TO: Kalamazoo Area Transportation Study Technical Committee
FROM: Jonathan Start, Executive Director
DATE: August 11, 2016
SUBJECT: TECHNICAL COMMITTEE MEETING
THURSDAY, AUGUST 11, 2016 - 9:00 A.M.
KALAMAZOO METRO TRANSIT
530 N. ROSE STREET, KALAMAZOO

The Kalamazoo Area Transportation Study Technical Committee will be meeting on Thursday, August 11, 2016 at 9:00 a.m. at Kalamazoo Metro Transit. The following materials are included in your meeting packet:

1. Agenda for the August 11, 2016 Meeting
2. Draft Minutes of the June 9, 2016 Meeting
3. FY 2014-2017 Transportation Improvement Program Proposed Amendment
4. FY 2018 Federal High Risk Rural Roads Program Call for Projects Letter
5. FY 2018 Federal Local (HSIP) Safety Program
6. Road Commission of Kalamazoo County Status Report

Please remember that time sheets are due by the 15th of each month.
1. CALL TO ORDER
2. ROLL CALL (Sign-in Sheet Circulated)
3. CHANGES OR ADDITIONS TO THE AGENDA
4. APPROVAL OF THE AGENDA (ACTION)
5. MINUTES FROM THE JUNE 9, 2016 MEETING (ENCLOSURE) (ACTION)
6. POLICY COMMITTEE REPORT (June 29, 2016)
7. CITIZENS’ COMMENTS (Non-agenda Items)
8. TRANSPORTATION IMPROVEMENT PROGRAM
   a. FY 2014-2017 TRANSPORTATION IMPROVEMENT PROGRAM PROPOSED AMENDMENT (ENCLOSURE) (ACTION)
   b. TRANSPORTATION ALTERNATIVES PROGRAM
   c. CONGESTION MITIGATION AIR QUALITY PROGRAM
   d. LOCAL SAFETY PROGRAM CALL FOR PROJECTS (ENCLOSURES)
9. PUBLIC TRANSPORTATION
   a. METRO TRANSIT SERVICE CHANGES PRESENTATION
   b. PUBLIC TRANSPORTATION UPDATES
10. STATUS REPORTS
    a. ROADS - Questions on written status reports. Verbal reports will be limited to 4 minutes per agency. (ENCLOSURE)
    b. LAND USE/PLANNING AND ZONING - Questions on written status reports. Verbal reports will be limited to 4 minutes per agency.
11. NEW BUSINESS
12. ADJOURNMENT

The next meeting of the Kalamazoo Area Transportation Study Technical Committee will be held on Thursday, September 8, 2016 at Kalamazoo Metro Transit.
CALL TO ORDER

The June Meeting of the Kalamazoo Area Transportation Study was called to order at 9:00 a.m. by Chair Hummel.

ROLL CALL (Sign-in Sheet Circulated)

Meeting attendance was recorded on the sign-in sheet.

 Members Present

Muhammad Arif  City of Portage Engineering
Chris Barnes  City of Portage Engineering
Rob Bauckham  City of Kalamazoo Planning
Mickey Bittner  Village of Paw Paw
Tony Dacoba  Van Buren Public Transit
Chris Forth  City of Portage Planning
Jeff Heppler  Village of Augusta
Jim Hoekstra  Road Commission of Kalamazoo County/City of Kalamazoo
Lawrence Hummel (Chair)  Van Buren County Road Commission
Rick Fowler  Michigan Department of Transportation (Lansing)
Lotta Jarnefelt  Kalamazoo County Planning and Development
Matt Johnson  City of Kalamazoo Engineering
Debbie Jung  Road Commission of Kalamazoo County
Jason Latham  Michigan Department of Transportation (Southwest)
Dan Lewis  Village of Schoolcraft
Jim Mallery  Village of Vicksburg
Ryan Minkus  Road Commission of Kalamazoo County
Ryan Russell  City of Kalamazoo Engineering
Kathy Schultz  Kalamazoo Metro Transit
Craig Shumaker  Village of Mattawan
Greg Vlietstra  Kalamazoo County Transportation Authority

 Members Absent

Dennis Durham  City of Parchment
Julie Johnston  Oshtemo Township
Doug Plachcinski  Texas Township
Alan Smaka  Village of Lawton
Jodi Stefforia  Comstock Township
Rob Wilson  City of Galesburg

 Others Present

Megan Arndt  Kalamazoo Area Transportation Study
Christopher Bessert  Kalamazoo County Planning and Development
David Grunwald  Traffic Control Corp.
Jesse Morgan  Hubbel, Roth & Clark
Rebekkah Munchow  Road Commission of Kalamazoo County
CHANGES OR ADDITIONS TO THE AGENDA–NONE

APPROVAL OF THE AGENDA (ACTION)

MOTION by Johnson, SECOND by Hoekstra, “to approve the agenda of the June 9, 2016 Technical Committee Meeting.” MOTION APPROVED.

MINUTES FROM THE MAY 12, 2016 MEETING

Draft Minutes of the May 12, 2016 Technical Committee Meeting were included in the meeting materials.

MOTION by Heppler, SECOND by Minkus, “to approve the Minutes of the May 12, 2016 Technical Committee Meeting.” MOTION APPROVED.

POLICY COMMITTEE REPORT (May 25, 2016)

Start reported on the May 25, 2016 Policy Committee Meeting. The Policy Committee took action to approve the proposed amendments to the FY 2014-2017 Transportation Improvement Program, staff salary adjustments, and the FY 2017 Unified Planning Work Program. The committee also approved a Joint Resolution of Support to designate the Central County Transportation Authority as the Designated Recipient for Federal Transit Administration Urban Funds.

Citizen comments were received for the City of Kalamazoo relating to commercial traffic utilizing neighborhood streets at Lovell and Monroe as an alternative route from downtown Kalamazoo to W. Main. Comstock indicated concerns with cut-through traffic on Midlink Drive resulting from the Sprinkle Road and I-94 Roundabouts. The need for anticipating project impacts on traffic was discussed. KATS staff was asked to follow up on procedures and potential solutions such as designated commercial truck routes to mitigate cut-through traffic.

CITIZENS’ COMMENTS –NONE

DRAFT FY 2017-2020 TRANSPORTATION IMPROVEMENT PROGRAM

The draft 2017-2020 TIP was included in the meeting materials.

