



**BOARD OF COUNTY ROAD COMMISSIONERS OF THE COUNTY OF KALAMAZOO
WORK SESSION AGENDA
AFTER THE REGULAR SCHEDULED BOARD MEETING**

**SEPTEMBER 15, 2020
(APPROXIMATELY 3:30 PM BASEMENT BOARD MEETING ROOM)**

Please take notice that a meeting of the Board of County Road Commissioners of the County of Kalamazoo is scheduled for the above stated date and time according to [Executive Order 2020-176 \(COVID-19\)](#) for the purpose of considering the following items:

Call to Order

Approval of Agenda

New Business:

- A. Request Discussion on the Road Commission of Kalamazoo County Pension**
- B. Request Discussion on Non-motorized & Signs**
- C. Request Discussion on the Board Meeting Guidelines Draft Revised Policy**
- D. Request Discussion on the Neighborhood Traffic Management Draft Policy**
- E. Request Discussion on the Board Self Evaluation and Managing Director Evaluation**
- F. What to expect at the October 27, 2020 Board Work Session**
 - **2021 Budget**
 - **2021 – 2025 Primary Road Capital Improvement Plan (CIP)**
 - **2021 Organizational Goals**
 - **Fee Schedule**
 - **Construction Guidelines**

Citizen Input on Non-agenda Items

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 according to [Executive Order 2020-176 \(COVID-19\)](#) 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 3801 E. Kilgore Road Kalamazoo, MI 49001 Telephone: (269) 381-3171 or Email: info@krcr-roads.com Website: www.kalamazoocountyroads.com



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Memo

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

From: **Joanna I. Johnson, Managing Director**

CC: **RCKC TEAM**

Date: **09/10/2020**

Re: **Board Weekly Report – Work Session**

A. Request Discussion on the Road Commission of Kalamazoo County (RCKC) Pension

Update will be provided on the status of the RCKC Pension and Memorandum of Understanding.

B. Request Discussion on Non-motorized & Signs

Update will be provided on the RCKC efforts for non-motorized and signage.

C. Request Discussion on the Board Meeting Guidelines Draft Revised Policy

The draft policy revision is being proposed for future opportunities for Board member participation remotely (non-COVID-19 related). We now have experience in this type of participation for Board meetings and we may want to consider it in the future on a limited basis. We have confirmation from the Michigan County Road Commission Self Insurance Pool (MCRCSIP) this is allowable for Board of County Road Commissioners.

D. Request Discussion on the Neighborhood Traffic Management Draft Policy

This policy has been reviewed in depth by the RCKC team. We reviewed similar policies as reference. The policy is intended to assist in responding to various traffic calming requests from our various partners and stakeholders. Key elements to the policy include a defined process/criterion, engineering analysis and judgment, property owner participation and coordinated efforts. A key part of the policy is funding for such traffic calming measures on local roads is to be funded by the Township. Project special assessments by a Township is an option for them to consider as a funding mechanism. Local Road Participation (PAR) funds would not be eligible to be used. Upon Board feedback we will share this with our Township partners for feedback to be considered at a future date.

E. Request Discussion on the Board Self Evaluation and Managing Director Evaluation

Both evaluations are being provided as reminders and the Managing Director Evaluation is due by December 31st.

F. What to expect at the October 27, 2020 Board Work Session

- **2021 Budget**
- **2021 – 2025 Primary Road Capital Improvement Plan (CIP)**
- **2021 Organizational Goals**
- **Fee Schedule**
- **Construction Guidelines**

Review of items we tentatively have for discussion October 27th following our regular Board meeting.

MEMORANDUM OF UNDERSTANDING

This memorandum outlines the understanding the Road Commission of Kalamazoo County (the “Road Commission”) and County of Kalamazoo (the “County”) concerning the participation of the Road Commission in the Kalamazoo County Employees Retirement System (the “Retirement System”).

Section 1. Background

The Retirement System provides pension benefits for employees of the Road Commission, the County and Kalamazoo Community Mental Health (“CMH”). The County is the administrator of the Retirement System. All funds contributed by the Road Commission, the County and CMH (together, the “Employing Units”) are held in a single trust and pooled for investment purposes. The County has historically provided each of the Employing Units separate accounting for their respective participating employees, including the accrued liabilities and assets allocated to each of the Employing Units. The parties acknowledge that the funding of the accrued liabilities attributable to each of the Employing Units varies.

