

1900 4 Mile Road, NW
Walker, Michigan 49544

August 22, 2023

The Board of County Road Commissioners of the County of Kent met in the Road Commission office at 1900 4 Mile Road, NW, Walker, MI.

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 Maintenance Steve Roon, Director of Building and Equipment Steve Roose, Director of Human Resources Mike Dennis, Assistant Director of Traffic and Safety Shirley Wollner, Assistant Director of Finance Mario Guerra, Purchasing Manager Andrew Nordstrom, Right-of-Way Office Manager L. R. Cole, Communications Manager Maura Lamoreaux, Employee Safety Manager George Smith, Plat Engineer Darren Vink, Accountant Vanessa Culver, Driver J.C. Hagenah, and Attorney William Horn.

Item #2 Public Comment

There was no public comment.

Item #3 Recognition of J.C. Hagenah

Deputy Managing Director Byrne introduced J.C. Hagenah to the Board. On July 19, 2023, J.C. was traveling down Belding Road when a woman in a Mini Cooper lost control of her vehicle and crossed the centerline. J.C. was driving a multi-axle 33,000-ton truck with 30 tons of material in it. J.C. drove the truck off road into the guardrail instead of hitting the

woman head on. The truck then flipped over on its side. Because of J.C.'s quick action and selfless act, the woman in the Mini Cooper survived and is extremely fortunate to be alive.

Chair VerHeulen, on behalf of the Board, recognized J.C. for his incredible skill and commitment. The Kent County Road Commission is extremely proud of him.

Item #3 Approval of Minutes

The Board discussed minutes of the Board meeting held Tuesday, August 8, 2023.

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

Motion carried by the following vote:

Yeas: Commissioners Janes, Morgan, Morren, and VerHeulen — 4.

Abstain: Commissioner Medema – 1.

Nays: 0.

Item #4 Disbursements and Cash Balances

The disbursements for the check run dated August 18, 2023, were presented to the Board by Director of Finance Barcheski. She stated payroll included \$40,962.55 in overtime.

The construction estimates for this period are as follows:

Contractor	Project	Amount
Black Gold Holdings, LLC	Gaines Twp local road program estimate #1	217,972.34
Brenner Excavating	10 Mile Rd. - Pine Island Dr. to Algoma Ave. estimate #9	524,528.43
Dean's Landscaping & Excavating	Northland Dr. - 18 Mile Rd. to Cedar Springs Ave. estimate #2	308,805.04
Grand River Construction	Plainfield Bridge #12 - Packer Dr. over the Rogue River estimate #2	166,853.75
Michigan Paving & Materials	Ada Township local road program estimate #1	208,157.07

Rieth-Riley Construction	Honey Creek Ave. - 3 Mile Rd. to 5 Mile Rd. estimate #2	22,727.80
	Coit Ave. - Rifle Range Rd. to Hunsberger Ave. estimate #1	481,035.98
Total		\$1,265,689.37

Director Barcheski presented a detail of the new central complex project for the Board. The total project cost as of August 18, 2023, is as follows:

Approved Estimate	\$47,501,236
Current Estimate	\$47,123,354
Current Expenditures	\$35,443
Project-to-Date Expenditures	\$15,366,042
Estimated Remaining Cost	\$31,757,312

Director Barcheski stated the General Fund has \$22,841,532.16 remaining after approval of disbursements. Of that amount, \$13,696,732.98 is unavailable operating funds, leaving \$9,144,799.18 in total available operating funds.

Moved by Commissioner Medema, seconded by Commissioner Janes that **Payroll of \$879,043.79, Construction Estimates of \$1,930,080.41, New Central Complex Expenditures of \$35,443.05, Accounts Payables of \$3,181,683.16, and Cash Balances and Investments for the check run dated August 18, 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 #6 July 2023 Financial Statements

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

The report was received for information.

Item #7 **FY2023 Budget Amendment #3**

Managing Director Warren requested authorization to amend the 2023 Budget. Director of Finance Barcheski reviewed the recommended budget amendment stating the primary purpose is to incorporate the proceeds of \$7.3M from the sale of 1500 Scribner.

