

1500 Scribner Avenue, NW

Grand Rapids, MI 49504

January 14, 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 8:02 a.m.

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

Also present: Deputy Managing Director - Engineering Harrall, Deputy Managing Director - Operations Byrne, Director of Building and Equipment Roose, Director of Traffic and Safety Haagsma, Assistant Director of Engineering Byle, Assistant Director of Traffic and Safety Wollner, Assistant Director of Finance in charge of Purchasing Wiegerink, Human Resource Manager Dennis, Human Resource Generalist Arnett, Communications Manager Lamoreaux and Notary L.R. Cole.

Item #2 Oath of Office

Chairman Rambo stated the first order of business is the Road Commissioner's oath of office for Dave Morren's term of office 2020 – 2025.

Director Barcheski asked Commissioner Morren 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 Morren.

Item #3 Election of Officers and Committee Appointments

Managing Director Warren stated the next order of business would be to conduct elections of the Board Officers for 2020 and Committee appointments.

Commissioner Janes requested non-reappointment of the Vice Chair position.

It was moved by Commissioner Morren, seconded by Commissioner Janes to **elect Commissioner Rambo as Board Chair** and to **elect Commissioner VerHeulen 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 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.

Commissioner VerHeulen recommended a public meeting to discuss Board leadership, transparency and policy.

Moved by Commissioner VerHeulen, seconded by Commissioner Medema that the **Board members have a public meeting on Tuesday, February 18, 2020 at 8 a.m.** in the Kent County Road Commission's Boardroom.

Motion carried by the following vote:

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

Nays: 0.

Item #4 Public Comment

There was no public comment.

Item #5 Approval of Minutes

The Board discussed minutes of the Board meeting held Tuesday, December 10, 2019.

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

Motion carried by the following vote:

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

Nays: 0.

Item #6 Disbursements and Cash Balances

Director Barcheski stated there are three check runs for this meeting. The first is dated December 13, 2019 and Payroll for this check run includes overtime of \$40,073.65. Payroll for the check run dated December 27, 2019 included overtime of \$44,227.54. Payroll for the check run dated January 10, 2020 included overtime of \$23,487.26. The Construction Estimates for these periods are as follows:

Contractor	Project	Amount	
		December 13, 2019	December 27, 2019
Brenner Excavating	100 th Street – Eastern Avenue to Kalamazoo Avenue (estimate #8)		158.30
Michigan Dept. of Transportation	Knapp Street – Dunnigan Avenue to Grand River Drive (invoice #8)		12,394.30
	Caledonia Trail Phase 1B (invoice #7)		4,801.25
	FM Flat/Grand River Valley Rail Trail (invoice #2)		258,476.09
	Algoma Bridge #52 (invoice #4)		48,441.72
Strain Electric Company	New Traffic Signal 84 th Street & Byron Commerce Drive (estimate #1)	71,881.15	
Total		\$ 71,881.15	\$324,271.66

Director Barcheski stated the General Fund has \$35,139,863.00 remaining after approval of disbursements. Of that amount, \$11,170,089.02 is unavailable operating funds, leaving \$23,969,773.98 in total available operating funds.

Moved by Commissioner Morren, seconded by Commissioner Janes that **Payroll of \$699,887.96, Construction Estimates of \$71,881.15, Accounts Payables of \$965,626.49, and Cash Balances and Investments for the check run dated December 13, 2019, and Payroll of \$708,963.66, Construction Estimates of \$324,271.66, Accounts Payables of \$1,291,003.10, and Cash Balances and Investments for the check run dated December 27, 2019, and Payroll of \$689,501.36, Construction Estimates of \$0.00, Accounts Payables of \$830,280.26, and Cash Balances and Investments for the check run dated January 10, 2020 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.

