

1500 Scribner Avenue, NW  
Grand Rapids MI 49504

January 9, 2018

The Board of County Road Commissioners of the County of Kent met in the Road Commission Offices.

The regular meeting was called to order by Commissioner Rambo, Chairman at 8:00 o'clock a.m.

Present: Commissioners Rambo, Janes, Malone, Medema, and Morren, Managing Director Warren, Director of Finance Barcheski, and Executive Secretary Martin.

Also present: Deputy Managing Director - Engineering Harrall, Deputy Managing Director - Operations Byrne, Director of Equipment Roose, Director of Traffic and Safety Haagsma, Assistant Director of Finance in charge of Purchasing Wiegerink, Assistant Director of Finance Guerra, Communications Manager Lamoreaux, and Notary Carole Morgan.

Chairman Rambo stated it is necessary to amend the agenda by adding item 16.B – request to quit claim property owned and located in Plainfield Township, Kent County, Michigan.

Moved by Commissioner Janes, seconded by Commissioner Malone that the **agenda for the January 9, 2018 Board meeting is amended by the addition of the request to quit claim property owned by the Kent County Road Commission and located in Plainfield Township, Kent County, Michigan as requested by Staff.**

Motion carried by the following vote:

Yeas: Commissioners Rambo, Janes, Malone, Medema, and Morren—5.

Nays: 0.

Chairman Rambo stated the first order of business is the Road Commissioner's oath of office for his term 2018-2023.

Notary Carole Morgan asked Commissioner Rambo to solemnly swear he would support the Constitution of the United States and the Constitution of the State of Michigan, and he would faithfully perform the duties of the office of Road Commissioner in and for the County of Kent, State of Michigan, according to the best of his ability.

The **Oath of Office was affirmed** as follows:

Yea: Commissioner Rambo.

Managing Director Warren stated the next order of business would be to conduct elections of the Board Officers and Committee appointments.

It was moved by Commissioner Malone, seconded by Commissioner Morren to **elect Commissioner Rambo as Board Chair** and to **elect Commissioner Janes as Vice Chair**.

Motion carried by the following vote:

Yeas: Commissioners Rambo, Janes, Malone, Medema, and Morren—5.

Nays: 0.

Chairman Rambo recommended that **Commissioner Janes** serve on the **Department of Public Works Board**, **Commissioner Malone** serve on the **Fire Commission**, **Commissioner Medema** serve on the **County Road Association of Michigan Commissioners' Committee**, and **Commissioner Morren** serve on the **Retirement Savings Committee**,

Moved by Commissioner Morren, seconded by Commissioner Medema that the **Board members are appointed to committees** as recommended.

Motion carried by the following vote:

Yeas: Commissioners Rambo, Janes, Malone, Medema, and Morren—5.

Nays: 0.

There was no public comment.

The Board discussed minutes of the Board meeting held December 12, 2017.

Moved by Commissioner Medema, seconded by Commissioner Janes that the minutes be approved as written.

Motion carried by the following vote:

Yeas: Commissioners Rambo, Janes, Malone, Medema, and Morren—5.

Nays: 0.

The disbursements for the check runs dated December 15, 2017 and December 29, 2017 were presented to the Board by Director of Finance Barcheski. She stated Payroll for the check run dated December 15, 2017 had overtime of \$20,065.63. There was one Construction Estimate payment to D. J. McQuestion & Sons in the amount of \$43,933.79 for the Belmont Avenue/10 Mile Road Connector.

Payroll for the check run dated December 29, 2017 had overtime of \$114,418.22. There was one Construction Estimate payment to Rieth-Riley Construction Company in the amount of \$163.44 for spot mill and fill on Pine Island Drive.

Director Barcheski stated the Cash Receipts include the Michigan Transportation Fund receipts, which she will review shortly. The General Fund has \$16,391,652.38 remaining after approval of disbursements. There was \$12,270,040.08 in the General Fund at this time a year ago.

Moved by Commissioner Malone, seconded by Commissioner Janes that **Payroll of \$610,964.10, Construction Estimates of \$43,933.79, Accounts Payables of \$1,264,134.30, and Cash Balances and Investments for the check run dated December 15, 2017, and Payroll of \$721,739.42, Construction Estimates of \$163.44, Accounts Payables of \$1,336,665.81, and Cash Balances and Investments for the check run dated December 29, 2017,** are approved by the Board, and warrants ordered drawn for the same.

Motion carried by the following vote:

Yeas: Commissioners Rambo, Janes, Malone, Medema, and Morren—5.

