

1500 Scribner Avenue, NW

Grand Rapids MI 49504

November 28, 2017

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, 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 August Treu, 3958 Reeds Lake Boulevard, SE.

There was no public comment.

The Board discussed minutes of the Budget and Five-Year Improvement Plan dinner meeting held Thursday, November 9, 2017 and the Board meeting held Tuesday, November 14, 2017.

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

Motion carried by the following vote:

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

Nays: 0.

The disbursements for the check run dated November 28, 2017 were presented to the Board by Director of Finance Barcheski. She stated Payroll included overtime of \$20,344.71. The Construction Estimates are as follows:

Contractor	Project	Amount
D.J. McQuestion & Sons	Belmont Avenue connector	\$171,440.56
Rieth-Riley Construction Company	Pine Island Drive	248,329.43
	76 th Street	190,810.23
Riverworks Construction, Inc.	Bowne Bridge #26	14,247.60
Wonsey Tree Service	Nelson Township #22	15,272.00
	Vergennes Township #17	4,150.00
Total		\$644,249.82

Director Barcheski stated the Cash Receipts include the Michigan Transportation Fund receipts, which she will review shortly. The General Fund has \$14,924,278.47 remaining after approval of disbursements. There was \$11,863,268.50 in the General Fund at this time a year ago.

Moved by Commissioner Medema, seconded by Commissioner Malone that **Payroll of \$602,733.02, Construction Estimates of \$644,249.82, Accounts Payables of \$793,567.06, and Cash Balances and Investments for the check run dated November 16, 2017,** are approved by the Board, and warrants ordered drawn for the same.

Motion carried by the following vote:

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

Nays: 0.

Director Barcheski reviewed for the Board the Michigan Transportation Fund revenues that were collected in October and received for December. She stated the funds received were \$3,499,801.00, an unfavorable variance of \$339,499.00 less than what was budgeted. However, the change in actual funds received over last year is 57.6 percent.

The report was received for information.

At 8:05 o'clock a.m. Commissioner Morren entered the meeting.

Director Barcheski reviewed for the Board the October 2017 Financial Statements. She stated the beginning fund balance is an estimate and Staff is working on closing the accounts for 2017 and a budget amendment.

The report was received for information.

Managing Director Warren requested authorization for final plat approval of Hanna Lake Trails. Deputy Managing Director – Engineering Harrall stated Hanna Lake Trails plat is located north of 68th Street and west of Hanna Lake Avenue in Section 3, Gaines Township. This residential plat connects to Valley Spring Drive to the west and 68th Street to the south and also includes a permanent cul-de-sac to the north and a stub street to the east property line. The plat roads have been constructed in accordance with the approved plans and KCRC plat standards. The plat includes a total of fifty-two lots. Westview Capital, LLC (Dan Larabel) is the developer and the engineer is Exxel Engineering. The developer has provided surety (check) in the amount of \$206,000.00 to cover remaining drainage and earthwork.

Moved by Commissioner Morren, seconded by Commissioner Malone that that **final plat approval is authorized for Hanna Lake Trails, Section 3, Gaines Township, 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 authorization for preliminary plat approval of The Woods No. 2. Deputy Managing Director Harrall stated The Woods plat is located south of 19 Mile Road and west of Meddler Avenue in Section 21, Spencer Township. Phase 2 of this residential plat includes extending Buck Hollow Drive north to 19 Mile Road and one permanent cul-de-sac street. This final phase includes fourteen lots for a plat total of twenty-nine lots. The developer is Marvin and Janice Dykema and the engineer is Exxel Engineering.

Moved by Commissioner Malone and seconded by Commissioner Janes that the Board **authorizes preliminary plat approval** for **The Woods No. 2**, Section 21, Spencer Township, as recommended by Staff and subject to the following special conditions, requirements, and modifications:

1. At the time the final the final plat document is submitted for Board action, Proprietor shall provide a current title commit for the parcel to be conveyed that includes all proposed street right of ways for review and evaluation by staff.
2. Proprietor shall provide title commitment to demonstrate that there are no existing encumbrances within limits of proposed street right of ways for review and evaluation by staff. Existing encumbrances shall be terminated as required or recommended by Staff.
3. Proprietor shall provide 200 feet by 200 feet triangular clear vision corner for the southwest quadrant of Meddler Avenue and 19 Mile Road, as measured along the section line (or centerline).
4. Meddler Avenue and 19 Mile Road are to be limited access.
5. Proprietor shall provide storm water runoff/sewer discharge easement(s) in format with terms and conditions acceptable to Staff.
6. Proprietor shall acquire termination of encumbrances, easements, restrictions, etc., over, upon, under, etc., in favor of the Board of County Road Commissioners for that part of the plat that includes all proposed streets or adjoining the plat. Proprietor shall acquire acceptable

subordinations of existing mortgages, etc. in favor of the Board of County Road Commissioners for that part of the plat that includes all proposed streets.

