigan, 49048 (“Grantor”), and the Township of Oshtemo, a Michigan municipal corporation, whose address is 7275 W. Main Street, Kalamazoo, Michigan, 49009 (“Township”).

### *Recitals:*

- A. Grantor owns a certain parcel of real estate described in **Exhibit A** (Parcel Number 05-11-402-915) located in the Township of Oshtemo and County of Kalamazoo (“Property”).
- B. The Township desires to obtain an easement on, over, under, across and through a portion of the Property in conjunction with Township’s installation of a public sanitary sewer collection system.
- C. Grantor agrees to grant to the Township a utility easement on, over, under, across and through a portion of the Property for the purposes set forth in this Agreement.

THEREFORE, in consideration of the mutual covenants, conditions and agreements set forth below, the parties agree as follows:

- 1. Grant of Easement. In consideration of \$1.00 plus other valuable consideration, Grantor grants and conveys to the Township a Permanent Easement on, over, under, across and through that portion of the Property as described in **Exhibit B** (“Easement Area”).
- 2. Purpose of the Easement. The Township shall use the Easement Area for the purpose of constructing, operating, maintaining, repairing, improving or replacing a lift station, including the pipelines, connections, and all other components of the Township’s (sanitary sewer collection system) placed within the Easement Area (“Utility Activities”).
- 3. Access to the Easement Area. The Township shall have the right of ingress and egress to the Easement Area from the public right-of-way with 48 hour prior written approval by Grantor in advance in order to carry out the Utility Activities, subject to the following conditions:

- a) Perform the Utility Activities without cost to Grantor and in such a manner as not to unreasonably interfere with Grantor's use of the Property.
  - b) Restore the Easement Area, without cost to Grantor, after completion of the Utility Activities to the same condition as existed before any such utility activity was performed and approved by Grantor. If necessary, such restoration shall include re-grading and reseeding any lawn areas disturbed by the Township's activities. In the event Township fails to restore the Easement Area, Grantor may restore the Easement Area with the expense of such restoration to be borne by the Township, and Grantor shall have such remedies as are available to it under law and equity to collect such expenses.
  - c) Exercise reasonable care to protect any fixed structures, landscaping and other improvements on the Property during the performance of Utility Activities.
  - d) Grantor agrees not to construct any buildings or permanent structures on or within the Easement Area unless prior written approval is given by the Township for a particular building or structure. The foregoing shall not, however, prohibit the improvement Grantor's improvement of the Easement Area for driveway or landscaping purposes.
  - e) Township shall take all actions hereunder consistent with all federal, state, and local laws and regulations regarding the same, and shall take all necessary safety precautions related to its use of the Easement Area.
4. Indemnification. Township shall indemnify, defend, and hold Grantor, and Grantor's officers, managers, directors, agents, and employees, harmless from and against any and all claims, proceedings, lawsuits, liabilities, damages, losses, fines, penalties, judgments, awards, costs, and expenses, including, without limitation, actual attorneys' fees and costs that arise out of or relate in any way to Township's negligent or unreasonable use of the Easement Area pursuant to this Agreement including, but not limited to, those costs and expenses which relate to the Utility Activities. In addition, Township shall be liable for and shall indemnify, defend, and hold Grantor harmless from and against any and all damages caused by Township's, and its officers, partners, agents, representatives, and employees' willful misconduct or gross negligence regarding Township's use of the Property or Easement Area.
5. Insurance. In addition to Township's obligation to indemnify Grantor under this Agreement, Township further agrees to obtain, at Township's sole cost and expense, public liability insurance for the benefit of Township and Grantor in the sum of not less than Two Million (\$2,000,000) Dollars combined single limit insurance coverage, to cover any property damage to the Property, Easement Area, or any personal injuries or death, whether due to its use of the Easement Area as set forth hereunder. Township shall keep such insurance in force during the entire term hereof, and shall deliver copies of any policies to Grantor upon request. The insurance policy, pursuant to this Agreement, shall contain the following endorsement: "It is understood and agreed that this insurance policy may not be cancelled by the insurer until thirty (30) days after receipt by Oshtemo Township and the Road Commission of Kalamazoo County of a written notice of an intent to cancel or not renew". Said notice shall be sent to the Township and Grantor. All insurance shall be affected under valid and enforceable policies insured by insurers licensed to do business by the State of Michigan with an A.M. best rating of A or better. Township shall also agree

to indemnify and save harmless the Grantor from and against the payment of any deductibles, self-insured retention and from the payment of any premium on any insurance policy required to be furnished hereunder. The Grantor, their agents, elected officials and employees shall be included as additionally named insureds with respect to the liability coverage required above.

6. Warranty. The Grantor covenants with the Township that Grantor is lawfully seized and possessed of the Property, that such parcel is free from all encumbrances (other than those identified in public records) that would adversely affect the Township's rights under this Agreement, and that Grantor will warrant and defend its title to the Property and the easement granted to the Township against the lawful claims of all persons.
7. Authority of Representatives. The parties represent and warrant to the other that this Agreement and its execution by the individual(s) on its behalf are authorized by members or the governing body of that party.
8. Binding Effect. This Easement Agreement shall bind the parties, and their successors and assigns. The parties do not intend to confer any benefits on any person, firm, corporation, or other entity which is not party to this Agreement.
9. Amendment. This Easement Agreement shall not be amended or modified except in writing signed by both parties.
10. Governing Law. This Agreement is governed under applicable Michigan law. Both parties had the assistance of legal counsel in the negotiation and preparation of this Agreement. Therefore, no construction or ambiguity of this Agreement is resolved against either party.
11. Exemption from Transfer Tax. This easement is exempt from transfer tax pursuant to MCL 207.505(a) and MCL 207.526(a).

