

1500 Scribner Avenue, NW

Grand Rapids, MI 49504

March 9, 2021

The Board of County Road Commissioners of the County of Kent met remotely via Zoom.

The regular meeting was called to order by Commissioner Rambo, Chair at 8:00 a.m.

Roll call attendance and location was taken at the start of the meeting (MCL 15.263(2)(a)(ii):

Commissioner Janes, present, Ada Township, Kent County, Michigan

Commissioner Medema, present, Algoma Township, Kent County, Michigan

Commissioner Morren, present, St. Lucie County, Florida

Commissioner VerHeulen, present, City of Walker, Kent County, Michigan

Chair Rambo, present, Algoma Township, Kent County Michigan

Present: Managing Director Warren, Director of Finance Barcheski, and Executive Secretary Luneke.

Also present: Deputy Managing Director of Engineering Harrall, Deputy Managing Director of Operations Byrne, Assistant Director of Maintenance Roon, Director of Building and Equipment Roose, Director of Traffic and Safety Haagsma, Assistant Director of Traffic and Safety Wollner, Assistant Director of Finance Guerra, Human Resource Manager Dennis, IT Manager Care, Purchasing Manager Nordstrom, Communications Manager Lamoreaux, Project Engineer Easterly, Owners Representative James Moyer, OAK Construction Manager Tim Marcus and Hobbs+Black Architect Marty Ruitter.

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 23, 2021.

Moved by Commissioner Janes, seconded by Commissioner Morren 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 #4 Disbursements and Cash Balances

The disbursements for the check run dated March 5, 2021 were presented to the Board by Director of Finance Barcheski. She stated Payroll included \$84,408.18 in overtime.

The detail of construction estimates are as follows:

Contractor	Project	Amount
Michigan Department of Transportation	100 th Street east and west of 100 th Street Bridge over US-131 (invoice #7)	2,000.00
	100 th Street engineering (invoice #2-8-21)	3,225.67
	68 th Street – Byron Center Avenue to Burlingame Avenue (invoice #3)	75,056.31
		\$80,281.98

Director Barcheski stated the General Fund has \$29,512,988.42 remaining after approval of disbursements. Of that amount, \$5,040,053.93 is unavailable operating funds, leaving \$24,472,934.49 in total available operating funds.

Moved by Commissioner Medema, seconded by Commissioner Janes that **Payroll of \$804,209.26, Construction Estimates of \$80,281.98, Accounts Payables of \$1,858,695.89, and Cash Balances and Investments for the check run dated March 5, 2021,** 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 #5 Michigan Transportation Fund

Director of Finance Barcheski reviewed the Michigan Transportation Fund revenue that was collected in January 2021 and received in March 2021. She stated the funds received were \$4,804,984, a variance of \$288,338 less than what was budgeted. To date, receipts are 1.0 percent down from this time last year.

The report was received for information.

Item #6 Sign and Execute Title Sheet

Managing Director Warren requested authorization to sign and execute title sheet for the Burton Street Trail Extension project.

Deputy Managing Director Harrall stated that staff has worked with the Cascade Township Engineer to complete plans and secure permits to extend the non-motorized trail on the south side of Burton Street from Highridge Lane westerly to Patterson Avenue, including a pedestrian bridge over I-96. The estimated project cost is \$2,500,000. Funding includes \$1,286,669 Federal TAP funds and the remaining \$1,213,331 local match will be funded by Cascade Township.

Moved by Commissioner Medema, seconded by Commissioner VerHeulen that the Board **sign and execute the title sheet for the Burton Street Trail Extension project**, as recommended by staff.

Commissioner Janes recused herself from the vote.

Motion carried by the following vote:

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

Nays: 0.

Abstain: Commissioner Janes – 1.

Item #7 2021 Local Bridge Funding Resolutions

Managing Director Warren requested authorization for resolutions of support for the 2021 Local Bridge Funding applications for the following:

- a. **Bowne Bridge No. 6** – Wingier Avenue Over Pratt Lake Drain

These twin culverts carry Wingier Avenue over Pratt Lake Drain. The application for Rehabilitation work includes placing a reinforced concrete lining within the deteriorated area of the existing galvanized metal culverts and approach guardrail upgrades. The estimated project cost is \$180,000.

Commissioner Medema offered the following resolution in reference to Local Bridge Funding for rehabilitation.

