

1500 Scribner Avenue, NW

Grand Rapids, MI 49504

February 25, 2020

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, Chair at 8:00 a.m.

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

Excused: Commissioner Morren.

Also present: Deputy Managing Director - Engineering Harrall, Deputy Managing Director - Operations Byrne, Director of Traffic and Safety Haagsma, Director of Building and Equipment Roose, Assistant Director of Finance in charge of Purchasing Wiegerink, Assistant Director of Finance Guerra, Assistant Director of Traffic and Safety Wollner, Communications Manager Lamoreaux, Engineering Tech McKean, Jean Young and Marie Stiegel from Plante Moran.

Item #2 Public Comment

There was no public comment.

Item #3 Approval of Minutes

The Board discussed minutes of the Board meeting held Tuesday, February 11, 2020 and February 13, 2020.

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

Motion carried by the following vote:

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

Nays: 0.

Item #4 Disbursements and Cash Balances

The disbursements for the check run dated February 21, 2020 were presented to the Board by Director of Finance Barcheski. She stated Payroll included \$63,753.64 in overtime. The detail of construction estimates are as follows:

Contractor	Project	Amount
Michigan Department of Transportation	Fred Meijer Trail - 68 th St. at Clay Ave. to Division Ave. at M-6 (Invoice #14)	\$ 55,518.71
	13 Mile Rd. – Kenowa Ave. to Fruit Ridge Ave. (Invoice #11)	2,501.50
	Byron Center Ave. – 92 nd St. to 84 th St. (Invoice #4)	7,855.02
	7 Mile Rd. – Fruit Ridge Ave. to Alpine Ave. (Invoice #3)	169,413.22
	Caledonia Trail Phase 1B (Invoice #8)	1,617.00
	Fred Meijer Pioneer Trail Phase 2 (Invoice #8)	4,756.50
Strain Electric Company	New Traffic Signal at 84 th Street and Byron Commerce Drive (estimate #3)	1,732.50
		\$243,394.45

Director Barcheski stated the General Fund has \$25,754,217.05 remaining after approval of disbursements. Of that amount, \$4,222,385.02 is unavailable operating funds, leaving \$21,531,832.03 in total available operating funds.

Moved by Commissioner Medema, seconded by Commissioner Janes that **Payroll of \$735,297.94, Construction Estimates of \$243,394.45, Accounts Payables of \$1,296,785.40, and Cash Balances and Investments for the check run dated February 21, 2020** is approved by the Board, and warrants ordered drawn for the same.

Motion carried by the following vote:

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

Nays: 0.

Item #5 **Final September 2019 Financial Statements**

Director Barcheski reviewed the Final September 2019 Financial Statements for the Board.

The report was received for information.

Item #6 **FY2019 Audited Financial Statements**

Director Barcheski introduced Jean Young and Marie Stiegel of Plante Moran, LLC who reviewed and discussed the FY2019 Audited Financial Statements with the Board.

The FY2019 Audited Financial Statements report was received for information.

Item #7 **FY2019 Act 51 Report**

Managing Director Warren stated that in accordance with Act 51, staff has prepared the FY2019 Act 51 Report for the Board's acceptance and signature.

Moved by Commissioner Janes, seconded by Commissioner VerHeulen that the **FY2019 Act 51 Report is accepted**, and the **Chair 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, Janes, and VerHeulen —4.

Nays: 0.

Item #8 **Sign and Execute Contract Agreement**

Managing Director Warren requested authorization to sign and execute the contract agreement with the Michigan Department of Transportation.

Deputy Managing Director Harrall stated the County of Kent is planning to construct a non-motorized trail connection between the M-6 Trail near Buck Creek and the Interurban Trail within the City of Wyoming. This trail connector is dependent upon crossing under the M-6 Bridge over Buck Creek requiring a breach in the limited access right-of-way of

M-6. The Michigan Department of Transportation, in consultation with the FHWA has agreed to allow this break in limited access right-of-way to construct and maintain a non-motorized trail, under conditions that KCRC (the ACT 51 agency) enter into an agreement with MDOT.

