

1500 Scribner Avenue, NW

Grand Rapids, MI 49504

April 11, 2023

The Board of County Road Commissioners of the County of Kent met in the Road Commission office.

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

Present: Commissioners Cynthia Janes, Dave Medema, Roger Morgan, David Morren, and Rob VerHeulen, Managing Director Steve Warren, Director of Finance Macy Barcheski, and Executive Secretary Karen Luneke.

Also present: Deputy Managing Director of Engineering Wayne Harrall, Deputy Managing Director of Operations Jerry Byrne, Director of Traffic and Safety Tim Haagsma, Director of Building and Equipment Steve Roose, Director of Human Resources Mike Dennis, Assistant Director of Maintenance Steve Roon, Assistant Director of Finance Mario Guerra, Purchasing Manager Andrew Nordstrom, IT Manager Tim Care, Right-of-Way Office Manager L. R. Cole, Plat Engineer Darren Vink, and Accountant Vanessa Culver.

Item #2 Public Comment

There was no public comment.

Item #3 Approval of Minutes

The Board discussed minutes of the Board meeting held Tuesday, March 28, 2023.

Moved by Commissioner Morren, seconded by Commissioner Morgan that the **minutes be approved.**

Motion carried by the following vote:

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

Nays: 0.

Item #4 Disbursements and Cash Balances

The disbursements for the check run dated March 31, 2023, were presented to the Board by Director of Finance Barcheski. She stated payroll included \$70,600.39 in overtime.

Director Barcheski presented a detail of the new central complex project for the Board. The total project cost as of April 11, 2023, is as follows:

| | |
|------------------------------|--------------|
| Approved Estimate | \$47,501,236 |
| Current Estimate | \$47,123,354 |
| Current Expenditures | \$116,343 |
| Project-to-Date Expenditures | \$14,162,396 |
| Estimated Remaining Cost | \$32,960,957 |

Director Barcheski stated the General Fund has \$26,246,902.76 remaining after approval of disbursements. Of that amount, \$8,891,112.95 is unavailable operating funds, leaving \$17,355,789.81 in total available operating funds.

Moved by Commissioner Morren, seconded by Commissioner Janes that **Payroll of \$852,945.05, Construction Estimates of \$0.00, New Central Complex Expenditures of \$116,342.50, Accounts Payables of \$1,749,418.48, and Cash Balances and Investments for the check run dated March 31, 2023, are approved by the Board, and warrants ordered drawn for the same.**

Motion carried by the following vote:

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

Nays: 0.

Item #5 February 2023 Michigan Transportation Fund

Director of Finance Barcheski reviewed the Michigan Transportation Fund revenues that were collected in February 2023 and received in April 2023. She stated the funds received were \$5,477,004, a variance of \$621,827 less than what was budgeted. To date, receipts are up 4.0 percent over this time last year.

The report was received for information.

Item #6 February 2023 Financial Statements

Director of Finance Barcheski reviewed for the Board the February 2023 Financial Statements.

The report was received for information.

Item #7 2024 Federal STP Funds

Managing Director Warren requested authorization to execute a Federal Funding Exchange agreement with Mecosta County Road Commission.

Deputy Managing Director Harrall stated staff is proposing to purchase \$500,000 of STP Federal aid at a rate of \$0.80. These funds will be allocated to two projects in 2024: \$350,000 to 100th Street (Patterson Avenue to Kraft Avenue) and \$150,000 to West River Drive (Lamoreaux Drive to Pine Island Drive).

Commissioner Janes offered the following resolution in reference to the Federal Aid Exchange Program.

**Resolution for
Participation in the 2024
Federal Aid Exchange Program**

WHEREAS, the Kent County Road Commission has participated in the Federal Aid Exchange Program in fiscal years 2016 - 2023, and

WHEREAS, the Michigan Department of Transportation is planning to allow this program to continue in 2024, and

WHEREAS, the Kent County Road Commission is requesting to purchase approximately \$500,000 of Federal STP Funds from Mecosta County Road Commission, and

WHEREAS, the Board of Road Commissioners of the County of Kent supports the purchase of STP Federal Aid from our neighboring county.

