

Road
Commission
of Kalamazoo
County

A photograph of a paved road curving to the left, lined with trees showing vibrant autumn foliage in shades of green, yellow, and orange. The sky is clear and blue.

**2022 RCKC LOCAL
ROAD PARTICIPATION
FUND PROGRAM**

Letter From the the Managing Director

December 17, 2021

Dear Kalamazoo County Townships/Partners,

The Board of County Road Commissioners of the County of Kalamazoo (Board) and staff appreciate the participation and level of commitment by our Townships for infrastructure improvements. Together we completed many local construction and preventive maintenance projects countywide. 2021 continued to have a large number of projects in a challenging year. The Road Commission of Kalamazoo County (RCKC) would like to provide the following updated information for 2022.

Local Road Participation Program:

Annually, our Board reviews the amount of available participation (PAR) funds for our local road improvement projects as part of our budget process. The local road PAR fund allocation is based on the distribution from the Michigan Transportation Fund (MTF).

RCKC has allocated \$2,180,000 toward this partnership for the local road program.



Local Road Participation Fund Policy:

Key Dates are as follows:

- **RCKC PAR Funds Available:**

By December 20

- Townships Notify RCKC of PAR Fund Intentions:
By January 20

We ask that each Township please notify RCKC by January 20 by EMAIL to mworden@kalamazoo-countyroads.com if you are;

1. Unable to use any of the allocated PAR funds, **or**
 2. Only able to use a PORTION (amount indicated \$_____) of the allocated PAR funds, **or**
 3. Able to use ALL of the allocated PAR funds, but NOT committed to participate in the PAR funds redistribution, **or**
 4. Able to use ALL of the allocated PAR funds and COMMITTED to participating in the PAR funds redistribution.
- PAR Fund Redistribution:
By January 31
 - PAR Fund Contracts hot mix asphalt (HMA) Early Bid Letting:
By February 15
 - **PAR Fund Final Obligation:**
By March 15



Non-motorized Facilities:

To establish adequate planning, communication and coordination of local and primary road projects, RCKC has developed an application process for approval of non-motorized facilities in the public right of way. We have also incorporated the option of an umbrella agreement. Projects to be considered should be submitted at minimum of three (3) years in advance of design engineering for federal projects and prior to the start of design engineering for other projects, unless funding requests makes this impossible, preferably in the early design stages. Projects should be identified as part of the RCKC local and/or primary road plan. Applications submitted after that deadline will be considered for approval and funding after all timely applications are processed and may be subject to additional charges connected with the late submission and related costs, if any.

RCKC Communication:

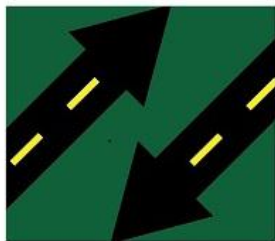
* We have included an update of our RCKC administration team contact list (Page 5)

- To assist with communication channels, Mark Worden, Engineering and Public Relations Director will serve as your primary RCKC team liaison for Township Supervisors.

- *We encourage you and our citizens to call our main office and/or use our website “Service Requests” with any service requests/general questions or areas needing attention vs. direct staff contact for tracking purposes.* We have updated our service request system to provide automatic notices for receipt and completion of service requests to the service request originator.

- We would appreciate opportunities to share our information in your newsletters or any communication mediums, including linking to our website. Please do not forget the opportunities to “share” from our Facebook, Twitter, Instagram and LinkedIn too!

We also encourage you to help us spread the word on “RCKC Connect”. This mass notification service allows us to alert citizens on where, what and how they prefer to be contacted with general RCKC news, construction, and road closures. We have added two additional RCKC Connect groups; Utility & Plat and Transportation for those who may be interested in information pertinent to utilities, development and right-of-way and transportation related permits. Just look for this logo on our website to sign up:



RCKC CONNECT
RCKC ALERTS SIGN UP NOW

In 2022, if you would like to schedule a Township/RCKC Joint meeting to foster our continued partnerships, please contact Selena Rider, Administrative Assistant.

Once again thank you for your support of infrastructure improvements and we look forward to working together in the New Year!

Sincerely,
Joanna I. Johnson,
Managing Director



Glossary

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ROAD COMMISSION OF KALAMAZOO COUNTY (RCKC)

3801 E Kilgore Road, Kalamazoo, MI 49001

www.kalamazoocountyroads.com

Regular Business Hours: 7:30am - 4:00pm

We encourage calls to our main office telephone number and/or use of our website with any service requests/general questions or areas needing attention.

You can reach RCKC staff directly by dialing (269) 381-3170 and then the extension number listed below. Fax: (269) 381-1760

Extension

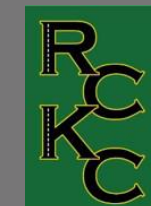
- 225 Allen, Tony – Road Maintenance Superintendent
- 226 Ausbury, Rebekkah – Project Engineer
- 240 Bartholomew, Travis – Operations Director
- 205 Bodnar, Kim – Assistant Finance Director
- 245 DeYoung, Bill – General Superintendent
- 231 Disterheft, Dean – Project Engineer
- 221 Engel, Will – Road Maintenance Superintendent
- 270 Fitzsimmons, Jon – Permit Agent
- 273 Franklin, Brian – Permit Agent
- 276 Hassenzahl, Rich - Road Maintenance Superintendent
- 285 Hendricks, Tara - Administrative Assistant - Operations
- 203 Hill, Debbie – Assistant Finance Director - Human Resources
- 274 Hoekstra, Jim – Traffic and Project Engineer
- 206 Howell, Katie – Accounting Clerk
- 220 Johnson, Joanna – Managing Director
- 288 Klein, Edward – Project Superintendent
- 261 Janke, Ben – Forester
- 228 McClain, Rusty – Asst General Superintendent
- 275 Minkus, Ryan – County Engineer
- 202 Olson, Steve – Accountant
- 286 Oxx, Bill – Project Superintendent
- 247 Page, Jim – Road Maintenance Superintendent
- 224 Phillips, Sarah – Communications Administrator
- 200 Rider, Selena – Administrative Assistant
- 201 Simmons, Ann – Finance Director
- 204 Weber, Shelley – Human Resources Specialist
- 246 Worden, Mark – Engineering and Public Relations Director

If you are unable to reach our staff directly, please dial our main number (269) 381-3171 and ask the operator to connect you.

Please route calls after business hours to 911 dispatch for emergency issues.

