

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.

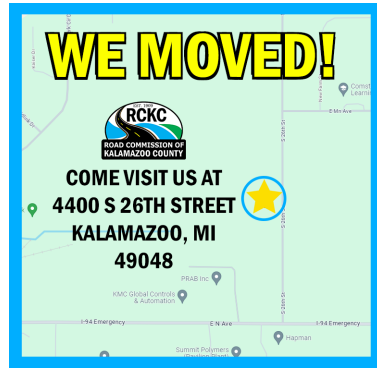
Public comments, statements, or questions shall be **limited to not more than three (3) minutes** for each person addressing the Board. Minutes will not be allowed to be donated to others to increase time limitations. While all comments, statements and questions will be received by the Board it will 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
SEPTEMBER 10, 2024 – 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

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 **August 27, 2024 Board Meeting**

Approval of Payroll and Vendor Accounts

Public Comment on Non-agenda Items

Old Business:

- A. Request Review of the Revised Meeting Room Use Policy**
- B. Request Review of the Public Access Policy**
- C. Request Approval of the Ross Township Local Road Contract**
 - a. AB Avenue – 43rd Street to 44th Street; *Crack Fill, HMA Wedging***
 - b. Gull Lake Drive East to C Avenue; *Crack Fill***
 - c. 46th Street – M89 to C Avenue; *Crack Fill, HMA Wedging***

New Business:

Public Comment on Non-agenda Items

Managing Director’s Time





Commissioner's Time and Committee Reports:

- Dickason – Kalamazoo County Board of Public Works (BPW)
- Boersma – Kalamazoo County Environmental Health Advisory Council (EHAC)
- Stehouwer – Kalamazoo County Parks and Recreation Commission
- Pawloski
- Brennan

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@kalamazooountyroads.com Website: www.kalamazooountyroads.com.



RCKC CONNECT
www.kalamazooountyroads.com





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

From: Joanna I. Johnson, Managing Director

CC: RCKC Team

Date: September 10, 2024

Re: Board Weekly Report

New Business:

A. Request Review of the Revised Meeting Room Use Policy

At our Board meeting of March 12, 2024, the Board approved the policy with a review in 6 months. It appears the policy is working well. The only modifications we are considering are noted in the red-line policy provided. We also took into consideration feedback from Commissioner Stehouwer provided in March as well. Typically, for Board policies we allow one meeting for the review and then a subsequent meeting for adoption. However, based on this type of policy related to internal operations, the Board could choose to adopt this policy at this meeting. ***We recommend the Board discuss and/or approve the revised Meeting Room Use Policy.***

B. Request Review of the Draft Public Access Policy

The Michigan County Road Commission Self-Insurance Pool (MCRCSIP) has advised that it is necessary and appropriate that RCKC adopt a policy, in keeping with principles of the First Amendment of the Constitution of the United States, to address public access to and video recording on RCKC property. The guidance also includes the right to photograph and video record in a public space, including the right to record public officials and employees arguably exist under the First Amendment, subject to reasonable time, place, and manner restrictions. The RCKC is committed to protecting the rights of citizens under the First Amendment of the United States Constitution while implementing policies and procedures that protect the health, safety, welfare, and personal privacy of the RCKC' Team and the general public who do business with or use the services of the RCKC. We will provide additional training and education to our team on how to appropriately respond if approached by a First Amendment auditor on RCKC property or out on the road. Our experience is also being used to inform others. The Board could choose to adopt the policy at this meeting or a subsequent Board meeting. ***We recommend the Board approve the Public Access Policy.***

C. Request Approval of the Ross Township Local Road Contract

- a. **AB Avenue – 43rd Street to 44th Street; *Crack Fill, HMA Wedging***
- b. **Gull Lake Drive East to C Avenue; *Crack Fill***
- c. **46th Street – M89 to C Avenue; *Crack Fill, HMA Wedging***

These projects have been added by working with the Township and remaining funds. *Thank you to the Team who has assisted in closing out projects and providing estimates for the ability to add projects this construction season.* We thank the Township as well. ***We recommend the Board approve the Ross Township Local Road Contract for the Chair's signature.***

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Clerk Int'l _____

The regular meeting of the Board of County Road Commissioners of the County of Kalamazoo was held at the Road Commission of Kalamazoo County (RCKC) office at 4400 S 26th Street, Kalamazoo, Michigan, on Tuesday, August 27, 2024. Commissioner Pawloski called the meeting to order at 3:00 p.m.

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

Absent: Thom Brennan, Keshia Dickason

Also attending: Managing Director Joanna I. Johnson, Finance Director Ann Simmons, Assistant Finance Director Kim Bodnar, County Engineer Ryan Minkus, Assistant County Engineer Jim Hoekstra, Assistant Human Resources Director Shelley Leatch, General Superintendent Bill DeYoung, Communications Administrator Sarah Phillips, and Administrative Assistant Selena Rider.

Administrative Assistant Rider reviewed public comment 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 Boersma moved, and it was seconded to approve the agenda as presented.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Boersma

Commissioner Stehouwer moved, and it was seconded to approve the August 12, 2024, Southwestern District Council meeting minutes, and August 13, 2024, regular Board meeting minutes as presented.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Boersma

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

Payroll Account	\$ 219,336.33
Vendor Account	\$ 1,717,189.73

Carried by the following vote:

Aye: Pawloski, Stehouwer, Boersma

County Commissioner John Gisler shared there will be a dedication of the new Charles A. Pratt Justice Center beginning at 10:00 a.m. on Saturday, September 7th.