The parties have discussed the restrictions on funds contributed by the Road Commission to the Retirement System to fund benefit payments to employees of other Employing Units. This memorandum outlines the understanding of the parties with respect to those funds.

Section 2. Applicable Legal Considerations

The Retirement System is structured as a tax-qualified plan under section 401(a) of the Internal Revenue Code of 1986, as amended (the “Code”). The Retirement System is a single trust fund that provides a similar benefit structure to each of the Employing Units. All assets in the Retirement System are comingled for investment. Because the Employing Units are all governmental employers, the Retirement System is not covered by the Employee Retirement Income Security Act of 1974 (“ERISA”). Instead, the Retirement System is subject to Michigan law as well as the tax-qualification requirements of the Code.¹

The State Trunk Line Highway System Act 51 of 1951 (“Act 51”) includes a restriction on funds that provided to the Road Commission. These funds are designated as “Michigan Transportation Funds” and cannot be used for any purpose other than funding road related projects.² Because of this restriction, funds contributed by the Road Commission to the Retirement System can only be used to pay pension benefits to Road Commission employees who participate in the Retirement System. The parties have concluded, however, that Act 51 does not prevent commingling of these restricted funds with other funds for investment purposes the Retirement System.³

Section 3. Road Commission Participation Treated as a Separate Plan

¹ State law may be preempted for a plan that is subject to ERISA. However, the Retirement System is a “governmental plan” as defined in section 3(32) of ERISA and is exempt from the federal statute. ERISA § 4(b)(1).

² MCL § 247.660(2).

³ Pooling multiple plan investments in a single trust is expressly permitted in IRS Revenue Ruling 81-100. The primary condition is that each of the plans in such a group trust must be tax-qualified under section 401(a) of the Code.

Restrictions on the use of funds held in a retirement trust, like the Act 51 restriction, is addressed in regulations from the U.S. Department of Treasury for tax-qualified retirement plans. Under these regulations, a single trust fund like the Retirement System is treated as consisting of multiple plans when a portion of the trust's assets is not available to pay benefits to all trust beneficiaries. This will be so even if the plan has a single plan document and the same benefit structure for all participants.⁴ Even though the Retirement System has some of these characteristics, the Act 51 restriction on the use of Road Commission funds means that the Retirement System is treated as a single trust with multiple retirement plans.

The Retirement System will treat the participation of the Road Commission as a separate, single-employer plan within the Retirement System to ensure that the use of funds contributed by the Road Commission are restricted as required Michigan law. The parties acknowledge that Retirement System has historically accounted for the assets and liabilities of the Road Commission separately. The intent of this memorandum of understanding is to memorialize this practice. Accordingly, the Retirement System will segregate the accounting for the participation of the Road Commission as follows:

- (a) Restrict the use of funds attributable to the Road Commission to paying benefits to Road Commission employees.
- (b) Provide separate accounting for Road Commission contributions to the Retirement System.
- (c) Maintain records of investment earnings, gains and losses separately with respect to funds contributed by the Road Commission.
- (d) Account for liabilities for plan benefits separately with respect to Road Commission employees.
- (e) Account for benefit payments to Road Commission employees solely from the Road Commission assets held in the Retirement System.
- (f) Provide actuarial analysis and calculate funding obligations separately for Road Commission employees.
- (g) Provide actuarial reports to the Road Commission that treats its participation in the Retirement System as a separate, single-employer plan.

Other Legal Considerations

The Road Commission is affiliated with the County and the County may be construed under state law as the common law employer of Road Commission employees. The parties acknowledge characterizing Road Commission workers as employees of either the County or the Road Commission is not relevant to the characterization of the Retirement System as a collection of separate retirement plans.

The parties acknowledge that the Retirement System is subject to the Public Employee Retirement System Investment Act ("PERSIA"). PERSIA imposes pension plan management

⁴ Treas. Reg. § 1.414(l)-1(b)(1).

requirements on the County as the administrator of the Retirement System. The parties have concluded that PERSIA does not conflict with the treatment of the Retirement System in the manner described in this memorandum of understanding.