2022 Leadership and Township Liaison

- Thom Brennan, Chair - 269-365-8139
Alamo, Oshtemo, and Richland
- David C. Pawloski, Vice Chair - 269-744-6774
Prairie Ronde, Schoolcraft, Texas
- Larry Stehouwer - 269-760-4711
Comstock, Pavilion, Ross
- Michael Boersma - 269-720-1409
Cooper, Kalamazoo, Wakeshma
- Keshia Dickason - 269 929-6168
Brady, Climax, Charleston



Road Commission of Kalamazoo County 2022 Local Road Participation (PAR) FUND ALLOCATION

Township	2010 Census	% of Population	35%	** Local Mileage	% of Mileage	65%	Local Urban Mileage	% of Urban	Urban Distribution	2022 PAR Funds	2021 Carryover PAR Funds	2022 Total PAR Funds Available
Alamo	3,762	3.16%	20,205	37.88	4.59%	54,504	0.33	0.09%	318	75,027	0.00	75,027.00
Brady	3,613	3.03%	19,374	46.51	5.64%	66,972	9.50	2.56%	9,041	95,387	1,566.95	96,953.95
Charleston	1,942	1.63%	10,422	23.95	2.90%	34,436	2.44	0.66%	2,331	47,189	0.00	47,189.00
Climax	1,696	1.42%	9,079	47.40	5.75%	68,278	0.00	0.00%	0	77,357	0.00	77,357.00
Comstock ***	14,854	12.47%	79,732	74.63	9.05%	107,464	67.32	18.13%	64,028	251,224	17,923.77	269,147.77
Cooper	10,111	8.49%	54,285	62.83	7.62%	90,483	32.49	8.75%	30,902	175,670	0.00	175,670.00
Kalamazoo ***	21,918	18.40%	117,648	74.89	9.08%	107,820	74.89	20.16%	71,197	296,665	53,419.12	350,084.12
Oshtemo	21,705	18.22%	116,498	77.74	9.43%	111,976	49.21	13.25%	46,794	275,268	38,211.34	313,479.34
Pavilion	6,222	5.22%	33,376	48.32	5.86%	69,584	19.94	5.37%	18,965	121,925	0.00	121,925.00
Prairie Ronde	2,250	1.89%	12,085	52.11	6.32%	75,047	0.00	0.00%	0	87,132	6,107.37	93,239.37
Richland	6,829	5.73%	36,637	49.16	5.96%	70,772	22.22	5.98%	21,119	128,528	0.00	128,528.00
Ross	3,812	3.20%	20,461	53.44	6.48%	76,947	2.11	0.57%	2,013	99,421	24,100.03	123,521.03
Schoolcraft	4,418	3.71%	23,722	34.23	4.15%	49,279	20.39	5.49%	19,388	92,389	0.00	92,389.00
Texas	14,697	12.34%	78,901	93.97	11.40%	135,369	70.57	18.99%	67,064	281,334	0.00	281,334.00
Wakeshma	1,301	1.09%	6,969	47.52	5.77%	68,515	0.00	0.00%	0	75,484	0.00	75,484.00
	119,130	100.00%	639,394	824.58	100.00%	1,187,446	371.41	100.00%	353,160	2,180,000	141,328.58	2,321,328.58

January 20th

“Townships must provide notice to the Board of one of the following by email:

1. Unable to use any of the allocated PAR Funds;
2. The specific portion of allocated PAR Funds able to use;
3. Able to utilize ALL of the allocated PAR Funds, but not committed to PAR Funds re-distribution; OR
4. Able to utilize ALL of the allocated PAR Funds and COMMITTED to participating in the PAR Funds re-distribution.”

January 31st

The Road Commission will complete the one time re-distribution based on the January 20th response, and notify townships.

February 15

Townships must provide notice to the Board for the first hot mix asphalt (HMA) projects by this date to be included in the first HMA bid letting.

March 15

Local Road Contracts must be received by this date; any local road participation funds allocated, but not obligated by March 15th are reallocated to RCKC primary road fund.

* Please see RCKC policies for further information.

** Total Local Mileage is based on year-to-date accepted roadways.

*** 2021 Carryover PAR is estimated based on engineering estimates for project close out



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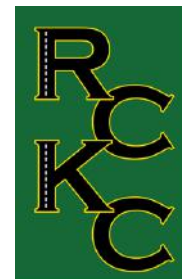
Road Commission of Kalamazoo County Local Road Projects 2021 PROJECTS AVERAGE COSTS*

Treatment Type	Treatment Definition	Anticipated Service Life***	Average Cost per Sq/Yd	Average Cost per Ton	Range	Average Cost per Mile (20' width)	PASER**
Crack Fill	Material Applied to Prevent Water Infiltration Through Cracks	1 - 3 Years	N/A	N/A	\$1,638- \$8,359/Mile	\$4,850.00	8,7,6,5,4
22A Gravel	Processed Aggregate Used to Improve Surface Condition	Varies	\$2.22	\$13.52	\$13.13 - \$15.29/Ton	\$21,330.00	ALL
23A Gravel	Processed Aggregate used to Improve Surface Condition	Varies	\$2.25	\$13.71	\$13.39 - \$15.84/Ton	\$22,150.00	ALL
Chip Seal	Emulsion Applied to Pavement Covered with Aggregate	5 - 7 Years	\$1.87	N/A	\$1.47 - \$2.20/SYD	\$21,941.33	7,6,5,4
Chip Seal (Plat)	Emulsion Applied to Pavement Covered with Aggregate includes Fog Seal	5 - 7 Years	\$2.10	N/A	\$1.47 - \$3.65/SYD	\$24,640.00	7,6,5,4
Fog Seal	Diluted Emulsion Application to Reduce Dust and Lock Aggregate	1 - 3 Years	\$0.50	N/A	\$0.38 - \$1.38/SYD	\$5,866.67	7,6,5,4
Cape Seal (Plat)	Combination of Micro and Chip Seal Surface Treatments	6 - 8 Years	no projects in 2017	N/A	N/A	(2011 Average Cost) \$46,815.00	7,6,5,4
Micro Seal	Emulsion, Aggregate and Portland Cement Thin Surface Treatment	6 - 8 Years	no projects in 2021	N/A	N/A	(2011 Average Cost) \$27,104.00	7,6,5,4
Gravel/ Pulverize/ Double Chip Seal	2 Chip Seal Applications Over an Improved or Recycled Gravel Surface	8 - 10 Years	\$11.50	N/A	N/A	\$134,910.00	3,2,1
HMA Ultra-Thin Overlay	A Thin Overlay of Hot Mix Asphalt (HMA)	5 - 7 Years	no projects in 2021	(2014 Average Cost) \$80.11	(2014 Prices) \$2.80 - \$5.00/SYD	(2014 Average Cost) \$42,123.00	7,6,5
HMA Wedging	Full Lane, Intermittant HMA Repairs	Varies	\$1.08	\$69.50	\$59.50 - \$150.00/Ton	\$14,000.00	5,4,3
36A MOD. HMA Overlay 1 1/2 inches	HMA Rehabilitation of Existing Pavement	15 - 20 Years	\$7.99	\$72.67	\$59.50 - \$96.95/Ton	\$93,746.67	5,4
13A MOD. HMA Overlay HMA Overlay 2 inches	HMA Rehabilitation of Existing Pavement	15 - 20 Years	\$8.48	\$77.13	\$58.50 - \$78.53/Ton	\$99,495.84	5,4,3
Gravel/Pulverize/HMA Paving	HMA Paving Over a Recycled Gravel Surface	20 - 30 Years	\$27.28	\$124.35	\$89.83-\$154.00/Ton	\$320,085.33	3,2,1
Gravel/Pulverize	Constructing an Improved Gravel Surface with Recycled HMA and Gravel	Varies	\$3.86	N/A	N/A	(Estimated Cost) \$45,290.67	3,2,1