Commissioner Boersma moved, and it was seconded to approve the Sprinkle Road from I-94 Business Loop to Kalamazoo River final construction plan cover sheet for the Managing Director's signature. Managing Director Johnson shared RCKC and our consultant, Moore & Bruggink (M&B), developed plans and bid documents for the installation of concrete shoulders and median with rumble strips for improved safety on Sprinkle Road from the I-94 Business Loop to the Kalamazoo River, just north of Comstock Avenue, in Comstock and Kalamazoo Townships. The RCKC continued our success in obtaining grant money for safety improvements on our network and welcomed another award of \$750,000 in Highway Safety Improvement Program (HSIP) funds for this project. The project will address one of the top crash types for severe and fatal injuries as identified in RCKC's Transportation Safety Action Plan. Lane or roadway departure crashes occur after a vehicle crosses an edge or center line or leaves the traveled way. Many factors can contribute to a lane departure, including roadway

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characteristics such as pavement conditions and horizontal curvature, as well as behavioral factors such as speeding, distracted, and impaired driving. The action plan ranked the top fifty (50) road segments with crash volume and fatal and severe injury crashes throughout the county. Of the three road segments within the project limits, two (#15 and #17) ranked in the Top 50 for crashes, and the same two (#5 and #10) ranked in the Top 50 for fatal and severe injuries. This project will move the RCKC forward in moving toward zero deaths on our roadways. With a substantial ROW already in place for this corridor, easements are not necessary for the project. The 2024 Primary Road CIP included a total of \$84,000 for design which is substantially complete. To date, \$73,732.56 has been spent on design. The current 2025 Primary Road CIP includes \$1,494,100 for construction. The final engineer's estimate for construction is \$1,276,000, with construction engineering estimated at \$165,000 for a total cost of \$1,441,000. This project includes \$750,000 in HSIP funds leaving RCKC responsible for the remaining \$691,000. Commissioner Stehouwer shared he is pleased to see safety funds being used, noting that it allows other dollars to be put to work. He thanked the team for their work.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Boersma

Commissioner Stehouwer moved, and it was seconded to approve the 31st Street, YZ Avenue, and Y Avenue Brady Township bridge projects final construction plan cover sheet for the Managing Director's signature. Managing Director Johnson shared since 2020, the RCKC has diligently followed our Transportation Asset Management Plan (TAMP), a crucial requirement under Michigan Public Act (PA) 325 of 2018. This plan is pivotal in showcasing RCKC's infrastructure needs and responsible use of public funds. Providing an inventory and condition of RCKC's assets in the TAMP equips us to make informed decisions about investing in RCKC's essential transportation infrastructure. RCKC is responsible for 62 bridges (+one railroad crossing bridge in our database) to provide safe service to road users across our network. We seek to implement a cost-effective preventive maintenance program to maximize the useful service life and safety of the bridges under our jurisdiction. One tool available to assist in this process is the Michigan Department of Transportation (MDOT) Local Agency Bridge Program. RCKC, in collaboration with our consultants, Moore & Bruggink (M&B) and Cogent Civil Engineering, LLC, has developed plans and bid documents for the replacement of railings, guardrails, timber bridge repairs, new asphalt approach pavement, and shoulders on these primary road bridges in Brady Township. The asphalt and shoulder improvements, designed with the expertise of our consultants, will aid in drainage on the structures, maintaining the serviceability and slowing the deterioration rate by protecting them from water infiltration and deicing agents reaching the underlying beams. The current 2025 Primary Road CIP includes \$660,000 for construction. The final engineer's estimate for construction is \$530,902, with construction engineering estimated at \$126,000 for a total cost of \$656,902. This project includes \$504,356 in Local Bridge Program funds leaving RCKC responsible for the remaining \$152,546. The Primary Road CIP will be updated with the actual costs for this project based upon receipt of bids. The projects include:

- **31st Street bridge over Brown Creek** was constructed in 1962 (62 years old) as a timber structure. (Rehabilitation resolution/application approved March 16, 2021)
- **YZ Avenue bridge over Brown Creek** is a timber structure constructed in 1966 (58 years old) with an overlay in 1994. (Rehabilitation resolution/application approved March 16, 2021)
- **Y Avenue bridge over Portage Creek** was constructed in 1972 (52 years old) as a timber structure with a hot mix asphalt slab overlay. (Rehabilitation resolution/application approved March 15, 2022)

Commissioner Stehouwer noted the funding breakdown appears to be 80% federal/state funds and 20% local funds. Commissioner Boersma inquired about the total dollars needed for bridge funding in Kalamazoo County. Managing Director Johnson mentioned that we currently have local bridges closed and they will remain closed for five (5) years before being removed from the database. She also mentioned that the total cost for maintaining bridges in good condition was not immediately available, but it was suggested to be in the millions.

County Engineer Minkus estimated that the total cost of maintaining bridges in good condition for the RCKC is approximately \$18 million. He mentioned applications from this spring for the 2027 grant cycle totaled \$500 million in projects, with only \$50 million in grant awards available. Furthermore, our region has about \$3 million to allocate for bridges, in which we have to compete against six (6) other counties. Managing Director Johnson shared the three (3) bridges that are being approved today were sought after three (3) years ago.

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County Engineer Minkus corrected the funding breakdown and stated that it is 95% for construction and 5% local contribution, rather than the 80/20 split initially mentioned. He noted that when considering the non-participating costs of engineering for overseeing construction, the overall split comes closer to 80/20 split. Commissioner Stehouwer recognized that grants are cost effective and thanked the team for their work. Managing Director Johnson shared we have bundled three (3) bridge projects together in Brady Township to optimize the bidding process and contractor mobilization, which helps reduce overall costs. County Engineer Minkus added we were limited to submitting four (4) applications for bridge funding but bundling allowed us to include more bridges in a single application. Furthermore, bundling these smaller maintenance projects together helps attract better bids from contractors compared to bidding them individually. Furthermore, the detour routes for all three (3) bridges are the same, minimizing community impact. Discussion continued...

Carried by the following vote:

Aye: Pawloski, Stehouwer, Boersma

Commissioner Boersma moved, and it was seconded to approve the Alamo Township Local Road Contract for the Vice Chair's signature. Managing Director Johnson shared Alamo Township applied and was awarded American Rescue Plan Act (ARPA) funding from the County of Kalamazoo for \$850,000 for construction on 8th Street from G Avenue to Hart Drive a local road, which also includes a culvert replacement. The drainage/culvert replacement portion of the project estimate honors our local road culvert replacement policy where we will pay up to seventy percent (70%) of the local cost, outside of the local road participation fund program; to the extent the Board has funds that can be made available for this purpose. This is a unique local road contract as it stipulates, we will be the responsible party and fiduciary for the ARPA funds to assist Alamo Township in this area. The RCKC is familiar with the program used by the County to track these funds and will request funds for the design engineering culvert project this year in order to have the Environment, Great Lakes, and Energy (EGLE) permit application completed with a planned construction project in 2025. We look forward to improving this local road in partnership.

a. **8th Street** – G Avenue to Hart Drive; *Culvert Replacement, Hot Mix Asphalt (HMA) Paving*

Carried by the following vote:

Aye: Pawloski, Stehouwer, Boersma

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

- **Current Fiscal Year Budget** – Publicized on our website and Annual Report, including Audited Financial Statements and Presentation
- **Number of Active Employees** – Publicized on our website Organizational Chart and Annual Report
- **Unfunded Liabilities** – Publicized on our website and Annual Report, including Audited Financial Statements and Presentation
- **Job Classification** – Publicized on our website Organizational Chart
- **Commissioners Names and Contact Information** - Publicized on our website and Annual Report
- **Revenue Dashboard** – Linked on our website to the Transportation Asset Management Council (TAMC) website and a variety of publications, including our Annual Report
- **Expenditure Dashboard** – Linked on our website to TAMC site and a variety of publications, including our Annual Report
- **Certificate of Compliance** – This form is posted on our website and sent to MDOT once approved by the Board annually.

She stated failure to comply may result in the withholding of Michigan Transportation Funds (MTF).

Carried by the following vote:

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Clerk Int'l _____

Aye: Pawloski, Stehouwer, Boersma

Managing Director Johnson shared members of our team as well as Commissioner Brennan attended the Township Supervisor's meeting on August 21st. Consumers Energy gave a presentation on trees in which there were a lot of similarities between us and the work that they do. There was also an opportunity to discuss how we work with entangled trees with wires whether it be Consumers or other utilities. The RCKC provided updates on projects, service requests, 2025 planning including overhead, and we also discussed millages that passed in the last election. She mentioned that the public hearing on our 2025 Budget and Capital Improvement Plan (CIP) is scheduled for November 5, 2024. On November 16th, the RCKC will be hosting the Rubberized Chip Seal Workshop. It was suggested to have it in Kalamazoo based on the work this team has done as well as to go out and showcase our work within the community. She wished everyone a safe and happy Labor Day. She thanked our team both internally as well as our crews who are working diligently to complete our projects. She mentioned our Finance team has been working diligently in closing projects and to spend allocated funds within the budgeted year, allowing a few Townships to add projects that would be a quick turnaround. She shared that we have the funding available in our budget to add primary road projects, and the Board has already approved the CIP. Projects to be added include:

- Drake Road – Squires to 280' south of Ravine, Mill and Hot Mix Asphalt (HMA) Overlay, Kalamazoo Township
- PQ Avenue – 5th Street to 6th Street, Mill and HMA Overlay, Texas Township
- 5th Street – Q Avenue to PQ Avenue, Mill and HMA Overlay, Texas Township

Contingency projects include:

- G Avenue – 24th Street to Sprinkle Road, Mill and HMA Overlay, Richland Township
- Brook Drive – Gull Road to Kalamazoo City Limits, Mill and HMA Overlay, Kalamazoo Township

We will make sure that our communication channels would be updated so that the Townships as well as citizens know that these are projects that we are adding.

Commissioner Boersma shared that he attended the Environmental Health Advisory Committee (EHAC) on August 14th with the Health Department where they discussed spongy moths. He shared anything that we can give to the County Conservation District to interest the public to drop off more tires would be helpful. He had the opportunity to talk to a member of the public, Ms. Dailey, who resides in Cooper Township at 3045 West B Avenue and has made several service requests. He stopped by Ms. Dailey's residence on August 22nd and took several pictures of a washout and a bump in the road. He shared Ms. Dailey needs help from friends and neighbors for necessities and the washout might inhibit people from driving. He also took pictures of a smashed driveway culvert located at 2943 West B Avenue. Last night he attended the Kalamazoo Township Board meeting where he had the opportunity to discuss trees. He provided one of the Trustees who is working on a community/forestry grant application with an RCKC tree brochure and information from Consumers. The grant funds would be used for trees that were cut down by the City in their sewer and lead line water replacement project.

Commissioner Stehouwer shared he is the liaison for County Parks and their regular meeting is scheduled for next week. The Wollam Preserve in Texas Township is opening on weekends (Saturdays and Sundays). He stated that he had also received a call regarding 3045 West B Avenue and turned in a service request. He shared big hills cause washouts that are tough to manage but gravel shoulders are important to the integrity of the road and edge of pavement and gravel driveways. He has heard positive comments on the Douglas Avenue and Squires Drive project including that it was timely done and completed before school started. Both he and Commissioner Pawloski hosted a delegation from the County Commission yesterday where they answered questions and discussed items of mutual concerns. He will be away September 13th and is unable to attend the planned road tour. He is looking forward to the Commissioner's Seminar on September 22-23. He will be attending the County

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Road Association Self-Insurance Fund (CRASIF) annual meeting on September 24 and will be absent from the RCKC regular Board meeting that is on that same day. He emphasized the importance of community engagement and suggested hosting community organizations at RCKC meetings to increase public understanding of the Road Commission's work. He expressed well wishes to Commissioner Brennan, who was absent from the meeting.

Commissioner Pawloski shared that he is unable to attend the Road Commission December 31st regular meeting. Regarding finances and the budget, he thanked previous Road Commissioners as well as staff for putting us in a good position relative to some of our peers. As far as finances we want to keep up the good work and continue that going forward. Both he and Commissioner Stehouwer attended a meeting with the County Commissioners. He thanked County Commissioner John Gisler for attending and for his honest and straight forward participation. He thanked County Commissioner Wendy Mazer for her positive comments especially when it comes to praise for staff. He brought up the Township Supervisor meetings and encouraged County Commissioners to attend those meetings going forward. They discussed non-motorized and traffic calming policies. He will suggest to Commissioner Brennan that we have a joint public meeting here at the Road Commission with our County Commissioners to discuss these policies. He mentioned perhaps Road Commission staff could work with County Administration to figure out when is the best time to get most County Commissioners to participate and tour our facility. He praised the service request system and staff's handling of resident inquiries. He thanked Managing Director Johnson for the good work being done. He asked if we received something from the Parks Department. Managing Director Johnson shared there was an event at the Expo Center, and we were busy in our chip seal progress, and we did work around that event so that we were not interfering with the flow of traffic while trying to do chip seal operations. County Parks Director David Rachowicz was kind enough to take a moment and send us a thank you for our cooperative effort in working and rearranging our schedule so that we could accommodate that event.

Managing Director Johnson asked County Engineer Minkus to update the Board on our TU Avenue and 23rd Street project and our Douglas Avenue project.

County Engineer Minkus shared on Douglas there is still some work going on and we ask the public to please be patient and stay out of the closure area. He explained guardrail needs to be installed and we are close to opening the road. He provided an update on TU Avenue and 23rd Street and shared the project is facing environmental clearance issues related to tribal consultation, which has delayed it. The project was originally scheduled for fiscal year (FY) 2023, then moved to 2024, and now 2025. Moving the project to a new FY will result in penalty points on future safety project applications for the next two (2) years. These points are graduated – higher in the first year, lower in the second year. The condemnation process for this project raised flags that led to more scrutiny and tribal consultation requirements. The Michigan Department of Transportation (MDOT) is willing to work with us but will likely assess penalty points on our applications for the next two (2) years due to project delays. He acknowledged the situation is challenging but noted "it is what it is" in terms of dealing with the consequences of the delays.

Managing Director Johnson expressed concern about the delay of the project to FY 2025. She also noted moving the project twice is unusual and will result in penalty points for future safety applications. She emphasized the importance of communication with MDOT's Local Agency Program team. She also questioned the timeliness of tribal notifications for a long-planned project. County Engineer Minkus explained that environmental clearance issues and tribal consultation led to the project delay. He clarified that the condemnation process raised flags that triggered more scrutiny. He also noted that penalty points for delaying projects are graduated, with higher points in the first year. He mentioned that the environmental paperwork was submitted in July, with tribal notifications sent in early August. He explained that the process for right-of-way (ROW) acquisition has changed, requiring environmental clearance before starting negotiations. He discussed the challenges of adapting to changing rules and processes for federally funded projects, and the need for better communication from MDOT about these changes.

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Clerk Int'l _____

Commissioner Stehouwer expressed frustration with the bureaucratic process, calling it “irrelevant” and “embarrassing” given the small size of the land parcels involved. He also felt the tribal consultation process was an overreaction for such a minor land acquisition, stating that “I think tribal people, if they understood how small this was, he would hope they would say this thing got caught in the system.” He expressed his disappointment about the project being delayed another year due to these procedural issues.

Commissioner Boersma questioned if this incident would lead to increased scrutiny on future RCKC projects. County Engineer Minkus potentially we might have to start some level of design when we submit the application for safety so that we can start the paperwork process to give ourselves a year just in case.

Managing Director Johnson expressed frustration with the difficulties of using federal aid funding for road projects due to shifting requirements and timeliness. She suggested that ideally, the MDOT should retain federal funds and provide local road agencies with Michigan Transportation Fund (MTF) revenue instead. Furthermore, this approach would allow MDOT to manage the complex federal requirements, as they have the necessary staff and expertise. She noted this idea is being discussed as a potential legislative priority with the County Road Association (CRA). The overall goal would be to simplify the funding process for local road agencies and avoid issues like the delays experienced with this project.

Commissioner Stehouwer moved, and it was seconded to adjourn.

Carried by the following vote:

Aye: Pawloski, Stehouwer, Boersma

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

Attest: Meredith Place, County Clerk

By: _____, Chair _____, Deputy Clerk



**Summary Report of Cash Receipts and Disbursements
For the September 10, 2024 Board Meeting**

Current Activity

Available funds from previous report	6,087,072.17
Receipts and interest for the current period	3,388,738.65
Payroll disbursements to be approved today	(212,631.92)
Payables disbursements to be approved today	(1,761,392.42)
Available funds as of September 10, 2024	<u>7,501,786.48</u>

Summary Disbursements

	<u>From</u>	<u>To</u>	
Payroll - pay period ending September 4, 2024			
Checks	86807	86812	64,579.46
Void Checks			0.00
Direct Deposit	20876	20935	148,052.46
Total Payroll to be approved today			<u>212,631.92</u>
Payables			
Vendor checks	110145	110181	655,867.15
Void Checks			0.00
ACH Remittance	302129	302169	1,098,914.68
Health Reimbursement Checks	216476	216510	6,610.59
Total Payables to be approved today			<u>1,761,392.42</u>

Available Funds

Cash Balance	5,751,242.65
Interest Bearing Deposits	1,750,543.83
Total Funds Available	<u>7,501,786.48</u>

Ann Simmons
Finance Director

Joanna Johnson
Managing Director

Thom Brennan
Board Chair

Memo

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

From: Joanna I. Johnson, Managing Director

Date: September 10, 2024

Re: Revised Meeting Room Use Policy

Recommended Road Commission of Kalamazoo County (RCKC) Action

We request the Board review the revised Meeting Room Use Policy. The Board requested a review of this policy six (6) months from date of adoption of March 12, 2024. The Board could choose to adopt the policy revisions at this meeting or a subsequent Board meeting.

Background

Over the years we have allowed various local officials and/or municipalities to use our Board meeting room at 3801 E Kilgore Road for meetings. With our new complex we have already received requests for use of our Gull Lake and/or Sherman Lake meeting rooms, including from local elected officials. Based on these requests we thought it would be a good idea to have a policy that ensures consistency and fairness to those requests. We reviewed items in this policy with the Michigan County Road Commission Self Insurance Pool (MCRCSIP).

At our Board meeting of March 12, 2024, the Board approved the policy with a review in 6 months. It appears the policy is working well. The only modifications we are considering are noted in the red-line policy provided. We also took into consideration feedback from Commissioner Stehouwer provided in March as well.

Typically, for Board policies we allow one meeting for the review and then a subsequent meeting for adoption. However, based on this type of policy related to internal operations, the Board could choose to adopt this policy at this meeting.

Alternatives

The Board could choose not to adopt such a policy and/or suggest modifications.

Budgetary Impact

There is no direct Budget impact.

Summary

We recommend the Board discuss and/or approve the revised Meeting Room Use Policy.



POLICY

MEETING ROOM USE POLICY

This policy establishes guidelines for the use of the RCKC training and Board rooms only.

Failure to comply with the provisions of this policy may result in denial of approval of use of the facilities, withdrawal of approval at any time without prior notice, and/or denial of future use of the facilities. Use of RCKC meeting rooms does not constitute endorsement by the Board of County Road Commissioners of the County of Kalamazoo or its employees for the points of view expressed by any entity or organization.

I. Use of the Facilities: Only other governmental entities, or public officials of Kalamazoo County may be granted a temporary, revocable permission to use the facilities for approved activities at no charge when needed for official public uses. Examples would be town hall meetings, coffee hours, a place to sit and work between meetings, public informational meetings, etc. that do not interfere with any RCKC business or operational needs.

This meeting room use policy is non-discriminatory.

In accordance with the Michigan Public Accommodation Act, this Michigan Transportation Fund supported facility may be used only by those entities which are open to all without restriction based on State, Federal and RCKC policies. Under no circumstances will the meeting rooms be used to support political causes such as to host a fundraiser or campaign rally.

II. Meeting Room Capacity: No entity shall exceed the maximum room capacity as follows:

Max Occupancy (allowed by code):

Training Room (Sherman Lake): 219

Board Room (Gull Lake): 57

Total: 276

III. Supervision and Accountability: Any entity requesting the use of the RCKC meeting rooms must make reservations of the room through the RCKC Administrative Assistant in writing by email to info@kalamazoocountyroads.com. The entity must also request one of RCKC's Team Members to open and close the building (if applicable) as well as be present for its duration. A representative of the entity shall also be present at minimum of a half (1/2) hour prior to the designated start time. The person making the request will be the responsible entity, but the entity itself will be held responsible for compliance with all provisions contained in the Policy. The person making the request is responsible for

maintaining the orderly conduct of all its speakers, attendee, guests, etc., informing all attendees of the rules by which they must abide, compliance with the rules by all guest/participants, and for any damage to the facility and its contents. The person making the request must ensure that events are adjourned, and facilities vacated at the specified end time. Repeat end-time violations may result in denial of further facility use. A representative of the entity shall also remain until the clean-up is completed.

IV. Furniture, Audio and Visual Equipment: These items for use Chairs are provided at no charge, and they must be returned to the configuration existing when the entity arrived. Under no circumstances shall any ~~chairs~~ be removed from inside the building. Equipment, supplies, or personal belongings of any entity may not be stored in the meeting room or in the building. The audio and visual equipment needed must be identified upon reservation and must be returned to the previous configuration with assistance from the RCKC.

V. Liability: RCKC assumes no responsibility for loss or damage to possessions of, or equipment and materials used by user groups, individual attendees, their volunteers; nor for any injury to any person as a result for, or in any way arising from, any given use of the facility. The use of the meeting rooms constitutes an agreement to indemnify and hold harmless the personal injury or loss or damage to any item which results from or in any way arises out of the use of any meeting room facility. The RCKC is not responsible for theft or damage, nor will any storage space be provided to groups or organizations.

VI. Food and Beverages: Food and beverages (non-alcoholic only) must have prior approval. No food or beverages, including coffee will be provided by the RCKC.