Start highlighted the section on Environmental Justice (EJ) areas. As part of the planning process, KATS is required to evaluate disproportionate, negative impacts of transportation projects on EJ areas. EJ areas include areas that exceed 80% minority population or low-income population. The use of the Environmental Protection Agency web-based EJSCREEN was utilized to identify EJ areas based upon the parameters and threshold levels.

Start reported that the majority of road projects in the Transportation Improvement Program are preservation projects. Road preservation projects result in a general benefit with no negative impacts on EJ areas. For public transportation, potential negative impacts on EJ areas include the loss of fixed route service due to areas opting out of the Central County Transportation Authority boundaries. This will result in loss of fixed route service north of US-131 on the W. Main Route and discontinuation of fixed route service to N. Avenue in Pavilion Township. The loss of service in Pavilion Township will include Pavilion Estates. Kalamazoo Metro is working with Pavilion Estates regarding available transportation alternatives such as Metro County Connect. It was noted that transportation alternatives are also available to provide rides to W. Main north of US-131. An agreement has been approved for continuation of service to KVCC in Texas Township.
The Transportation Improvement Program also includes both a funded project list and an illustrative project list. The identification of illustrative projects in the TIP will allow for faster amendments to the TIP if additional funding is identified since the projects have been included in the public participation process. Arif inquired if public comments were included in the Transportation Improvement Program. Stepek reported that public comments received were included in the Appendices.

MOTION by Barnes, SECOND by Forth, “to recommend Policy Committee approval of the FY 2017-2020 Transportation Improvement Program.” MOTION APPROVED.

PUBLIC TRANSPORTATION UPDATES

Schultz reported that new fixed route services will start on September 6. The new service will include late night service and Sunday service. There will also be expansion on some routes. Metro is working on public outreach regarding the changes. Efforts continue on bus stop and shelter improvements with the Road Commission of Kalamazoo County and the City of Kalamazoo. Work on ADA bus stop pads is wrapping up from E. Main from E. Michigan to Nazareth. Stop improvements are also planned for the 9th Street Corridor from Stadium Drive to I-94. An RFP will be issued soon for bus shelters and available amenities. The Bus Stop Shelter Plan is anticipated to be completed by the end of June and will be made available for comments and suggestions. June 16 is Dump the Pump Day. Metro is entering an agreement with Bronson for a pilot project for a bus to work program. Bronson will be paying to provide transit fare for 50 employees. The goal of the program is to reduce parking. Van Buren Public Transit and Kalamazoo Metro Transit are working on a joint procurement agreement. The draft is being reviewed by Kalamazoo Metro.

ROAD STATUS REPORTS

City of Kalamazoo: The E. Michigan Avenue Project came in approximately 4% under estimate. The project was overmatched so bid savings will be used to reduce the local share of the project. The Portage Street Congestion Mitigation Air Quality Project is on schedule for August completion. The intersection at E. Michigan and E. Main is anticipated to be open by June 15 or 16.

City of Portage: The Romence and Westnedge Safety Project is scheduled for August letting. The Portage Road Project from Milham to Romence is anticipated to be completed by the end of June. The South Portage Trailway Project is scheduled for paving on June 9. The Congestion Mitigation Air Quality Project for interconnection of traffic signals on Kilgore from Woodmont Drive to Lovers Lane and on Lovers Lane from Kilgore Road to E. Centre Avenue is underway. The US-131 Northbound ramp at Centre is closed. Traffic is being detoured. The Centre Avenue Reconstruction Project from Shaver to Westnedge has begun. The project includes resurfacing, ADA upgrades, enhanced pedestrian crossings, and new concrete Grand Elk Railroad grade crossing.

Road Commission of Kalamazoo County (RCKC): The RCKC distributed a written report at the meeting. The 42nd Street Project targeted start date was moved to June 20. The E. Michigan Avenue Bridge Project, the D Avenue Bridge Project, the W. Avenue Bridge Project, and the U Avenue Bridge Project have been awarded. The preconstruction meeting is scheduled for June 10. Work will begin on the D Avenue and W Avenue Bridge Projects in June, and the U Avenue Bridge Project is targeted to begin after July 4. The E. Michigan Avenue Bridge Project has been moved to FY 2017 to avoid conflicting with the MDOT 40th Street Interchange Project. The RCKC is exploring coordinating sewer work with the N. Avenue Project from Sprinkle to 26th Street. This may result in a 2017 letting. The county chip seal project continues and is ahead of schedule.

Michigan Department of Transportation: The project to construct a roundabout on M-40 in Van Buren County at 32nd Street and CR 653 has been abandoned following valid public comment and other considerations. Early bid savings have been re-programmed for a state funded mil and overlay project on M-40 from M-43 to the Allegan County line. The project will cost approximately 2 million. An August letting is anticipated. This project will not be included in the Transportation Improvement Program since maintenance is not considered regionally significant.

Van Buren County: The Red Arrow Highway project is anticipated to be completed by June 17.
**LAND USE/PLANNING AND ZONING**

**Michigan Department of Transportation:** A Southwest Region Pedestrian and Bicycle Committee meeting will be held on June 9 regarding safety and connectivity in the region.

**Kalamazoo County Community Development and Planning:** The Kalamazoo County Planning Commission has approved a recommendation for a consultant for the Kalamazoo County Master Plan. The recommendation will go to the County Board for approval in June. The Kalamazoo County Brownfield Development Authority has received a $200,000 hazardous materials assessment grant and a $200,000 petroleum assessment grant from the Environmental Protection Agency (EPA). Grant funding will be available beginning October 1 and funding covers a three-year period. Van Buren County was also awarded a Brownfield Assessment Grant from the EPA. As part of the development of the Master Plan, the county has updated a generalized future land-use map. It will be available online soon. Parcel updates have been received from Prein and Newhof.

**City of Kalamazoo:** The City continues its Master Plan updates. Anticipated completion is spring of 2017. There is a development project at Walbridge and North Street for back-in angle parking on the street. The City has received a request to abandon a section of Cork Street between Westnedge and White for a new development project.

**City of Portage:** The City has introduced several amendments to reduce minimum parking requirements for commercial use to facilitate off-site development. The City has enacted a moratorium on medical marijuana. The ordinance regarding medical marijuana will be reviewed during the moratorium. A Non-discrimination Ordinance is targeted for adoption at the end of June.