ROAD COMMISSION OF KALAMAZOO  
and BOARD OF COUNTY ROAD  
COMMISSIONERS OF KALAMAZOO  
COUNTY

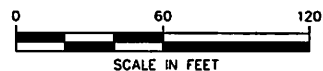
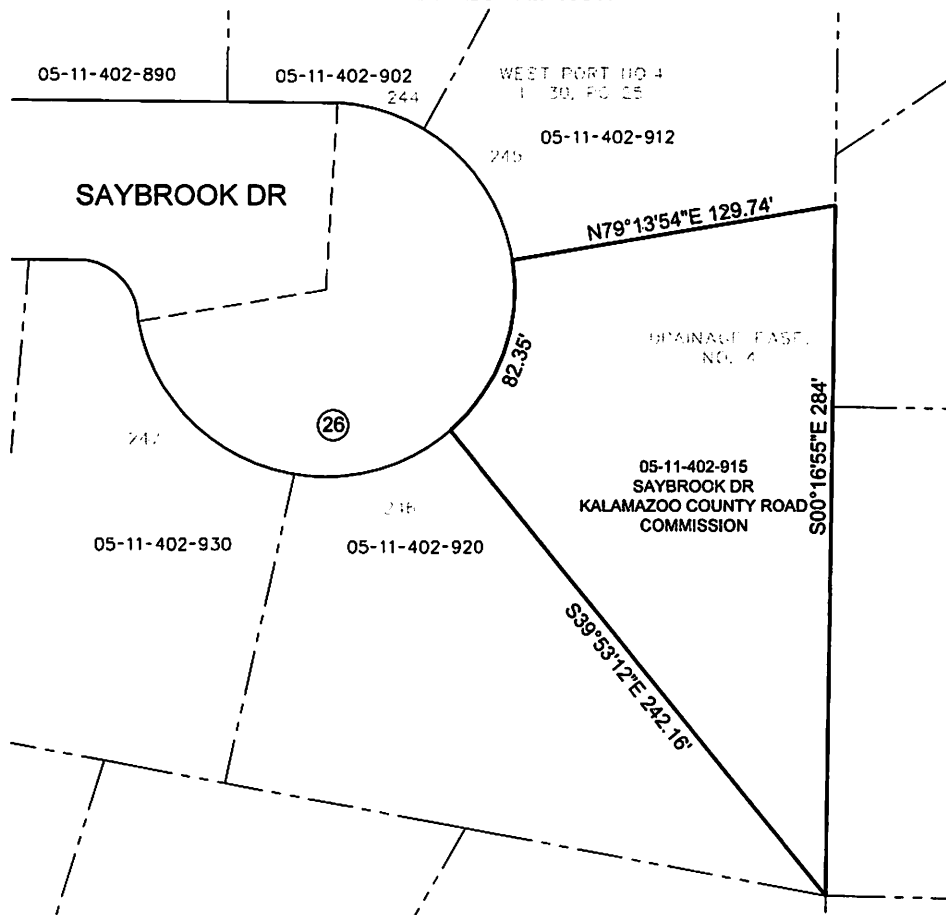
Dated: \_\_\_\_\_, 2026

By: \_\_\_\_\_  
Travis Bartholomew  
Its: Managing Director

STATE OF MICHIGAN            }  
  } ss.  
COUNTY OF KALAMAZOO       }



**EXHIBIT A  
PARCEL DESCRIPTION**



**PARCEL #05-11-402-915 TAX DESCRIPTION:  
WEST PORT NO 4 DRAINAGE EASEMENT NO 4 LYING BETWEEN LOTS 245 & 246**

**BEARINGS BASED ON WEST PORT NO. 4 AS RECORDED IN LIBER 30, PAGE 25**

CURVE DATA:

NO.	Δ	RADIUS	LENGTH	TANG.	CHORD	CHORD BEARING
26	262°25'54"	77.50	354.97	88.48	116.60	N33°08'51"E

DATE: 12/22/2023  
F&V PROJECT NO.  
838790

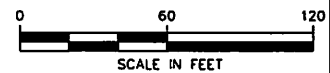
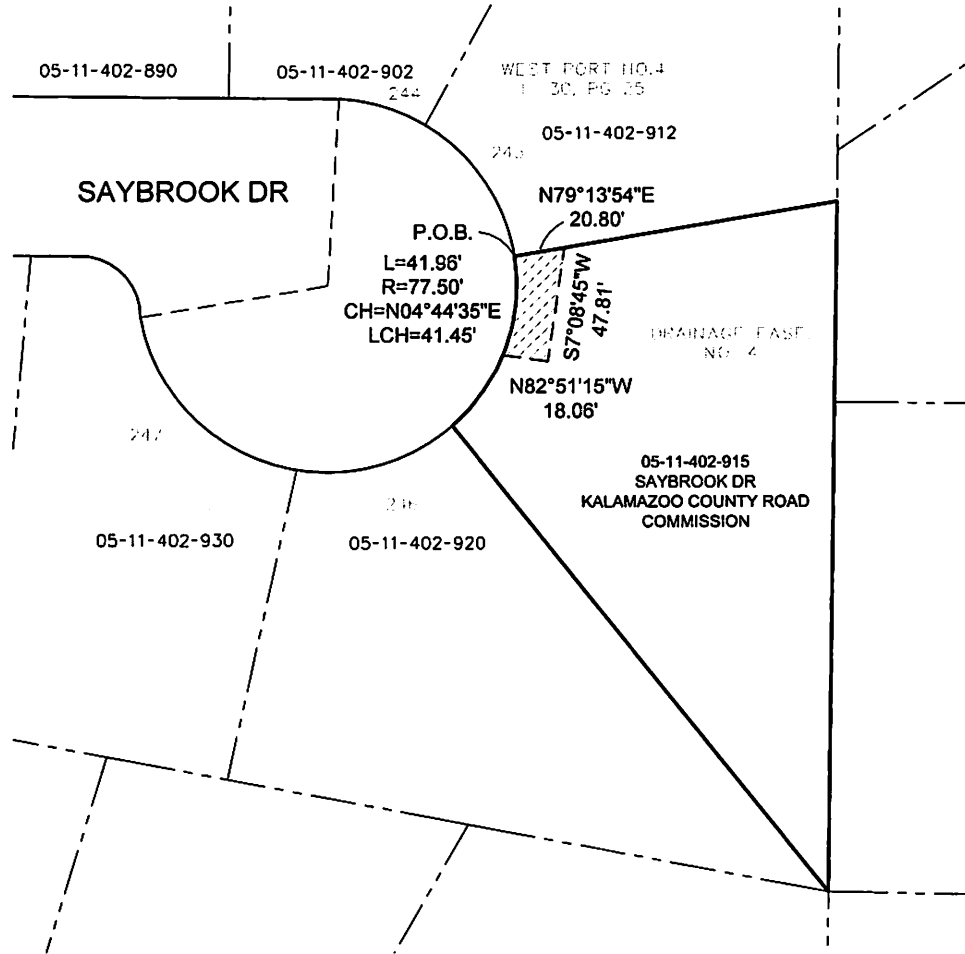


4798 Campus Drive  
Kalamazoo, MI 49008  
P: 269.385.0011  
F: 269.382.6972

**PARCEL DESCRIPTION**  
SECTION 11, T2S, R12W  
KALAMAZOO CO, MICHIGAN

**OSHTEMO TOWNSHIP**  
P.P.# 05-11-402-915 / SAYBROOK DR

**EXHIBIT B  
PROPOSED EASEMENT**



**PROPOSED EASEMENT DESCRIPTION:**

PART OF DRAINAGE EASEMENT NO 4, WEST PORT NO. 4 AS RECORDED IN LIBER 30, PAGE 25, BEING PART OF PART OF SECTION 11, TOWN 2 SOUTH, RANGE 12 WEST, OSHTEMO TOWNSHIP, KALAMAZOO COUNTY, MICHIGAN MORE PARTICULARLY DESCRIBED AS:

COMMENCING AT THE NORTHWEST CORNER OF SAID DRAINAGE EASEMENT NO. 4, BEING THE SOUTHWEST CORNER OF LOT 245; THENCE N79°13'54"E 20.80 FEET ALONG THE NORTH LINE OF SAID DRAINAGE EASEMENT NO 4; THENCE S07°08'45"W 47.81 FEET; THENCE N82°51'15"W 18.06 FEET TO THE WEST LINE OF SAID EASEMENT NO 4; THENCE NORTHERLY 41.96 FEET ALONG A 77.50 FOOT RADIUS CURVE TO THE LEFT THE LONG CHORD OF WHICH BEARS N04°44'35"E 41.45 FEET TO THE NORTHWEST CORNER OF SAID EASEMENT NO 4 AND THE POINT OF BEGINNING.

SAID EASEMENT CONTAINS 777 SQUARE FEET WHICH IS 0.017 ACRES OF LAND MORE OR LESS

BEARINGS BASED ON WEST PORT NO. 4 AS RECORDED IN LIBER 30, PAGE 25

DATE: 12/22/2023  
F&V PROJECT NO.  
838790



4798 Campus Drive  
Kalamazoo, MI 49008  
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**PROPOSED EASEMENT**  
SECTION 11, T2S, R12W  
KALAMAZOO CO, MICHIGAN

**OSHTEMO TOWNSHIP**  
P.P.# 05-11-402-915 / SAYBROOK DR

## SANITARY SEWER EASEMENT AGREEMENT

THIS AGREEMENT dated \_\_\_\_\_, 2026 between the Board of County Road Commissioners of the County of Kalamazoo, a Michigan municipal corporation, whose address is 4400 S 26<sup>th</sup> Street, Kalamazoo Michigan, 49048 (“Grantor”), and the Township of Oshtemo, a Michigan municipal corporation, whose address is 7275 W. Main Street, Kalamazoo, Michigan, 49009 (“Township”).

### *Recitals:*

- A. Grantor owns a certain parcel of real estate described in **Exhibit A** (Parcel Number 05-14-230-030) located in the Township of Oshtemo and County of Kalamazoo (“Property”).
- B. The Township desires to obtain an easement on, over, under, across and through a portion of the Property in conjunction with Township’s installation of a public sanitary sewer collection system.
- C. Grantor agrees to grant to the Township a utility easement on, over, under, across and through a portion of the Property for the purposes set forth in this Agreement.

