

1500 Scribner Avenue, NW
Grand Rapids, MI 49504

January 8, 2019

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, Morren, and VerHeulen, 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, Assistant Director of Traffic and Safety Wollner, Communications Manager Lamoreaux, and Notary LR Cole.

Chairman Rambo welcomed Rob VerHeulen to the Road Commission Board.

Chairman Rambo stated the first order of business is the Road Commissioner's oath of office for his term 2019-2023.

Director Barcheski asked Commissioner VerHeulen 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 VerHeulen.

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 Morren, seconded by Commissioner Janes 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, Medema, Morren, and VerHeulen —5.

Nays: 0.

Chairman Rambo recommended that **Commissioner Janes** serve on the **Department of Public Works Board**, **Commissioner VerHeulen** serve on the **Fire Commission**, **Commissioner Medema** serve on the **County Road Association Commissioners' Committee** and **Non-Motorized Committee of the Grand Valley Metro Council**, and **Commissioner Morren** serve on the **Retirement Savings Committee**,

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

Motion carried by the following vote:

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

Nays: 0.

There was no public comment.

The Board discussed minutes of the Board meeting held December 11, 2018.

Moved by Commissioner Janes, seconded by Commissioner Morren that the minutes be approved as amended.

Motion carried by the following vote:

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

Nays: 0.

Director Barcheski stated there are two check runs for this meeting. The first is dated December 14, 2018 and Payroll for this check run includes overtime of \$32,201.93. Payroll for the check run dated December 28, 2018 included overtime of \$18,494.99. The Construction Estimates for both periods are as follows:

Contractor	Project	Amount	
		December 14, 2018	December 28, 2018
Michigan Dept. of Transportation	Lincoln Lake #7		\$ 13,379.99
	Knapp Street #4		150,344.47
	13 Mile Road #4		9,126.23
	13 Mile Road #3		83,511.61
	10 Mile Road #7		8,014.97
	Crahen Avenue/M-21 #6		42,514.76
	Kenowa Trail #7		2,000.00
Strain Electric Company	Pine Island Drive #2		12,408.72
	Traffic Signal 4 Mile Road #3	0.00	0.00
	Traffic Signal Hudson Ave. #3		75,800.00
VanderKodde Constr Company	Traffic Signal Thornapple River Drive #3	0.00	0.00
	South Complex #8	\$ 43,239.00	
Wonsey Tree Service	Alpenhorn #5	6,700.00	
Total		\$ 49,939.00	\$397,685.14

Director Barcheski stated the General Fund has \$21,725,588.08 remaining after approval of disbursements. There was \$16,391,652.38 in the General Fund at this time a year ago.

Moved by Commissioner Morren, seconded by Commissioner Janes that **Payroll of \$678,632.43, Construction Estimates of \$49,939.00, Accounts Payables of \$1,877,994.26, and Cash Balances and Investments for the check run dated December 14, 2018, and Payroll of \$667,868.97, Construction Estimates of \$397,685.14, Accounts Payables of \$1,199,469.16, and Cash Balances and Investments for the check run**

dated December 28, 2018, are approved by the Board, and warrants ordered drawn for the same.

Motion carried by the following vote:

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

Nays: 0.

Managing Director Warren presented the following Contract Agreements with the Michigan Department of Transportation to the Board for signatures and execution:

1. **Caledonia Trail Phase 1B** from 84th Street to the Paul Henry Trail.

Deputy Managing Director Harrall stated the Caledonia Township Phase 1B Trail project is included in the Michigan Department of Transportation's February 1, 2019 bid letting. The proposed ten-foot wide asphalt trail will connect to the Paul Henry Thornapple Trail within Caledonia Lakeside Park and extend east and north to 84th Street & Cherry Valley Avenue. The estimated project construction cost is \$1,566,000.00. Funding includes a Federal TAP (Transportation Alternative Program) grant capped at \$775,908.00 and \$790,092.00 local match by Caledonia Township.

Commissioner Morren offered the following resolution with reference to execution of the Agreement between the Board of County Road Commissioners of the County of Kent and the Michigan Department of Transportation for the non-motorized path construction work for the Caledonia Trail Phase 1B from 84th Street to the Paul Henry Thornapple Trail.

**Resolution for
Non-Motorized Path Construction work for the
Caledonia Trail Phase 1B from
84th Street to the Paul Henry Thornapple Trail**

WHEREAS, Federal TAP funds are available for the non-motorized path construction work for the Caledonia Trail Phase 1B from 84th Street to the Paul Henry Thornapple Trail, and

WHEREAS, the Road Commission must enter into an Agreement with the Michigan Department of Transportation to receive Federal Funds, and

WHEREAS, Caledonia Charter Township will pay the local match and maintain the trail, and

WHEREAS, the conditions of the Agreement have been reviewed by the Board of County Road Commissioners of the County of Kent, Michigan.

NOW, THEREFORE, BE IT RESOLVED, that Mark E. Rambo, Chairman of the Board of the Kent County Road Commissioners of the County of Kent, Michigan, and Steven A. Warren, Managing Director, are hereby authorized to execute said Agreement for and on behalf of the Board.

Moved by Commissioner Morren and supported by Commissioner Medema that the Board **adopt the resolution and sign and execute the Agreement for non-motorized path construction work for the Caledonia Trail Phase 1B** from 84th Street to the Paul Henry Thornapple Trail with Federal Funds, as recommended by Staff.

Motion carried by the following vote:

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

Nays: 0.

2. **Kraft Avenue Pavement Replacement** from 36th Street to 28th Street.

Deputy Managing Director Harrall stated the Kraft Avenue asphalt pavement replacement project between 36th Street and 28th Street project is included in the

Michigan Department of Transportation's January 4, 2019 bid letting. The work includes full depth asphalt removal (cold-milling) and placing two courses of new asphalt pavement, guardrail upgrades and concrete approach pavement work at the bridge over I-96. The estimated project construction cost is \$870,900.00. Funding includes a Federal STP-U (Surface Transportation Program – Urban) grant estimated at \$712,800.00 and \$158,100.00 local match by Kent County Road Commission.

Commissioner Morren offered the following resolution with reference to execution of the Agreement between the Board of County Road Commissioners of the County of Kent and the Michigan Department of Transportation for the HMA cold milling and resurfacing work along Kraft Avenue from 36th Street to 28th Street.

**Resolution for
HMA Cold Milling and Resurfacing work along Kraft Avenue
36th Street to 28th Street**

WHEREAS, Federal Funds are available for the HMA cold milling and resurfacing work along Kraft Avenue from 36th Street to 28th Street, and

WHEREAS, the Road Commission must enter into an Agreement with the Michigan Department of Transportation to receive Federal and State Funds, and

WHEREAS, the conditions of the Agreement have been reviewed by the Board of County Road Commissioners of the County of Kent, Michigan.

NOW, THEREFORE, BE IT RESOLVED, that Mark E. Rambo, Chairman of the Board of the Kent County Road Commissioners of the County of Kent, Michigan, and Steven A. Warren, Managing Director are hereby authorized to execute said Agreement for and on behalf of the Board.

Moved by Commissioner Morren and supported by Commissioner Medema that the Board **adopt the resolution and sign and execute the Agreement for the HMA cold milling and resurfacing work along Kraft Avenue** from 36th Street to 28th Street with Federal Funds, as recommended by Staff.

Motion carried by the following vote:

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

Nays: 0.

Managing Director Warren requested authorization to compensate for property damages at the following locations:

1. **4201 – 13 Mile Road, NW**, Fruit Ridge II, LLC.

Deputy Managing Director Harrall stated Fruit Ridge II, LLC the property owner at 4201 – 13 Mile Road NW has incurred the loss of twelve commercial apple trees associated with the grading of the Road Commission's 13 Mile Road reconstruction between Kenowa Avenue and Fruit Ridge Avenue. The completed fill slopes along the north side of 13 Mile Road adjacent to the existing apple orchard, required the removal of these trees to accommodate the relocation of the orchard's access road. The just compensation for the tree loss (\$400.00/tree) is based on a recent valuation completed for an insurance claim by the property owner for loss of similar trees from a vehicular accident. **The resulting compensation is \$4,800.00.**

2. **4344 – 13 Mile Road, NW**, Steffens Real Estate, LLC.

Deputy Managing Director Harrall stated Steffens Real Estate, LLC the property owner at 4344 – 13 Mile Road NW has incurred the loss of fifteen commercial apple trees, associated with the grading of the 13 Mile Road reconstruction between

Kenowa Avenue and Fruit Ridge Avenue. The completed fill slopes along the south side of 13 Mile Road required the removal of these trees to relocate a portion of the orchard access road. The just compensation for the tree loss (\$370.00/tree) is derived from a valuation report from Phillip Schwallier, District Horticulture agent for Michigan State University. The **resulting compensation is \$5,500.00.**

Moved by Commissioner Janes and seconded by Commissioner Medema that the Board authorizes Staff to **disburse compensation as described above** as recommended by Staff.

Motion carried by the following vote:

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

Nays: 0.

Managing Director Warren presented Thornapple Pointe Estates Condominium for preliminary street approval. Deputy Managing Director Harrall stated Thornapple Pointe Estates Condominium is located south of 48th Street and east of M-6 in Section 27, Cascade Township. The proposed residential site condominium development includes two temporary cul-de-sacs for future public street connections. Public street access is off 48th Street, opposite Thornapple Pointe Golf Course. The development includes twenty lots, the developer is Buffum Builders and the engineer is Nederveld & Associates. This development previously received preliminary plat approval on January 26, 2016, and included twenty-one lots at that time.

Moved by Commissioner Medema, seconded by Commissioner VerHeulen that the Board **authorizes preliminary street approval of Thornapple Pointe Estates**

Condominium, Section 23, Cascade Township, as recommended by Staff and subject to the following special requirements and modifications:

1. Property conveyed for street right-of-ways shall be in fee simple title. Proprietor/owner shall provide title commitment for review to determine other requirements (i.e. subordination or relinquishment of existing easements, etc.).
2. Proprietor shall provide private utility easements adjoining the proposed streets for private public utilities which shall in no way encroach nor encumber proposed street right-of-way.
3. Proprietor shall secure termination of encumbrances, easements, restrictions, etc., in favor of the Board of County Road Commissioners within street right-of-ways including prior phase and existing street right-of-ways to the Board's satisfaction as recommended by Staff.
4. Proprietor shall secure acceptable subordinations of existing mortgages in favor of the Board of County Road Commissioners within street right-of-ways to the Board's satisfaction as recommended by Staff.
5. Prior to executing any easements, leases, license, or other similar agreements that may encumber proposed highway right-of-ways to be conveyed to the Board, the proprietor shall review and obtain written concurrence of such agreements from the Deputy Managing Director – Engineering (County Highway Engineer).
6. Board retains sole discretion to determine time and conditions for the takeover of proposed public streets.
7. Proprietor shall incorporate United States Post Office customer mail delivery mode requirements in their plat improvements 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 requirements as directed by the County Highway Engineer.

Motion carried by the following vote:

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

Nays: 0.

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

1. **Contract #19-19:** 2019 catch basin cleaning on Primary and Local Roads in Kent County for 2019, as required **(bids to be received on a date to be determined)**.
2. **Contract #19-20:** Catch basin cleaning on State Trunklines in Kent County for 2019, as required **(bids to be received on a date to be determined)**.
3. **Contract #19-29:** 2019 requirements of pavement marking services of approximately 1,350 miles of County Roads in Kent County with two one-year renewal options **(February 7, 2019)**.

Moved by Commissioner Morren, 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 listed and to be determined**, as recommended.

Motion carried by the following vote:

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

Nays: 0.

Managing Director Warren welcomed Commissioner VerHeulen to the Board on behalf of all the Staff.

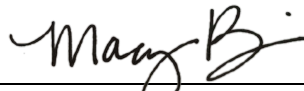
Managing Director Warren stated that this year with the extra funds allocated to roads, Kent County should receive approximately \$2.3 million. He stated that with the Road Commission's match program, that amount could be doubled. Staff will review current and future projects and bring a list to the Board for review.

Deputy Managing Director Harrall updated the Board on regulating infrastructure of Communication Service Providers within Kent County right-of-way.

Chairman Rambo thanked the Staff for their great work.

There being no further business to come before the Board, the meeting was adjourned at 8:49 o'clock a.m.

Respectfully submitted,



Macy D. Barcheski, Secretary