**Resolution for
Local Bridge Funding
Bowne Bridge No. 6 – Wingeier Avenue Over Pratt Lake Drain**

WHEREAS, Bowne Bridge No. 6, Wingeier Avenue Over Pratt Lake Drain is in such condition as to warrant rehabilitation, and

WHEREAS, the culvert barrels have deteriorated to the point whereby rehabilitating (lining the culverts) is warranted, and

WHEREAS, rehabilitation is eligible for Local Bridge Funding, and

WHEREAS, the Kent County Road Commission Engineering Division has prepared an application for Local Bridge Funding for the rehabilitation of this bridge, and

WHEREAS, the Board of Road Commissioners of the County of Kent have reviewed the application and found it satisfactory.

NOW, THEREFORE, BE IT RESOLVED, that the Board of the Kent County Road Commissioners of the County of Kent hereby resolve that the Kent County Road Commission is hereby actively seeking participation by the Michigan Department of Transportation and the Federal Highway Administration in funding this project.

Moved by Commissioner Medema and supported by Commissioner VerHeulen that the Board adopt the resolution supporting **2021 Local Bridge Funding Application for Bowne Bridge No. 6**, Wingeier Avenue over Pratt Lake Drain as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

b. **Nelson Bridge No. 14** – 22 Mile Road Over Black Creek

These twin culverts carry 22 Mile Road over Black Creek. The application for Replacement includes removing the existing deteriorated twin galvanized metal culverts and installing a single concrete box culvert. The estimated project cost is \$400,000.

Commissioner Medema offered the following resolution in reference to Local Bridge Funding for replacement.

**Resolution for
Local Bridge Funding
Nelson Bridge No. 14 – 22 Mile Road Over Black Creek**

WHEREAS, Nelson Bridge No. 14, 22 Mile Road over Black Creek is in such condition as to warrant replacement, and

WHEREAS, the culvert barrels have deteriorated to the point that replacement is warranted, and

WHEREAS, replacement is eligible for Local Bridge Funding, and

WHEREAS, the Kent County Road Commission Engineering Division has prepared an application for Local Bridge Funding for the replacement of this bridge, and

WHEREAS, the Board of Road Commissioners of the County of Kent have reviewed the application and found it satisfactory.

NOW, THEREFORE, BE IT RESOLVED, that the Board of the Kent County Road Commissioners of the County of Kent hereby resolve that the Kent County Road Commission is hereby actively seeking participation by the Michigan Department of Transportation and the Federal Highway Administration in funding this project.

Moved by Commissioner Medema and supported by Commissioner VerHeulen that the Board adopt the resolution supporting **2021 Local Bridge Funding Application for Nelson Bridge No. 14, 22 Mile Road Over Black Creek** as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

c. **Spencer Bridge No. 22** – Lincoln Lake Avenue over Clear Creek

These twin culverts carry 18 Mile Road over the Rogue River. The application for Rehabilitation work includes placing a reinforced concrete lining within the deteriorated area of the existing galvanized metal culverts and approach guardrail upgrades. The estimated project cost is \$200,000.

Commissioner Medema offered the following resolution in reference to Local Bridge Funding for rehabilitation.

**Resolution for
Local Bridge Funding
Spencer Bridge No. 22 – Lincoln Lake Avenue Over Clear Creek**

WHEREAS, Spencer Bridge No. 22, Lincoln Lake Avenue over Clear Creek is in such condition as to warrant rehabilitation, and

WHEREAS, the culvert barrels have deteriorated to the point that rehabilitation is warranted, and

WHEREAS, rehabilitation is eligible for Local Bridge Funding, and

WHEREAS, the Kent County Road Commission Engineering Division has prepared an application for Local Bridge Funding for the rehabilitation on this bridge, and

WHEREAS, the Board of Road Commissioners of the County of Kent have reviewed the application and found it satisfactory.

NOW, THEREFORE, BE IT RESOLVED, that the Board of the Kent County Road Commissioners of the County of Kent hereby resolve that the Kent County Road Commission is hereby actively seeking participation by the Michigan Department of Transportation and the Federal Highway Administration in funding this project.

Moved by Commissioner Medema and supported by Commissioner VerHeulen that the Board adopt the resolution supporting **2021 Local Bridge Funding Application for Spencer Bridge No. 22, Lincoln Lake Avenue Over Clear Creek** as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

d. **Vergennes Bridge No. 29** – McPherson Street over the Flat River

This 4 span bridge carries McPherson Street over the Flat River. The application for Rehabilitation work includes replacing the existing deteriorated concrete box beams and

placing new concrete box beams, as well as replacing expansion joints. The estimated project cost is \$800,000.