Item #7 Michigan Transportation Fund

Director Barcheski reviewed the Michigan Transportation Fund revenues that were collected in November 2019 and received in January 2020. She stated the funds received were \$3,924,048, a variance of \$138,141 less than what was budgeted. To date, receipts are up 1.5 percent over this time last year.

The report was received for information.

Item #8 Financial Statements

Director Barcheski reviewed for the Board the November 2019 Financial Statements.

The report was received for information.

Item #9 West Michigan Public Works Mutual Aid Program

Managing Director Warren stated the Kent County Road Commission has been the major partner in the mutual aid program since 2006. Deputy Managing Director Byrne stated the program participants include ten nearby county road commissions, as well as the major cities within Kent County. Due to the fact that Ionia County replaced the road commission with a county department, the Program Agreement needs to be revised to allow Ionia's continued participation.

Moved by Commissioner VerHeulen, seconded by Commissioner Medema that the **Board authorizes to have Managing Director Warren sign the revised West Michigan Public Works Mutual Aid Program.**

Motion carried by the following vote:

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

Nays: 0.

Item #10 Traffic Signal Maintenance Agreement

Managing Director Warren stated the Traffic Signal Maintenance Agreement with the City of Grand Rapids has provided maintenance services for KCRC’s traffic signals for the past 40 years. Director of Traffic and Safety Haagsma stated the intergovernmental agreement related to those services was last updated in 1991. There are several areas where the agreement needs to be updated, including provisions related to billing, fringe rates, and administrative overhead. The attorneys representing our liability and worker’s compensation insurance pools have reviewed the document and concur with the changes.

Commissioner VerHeulen had questions regarding the “Indemnification” portion of the contract and felt it needed to be reviewed before a final vote. The contract update should be tabled until the next meeting.

Commissioner Morren asked if this is the most efficient way to take care of Kent County’s traffic signals. Director Haagsma stated the City of Grand Rapids has the equipment and experience to take care of the signals properly and with less cost.

Moved by Commissioner Janes, seconded by Commissioner Morren to **table the approval of the Traffic Signal Maintenance Agreement with the City of Grand Rapids** until the next Board meeting scheduled for January 28, 2020.

Motion carried by the following vote:

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

Nays: 0.

Item #11 Schedule Public Hearings

Managing Director Warren requested authorization to schedule Public Hearings for the 2020 Primary road projects.

Deputy Managing Director Harrall stated staff is requesting to schedule Public Hearings for two 2020 road construction projects:

- a. **68th Street** widening between Burlingame Avenue and Clyde Park Avenue, Sections 2 and 11, Byron Township

An information meeting is scheduled for January 30, 2020 at Byron Township Hall. This proposed primary road improvement project to widen the existing 2-lane all-season road to 3 lanes will provide a continuous center-turn lane. Work includes tree removal, earthwork, sand subbase, aggregate base, catch basin relocation, HMA paving, asphalt valley gutter and restoration.

- b. **Segwun Avenue** widening between Alden Nash Avenue to Grand River Drive, Section 11, Lowell Township

An information meeting is scheduled for January 15, 2020 at Lowell Township Hall. This proposed primary road improvement project to widen the existing 2-lane all-season roadway to 3 lanes, will provide a continuous center-turn lane. Work includes tree removal, trench widening, sand subbase, aggregate base, concrete curb and gutter, storm sewer, ditches, HMA paving, restoration and pavement markings.

Staff is requesting a public hearing for these two projects be scheduled for Tuesday, February 25, 2020 at 6:00 p.m.

Moved by Commissioner VerHeulen and seconded by Commissioner Janes that staff is authorized to **schedule Public Hearings** for the above-described projects for **Tuesday, February 25, 2020** at the **Road Commission offices at 1500 Scribner Avenue, NW at 6:00 p.m.**, as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

Item #12 Sign and Execute Title Sheets

Managing Director Warren requested authorization to sign and execute the title sheet for the following:

- a. **84th Street** reconstruction from Kalamazoo Avenue to Breton Avenue

Deputy Managing Director Harrall stated the 84th Street all-season reconstruction between Kalamazoo Avenue and Breton Avenue is ready to bid through MDOT. The project includes earthwork, sand subbase, aggregate base, culvert replacement, ditching, HMA paving, restoration and pavement marking. The estimated project cost is \$1,335,000. Funding includes \$1,092,698 Federal STP Urban funds (capped at \$1,120,000) with the remaining \$242,302 local match funded by KCRC.

- b. **Grand River Drive** pavement replacement from Snow Avenue to Segwun Avenue

Deputy Managing Director Harrall stated the Grand River Drive resurfacing project between Snow Avenue and Segwun Avenue is ready to bid through MDOT. The project includes cold milling the existing asphalt pavement and placing new HMA. The estimated project cost is \$1,200,000. Funding includes \$930,000 STP Rural funds (KCRC will purchase from Montcalm CRC the \$937,000 Federal funds for 75% of face value or \$697,500) with the remaining \$270,000 local match funded by KCRC.

EDC funds with the remaining \$368,850 local match provided by KCRC.

Moved by Commissioner Morren, seconded by Commissioner Medema that the Board authorizes to **sign and execute the title sheets for the above projects**, as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

Item #13 Sign and Execute Contract Agreement

Managing Director Warren requested authorization to sign and execute the title sheet for the Fruit Ridge Avenue pavement replacement project between 6 Mile Road and 10 Mile Road.

Deputy Managing Director Harrall stated the Fruit Ridge Avenue resurfacing project between 6 Mile Road and 10 Mile Road is included in MDOT's February 7, 2020 bid letting. The project includes crushing and shaping the existing asphalt pavement and placement of 2 courses of new HMA. The estimated project cost is \$1,453,300. Funding includes \$877,000 Federal STP Rural funds with the remaining \$576,300 local match funded by KCRC.

Commissioner Janes 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 base crushing, shaping and resurfacing work along Fruit Ridge Avenue from 6 Mile Road to 10 Mile Road.

**Resolution for
HMA Base Crushing, Shaping and Resurfacing work along
Fruit Ridge Avenue from 6 Mile Road to 10 Mile Road
Contract No. 19-5608**

WHEREAS, Federal Funds are available for the HMA base crushing, shaping and resurfacing work along Fruit Ridge Avenue from 6 Mile Road to 10 Mile Road, 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 Janes and supported by Commissioner Medema that the Board **adopt the resolution and sign and execute the Agreement for the HMA base crushing, shaping and resurfacing work along Fruit Ridge Avenue from 6 Mile Road to 10 Mile Road with Federal funds**, as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

Item #14 Award of Bids

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

- a. Purchase of **one (1) ½ ton 4x4 crew cab pickup** for the Managing Director

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. Signature Ford-Lincoln has a current contract with the State of Michigan's MiDEAL program for vehicles.

Therefore, staff is recommending the Board's authorization to purchase one (1) Ford, F150, ½ ton 4x4 crew cab pickup to **Signature Ford-Lincoln**, Owosso, Michigan, off MiDEAL Contract #071B7700180 for a total cost of **\$41,386.00**.

- b. Purchase of **nine (9) ½ ton 4x2 extended cab pickups** for the Engineering and Maintenance Departments

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. Signature Ford-Lincoln has a current contract with the State of Michigan's MiDEAL program for vehicles.

Therefore, staff is recommending the Board's authorization to purchase nine (9) Ford, F150, ½ ton 4x2 extended cab pickups to **Signature Ford-Lincoln**, Owosso, Michigan, off MiDEAL Contract #071B7700180 at a cost of \$27,473.00 each for a total cost of **\$247,257.00** for nine.

- c. Purchase of **three (3) sport utility vehicles (SUV)**

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. Berger Chevrolet has a current contract with the State of Michigan's MiDEAL program for vehicles.