Commissioner Medema 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 trail connection between the M-6 Trail near Buck Creek and the Interurban Trail within limited access right-of-way of M-6, Section 1, Byron Township, Kent County.

**Resolution for
Non-Motorized Trail Connection between
M-6 Trail near Buck Creek and the Interurban Trail within
Limited Access Right-of-Way of M-6
Contract No. 18-5526**

WHEREAS, the Road Commission, on behalf of the County of Kent, is proposing the construction of a non-motorized trail connection under M-6 within limited access right-of-way, and

WHEREAS, the Michigan Department of Transportation and the Federal Highway Administration have approved a temporary breach in limited access right-of-way for the construction of a non-motorized path, and

WHEREAS, the Michigan Department of Transportation has approved to have the Road Commission construct the non-motorized trail connection as located as follows:

Non-motorized trail construction from the existing trail south of M-6 under Structures B01 and B02 of 41064 which carries M-6 over the Buck Creek continuing northerly to connect with the existing trail north of M-6, Section 1, Byron Township, Kent County, 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 Medema, seconded by Commissioner VerHeulen to authorize to **sign and execute the contract agreement with the Michigan Department of Transportation** for the non-motorized trail connection between the M-6 Trail near Buck Creek and the Interurban Trail within limited access right-of-way of M-6, Section 1, Byron Township, Kent County.

Motion carried by the following vote:

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

Nays: 0.

Item #9 Sign Title Sheet

Managing Director Warren requested authorization to sign the title sheet for the 84th Street widening project.

Deputy Managing Director Harrall stated the 84th Street widening project between Division Avenue and Eastern Avenue is ready to bid through MDOT. The project includes widening the existing 2-lane all-season roadway to provide a continuous center-turn lane. The project also includes installation of sanitary sewer, funded by Gaines Township. The total estimated project cost is \$2,280,000. Funding includes \$1,144,000, State EDC funding, \$850,000 from Gaines Township for non-participating sanitary sewer work and the remaining \$286,000 local match paid by KCRC.

Moved by Commissioner Janes, seconded by Commissioner Medema that the Board authorizes to **sign and execute the title sheet for the above project**, as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

Item #10 Preliminary Plat Approval

Managing Director Warren requested authorization for preliminary plat approval of Genevieve Plat.

Deputy Managing Director Harrall stated Genevieve plat is located east of Ritchie Avenue and south of Lake Street (22 Mile Road) within Section 5, Village of Sand Lake. The first phase of the proposed residential plat consists of 13 lots fronting on Ritchie Avenue, and 2 future public streets connecting to Ritchie Avenue. Based on the plan approved by the Village, these future public streets within the Village of Sand Lake would accommodate future residential development. In order to minimize the number of access points on Ritchie Avenue, staff is requesting shared driveways for 10 of the lots and access for the other 3 lots in the plat will be off the future street openings. This will result in a total of 5 shared driveways and 2 public street openings along approximately 1200 feet of Ritchie Avenue. Staff also recommends that future development include access to Lake Street. The developer is North Ritchie, LLC (John Bitely) and the engineer is Exxel Engineering.

After much discussion, the Board was not comfortable with the shared driveways and felt it lowered KCRC's standards. Genevieve plat approval was tabled until March 24, 2020 in order to receive more information and input from the Village of Sand Lake.

Moved by Commissioner VerHeulen, seconded by Commissioner Medema that the Board **table the preliminary plat approval of Genevieve Plat** until March 24, 2020.

Motion carried by the following vote:

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

Nays: 0.

Item #11 Preliminary Street Approval

Managing Director Warren requested authorization for preliminary street approval for Byron Commerce Drive extension, Section 24, Byron Township.

Deputy Managing Director Harrall stated Byron Commerce Drive is located west of US-131, between 84th Street and 92nd Street. Trailer Equipment Inc. is proposing to extend Byron Commerce Drive approximately 900 feet south to 92nd Street to provide access to a new site development on the east side of Byron Commerce Drive extended. In addition, the proposal includes abandoning 92nd Street between Byron Commerce Drive and US-131. This will require a petition from the adjacent property owners. The future extension of Byron Commerce Drive south of 92nd Street is proposed to be used as a temporary drive.