[Signature Page Follows]

EXECUTION PAGE

Each party, by executing this memorandum of understanding below, acknowledges it's understanding of the terms of this memorandum and agreement to act in accordance with the terms included herein. This memorandum may be executed in multiple counterparts, each and all of which shall be deemed an original and all of which together shall constitute but one and the same instrument.

COUNTY OF KALAMAZOO:

Dated:

ROAD COMMISSION OF KALAMAZOO COUNTY

Dated:



Road Commission
of Kalamazoo County

3801 E. Kilgore Road
Kalamazoo, MI 49001
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Background:

2045 Proposed Bike Commuter Routes Southwest

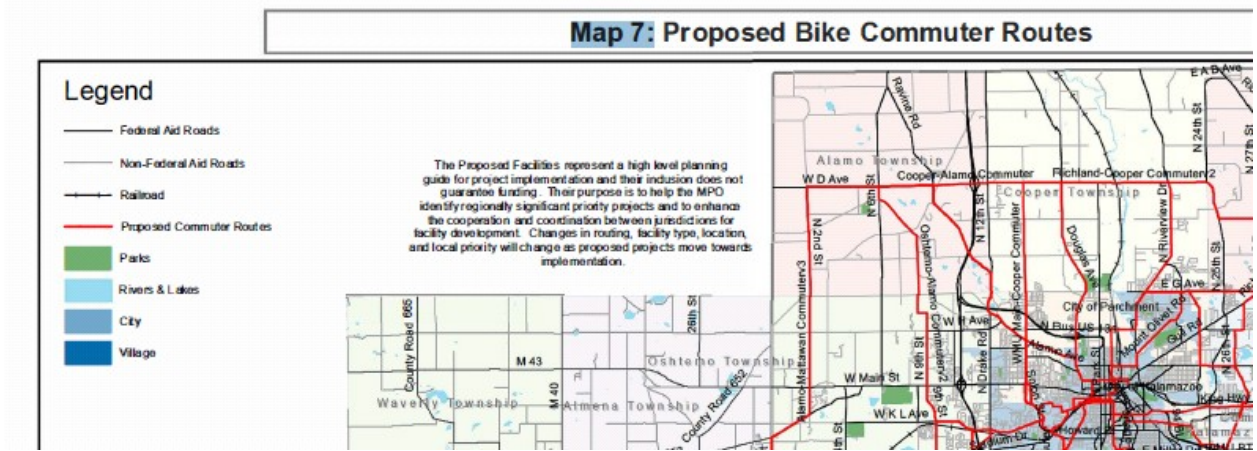
Michigan Bikeway

RCKC Signing Implementation Plan

Kalamazoo Area Transportation Study (KATS); [2045 Metropolitan Transportation Plan \(MTP\)](#).

In order to understand the non-motorized long term planning it is best to review the MTP Non-motorized Element in its entirety and as it pertains to the Map 7: Proposed Bike Commuter Routes. The non-motorized element of the 2045 MTP notes: "...The Non-motorized element of the KATS MTP identifies existing bicycle and pedestrian facilities, reviews improvements for a future network, and provides funding information. The non-motorized system is envisioned as a single unit and therefore should be noted that these plans and project recommendations are macro in nature. Prior to proceeding with any recommendations, a corridor level assessment should be completed in order to fully investigate the appropriateness of the proposed roadway, bicycle, or pedestrian facility modifications. Further project refinement and precise alignments will be determined as projects are implemented..." KATS estimates the bicycle commuter routes for RCKC to be approximately 334.5 miles of our 1,267-mile roadway network. As of October 2, 2018, there were 720 miles on the KATS Commuter Routes map.