**Federal Highway Administration (FHWA):** Tupica has accepted a job at the FHWA Oregon office. The June Technical Committee meeting is her last KATS meeting. Tupica was recognized and thanked for her service to KATS. Andy Pickard will be KATS’ interim FHWA representative. The draft recommendations from the Transportation Management Area Certification review have been completed and are going through the review process before being issued to KATS. A Notice of Proposed Rulemaking has been issued on National Performance Management Measures and will be available for public comment until August 20. On May 27, 2016, the FHWA and the Federal Transit Administration (FTA) published the Final Rule on Statewide and Nonmetropolitan Transportation Planning and Metropolitan Transportation Planning. Education sessions are anticipated for the implementation of Performance Based Planning.

**Van Buren County:** A meeting of the South Central/South West Traffic Safety Network Legislative Meeting will be held on June 20, at 10:00 a.m. at the Marshall Regional Law Enforcement Center.

**NEW BUSINESS**

Start reported attending a meeting between FHWA, MPOs, and the Michigan Department of Transportation regarding a threshold for Transportation Improvement Program Amendments. Start reported that some MPOs allow administrative adjustments to the TIP based upon a percentage of cost. Start noted concerns with financial constraint when the TIP is fully programmed and a project cost increase is allowed.

Lewis reported that members of the Technical Committee were invited to attend the annual Prein and Newhof Picnic on June 10 from Noon-2:00 p.m. Members were asked to RSVP to Lewis if planning on attending.

Stepek reported that there are no items for action by the Technical Committee during the month of July. Additionally, the July meeting conflicts with the Michigan Transportation Planning Association Conference. Following discussion, Chair Hummel cancelled the July meeting of the KAT Technical Committee.
ADJOURNMENT

There being no other business, Chair Hummel adjourned the June 9, 2016 Technical Committee Meeting at 10:04 a.m.

_The next meeting of the Kalamazoo Area Transportation Study Technical Committee will be held on Thursday, August 11, 2016 at Kalamazoo Metro Transit._
<table>
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<tr>
<th>Fiscal Year</th>
<th>County</th>
<th>Responsible Agency</th>
<th>Project Name</th>
<th>Limits</th>
<th>Length</th>
<th>Primary Work Type</th>
<th>Project Description</th>
<th>Phase</th>
<th>Advance Construct</th>
<th>Federal Cost ($1000s)</th>
<th>Federal Fund Source</th>
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<th>MDOT Job No.</th>
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<td>MDOT</td>
<td>I-94 BL</td>
<td>River St to Harrison St</td>
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<td>Scoping</td>
<td>Environmental Study(TE) to determine the corridor configuration and maintenance of traffic concepts</td>
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<td>NH</td>
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<td>Addition of Study</td>
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Ms. Denise Donohue, Director
County Road Association of Michigan
417 Seymour Avenue, Suite 1
Lansing, Michigan  48933-1143

Mr. John LaMacchia II, Legislative Associate
Michigan Municipal League
208 North Capitol Avenue, 1st Floor
Lansing, Michigan 48933-1354

Dear Ms. Donohue and Mr. LaMacchia:

Fiscal Year 2018 Federal High Risk Rural Roads Program

The Michigan Department of Transportation (MDOT) is pleased to announce the solicitation of applications for the fiscal year (FY) 2018 High Risk Rural Road (HRRR) program. Federal funds for the HRRR program are derived from the HRRR Special Rule under 23 USC 148(g)(1). The FY 2018 federal budget for this program is estimated to be $6,000,000. This amount may be subject to revisions. We are asking the County Road Association of Michigan and the Michigan Municipal League to distribute this notice to their member agencies.

Local agencies are allowed to submit more than one project for consideration. Federal safety funds shall not exceed $600,000 per project or a maximum amount of $2,000,000 per Local Agency for the fiscal year (including any selected FY 2018 HSIP projects). Any non-selected projects submitted under this HRRR call for projects will be automatically rolled over to the general FY 2018 HSIP safety call for projects. Selected HRRR projects are to be obligated in FY 2018; the Local Agency will not be allowed to delay a selected HRRR to a different fiscal year.

Applications are to be electronically submitted or postmarked by Friday, September 2, 2016.

Refer to the enclosed Exhibits for information regarding eligibility and submitting candidate Safety Project Applications.

Our goal is to maintain a fiscally constrained program while maximizing the use of available federal funds. If you have any questions, please feel free to contact Pamela Blazo, Safety Programs Engineer, at (517) 335-2224 or at blazop@michigan.gov.

Sincerely,

Tracie J. Leix, P.E.
for Matthew W. DeLong, Administrator
Development Services Division

Enclosures
cc: Dave Morena, FHWA  
Matt DeLong, MDOT  
Pam Boyd, MDOT  
Mark Harbison, MDOT  
Pamela R. Blazo, MDOT  
Steve Shaughnessy, MDOT  
MDOT Region Engineers  
MDOT TSC Managers  
MDOT LAP Listserv Members  
Metropolitan Planning Organizations  
Rural Task Forces
Exhibit 1 – High Risk Rural Road definition and Project Eligibility Requirements

A HRRR is defined as; 1) any roadway functionally classified as rural major or minor collector or a rural local road that the crash rate for fatalities and incapacitating injuries exceeds the statewide average for those functional classes of roadway, or 2) any roadway functionally classified as rural major or minor collector or a rural local road that will likely have increases in traffic volumes that are likely to create a crash rate for fatalities and incapacitating injuries that exceeds the statewide average for those functional classes of roadway.

MDOT has used the following data to determine the required statewide average crash rate:

| 74,531 | Total miles of roadway functionally classified as rural major or minor collector or rural local road. |
| 7,094  | Total number of fatalities or incapacitating injuries, located on roadways classified as described above, for the time period 2010 – 2014. |
| 0.10   | Statewide average frequency of such crashes per mile of such roadway over a 5 year time period. |

**Project Eligibility Requirements:**

1. The roadway is functionally classified as **rural** major collector, rural minor collector or rural local road.

2. Within the most recent five year time period of available crash data, at least one crash, resulting in fatalities (K) or incapacitating (A) injuries, has occurred within the proposed project limits. For projects longer than 10 miles in length, multiple such serious crashes have occurred such that there is at least one such crash for every 10 miles of roadway segment. Proposed projects with higher crash concentrations of ‘K’ and/or ‘A’ crashes may receive a higher priority than other projects.