THEREFORE, in consideration of the mutual covenants, conditions and agreements set forth below, the parties agree as follows:

1. Grant of Easement. In consideration of \$1.00 plus other valuable consideration, Grantor grants and conveys to the Township a Permanent Easement on, over, under, across and through that portion of the Property as described in **Exhibit B** (“Easement Area”).
2. Purpose of the Easement. The Township shall use the Easement Area for the purpose of constructing, operating, maintaining, repairing, improving or replacing a sanitary sewer pipeline, connections, and all other components of the Township’s (sanitary sewer collection system) placed within the Easement Area (“Utility Activities”).
3. Access to the Easement Area. The Township shall have the right of ingress and egress to the Easement Area from the public right-of-way with 48 hour prior written approval by Grantor in advance in order to carry out the Utility Activities, subject to the following conditions:

- a) Perform the Utility Activities without cost to Grantor and in such a manner as not to unreasonably interfere with Grantor's use of the Property.
  - b) Restore the Easement Area, without cost to Grantor, after completion of the Utility Activities to the same condition as existed before any such utility activity was performed and approved by Grantor. If necessary, such restoration shall include re-grading and reseeding any lawn areas disturbed by the Township's activities. In the event Township fails to restore the Easement Area, Grantor may restore the Easement Area with the expense of such restoration to be borne by the Township, and Grantor shall have such remedies as are available to it under law and equity to collect such expenses.
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  - e) Township shall take all actions hereunder consistent with all federal, state, and local laws and regulations regarding the same, and shall take all necessary safety precautions related to its use of the Easement Area.
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to indemnify and save harmless the Grantor from and against the payment of any deductibles, self-insured retention and from the payment of any premium on any insurance policy required to be furnished hereunder. The Grantor, their agents, elected officials and employees shall be included as additionally named insureds with respect to the liability coverage required above.

6. Warranty. The Grantor covenants with the Township that Grantor is lawfully seized and possessed of the Property, that such parcel is free from all encumbrances (other than those identified in public records) that would adversely affect the Township's rights under this Agreement, and that Grantor will warrant and defend its title to the Property and the easement granted to the Township against the lawful claims of all persons.
7. Authority of Representatives. The parties represent and warrant to the other that this Agreement and its execution by the individual(s) on its behalf are authorized by members or the governing body of that party.
8. Binding Effect. This Easement Agreement shall bind the parties, and their successors and assigns. The parties do not intend to confer any benefits on any person, firm, corporation, or other entity which is not party to this Agreement.
9. Amendment. This Easement Agreement shall not be amended or modified except in writing signed by both parties.
10. Governing Law. This Agreement is governed under applicable Michigan law. Both parties had the assistance of legal counsel in the negotiation and preparation of this Agreement. Therefore, no construction or ambiguity of this Agreement is resolved against either party.
11. Exemption from Transfer Tax. This easement is exempt from transfer tax pursuant to MCL 207.505(a) and MCL 207.526(a).

ROAD COMMISSION OF KALAMAZOO  
and BOARD OF COUNTY ROAD  
COMMISSIONERS OF KALAMAZOO  
COUNTY

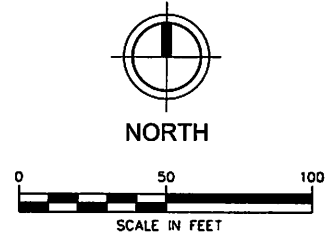
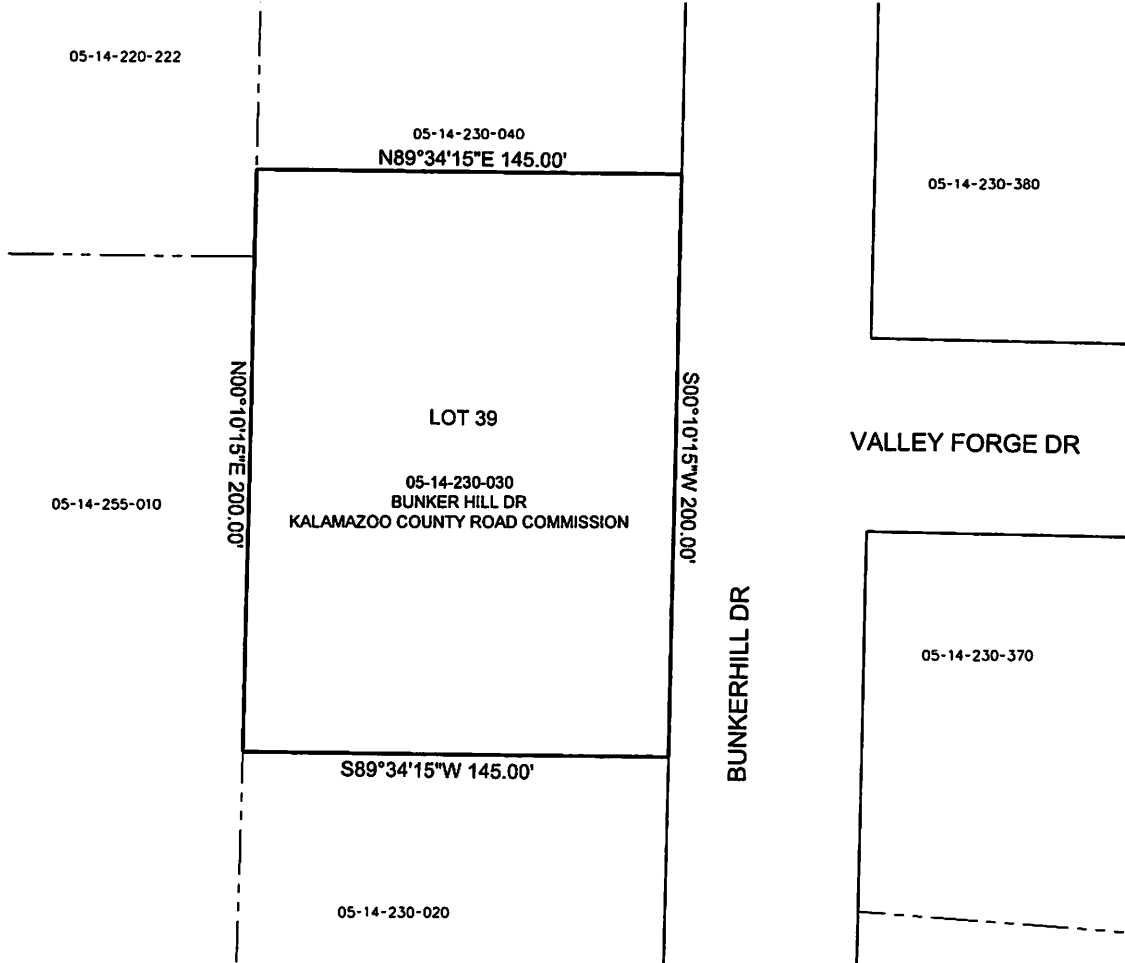
Dated: \_\_\_\_\_, 2026