Kalamazoo Area Transportation Study Metropolitan Transportation Plan Adopted: 4/27/16



To support the proposed MTP bicycle commuter routes, establish uniformity in the installation and maintenance of signs, and in recognition of the importance of a complete network, the Road Commission of Kalamazoo County (RCKC) adopted a Sign Policy dated January 2018, which included accommodations for bicycle commuter routes. Per this policy, the Bike Route (D11-1c) guide sign and supplemental plaques for commuter bike facilities (as identified in the KATS Study 2045 MTP, Map 7 document) will be installed and maintained by the RCKC. These signs shall feature a white legend on a green background with a modification as allowed per the Michigan Manual of Uniform Traffic Control Devices (MMUTCD) for the Route name text of “Southwest Michigan Bikeway” in place of “BIKE ROUTE”. These signs shall be installed only where a corridor level assessment has been completed by the traffic engineer to fully investigate the appropriateness of the proposed facility. Supplemental directional arrows (M series) will accompany these signs to guide cyclists along the routes where necessary.

Note: Individual township non-motorized plans must also be considered.

Presently, these signs are funded by the RCKC using Michigan Transportation Fund (MTF) dollars.

Resources:

[RCKC Sign Policy](#)

[RCKC Non-motorized Facilities Policy](#)



Proposed RCKC Map 7 Implementation Plan

Revised Date: 7/10/2020

Data Collection

- RCKC is partnering with Traffic Tech Services (contractor who does our pavement marking inspection and traffic counts) through KATS to collect roadway data on pavement width and shoulder width. **Complete**



Analysis

- RCKC performed a high-level review of KATS Map 7 and identified when CIP 2018-2022 projects fell on each route segment. **Complete.**
- RCKC compared KATS Map 7 and proposed non-motorized facilities from available township plans **Complete.**
- RCKC identified roadways where proposed bike routes might be better located than parallel routes shown on Map 7. **Complete.**
- RCKC staff will evaluate safety, shoulder width, and geometric impacts for the roads considered for proposed 2018 implementation. **Complete.**
- RCKC will analyze routes for safety, shoulder width, and geometric impacts for all roads in the implementation plan. **Complete.**



Implementation

- RCKC is reaching out to township supervisors on any 2018 projects to see if widening for non-motorized facilities are desired. Townships would be responsible for costs to widen and projects may be delayed a season for 2019 construction. **Complete.**
- RCKC will sign roadways proposed for 2018 implementation meeting technical approval. **Complete to the extent possible**
- RCKC will reach out to township supervisors about 2019-2022 CIP projects and widening for desired non-motorized facilities. Townships would be responsible for costs to widen roads. **Completed annually with approved CIP for the current year.**
- RCKC will coordinate with KATS on potential changes to routing and Map 7. **In Progress**
- RCKC will draft a five-year implementation plan for the updated Map 7 network. **Awaiting KATS updated Non-motorized element in 2050 Metropolitan Transportation Plan**

- RCKC will request input on the implementation plan from the Kalamazoo Bike Club. Information sought will be related to frequency of route use to prioritize routes for implementation.
Completed

RCKC will finalize a five-year implementation plan for the updated Map 7 network. **Awaiting KATS updated Non-motorized element in 2050 Metropolitan Transportation Plan**

Proposed routes for 2018 Implementation

- Q Avenue (8th Street to 12th Street) **Complete 8/3/18.**
- East Main Street (City Limits to Nazareth) **Not Started – Discussion with township required as currently signed with “BIKE ROUTE”**
- Nichols Road (M43 to Ravine Road) **Complete 7/6/18 Note: this area was difficult to sign based on the number of existing signs**
- 11th Street (Parkview Avenue to West Michigan Avenue) **Complete 8/3/18.**
- Mosel Avenue (Douglas to Riverview Drive) **Not Started – This segment is not on the current Map 7, however may be signed**
- 12th Street (Q Avenue to Parkview Avenue) **Complete August 2018.**
- Parkview Avenue (Drake Road to 11th Street) **Complete August 2018.**
- 11th Street (Parkview Avenue to KL Avenue) **Complete August 2018.**
- River Street (ML Avenue to E Michigan Ave) **Complete July 2019 Note: this area was difficult to sign based on the number of existing signs**
- 26th Street (E Michigan Ave to H Avenue) **Complete July 2019**
- 26th Street (H Avenue to M43) **Complete July 2019**
- East Michigan Avenue (River Street to 26th Street) **Complete July 2019**
- H Avenue (26th Street to 26th Street) **Complete July 2019**

Note: These routes are preliminary estimates only and a detailed review of the pavement width, safety impacts, and geometrics needs to be completed before signing the route.