3. The proposed project must demonstrate a direct correlation to correct an area related to the fatal or incapacitating injury crashes. The proposed project limits must be relevant to the roadway features attributable to the crashes, and are subject to approval by MDOT.
Exhibit 2 – Funding Participation

- Projects will be funded at 90 percent federal funds and 10 percent local funds.

- Portion eligible for federal aid:
  - Project’s Construction Phase (‘A’ Phase.)
  - Preliminary Engineering, **ONLY** if criteria of Preliminary Engineering Section outlined below is met.

- Portion not eligible for federal aid:
  - Right-of-way costs.
  - Preliminary engineering, unless criteria of Preliminary Engineering Section outlined below is met.
  - Construction engineering.
  - Decorative items, not safety related in nature.

- Selected projects will be ‘Lump Summed’ at the lesser of the original estimate plus $20,000, or the original estimate plus 20 percent. Projects may, at MDOT’s discretion, be funded by a “Pro-Rata” method.

- Projects will be let by MDOT or performed by Local Force Account, as approved by MDOT’s Local Agency Program (LAP) office: information can be found at [www.michigan.gov/mdot](http://www.michigan.gov/mdot) ~ Doing Business ~ Local Agency Program ~ Force Account and Local Agency Reimbursement System (LARS) Information.

- All social, economic and environmental impacts within the project limits must be mitigated before federal funds can be appropriated and obligated. Project applications which are expected to have significant public controversy and/or require an environmental assessment will not be considered until these outstanding issues have been resolved.

- Local Agencies within Metropolitan Planning Organization (MPO) areas must coordinate with their MPO to ensure inclusion of their project in the area’s Transportation Improvement Program for the fiscal year for which the project was selected. LAP will supply a list of selected projects to the MDOT Planning group, but it is the local agency’s responsibility to ensure these projects are included in the State Transportation Improvement Program.
Preliminary Engineering (up to 10% of the estimated eligible construction costs)

Preliminary engineering for selected safety projects may be programmed for one or more of the following:

- **Transparency (5 percent) location** (funded at 90 percent federal funds/10 percent local funds)
  - Identified in the 2009 through 2015 Transparency (5%) Reports.
  - Proposed scope of work must address the noted location deficiencies.
  - Projects that are on the Transparency (5%) Report must be clearly identified and a copy of the 5% report included with the application.

- **MDOT Local Safety Initiative (LSI) identified location** (funded at 50 percent federal funds/50 percent local funds)
  - Proposed scope of work must address the noted location deficiencies reviewed and identified by the LSI Program.
  - Copy of MDOT LSI written suggestion list must be included with application.

- **Traffic Signal Optimization**
  - Funded at 80 percent federal funds/20 percent local funds.
  - Must complete and implement traffic signal optimization study to analyze and adjust timing of signal controllers.
  - Signals should be studied to allow for a minimum of one second all red phase, and the yellow change interval phase evaluated to meet current guidelines.
  - Maximum of $5,000 total cost will be allowed per signal location for the analysis and adjustment of signal controllers.
  - Signal component upgrades are not permitted under this category.
  - It is anticipated that this work would be done via force account work by the local agency. Physical adjustments of timing will be programmed under an ‘A’ Phase.
Exhibit 3 – Design Requirements

- The proposed projects must demonstrate a direct correlation to correct an area related to the fatal or incapacitating injury crashes. The proposed project limits must be relevant to the roadway features attributable to the crashes, and are subject to approval by MDOT.

- Meet current standards and warrants, current Americans with Disabilities Act and Buy America requirements.

- Designed in accordance with 3R, 4R, American Association of State Highway and Transportation Officials (AASHTO) Geometric Design of Highways and Streets, or the AASHTO Guidelines for Geometric Design of Very Low-Volume Local Roads Standards. Use of the Capital Preventative Maintenance guidelines and fixes will not be permitted.

- Traffic signal upgrade projects shall include the installation of signal back plates with reflectorized strips.

- High friction surface projects shall use or follow the intent/material requirements of the most current MDOT Special Provision.

- Corridor (or local agency-wide) permanent signing or pavement marking projects must be of a higher standard than the minimums required by the Michigan Manual of Uniform Traffic Control Devices and/or standards. These type of projects shall include additional signing improvements beyond upgrading sign reflectivity requirements; i.e., adding reflective sheeting to sign posts, larger signs, etc., and permanent pavement markings shall include improvements such as being recessed or high quality ‘durable’ markings.
Exhibit 4 - Submitting Candidate Safety Project Applications

Applications submitted electronically must be received no later than **Friday, September 2, 2016.**

- The Local Safety Program Call for Applications Funding Year 2018 Electronic Submittal Form is located at [www.michigan.gov/mdot](http://www.michigan.gov/mdot) - Doing Business ~ Local Agency Program ~ Safety Program ~ FY 2018 HRRR Call for Safety Electronic Submittal.
- Electronic submittals are limited to 15MB.

Applications sent hardcopy must be postmarked no later than **Friday, September 2, 2016.**

- Projects postmarked after Friday, September 2, 2016, at MDOT’s discretion, may or may not be reviewed for selection.
- It is recommended that your application be submitted by certified mail or other traceable delivery service.

Applications are reviewed and selected by a committee. The six required submittal documents are listed below. All MDOT forms and spreadsheets mentioned can be found online at [http://www.michigan.gov/mdot/0,4616,7-151-9625_25885_40552---,00.html](http://www.michigan.gov/mdot/0,4616,7-151-9625_25885_40552---,00.html) in the Application Process section of the page.

1. **Cover Letter**
   - Provide a brief overview discussion as to the proposed project, crash pattern that has been experienced and how the proposed scope of work will remedy the past crash history.

2. **MDOT Form 1627**

3. **MDOT Time of Return (TOR) Analysis***
   - Only the MDOT TOR spreadsheet will be accepted*. A copy of the data input page and results page must be included in the application submittal.
   - **ALL** projects submitted for the HRRR program require a TOR analysis.
   - Common Crash Reduction Factors (CRF) are listed in the TOR Spreadsheet
     - Additional CRFs may be used. If submitting a TOR utilizing a CRF not listed on the TOR form, include a copy of the source used to obtain the CRF.