7. Proprietor shall coordinate with the United States Post Office for the location of mailbox(es) and shall provide written confirmation from the local postmaster or station master confirming that customer mail delivery requirements conform to their requirements and conform to Kent County Road Commission 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 authorization to install a traffic signal at the intersection of 4 Mile Road and Hendershot Avenue. Director of Traffic and Safety Haagsma stated Kenowa Hills High and Middle Schools requested the traffic study and signal. Observations during the school arrival and dismissal times show that significant backups and delays are occurring. The volumes at the intersection, however do not meet the warrant values for Warrant 1 Part A and B. The volumes do not meet the criteria for Warrant 2. The intersection does meet Warrant 3, peak hour volume for one hour. Since warrant criteria are met and there are significant delays during the peak periods, Staff is recommending installation of a traffic signal at this intersection. Because of the fluctuating volumes related to the school traffic, an actuated signal operation is recommended so the signal does not cycle

Moved by Commissioner Janes, seconded by Commissioner Morren that Staff is **authorized to install a traffic signal at the intersection of 4 Mile Road and Hendershot Avenue with an actuated signal operation**, 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 authorization for one Staff to attend the Annual Meeting of the National Committee of Uniform Traffic Control Devices (NCUTCD). He is recommending that Director of Traffic and Safety Haagsma attend this meeting and the National Association of County Engineers (NACE) will pay a portion of travel expenses.

Moved by Commissioner Malone, seconded by Commissioner Janes that **one Staff** (Director of Traffic and Safety Haagsma) **is authorized to attend the Annual Meeting of the NCUTCD in Arlington, Virginia January 3-5, 2018** with partial expenses paid by NACE, 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 on the purchase of one force feed loader for the Central Complex. She stated that as part of the Kent County Road Commission's Purchasing Procedures and Policies, purchases may be made through cooperative ventures/alliances with other governmental agencies when it is in the best interest of the Road Commission. Kent County Road Commission is a member of the State of Michigan's MiDEAL purchasing program and takes advantage of all governmental pricing when applicable

Moved by Commissioner Morren, seconded by Commissioner Medema that the Board authorizes **award of the purchase of one 2017 LeeBoy 3000C force feed**

loader for the Central Complex **awarded to Michigan CAT** for a **total cost of \$252,406.00**, as recommended by Staff.

Motion carried by the following vote:

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

Nays: 0.

Managing Director Warren reminded the Board of the Public Hearings held tonight in the Road Commission offices for two Primary roads.

Chairman Rambo stated it is necessary to amend the agenda by adding item 13 – request to schedule Public Hearing.

Moved by Commissioner Janes, seconded by Commissioner Malone that the **agenda for the November 28, 2017 Board meeting is amended** by the **addition of the request to schedule a Public Hearing**, as requested by Staff.

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 the proposed improvement of 16 Mile Road.

It was moved by Commissioner Medema, seconded by Commissioner Malone that Staff is **authorized to schedule a Public Hearing** for the **proposed improvement of a portion of 16 Mile Road** from Keller Avenue to Harvard Avenue in Oakfield and Spencer Townships on **Tuesday, January 23, 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, Malone, Medema, and Morren—5.

Nays: 0.

Managing Director Warren stated he and Staff would be making a presentation to the Board of County Commissioners on Thursday, November 30, 2018 at 8:30 o'clock a.m. He stated the Board was welcome to participate.

Commissioner Morren thanked Staff for inviting the Michigan Department of Transportation Staff to speak to the Board of proposed improvements to State roads in Kent County.

There being no further business to come before the Board, the meeting was adjourned at 8:26 o'clock a.m.

Respectfully submitted,



Macy D. Barcheski, Secretary