BOARD MEETING GUIDELINES

It is the policy of the Board of County Road Commissioners of Kalamazoo County (Board) to provide for and have guidelines for public participation in meetings of the Board, as provided under Act 267 of the Public Acts of 1976, or commonly referred to as the Open Meetings Act.

A Board Member may participate in regularly scheduled Board meetings by teleconference or video conferencing a maximum of four (4) times annually subject to everyone present can hear all communications at all times. If a Board Member's participation by teleconference or video conferencing is interrupted or terminated at any time during the Board meeting, the Board may lose its quorum and the right to conduct substantive action. A roll call voting procedure will be followed when a Board member is participating by teleconference or video conferencing to provide clarity of the minutes and of the vote.

It shall be the Board's policy to receive public comments on agenda items and non-agenda items at regularly scheduled Board meetings or at Board meetings being called to order by the Board. If there are special needs for an individual to make a presentation to the Board, they must notify the Board in advance of the meeting.

At the start of any meeting, the Board may require those wishing to address the Board to make their intention to do so be known.

Only after being acknowledged by the Chair, or Acting Chair, shall a member of the public in attendance initiate their presentation.

Any member of the public wishing to present statements, correspondence, comments or questions to the Board under the provisions of this policy, shall identify themselves by name, their address, if they represent an organization, and the issue being discussed in their presentation.

A. Non-agenda items:

The members of the public in attendance at the Board meeting shall be given the opportunity to address the Board at Citizen Input that is placed early on the agenda on any subject or issue other than those listed on the agenda.

A second opportunity shall be given to members of the public in attendance to speak on any issue, agenda or non-agenda item, towards the end of agenda and prior to the Board's adjournment.

These comments, statements or questions shall be limited to not more than three (3) minutes for each person addressing the Board, unless the time limit is specifically waived by the Board for a particular issue.

While all the 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.

B. 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. All comments, statements or questions will be directed to the Board.

The sequence of speaking on agenda items will be as follows:

1. The Chair identifies the agenda item.
2. Road Commission staff will review the agenda item for the Board.
3. The Chair will then recognize members of the public in attendance to address the Board on the specific agenda item. The Board members may or may not ask questions of the individual speaking at this time.
4. After the public has been given the opportunity to speak, the Board will then start its discussion. There will be no further public comment unless specifically requested by the Board.
5. The Board will then take action on the agenda item after their discussion.

Members of the public will limit their comments, statements or questions to not more than three (3) minutes for each person addressing the Board, unless the time limit is specifically waived by the Board for a particular issue.

The Board appreciates receiving any written documents, photos, drawings, etc. as part of the citizen(s) presentation during the opportunity for public comment.

The Board encourages members of the public to become involved with their local government units, including the Road Commission, through public input opportunities such as public meetings, public hearings, project meetings, bid openings, etc.

Adopted: 4/5/77
Amended: 8/9/94
Amended: 3/26/02
Amended: 5/07/02
Amended: 11/9/10
Amended: TBD



POLICY

Neighborhood Traffic Management

It is the policy of the Board of County Road Commissioners of the County of Kalamazoo (Board) to provide policies that evolve overtime based on the needs across the County, while maintaining traffic control and safety. Often residents express concern to the Road Commission of Kalamazoo County (RCKC) over traffic control issues in residential neighborhoods. Typically, these concerns result in a request for speed bumps, road closures, or other traffic control measures. Experience has shown that traditional responses and unwarranted signs or signals do not work. Often, the only option available to the RCKC is to recommend increased law enforcement in the area. With the limited number of law enforcement officers in most communities, this solution is short-term at best and many times unavailable. In order to be more responsive, the RCKC has developed a Neighborhood Traffic Management Policy (Policy) which creates a partnership between residents, the RCKC, Townships and law enforcement.

The purpose of the Policy is to increase the RCKC's ability to respond to these types of service requests. The Policy contains educational and enforcement elements as well as engineering measures. It promotes RCKC working with neighborhoods to find solutions which are appropriate and acceptable to both the RCKC and the community.

