

1500 Scribner Avenue, NW

Grand Rapids, MI 49504

June 11, 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 a.m.

Present: Commissioners Rambo, Janes, Morren and VerHeulen, Managing Director Warren, Director of Finance Barcheski and Executive Secretary Luneke.

Excused: Commissioner Medema.

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 Traffic and Safety Wollner, Assistant Director of Finance in charge of Purchasing Wiegerink, Assistant Director of Finance Guerra, Communications Manager Lamoreaux, Human Resource Manager Dennis, Human Resource Coordinator Nanzer, Executive Secretary Martin and Central Complex Superintendent Byrne.

There was no public comment.

Managing Director Warren stated that he was pleased to recognize Diane Martin who is retiring after more than forty-three years of service. He thanked Ms. Martin for her dedication, compassion and years of service to the Kent County Road Commission and Staff.

Deputy Managing Director Byrne presented Ms. Martin with a plaque and reviewed her work history. Ms. Martin was hired in 1975 as a Clerk Stenographer. She later became an Administrative Specialist III for the Maintenance Department. In 1987, she was

promoted to the Executive Secretary position. Deputy Managing Director Byrne stated Ms. Martin was a valuable asset to the Road Commission. He shared a few stories and presented her with some gifts to remember her co-workers by. Commissioner Morren stated Ms. Martin had a kind and humble spirit. All present wished Ms. Martin the best of luck in her retirement and stated she would be missed.

Commissioner Rambo offered the following certificate in honor of Diane Martin's years of service at the Kent County Road Commission and her retirement.

*Kent County Road Commission
Certificate of Appreciation
Presented to*

***Diane Martin
Executive Secretary***

*In recognition of her service, commitment and
Contributions to the Kent County Road Commission.*

It was moved by Commissioner Janes, seconded by Commissioner Morren that Board **adopt the certificate of appreciation** and the **Board and Staff wish Diane Martin many happy and fulfilling years of retirement.**

Motion carried by the following vote:

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

Nays: 0.

The Board discussed minutes of the Board meeting and Closed Session held Tuesday, May 28, 2019.

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

Motion carried by the following vote:

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

Nays: 0.

The disbursements for the check run dated May 31, 2019 were presented to the Board by Director of Finance Barcheski. She stated Payroll included \$17,432.84 in overtime.

The detail of construction estimates are as follows:

Contractor	Project	Amount
Kamminga and Roodvoets, Inc.	Lamoreaux Dr. - Alpine Ave. to West River Drive (estimate #4)	\$ 108,686.80
Michigan Department of Transportation	Knapp St. – Dunnigan Ave. to Grand River Dr. (invoice #6)	104,309.75
	Knapp St. – 300' west of Shady Dr. to west of Pettis Ave. (invoice #4)	1,458.78
	Caledonia Trail Phase 1B (estimate #1)	33,316.49
	FM Pioneer Trail Phase 2 (estimate #1)	16,572.55
	Paul Henry Thornapple Trail (Dutton Spur)	1,782.71
Michigan Paving and Materials Company	Cannon Twp. mill and fill (estimate #1)	951,750.78
Rieth-Riley Construction Company	Algoma Twp. mill and fill – 11 Mile Rd., Broman St., Hull St. (estimate #1)	309,849.91
Superior Asphalt, Inc.	76 th St. - Sierrafield Dr. to Clyde Park Ave. mill and fill (estimate #1)	273,273.99
	Lincoln Lake Ave. – North City Limits to McPherson St. crush and shape (estimate #2)	670,405.08
	Total	2,471,406.84

Director Barcheski stated the General Fund has \$29,206,461.47 remaining after approval of disbursements. Of that amount, \$4,808,781.77 is unavailable operating funds, leaving \$24,397,679.70 in total available operating funds.

Moved by Commissioner Morren, seconded by Commissioner Janes that **Payroll of 691,663.23, Construction Estimates of \$2,471,406.84, Accounts Payables of \$2,125,593.32, and Cash Balances and Investments for the check run dated May 31, 2019,** are approved by the Board, and warrants ordered drawn for the same.

Motion carried by the following vote:

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

Nays: 0.

Director Barcheski reviewed for the Board the Michigan Transportation Fund revenues that were collected in April and received in June. She stated the funds received were \$3,858,263.00, a variance of \$142,610.00 under budget. To date, receipts are 6.2 percent over what was received last year at this time.

The report was received for information.

Managing Director Warren requested authorization to purchase right-of-way.

Deputy Managing Director Harrall stated the Matthew R. and Kristi L. McConnell Family Trust, the owners of 2003 84th Street between Kalamazoo Avenue and Breton Avenue, Section 16, Gaines Township, have agreed to sell additional highway easement to accommodate the 84th Street reconstruction scheduled for 2020. The compensation is based on a permanent highway easement 17 feet by 430 feet (7,310 sft.) valued at \$0.70 / sft. for an improved parcel with a land value of \$5,117.00. In addition, compensation for loss of trees valued at \$1,267.00 results in a **total just compensation of \$6,384.00.**

Easement Description:

A Highway Easement, the exterior Boundary of which is described as: Commencing at the Southwest Corner of Section 16, T05N, R11W Gaines Township, Kent County, MI.; thence S89°26'21"E 2,442.99 feet along the South line of said Section 16; thence

N00°50'49"E 33.00 feet to the Northerly Right of Way for 84th Street and the **Point of Beginning**; thence N00°50'49"E 17.00 feet along the Westerly Property Line; thence S89°26'21"E 430.00 feet along a line parallel with the Right of Way of 84th Street; thence S00°50'49"W 17.00 feet to the existing Northerly Right of Way; thence along said Right of Way N89°26'21"W 220.80 feet to the North-South 1/4 Line; thence N89°26'11"W 209.84 feet to the Point of Beginning. Contains 7,310 square feet more or less and is subject to other easements and restrictions of record.

Moved by Commissioner Morren, seconded by Commissioner VerHeulen that Staff is **authorized to purchase right-of-way from the above at the total just compensation of \$6,384.00**, as recommended by Staff.

Motion carried by the following vote:

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

Nays: 0.

Managing Director Warren requested authorization to sign and execute an agreement with the Michigan Department of Transportation for the 7 Mile Road pavement replacement project between Fruit Ridge Avenue and Alpine Avenue, Sections 14-17 and 20-23, Alpine Township.

Deputy Managing Director Harrall stated the 7 Mile Road asphalt pavement replacement project between Fruit Ridge Avenue and Alpine Avenue project is planned for MDOT's June 21, 2019 bid letting. The work includes crushing and reshaping the existing asphalt pavement and placing 2 courses of new HMA and upgrading existing guardrails. The estimated project construction cost is \$1,342,400. Funding includes \$860,067 STP Rural funds with the remaining \$482,333 local match funds by KCRC.

Commissioner VerHeulen 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 crushing, shaping and resurfacing work along 7 Mile Road from Fruit Ridge Avenue to Alpine Avenue (M-37).

**Resolution for
Crushing, Shaping and Resurfacing work along
7 Mile Road from Fruit Ridge Avenue to Alpine Avenue (M-37)**

WHEREAS, Federal Funds are available for the HMA crushing, shaping and resurfacing work along 7 Mile Road from Fruit Ridge Avenue to Alpine Avenue (M-37) 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 VerHeulen and supported by Commissioner Janes that the Board **adopt the resolution and sign and execute the Agreement for crushing, shaping and resurfacing work along 7 Mile Road from Fruit Ridge Avenue to Alpine Avenue (M-37) with Federal Funds**, as recommended by Staff.

Motion carried by the following vote:

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

Nays: 0.

Managing Director Warren requested preliminary plat approval of the Ravines of Inwood South, Section 14, Plainfield Township.

Deputy Managing Director Harrall stated The Ravines of Inwood South plat is located north of Rogue River Drive and east of Kuttshill Drive in Section 14, Plainfield Township. This residential plat has access off Kuttshill Drive and includes 1 permanent cul-de-sac to the north, a temporary street ending at the south property line and 25 residential lots. The developer is Kuttshill Development, LLC and the engineer is Nederveld Inc.

Moved by Commissioner Janes, seconded by Commissioner Morren that **preliminary street approval is authorized for The Ravines of Inwood South**, as recommended by Staff and subject to the following special requirements and modifications:

1. At the time 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. Existing encumbrances shall be terminated as required or recommended by staff.
2. 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.
3. 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 KCRC requirements as directed by the County Highway Engineer.
4. 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. Recommend coordinating with private public utilities to accommodate their specific requirements to the extent possible.
5. Proprietor is advised to refrain from encumbering land proposed to be conveyed to the Board without obtaining prior concurrence from the Deputy Managing Director, Engineering (County Highway Engineer).

6. Proprietor is advised to require that private public utilities design and install their facilities in conformance with the Board's requirements, regulations, specifications, etc., including obtaining highway permit for said private public utility facilities.
7. Proprietor shall provide such required drainage improvements along Kuttshell Avenue and downstream of the for Ravines at Inwood South project site to accommodate discharges from resulting from improvements for Ravines at Inwood South project site and other capacity and route changes, modifications, etc. to established drainage patterns and courses upstream of the proposed project site resulting from said improvements .
8. Kent County Road Commission promotes Complete Streets, and permits amenities within the public road right-of-way to the extent practical.

Motion carried by the following vote:

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

Nays: 0.

Managing Director Warren requested authorization for **final plat approval** for **Planters Ridge No. 2**, Section 15, Byron Township.

Deputy Managing Director Harrall stated that Planters Ridge plat No.2 is located west of Burlingame Avenue and south of 76th Street in Section 15, Byron Township. The second phase of this residential development has been constructed in accordance with the approved plans and KCRC platted street standards. The final street layout includes connecting 2 existing temporary street ends (Refuge Drive and Kingsland Drive) and provides 2 new temporary street ends, for future extension to the northwest and the southwest. There are 24 lots in Phase 2 for an overall total of 51 lots. The developer, Buffum Builders, LLC has provided a \$30,000 letter of credit to cover remaining work, including restoration and installation of mailbox clusters.

Moved by Commissioner Malone, seconded by Commissioner Janes that **final plat approval is authorized by the Board for Planters Ridge No. 2**, Section 15, Byron Township, as recommended by Staff.

Motion carried by the following vote:

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

Nays: 0.

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

- a. Opportunity to **participate in an auction** through Grand Traverse County Road Commission to **purchase one tandem-axle cab and chassis truck** with an attached distributor.

Staff has an opportunity to bid on a 2002 Sterling tandem axel cab and chassis with an attached 2001 Etnyre, 3,000 gallon distributor that is being offered through a current auction from the Grand Traverse County Road Commission. The auction ends on June 17, 2019 and the staling bid is \$8,000.00, with a 12.50% buyer's premium. Staff has estimated that the cost for a new unit would be \$300,000.00.

Staff is requesting the Board's approval to participate in the live auction not to exceed \$75,000.00. Once the auction is over and if the unit has been obtain, Staff will bring back the results and details of the auction to be approved by the Board before final purchase.

- b. Purchase **eleven automated vehicle locating global positioning systems (AVL-GPS)**.

The Equipment and Maintenance Departments have been demoing three systems over the last year or so and have decided to utilize the SkyHawk Telematics Systems

/ Blue Oceans Satellite Systems Inc. The SkyHawk system provides the directional mapping, vehicle details and related operational information that the departments would like to view.

As part of the Kent County Road Commission's Purchasing Procedures and Policies, purchases may be made through cooperative ventures / alliances and with other governmental agencies when it is in the best interest of the road commission. The City of Farmington Hills went through the competitive bidding process and awarded the purchase of the automated vehicle locating systems to SkyHawk Telematics / Blue Oceans Satellite Systems Inc. and they have allowed us to piggy-back onto that contract.

Therefore, Staff is recommending the Board's authorization to purchase eleven (11) automated vehicle locating global positioning systems (AVL-GPS) from **Skyhawk Telematics Systems / Blue Oceans Satellite Systems Inc.**, at a cost of \$1,335.55 per system, which includes the monthly cellular fee (\$30.00 per month, per system), for a total cost of **\$14,691.05** for eleven systems.

- c. Purchase of **one live bottom body** for installation on a new five-axle heavy-duty cab and chassis truck.

On July 9, 2015, Purchasing took bids for the purchase of one (1) live bottom body for installation on a new cab and chassis truck. The bid was awarded to Michigan CAT, the only bidder at a cost of \$67,774.68.

Michigan CAT agreed to hold the price for an additional one (1) live bottom body in 2018, so on August 28, 2018, the Board approved the purchase of a live bottom body for installation on a new five axle heavy duty cab and chassis to Michigan CAT at a cost of \$67,774.68. Michigan CAT has again agreed to hold the price for an additional live body for 2019.

Therefore, Staff is recommending the Board's approval to purchase one (1) Trail King-LGT 217 live bottom body from **Michigan CAT**, Grand Rapids, at a total cost of **\$67,774.68**.

- d. **Contract #19-49:** South Complex, 4949 Tim Dougherty Drive, Grand Rapids, Michigan – pave drive and storage area.

Staff recommends the Board's approval to award Contract #19-49 to **Superior Asphalt Inc.**, Grand Rapids, Michigan, lowest responsive and responsible bidder at a total contract cost of **\$219,995.00**

- e. **Contract #19-53:** Remove and replace the air handlers at the North Complex, 11777 White Creek Avenue, Cedar Springs, Michigan.

Staff recommends the Board's approval to award Contract #19-53 to **B & V Mechanical Inc.**, Wyoming, Michigan, lowest responsive and responsible bidder at a total cost of **\$14,786.00**.

Moved by Commissioner VerHeulen, seconded by Commissioner Janes that Staff is **authorized to award the above-listed contracts**, as recommended by Staff.

Motion carried by the following vote:

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

Nays: 0.

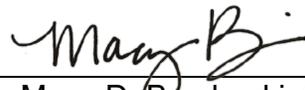
Managing Director Warren stated he will be giving a presentation to the Kent County Board of Commissioners on Thursday, June 13, 2019 at 8:30 a.m. The Board is welcome to attend.

Managing Director Warren stated the strategic plan is moving forward.

Deputy Managing Director Byrne discussed borderline local roads related to Township jurisdiction and a recent transfer between Algoma and Solon Townships on two segments of 16 Mile Road, east and west of Algoma Avenue.

There being no further business to come before the Board, the meeting was adjourned at 8:32 a.m.

Respectfully submitted,



Macy D. Barcheski, Secretary