*Figures provided above, are average costs for local road projects in 2021. Project estimates for the 2022 construction season will be determined based on bid/projected material, equipment, labor, and overhead/fringe cost.

**Pavement Surface Evaluation and Rating

***Anticipated Service Life may vary based on preventive maintenance investments.



Road
Commission
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County

TOWNSHIP AWARDS 2020

ALAMO



LARGEST IMPROVEMENT PASER

ROSS



HIGHEST AVERAGE PASER

WAKESHMA



LARGEST IMPROVEMENT IBR

Since 2018, RCKC has honored our Township partners with awards highlighting their commitment to local road pavement surface evaluation and rating (PASER) improvements. In 2021, we honored Alamo with the largest PASER improvement, Ross with the highest average PASER and Wakeshma with the Largest Improvement in Inventory Based Rating (IBR) of gravel roads. Previous award winners include Kalamazoo Township. Ross Township has received an award 3 years in a row! Congratulations and thank you for your support of our infrastructure.

LOCAL ROAD COST SHARING

It is the policy of the Board of County Road Commissioners of the County of Kalamazoo (Board) to have requirements for cost sharing for certain work on the local road system. Annually, the Board determines the amount of Local Road Participation Funds that may be used for matching purposes on local road heavy maintenance and construction projects. The money is distributed to each township on the basis provided for in the Board's Local Road Participation Fund Policy.

The Board has developed other policies addressing its requirement in participation for the placement of certain size culverts and replacement of bridges. However, the Board will approve the allocation of local road participation funds, to the extent they may be available, for use by the township to pay up to one-half the cost of the township share.

The Board will fund all routine maintenance activities from the road commission's local road maintenance budget to the extent that funds are available.

The Board will fund the application of a dust control agents to gravel roads from the road commission's local road maintenance bud-

get to the extent that funds are available. If a township determines it to be desirable to apply additional dust control agents to gravel roads on the local road system, the township may apply for a right-of-way permit in accordance with Board guidelines.

All work entered into with the township shall have a local road contract approved and signed by both the appropriate township official and the Board can designate the Managing Director to sign the local road contract(s) before the commencement of work. The local road contract shall include, at a minimum, the following: project description, including type of proposed improvement; estimated project costs, including engineering/permits; the amount of participation or other matching funds to be applied; and the township share for the improvement activity. In addition, the local road contract shall specify how overruns are to be addressed. The local road contract charges shall include the direct costs, the fringe, the indirect, the equipment, and the overhead charges as calculated by the most recent Act 51 Public Acts of 1951 report as filed with the State of Michigan.

Adopted: 9/20/94
 Amended: 4/23/02
 Amended: 11/30/10
 Amended: 11/28/17





Policy

LOCAL ROAD PARTICIPATION FUND...Page One

It is the policy of the Board of County Road Commissioners of the County of Kalamazoo (Board) to provide for and have requirements for its Local Road Participation Fund. Annually, the Board shall determine, in accordance with its budget, the amount of participation (PAR) funds to be made available to the townships for use on local road preservation-structural improvement (including special assessment), preventive maintenance and construction projects. Each township, in order to receive local road (PAR) funds, must match the funds on a dollar-for-dollar basis. The source of the township's matching money may be from its own funds, property owners' special assessment contributions, or unique private/public contributions.

The Board requests each township to work with our Road Commission designee to develop a 5-year road improvement plan supporting asset management for planning purposes and local road preservation.

Eligible local road preservation structural improvement, preventive maintenance, and construction projects include such activities as: significant storm sewer replacements/improvements, maintenance seals, hot mix asphalt (HMA) overlays, culvert/bridge replacements and road reconstruction activities. The Board will fund the pulverization costs of a local road project, if the road is returned to hard surface (HMA or double chip seal) within the same construction season. The Board will fund the cost of tree removal, ditching, high side shoulder removal and culvert replacements that have been identified as maintenance by the Road Commission for a project.

The Board's PAR fund allocation for use by the township is to be on the same basis that local road fund money is distributed to the Board from the Michigan Transportation Fund. The Road Commission is to notify each township of the amount of PAR funds available for its use by December 20.



Each township shall notify the Road Commission by January 20 their intentions regarding the local road PAR fund allocation, as follows;

1. Unable to use any of the allocated PAR funds, or
2. Only able to use a PORTION (amount indicated \$_____) of the allocated PAR funds, or
3. Able to use ALL of the allocated PAR funds, but NOT committed to participate in the PAR funds redistribution, or
4. Able to use ALL of the allocated PAR funds and COMMITTED to participating in the PAR funds redistribution.

The PAR funds from townships that are not being used, as indicated by January 20, will be redistributed by January 31st one time by the current distribution formula to those townships committed to participating in the additional PAR funds.