GOALS

The goals of the Policy are:

1. To provide an option for traffic control measures in residential areas which are acceptable to both the RCKC and the local community.
2. To consider requests for residential traffic control measures in an equitable and consistent manner.
3. To periodically review the effectiveness of such traffic control measures.
4. To provide a team approach to addressing neighborhood traffic management concerns.

PROCESS/CRITERIA

The following process will be used by the RCKC to address neighborhood traffic management concerns:

1. A resident notifies the RCKC about a potential traffic management issue area through the RCKC Service Request system. If applicable, the resident will be made aware the service request will be processed through the Policy. The resident will be provided information on the Policy and the process.
2. The RCKC will provide the Policy, a copy of the petition form, and also instruct the resident regarding the requirements for a qualifying petition. A minimum of seven (7) property owners, along the roadway area, must sign the petition requesting the RCKC for a preliminary traffic engineering investigation. A resolution of support for the traffic management issue must be provided from the Township Board to proceed with the traffic engineering investigation.
3. Upon receipt of a signed qualifying petition and the Township Board resolution, the RCKC will define the traffic management study area which may encompass adjacent streets. RCKC will then conduct a preliminary

traffic engineering investigation. This investigation may involve data collection efforts by residents in addition to RCKC staff.

4. A subcommittee team shall be formed consisting of a maximum of 3 residents from different roadways within the defined study area, 2 RCKC staff, 1 Township representative, and 1 law enforcement agency representative.

This subcommittee will reach out to residents as well as the law enforcement agency for education and enforcement of the current traffic laws. Education may include posting yard signs, temporary placement of speed radar trailers or speed feedback signs. Enforcement may include directed patrols or a neighborhood speed watch program. Traffic data collected for this area will be shared with law enforcement to assist with directed patrols and enforcement. This process will continue until input is received from law enforcement and shared with the subcommittee team. After one year, RCKC will recollect traffic data in the study area. If data still exceeds specified criteria, the area may be considered for further traffic calming.

5. After one year, education and enforcement measures prove ineffective, the RCKC may develop a draft neighborhood traffic calming plan for installation of traffic calming measures. This plan will be reviewed by the subcommittee team. The subcommittee team will then hold a public informational meeting for the defined speed area. Feedback from the residents of the study area shall be collected in addition to input from the emergency services, transit agencies, and the local school district,

Traffic calming measures considered with this Policy include:

- | | |
|---------------------------|----------------------|
| - Speed Humps | - Lateral Shifts |
| - Speed Cushions | - Chicanes |
| - Speed Tables | - Bulb Outs |
| - Raised Intersections | - Chokers |
| - Realigned Intersections | - Median Islands |
| - Traffic Circles | - Median Barriers |
| - Mini Roundabouts | - Diagonal Diverters |
| - Roundabouts | - Closures |

Proper RCKC engineering analysis and engineering judgment will be used in evaluating and selecting all traffic calming measures. The specific field locations of all devices will be at the discretion of the RCKC. Various traffic calming measures may require design engineering; if the RCKC determines the need for design engineering, the township will be responsible for design engineering which shall be signed by a professional engineer.

6. Prior to the installation of any traffic calming measures, the neighborhood residents must demonstrate support for the recommended traffic control measures. A survey conducted online or via mailings to property owners within the study area shall be taken and a minimum 50% response rate with a 67% of property owners or occupants in favor of the proposed traffic calming plan must be received to be considered for traffic calming. Only one response per property will be allowed.
7. If the survey result show that the selected recommended traffic calming measures are supported by the neighborhood residents and the township in accordance with the requirements of this Policy, the traffic calming measures project will be submitted to the Board for approval. Various traffic calming measures may require design engineering; if the RCKC determines the need for design engineering, the township will be responsible for design engineering which shall be signed by a professional engineer. Once approved, the traffic calming measures may be installed under a permit with the township.
8. After one year from installation of the traffic calming measures, the RCKC will conduct follow-up analysis to determine the effectiveness of the traffic control measures. If, after evaluation, the RCKC determines that the traffic calming measures are ineffective and traffic calming criteria in this policy are still exceeded, they will be removed. The RCKC staff will advise the defined area residents, Township, and Board prior to removal of the devices.

