

1500 Scribner Avenue, NW
Grand Rapids MI 49504

February 26, 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, Medema, and VerHeulen, Managing Director Warren, Director of Finance Barcheski, and Executive Secretary Martin.

Excused: Commissioners Janes and Morren.

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, Project Engineer TenBrock, Human Resources Coordinator Nanzer, and Jean Young, Marie Stiegel, and Owen Ronk of Plante Moran.

Chairman Rambo stated the first order of business was to amend the agenda.

Moved by Commissioner VerHeulen, seconded by Commissioner Medema that the **agenda is amended to move items #12 and #13 ahead of items #10 and #11**, as recommended by Staff.

Motion carried by the following vote:

Yeas: Commissioners Rambo, Medema, and VerHeulen —3.

Nays: 0.

There was no public comment.

The Board discussed minutes of the Board meeting held February 12, 2019.

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

Motion carried by the following vote:

Yeas: Commissioners Rambo, Medema, and VerHeulen —3.

Nays: 0.

The disbursements for the check run dated February 22, 2019 were presented to the Board by Director of Finance Barcheski. She stated Payroll included overtime of \$157,259.68, typical for winter storm maintenance. There was one Construction Estimate for Wonsey Tree Service (final) in the amount of \$32,553.55.

Director Barcheski stated the General Fund has \$26,673,006.93 remaining after approval of disbursements. Of that amount, \$4,218,737.69 is unavailable Operating Funds, leaving \$22,454,269.24 in total available Operating Funds.

Moved by Commissioner Medema, seconded by Commissioner VerHeulen that **Payroll of \$828,487.32, Construction Estimates of \$32,553.55, Accounts Payables of \$1,253,566.59, and Cash Balances and Investments for the check run dated February 22, 2019**, are approved by the Board, and warrants ordered drawn for the same.

Motion carried by the following vote:

Yeas: Commissioners Rambo, Medema, and VerHeulen —3.

Nays: 0.

Director Barcheski introduced Jean Young, Marie Stiegel, and Owen Ronk of Plante Moran, LLC who reviewed and discussed the FY2018 Audited Financial Statements with the Board.

The **FY2018 Audited Financial Statements report** was received for information.

Managing Director Warren stated that in accordance with Act 51, Staff has prepared the FY2018 Act 51 Report for the Board's acceptance and signature.

Moved by Commissioner Medema, seconded by Commissioner VerHeulen that the **FY2018 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, Medema, and VerHeulen —3.

Nays: 0.

Director Barcheski reviewed the January 2019 Financial Statements for the Board. She stated the statements are in the new format which includes FY2018 final numbers for comparison

The report was received for information.

Director Barcheski presented Budget Amendment 2019-2 to the Board for adoption. She stated the amendment will incorporate additional traffic signal installations and bridge work scheduled for the 2019 construction season into the FY2019 Budget

Following questions and answers and discussion, it was moved by Commissioner VerHeulen, seconded by Commissioner Medema to **adopt the Budget Amendment 2019-2 as presented** and as recommended by Staff.

Motion carried by the following vote:

Yeas: Commissioners Rambo, Medema, and VerHeulen —3.

Nays: 0.

Managing Director Warren presented the following title sheets for signatures and execution by the Board.

1. **5 Mile Road Pavement Reconstruction** – Plainfield Avenue to the East Beltline.

Deputy Managing Director Harrall stated the 5 Mile Road asphalt pavement replacement project between Plainfield Avenue and the East Beltline project is planned for the Michigan Department of Transportation's May 3, 2019 bid letting. The work includes full depth asphalt removal (cold-milling), placing two courses of new HMA, and sidewalk ramp upgrades. The estimated project construction cost is \$410,000.00. Funding includes \$302,225.00 STP Urban funds with the remaining \$107,775.00 local match funded by Kent County Road Commission.

