

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
AUGUST 12, 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

July 29, 2025 Board Meeting

Approval of Payroll and Vendor Accounts

Public Comment on Non-agenda Items

Presentation:

- A. Getting up to speed: Navigating speeds on county roads by Ryan Minkus, County Engineer**

New Business:

- A. Request Approval of the 2025 County Road Association Self-Insurance Fund (CRASIF) Board of Trustees Election Ballot**

Public Comment on Non-agenda Items

Managing Director's Time

Commissioner's Time and Committee Reports:

Davis – Kalamazoo County Environmental Health Advisory Council (EHAC)
Thompson – Kalamazoo County Board of Public Works (BPW)
Dickason –
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 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: August 2, 2025
Re: Board Weekly Report

Presentation:

- A. Getting up to speed: Navigating speeds on county roads by Ryan Minkus, County Engineer**

New Business:

- A. Request Approval of the 2025 County Road Association Self-Insurance Fund (CRASIF) Election Ballot**

The ballot is requesting a vote for three (3) candidates. There are three (3) candidates interested and we appreciate their willingness to serve. The Board can certainly make a different selection. **We recommend the Board vote for County Road Commission representatives of Bill Luetzow of Marquette, Wayne Schoonover of Charlevoix and Michael Scott of Montcalm.**

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

Present: David C. Pawloski, Larry Stehouwer, Randy Thompson

Absent: Keisha Dickason, Andy Davis

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

Public Relations Director Worden reviewed public meeting guidelines.

Pledge of Allegiance

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

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

Carried by the following vote:

Aye: Pawloski, Stehouwer, Thompson

Commissioner Thompson moved, and it was seconded to approve the July 15, 2025, regular Board meeting minutes as presented.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Thompson

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

Payroll Account: \$ 218,843.59

Vendor Account: \$ 1,296,540.57

Carried by the following vote:

Aye: Pawloski, Stehouwer, Thompson

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

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

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

Commissioner Thompson reported having nothing to share for the week.

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

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

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

Carried by the following vote:

Aye: Pawloski, Stehouwer, Thompson

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

Attest: Meredith Place, County Clerk

By _____, Chair _____, Deputy Clerk



Summary Report of Cash Receipts and Disbursements For the August 12, 2025 Board Meeting

Current Activity

Available funds from previous report	8,000,593.84
Receipts and interest for the current period	3,293,037.85
Payroll disbursements to be approved today	(218,723.15)
Payables disbursements to be approved today	(1,475,242.97)
Available funds as of August 12, 2025	<u>9,599,665.57</u>

Summary Disbursements

	From	To	
Payroll - pay period ending August 6, 2025			
Checks	86972	86977	65,859.70
Voided Checks			0.00
Direct Deposit	22296	22352	152,863.45
Total Payroll to be approved today			<u>218,723.15</u>
Payables			
Checks	110925	110945	315,502.46
Voided Checks			0.00
Electronic Funds Transfer	303024	303064	1,158,741.75
Health Reimbursement Checks	217016	217028	998.76
Total Payables to be approved today			<u>1,475,242.97</u>

Available Funds

Checking with Interest Account	2,151,839.23
Michigan CLASS Investments	7,447,826.34
Total Funds Available	<u>9,599,665.57</u>

Kim Bodnar
Finance Director

Travis Bartholomew
Managing Director

David C. Pawloski
Board Chair



"Employee Safety and Workers' Compensation Specialists"

Date: July 15, 2025

To: CRASIF Member Road Commissioners and Staff

From: Tom Doty, Chairperson, Board of Trustees
Joyce E. Porter, Fund Administrator/CEO

Re: 2025 CRASIF Board of Trustees Election

It's time to vote for your representatives on the CRASIF Board of Trustees!

Enclosed is your Election Information that includes the CRASIF Board Candidates.