By: \_\_\_\_\_  
Travis Bartholomew  
Its: Managing Director

STATE OF MICHIGAN            }  
  } ss.  
COUNTY OF KALAMAZOO       }



**EXHIBIT A  
PARCEL DESCRIPTION**



**PARCEL #05-14-230-030 TAX DESCRIPTION:  
WEST PORT #2, LOT 39 LEACHING POND \***

**BEARINGS BASED ON WEST PORT #2 AS RECORDED IN LIBER 29, PAGE 18**

F&V PROJECT NO.  
838790

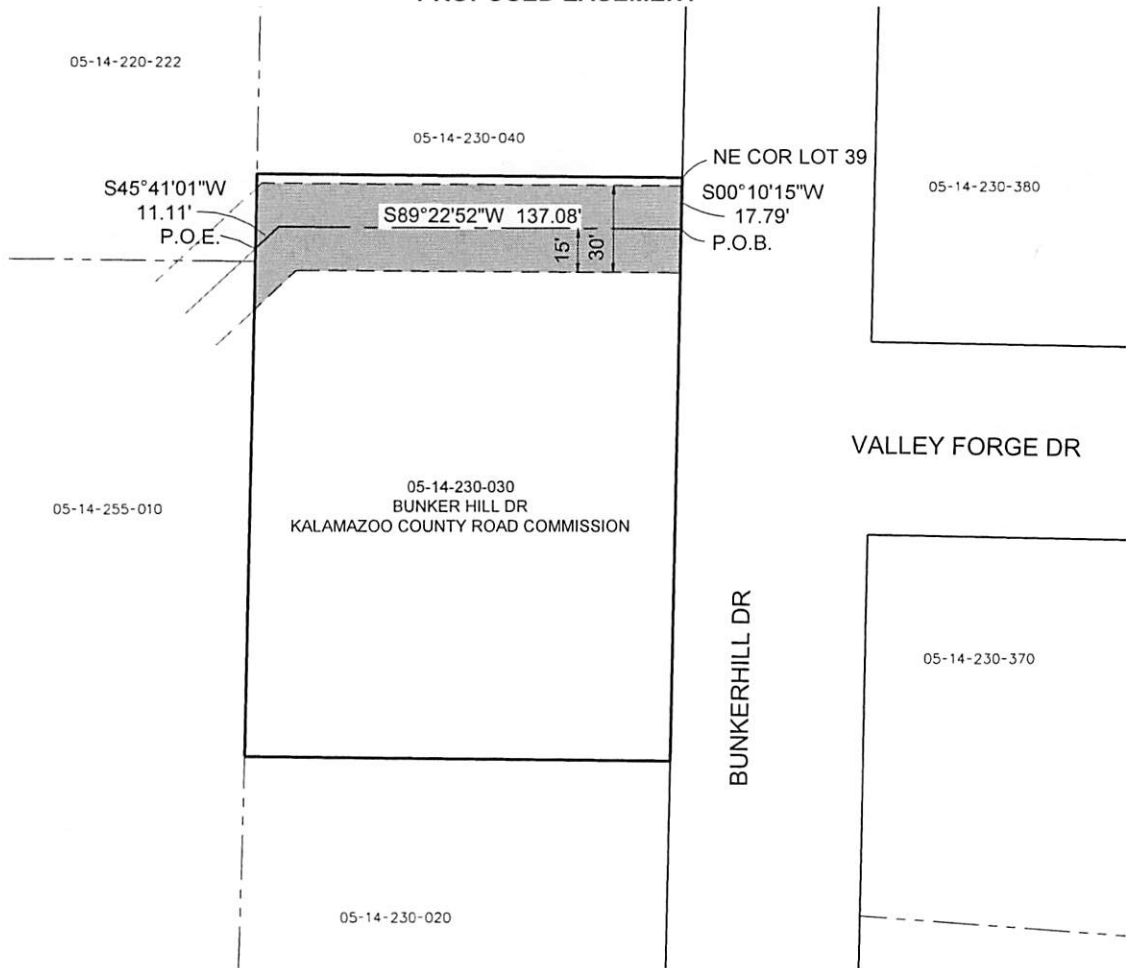
  
**FLEIS&VANDENBRINK**  
 DESIGN. BUILD. OPERATE.

4798 Campus Drive  
 Kalamazoo, MI 49008  
 P: 269.385.0011  
 F: 269.382.6972

**PARCEL DESCRIPTION**  
 SECTION 14, T2S, R12W  
 KALAMAZOO CO, MICHIGAN

**OSHTEMO TOWNSHIP**  
 P.P.# 05-14-230-030 / BUNKER HILL DR

**EXHIBIT B  
PROPOSED EASEMENT**



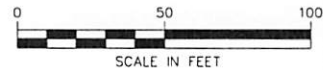
VALLEY FORGE DR

BUNKERHILL DR

05-14-230-370



NORTH



**EASEMENT DESCRIPTION:**

A 30.00 FOOT WIDE EASEMENT, 15.00 FEET ON EACH SIDE OF THE FOLLOWING DESCRIBED CENTERLINE BEING PART OF LOT 39, WEST PORT NO. 2 AS RECORDED IN LIBER 29, PAGE 18 BEING PART OF SECTION 14, TOWN 2 SOUTH, RANGE 12 WEST, OSHTEMO TOWNSHIP, KALAMAZOO COUNTY, MICHIGAN MORE PARTICULARLY DESCRIBED AS: COMMENCING AT THE NORTH EAST CORNER OF SAID LOT 39; THENCE SOUTH 00°10'15" WEST 17.79 FEET ALONG THE EAST LINE OF SAID LOT TO THE POINT OF BEGINNING; THENCE SOUTH 89°22'52" WEST 137.08 FEET; THENCE SOUTH 45°41'01" WEST 11.11 FEET TO THE WEST LINE OF SAID LOT 39 AND THE POINT OF ENDING

BEARINGS BASED ON WEST PORT #2 AS RECORDED IN LIBER 29, PAGE 18

F&V PROJECT NO.  
838790



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SKETCH OF EASEMENT  
SECTION 14, T2S, R12W  
KALAMAZOO CO, MICHIGAN

OSHTEMO TOWNSHIP  
P.P.# 05-14-230-030 / BUNKER HILL DR

# Memo

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

**CC:** Rusty McClain, Assistant Operations Director

**From:** Joe Peck, Road Maintenance Superintendent  
Tony Allen, Road Maintenance Superintendent

**Date:** May 5, 2026

**Re:** Culvert Materials – Corrugated Steel Pipe (CSP) Award Bid #2026-06

---

## **Recommended Road Commission of Kalamazoo (RCKC) County Action**

We request the Board award the Culvert Materials – Corrugated Steel Pipe Bid #2026-06 to Jensen Bridge and Supply Company, low bidder meeting specifications with the option to extend for three (3) one (1) year extensions by mutual agreement of both parties.