4. **UD-10s**
   - Include for all crashes that are used to compile the TOR or Highway Safety Manual analysis/computation. Note: The HSM requires all crashes to be input, including animal crashes. Animal crashes are **NOT** to be submitted with the application.
June 2, 2016

- Use the most current 3 to 5 year period of available data (2010-2012 through current availability).
- Include only those UD-10 crash reports that relate to the proposed scope of work, except include all UD-10 reports relating to Fatal (K) or Incapacitating (A) injury crashes within the project limits.

5. Detailed cost estimate or Michigan Engineers Resource Library (MERL) estimate.

6. Map showing project location(s).

Applications, to provide additional support, may (not required) also include:

- Crash analysis used to determine the proposed project’s scope.
- Crash concentration maps in the proposed project’s limits.
- MDOT LSI written suggestion list (required if requesting participation for Preliminary Engineering)
- Photos of existing project site conditions.
- Preliminary proposed plan view, cross-sections, and/or profiles.
- Ability to deliver a construction package for obligation within this fiscal year.
- Project coordination with other construction projects.
- Highway Safety Manual Analysis*

*Highway Safety Manual Analysis
A Highway Safety Analysis may replace or supplement the TOR Analysis.

FY 2018, HSM Analysis Requirements:

- Use the MDOT HSM spreadsheet located at http://www.michigan.gov/mdot/0,4616,7-151-9625_25885_40552---,00.html in the Application Process section of the page.
- An electronic copy of the analysis or screenshots of the input and output tabs must be included with the application submittal.
- Calibration factors for use as part of HSM analysis have been compiled by MDOT and are included in the spreadsheet. Local Agencies performing hand calculations will need to refer to the www.michigan.gov/highwaysafety website for calibration factors and distribution values.
- For any questions an agency might have regarding the HSM Calibration factors, please contact Dean Kanitz, MDOT Traffic and Safety Unit, at 517-335-2855.

Additional information available for application development:

- Visit www.michigan.gov/highwaysafety or link to it from the MDOT Local Agency Safety Program Website.
  - Traffic Crash Data maps per Region (Traffic Crash Data)
Safety Guides (Safety Links, Traffic Standards andTypicals, Safety Programs, Safety Guides)

Please send all eligible projects and supporting information by **Friday, September 2, 2016**, to the following:

Mrs. Pamela R. Blazo, P.E.
Safety Engineer, Local Agency Programs
Development Services Division
425 W. Ottawa Street, P.O. Box 30050
Lansing, Michigan 48909-7550

Project Application Examples

- Corridor wide shoulder and center line rumble strips, improved permanent signing (such as chevrons on curves or intersection signing), pavement markings (such as the addition of edge line markings), clear vision corners or reflectorized backplates
- High Friction Surface applications at spot locations
- Elimination, replacement or installation of guardrail/Removal of fixed objects
- Traffic and pedestrian signal optimization, installation, and upgrades
- Access management
- Intersection safety improvements (Lighting, Stopping Sight Distance, Clear Vision Corners)
- Horizontal and vertical curve modifications
- Sight distance and drainage improvements
- Bridge railing replacement or retrofit
- Mid-block pedestrian crossings; improvements to school zones

This list is not all inclusive and other types of safety improvement projects can be submitted for consideration.
June 21, 2016

Ms. Denise Donohue, Director  
County Road Association of Michigan  
417 Seymour, Suite 1  
Lansing, Michigan 48933

Mr. John LaMacchia II, Legislative Associate  
Michigan Municipal League  
208 North Capitol Avenue, 1st Floor  
Lansing, Michigan 48933-1354

Dear Ms. Donohue and Mr. LaMacchia:

**Fiscal Year 2018 Federal Local (HSIP) Safety Program**

The Michigan Department of Transportation (MDOT) is pleased to announce the solicitation of new applications for the fiscal year (FY) 2018 general Local Safety Program. Federal funds for the general Local Safety Program are to be used for highway safety improvements on the local roadway system. All locally controlled roadways, regardless of National Functional Classification, are eligible for the Local Safety Program. The FY 2018 federal budget for this program is estimated at $6,000,000. This amount may be subject to revisions. We are asking the County Road Association of Michigan and the Michigan Municipal League to distribute this notice to their member agencies.

Local Agencies may submit more than one project application for consideration. Federal safety funds shall not exceed $600,000 per project or a maximum amount of $2,000,000 per Local Agency (HSIP and HRRR combined) for the fiscal year. FY 2018 projects are to be developed and obligated between October 1, 2017 and August 25, 2018.

**Applications are to be electronically submitted or postmarked by Friday, September 23, 2016.**

Refer to the enclosed Exhibits for information regarding submitting candidate Safety Project Applications.

Our goal is to maintain a fiscally constrained program while maximizing the use of available federal funds. If you have any questions, please feel free to contact Pamela Blazo, Safety Programs Engineer, at (517) 335-2224 or at blazop@michigan.gov.

Sincerely,

Tracie J. Leix  
for Matthew W. DeLong, Administrator  
Development Services Division

Enclosures
cc: Dave Morena, FHWA
    Matt DeLong, MDOT
    Pam Boyd, MDOT
    Mark Harbison, MDOT
    Pamela R. Blazo, MDOT
    Steve Shaughnessy, MDOT
    MDOT Region Engineers
    MDOT TSC Managers
    MDOT LAP Listserv Members
    Metropolitan Planning Organizations
    Rural Task Forces
Exhibit 1 – Funding Participation

- Projects will be funded at 80 percent federal funds/20 percent local funds unless it meets one of the categories below.
  - If the project scope addresses a roadway feature related to a fatality (K) and/or an incapacitating (A) injury within the limits of proposed work, it will be funded at 90 percent federal funds and 10 percent local funds.
  - If it is an approved systemic project (that supports the State Strategic Highway Safety Plan), then it will be funded at 90 percent federal funds and 10 percent local funds.

- Portion eligible for federal aid:
  - Project’s Construction Phase (‘A’ Phase.)
  - Preliminary Engineering, **ONLY** if criteria of Preliminary Engineering Section outlined below is met.

- Portion not eligible for federal aid:
  - Right-of-way costs.
  - Preliminary engineering, unless criteria of Preliminary Engineering Section outlined below is met.
  - Construction engineering.
  - Decorative items, not safety related in nature.