Commissioner Medema offered the following resolution in reference to Local Bridge Funding for rehabilitation.

**Resolution for
Local Bridge Funding
Vergennes Bridge No. 29 – McPherson Street Over the Flat River**

WHEREAS, Vergennes Bridge No. 29, McPherson Street over Flat River is in such condition as to warrant rehabilitation, and

WHEREAS, the bridge beams have deteriorated to the point that rehabilitation is warranted, and

WHEREAS, rehabilitation is eligible for Local Bridge Funding, and

WHEREAS, the Kent County Road Commission Engineering Division has prepared an application for Local Bridge Funding for the rehabilitation on this bridge, and

WHEREAS, the Board of Road Commissioners of the County of Kent have reviewed the application and found it satisfactory.

NOW, THEREFORE, BE IT RESOLVED, that the Board of the Kent County Road Commissioners of the County of Kent hereby resolve that the Kent County Road Commission is hereby actively seeking participation by the Michigan Department of Transportation and the Federal Highway Administration in funding this project.

Moved by Commissioner Medema and supported by Commissioner VerHeulen that the Board adopt the resolution supporting **2021 Local Bridge Funding Application for Vergennes Bridge No. 29, McPherson Street Over the Flat River** as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

- e. Joint replacement on three bridges:
 - **Plainfield No. 5** – Packer Drive Over White Pine Trail
 - **Plainfield No. 12** –Packer Drive Over the Rogue River
 - **Plainfield No. 16** – Rogue River Drive Over the Rogue River

The application for replacing bridge expansion joints and approach guardrail upgrades on 3 different. The estimated cost is \$350,000. Staff is proposing a 30% local match to improve committee consideration for funding.

Commissioner Medema offered the following resolution in reference to Local Bridge Funding for expansion joint replacement on three bridges.

**Resolution for
Local Bridge Funding
Plainfield Bridge No. 16 – Rogue River Drive over the Rogue River
Plainfield Bridge No. 12 – Packer Drive over the Rogue River
Plainfield Bridge No. 5 – Packer Drive over the White Pine Trail**

WHEREAS, Plainfield Bridge No. 16, Rogue River Drive over the Rogue River; Plainfield Bridge No. 12, Packer Drive over the Rogue River and Plainfield Bridge No. 5, Packer Drive over the White Pine Trail, are in such condition as to warrant preventative maintenance, and

WHEREAS, the expansion joints on these three bridges are in such condition that joint replacement is warranted, and

WHEREAS, preventative maintenance is eligible for Local Bridge Funding, and

WHEREAS, the Kent County Road Commission Engineering Division has prepared an application for Local Bridge Funding for the preventative maintenance on these three bridges, and

WHEREAS, the Board of Road Commissioners of the County of Kent have reviewed the application and found it satisfactory.

NOW, THEREFORE, BE IT RESOLVED, that the Board of the Kent County Road Commissioners of the County of Kent hereby resolve that the Kent County Road Commission is hereby actively seeking participation by the Michigan Department of Transportation and the Federal Highway Administration in funding this project.

Moved by Commissioner Medema and supported by Commissioner VerHeulen that the Board adopt the resolution supporting **2021 Local Bridge Funding Application** for **Plainfield Bridge No. 16**, Rogue River Drive over the Rogue River; **Plainfield Bridge No. 12**, Packer Drive over the Rogue River, and **Plainfield Bridge No. 5**, Packer Drive over the White Pine Trail as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

Item #8 Preliminary Plat Approval

Managing Director Warren requested authorization for preliminary plat approval of Hoffman Meadows.

Deputy Managing Director Harrall stated that Hoffman Meadows plat is located south of 68th Street and east of Kalamazoo Avenue in Section 10, Gaines Township. Phase 1 of this multiphase residential plat includes access to 68th Street and stub street to the west property line and one to the south for a future phase extension. This phase includes a total of 40 lots. The developer is Audacia Land Company LLC (Chris VanderHoff) and the engineer is Feenstra and Associates.