QUALIFYING CRITERIA

The Policy will only apply to residential subdivision/plat streets which have a speed limit of 25 mph in accordance with MCL 257.627 Section 2 (d). Streets considered under this Policy, but not meeting criteria shall not be considered again for a minimum period of 5 years. A project must score 10 or more points to qualify for the Policy as noted below. The RCKC will evaluate the area in accordance with criteria presented below. If the traffic management defined study area fails to meet the established criteria, it will not be considered for traffic calming.

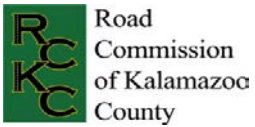
Criteria	Range	Points
1. 85 th Percentile Speed (speed that 85% of the traffic is traveling at or below)	1 – 4 mph over speed limit	0
	5 mph	1
	6 mph	2
	7 mph	4
	8 mph	6
	9 mph	8
2. Cut-through Traffic (traffic that has neither its origin nor its destination within the residential area)	10 mph +	10
	25 – 50 %	4
3. Average Daily Traffic (ADT)	51 % +	6
	<500	0
4. Three-year Crash History (speed related accidents in project area)	500 – 750 vehicles	2
	751 – 1000	3
	1001 – 1250	4
	1251 +	5
5. Schools	No	0
	Yes	1
6. Major Pedestrian Generators (library, shopping plaza, senior housing, etc.) *	¼ mile or more from school	0
	¼ mile from school or less	1
7. Sidewalks	within 1/4 mile	1
	Yes	1
	No	0
		maximum 3

* Pedestrian oriented facilities grouped together on the subject street or within 1/4 mile of the study area will be counted as 1 location/destination with maximum of 3 points.

FUNDING

If approved, the Township will be responsible for funding of the design, installation, removal, and maintenance of the recommended traffic calming measures. Traffic calming devices shall be installed by the township under a permit with the RCKC. RCKC may require maintenance to the traffic calming measures as necessary. If maintenance is not performed in a timely manner the RCKC may require traffic calming devices to be removed to ensure the safety of the public. Local Road Participation (PAR) Funds will not be eligible for use with this Policy.

Adopted: TBD



Board Self Evaluation - 2020 SUMMARY

	<i>Boersma</i>	<i>Brennan</i>	<i>Buchholtz</i>	<i>Pawloski</i>	<i>Stehouwer</i>	AVERAGE
Effectiveness in Meeting Statutory Mandate <i>Board tracks appropriate measures and is adequately confident in serving their role to ensure fiscal responsibility, adherence to applicable laws and guidelines, and the maintenance of a safe and reliable road network for all users.</i>	8	10	8	8.5	8	8.5
Efficiency in Conducting Business <i>Time is well spent in regular and special meetings, assignments, etc.</i>	9	10	9	8.5	9	9.1
Communication & Information <i>Commissioner feels well informed on issues before the Board and those emerging; communication is timely and proactive; questions are adequately answered; feels appropriately informed and empowered to answer constituent and stakeholder questions.</i>	9	8	8.5	8.5	8	8.4
Right Issues/Right Time <i>Board is focused on most important policy-level needs and is appropriately guiding staff (policies, goals, etc.)</i>	9	8	9	8.5	8	8.5
Engagement/Team <i>Commissioner feels a valued part of the Board and is satisfactorily involved in direction, focus, and decisions of Board; an environment of mutual respect and trust exists between Board members.</i>	9	8	9	8.5	9	8.7
Total Average Score	8.8	8.8	8.7	8.5	8.4	8.64

Things we do "right" as a Board (strengths):

MB: Education of Board members. **TB:** We do address tough issues as they arise in meetings and work to resolve. **DB:** Relationship between members is open/transparent and respectful with true desire to hear all concerns/thoughts. We generally do quite well in maintaining our roles as policy-makers and oversight, trusting and enabling staff to do their work. **LS:** We work with the director and staff to set policy, goals, and manage.