Nays: 0.

Director Barcheski reviewed for the Board the Michigan Transportation Fund revenues that were collected in November 2017 and received in January 2018. She stated the funds received were \$3,254,089.00, an unfavorable variance of \$267,184.00 less than what was budgeted. She stated Staff has recalculated the budgeted receipts to reflect what is typically received each month. The change from last year at this time is a positive 29.6 percent.

The report was received for information.

Director Barcheski reviewed for the Board the November 2017 Financial Statements. She stated this early in the fiscal year most line items are as they should be. There is a modest adjustment of \$168,908.00 in the fund balance. Staff is working on carry overs and budget amendment.

The report was received for information.

Managing Director Warren presented a two-year Rental Agreement with the County of Kent Drain Commissioner for space in the Central Complex building. The Drain Commissioner area has remained at 1,600 square feet at \$12.00 per square foot. Janitorial services are an additional \$1.50 per square foot; utilities are an additional \$3.50 per square foot, and indoor parking for one unit per year at \$400.00.

Moved by Commissioner Medema, seconded by Commissioner Morren that **two- year Rental Agreement with the County of Kent Drain Commissioner for space in the Central Complex building** for a monthly rental of \$2,300.00, **total annual rental of \$27,600.00 is authorized** by the Board, as recommended by Staff. Managing Director Warren is authorized to sign on behalf of the Board.

Motion carried by the following vote:

Yeas: Commissioners Rambo, Janes, Malone, Medema, and Morren—5.

Nays: 0.

Managing Director Warren requested authorization to schedule a Public Hearing for adoption of updated rules to regulate driveways, banners, and parades. Deputy Managing Director – Engineering Harrall stated the draft “Rules to Regulate Driveways, Banners and Parades” has been distributed to each Township for review and comment by January 15, 2018. Prior to adopting these new rules it is necessary to hold a Public Hearing, in accordance with P.A. 88 of 1943 as amended.

Moved by Commissioner Janes and seconded by Commissioner Morren that the Board authorizes **scheduling a Public Hearing be scheduled for Tuesday, February 13, 2018 at 8:15 a.m.**, as recommended by Staff.

Motion carried by the following vote:

Yeas: Commissioners Rambo, Janes, Malone, Medema, and Morren—5.

Nays: 0.

Managing Director Warren stated Staff has received a request to change the street name Dalefield Drive to Marblehead Drive. Deputy Managing Director Harrall stated Dalefield Drive is located north of West River Drive and southwest of Viewpoint Drive in Section 17, Plainfield Township. This stub street was part of Northbrook Plat Phase 6. In 2017, Phase 7 of Northbrook Plat was completed. At this time, Marblehead Drive was extended to Dalefield Drive. In order to establish a single street name for this road segment, the developer requested Marblehead Drive. Now that this plat has received final approval, Staff is requesting to change the name of the short segment of Dalefield Drive to Marblehead Drive, which will match the approved plat. There are currently no address assignments on Dalefield Drive.

Commissioner Medema offered the following resolution with reference to changing Dalefield Drive to Marblehead Drive, Section 17, Plainfield Township

**Resolution  
for  
Street Name Change**

**WHEREAS**, a petition was submitted by the proprietors of the plat of Northbrook No. 6 and the proposed plat of Northbrook No. 7 requesting to change the official street name of that segment of 'Dalefield Drive' in the plat of Northbrook No. 6 (*Kent County Register of Deeds Instrument number 20060403-0037889*) which runs southwesterly from Viewpoint Drive to the plat boundary of said Northbrook No. 6 plat, being a Part of the Southeast quarter of Section 17 and Northeast quarter of Section 20, T8N,

R11W, Plainfield Township, Kent County, Michigan, and rename it to be Marblehead Drive, and

**WHEREAS**, there is an existing street segment named Marblehead Drive (*street stub*) in the plat of Northbrook No. 5 (*Kent County Register of Deeds Instrument number 20031226-0250637*), running northwesterly from Viewpoint Drive, and

**WHEREAS**, in the overall master layout development plan of the Northbrook plats prepared by the proprietor, said Marblehead Drive alignment was planned to be extended and connected in a street network arrangement in subsequent phases, and

**WHEREAS**, in the plat of Northbrook No. 6, a street segment named Dalefield Drive running southwesterly from Viewpoint Drive was started for a future connection with an existing street segment named Marblehead Drive in said plat of Northbrook No. 5, and