Moved by Commissioner Morren, seconded by Commissioner Medema that **preliminary plat approval is granted for Hoffman Meadows, Section 10, Gaines Township**, as recommended by staff and subject to the following special conditions, requirements, and modifications:

1. At the time the Final Plat document is submitted for Board action, the proprietor shall provide title commitment to demonstrate that there are no existing encumbrances within limits of proposed street right of ways for review and evaluation by staff.
2. Proprietor shall acquire termination of encumbrances, easements, restrictions, etc., in favor of the Board of County Road Commissioners for that part of the land division that includes all proposed public streets.
3. Proprietor shall acquire acceptable subordinations of existing mortgages, etc. in favor of the Board of County Road Commissioners within the proposed public street right of way.
4. Proprietor is advised to abstain from encumbering land proposed to be conveyed to the Board without obtaining prior concurrence from the Deputy Managing Director, Engineering (County Highway Engineer).
5. Proprietor shall obtain the required permits from the Kent County Drain Commission and provide copies to KCRC staff.
6. 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.
7. 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.
8. The Proprietor shall incorporate USPS customer mail delivery mode requirements in their improvements design and construction documents and provide written confirmation from the USPS local postmaster or station master confirming that customer mail delivery requirements conform to both USPS and KCRC requirements.

9. Proprietor shall provide a 10' maintenance strip deeded to the Kent County Road Commission at the end of Camlann Street and at the end of Avalon Drive for future extension of public streets.
10. The outlots adjacent to Avalon Drive with frontage along 68th Street shall have access to Avalon Drive.
11. The Board retains the sole discretion to determine time and conditions for the take-over of proposed public streets.

Motion carried by the following vote:

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

Nays: 0.

Item #9 Traffic Signal Communication Cost Share Agreement

Managing Director Warren requested authorization to approve the traffic signal communication cost share agreement with the City of Grand Rapids.

Traffic and Safety Director Haagsma stated KCRC is working with the City of Grand Rapids on a federal grant to install cell modems on several of our remote traffic signals. While cell modems are something we routinely install on new installations and major upgrades, this project will add this technology to signals that are not scheduled for upgrade soon. This project aligns with our Strategic Objective.

The total cost of the project is \$252,297 of which the grant will cover \$142,000. The remaining local match will be split with the City of Grand Rapids, resulting in KCRC's share being \$55,149.

Moved by Commissioner Janes, seconded by Commissioner Medema to **approve the traffic signal communication cost share agreement with the City of Grand Rapids**, as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

Item #10 Acceptance of Recommendation and Approval

Managing Director Warren stated that KCRC's Construction Manager for the new central complex, Owen-Ames-Kimball (OAK,) has accepted contractor proposals for the remaining 17 bid categories of Phase 1. This information was reviewed with the Board Subcommittee on March 3, 2021.

Construction Manager Tim Marcus of OAK stated Phase 1 completion date is scheduled for November 19, 2021. The bids came in over \$2,000,000 less than budgeted.

Managing Director Warren stated since bidding on Phase 1 is complete, staff is recommending that the Board approve OAK's Guaranteed Maximum Price (GMP) of \$11,035,419 and authorize Managing Director Warren to execute the formal AIA document.

New Central Complex: Phase 1

Staff proposes to accept the recommendation of Construction Manager Owen-Ames-Kimball Co. to award the subcontract for Bid Pack 1 as follows:

<u>Bid Category</u>	<u>Contractor</u>	<u>Recommended Award</u>
No. 2 – Cast-In-Place Concrete	Jelsema Concrete (Kentwood, MI)	\$1,470,000
No. 4 – Masonry	Burgrabbe Masonry (Belding, MI)	\$ 66,220
No. 6 – Lumber and Framing	Nugent Builders (Rockford, MI)	\$ 570,000
No. 7 – General Trades	Mugen Construction, Inc. (Dorr, MI)	\$ 85,846
No. 8 – Insulation	Leading Edge Insulation (GR, MI)	\$ 25,520
No. 9 – Roofing	Versatile Roofing Systems, Inc. (Grant, MI)	\$ 441,300
No. 10 – Joint Sealants	CJ's Coatings/Sealants Inc (Hudsonville, MI)	\$ 2,984
No. 12 – Doors, Frames and Hardware	S.A. Morman & Co. (GR, MI)	\$ 47,660
No. 13 – Overhead Doors	Overhead Door Co. of Grand Rapids (GR, MI)	\$ 97,768
No. 14 – Specialties	S.A. Morman & Co. (GR, MI)	\$ 1,895
No. 15 – Painting	K&A Commercial and Industrial Painting (Cedar Springs, MI)	\$ 74,980
No. 16 – Mechanical/Plumbing	Rite-Way Plumbing and Heating, Inc. (GR, MI)	\$ 782,800
No. 17 – Electrical	Kleyn Electric (GR, MI)	\$ 883,745
No. 18 – Asphalt Paving	Superior Asphalt, Inc. (GR, MI)	\$ 423,200
No. 19 – Fencing	Fence Consultants of West MI (GR, MI)	\$ 198,700
No. 20 – Landscaping	Twin Lakes Nursery, Inc. (GR, MI)	\$ 101,320
No. 21 – Truck Washing Equipment	Hydrochem Systems (Caledonia, MI)	\$ 337,977
	Total	\$5,611,915

Note: Bid Categories No. 1, No. 3, No. 5, No. 11 were previously accepted.