Therefore, Staff is recommending the Board's authorization to purchase three (3) 2020 Chevrolet, Equinox LS sports utility vehicles to **Berger Chevrolet**, Grand Rapids, Michigan, off MiDEAL Contract #071B7700177 at a cost of \$23,279.00 each for a total cost of **\$69,837.00** for three.

d. Purchase of **three (3) 4x2 passenger vans** for the work crews

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. Berger Chevrolet has a current contract with the State of Michigan's MiDEAL program for vehicles.

Therefore, Staff is recommending the Board's authorization to purchase three (3) 2020 Chevrolet, 3500 Express passenger vans to **Berger Chevrolet**, Grand Rapids, Michigan, off MiDEAL Contract #071B7700177 at a cost of \$27,075.00 each for a total cost of **\$81,225.00** for three.

e. Purchase of **two (2) tractors, 4x4 with cab and mounted side and rear mowers** and **one (1) rotary cutter** for the Central and North Complexes

As per specifications, the side and rear mowers are to be factory installed on the tractors and the additional mowing accessories, such as rotary cutters and or boom mowers can be purchased individually, based on lowest responsive and responsible bid meeting specifications.

Therefore, staff is recommending the award of this bid to the following vendors as specified:

Tractor I and Tractor II with side rotary and rear flail mowers to **Tiger Corporation**, Sioux Falls, South Dakota, at a total cost of **\$225,803.00** and to **Bader & Sons Company**, Portland, Michigan for the purchase of one (1) semi-mount hydraulic offset rotary cutter at a cost of **\$7,667.03**, for a total cost of **\$233,470.03** to be approved by the Board.

- f. Purchase of **one (1) Leica automated field surveying grade total station** and accessories for the Engineering Department

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. Leica Geosystems, Inc. is a dealer that has a current contract with the State of Michigan's MiDEAL program for survey grade equipment, which is compatible with our existing equipment and system.

Therefore, staff is recommending the Board's authorization to purchase one (1) Leica, TS16, R500 Robotic – GS14 Total Station system and one (1) standalone rover, with Powersearch, Bluetooth, touch display (2) CS20 field controllers, automatic target recognition, keyboard, carrying case, tripod, software and upgrades/support and training from **Leica Geosystems, Inc.**, Fenton, Michigan off MiDEAL Contract #180000000005, for a total cost of **\$24,630.90**. The total cost reflects a trade in credit of \$1,997.10 for one outdated instrument / system.

- g. Purchase of **two (2) Troxler Nuclear Surface Moisture Density Testing Gauges** for the Engineering Department

The Engineering Department needs to replace two older outdated existing Troxler gauges. The Troxler brand gauge is recommended and approved by MDOT. The

Purchasing Department has researched various sources and the only supplier of this specialized testing equipment is the manufacturer, Troxler Electronic Laboratories Inc.

In accordance with the Kent County Road Commission's Purchasing Policies and Procedures, which states that "Purchasing can be exempt from the formal bid process upon authorization of the Board and the Managing Director if a specific item can only produce the desired results and the item is only available from one source."

Therefore, staff is requesting the Board's authorization to purchase two (2) Troxler, 3440 Plus, nuclear surface density testing gauges from **Troxler Electronic Laboratories, Inc.** Research Triangle Park, North Carolina for a cost of **\$7,850.00 each** for a total cost of **\$15,700.00 for two (2)**.