**WHEREAS**, the proposed plat of Northbrook No. 7 has provided a connecting street named Marblehead Drive between said Marblehead Drive street segment (*street stub*), said plat of Northbrook No. 5, and said Dalefield Drive street segment (*street stub*), said plat of Northbrook No. 6; and

**WHEREAS**, that segment of said Dalefield Drive, said plat of Northbrook No. 6, is known as Marblehead Drive on official road commission highway certification map update revisions as requested by said proprietor of said Northbrook No. 6 and said Northbrook No. 7, and

**WHEREAS**, the Trustees of the Charter Township of Plainfield, Kent County, Michigan have at their regular meeting held on October 25, 2017, have supported, concurred with, and authorized the request to change the official name of Dalefield Drive to be Marblehead Drive, in said plat of Northbrook No. 6, by adopting a resolution in

conformance with the requirements of Section 256 of the Land Division (Plat) Act, PA 288 of 1967 as amended [MCL 560.256]; and

**WHEREAS**, the Trustees of the Charter Township of Plainfield, Kent County, Michigan, at their regular meeting held on October 25, 2017, have requested that the Board of County Road Commissioners of the County of Kent, Michigan, adopt a resolution authorizing the changing of the official name of Dalefield Drive to be Marblehead Drive, in said plat of Northbrook No. 6, in conformance with Section 18(1) of the Public Highways and Private Streets Act, PA 283 of 1909 as amended [MCL 220.18(1)].

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of County Road Commissioners of the County of Kent does hereby authorize that the official name of Dalefield Drive to be Marblehead Drive in said plat of Northbrook No. 6 in conformance with Section 18(1) of the Public Highways and Private Streets Act, PA 283 of 1909 as amended [MCL 220.18(1)].

Moved by Commissioner Medema, seconded by Commissioner Malone that the Board **adopt the resolution and authorize the street name change to Marblehead Drive** in said plat of Northbrook No. 6, as recommended by staff.

Motion carried by the following vote:

Yeas: Commissioners Rambo, Janes, Malone, Medema, and Morren—5.

Nays: 0.

Managing Director Warren presented the following title sheets to the Board for authorization and signatures.

1. **10 Mile Road Reconstruction** – Alpine Avenue to Pine Island Drive.

Deputy Managing Director Harrall stated the 10 Mile Road Reconstruction project between Alpine Avenue and Pine Island Drive is planned for the Michigan Department of Transportation's March 2, 2018 bid letting. The project includes reconstructing this portion of 10 Mile Road to all-season standard, including twelve-foot wide lanes and eight-foot shoulders (four-foot paved and four-foot gravel). The estimated construction cost is \$2,465,800.00. Funding for this project includes \$1,534,000.00 federal STP Urban funds, with the remaining \$931,800.00 local match funded by Kent County Road Commission.

2. **Spaulding Avenue Intersection Widening** south of Cascade Road.

Deputy Managing Director Harrall stated the Spaulding Avenue widening project south of Cascade Road is planned for the Michigan Department of Transportation's March 2, 2018 bid letting. The project includes widening the east side of Spaulding Avenue to provide a northbound right-turn lane at Cascade Road. The estimated construction cost is \$208,000.00. Funding for this project includes eighty percent Federal CMAQ funds (\$166,400.00 based on the estimate) with the remaining \$41,600.00 local match funded by Kent County Road Commission.

Moved by Commissioner Janes, seconded by Commissioner Malone that Staff, as recommended by Staff.

Motion carried by the following vote:

Yeas: Commissioners Rambo, Janes, Malone, Medema, and Morren—5.

Nays: 0.

Moved by Commissioner Janes, seconded by Commissioner Medema that the Board **sign and execute the above-described title sheets**, as recommended by Staff.

Motion carried by the following vote:

Yeas: Commissioners Rambo, Janes, Malone, Medema, and Morren—5.

Nays: 0.

Managing Director Warren requested preliminary plat approval of Ravines at Inwood. Deputy Managing Director Harrall stated The Ravines at Inwood Plat is located west of Northland Drive and south of Kutshell Drive in Section 14, Plainfield Township. This multi-phase residential development also includes a multi-unit site condominium (The Villas at the Ravine) with private streets. Access to the development is from Kutshell Drive, as well as a connection to existing Zieverts Street to the east. Phase 1 of the development includes access from Kutshell Drive, a permanent cul-de-sac to the west, a temporary cul-de-sac south and stub street to the east. This phase includes twenty-seven lots. When complete, the entire development includes 229 lots / units (142 plat lots and 87 condo units).