Staff recommends KCRC to control the access preserved for a future public street with a road end easement and temporary access through a license agreement with the property owner. The developer is Trailer Equipment Inc. and the engineer is Exxel Engineering.

Moved by Commissioner Medema, seconded by Commissioner Janes to authorize **preliminary street approval of Byron Commerce Drive extension** with the condition to control access preserved for a future public street, as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

Item #12 Abandon Portion of Wabasis Avenue

Managing Director Warren requested authorization to abandon a portion of Wabasis Avenue in Sections 28 and 29, Spencer Township.

Deputy Managing Director Harrall stated staff has received a petition to abandon a one-quarter mile segment of the Wabasis Avenue right-of-way south of 17 Mile Road. We consider this area as impassable wetland and it has not been certified as a county road. There is an existing farm lane within the right-of-way that terminates at a steel bridge over Butternut Creek (225 feet south of 17 Mile Road). This bridge has been closed for several years due to poor condition. Improvement to the existing bridge and farm lane are not feasible due to all the wetland surrounding this right-of-way. Spencer Township supports the abandonment.

Commissioner Janes offered the following resolution with reference to the proposed abandonment of a portion of **Wabasis Avenue** located in Sections 28 and 29, T10N, R9W, Spencer Township, Kent County, Michigan.

Resolution for Abandonment

NOW, THEREFORE, BE IT RESOLVED, by the Board of County Road Commissioners of the County of Kent that the following Road hereinafter described, be abandoned and discontinued as a County road.

That part of Section 29, T10N, R9W, Spencer Township, Kent County, Michigan, described as: Commencing at the Point of Beginning being the Southeast Corner of said Section 29; thence northerly 1334.22 feet more or less along the East Line of said Section 29 to the North Line of the South ½ of the Southeast ¼ of said Section 29 and centerline of 17 Mile Road and the Point of Ending.

Moved by Commissioner Janes, seconded by Commissioner VerHeulen that the **resolution is adopted, and the above-described portion of Wabasis Avenue right-of-way is abandoned**, as recommended by Staff.

Motion carried by the following vote:

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

Nays: 0.

Item #13 Award of Bids

Managing Director Warren requested authorization to award bids on the following:

a. Purchase of **one (1) Excavator for the Central Complex**

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. Kent County Road Commission takes advantage of all governmental sources for pricing when applicable. Sourcewell (formally National Joint Powers Alliance - NJPA), is a government organization, that partners with education, government and non-profits offering a cooperative purchasing program and conducts competitive solicitations awarding to the most responsive and responsible vendors. Michigan CAT is one of those vendors.

Staff is recommending the Board's authorization to purchase one (1) 2020 Caterpillar, Model 315F excavator from **Michigan Cat**, Grand Rapids, Michigan, off Sourcewell Contract #032119-CAT, for a total cost of **\$166,859.31**.

b. Purchase of **one (1) Trailer Mounted Air Compressor** for the Southwest Complex

Staff is recommending the award of this bid to **McCann Industries**, Marne, Michigan, the lowest responsive and responsible bidder at a total cost of **\$20,555.00**.

c. **Contract #20-13:** Micro-Surfacing services on State Trunklines, Local and Primary Roads in various townships in Kent County and Ottawa County for 2020 with a one year renewal option

The invitation to bid was sent to four contractors and three contractors submitted bids.

Staff is recommending the award of this bid to **Strawser Construction Inc.**, Columbus, Ohio, lowest responsive and responsible bidder at the following costs for the Mainline:

- Micro Surface - Standard **\$2.97** per square yard
- Micro Surface – Single Course **\$1.93** per square yard
- Micro Surface – Single Course – 3 foot wide **\$3.11** per square yard
- Micro Surface – Rutfilling **\$208.00** per ton
- Driveway approaches **\$1.98** per square yard
- Modified Micro-Surface, Single Course (black mat) **\$2.20** per square yard
- Cape Seal **\$3.87** per square yard
- Chipseal **\$1.94** per square yard
- Fogseal **\$.66** per square yard
- Overband Crack Fill **\$1.49** per pound
- Polymer Modified Emulsion Pavement Repair **\$21.50** per gallon
- Fiber reinforced bit. Membrane **\$3.81** per square yard
- Mobilization – less than 25,000 square yards **\$5,000.00** one-time charge

d. **Contract #20-14:** Residential sidewalk staking for the 2020 and 2021 construction season, as needed

Eight consulting firms received the invitation to bid for residential sidewalk and driveway staking services and only two consulting firms submitted proposals.

Engineering staff reviewed the two proposals submitted and applied the fees to a sample project. Based on those results, staff is recommending that Contract #20-14 be awarded to **LRE**, Walker, Michigan, lowest responsible and responsive bidder at the rates indicated on the bid tabulation.

- e. **Contract #20-16:** Landscape maintenance services at the Central, North, South and Southwest Complexes for two years, 2020 and 2021 with two, one year renewal options

The right is reserved in the contract specifications to award each area separately to the lowest responsive and responsible bidder, based on the monthly cost per location.

Staff is recommending the award of Contract #20-16 to the following bidders:

<u>AREA</u>	<u>CONTRACTOR</u>	<u>COST PER MONTH</u>
Central Complex	Everett's Landscape Management Inc.	\$ 959.00
North Complex	Majestic Services of MI, Inc.	\$1,025.88
South Complex	Everett's Landscape Management Inc.	\$ 450.00
Southwest Complex	Everett's Landscape Management Inc.	\$ 437.50

- f. **Contract #20-28:** 2020 Alpine Township Local Road Reconstruction

- 5 Mile Road from Walker Avenue to Baumhoff Avenue
- Alpenhorn Drive from M-37 to Yorkland Drive
- Baumhoff Avenue from Alpine Church Road to 6 Mile Road
- Westfield Drive from Shinnecock Hills Drive to Biddeford Drive

Staff recommends the Board's approval to award Contract #20-28 to **Michigan Paving and Materials**, Comstock Park, Michigan, lowest responsive and responsible bidder at a total cost of **\$327,157.80**.

- g. **Contract #20-29:** 2020 Grand Rapids Township Local Road Reconstruction

- Ashton Drive from Shottery Drive to Cascade Road
- Ashton Drive (south) from Cascade Road south to end
- Bradford Street from East Beltline to Bradford Hollow Drive
- Briar Bank Drive from end to end
- Cascade West Parkway from Cascade Road to end

- Glenn Drive from Cascade Road to Cascade Road
- Golf Road from Cascade Road to Glenn Drive
- Shottery Drive from Cascade Road to Briar Bank Place

Staff recommends the Board's approval to award Contract #20-29 to **Rieth-Riley Construction Company**, Wyoming, Michigan, lowest responsive and responsible bidder at a total cost of **\$530,996.60**.

h. **Contract #20-31: 2020 Ada Township Local Road Reconstruction**

- Channing Court from Lehigh Drive to end
- Drumlin Court from Scarborough Drive to end
- Kulross Avenue from Rix Street to Scarborough Drive
- Kulross Avenue from Scarborough Drive to M-21
- Lehigh Court from Lehigh Drive to end
- Lehigh Drive from Scarborough Drive to end
- North Grayfield Court from Scarborough Drive to end
- Redington Court from Redington Drive to end
- Redington Drive from Scarborough Drive to Scarborough Drive
- Scarborough Court from Scarborough Drive to end
- Scarborough Drive from Lehigh Drive to end

Staff recommends the Board's approval to award Contract #20-31 to **Superior Asphalt Company**, Grand Rapids, Michigan, lowest responsive and responsible bidder at a total cost of **\$655,000.00**.