WHEREAS, Steven A. Warren, Managing Director of the Kent County Road Commission is hereby authorized to execute said Agreement for and on behalf of the Board.

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 in the 2024 Federal Aid Exchange Program.

Moved by Commissioner Janes and supported by Commissioner Medema that the Board **adopt the resolution supporting the purchase of Federal Aid from Mecosta County Road Commission** as recommended by staff.

Motion carried by the following votes:

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

Nays: 0.

Item #8 **Purchase Agreement**

Managing Director Warren requested authorization to execute a purchase agreement for 2445 – 4 Mile Road, Section 33, Alpine Township.

| | |
|----------------|---|
| Location | 2445 4 Mile Road |
| Lot Size | 0.25 acre |
| Purchase Price | \$172,000 |
| Conditions | -Phase 1 and 2 environmental review -Eliminate 4 Mile Road driveway and parking to adjacent building -Construct parking and sidewalk on north side of adjacent building |

Deputy Managing Director Harrall stated the property owner has verbally agreed to the purchase price and conditions. In addition, City of Walker staff are supportive of realigning and signalizing this intersection.

Moved by Commissioner Janes and supported by Commissioner Morgan that the Board **execute a purchase agreement for 2445 – 4 Mile Road**, Section 33, Alpine Township, as recommended by staff.

Motion carried by the following votes:

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

Nays: 0.

Item #9 Grant Drainage Easement

Managing Director Warren requested authorization to grant a drainage easement for Nash Creek County Drain, Section 23, Village of Sparta.

Deputy Managing Director Harrall stated KCRC owns a 122' x 100' parcel on the south side of Division Street (13 Mile Road), within the Village of Sparta. This parcel was acquired in 1967 when Sparta Bridge No. 27 was replaced with two large culverts for the Nash Creek Intercounty Drain.

The Drain Commissioner is requesting an easement over this parcel, excluding the easterly 22' for an existing parking lot. This easement will reinforce the responsibility of the Drain Commission to maintain and improve the stream bed and banks.

Moved by Commissioner Medema and supported by Commissioner Janes that the Board **grant a drainage easement for Nash Creek County Drain**, Section 23, Village of Sparta, as recommended by staff.

Motion carried by the following votes:

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

Nays: 0.

Item #12 Resolution of Support

Managing Director Warren requested the Board adopt a resolution of support for a TAP grant application.

Deputy Managing Director Harrall stated KCRC is working with Caledonia Township and MDOT on a non-motorized trail extension along 68th Street to the east of Kraft Avenue. The project has been awarded a Federal Transportation Enhancement Program (TAP) grant.

| | |
|----------------|---------------------------------|
| Estimated Cost | \$200,000 |
| Grant funds | \$140,000 |
| Local Match | \$ 60,000 by Caledonia Township |

The federal grant requires a resolution of support from KCRC (the designated Act 51 agency). Trail construction will be coordinated with our 68th Street reconstruction project (Kraft Avenue to Cherry Valley Avenue) scheduled for 2024.

Commissioner Janes offered the following resolution of support for the 68th Street non-motorized Trail Transportation Alternative Project.

**Resolution of Support
for the
68th Street Non-Motorized Trail
Transportation Alternative Project**

WHEREAS, the Kent County Road Commission is committed to enhancing the County roadway system and works with other local agencies to provide additional pedestrian facilities, and

WHEREAS, the provisions for non-motorized trails are eligible Transportation Alternative Program activities, and

WHEREAS, the Kent County Road Commission, on behalf of Caledonia Township, submitted the application for TAP funding to construct a non-motorized trail along 68th Street from Kraft Avenue easterly 0.4 mile.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Kent County Road Commissioners requests the Michigan Department of Transportation to proceed with a conditional commitment of Transportation Alternative Program funds for the following estimated project costs:

| | |
|---------------------------------------|-----------|
| Total estimated Trail cost: | \$200,000 |
| Federal Funds: (70% TAP) | \$140,000 |
| Local Match: (30% Caledonia Township) | \$60,000 |