## **Background**

RCKC utilizes Corrugated Steel Pipe (CSP) as a conduit to convey water beneath roadways or driveways adjacent to roads. Culverts are essential for managing water flow in areas such as rivers, streams, county drainage ditches, and road ditches. Proper installation of culverts allows for the flow of “Waters of the State” and stormwater under roadways, helping to prevent flooding and saturation of the road base. Saturation of the road base compromises its structural integrity, reducing the road's load-bearing capacity and lifespan. Culverts are also crucial for connecting and conveying water through ditches, particularly under driveways.

The CSP recommended for purchase will be added to RCKC's inventory for use on primary and local road projects, including culvert replacements and routine maintenance for culvert failures. Historically, RCKC has solicited quotes multiple times per year for CSP purchases. However, the quote process can cause delays due to vendor response times and extended manufacturing and delivery timelines, especially during the construction season. A formal CSP bid will allow RCKC to maintain a steady inventory, streamline the purchasing process, and ensure the availability of materials for routine maintenance, repairs, extensions, and replacements.

The Culvert Materials – Corrugated Steel Pipe Bid #2026-06 includes various diameters of CSP, ranging from 12” to 24” in diameter, with lengths up to 50’. The bid also includes bands used to connect multiple sections of culvert. We require the use of 24” wide bands for enhanced stability and long-term joint integrity.

Culvert End Sections are also included in the bid, which are installed at both openings of the culvert. These ends help to channel water into the culvert and diffuse the flow as it exits. By directing water into the culvert rather than the surrounding aggregate around the corrugated steel pipe (CSP), they reduce erosion and help decrease the velocity of water at the outlet.

Cadillac Culvert, Inc. submitted a bid with an unusually low cost per unit. RCKC contacted Cadillac Culvert, Inc. to confirm that the pricing was accurate. In response, Cadillac Culvert, Inc. clarified that the quoted cost was calculated on a “per foot” basis rather than per unit, as required in the specifications. Although Cadillac Culvert, Inc. would have initially been awarded the contract based on the submitted pricing, recalculating the

bid on a per-unit basis shows that Cadillac Culvert, Inc. is not the lowest bidder meeting the CSP specifications.