- Selected projects will be ‘Lump Summed’ at the lesser of the original estimate plus $20,000, or the original estimate plus 20 percent. Projects may, at MDOT’s discretion, be funded by a “Pro-Rata” method.

- Projects will be let by MDOT or performed by Local Force Account, as approved by MDOT’s Local Agency Program (LAP) office: information found at [www.michigan.gov/mdot](http://www.michigan.gov/mdot) ~ Doing Business ~ Local Agency Program ~ Force Account and Local Agency Reimbursement System (LARS) Information.

- All social, economic and environmental impacts within the project limits impacts must be mitigated before federal funds can be appropriated and obligated. Project applications which are expected to have significant public controversy and/or require an environmental assessment will not be considered until these outstanding issues have been resolved.

- Local Agencies within Metropolitan Planning Organization (MPO) areas must coordinate with their MPO to ensure inclusion of their project in the area’s Transportation Improvement Program for the fiscal year for which the project was selected. LAP will supply a list of selected projects to the MDOT Planning group, but it is the local agency’s responsibility to ensure these projects are included in the State Transportation Improvement Program.
Preliminary Engineering (up to 10% of the estimated eligible construction costs)

Preliminary engineering for selected safety projects may be programmed for one or more of the following:

- **Transparency (5 percent) location** (funded at 90 percent federal funds/10 percent local funds)
  - Identified in the 2009 through 2015 Transparency (5%) Reports.
  - Proposed scope of work must address the noted location deficiencies.
  - Projects that are on the Transparency (5%) Report must be clearly identified and a copy of the 5% report included with the application.

- **MDOT Local Safety Initiative (LSI) identified location** (funded at 50 percent federal funds/50 percent local funds)
  - Proposed scope of work must address the noted location deficiencies reviewed and identified by the LSI Program.
  - A copy of the MDOT LSI written suggestion list must be included with application.

- **Traffic Signal Optimization** (funded at 80 percent federal funds/20 percent local funds)
  - Must complete a traffic signal optimization study to analyze the timing of signal controllers and implement the revised timings.
  - Signals should be studied to allow for a minimum of one second all red phase and the yellow change interval phase must be evaluated to meet current guidelines.
  - A maximum of $5,000 total cost will be allowed per signal location for the analysis and adjustment of signal controllers.
  - Signal component upgrades are not permitted under this category.
  - The analysis/study portion of the project will be programmed under a ‘C’ Phase with the physical adjustments of timing being programmed under an ‘A’ Phase.

- **Road Safety Audits (RSAs)** (funded at 80 percent federal funds/20 percent local funds)
  - An RSA proposal may be submitted without an associated construction phase. It is anticipated that the construction phase would be submitted in the next call for projects.
  - A maximum of $15,000 in total project costs will be set up for each RSA.
  - The RSA Final Report/findings must be submitted to the Safety Program Administrator for reimbursement.
  - It is anticipated that this work will be completed by a consultant or another agency other than the road owner.
Exhibit 2 – Financial Goals

<table>
<thead>
<tr>
<th>Project Type</th>
<th>Total Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Road Safety Audits (RSA)</td>
<td>$50,000</td>
</tr>
<tr>
<td>Non-motorized facility/Pedestrian improvements</td>
<td>$100,000</td>
</tr>
<tr>
<td>High Friction Surface</td>
<td>$100,000</td>
</tr>
<tr>
<td>Centerline and Shoulder Rumble Strip</td>
<td>$200,000</td>
</tr>
<tr>
<td>Guardrail Upgrades and Clear Zone Improvements</td>
<td>$600,000</td>
</tr>
<tr>
<td>Projects with scopes that directly correct areas with a concentration of Types &quot;A&quot; and &quot;K&quot; crashes</td>
<td>$4,000,000</td>
</tr>
<tr>
<td>Safety Funds per MDOT Region</td>
<td>$350,000</td>
</tr>
</tbody>
</table>

Project Application Examples

- Corridor wide shoulder and center line rumble strips, improved permanent signing (such as chevrons on curves or intersection signing), pavement markings (such as the addition of edge line markings), clear vision corners or reflectorized backplates
- High Friction Surface applications at spot locations
- Elimination, replacement or installation of guardrail or slope flattening
- Removal of fixed objects
- Traffic and pedestrian signal optimization, installation, and upgrades
- Access management
- Intersection safety improvements (lighting, stopping sight distance, clear vision corners)
- Horizontal and vertical curve modifications
- Sight distance improvements
- Bridge railing replacement or retrofit
- Mid-block pedestrian crossings; improvements to school zones
- Projects from a Local Road Safety Plan priority emphasis area (these projects will received additional consideration during the selection process)

This list is not all inclusive and other types of safety improvement projects can be submitted for consideration. The Safety Program Financial Goals allow for the submittal of systemic projects. Systemic safety projects involve the use of countermeasures that are widely implemented (corridor or area wide) based on similar roadway or intersection features that correlate with particular K/A crash types.
Exhibit 3 – Design Requirements

- Must meet current standards and warrants, current Americans with Disabilities Act and Buy America requirements.

- Designed in accordance with 3R, 4R, American Association of State Highway and Transportation Officials (AASHTO) Geometric Design of Highways and Streets, or the AASHTO Guidelines for Geometric Design of Very Low-Volume Local Roads Standards. Use of the Capital Preventative Maintenance guidelines and fixes will not be permitted.

- Traffic signal upgrade projects shall include the installation of signal back plates with reflectorized borders.

- High friction surface projects shall use or follow the intent/material requirements of the most current MDOT Special Provision.

- Corridor (or local agency-wide) permanent signing or pavement marking projects must be of a higher standard than the minimums required by the Michigan Manual of Uniform Traffic Control Devices and/or standards. These type projects shall include additional signing improvements beyond upgrading sign reflectivity requirements; i.e., adding reflective sheeting to sign posts, larger signs, etc., and permanent pavement markings shall include improvements such as being recessed or high quality ‘durable’ markings.
Exhibit 4 - Submitting Candidate Safety Project Applications

Applications submitted electronically must be received no later than **Friday, September 23, 2016.**

- The Local Safety Program Call for Applications Funding Year 2018 Electronic Submittal Form is located at [www.michigan.gov/mdot](http://www.michigan.gov/mdot) ~ Doing Business ~ Local Agency Program ~ Safety Program ~ FY 2018 HSIP - Electronic Submittal Form.
- Electronic submittals are limited to 15MB.