Moved by Commissioner Morren, seconded by Commissioner Janes that **2023 Budget Amendment No. 3** is adopted by the Board, as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

Item #8 **Review FY2024 Budget**

Managing Director Warren and Director of Finance Barcheski reviewed the FY2024 Budget for the Board.

The FY2024 Budget includes:

- 1) increase primary and local lane miles
- 2) increases in primary and local road investments
- 3) maintain fleet replacement

The FY2024 Budget was received for information.

Item #9 **Schedule Public Hearing for FY2024 Budget**

Managing Director Warren requested authorization to schedule a Public Hearing for FY2024 Budget on Tuesday, September 12, 2023, at 8:00 a.m.

Moved by Commissioner Medema, seconded by Commissioner Janes that staff is authorized to **schedule a Public Hearing for FY2024 Budget on September 12, 2023, at 8:00 a.m.**, as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

Item #7 Title Sheet

Managing Director Warren requested that the Board sign and execute the title sheet for the Coit Avenue.

Project:	Coit Avenue sidewalk – 4 Mile Road to Woodworth Street
Project Type:	8' concrete sidewalk within Coit Avenue right-of-way
Estimated Project Cost:	\$330,000
Federal TAP funds:	\$140,000
Local Match	\$190,000 (Plainfield Township)

Moved by Commissioner Janes and supported by Commissioner Morren that the **Board is authorized to sign and execute the title sheet for the Coit Avenue sidewalk project**, as recommended by staff.

Motion carried by the following vote:

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 Thornapple Farms, Section 11, Gaines Township.

Plat Name:	Thornapple Farms
Location:	South of 68 th Street, east of Hanna Lake Avenue and west of Hammond Avenue, Section 11, Gaines Township
Type:	Multi-phase residential plat
Street Layout:	Phase 1 – drive extends Postern Drive east of Hanna Lake Avenue approximately 1100' to Pleated Avenue. Temporary cul-de-sac street to the south, and stub streets east and north for future phase street extensions.
Lots:	26 lots in Phase 1

Moved by Commissioner Morgan, seconded by Commissioner Morren that the Board authorizes the **preliminary plat approval of Thornapple Farms Plat, Section 11, 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. Proprietor shall coordinate with the United States Post Office for the location of mailbox(es) and shall provide written confirmation from the local postmaster or station master confirming that customer mail delivery requirements conform to their requirements and conform to KCRC requirements as directed by the County Highway Engineer.
9. Lot 1 and 26 shall only have access to Postern Drive.
10. Proprietor shall provide a 10' maintenance strip deeded to the Kent County Road Commission at the end of Postern Drive and at the north end and south end of Pileated Avenue for future extension of public streets. Proprietor shall also provide a temporary turn around with easement to the Kent County Road Commission at the south end of Pileated Avenue.
11. Proprietor shall provide left turn lane on Hanna Lake Avenue for proposed Postern Drive (east/west street), and shall provide such additional fee simple title land, or platted land, as determined to be required to accommodate said left turn lane as determined to be required by the Deputy Managing Director of Engineering (County Highway Engineer) and the Director of Traffic and Safety.
12. 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 Out-of-State Travel

Managing Director Warren requested authorization for two staff (Assistant Superintendent Brad O'Brien and Driver Jon Hamby) to attend the 2023 National Snow Rodeo, September 27-29, 2023, in Loveland, Colorado. Brad and Jon were awarded funds and will be participating in the "roadeo."

Moved by Commissioner Morren and seconded by Commissioner Janes that the Board **authorizes the out-of-state travel for the above with expenses allowed that exceed the awarded fund amount**, as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

Item #12 Award of Bids

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

a. **Contract #23-67: TAPCO - VUE Weather Units**

Staff recommends awarding Contract #23-67: TAPCO – VUE Weather Units to **Traffic and Parking Control Co., Inc.** under OMNIA Partner’s Contract #2020-200 at a per unit cost of \$2,250 per unit and a total cost of \$22,500.

b. **Bid #23-EQU-35: 7 Pickup Trucks**

Staff recommends awarding the purchase of seven pickups to **Lunghamer Ford of Owosso** under MiDeal Contract #071B7700180 that meets our specifications at the prices indicated for a total cost of **\$570,134**. Funds allocated for the purchase will be under the FY2024 budget.