2. **Shaner Avenue and 15 Mile Road Intersection Safety Project.**

Deputy Managing Director Harrall stated the Shaner Avenue at 15 Mile Road Safety project is planned for the Michigan Department of Transportation's May 3, 2019 bid letting. The proposed work includes elevation modifications on Shaner Avenue south of 15 Mile Road and intersection widening and grading to improve intersection sight distance. The estimated project construction cost is \$325,000.00. Funding includes High Risk Rural Road Funds capped at \$256,500.00 with the remaining \$68,500.00 local match funded by Kent County Road Commission.

Moved by Commissioner Medema, seconded by Commissioner VerHeulen that the Board **authorizes the signing and execution of the title sheets for the above-listed projects**, as recommended by Staff.

Managing Director Warren requested preliminary street approval for the following:

1. **Klaus Knoll Land Division**, Section 18, Byron Township.

Deputy Managing Director Harrall stated the Klaus Knoll Land Division is located south of 76th Street and east of Kenowa Avenue in Section 18, Byron Township. The proposed residential land division development includes a 1050 foot long permanent cul-de-sac street. The development includes eight lots, the developer is Klaus Knoll, and engineer is Exxel Engineering.

In order to accommodate larger vehicles and improve drainage within the cul-de-sac, the proposed cul-de-sac is larger (55-foot radius) than the Road Commission's standard forty-foot radius cul-de-sac. In addition, the middle of the cul-de-sac is open to allow pavement to drain to the center. Staff is considering this feature as a future standard for long permanent cul-de-sacs and feels this is a good trial location.

Moved by Commissioner VerHeulen, seconded by Commissioner Medema that **preliminary street approval is authorized for Klaus Knoll Land Division**, as recommended by Staff and subject to the following special requirements and modifications:

- a. Property conveyed for street right-of-way shall be conveyed 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.).
- b. 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.
- c. 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.
 - d. 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.
 - e. 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).
 - f. Board retains sole discretion to determine time and conditions for the take-over of proposed public streets.
 - g. Proprietor shall incorporate United States Post Office customer mail delivery mode requirements in their improvements design and construction documents.
 - h. 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 KCRC requirements as directed by the County Highway Engineer.
 - i. The alternate permanent cul-de-sac layout, with median, is acceptable.
 - j. The permanent cul-de-sac length of approximately 1050 feet, more or less, is acceptable.
 - k. Proprietor and their successors shall be responsible for the landscape maintenance of the cul-de-sac median, with separate agreement enumerating requirements, et al.
 - l. Proprietor shall obtain required permits, in particular County Drain Commission for county drain crossing, and provide copies to Commission Staff.
 - m. Commission staff shall inspect and evaluate existing county drain culvert to determine its condition and serviceability for county road use.

Motion carried by the following vote:

Yeas: Commissioners Rambo, Medema, and VerHeulen —3.

Nays: 0.

2. **Extension of Ravineview Road**, Section 21, Caledonia Township.

Ravineview Road is located south of 84th Street and east of Cherry Valley Avenue (M-37) within Jasonville Farms plat, Section 21, Caledonia Township. This proposed public street extension will connect the west end of Ravineview Road southerly to the east end of Cherry Meadow Drive, which connects to Cherry Valley Avenue (M-37).

Cherry Meadow Drive is currently a private street; however Kent County Road Commission's preliminary street approval on July 10, 2007 included the condition that it would be accepted as a public street once the north-south connection to Jasonville Farms was completed. The developer is Jasonville, LLC and the engineer is Feenstra and Associates.

Moved by Commissioner VerHeulen, seconded by Commissioner Medema that **preliminary street approval is authorized for the Extension of Ravineview Road**, Section 21, Caledonia Township, as recommended by Staff and subject to the following special requirements and modifications:

- a. Property conveyed for street right of way shall be conveyed 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.).
- b. 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.
- c. 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.
- d. 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.
 - e. 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).
 - f. Board retains sole discretion to determine time and conditions for the take-over of proposed public streets.
 - g. Proprietor shall incorporate United States Post Office customer mail delivery mode requirements in their improvements design and construction documents.
 - h. 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 KCRC requirements as directed by the County Highway Engineer.
 - i. Proprietor is advised and cautioned that this preliminary street alignment approval does not convey any access rights to lands or parcels expected to be utilized for proposed public street(s) or related improvements.
 - j. Any existing storm sewer facilities located within the proposed road right of ways that are anticipated to be taken-over by the Commission at some future date shall be video inspected by the owner/developer and evaluated by Commission Staff to determine its condition and serviceability for county road use along with any required repairs, etc.
 - k. All condominium units shall be provided vehicle access from private street/drives only.
 - l. Condominium master deed must be submitted for Commission staff review and comment for conformance with this preliminary street alignment approval authorization.

Motion carried by the following vote:

Yeas: Commissioners Rambo, Medema, and VerHeulen —3.

Nays: 0.

Managing Director Warren presented the revised Employee Manual to the Board. He stated Staff first presented revisions to the Manual to the Board in October 2018. At that time, the Board discussed the revisions and made recommendations for changes to the Manual. Staff has made the revisions and the entire document has been reviewed by the Kent County Road Commission Division Directors, two labor attorneys, the Board subcommittee, and representatives from Teamsters Local 214. Human Resources Manager Dennis reviewed the revisions and conclusions for the Board.

Moved by Commissioner Medema, seconded by Commissioner VerHeulen that the **updated and revised Employee Manual is adopted by the Board** as presented and as recommended by Staff.

Motion carried by the following vote:

Yeas: Commissioners Rambo, Medema, and VerHeulen —3.

Nays: 0.

Managing Director Warren presented a resolution to defend, indemnify, and hold harmless professional engineers for professional liability as recommended by the Michigan County Road Commission Self-Insurance Pool. He asked Director of Traffic and Safety Haagsma to review the resolution and liability issues for the Board.

Director Haagsma stated the insurance carrier for property and liability coverage - MCRCSIP (Michigan County Road Commission Self Insurance Program) - recommends that road commissions adopt a resolution to defend, indemnify and hold

harmless licensed engineers for professional liability. While MCRCSIP believes they cover all insurable risks for road commissioners and their employees, it has found that there is a small risk that licensed engineers working for a road commission could be held individually liable for professional malpractice.

The Board and Staff discussed the request for the resolution but the Board had questions that were not answered through the discussion. Director Haagsma will review the questions with MCRCSIP and report back to the Board.

Assistant Director Wiegerink requested authorization to award bids as follows:

1. **Contract #19-34:** West River Drive and Division Avenue, Plainfield Township – Primary Safety Project – new traffic signal installation.

Staff recommends **award to Strain Electric Company**, lowest responsive and responsible bidder at a **total cost of \$112,925.72**.

2. **Contract #19-35:** Primary Safety Project – traffic signal upgrades at two intersections in Plainfield Township.

Staff recommends **award to Strain Electric Company**, lowest responsive and responsible bidder at a **total cost of \$238,741.44** as specified:

Jupiter Avenue and Rogue River Drive	\$ 89,685.72
Wolverine Boulevard and Courtland Drive/Kroes Street	\$149,055.72

3. **Contract #19-36:** Primary Safety Project – traffic signal upgrades at three intersections in Kent County:
 - 68th Street and Hanna Lake Avenue, Gaines Township
 - Cascade Road and 36th Street, Cascade Township
 - Pettis Avenue and Vergennes Street, Ada Township

Staff recommends **award to Strain Electric Company**, lowest responsive and responsible bidder at a **total cost of \$347,787.16** as specified:

68 th Street and Hanna Lake Avenue	\$128,785.72
Cascade Road and 36 th Street	\$114,405.72
Pettis Avenue and Vergennes Street	\$104,595.72

4. **Contract #19-38:** Caledonia Bridge #30 – 100th Street over the Thornapple River, Caledonia Township – Primary Bridges and Culverts – substructure scour protection and joint replacement.

Staff recommends **award to C A Hull Company, Inc.**, lowest responsive and responsible bidder at a **total cost of \$339,321.26**:

5. **Contract #19-41:** 2019 Cannon Township Local Road Reconstruction – mill and resurface:

- **Agua Vista Court** from Belding Road to end
- **Bonaire Court** from end to end
- **Bonaire Drive** from Bella Vista Drive to Bonaire Court
- **Bonita Vista Court** from Belding Road to end
- **Buena Vista Court** from Vista Verda Drive to end
- **Cristo Drive** from Vista Royale Lane to end
- **Danboro Drive** from Cannon Farms Drive to Old Mission Drive
- **E. Encantodo Court** from Vista Verde Drive to end
- **W. Encantodo Court** from Vista Verde Drive to end
- **Hermosa Court** from Vista De Oro to end
- **Noman Farms Drive** from Myers Lake Avenue to Danboro Drive
- **Old Mission Drive** from Danboro Drive to Danboro Drive
- **Royale Court** from Vista Royale Lane to end
- **Siesta Drive** from Vista Royale Lane to Cristo Drive
- **Surf Drive** from Vista Royale Lane to Courtland Drive
- **Verde Vista Drive** from Bella Vista Drive to end
- **Via Nuevo Drive** from Vista De Oro to Blakely Drive
- **Vista De Oro Court** from Vista De Oro to end
- **Vista De Oro Drive** from Vista Grande Drive to end
- **Vista Grande Drive** from Belding Road to end
- **Vista Royale Court** from Vista Royale Lane to end
- **Vista Royale Lane** from Courtland Drive to end

Staff recommends **award to Michigan Paving and Materials**, lowest responsive and responsible bidder at a **total cost of \$1,117,422.10** as specified:

5. **Contract #19-41:** 2019 Byron Township Local Road Reconstruction – mill and fill:

- **Conifer Ridge Drive** from Byron Center Avenue to Stanchion Drive
- **Conifer Ridge Drive** from Stanchion Drive to Nostalgia Drive
- **E. Crownpointe Court** from Crownpointe Drive to end
- **W. Crownpointe Court** from Crownpointe Drive to end
- **Crownpointe Drive** from Woodspointe Drive to Clyde Park Avenue
- **Heirloom Drive** Restoration Drive to Planters Row Drive
- **Highmeadow Court** from Woodspointe Drive to end
- **Highmeadow Drive** from 68th Street to Woodspointe to end
- **Kingtree Court** from Kingtree to end
- **Kingtree Drive** from Crownpointe Drive to Northpoint Drive
- **Mycah Drive** from Hightree Drive to Burlingame Drive
- **Northmeadow Drive** from Woodspointe Drive west 500 feet
- **Northpointe Court** from Northpointe Drive to end
- **Northpointe Drive** from Woodspointe Drive to Crownpointe Drive
- **Nostalgia Drive** from Conifer Ridge Drive to Restoration Drive
- **Pavillion Drive** from Stanchion Drive to Restoration Drive
- **Planters Row Drive** from Burlingame Avenue to end
- **Restoration Drive** from end to end
- **Southpointe Court** from Woodspointe Drive to end
- **Stanchion Drive** south of Conifer Ridge Drive north to end
- **Woodspointe Court** from Woodspointe Drive to end
- **Woodspointe Drive** from Clyde Park Avenue to 64th Street

Staff recommends **award to Superior Asphalt Company**, lowest responsive and responsible bidder at a **total cost of \$698,245.00** as specified:

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

Motion carried by the following vote:

Yeas: Commissioners Rambo, Medema, and VerHeulen —3.

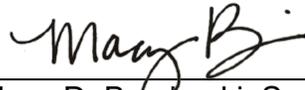
Nays: 0.

Managing Director Warren stated he will be meeting the new Michigan Department of Transportation Director who seems to be interested in working with the Road

Commissions. Discussions will also be held with him regarding the State Maintenance Contract.

There being no further business to come before the Board, the meeting was adjourned at 9:20 o'clock a.m.

Respectfully submitted,



Macy D. Barcheski, Secretary