Please follow the instructions on the ballot. The sealed ballots will be tabulated by the CRASIF Canvassing Committee and will be announced at the CRASIF Annual Business Meeting on Tuesday, September 23, 2025. The ballot must be **received** in the CRASIF office **by Friday, September 19, 2025**.

This year CRASIF needs to fill three 3-year at-large terms. Road Commissioners and road commission administrative staff are eligible to run.

It is the Board's policy that if a tie occurs after voting, the Canvassing Committee will contact the trustee candidates who are tied and inform them of the tie. The candidates will then be asked if they want to stay in the running for the position. If one declines, the other will go forward in the election process. If both say yes, a coin flip in the presence will determine who goes forward in the election process. This process will apply to ties occurring at both the territorial and at-large levels.

The election of a governing board who will faithfully fulfill their duty to direct and protect the interests of our member road commissions is one of our most important responsibilities as members. Thank you in advance for your thoughtful consideration when casting your ballot.

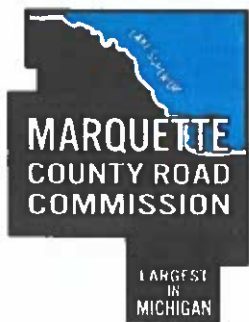
Enclosures to the Member Administrative Offices:
Cover Letter from the Chair and Administrator
Letters of Candidacy
Official Ballot

Board of Trustees

Tom Doty, Chair, *Mackinac*
Beth Hunt, Vice Chair, *Lenawee*
Jesse Campbell, *Alcona*

Darrell Cass, *Menominee*
Ken Hulka, *Muskegon*
Lisa Kleeman, *Emmet*

William Luetzow, *Marquette*
Wayne Schoonover, *Charlevoix*
Michael Scott, *Montcalm*



Marquette County Road Commission

1610 North Second Street
Ishpeming, Michigan 49849

Phone: (906) 486-4491

Fax: (906) 486-4493

April 29, 2025

Joyce E. Porter, Administrator
County Road Association Self-Insurance Fund
101 S. Washington Square Suite 720
Lansing, Mi 48933

Dear Ms. Porter:

I would like to submit my name as an incumbent candidate for the Board of Trustees for the County Road Association Self-Insurance Fund (CRASIF). I was appointed to the board in January 2025.


I was appointed as a member of the Marquette County Road Commission Board in 2014. I am the current chairman. I have also served as vice-chair. I have been a member of the County Road Association Public Relations Committee since 2019.

I am an advocate of community involvement. My past and current roles that enhance my qualifications for the CRASIF board include:

- 14 years as the Richmond Twp. Supervisor.
- Upper Peninsula Representative of the Michigan Township Association board
- Member of Marquette County 911 Policy Board for 30 years. Current Chairman.
- Volunteer Fireman for Richmond Township fire department, Retired after 44 years of service. I held many leadership positions including Chief. I was fireman of the year. I served on many state and local fire department boards.
- I am a Vietnam Veteran and a retired Warrant Officer of the Michigan National Guard after 32 years of service
- Current Vice-president and elder of my church
- Retired Assistant Deputy Warden of the Baraga State Prison with 31 years of service.

I would like to continue as a trustee of the CRAISIF board to be part of providing good quality education and safety practices to the membership.

Sincerely,


William Luetzow, Chairperson
Marquette County Road Commission

William Luetzow, Chair
Raymond Roberts, Member

Bryan Johnson, Member
Peter J. Duex, Managing Director

Randell Girard, Vice-Chair
Russell Williams, Member

1251 Boyne Avenue • Boyne City, Michigan 49712

Phone 231-582-7330 • Fax 231-582-3110

www.charlevoixroads.org



Patrick Klooster – Chairman • Wayne Schoonover – Vice Chairman • Keith Ogden – Member

Pat Weeks, Manager • Frank D Wasylewski, Clerk • James G Vanek, Staff Engineer • Paul McGeorge, Purchasing

May 5, 2025

Ms. Joyce E. Porter, Administrator
101 S. Washington Square
Suite 720
Lansing, MI 48933

I would like to express my interest in being elected as an incumbent for the Board of Trustees for the County Road Association Self-Insurance Fund (CRASIF). I was appointed to the Board of Trustees in December of 2024 to fill a vacancy beginning in January of 2025.