Deputy Managing Director Harrall stated Kent County Road Commission is requiring a center left-turn lane be constructed on Kutshell Drive at the plat entrance as a condition of the Phase 1 approval. The developer is also required to construct a southbound right-turn lane on Kutshell Drive at the Rogue River Road intersection as a condition of Plainfield Township approval. This must be completed by Phase 4 plat construction.

Moved by Commissioner Medema, seconded by Commissioner Malone that the Board **authorizes preliminary plat approval for Ravines at Inwood**, Section 14, Plainfield Township, as recommended by Staff and subject to the following special conditions, requirements, and modifications:

1. Proprietor shall provide left-turn lane on Kuttshell Drive with new intersection. The design and layout shall be

- satisfactory to the Deputy Managing Director – Engineering and the Director of Traffic & Safety.
2. Proprietor shall provide ten-foot by ten-foot triangular corner parcel in the southwest and southeast quadrants for the new intersection Woodhill Drive with Kuttshill Drive.
  3. Proprietor shall provide title commitment to demonstrate that there are no existing encumbrances within limits of proposed street right-of-ways.
  4. Proprietor shall secure termination of encumbrances, easements, restrictions, etc., in favor of the Board of County Road Commissioners of the County of Kent within street right-of-ways to the Board's satisfaction as recommended by Staff. Proprietor shall secure acceptable subordinations of existing mortgages in favor of the Board of County Road Commissioners of the County of Kent within street right-of-ways to the Board's satisfaction as recommended by Staff.
  5. Proprietor shall provide and submit documentation from Plainfield Township engineering and planning official(s) that all Township requirements are satisfactorily met or being met along with their request for final plat approval.
  6. Kuttshill Drive is to be limited access (applies to lots with Kuttshill Drive frontage).
  7. Proprietor shall incorporate United States Post Office customer mail delivery mode requirements in their plat improvement design and construction documents.
  8. Proprietor shall provide written confirmation from the United States Post Office local postmaster or station master confirming that customer mail delivery requirements conform to their requirements and conform to Kent County Road Commission's requirements as directed by the County Highway Engineer.

Motion carried by the following vote:

Yeas: Commissioners Rambo, Janes, Malone, Medema, and Morren—5.

Nays: 0.

Managing Director Warren requested final plat approval of Allen's Acres, Section 27, Courtland Township. Deputy Managing Director Harrall stated Allen's Acres plat is located north of 11 Mile Road and east of Hessler Drive in Section 27, Courtland Township. This residential plat consists of five lots located on the east side of existing

Hessler Drive. No road modifications were required. Sanitary sewer was installed south along the east side of Hessler Drive. The proprietor is KBH Homes, LLC (Kurt Hamersma) and the engineer is Feenstra & Associates.

Moved by Commissioner Malone, seconded by Commissioner Janes that the Board **authorizes final plat approval of Allen's Acres**, Section 27, Courtland Township, as recommended by Staff.

Motion carried by the following vote:

Yeas: Commissioners Rambo, Janes, Malone, Medema, and Morren—5.

Nays: 0.

Assistant Director of Finance in charge of Purchasing Wiegerink requested authorization to award bids as follows:

1. Purchase of **six single-axle heavy-duty trucks – 44,000# GVW.**

Staff is recommending **award to Michigan Kenworth, LLC**, lowest responsive and responsible bidder at a cost of \$103,563.00 each for a **total of \$621,379.00 for six trucks.**

2. Purchase of **seven hydraulic systems** for installation on new cab and chassis trucks – 44,000# GVW and 74,000# GVW.

Staff is recommending **award to Truck & Trailer Specialties**, lowest responsive and responsible bidder meeting specifications and requirements at a **total cost of \$52,014.00 for seven systems.**

3. Purchase of **four under tailgate sanders** for installation on new cab and chassis trucks – 44,000# GVW.

Staff is recommending **award to Truck & Trailer Specialties**, lowest responsive and responsible bidder meeting specifications at a cost of \$3,861.00 each, **total cost of \$15,444.00 for four.**

Moved by Commissioner Janes, seconded by Commissioner Malone that **Staff is authorized to award bids as recommended.**

Motion carried by the following vote:

Yeas: Commissioners Rambo, Janes, Malone, Medema, and Morren—5.

Nays: 0.

Assistant Director of Finance Wiegerink requested authorization to advertise for bids on the following:

1. **Contract #18-13:** Catch basin cleaning on Primary and Local Roads in Kent County for 2018, as required 2018 **(bids to be received on a date to be determined).**
2. **Contract #18-14:** Catch basin cleaning on State Trunklines in Kent County for 2018, as required 2018 **(bids to be received on a date to be determined).**

Moved by Commissioner Malone, seconded by Commissioner Janes that **Staff is authorized to advertise for bids with bids to be accepted until 8:30 o'clock a.m. on dates to be determined,** as recommended.

Motion carried by the following vote:

Yeas: Commissioners Rambo, Janes, Malone, Medema, and Morren—5.

Nays: 0.

Managing Director Warren requested authorization to quit claim property owned by the Kent County Road Commission, currently known as 6300 Belshire Avenue, NE, and located in Plainfield Township, Kent County, Michigan.

**Legal Description:**

PART OF W 1/2 OF SEC COM AT INT OF ELY LINE OF PENN CEN RR R/W & W 1/8 LINE TH S ALONG W 1/8 LINE 547.8 FT TH E 325.7 FT TH S 52D W ALONG NLY LINE OF FORMER GR & I RR R/W TO ELY LINE OF PENN CEN RR R/W TH NELY ALONG SD RR R/W TO BEG EX COM AT W 1/4 COR TH N ALONG W SEC LINE 1329.9 FT TO N 1/8 LINE TH S 88D 26M E ALONG N 1/8 LINE 350 FT TH S 66D 55M E 1055.12 FT TO W 1/8 LINE & BEG OF THIS EX - TH S 1D 46M E ALONG W 1/8 LINE 165.3 FT TH N 66D 55M W 96.8 FT TO ELY LINE OF PENN CEN RR R/W TH N 18D 53M E ALONG SD RR R/W 249.08 FT TO W 1/8 LINE TH S 1D 46M E 108.46 FT TO BEG ALSO PART OF W 1/2 OF SEC COM 550 FT E FROM SW COR OF SE 1/4 NW 1/4 TH E TO A PT 507 FT W FROM CEN OF SEC TH S 610 FT TH W 180 FT TH S 185.85 FT TO NE COR OF BELSHIRE ACRES TH WLY ALONG N LINE OF SD PLAT TO NW COR THEREOF TH N 140 FT TH W 326.25 FT TH S 38D 30M W 591.50 FT M/L TO A PT 165 FT E FROM W LINE OF SEC TH N TO INT OF ELY LINE OF PENN CEN RR R/W & SLY LINE OF FORMER GR & I RR R/W TH NELY ALONG SD GR & I RR R/W LINE TO A PT 326 FT M/L E FROM W 1/8 LINE TH SELY 400 FT M/L TO BEG \* SEC 15 T8N R11W 30.72 A.  
PP# 41-10-15-302-015

Commonly known as 6300 Belshire Ave. NE, Belmont, Michigan  
49306

Moved by Commissioner Morren, seconded by Commissioner Janes that **the above-described property is quit claimed and Staff is authorized to sign on behalf of the Board**, as recommended by Staff.

Motion carried by the following vote:

Yeas: Commissioners Rambo, Janes, Malone, Medema, and Morren—5.

Nays: 0.

Deputy Managing Director – Operations Byrne presented the winter maintenance operations and budget as of January 8, 2018. He stated Kent County has received thirty-nine inches of snow so far this season. Staff has worked 13,102 overtime

hours since January 1, 2018. He stated the Road Commission has spent \$1,532,390.00 or thirty-three percent of the \$4,600,000.00 budget. Forty-four percent of that amount has been spent on equipment, thirty-five percent on material, and twenty-one percent on labor.

The Michigan Department of Transportation has spent \$1,505,589.00 of their \$3,515,550.000 budget or forty-three percent. Forty-two percent of that amount has been spent on equipment, thirty-seven percent on material, and twenty-one percent on labor.

Deputy Managing Director Byrne reviewed the winter maintenance facts for the Board. He stated frost tests were done which showed there is three feet of frost under the pavement.

The Board thanked Staff for the work done to keep the roads drivable and safe. They recognized that many employees worked Christmas Eve, Christmas Day, New Year's Eve, and New Year's Day and missed time with their own families.

Managing Director Warren presented a schedule to discuss and update the Strategic Plan. He asked that the Board commit to an hour work session after the regular Board meeting on the second meeting of the month.

Chairman Rambo again thanked the Staff for their great work.

There being no further business to come before the Board, the meeting was adjourned at 8:52 o'clock a.m.

Respectfully submitted,

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Macy D. Barcheski, Secretary