LOCAL ROAD PARTICIPATION FUND...Page Two



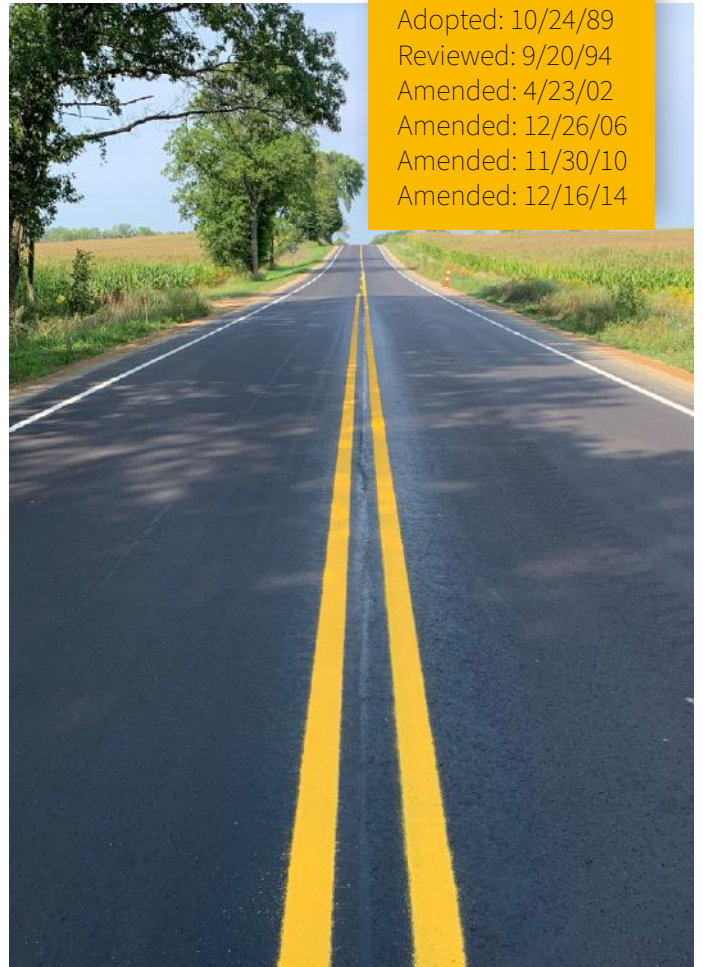
To encourage the bidding of HMA paving work early in the construction season and to be included in an early HMA bid letting, interested townships must provide a signed specific local road contract(s) based on a project estimate, by the close of business on February 28. If February 28 falls on a Saturday or a Sunday, the following Monday is the due date. Beginning January 2016, this deadline will be February 15.

The local road contract(s) with the Board will include language that authorizes 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 with overhead, the cost exceeds the local road contract and therefore the township requests not to make the award to the bidder.

Each township must obligate its portion of the PAR funds with signed specific local road contract(s) based on project estimates prepared by the Road Commission, which have been received by the close of business on May 15. If May 15 falls on a Saturday or a Sunday, the following Monday is the due date. Any participation funds not obligated by the close of the business day by the due date will be reallocated to the Board's primary road fund. Beginning January 2016, this deadline will be March 15.

PAR funds that are not obligated prior to May 15 (March 15 beginning in 2016) will be carried over to a subsequent year only with a specific project and a written agreement requiring Board approval. Such agreements will be made only under very special circumstances.

Local road project final billing(s) will be deducted from the township obligated yet unspent PAR funds. The township may use these remaining obligated yet unspent funds on another local road project or may apply it to a new local road project during that year, if time and weather permits, or will be allowed to carry the amount over to the following year with the provision that the carryover funds will be used first in that following year.



Adopted: 10/24/89
 Reviewed: 9/20/94
 Amended: 4/23/02
 Amended: 12/26/06
 Amended: 11/30/10
 Amended: 12/16/14

LOCAL ROAD CULVERT REPLACEMENT

It is the policy of the Board of County Road Commissioners of the County of Kalamazoo to provide for, and to require township participation, in the local costs associated with the replacement or construction of culverts >42” on the local road system. Local costs are defined as those charges associated with the replacement or construction of a bridge on the local road system that is not eligible for reimbursement from other sources. Those costs could include, but are not limited to engineering, permits, land acquisition, mitigation work, legal fees, as well as the construction work itself.

The Board 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. The Board will work to secure other funding sources whether from other local, and/or state, and/or federal in nature, to assist in helping financially support the culvert replacement or construction effort.



Adopted: 8/9/83
 Amended: 6/15/93
 Reviewed: 9/20/94
 Amended: 5/07/02
 Amended: 2/8/05
 Amended: 11/9/10



LOCAL ROAD BRIDGE REPLACEMENT

It is the policy of the Board of County Road Commissioners of the County of Kalamazoo to provide for, and to require township participation, in the local costs associated with the replacement or construction of bridges on the local road system. Local costs are defined as those charges associated with the replacement or construction of a bridge on the local road system that is not eligible for reimbursement from other sources. Those costs could include, but are not limited to engineering, permits, land acquisition, mitigation work, legal fees, as well as the construction work itself.

A bridge is defined as a structure including supports erected over a depression or an obstruction such as water, highway, pedestrian, or railway and having a track or passageway for carrying traffic or other moving loads, and having an opening measured along the center of the roadway of more than twenty (20) feet between under copings of abutment or spring lines of arches, or extreme ends of openings for multiple boxes. This may include multiple culverts and/or pipes, where the clear distances between openings is less than half of the smaller contiguous opening.



The Board will pay up to fifty percent (50%) 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. The Board will work to secure other funding sources whether from other local, and/or state, and/or federal in nature, to assist in helping financially support the bridge replacement or construction effort.

Adopted: 8/7/79
 Reviewed: 9/20/94
 Amended: 5/21/02
 Amended: 11/9/10



LOCAL ROAD DELAYED PAYMENT BY TOWNSHIPS



It is the policy of the Board of County Road Commissioners of Kalamazoo County (Board) to consider and possibly approve requests made by township boards of trustees to delay final payment(s) on specific local road improvement projects.

The Board will consider and approve a delay of the final payment(s) for a local road improvement project when:

1. The request is by official township board action for a specific project and a specific dollar amount.

2. The dollar amount and the length of delay are itemized at the time the local road contract is approved. Under no circumstances, unless otherwise contractually agreed to, will the Board authorize the final payment for a project after April 1 of the year following completion of the project.

3. The Board believes the Road Commission has adequate cash flow to carry the balance.

4. The Board believes that the project is in the best interests of the public, taking into consideration safety, health, and welfare of the public.