RCKC has previously worked with Jensen Bridge & Supply Company on several occasions and values their expertise in product recommendations. Jensen Bridge & Supply has indicated that their normal delivery time is approximately two to four weeks from date of order. Staff will ensure that the purchase order is completed and ready for approval, contingent on Board authorization.

RCKC is confident that Jensen Bridge & Supply Company can meet the demands for culvert materials outlined in this bid.

#### Culvert Band



Culvert End Sections are placed at the opening of both ends of the culvert to aid in channeling the flow of water into the culvert and diffusing the flow of water as it exits the culvert, both functions aid in reducing erosion by controlling the flow and decreasing the velocity of water, respectively.

#### Culvert without Culvert End Section



#### Culvert End Section



#### Culvert End Section Installed



In addition to the various building industry associations, we sent out a public bid notice to contractors and construction/bidding entities, as well as posted it on our website. We had five (5) downloads of the bid specifications and received three (3) bid proposals.

#### Alternatives

- Continue utilizing the quote process with multiple purchases throughout the year.
- Award to multiple bidders.
- Reject all bids and rebid. (This approach is not recommended due to projected increases of steel prices, and the possible increase of procurement timelines.)

**Budget**

Culvert materials will be added to our inventory as purchased. When the material is used, it will be charged to Routine Maintenance Culverts or to a specific road project.

The current bid price is 3% higher than last year (or \$2,077.28 based on the same volume).

**Summary**

We recommend the Board award the Culvert Materials – Corrugated Steel Pipe Bid #2026-06 to Jensen Bridge and Supply Company - low bidder meeting specifications with the option to extend for three (3) one (1) year extensions by the mutual agreement of both parties.



**Bid Number: 2026-06**

**Bid Item: Culvert Materials Corrugated Steel Pipe (CSP)**

**Bid Opening Date: Tuesday, April 21, 2026 at 10:00 am**

**Bid Award Date: May 5, 2026**

**Contract Term: Through 12/31/2026, with the option to extend for three (3) one (1) year extensions by mutual agreement**

Item	Quantity	Cadillac Culvert, Inc.		Jensen Bridge and Supply Company		St. Regis Culvert, Inc.	
		Price	Extension	Price	Extension	Price	Extension
<b>Culvert</b>							
12"x30' 16 Gauge - Each	200	\$7.85000	\$1,570.00000	\$208.50000	\$41,700.00000	\$264.00000	\$52,800.00000
18"x50' 16 Gauge - Each	24	\$11.80000	\$283.20000	\$548.50000	\$13,164.00000	\$660.00000	\$15,840.00000
<b>Culvert Ends</b>							
12" 16 Gauge - Each	400	\$50.00000	\$20,000.00000	\$45.00000	\$18,000.00000	\$60.00000	\$24,000.00000
18" 16 Gauge - Each	48	\$78.00000	\$3,744.00000	\$70.00000	\$3,360.00000	\$95.00000	\$4,560.00000
<b>24" Bands</b>							
12" 16 Gauge - Each	100	\$15.70000	\$1,570.00000	\$13.90000	\$1,390.00000	\$17.60000	\$1,760.00000
18" 16 Gauge - Each	12	\$23.60000	\$283.20000	\$21.94000	\$263.28000	\$26.40000	\$316.80000
<b>6 Items</b>	<b>Totals</b>		\$27,450.40000		\$77,877.28000		\$99,276.80000
ESTIMATED TIME OF DELIVERY FROM BID AWARD		2-4 weeks. Prices good for 90 days		2-4 weeks from date of order		4-7 WEEKS / ARO PRICES FIRM FOR 15 DAYS FROM BID DATE DELIVERY	
NOTE:		CONFIRMED BID PRICE IS PER FOOT NOT EACH					



**LOCAL MUNICIPALITY ROAD CONTRACT**

THIS CONTRACT made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2026, 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:

**South Church Street – East Hancock Street to East Maple Street; Crack Fill, Chip Seal, Fog Seal**

**Project Estimate: \$6,987**

**Work Order # \_\_\_\_\_**  
(to be assigned)

**East Hancock Street – South Main Street to South Church Street; Crack Fill, Chip Seal, Fog Seal**

**Project Estimate: \$5,244**

**Work Order # \_\_\_\_\_**  
(to be assigned)

**Cherry Street – North Main Street to Sheldon Street; Crack Fill, Chip Seal Fog Seal**

**Project Estimate: \$5,283**

**Work Order # \_\_\_\_\_**  
(to be assigned)

**Sheldon Street – East Maple Street to Cherry Street; Crack Fill, Chip Seal, Fog Seal**

**Project Estimate: \$3,708**

**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) **\$21,222**

Total Local Municipality Share **\$21,222**

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 William M. Lewis  
Local Municipality Official