i. **Contract #20-33: 2020 Cannon Township Local Road Reconstruction**

- Atlanta Court from Surf Drive to end
- Atlanta Drive from Surf Drive to 10 Mile Road
- Biloxi Court from Surf Drive to end
- Cannon Farms Drive from Myers Lake Avenue to end
- Cannon Farms Run from Cannon Farms Drive to Cannon Farms Drive
- Gran Via Court from Gran Via Drive to end
- Gran Via Drive from Las Palmas Drive to Myers Lake Avenue
- Los Altos Drive from Cannon Farms Drive to Gran Via Drive
- Natchez Court from Peach Tree Drive to end
- New Orleans Drive from Atlanta Drive to end
- Peach Tree Court from Peach Tree Drive to end
- Peach Tree Drive from New Orleans Drive to end
- Surf Drive from Peach Tree Drive to Courtland Drive

Staff recommends the Board's approval to award Contract #20-33 to **Superior Asphalt Company**, Grand Rapids, Michigan, lowest responsive and responsible bidder at a total cost of **\$995,000.00**.

- j. **Contract #20-46:** 13 Mile Road Resurfacing from Wabasis Avenue to Podunk Avenue

Staff recommends the Board's approval to award Contract #20-46 to **Superior Asphalt Company**, Grand Rapids, Michigan, lowest responsive and responsible bidder at a total cost of **\$209,550.00**.

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

Motion carried by the following vote:

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

Nays: 0.

Item #12 **Advertise for Bids**

Managing Director Warren requested authorization to advertise for bids on the following:

- a. Purchase of **2020 requirements of H-1 Limestone and CS-T Traprock** for stockpiling at the District Complexes

Moved by Commissioner Medema, seconded by Commissioner Janes that staff **is authorized to advertise for bids on the above listed purchase with bids to be accepted until 8:30 a.m. on March 19, 2020** and as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

Item #13 **Comments**

➤ Managing Director Warren reminded the Board of the Public Hearing for 68th Street and for Segwun Avenue, which is scheduled for tonight at 6:00 p.m. at the Kent County Road Commission.

➤ Deputy Managing Director Harrall updated the Board on two potential local road improvement projects.

- Chauncey Avenue / 5 Mile Road paving

This unpaved road is currently designated as a “natural beauty road.” A property owner is interested in paying for the paving of 5 Mile Road. KCRC and Cannon Township will be holding an informational meeting at 7:00 p.m. on March 4, 2020 at the Township Offices. There will be an update at the next Board meeting.

- MacClain Street Bridge (Oakfield #5)

Woodbeck Lake Association is seeking to generate funds to raise the height of the MacClain Street Bridge (Oakfield #5) over the waterway that connects Woodbeck Lake and Banks Lake. They would like to raise the bridge in order to navigate from one lake to another. There are 240 owners around these lakes. There is no public access for boats. Cannon Township Supervisor Greg Dean is not opposed, as long as the Township would not have to pay for it. The Association would need both Spencer and Cannon Townships to agree to this. It will be a process. There shall be an informational meeting in May to get a feel for any opposition. The bridge would be raised 3 ½ feet, which will be approximately 6 ½ feet above the water. Chair Rambo felt that the height would not safe.

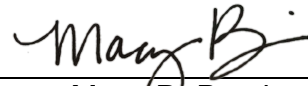
➤ Deputy Managing Director Harrall stated the Patterson Avenue at 44th Street 2019 project has won a State award from the Michigan Concrete Association. The City of Kentwood acquired the necessary right-of-way and KCRC performed the project and

construction engineering. The concrete contractor was Kamminga & Roodvoets and the concrete supplier was High Grade Materials. Eric Rodegher was the KCRC Project Engineer, Sean McKean was the KCRC Project Inspector and Tim Bradshaw was the City of Kentwood's Director of Engineering. The Board thanked the Kent County Road Commission and the City of Kentwood for a great job. Congratulations!

➤ Managing Director Warren stated the Annual CRA Conference is in March. Please let Executive Secretary Luneke know if you are planning on attending.

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

Respectfully submitted,



Macy D. Barcheski, Secretary