Things we need to improve as a Board (weaknesses):

MB: Community outreach and involvement. **TB:** More feedback should be given to all board members about resolutions to citizen complaints brought forward in meetings. I'm never completely sure problems have been addressed. **DB:** Continue to improve proactive information and action, to provide guidance/address emerging issues before they become problematic; strategic planning. **LS:** Opportunities to share thinking and learn from each other (become of like mind) for best organization.

Area(s) of special interest as an individual Commissioner; Desire for greater attention/change; Additional comments:

TB: When individual issues are brought forward it seems that they go into a dead zone until brought up again! **DB:** Strategic planning - will continue to work on as chair. I'm proud to be a part of this Board and organization. **LS:** From staff - how we are (I am) helping/hindering. First above - I am learning, the financial reporting and information seems very good. Third above: quite informed but not always to the extent to answer constituent/stakeholders questions. To me, this is due to (in part) staff/operation role versus board role.



Managing Director Performance Evaluation
Last Review Date:

Performance Ranking:

Unsatisfactory 0

The director's performance is unacceptable.

Needs Improvement 1 to 3

The director's performance is unacceptable but they show signs of improving. Specific goals should be set so the director is clear on what needs to be improved. If the employee's overall average falls in this category the termination of their employment should be considered.

Progressing 3 to 4.5

The director's performance is not good but they have improved since their last evaluation. Specific goals should be set to outline what is expected of them. When used in this matter this should be viewed as a negative review.

Fully Effective 4.5 to 6.5

The director's performance meets all the expectations of their job. This is a very positive review. This is the type of director we would all like to have working for us.

Exceeds expectations 6.5 to 8.5

The director's performance goes above and beyond what is normally expected of them.

Outstanding 8.5 to 10

The director's performance is better than the best. Their performance has well exceeded any goals or expectations we may have set for them.

Performance of RCKC as a Whole

RANKING

Defined: *As the Chief Administrator of the RCKC this director formulated recommendations on the areas requiring policy development and appropriate action by the Board. The director was economical and expeditious in the execution of the policies, plans, and programs of the Board.*

Comments:

Performance/Communication with the Board/Staff

RANKING

Defined: *The director reported the status of the maintenance, construction, snow and ice removal, equipment procurement and maintenance, personnel administration, and employee relation programs as required or as scheduled intervals deemed necessary by the Board. The director established administrative bulletins required for effective operations and personnel administration. The director provided the appropriate Board member action taken and the final disposition of a matter brought to their attention.*

Comments:

Fiscal Performance

RANKING

Defined: *The director provided budget and/or fiscal reports that allowed the Board to execute the policies of the RCKC in a fiscally responsible manner. The director provided the necessary information for staff to formulate fiscally responsible decisions. The director challenged staff to determine efficient operational procedures and procurement processes. The director ensured the budget was followed for the appropriate distribution of funds. The director actively pursued additional funding opportunities.*

Comments:

Leadership Performance

RANKING

Defined: *The director participated in opportunities in professional development and civic organizations as defined by the Board. The director provided the opportunities and tools to KCRC staff for their continued growth and means to successful leadership and performance.*

Comments:

Self Motivation and Assertiveness

RANKING

Defined: *The director took initiative to develop new opportunities and asserted the development of programs to enhance public service at RCKC. The director provided the Board with initiatives prior to being directed by the Board.*

Comments:

Overall Quality of Work

RANKING

Defined: *The director ensured the quality of work presented to the Board and the public was of the highest standards.*

Comments:

Working Toward Accomplishment of RCKC Goals

RANKING

Defined: *The director provided updates to the Board on the progress of completing approved KCRC goals. The director worked toward the accomplishment and attainment of the Board's policy objectives as defined.*

Comments:

Complying With All Policies and Procedures

RANKING

Defined: *The director formulated recommendations on areas requiring policy development, complied with all policies and used appropriate discretionary authority.*

Comments:

Working Relationship with Townships

RANKING

Defined: *The director established an open means of communication with our township customers and worked to promote a positive relationship throughout the organization.*

Comments:

Adapting to Changes in Responsibility, Duties, Challenges, Economic Realities and Political Issues

RANKING

Defined: *The director identified areas needing change and development within the organization based on any outside influences and changing service needs.*

Comments:

General Comments: