

1500 Scribner Avenue, NW

Grand Rapids MI 49504

January 23, 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, Medema, and Morren, Managing Director Warren, Director of Finance Barcheski, and Executive Secretary Martin.

Excused: Commissioner Malone.

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, Human Resources Manager Dennis, Communications Manager Lamoreaux, Doug Vredeveld, Principle of the CPA firm Vredeveld Haefner, LLC, and John Morrison and Jay Fowler (interested in non-motorized trails).

There was no public comment.

The Board discussed minutes of the Board meeting held January 9, 2018.

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

Motion carried by the following vote:

Yeas: Commissioners Rambo, Janes, Medema, and Morren—4.

Nays: 0.

The disbursements and cash balances for the check run dated January 12, 2018 were presented to the Board by Director of Finance Barcheski. She stated Payroll included overtime of \$182,025.61. There were no Construction Estimate payments in this period.

Director Barcheski stated the General Fund has \$16,546,778.17 remaining after approval of disbursements. There was \$12,676,705.31 in the General Fund at this time a year ago.

Moved by Commissioner Morren, seconded by Commissioner Janes that **Payroll of \$813,840.53, Accounts Payables of \$888,397.76, and Cash Balances and Investments for the check run dated January 12, 2018,** are approved by the Board, and warrants ordered drawn for the same.

Motion carried by the following vote:

Yeas: Commissioners Rambo, Janes, Medema, and Morren—4.

Nays: 0.

Director Barcheski reviewed for the Board the final FY2017 Financial Statements. She stated the current fund balance was \$19,135,974.00. The Statements have been audited and will be reviewed by Vredeveld Haefner, LLC.

The report was received for information.

Managing Director Warren stated that in accordance with Act 51, Staff has prepared the FY2017 Act 51 Report for the Board's acceptance and signature.

Moved by Commissioner Janes, seconded by Commissioner Medema that the **FY2017 Act 51 Report is accepted**, and the **Chairman is authorized to sign the document** for submission to the State of Michigan, as recommended by Staff.

Motion carried by the following vote:

Yeas: Commissioners Rambo, Janes, Medema, and Morren—4.

Nays: 0.

Managing Director Warren introduced Doug Vredeveld, Principle of the CPA firm Vredeveld Haefner, LLC who reviewed and discussed the FY2017 Audited Financial Statements with the Board.

Moved by Commissioner Morren, seconded by Commissioner Janes that the **FY2017 Audited Financial Statements** of the **Kent County Road Commission** were **accepted** by the Board, as recommended by Staff.

Motion carried by the following vote:

Yeas: Commissioners Rambo, Janes, Medema, and Morren—4.

Nays: 0.

Mr. Vredeveld stated he appreciated the entire Finance Department's help during the process.

Managing Director Warren requested a Public Hearing date for the Knapp Street Widening Project. Deputy Managing Director – Engineering Harrall stated this project will provide a center-turn lane between Dunnigan Avenue and Grand River Drive and between Shady Drive (east of the Grand River) and Pettis Avenue. Work will include widening and resurfacing the existing road. Two-way traffic would be maintained during construction.

He stated an informational meeting was held Tuesday, December 12, 2017 in Grand Rapids Township. Thirty-five attended the meeting representing twenty-nine

properties along the corridor. The proposed left-turn lane received positive support from those in attendance.

Moved by Commissioner Medema, seconded by Commissioner Janes that Staff **schedule a Public Hearing for the Knapp Street Widening Project for Tuesday, March 20, 2018 at 6:30 o'clock p.m. in the Road Commission offices**, as recommended by Staff.

Motion carried by the following vote:

Yeas: Commissioners Rambo, Janes, Medema, and Morren—4.

Nays: 0.

Managing Director Warren requested a Public Hearing date for the abandonment of Old Belding Road between Malvern Street and Kitson Drive. Deputy Managing Director Harrall stated West Michigan Properties, LLC, with property located between Belding Road (M-44) and Old Belding Road, west of Kitson Drive, has filed a petition to abandon the portion of Old Belding Road between Malvern Street and Kitson Drive, Section 14, Cannon Township. Staff has reviewed the signatories to the petition and verified they are all freeholders of property within Cannon Township. A public hearing is required because not all adjacent property owners have signed the petition. In order to meet public notice requirements, Staff is requesting the Public Hearing be scheduled for Tuesday, March 13, 2018 at 8:15 a.m.

Moved by Commissioner Morren, seconded by Commissioner Janes that Staff is authorized to **schedule a Public Hearing for the proposed abandonment of Old Belding Road for Tuesday, March 13, 2018 at 8:15 o'clock a.m. in the Road Commission offices**, as recommended by Staff.

Motion carried by the following vote:

Yeas: Commissioners Rambo, Janes, Medema, and Morren—4.

Nays: 0.

Managing Director Warren requested authorization for one Staff to attend the 2018 National Association of County Engineers (NACE). He stated Deputy Managing Director Harrall has been a member for over fifteen years. He is requesting to attend the 2018 annual conference in Wisconsin, April 22 - 26. This conference provides education, innovation and networking opportunities with other county engineers, consultants and vendors on a national level.

Moved by Commissioner Morren, seconded by Commissioner Medema that **one Staff, Deputy Managing Director Harrall is authorized to attend the 2018 National Association of County Engineers annual conference in Wisconsin Dells, Wisconsin, April 22 – 26, 2018 with expenses allowed**, as recommended by Staff.

Motion carried by the following vote:

Yeas: Commissioners Rambo, Janes, Medema, and Morren—4.

Nays: 0.

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

1. Purchase of **one mini asphalt paver**.

The Maintenance Department has rented a mini asphalt paver from Alta Equipment since August 2017 as a more efficient way to repair road edges. The Road Commission was the first in Michigan to use this unique machine to pave road edges and around obstacles such as signs and other areas that a larger paver could not. The mini

paver attaches to a track loader and can utilize various road materials such as gravel, sand, stones, hot and cold asphalt, and concrete. The Maintenance Department Staff has been very pleased with the machine's performance.

MG Road Construction Equipment is the manufacturer of the Pavijet MG7 mini asphalt paver and Alta Equipment is the only distributor and sole source of this paver in Michigan. The mini asphalt paver is valued at \$49,000.00 but Alta Equipment has offered to apply all the rent paid to the purchase price, reducing the cost to \$27,946.00.

Therefore, Staff is **requesting authorization to purchase one Pavijet MG7 mini asphalt paver from Alta Equipment for a total cost of \$27,946.00.**

2. Purchase of **2018 requirements of polyethylene (plastic) culvert pipe and related components**, as needed, with a one-year renewal option.

The invitation to bid was sent to seven vendors with three submitting bids. Therefore, buying in the best interest of the Road Commission, Staff is recommending **award to all bidders – Core & Main, Etna Supply Company, and Jensen Bridge & Supply Company.** As material is needed for inventory and projects, the items will be purchased taking into consideration cost, product availability, and delivery terms.

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

Motion carried by the following vote:

Yeas: Commissioners Rambo, Janes, Medema, and Morren—4.

Nays: 0.

Managing Director Warren presented a thank you to employees and their families for their time and effort in winter maintenance as directed by the Board. The feedback has been positive.

Managing Director Warren stated there was an online auction for the sale of excess equipment conducted on November 7, 2017 and December 19, 2017 by Orbitbid.com, Inc./Ranger Bid, a division of Miedema Auctioneering, Inc. and by M&W, Inc. on December 7, 2017. Total sales were \$111,597.25 minus commission, listing, and fees for **total net proceeds of \$110,157.25.**

Managing Director Warren presented a draft letter to Eric Kind of the Michigan Department of Transportation regarding the 100th Street overpass. He stated the Department of Public Works has also written a letter to the Michigan Department of Transportation.

After discussion regarding the maintenance, impact to the Kent County Road Commission system, and fix to the damaged overpass, the Board directed Staff to mail the letter to the Michigan Department of Transportation and other local elected officials.

Managing Director Warren stated this is the first of five work sessions to update the Strategic Plan. This session is the purpose and process and the Finances. This process gives the Board and Staff a greater appreciation of what we do and why we do it. The budget is developed to show what the Road Commission is doing and what the Road Commission is not doing and is a reflection of the Strategic Plan.

Director of Finance Barcheski stated the Finance Department's goal is to develop financial reporting and determining how to make it most relevant to the Department it is giving the information to. There are reports that are mandatory under Act 51; however it

may not be the best way to report the information to different Departments and agencies. The Finance Department wants to provide clear information on what the Road Commission is spending and not spending in a way that is pertinent to the Department and agency. She reviewed the current financial statement standards and is working to present the financial information in a clear and concise manner.

The Board thanked Director Barcheski for her report.

There being no further business to come before the Board, the meeting was adjourned at 9:27 o'clock a.m.

Respectfully submitted,



Macy D. Barcheski, Secretary