Applications sent hardcopy must be postmarked no later than **Friday, September 23, 2016.**

- Projects postmarked after Friday, September 23, 2016, may or may not be reviewed for selection, at MDOT’s discretion.
- It is recommended that your application be submitted by certified mail or other traceable delivery service.

Applications are reviewed and selected by a committee. Projects that are part of a Local Road Safety Plan priority emphasis area will receive additional consideration. The six required submittal documents are listed below. All MDOT forms and spreadsheets mentioned can be found online at [http://www.michigan.gov/mdot/0,4616,7-151-9625_25885_40552---.00.html](http://www.michigan.gov/mdot/0,4616,7-151-9625_25885_40552---.00.html) in the Application Process section of the page.

1. **Cover Letter**
   - Provide a brief overview discussion as to the proposed project, crash pattern that has been experienced, and how the proposed scope of work will remedy the past crash history.

2. **MDOT Form 1627**

3. **MDOT Time of Return (TOR) Analysis**
   - Only the MDOT TOR spreadsheet will be accepted*. A copy of the data input page and results page must be included in the application submittal.
   - Guardrail oriented projects and independent RSA submittals do not require a TOR analysis.
   - Common Crash Reduction Factors (CRF) are listed in the TOR Spreadsheet
     - Additional CRFs may be used. If submitting a TOR utilizing a CRF not listed on the TOR form, include a copy of the source used to obtain the CRF.

4. **UD-10s**
   - Include for all crashes that are used to compile the TOR or Highway Safety Manual analysis/computation. Note: The HSM requires all crashes to be input, including animal crashes. Animal crashes are NOT to be submitted with the application.
   - Use the most current 3 to 5 year period of available data (2011-2013 through current availability).
• Include only those UD-10 crash reports that relate to the proposed scope of work, except include all UD-10 reports relating to Fatal (K) or Incapacitating (A) injury crashes within the project limits.

5. Detailed cost estimate or Michigan Engineers Resource Library (MERL) estimate.

6. Map showing project location(s).

Applications, to provide additional support, may (not required) also include:

• A copy of the Local Road Safety Plan priority emphasis areas or priority projects list
• Crash analysis used to determine the proposed project’s scope.
• Crash concentration maps in the proposed project’s limits.
• MDOT LSI written suggestion list (required if requesting participation for Preliminary Engineering)
• Photos of existing project site conditions.
• Preliminary proposed plan view, cross-sections, and/or profiles.
• Ability to deliver a construction package for obligation within this fiscal year.
• Project coordination with other construction projects.
• Highway Safety Manual Analysis*

*Highway Safety Manual Analysis
A Highway Safety Analysis may replace or supplement the TOR Analysis. Local Agencies are encouraged to utilize the HSM for locations where little to no crash history exists, proposed systemic improvements, and locations where additional support of the TOR is desired.

FY 2018, HSM Analysis Requirements:

• Use the MDOT HSM spreadsheet located at http://www.michigan.gov/mdot/0,4616,7-151-9625_25885_40552---,00.html in the Application Process section of the page.
• An electronic copy of the analysis or screenshots of the input and output tabs must be included with the application submittal.
• Calibration factors for use as part of HSM analysis have been compiled by MDOT and are included in the spreadsheet. Local Agencies performing hand calculations will need to refer to the www.michigan.gov/highwaysafety website for calibration factors and distribution values.
• For any questions an agency might have regarding the HSM Calibration factors, please contact Dean Kanitz, MDOT Traffic and Safety Unit, at 517-335-2855.

Additional information available for application development:

• Visit www.michigan.gov/highwaysafety or link to it from the MDOT Local Agency Safety Program Website.
  ▪ Traffic Crash Data maps per Region (Traffic Crash Data)
HSM Calibration Factors/Distribution Values (Safety Links, Traffic Standards and Typicals, Safety Programs, Highway Safety Manual)

Safety Guides (Safety Links, Traffic Standards and Typicals, Safety Programs, Safety Guides)

Please send all eligible projects and supporting information by **Friday, September 23, 2016**, to the following:

Mrs. Pamela R. Blazo, P.E.
Safety Engineer, Local Agency Programs
Development Services Division
425 W. Ottawa Street, P.O. Box 30050
Lansing, Michigan 48909-7550
<table>
<thead>
<tr>
<th>MDOT Job No.</th>
<th>Fiscal Year</th>
<th>Project Name</th>
<th>Limits</th>
<th>Project Description</th>
<th>Project Fund Source</th>
<th>Federal Cost ($1000s)</th>
<th>State Cost ($1000s)</th>
<th>Local Cost ($1000s)</th>
<th>Total Cost ($1000s)</th>
<th>GI Obligation</th>
<th>Letting</th>
<th>Bid Price ($1000s)</th>
<th>Contractor</th>
<th>Anticipated Construction Dates</th>
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<tbody>
<tr>
<td>121418</td>
<td>2016</td>
<td>9th St.</td>
<td>I-94 to Meridian Ave.</td>
<td>HMA mill &amp; overlay with traffic signal upgrades and intersection improvements at Stadium Dr.</td>
<td>STP</td>
<td>1,000</td>
<td>200</td>
<td>550</td>
<td>1,750</td>
<td>10/9/15</td>
<td>1/28/16</td>
<td>3/4/16</td>
<td>1,671</td>
<td>Michigan Paving &amp; Materials</td>
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<td>122985</td>
<td>2016</td>
<td>U Ave.</td>
<td>Over Portage Creek</td>
<td>Replace superstructure and retrofit to allow load limit restriction to be removed; approaches and guardrail</td>
<td>BHT</td>
<td>525</td>
<td>98</td>
<td>574</td>
<td>1,197</td>
<td>12/4/15</td>
<td>3/4/16</td>
<td>5/6/16</td>
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<tr>
<td>127387</td>
<td>2016</td>
<td>Stadium Dr.</td>
<td>4th St. to 6th St.</td>
<td>Construct CLTL, intersection improvements at 4th, traffic signal upgrades at 4th and 6th, and signal timing</td>
<td>HSIP</td>
<td>600</td>
<td>147</td>
<td>747</td>
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<tr>
<td>2016</td>
<td>West Michigan Ave.</td>
<td>At 11th St.</td>
<td>Traffic signal upgrade with signal interconnect and vehicle detection</td>
<td>CMG</td>
<td>97</td>
<td>153</td>
<td>250</td>
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</table>

Additional comments: South side of Stadium Drive relocations complete. Castings lowered throughout project. Installation of new mast arms is underway, and once old signal equipment is removed work will begin on the realignment of the north side of Stadium Drive. On target for completion by the end of September 2016.