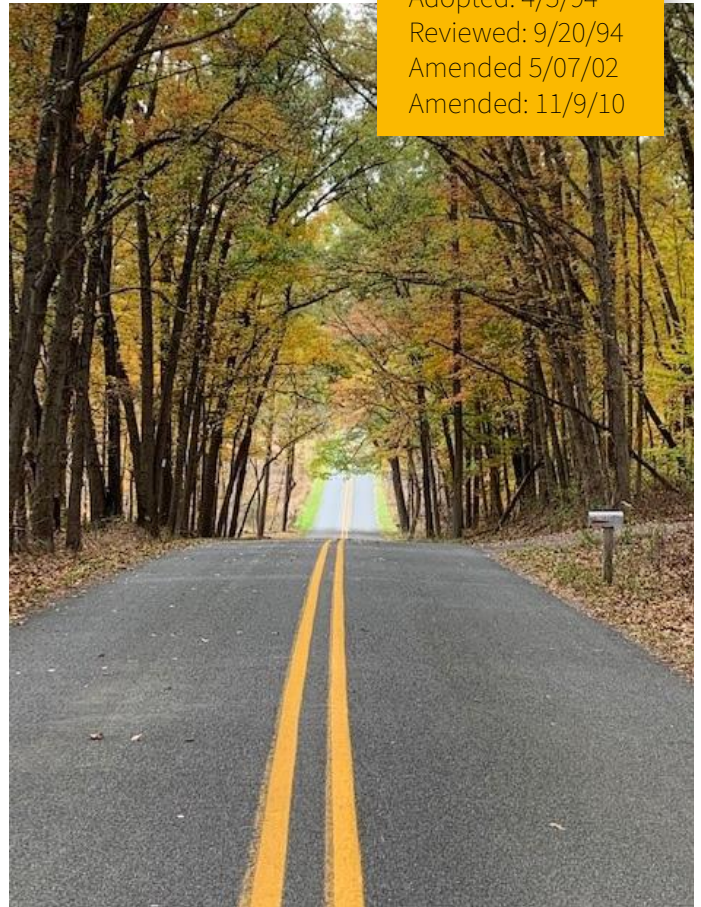
5. The township's budget, in relation to its road improvement program, appears appropriate.

6. The requested delay of payment was created by a situation that was unforeseen by the township or the Board, such as a major project cost overrun.

7. The township describes the specifics of the request in writing to the Board in a timely manner.

Although the Board does not normally charge interest on the unpaid balances of these invoices, the Board reserves the right to establish an interest rate as deemed appropriate and in accordance with state statute. In no case will the Board allow the following year's Participation Funds to be applied to the balance due.

Adopted: 4/5/94
Reviewed: 9/20/94
Amended 5/07/02
Amended: 11/9/10





Policy

FAILED CONDITION LOCAL ROAD

It is the policy of the Board of County Road Commissioners of the County of Kalamazoo to have requirements for cost sharing for road improvements on our local road system. Annually, the Board determines the amount of Local Road Participation (PAR) Funds that may be used for matching purposes on local road heavy maintenance and construction projects. The money is distributed to each township on the basis provided for in the Board's Local Road Participation Fund Policy.

The Road Commission of Kalamazoo County (RCKC) is responsible for the safety of the traveling public and must provide "reasonably safe" road conditions. It is critical to maintain our infrastructure assets as efficiently and cost effectively as possible. A transportation asset management plan on the local road network allows the RCKC to plan and prioritize road improvements. Data is collected on our local road system evaluating surface conditions using the Pavement Surface Evaluation Rating (PASER) system.

This policy applies to local roads deemed as failed condition by the RCKC in partnership with the Township and is the first step to improving the road long term. The first step to improve a failed road is to pulverize the existing surface and return it back to gravel in order to effectively maintain a "reasonably safe" condition. If a failed road is not improved according to our local road

cost sharing and local road participation fund program, the RCKC will implement the following steps to decrease our liability and maintain safe travel for the public:

- Attend Township Board meeting to specifically discuss and seek solutions for the failed local road segment.
- Staff will host a public meeting with the Township and the residents along the failed local road to discuss possible options for improvement.
- As an intermediate step, for a maximum of 6 months and/or as deemed in the best interest of public safety the RCKC will:
 - o Reduce the speed limit and close the road to thru traffic as an initial step (Rough Road/Advisory Speed)
 - o Continue to provide minimal routine maintenance in an effort to sustain the infrastructure reasonably safe for residence access.
- The RCKC will continue to encourage the Township to pursue other avenues for funding a project including special assessment and millage revenue.
- If a repair has not been initiated by the Township and/or residents within 6 months of closure to thru traffic the RCKC Board will require a written request from the Township Board for a local road PAR fund contract to return the failed road to gravel. The local road contract will include the RCKC pay 100% of the pulverizing. The remaining project cost will follow the Local Road Participation Fund policy with RCKC contributing fifty percent (50%) utilizing that Township's current year PAR funds, until the Township's portion of the contract is repaid.
- If the Township is unable to contribute fifty percent (50%) of the remaining project cost, that Township's current and/or future years' PAR funds will be utilized to fund the remaining fifty percent (50%) of the total project cost, until the Township's portion of the contract is repaid, including 100% pulverization.





Policy

COST SHARING FOR A TOWNSHIP INITIATED SEWER/WATER RELATED PROJECT Page 1

The Board of Road Commissioners of the County of Kalamazoo (Board) is committed to working with local governments to develop safe and efficient project coordination, across infrastructure assets, throughout the communities within Kalamazoo County.

The Road Commission of Kalamazoo County (RCKC) recognizes the value of coordination, while simultaneously acknowledging the necessity of working within applicable funding requirements and fiscal limitations and competing needs of other considerations for public use including utilities, engineering issues such as proper drainage, safety, and public right-of-way (ROW). All of these community and infrastructure interests should be valued appropriately in facilitating the development of coordination among infrastructure assets.

The RCKC recognizes the greatest opportunity for input is in the early planning stages for projects. Annually, RCKC publicizes our primary and local road capital improvement plan projects and works closely with local entities to plan local road projects according to the principles of asset management in a 5-year plan.

It is the policy of the Board to coordinate and have requirements for cost sharing hot mix asphalt (HMA) rehabilitation/reconstruction in coordination with township sewer or water installation projects within the public road right-of-way (ROW).

PRIMARY ROADS

The Board will consider allowing the allocation of funding to a township to assist with the HMA road rehabilitation/reconstruction, in coordination with a township sewer or water project, if the Board determines:

- the primary road is currently in poor condition (4,3,2,1) based on the pavement surface evaluation and rating (PASER), therefore requiring rehabilitation/reconstruction,
- the potential impact to other roads or infrastructure within the respective township would not be severely impacted,
- the township has worked cooperatively with the Board in advance planning for such project, and
- the project is identified in the current 5-year Primary Road Capital Improvement Plan.





Policy

COST SHARING FOR A TOWNSHIP INITIATED SEWER/WATER RELATED PROJECT Page 2

LOCAL ROADS

Annually, the Board determines the amount of Local Road Participation (PAR) Funds that may be used for matching purposes on local road, heavy maintenance and construction projects. PAR fund dollars are distributed to each township on the basis provided for in the Board's Local Road PAR Fund Policy.

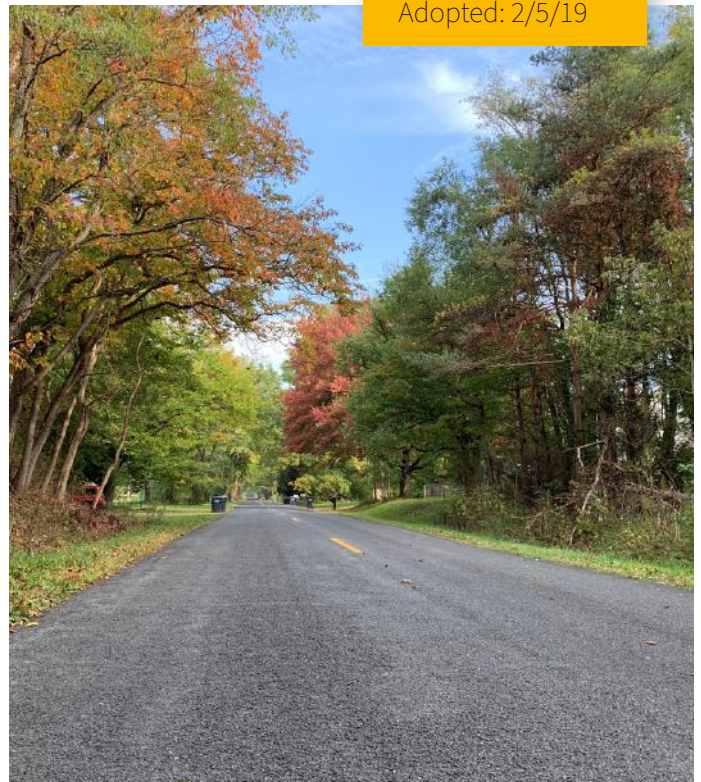
The Board will consider allowing the allocation of up to one-half of a township's current year's Local Road PAR Funds to that township to assist with the HMA road rehabilitation/reconstruction, in coordination with a township sewer or water project, if the Board determines:

- the local road is currently in poor condition (4,3,2,1) based on the pavement surface evaluation and rating (PASER), therefore requiring rehabilitation/reconstruction,
- the current average PASER for the Board's local road system within the respective township is currently in a fair PASER rating (7, 6, 5) condition,
- the potential impact to other roads or infrastructure within the respective township would not be severely impacted, and
- the township has worked cooperatively with the Board to plan projects in advance of a given project to develop a 5-year road improvement plan supporting asset management for planning purposes and local road preservation.

Any RCKC funds shall only be applied to the costs for the top course of HMA on a local road or primary road, to the extent funds may be available. All other costs associated with the rehabilitation/reconstruction of the roadway for the sewer or water project shall be the responsibility of the township. The township will provide any and all requested documentation with the invoicing to the Road Commission for this improvement including, purchasing/bid documentation, proof of acceptable contractor payment, design/construction plans, inspection reports, material testing reports etc. RCKC shall verify the newly constructed road meets current policy and construction guidelines before payment is issued.

All local road and primary road projects with the township shall have a project estimate from the township and a local road contract approved and signed by both the appropriate township and RCKC official. The Board can designate the Managing Director to sign the local road contract(s) at minimum one (1) year before the commencement of work. The RCKC road contract shall include, at a minimum, the following provided by the township: project description, including type of proposed improvement; estimated project costs, including engineering/permits; the amount of participation or other matching funds to be applied; and the township share for the sewer or water improvement activity. The road contract shall specify the township will be responsible for the project and overruns. In addition all other Board policies, permitting and guidelines apply. If applicable, the road contract charges shall include the direct costs, the fringe, the indirect, the equipment, and the overhead charges as calculated by the most recent Act 51 Public Acts of 1951 report as filed with the State of Michigan.

Adopted: 2/5/19



The Board of County Road Commissioners of the County of Kalamazoo non-motorized policy provides a guideline for the development of non-motorized facilities in the public right-of-way. The Board of County Road Commissioners of the County of Kalamazoo is committed to working with local governments to develop safe and efficient non-motorized transportation routes throughout the communities within Kalamazoo County. The Road Commission of Kalamazoo County (RCKC) recognizes the value of non-motorized facilities, while simultaneously acknowledging the necessity of working within applicable funding requirements and fiscal limitations and competing needs of other public use considerations including utilities, engineering issues such as proper drainage, safety, right-of-way (ROW) dimensions, as well as the competing interests of users such as pedestrians, joggers, runners, strollers and bicyclists. All of these community and administrative interests should be valued appropriately in facilitating the development of a non-motorized policy and process.

The RCKC recognizes the greatest opportunity for input is in the early planning stages for projects. Annually, RCKC publicizes our primary road capital improvement plan projects and works closely with local entities to plan local projects. RCKC also participates in regional non-motorized planning discussions. The needs of all legal users are understood to be important and considered for roadway projects by RCKC.

Providing these non-motorized facilities is generally considered a responsibility of the local unit of government in which it will be located. The RCKC may be involved in certain instances in providing in whole or in part similar non-motorized facilities as they may determine. Non-motorized facilities may be part of a primary or local road or standalone project.

Application Process

To establish adequate planning, communication and coordination of local and RCKC projects, RCKC has developed an application process for approval of non-motorized facilities in the public right of way. Projects to be considered



should be submitted a minimum of three (3) years in advance of design engineering for federal projects and prior to the start of design engineering for other projects, unless funding requests make this impossible, preferably in the early design stages. Projects should be identified as part of the RCKC primary road and/or local plan. Applications submitted after that deadline will be considered for approval and funding after all timely applications are processed, and may be subject to additional charges connected with the late submission and related costs, if any.

RCKC will consider American Association of State Highway and Transportation Officials (AASHTO) guidelines and other resources for planning, design and construction of non-motorized facilities.

Types of non-motorized facility requests to consider may involve, but are not limited to the following:

- A. Non-Motorized Paths (separated from the roadway)**
- B. Paved Shoulders (along existing roads)**
- C. Signed Routes (on existing roads)**
- D. Sidewalks**

RCKC may also consider the following factors as identified in the application process:

- Current Pavement Surface Evaluation and Rating (PASER) of local and primary roads and bridges
- Land Use and development
- Road classification
- Current and future capacity needs of roadway
- Safety and mobility
- Cost of incorporating and maintenance of the facility
- Existing facilities and connectivity
- Right-of-way limitations
- Drainage
- Utilities
- Environmental constraints

All projects are unique and present their own challenges, constraints, funding sources and opportunities. Therefore, it is understood that the methods of accommodation will vary from project to project, and what works in one area may not work in another. Every community RCKC serves has its unique perspective on non-motorized facilities and therefore partnerships in this area will vary. Each community should consider non-motorized facilities as part of land use and development.

All costs associated with any non-motorized facility must be fully funded including the application review and development, design and construction engineering, project construction and any future maintenance.

Appropriate written agreements will be required as a provision of the application request (the application form is attached as Exhibit “A”). Attached as Exhibits “B” – “D” are sample agreements that could be used and modified as necessary to clearly establish responsibilities for such facilities in the road right-of-way, which includes funding sources.

It is important to recognize there are not enough funds available to improve every road in the county, nor accommodate all requests for non-motorized facilities.

Townships and local governments should complete the

appropriate application request to RCKC during the planning and design stages of projects. As design progresses the opportunity for input greatly decreases. Once the detailed design phase begins and projects are submitted for bid lettings the opportunity for additions and/or revisions to the plan decreases and is very limited and costly. Once the written application is completed and approved, RCKC reserves the right to decline to change the parameters and specifications of the project or to require the requesting locality to pay additional charges related to any changes or delays.

The following sections provide guidance for designing non-motorized facilities to be constructed in the public right of way – in accordance with RCKC guidelines/policies, applicable regulations, statutes, and funding limitations (non-motorized facilities included as part of a plat development will be considered in the RCKC plat review process).

Notice of non-motorized facility transfer:

Projects already constructed (such as privately developed plats with sidewalks and non-motorized paths) must provide notice of intent to cede the non-motorized facility at a minimum, one (1) year in advance of the transfer, unless development timelines make this impossible, preferably in the early design stages. The non-motorized facility must be ceded with plans for, or contemporaneous provision of



adequate funding for maintenance, repair and on-going obligations related to the upkeep of the non-motorized facility. All costs associated with any non-motorized facility must be fully funded, including all future maintenance. Projects without plans for, or contemporaneous provision of such funding may be rejected. Projects already constructed and then ceded to the jurisdiction and/or oversight of the RCKC must have been constructed in accordance with RCKC guidelines/policies, applicable regulations, statutes, and funding requirements at that time.

A. NON-MOTORIZED PATHS

A non-motorized path is considered to be a facility that is separated from the motorist-traveled portion of the roadway. It is also considered to be different than a sidewalk, in that sidewalks have specific statutory status, especially as it pertains to construction and liability matters.

Such non-motorized paths will not be signed, or designated as “exclusive” bike paths because they are intended for multiple non-motorized uses, and all users should be encouraged to use the facility rather than the roadway. Existing sidewalks shall be enlarged to provide for the non-motorized path.

Width and Clearance:

The paved width and operating width are primary considerations. A facility intended for two-way traffic should have a minimum width of ten (10) feet, or for one-way traffic a minimum width of five (5) feet, in order to accommodate bicycle traffic as well as other non-motorized uses such as walking, running, wheelchairs, wagons and roller skates.

A two (2) feet wide (minimum) clear graded area is recommended along both sides of the paved path and vertical clearance to overhead obstructions should be a minimum of eight and one-half (8½) feet. All bridges, culverts etc. needed to accommodate these facilities should provide for these same minimum standards.

A wide separation between the facility and the roadway is desirable for safety reasons. The facility should typically be



located starting one (1) foot off the outer edge of the RCKC right-of-way and provide minimum clearances of six (6) feet from back of curb on roads with curb and gutter; ten (10) feet from edge of roadway pavement (where there is no ditch), or twenty (20) feet from centerline of right-of-way (where there is no ditch), or one (1) foot behind the top of drainage backslope (where ditch exists), whichever is greater. These clearances shall also be used as a guide for allowing deviations from the location starting one foot off the outer edge of RCKC right-of-way.

Where these minimum requirements cannot be obtained in the right-of-way or where there is evidence that a roadway will require widening beyond two lanes, consideration must be given to acquiring additional right-of-way to accommodate the proposed roadway, the facility, and the minimum clearances and widths stated.

Pavement & Structures:

The type of material, thickness of surface and base are of primary importance as is the proper design of all structures needed to accommodate the facility. These designs should be determined by engineers after an analysis of soils, wheel loads, and other site-specific requirements are

considered.

Normally, however, the pavement should be a minimum of four (4) inches concrete or three (3) inches bituminous surface over six (6) inches of processed road gravel. A cross slope of two (2) percent should be provided to allow for proper drainage.

Signing & Marking:

Adequate signing and marking is an important safety consideration. General guidance is provided in the Michigan Manual of Uniform Traffic Control Devices.

Signing and marking requests must be in writing using the RCKC right-of-way application and shall be reviewed by the RCKC's Engineering Department. All approved signage and marking related to installation and maintenance costs are the responsibility of the requesting party. Only signing necessary for safety should be erected so as not to create confusion or restrict vision.

Design Speed, Grades and Alignment:

Many other factors must be considered in the design of the facility. Design speed of twenty (20) mph is normally considered adequate except for steep grades where a higher design speed should be used.

Grades and pavement elevations should be given special consideration in relation to the roadway facility and adjoining properties so as to cause minimal concern for safety, drainage, driveways, yards, etc. Profiles of the curbs and/or roadway should be utilized as a guide for such determination.

Changes in alignment and curves to accommodate such changes should be adequate to provide for the design speed selected and the safety to users of the facility.

Intersections:

Where the facility crosses a roadway, special consideration for selecting the proper location and placing adequate controls must be given. Locations shall be reviewed and



approved by the RCKC's Engineering Department.