Moved by Commissioner Medema, seconded by Commissioner Morren to **authorize award of bids for the new Central Complex Phase 1, Categories 2, 4, 6, 7, 8, 9, 10, 12, 13, 14, 15, 16, 17, 18, 19, 20, and 21**, as recommended by Construction Manager Owen-Ames-Kimball Company and to **approve OAK's Guaranteed Maximum Price (GMP) and authorize Managing Director Warren to execute the formal AIA document**, as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

Item #11 Site Development and Storm Water Maintenance Agreement

Managing Director Warren stated that KCRC has worked with the City of Walker to develop the Site Development and Storm Water Maintenance Agreement that addresses responsibilities and contingencies for site development and storm water maintenance of the new central complex facility at Walker View. The Agreement has been reviewed by KCRC's legal counsel.

Moved by Commissioner VerHeulen, seconded by Commissioner Janes to **approve the Site Development and Storm Water Maintenance Agreement with the City of Walker and authorize Managing Director Warren and Chair Rambo to execute the document**, as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

Item #12 Advertise for Bids

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

- a. **Contract #21-44:** Testing Services for Phase 1 of New Central Complex Construction
- b. **Contract #21-45:** Furnish and Install New Siding on Southwest Complex Salt Barn
- c. **Contract #21-46:** South Complex Salt Dome Repairs
- d. **Contract #21-47:** Herbicide Spraying Services
- e. **Bid #21-EQU-25:** Fasteners
- f. **Bid #21-EQU-26:** Paper Products
- g. **Bid #21-MNT-10:** Geosynthetics and Geotextiles
- h. **Bid #21-MNT-11:** Asphalt & Concrete Crack Leveling Sealant
- i. **Bid #21-MNT-12:** Hot Rubber Crack Sealer & Material for Concrete Joint Repair
- j. **Bid #21-MNT-13:** Asphalt Binding Repair Material
- k. **Bid #21-MNT-14:** Concrete Repair Material
- l. **Bid #21-MNT-15:** Guardrail Elements & Components
- m. **Bid #21-MNT-17:** Summer Bituminous Patching Material

Moved by Commissioner Morren, 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**, as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

Item #13 Award of Bids

Managing Director Warren requested authorization to award bids received for the following:

a. **Contract #21-23:** Byron Township Local Roads Program

Staff recommends awarding Contract #21-23: Byron Township Local Roads Program to **Superior Asphalt, Inc**, the lowest and responsible bidder for a total cost of **\$368,550**, which is **26.12%** below the estimated cost.

b. **Contract #21-32:** Algoma Township Local Roads Program

Staff recommends awarding Contract #21-32: Algoma Township Local Roads Program to **Superior Asphalt, Inc**, the lowest and responsible bidder for a total cost of **\$392,550**, which is **27.58%** below the estimated cost.

c. **Bid #21-MNT-09:** Radio Headsets

Staff is recommending for the Board to award the purchase of KCRC's Wireless Radio Headset requirements to **Brown Equipment Company**, the lowest responsive and responsible bidder, at a total cost of **\$17,208.40**.

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 #14 **Comments**

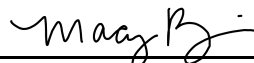
➤ Managing Director Warren discussed with the Board the challenges KCRC is facing with recruiting part time workers.

➤ Managing Director Warren discussed the problem KCRC is having with obtaining COVID vaccinations for employees. Employees have been asked to seek their own vaccines at this time.

➤ Deputy Managing Director Harrall reminded the Board about the remote Public Hearing for the removal of the Natural Beauty Road designation of Packer Drive from Las Vegas Drive to Van Dam Drive on Tuesday, March 16, 2021 at 6:30 p.m.

There being no further business to come before the Board, the meeting was adjourned at 9:04 a.m.

Respectfully submitted,



Macy Barcheski, Secretary