VII. Alcoholic Beverages, Smoking and Weapons: Are prohibited in the meeting rooms and anywhere on RCKC property.

VIII. Clean-up and Damage: Entities leaving food remnants, dirt, debris or other substances on furniture, counter tops, windows, walls, ceiling, or floors will be assessed a clean-up fee of \$200.00. Entities damaging furniture, technology, carpeting, walls, or ceiling will be assessed a damage fee equal to the full restoration or replacement cost, which will be billed to the responsible party.

IX. Decorations and Signage: No decoration, sign, poster, etc., may be attached to any interior or exterior surface of the building. Any display items or visual aids must be easel-mounted or free-standing.

X. Reservations and Parking: Meetings may be scheduled from 8:00 a.m. through 3:00 p.m. Monday through Friday, unless otherwise approved by the Managing Director. All room requests will be reviewed and notified whether it has been accepted. The contact person is the RCKC Administrative Assistant at 269-381-3171 or E-mail: info@kalamazocountyroads.com

Clean-up and final departure must be accomplished prior to 3:30 p.m. The meeting rooms may be booked no more than two (2) months in advance or less than five (5) business days, unless approved by the Managing Director. Entities who incur "No Show" bookings may be denied future use of the meeting rooms. All vehicles must be parked in approved parking spaces available.

Parking information will be provided upon reservation and must be followed and shared with attendees in advance.

XI. Restrictions on Use: The meeting room shall not be scheduled for the following: ~~a-~~

- a. Entities or organizations whose size exceeds the occupancy load limit. ~~b-~~
- b. Wedding receptions, reunions, parties, graduations, dances, dance classes and celebrations, etc.
- c. ~~c-~~ Any commercial business, fee-based or promotional activity.
- d. ~~d-~~ Any meeting or activity that solicits funds or donations from attendees.

Subject to the provisions regarding exercise of First Amendment rights, RCKC reserves the right to refuse or revoke permission for the use of the meeting rooms to any entity whose activities, use or proposed use, endanger any property or person, or interfere with any other use of the property upon which facilities are located, or of the facilities.

Adopted: 3/12/2024

Revised: TBD

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DRAFT

Memo

To: Board of County Road Commissioners of the County of Kalamazoo,
Joanna I. Johnson, Managing Director

From: Debbie Hill, Human Resources (HR) Director

Date: September 10, 2024

Subject: Draft Public Access to and Video Recording on Road Commission
Property Policy

Recommended Road Commission of Kalamazoo County Action

We request the Board adopt the Public Access Policy which identifies the acceptance of video recording on the Road Commission of Kalamazoo County (RCKC) property and its teams, agents, and officers.

Background:

The Michigan County Road Commission Self-Insurance Pool (MCRCSIP) has advised that it is necessary and appropriate that RCKC adopt a policy, in keeping with principles of the First Amendment of the Constitution of the United States, to address public access to and video recording on RCKC property. The guidance also includes the right to photograph and video record in a public space, including the right to record public officials and employees arguably exist under the First Amendment, subject to reasonable time, place, and manner restrictions.

The proposed draft policy is a result of the First Amendment audits that are occurring regularly in the public sector. The RCKC is committed to protecting the rights of citizens under the First Amendment of the United States Constitution while implementing policies and procedures that protect the health, safety, welfare, and personal privacy of the RCKC Team and the general public who do business with or use the services of the RCKC.

Most areas of RCKC property are considered limited access areas, which are not generally open to or occupied by the public, and, therefore, are not subject to any right to photograph or video record under the First Amendment, but the designated waiting or reception areas in the Road Commission building during the hours in which the building is open to the public and any room being used for a meeting of a public body open to the public under the Open Meetings Act, MCL 15.261 *et seq.*, are considered public areas that are generally open to general public access and occupancy and arguably subject to a right to photograph or video record. Another area of exposure is our Operations Team. Our Team out on the road could also be approached by a First Amendment auditor.

The RCKC was part of a First Amendment Audit in 2018 - <https://www.youtube.com/watch?v=NyWtOcJlzss>. We will provide additional training and education to our team on how to appropriately respond if approached by a First Amendment auditor on RCKC property or out on the road. Our experience is also being used to inform others.

The Board could choose to adopt the policy at this meeting or a subsequent Board meeting.

Alternatives

The Board may choose to suggest changes to the policy. It is highly recommended by your liability pool to adopt such a policy.

Budgetary Impact

There is no budgetary impact of this policy.

Summary

We recommend the Board approve the Public Access Policy.



POLICY

Public Access to and Video Recording on Road Commission Property

PURPOSE

The Road Commission of Kalamazoo County (RCKC) is committed to protecting the rights of citizens under the First Amendment of the United States Constitution while implementing policies and procedures that protect the health, safety, welfare, and personal privacy of the RCKC's employees and the general public who do business with or use the services of the RCKC. This policy ("Policy") is intended to delineate those portions of RCKC Property (as defined herein) that are accessible to and observable by the general public from those portions that are accessible on a limited basis, establish rules of conduct that apply to all RCKC Property, and specify procedures for RCKC employees who encounter those who wish to access RCKC Property for observational purposes.

DEFINITIONS

"Limited Access Area" means any designated area on RCKC Property that is not generally open to or occupied by the public or is open to or occupied by the public on only a limited, as-needed, or by-invitation basis. Limited Access Areas may be designated by doors, physical barriers, building design features, signage, reception desks or stations, stanchions, ropes, fencing, bollards, or other visible indications. The lack of visible indications, such as signage, shall not prevent the RCKC from considering or treating an area as a Limited Access Area. The RCKC shall retain the right to verbally instruct third parties that an area is a Limited Access Area. Without limiting the generality of the foregoing, Limited Access Areas include but are not limited to the following:

- a) Employee offices.
- b) Employee workspaces, including copy rooms, mailrooms, and break areas (indoor and outdoor).
- c) Employee parking lots, storage areas, access points, gravel pits, or other outside areas marked for use by RCKC employees/staff or vehicles only.
- d) Hallways, staircases, restrooms, elevators, and other areas designed for limited or transitory occupancy or providing access solely to other Limited Access Areas.
- e) Maintenance, storage, and garage facilities.