- h. Purchase of **2020 requirements of Geosynthetics and Geotextile**, as needed for Maintenance and Construction projects

Staff is recommending that the bid for 2020 requirements of Geosynthetics and Geotextile materials be awarded to **CSI Geoturf Inc.**, Byron Center, Michigan, the only bidder at following prices:

Geoturf Blankets	\$0.46 per square yard
Geoturf Liner	\$0.75 per square yard
Geoturf Separator	\$0.52 per square yard
Geoturf Stabilization-W270	\$0.52 per square yard
Geoturf Stabilization-N1000E	\$1.10 per square yard
Silt Fence Geotextile	\$0.32 per linear foot

- i. Purchase of **2020 requirements of Turf Mulch Blankets and Grass Seed**, as needed for Maintenance and Construction projects

Staff is recommending that the bid for 2020 requirements of Geosynthetics and Geotextile materials be awarded to **CSI Geoturf Inc.**, Byron Center, Michigan, the only bidder at following delivered and picked up prices:

High Velocity Blankets:

Excelsior	\$0.54 per square yard
Straw	\$0.34 per square yard

Mulch Blankets:

Excelsior	\$0.47 per square yard
Straw	\$0.29 per square yard

Grass Seed:

Class A	\$99.00 per 50# bag
Roadside	\$89.00 per 50# bag

Mulch Anchors

6" Wood	\$72.00 per box of 1,000
6" Wire	\$42.00 per box of 1,000

Moved by Commissioner Morren, seconded by Commissioner Medema to **authorize award of bids for the above listed** as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

Item #15 Advertise for Bids

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

- a. **Contract #20-18:** Rental of two (2) mowers for three years – 2020, 2021, 2022
- b. **Contract #20-19:** Division Avenue from 84th Street to 100th Street, Byron Township – Furnish and install guardrail
- c. **Contract #20-20:** Tree clearing / removal in the right-of-way at four (4) locations in Kent County
- d. **Contract #20-21:** Sparta Bridge #20 – Peach Ridge Avenue, 0.4 mile north of 13 Mile Road, Sparta Township – replace existing twin corrugated metal pipe culvert with a single box culvert
- e. **Contract #20-22:** Byron Bridge #66 – 108th Street, 120 feet west of Wustman Avenue, Byron Township – bridge (culvert) rehabilitation / lining
- f. **Contract #20-23:** Alpine Bridge #24 – Vinton Avenue, 0.45 mile north of 7 Mile Road, Alpine Township – culvert (bridge) rehabilitation / lining
- g. **Contract #20-24:** Bowne Bridge #5 – Wingeier Avenue, 200 feet south of 72nd Street, Bowne Township – bridge (culvert) rehabilitation / lining

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

Motion carried by the following vote:

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

Nays: 0.

Item #16 **Comments**

➤ Managing Director Warren stated the budget was expanded in 2020 for staffing needs at KCRC. Human Resource Manager Dennis introduced the new Human Resource Generalist, Breyona “Bre” Arnett. Bre has a Human Resource Management degree from Davenport University and spent the past five years at Cascade Engineering. The Board welcomed Ms. Arnett to the Kent County Road Commission.

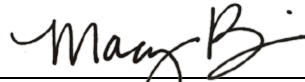
➤ Deputy Managing Director Byrne presented to the Board a fixed Road Weather Information System (RWIS) by the manufacturer Frost Control Systems. This is a sensor, which has the ability to measure road temperature, air temperature, humidity and dew point. There are a total of 60 sensors mounted on existing signal posts in Kent County, Montcalm County, and the Cities of Grand Rapids, Kentwood, Walker, Grandville and East Grand Rapids. Each one carries a battery pack with a 5-year life expectancy, although the pack will be replaced every 2 years. The cost for each sensor is \$2,000.00. KCRC has a 1-year commitment with the manufacturer. Eventually the sensors will measure snow depth and road friction.

➤ Director of Finance Barcheski announced that after 31 years of service, Assistant Director of Finance for Purchasing Mary Wiegerink has turned in her notice to retire on May 1, 2020. The Board congratulated Ms. Wiegerink and wished her well.

➤ Commissioner Janes, expressed what a awesome job Communications Manager Lamoreaux has been doing, keeping the public informed as to what is going on outside on the county roads.

There being no further business to come before the Board, the meeting was adjourned at 9:15 a.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Macy B.", written over a horizontal line.

Macy D. Barcheski, Secretary