Date \_\_\_\_\_

Date 7/27/20



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

2026 Project Estimate  
 VALID FOR 90 DAYS

Estimate Date: 04/10/26 Estimator: J. Schmitt Estimate Type: Final

Municipality: Village of Climax

Location: South Church Street - East Hancock Street to East Maple Street

Project Description: Crack Fill, Chip Seal, Fog Seal

Project Length: 0.18 Miles

Description of charge	Application Rate	Estimated Quantities	Units of Measure	Estimated Unit Cost	Estimated Item Cost	Notes
High Shoulder, Remove		19.00	Station	\$30.00	\$570	
Crack Fill	Heavy	629.73	Lbs	\$1.29	\$1,500	
RCKC Sweeping		2,111.00	Syd	\$0.03	\$63	
RCKC Equipment		2,111.00	Syd	\$0.35	\$739	
RCKC Labor/Fringe		2,111.00	Syd	\$0.28	\$591	
Contractor Equipment/Labor		643.00	Gal	\$0.24	\$154	
Fine Aggregate, CST	18 Lbs / Syd	19.00	Ton	\$49.20	\$935	
Emulsion, CRS-2M	0.29 Gal / Syd	643.00	Gal	\$2.05	\$1,318	
Fog Seal	0.12 Gal / Syd	2,111.00	Syd	\$0.22	\$464	
<b>Estimated Billable Cost</b>					<b>\$6,335</b>	
<b>Cost Recovery - Billable (10.29%)</b>					<b>\$652</b>	
<b>Total Estimated Billable Cost</b>					<b>\$6,987</b>	
<b>Total Estimated Project Cost</b>					<b>\$6,987</b>	



Estimate Date: 04/10/26 Estimator: J. Schmitt Estimate Type: Final

Municipality: Village of Climax

Location: East Hancock Street - South Main Street to South Church Street

Project Description: Crack Fill, Chip Seal, Fog Seal

Project Length: 0.15 Miles

High Shoulder, Remove		16.00	Station	\$30.00	\$480
Crack Fill	Heavy	530.30	Lbs	\$1.29	\$684
RCKC Sweeping		1,778.00	Syd	\$0.03	\$53
RCKC Equipment		1,778.00	Syd	\$0.35	\$622
RCKC Labor/Fringe		1,778.00	Syd	\$0.28	\$498
Contractor Equipment/Labor		541.00	Gal	\$0.24	\$130
Fine Aggregate, CST	18 Lbs / Syd	16.00	Ton	\$49.20	\$787
Emulsion, CRS-2M	0.29 Gal / Syd	541.00	Gal	\$2.05	\$1,109
Fog Seal	0.12 Gal / Syd	1,778.00	Syd	\$0.22	\$391

<i>Estimated Billable Cost</i>	<b>\$4,755</b>
<i>Cost Recovery - Billable (10.29%)</i>	<b>\$489</b>
<i>Total Estimated Billable Cost</i>	<b>\$5,244</b>

<b>Total Estimated Project Cost</b>	<b>\$5,244</b>
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Estimate Date: 04/10/26 Estimator: J. Schmitt Estimate Type: Final

Municipality: Village of Climax

Location: Cherry Street - North Main Street to Sheldon Street

Project Description: Crack Fill, Chip Seal, Fog Seal

Project Length: 0.15 Miles

Description of charge	Application Rate	Estimated Quantities	Units of Measure	Estimated Unit Cost	Estimated Item Cost	Notes
High Shoulder, Remove		16.00	Station	\$30.00	\$480	
Crack Fill	Heavy	530.30	Lbs	\$1.29	\$684	
RCKC Sweeping		1,800.00	Syd	\$0.03	\$54	
RCKC Equipment		1,800.00	Syd	\$0.35	\$630	
RCKC Labor/Fringe		1,800.00	Syd	\$0.28	\$504	
Contractor Equipment/Labor		548.00	Gal	\$0.24	\$132	
Fine Aggregate, CST	18 Lbs / Syd	16.00	Ton	\$49.20	\$787	
Emulsion, CRS-2M	0.29 Gal / Syd	548.00	Gal	\$2.05	\$1,123	
Fog Seal	0.12 Gal / Syd	1,800.00	Syd	\$0.22	\$396	
<i>Estimated Billable Cost</i>					<b>\$4,790</b>	
<i>Cost Recovery - Billable (10.29%)</i>					<b>\$493</b>	
<i>Total Estimated Billable Cost</i>					<b>\$5,283</b>	
<b>Total Estimated Project Cost</b>					<b>\$5,283</b>	



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

2026 Project Estimate  
 VALID FOR 90 DAYS

Estimate Date: 04/10/26 Estimator: J. Schmitt Estimate Type: Final

Municipality: Village of Climax

Location: Sheldon Street - East Maple Street to Cherry Street

Project Description: Crack Fill, Chip Seal, Fog Seal

Project Length: 0.15 Miles

Description of charge	Application Rate	Estimated Quantities	Units of Measure	Estimated Unit Cost	Estimated Item Cost	Notes
High Shoulder, Remove		16.00	Station	\$30.00	\$480	
Crack Fill	Heavy	530.30	Lbs	\$1.29	\$684	
RCKC Sweeping		1,067.00	Syd	\$0.03	\$32	
RCKC Equipment		1,067.00	Syd	\$0.35	\$373	
RCKC Labor/Fringe		1,067.00	Syd	\$0.28	\$299	
Contractor Equipment/Labor		335.00	Gal	\$0.24	\$80	
Fine Aggregate, CST	18 Lbs / Syd	10.00	Ton	\$49.20	\$492	
Emulsion, CRS-2M	0.29 Gal / Syd	335.00	Gal	\$2.05	\$687	
Fog Seal	0.12 Gal / Syd	1,067.00	Syd	\$0.22	\$235	

<i>Estimated Billable Cost</i>	<b>\$3,362</b>
<i>Cost Recovery - Billable (10.29%)</i>	<b>\$346</b>
<i>Total Estimated Billable Cost</i>	<b>\$3,708</b>

<i>Total Estimated Project Cost</i>	<b>\$3,708</b>
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