Operation & Maintenance:

The agency responsible for the control, maintenance and policing of non-motorized paths will be established prior to construction approval. Winter maintenance will be the sole responsibility of the requesting township or locality. A written agreement specifying local responsibility for maintenance, repair and restoration of the path and stating the local community will save harmless, indemnify and defend the RCKC for all related claims for as long as such path exists must be executed prior to issuance of a permit or nonmotorized facility approval by the RCKC.

The RCKC will be responsible only for reviewing plans to assure conformance to the guidelines set forth above relative to geometrics within the right-of-way and for issuance of a permit or facility approval.

Attached as Exhibit "D" is a sample agreement that could be used and modified if necessary to clearly establish responsibilities for such facilities in the road right-of-way.

Design Exceptions:

This policy is intended to provide to the general public,



Policy

NON-MOTORIZED FACILITIES Page 5

businesses, utilities, and governmental entities RCKC guidelines for construction, operation, maintenance, use and/or removal of non-motorized facilities within the county road right-of-way.

Requests for variance from these guidelines must be in writing and should include sufficient detail to support a reasonable justification for the request so that RCKC can determine if the variance should be granted. Individual requirements or specifications required by applicable law, regulation, or RCKC policy may be waived or modified in cases considered meritorious in the RCKC's discretion.

If any part of this policy is found invalid, such invalidity will not affect the validity of the remaining portions of the policy.

The RCKC also has additional policies for regulating the right-of-way. These policies are available from the RCKC and on our website: www.kalamazoocountyroads.com.

B. PAVED SHOULDERS

There is considerable emphasis today on the need for paved shoulders to accommodate non-motorized transportation, particularly in urban areas.

Under certain circumstances the RCKC may from time to time suggest or recommend the construction of sidewalks or non-motorized paths where it is deemed advisable for safety, liability or maintenance reasons. Generally, such recommendations will be made when traffic volumes or non-motorized uses are exceptionally high or where adequate right-of-way is available. RCKC will approve appropriate maintenance treatments as identified in the appropriate primary road and local road plans.

When the RCKC allows for construction of a paved shoulder it shall be the policy that:

1. The cost for constructing the paved shoulder is the responsibility of the requesting party, unless otherwise agreed. The requesting party may also be required to resurface the existing roadway, dependent on its condition

and PASER rating.

2. The paved shoulder will not be designated as any special facility, such as a bicycle path, but be treated as a normal road shoulder.

3. Both shoulders shall be paved along a section of roadway as opposed to only paving one side.

4. All construction shall be done by or under the direct supervision of the RCKC in accordance with current standards of construction and design. The width to be a maximum of four (4) feet on uncurbed roadways and six feet on curbed roadways unless a special exception is granted. Paved shoulder shall match existing road pavement design.

5. The RCKC will only perform maintenance of the shoulders following completion and acceptance of construction.

C. SIGNED ROUTES

There may be times when it would be desirable to sign an existing roadway (without paved shoulders or separated path) as a "Bike Route". This may also be needed for the purpose of providing continuity of routes within the County or regionally.

An agreement with the local unit of government shall be executed assigning certain responsibilities for signing, maintenance and liability of such routes.

D. SIDEWALKS

Sidewalks constructed by local units of government on county roads shall conform to the following general guidelines and as noted above in the Non-Motorized Paths Widths and Clearance section. Sidewalks must receive the approval of the RCKC before construction begins.

1. The sidewalk width shall comply with any requirements of applicable funding provisions.

2. Current construction standards of the Michigan Department of Transportation shall be used for the design and construction of all sidewalks.

3. Sidewalk elevations shall be determined by the RCKC for uniformity in relation to the profile or proposed profile to curbs and/or roadway.

There are quite specific statutes regarding sidewalk construction and liability. RCKC approval of the design and construction plans is a prerequisite before locating a sidewalk on a county road and before issuance of a right-of-way permit or before non-motorized facility project approval. (See Exhibits B and C)

E. PROJECT TYPES

There are three basic types of non-motorized facility projects, based on statutory regulation and funding sources. They are:

- (1) non-motorized facilities that are not sidewalks (non-motorized paths);
- (2) sidewalks funded by special assessment districts; (see, e.g., MCL 41.722(2)(a)-(c); and
- (3) sidewalks funded by township or other funds (see, e.g., MCL 41.288(1) and 41.288a(3)).

The same, basic application form will be used to seek approval for all of these types of projects, but other requirements and forms to be completed will vary based on the type of project and funding source. The Non-Motorized Facilities Agreement is to be completed concurrent with submission of the Non-Motorized Facilities Request Application form and will vary based on the type of project proposed. Each project must comply with the specifications of any applicable funding source(s). RCKC reserves the right to assess fees or require reimbursement of costs related to compliance with any such specifications or regulations, including, but not limited to, the following: engineering costs associated with ensuring compliance with applicable standards as enumerated by funding sources; as required to discharge RCKC’s administrative obligations; and as necessary to ensure payment of extra costs or cost increases which exceed the original programmed amount. Further, to the extent a project is subject to a special assessment which outlines particular factors for RCKC approval, RCKC reserves the right to participate in the development of the non-motorized facility. Should a conflict arise regarding the source of the funding for the project, the conflict will be resolved in favor of funding RCKC priorities and administrative costs, first. Projects funded through a special

assessment district will be treated as township owned to the extent consistent with applicable laws regarding right-of-way usage.

F. OTHER

The RCKC will not take on the responsibility for unfunded maintenance of any non-motorized path or sidewalk in the road right-of-way in a plat dedicated to the public use after construction by a private developer. The requirements of the RCKC Non-Motorized Facility Policy apply equally to any sidewalk or non-motorized path constructed by a private subdivision developer or plat owner. In other words, if any sidewalks or non-motorized path are contained in the right of way of a road dedicated to the public, then the dedicator must provide on-going funding for their upkeep and maintenance, or agree to indemnify the RCKC for any costs related to the maintenance, winter maintenance, signage, repair and restoration of the sidewalk or non-motorized path, so long as they exist. RCKC reserves the right to decline roads dedicated to the public without adequate maintenance funding provisions, or to identify such dedicated roads as secondary and not entitled to maintenance or winter maintenance (or other services) until after appropriate funding has been allocated by the sponsoring township.

Please visit the Non-Motorized Facilities Policy on the Engineering page of our website to view the referenced exhibits.

Adopted: 1/28/14
Amended: 12/16/14
Amended: 11/03/2015