Currently I am the Vice-Chair of the Charlevoix County Road Commission. I have been with the Charlevoix CRC Board since July of 2024 having been appointed by the Charlevoix County Board of Commissioners to fill a vacancy.

I have a long history of working with and leading road commissions since 2000 and retired as the County Highway Engineer for Grand Traverse County Road Commission last year. Prior to that I was Manager for Mason County Road Commission 2014 – 2018; Interim Manager for Manistee County Road Commission and Director of the Berrien County Road Commission in 2013; County Highway Engineer for the Ionia County Road Commission 2000 – 2013, and had the pleasure of working with road commissions statewide from 1995 – 2000 while working with MDOT.

Over the years I have served upon and was Chair of the CRA Engineering Committee, NACE State Director from 2011 – 2024, served on the Local Technical Assistance Program Steering Committee, Local Bridge Advisory Board, and the Rural Task Force Program Advisory Board from its inception in 2013 until retirement in 2024.

Thank you for this consideration,

A handwritten signature in blue ink, which appears to read "Wayne A. Schoonover", is written over the "Thank you" line and extends below it.

Wayne A. Schoonover, PE
Vice-Chair

Charlevoix County Road Commission



ROAD COMMISSION FOR MONTCALM COUNTY

619 WEST MAIN STREET, P.O. BOX 337, STANTON, MICHIGAN 48888-0337
PHONE (989) 831-5285 TOLL FREE (877) 992-6272 FAX (989) 831-8776
www.montcalmroads.com

May 6, 2025

Joyce Porter, Administrator
County Road Association Self-Insurance Fund
101 Washington Sq.
Suite 720
Lansing, Michigan 48933

Dear Joyce:

I would like to submit this letter of my interest in re-election as a Trustee to the CRASIF board. I have been a Trustee for the past seven years and would like to continue in this capacity. In my first terms I have been impressed with the functions of the Board in making the best decisions on behalf of the CRASIF members and would like to continue being part of those decisions.

I have been a Commissioner for the Road Commission of Montcalm County for the past 12 years. Prior to being elected to the Road Commission I served on the Village Council for Howard City for 40 years (12 as trustee and 28 as President). I also serve on numerous County Boards and Committees. In my working years I worked in the Road Building industry 32 years primarily in Quality Control and Management and 10 years as a consultant.

I would be honored to continue serving on the CRASIF board and working with the Board, Staff and Third-Party Administrators providing the quality services CRASIF offers its members.

Sincerely,

S. Michael Scott

S. Michael Scott
Commissioner
Road Commission for Montcalm County

OFFICIAL BALLOT

2025 CRASIF BOARD OF TRUSTEE CANDIDATES

Instructions: Please vote for **only 3** candidates. Place a mark in the box to vote for the candidate.



Bill Luetzow

Commissioner
Marquette County Road Commission

☐

Incumbent



Wayne Schoonover *Commissioner*
Charlevoix County Road Commission

☐

Incumbent



Michael Scott

Commissioner
Road Commission for Montcalm County

☐

Incumbent

2025 CRASIF OFFICIAL BALLOT INSTRUCTIONS:

Upon Ballot completion:

- 1) Place BALLOT in the enclosed CRASIF Ballot envelope and seal.
- 2) Place sealed Ballot envelope in your road commission envelope.
- 3) Write "CRASIF Ballot" on the face of the envelope and return to:

County Road Association Self-Insurance Fund (CRASIF)
101 S. Washington Square, Ste. 720
Lansing, MI 48933

*Deadline for returning the completed ballot is before or on: **Friday, September 19, 2025.***