BE IT FURTHER RESOLVED that Caledonia Township will provide local match funds and Caledonia Township is responsible for the maintenance of the non-motorized trail after construction is complete. Kent County Road Commission will designate a project engineer who shall approve all construction documents, attend the grade inspection meeting, preconstruction meeting, and final project review. In addition, the project engineer shall be available for meetings with the Michigan Department of Transportation and shall assure that the project record files are maintained.

Moved by Commissioner Janes, seconded by Commissioner Medema that the **resolution of support is adopted** by the Board and as recommended by staff.

Motion carried by the following votes:

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

Nays: 0.

Item #11 Preliminary Plat Approval

Managing Director Warren requested authorization for preliminary plat approval of Braeburn Plat, Section 36, Grand Rapids Township.

| | |
|-------------|--------------------|
| Name | Braeburn Plat |
| Street Name | Braeburn Street |
| Type | Residential Street |

| | |
|---------------|--|
| Location | East of Forest Hill Avenue and north of Ada Drive Grand Rapids Township |
| Street Layout | Extending 250' east, terminating with a permanent cul-de-sac |
| Total Lots | 9 |

Deputy Managing Director Harrall stated the extension of Braeburn Street will conform to KCRC's residential street standards except for right-of-way width (60' vs 66') to maintain consistency with the existing platted street.

Moved by Commissioner Morren, seconded by Commissioner Morgan that the Board authorizes the **preliminary plat approval of Braeburn Plat, Section 36, Grand Rapids 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. Proposed 60' ROW and elimination of the normal 10' utility easement is acceptable.
8. The Board retains the sole discretion to determine time and conditions for the take-over of proposed public streets.

Motion carried by the following votes:

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

Nays: 0.

Item #12 Grant Applications: Federal Local Safety Program

Managing Director Warren stated KCRC intends to submit grant applications under the Federal Local Safety Program (2025 call for projects) for the construction of roundabouts at the following locations:

- Pine Island Drive and 10 Mile Road
- Myers Lake Avenue and 10 Mile Road

The estimated cost to construct each improvement is \$1,200,000 with a maximum grant award of \$750,000 per location.

Director of Traffic and Safety Haagsma discussed with the Board the criteria considered in selecting these two locations.

Item #13 Out-of-State Travel

Managing Director Warren requested authorization for one staff (Director of Traffic and Safety Tim Haagsma) to attend the National Committee on Uniform Traffic Control Devices (NCUTCD) annual meeting in Tacoma, WA, June 28-30, 2023, with partial expenses paid by NACE.

Moved by Commissioner Janes and seconded by Commissioner Medema that the Board **authorizes the out-of-state travel** for the above with partial expenses paid by NACE as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

Item #14 **Award of Bids**

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

- a. **Contract #23-29:** Catch Basin Cleaning on Primary and Local Roads
Cleaning of 2,915 Catch Basins in Alpine, Plainfield, Sparta, and Tyrone Townships

Staff recommends awarding Contract #23-29: Catch Basin Cleaning to **Strength H2O LLC**, the lowest responsive and responsible bidder, for a cost per catch basin for material hauled and disposed of at **\$77.99** and a total cost of **\$227,340.85**.

Staff also recommends awarding the contract to **E-4 Solutions, Inc.** Strength H2O LLC will be given the opportunity to complete the contract and if their production schedule does not meet the contract requirements, staff will go on to the second bidder, E-4 Solutions, Inc.

- b. **Contract #23-30:** Catch Basin Cleaning on State Trunklines in Area One of Kent County – MDOT
Cleaning of 640 Catch Basins on I-196 (Fuller Avenue to Lake Michigan Drive), M-21 (East Beltline Avenue to Lowell Limits), and Chicago Drive (Clyde Park Avenue to Grandville Limits)

This contract is 100% funded by the State of Michigan - Department of Transportation and will require MDOT approval prior to commencement.

Staff recommends awarding Contract #23-30: Catch Basin Cleaning to **Strength H2O LLC**, the lowest responsive and responsible bidder, for a cost per catch basin of **\$69.50** and a total cost of **\$44,480**.

Staff also recommends awarding the contract to **E-4 Solutions, Inc.** Strength H2O LLC will be given the opportunity to complete the contract and if their production schedule does not meet the contract requirements, staff will go on to the second bidder, E-4 Solutions, Inc.

c. **Contract #23-34: Byron Township Local Roads Program**

Staff recommends awarding Contract #23-34 Byron Township Local Roads Program to **Rieth-Riley Construction Co., Inc.**, the lowest responsible and responsive bidder, for a total cost of **\$1,193,669**, which is **7.55% below** the estimated cost.

Due to past performance, staff is recommending Black Gold Transport, Inc. with the chance to resolve their past issues by completing the work on Contract #23-35 (Gaines Township). When Black Gold Transport, Inc. corrects past performance issues, staff will recommend the award of future contracts accordingly.

d. **Contract #23-35: Gaines Township Local Roads Program**

Staff recommends awarding Contract #23-35 Gaines Township Local Roads Program to **Black Gold Transport, Inc.**, the lowest responsible and responsive bidder, for a total cost of **\$611,377.50**, which is **5.87% below** the estimated cost.

e. **Contract #23-37: Catch Basin Cleaning on State Trunklines in Area Two of Kent County – MDOT**
Cleaning of 590 Catch Basins on 28th Street (Kraft Avenue to I-196), M-11 (I-196 to Remembrance Road), M-45 (West County Line to Maynard Avenue)

This contract is 100% funded by the State of Michigan - Department of Transportation and will require MDOT approval prior to commencement.

Staff recommends awarding Contract #23-37: Catch Basin Cleaning to **Strength H2O LLC**, the lowest responsive and responsible bidder, for a cost per catch basin of **\$69** and a total cost of **\$41,005**.

Staff also recommends awarding the contract to **E-4 Solutions, Inc.** Strength H2O LLC will be given the opportunity to complete the contract and if their production schedule does not meet the contract requirements, staff will go on to the second bidder, E-4 Solutions, Inc.

f. **Contract #23-41:** Replacement of Air Handlers at the South Complex

Staff is recommending awarding Contract #23-41 to **Mall City Mechanical**, the lowest responsive and responsible bidder, at a total cost of **\$98,100**. Staff also would like to utilize the provided option for an additional **\$6,000** to clean the ducts during the contracted service as well.

g. **Bid #23-MNT-14:** Ready Mix Concrete
2023 Requirements, with a one-year renewal option, as needed

Staff recommends awarding Bid #23-MNT-14: Ready Mix Concrete to **Consumers Concrete Corp.**, the lowest responsive and responsible bidder, at the prices specified on the bid tabulation.

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

Motion carried by the following vote:

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

Nays: 0.

Item #12 **Comments**

➤ Managing Director Warren stated after the next meeting on April 25, staff will take the Board on a tour of the new Central Complex. Commissioner Morren stated he would like the next meeting at the facility. The meeting location will be changed to the cold storage building at the new facility (1900 4 Mile Rd. NW, Walker, MI 49544) with a tour afterwards.

➤ Managing Director Warren stated Steelcase will begin installing furniture in the new administration building in May. The air handler has now been installed.

➤ Deputy Managing Director Byrne discussed spraying guardrails for broadleaf weed control.

Chair VerHeulen stated there is no further business to come before the Board.

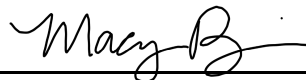
Moved by Commissioner Janes, seconded by Commissioner Medema to adjourn the Board meeting 8:56 a.m.

Motion carried by the following vote:

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

Nays: 0.

Respectfully submitted,



Macy Barcheski, Secretary