Additional comments: Drainage work complete in Fulton. Pulverization of roadway south of Fulton complete, with 90% of base and leveling HMA complete. Contractor working on establishing shoulders and ditches south of Fulton.

Additional comments: W Avenue structure complete. D Avenue structure nearing completion, working out issues with epoxy overlay application. U Avenue structure is removed, coffer dams in place, and the contractor is working on driving piles for the new abutments.

Additional comments: Final plans submitted to MDOT on 7/22/16 for 10/7/16 letting. Awaiting obligation and notification of advertisement.
| MDOT Job No. | Fiscal Year | Project Name          | Limits                                                                 | Project Description                                                                 | Federal Cost ($1000s) | Federal Fund Source | State Cost ($1000s) | Local Cost ($1000s) | Total Cost ($1000s) | GI Obligation | Letting | Bid Price ($1000s) | Contractor | Anticipated Construction Dates |
|-------------|-------------|-----------------------|----------------------------------------------------------------------|-------------------------------------------------------------------------------------|------------------------|---------------------|---------------------|---------------------|---------------------|-------------------|---------|---------|----------------------|-----------|---------------------------------|
| 126664      | 2017        | D Ave. Over Gull Lake Outlet | Epoxy overlay of deck structure; railings                         |                                                                      | 221                    | BHT                 | 41                  | 14                  | 276                 |                |         |                      |           | June 2017                        |
|              |             |                       |                                                                     | Additional comments: Finalizing scoping to start design. Working toward a GI in October, and a letting in February 2017. |                                      |                     |                     |                     |                      |                  |         |                      |           |                                 |
| 161052      | 2017        | Stadium Dr. 9th St. to US-131 | HMA Mill & overlay with selected areas of full depth reconstruction. |                                                                      | 1,000                  | STU                 | 486                 | 1,486               |                |                |         |                      |           | June 2017                        |
| 130918      | 2017        | Stadium Dr. At 11th St. | Add NB & WB right turn lane and upgrade traffic signal |                                                                      | 315                    | HSIP                | 35                  | 350                 |                |                |         |                      |           | June 2017                        |
|              |             |                       |                                                                     | Additional comments: Consultant survey complete. Working toward a GI in October, and a letting in February 2017. Given the proximity of the two projects, they will be bundled together. |                                      |                     |                     |                     |                      |                  |         |                      |           |                                 |
| 130919      | 2017        | Sprinkle Rd. Zylman Ave. to Kilgore Rd., and Market St. to G Ave. | Advanced dilemma zone detection and other traffic signal upgrades |                                                                      | 600                    | HSIP                | 200                 | 800                 |                |                |         |                      |           | April 2017                        |
|              |             |                       |                                                                     | Additional comments: Currently under design. Working toward a GI in October, and a letting in February 2017. |                                      |                     |                     |                     |                      |                  |         |                      |           |                                 |
| 160603      | 2017        | N Ave. Sprinkle Rd. to 26th St. | HMA Mill & overlay, improve shoulders to provide recoverable slopes |                                                                      | 264                    | STU                 | 532                 | 796                 |                |                |         |                      |           | June 2017                        |
|              |             |                       |                                                                     | Additional comments: Design currently 85% complete. Working toward a GI in October, and a letting in February 2017. Looking to coordinate sanitary extension from Green Bay Packaging to 26th Street within project. |                                      |                     |                     |                     |                      |                  |         |                      |           |                                 |
## RCKC Road Projects Status Update

<table>
<thead>
<tr>
<th>Local Projects</th>
<th>Fiscal Year</th>
<th>Project Name</th>
<th>Limits</th>
<th>Project Description</th>
<th>Local Cost ($1000s)</th>
<th>Total Cost ($1000s)</th>
<th>Letting</th>
<th>Bid Price ($1000s)</th>
<th>Contractor</th>
<th>Anticipated Construction Dates</th>
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</thead>
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<tr>
<td>2016</td>
<td>28th Street</td>
<td>M-43 (Gull Rd.) to D Ave.</td>
<td>Pulverize and reconstruct to all season</td>
<td>1,200</td>
<td>1,200</td>
<td>3/11/16</td>
<td>1,088</td>
<td>Lakeland Asphalt</td>
<td>April 2016 June 2016</td>
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<td>2016</td>
<td>N. Burdick St.</td>
<td>Kalamazoo City Limit to Mosel Ave.</td>
<td>HMA cold mill and overlay.</td>
<td>150</td>
<td>150</td>
<td>5/31/16</td>
<td>123</td>
<td>Lakeland Asphalt</td>
<td>September 2016</td>
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<td>2016</td>
<td>Almena Dr.</td>
<td>KL Ave. to M-43 (W. Main St.)</td>
<td>HMA cold mill and overlay.</td>
<td>450</td>
<td>450</td>
<td>6/13/16</td>
<td>233</td>
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<tr>
<td>2016</td>
<td>33rd St.</td>
<td>M-96 (Augusta Dr.) to G Ave.</td>
<td>HMA cold mill and overlay.</td>
<td>600</td>
<td>600</td>
<td>6/13/16</td>
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<tr>
<td>2016</td>
<td>Sprinkle Rd.</td>
<td>Centre Ave. to Milham Rd.</td>
<td>HMA cold mill and overlay.</td>
<td>1,001</td>
<td>1,001</td>
<td>7/12/16</td>
<td>663</td>
<td>Michigan Paving &amp; Materials</td>
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<td>2016</td>
<td>Chip Seal</td>
<td>Countywide</td>
<td>Primary road preventative maintenance</td>
<td>3,665</td>
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<td>RCKC</td>
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<td>May 2016 September 2016</td>
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<td>Additional Comments:</td>
<td>137 miles scheduled. To date, 115 miles completed.</td>
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