"Private Place" means a place where one may reasonably expect to be safe from casual or hostile intrusion or surveillance but does not include a place to which the public or a substantial group of the public has access. Some, but not all, Limited Access Areas are also Private Places.

"Public Area" means any area on RCKC Property that is not otherwise designated as a Limited Access Area and that is generally open to general public access and occupancy, including specifically any designated waiting or reception areas in a RCKC building during the hours in which the building is open to the public and any room being used for a meeting of a public body open to the public under the Open Meetings Act, MCL 15.261 *et seq.*, while the meeting is occurring.

"RCKC Property" means any real property owned by the RCKC or in which the RCKC has a property interest.

“Rules of Conduct” means the specific guidelines set forth in this policy.

RULES OF CONDUCT ON RCKC PROPERTY

To maintain an environment that promotes orderly administrative and business operations, and to take reasonable and prudent actions to protect the health, welfare, safety, and personal privacy of all persons at RCKC Property, the Rules of Conduct in this section apply and are to be enforced at all RCKC Property except where specific rules of conduct or prohibitions have been adopted for designated RCKC Property.

Rules of Conduct Applicable to All RCKC Property. The following Rules of Conduct shall apply at all RCKC Property, including both Public Areas and Limited Access Areas:

- a) No person shall enter, attempt to enter, or remain in any areas of RCKC Property for any purpose other than to conduct legitimate business with the RCKC, to lawfully assemble for public interaction in Public Areas specifically designated for such assembly, or to exercise other constitutionally protected rights. The RCKC may adopt specific policies with respect to RCKC Property to manage conditions for its use, including without limitation establishing hours and terms of use, reservation protocols, use and user priority, and fees for use.
- b) No person shall engage in any activity on RCKC Property that would constitute a violation of federal, state, or local law or regulation.
- c) No person shall engage in activity that disrupts or interferes with the normal operation or administration of RCKC business at RCKC Property, lawful use by RCKC employees and authorized users of RCKC Property, or RCKC-permitted activities.
- d) No person shall stalk, harass, threaten, intimidate, or otherwise compromise the well-being and safety of RCKC employees or private third parties lawfully using RCKC Property. Photography or video recording does not, in and of itself, violate this Rule of Conduct.
- e) A person may generally photograph or film from a Public Area without requiring permission; however, an individual shall not film or record in a Private Place, without the consent of the person entitled to privacy in that place.
- f) No person shall interfere or obstruct the free passage of RCKC employees or authorized third parties in or on RCKC Property, including without limitation by standing in, blocking access to, or occupying areas for purposes of photography or video recording.
- g) Photographers and videographers must stay clear of and outside any designated work zone to ensure safety and minimal disruption to RCKC operations.
- h) No person shall photograph or video record in such a manner that would allow capture of, access to, or disclosure of private, personal, confidential, sensitive, or privileged information of private third parties or employees and/or RCKC information that would otherwise be exempt from disclosure under the Freedom of Information Act, MCL 15.231 *et seq.* The RCKC may enforce this Rule of Conduct by imposing minimum standing or separation distances from areas, stations, desks, counters, or service windows at which private third parties conduct business with RCKC employees.

Limited Access Areas The following Rules of Conduct shall apply at all Limited Access Areas:

- a) Limited Access Areas shall be accessible only to the following: (i) employees and officials of the RCKC; and (ii) private parties but only on a limited, as-needed, or by-invitation basis, to include those private parties accessing a Limited Access Area for the express purpose of conducting business with RCKC employees.
- b) Photography and video recording is prohibited in Limited Access Areas, except as follows: (i) the Managing Director may authorize video recording or photography in Limited Access Areas, for good cause shown, with the consent of all parties to be recorded or photographed, provided that the Managing Director may impose appropriate and reasonable conditions on the recording or photography to prevent the unauthorized disclosure of confidential information; and (ii) video recording and photography may be permitted in Limited Access Areas when specifically authorized by applicable law or agreements.

EXCLUSION

If a person violates these Rules of Conduct while in or upon RCKC Property, the RCKC will ask the individual firmly and politely to stop the behavior. If the person refuses to comply and/or is engaging in conduct that is threatening, abusive, disruptive to business operations, or creates a safety or security risk, then the RCKC will direct such person to leave RCKC Property for a period of up to 24 hours and contact law enforcement, as may be appropriate, to assist in enforcing that directive. It shall not be necessary for the RCKC to allege any crime or other violation of applicable law other than these Rules of Conduct in order to support such notice of exclusion; *provided* that violation of such notice of exclusion may be deemed a trespass under applicable law.

Adopted: TBD

DRAFT



LOCAL ROAD CONTRACT

THIS CONTRACT made and entered into this _____ day of _____, 2024, by and between the Board of County Road Commissioners of the County of Kalamazoo, hereinafter referred to as the "RCKC" and the Township of Ross, Kalamazoo County, Michigan, hereinafter referred to as the "Township" 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 Township, hereinafter referred to as "Project".

