

# SAMPLE LETTER

August 25, 2017

John Smith, Village Manager  
Village of Mytown  
1234 Main Street  
Mytown, MI 45678

## **RE: 2018 Local Grade Crossing Surface Program & Call for Projects**

Dear Road Agency Partner:

The Michigan Department of Transportation (MDOT) is pleased to announce the second year of the new Local Grade Crossing Surface Program. The Program will continue to be administered in compliance with enabling legislation, details of which can be found in Act 51, MCL 247.661(1)(d). As a reminder, the Program provides 60% state funding and requires a 40% railroad match: there is no expectation of financial participation by any local road agency.

In consideration of feedback received during the 2017 Program, the solicitation and selection process has been moved to the fall, to allow greater opportunity for advance coordination with other planned capital projects. Guidance for the 2018 Program follows below:

- **Applications will be accepted if received via e-mail or postmarked by October 27, 2017**
- Applications must be submitted by road agencies, in cooperation with a participating railroad
- **Applications must include detailed railroad estimates and updated vehicle traffic counts**
- Eligible project costs include materials, labor and equipment: engineering costs are not eligible
- **Applications will be evaluated and projects will be selected and announced by late November**
- Project selection will be in compliance with the criteria established by law

All prospective projects require proof of 40% railroad participation and documentation that relevant MMUTCD-compliant traffic control plans have been approved by the affected road agency, so *it is incumbent upon railroads and road agencies to work together to assure that applications are complete and accurate*. It should also be noted there are significant public advantages if a proposed project includes coordinated adjacent road work, as the entire crossing environment can be enhanced all at one time. Therefore, road agencies are encouraged to seek opportunities to combine adjacent roadway surface improvement projects with any pending railroad crossing applications.

Application materials and instructions are available on-line at the MDOT Office of Rail web page, and a list of railroad contact information is attached for your reference. Please feel free to contact my office directly at 517-335-3054 if you have any questions.

Sincerely,



Kristian Foondle, Manager  
Local Grade Crossing Programs  
[www.michigan.gov/mdotrail](http://www.michigan.gov/mdotrail)

Enclosure: Railroad Crossing Contact List

# RAILROAD CROSSING CONTACT LIST

Adrian & Blissfield Railroad (ADBF)	Mark Dobronski (734) 641-2300
AMTRAK	Troy Mason (312) 544-5152
Ann Arbor Railroad (AA)	Steve Ayala (419) 206-8172
Charlotte Southern Railroad (CHS)	Mark Dobronski (734) 641-2300
CN (CN)	Thomas Brasseur (715) 544-2924
Conrail (CR)	Adam Baginski (856) 231-2023
Coopersville & Marne Railway (CM)	Jerry Ricard (616) 997-7000
CSX Transportation (CSX)	Amanda DeCesare (859) 372-6124
Delray Connecting Railroad (DC)	Daniel Bolton (313) 749-5202
Detroit Connecting Railroad (DCON)	Mark Dobronski (734) 641-2300
Escanaba & Lake Superior Railroad (ELS)	Bob Anderson (906) 280-2513
Grand Elk Railroad (GDLK)	Damien Cantrell (205) 480-9281
Grand Rapids Eastern Railroad (GRE)	Scott Knight (616) 293-0564
Great Lakes Central Railroad (GLC)	Mark Russell (989) 666-2706
Huron & Eastern Railway (HE)	Luke Zeisemer (989) 797-5129
Indiana Northeastern Railroad (IN)	Troy Strane (517) 617-1908
Indiana & Ohio Railway (IO)	Scott Sandoval (217) 725-8577
Jackson & Lansing Railroad	Mark Dobronski (734) 641-2300
Lapeer Industrial Railroad (LIRR)	Mark Dobronski (734) 641-2300
Lake State Railway (LSRC)	Mark Pennell (989) 529-6640
Lake Superior & Ishpeming (LSI)	James Scullion (906) 475-7901
Marquette Rail (MQT)	Scott Knight (616) 293-0564
Michigan Shore Railroad (MS)	Scott Knight (616) 293-0564
Michigan Southern Railroad (MSO)	Shane Cullen (309) 369-4143
Mid-Michigan Railroad (MM)	Luke Zeisemer (989) 797-5129
Mineral Range Railroad (MR)	Christopher Jones (608) 745-8009
Norfolk Southern Railway (NS)	John Fleps (313) 323-5101
West Michigan Railroad (WMI)	Mike Hnatiuk (989) 615-1037

***SPECIAL NOTE: in compliance with MCL 462.309(4), any change in elevation of a grade crossing greater than 1 inch requires advance mutual agreement between the railroad and road agency. Please be sure to review all proposed work and coordinate with the railroad accordingly.***