WITNESSETH: WHEREAS, Section 20 of Act 51 of the Public Acts of 1951, as amended, authorizes Township 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 Township, pursuant to an agreement between the Township and the RCKC; and

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

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 Township 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:

AB Avenue – 43rd Street to 44th Street; Crack Fill, HMA Wedging

Project Estimate: \$12,455

Work Order # _____
(to be assigned)

38th Street – Gull Lake Drive East to C Avenue; Crack Fill

Project Estimate: \$19,404

Work Order # _____
(to be assigned)

46th Street – M-89 to C Avenue; Crack Fill, HMA Wedging

Project Estimate: \$25,323

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, including those provided in the annual RCKC local road information packet, are deemed to be a part of and included in this Local Road Contract as though fully set forth herein.
4. The RCKC shall provide progress billing and shall make available the accounting to the Township in accordance with the following schedule of the LOCAL ROAD CONTRACT:

Total Estimated Project Cost(s)	\$57,182
Total Estimated Billable Project Cost(s)	\$34,057
RCKC Participation Funds (to extent available)	\$17,028.50
Total Township Share	\$17,028.50

** for monies not spent as per previous signed contract.*

5. General Provisions:
 - A. This Local 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 Road Contract shall be binding on the parties, their legal representatives, successors, and assigns.
 - C. The headings of this Local Road Contract are for convenience only and in no way define, limit, or describe the scope or intent of this Local Road Contract or any of its sections, nor do they in any way affect this Local Road Contract.
 - D. Any notice required or permitted to be given under this Local 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 **Township of Ross** mailing address.
 - E. This Local 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 Road Contract shall not invalidate the remainder of this Local 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 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 Township and of the RCKC.
7. The Township 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 township 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 township requests not to make the award to the bidder.
8. The maximum cost to the township for the Project(s) is the amount itemized as the estimated project(s) cost on the Local Road Contract.
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 Township all records concerning the project(s) for review.

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

BOARD OF COUNTY ROAD COMMISSIONERS
OF THE COUNTY OF KALAMAZOO

TOWNSHIP OF ROSS

By _____
Chair

By Christina M. Hutchings
Township Official

Date _____

Date Sept. 3, 2024



Estimate Date: 08/02/24 Estimator: R. McClain Estimate Type: Final

Municipality: Ross Township

Location: AB Avenue - 43rd Street to 44th Street

Project Description: Crack Fill, HMA Wedging

Project Length: 0.55 Miles

Total Area (Syd)	Length (Ft)	Width (Ft)	Length (Ft)	Width (Ft)	Cul-de-sac Area (Sft)
6,931	1,654	20			7,854
Conv Factor (Sft to Syd)	350	22			Cul-de-sac Quantity
9	900	24			

Description of charge	Application Rate	Estimated Quantities	Units of Measure	Estimated Unit Cost	Estimated Item Cost	Notes	
High Shoulder, Remove		58.00	Station	\$85.00	\$3,770	No charge	
		Estimated Nonbillable Cost					\$3,770
		Cost Recovery - Nonbillable (11.18%)					\$421
		Total Estimated Nonbillable Cost					\$4,191
Crack Fill	Heavy	1,925.00	Lbs	\$1.29	\$2,483		
HMA, 36A Mod, Wedging (>300 Ton)		50.00	Ton	\$99.00	\$4,950		
		Estimated Billable Cost					\$7,433
		Cost Recovery - Billable (11.18%)					\$831
		Total Estimated Billable Cost					\$8,264
Total Estimated Project Cost					\$12,455		



Estimate Date: 08/02/24 Estimator: R. McClain Estimate Type: Final

Municipality: Ross Township

Location: 38th Street - Gull Lake Drive East to C Avenue

Project Description: Crack Fill

Project Length: 1.53 Miles

Total Area (Syd)	Length (Ft)	Width (Ft)	Length (Ft)	Width (Ft)	Cul-de-sac Area (Sft)
21,824	7,920	24			7,854
Conv Factor (Sft to Syd)	176	36			Cul-de-sac Quantity
9					

Description of charge	Application Rate	Estimated Quantities	Units of Measure	Estimated Unit Cost	Estimated Item Cost	Notes
High Shoulder, Remove		162.00	Station	\$65.00	\$10,530	No charge
				Estimated Nonbillable Cost	\$10,530	
				Cost Recovery - Nonbillable (11.18%)	\$1,177	
				Total Estimated Nonbillable Cost	\$11,707	
Crack Fill	Heavy	5,366.67	Lbs	\$1.29	\$6,923	
				Estimated Billable Cost	\$6,923	
				Cost Recovery - Billable (11.18%)	\$774	
				Total Estimated Billable Cost	\$7,697	
Total Estimated Project Cost					\$19,404	



Estimate Date: 08/02/24 Estimator: R. McClain Estimate Type: Final

Municipality: Ross Township

Location: 46th Street - M-89 to C Avenue

Project Description: Crack Fill, HMA Wedging

Project Length: 0.95 Miles

Total Area (Syd)	Length (Ft)	Width (Ft)	Length (Ft)	Width (Ft)	Cul-de-sac Area (Sft)
13,333	5,000	24			7,854
Conv Factor (Sft to Syd)					Cul-de-sac Quantity
9					

Description of charge	Application Rate	Estimated Quantities	Units of Measure	Estimated Unit Cost	Estimated Item Cost	Notes	
High Shoulder, Remove		100.00	Station	\$65.00	\$6,500	No charge	
		Estimated Nonbillable Cost					\$6,500
		Cost Recovery - Nonbillable (11.18%)					\$727
		Total Estimated Nonbillable Cost					\$7,227
Crack Fill	Heavy	3,314.39	Lbs	\$1.29	\$4,276		
HMA, 36A Mod, Wedging (< 150 Ton)		100.00	Ton	\$120.00	\$12,000		
		Estimated Billable Cost					\$16,276
		Cost Recovery - Billable (11.18%)					\$1,820
		Total Estimated Billable Cost					\$18,096
Total Estimated Project Cost					\$25,323		