<u>Truck Description</u>	<u>Division</u>	<u>Per Unit Cost</u>
2024 F250 XL Regular Cab 4x2 6.8L Engine 8ft Box	Equipment	\$ 47,368
2024 F250 XL Extended Cab 4x4 6.8L Engine 8ft Box	Equipment	\$ 52,473
2024 F250 XL Regular Cab 4x4 6.8L Engine 8ft Box	Equipment	\$ 50,340
2024 F250 XL Regular Cab 4x2 6.8L Engine 8ft Box	Equipment	\$ 47,368
2024 F250 XL Extended Cab 4x4 6.8L Engine 8ft Box	Equipment	\$ 52,473
2024 F250 XL Extended Cab 4x4 6.8L Engine 6.75ft Box	Maintenance	\$ 52,292
2024 F450 XL Regular Cab 4x2 7.3L Engine 60" CA Chassis	Maintenance	\$ 52,290
2024 F450 XL Extended Cab 4x4 7.3L Engine 60" CA Chassis	Maintenance	\$ 54,357
2024 F450 XL Regular Cab 4x2 7.3L Engine 60" CA Chassis	Maintenance	\$ 52,290
2024 F450 XL Crew Cab 4x2 7.3L Engine 60" CA Chassis	Maintenance	\$ 55,129
2024 F350 XL Extended Cab 4x4 6.8L Engine 6.75ft Box	Maintenance	\$ 53,754
Total Cost	\$	570,134

Moved by Commissioner Morren, 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 #9 Comments

Director of Buildings and Equipment Roose reviewed the results of the public on-line auction sales of excess equipment. The Board authorized Staff to proceed with Contract #22-14: Auction Services, contracting in the best interest of the Road Commission. Following three auctions by Ranger Bid, it resulted in a total of **\$322,260** being reimbursed to KCRC.

The summary of the results of the disposal of the equipment are as follows:

Rangerbid Auction - May 16, 2023	
Description	Sale Price
2014 Ford F350 4x4 w/ Plow	\$ 14,425
2016 Ford F450 Dump Truck	\$ 8,925
1993 Ford L8000 Single Axle Chassis	\$ 2,600
2004 Sterling L8511 Single Axle Plow Truck	\$ 8,850
2005 Sterling L8511 Single Axle Plow Truck	\$ 10,125
1999 International Single Axle Plow Truck	\$ 6,050
2014 Ford F 450 Dump Truck	\$ 17,080
2016 Cat 959M Wheel Loader	\$ 150,000
2002 Sterling L8500 Single Axle Plow Truck	\$ 8,000
2004 Sterling L8500 Single Axle Plow Truck	\$ 8,025
Miscellaneous Items Including Chain Saws, Weed Whips, Pole Saws	\$ 17,880
Total Net:	\$ 251,960

Rangerbid Auction - June 20, 2023	
Description	Sale Price
2013 Ford F250 Super Duty w/ Plow	\$ 7,775
Stihl HT Pole Saw	\$ 320
Extec Screener	\$ 18,255
2008 International Single Axle Plow Truck	\$ 7,025
2006 International Single Axle Plow Truck	\$ 6,924
Total Net:	\$ 40,300

Rangerbid Auction - July 18, 2023	
Description	Sale Price
Transformer from the New Building	\$ 30,000
Total Net:	\$ 30,000

Item #14 Closed Session

At 8:41 a.m. Chair VerHeulen requested a motion to move into closed session as requested by staff, to discuss the settlement strategy for potential litigation, pursuant to MCL 15.268(e).

Moved by Commissioner Janes, seconded by Commissioner Morren that the Board meets in closed session.

Motion carried by the following roll-call vote:

Yeas: Commissioner Janes

Commissioner Medema

Commissioner Morgan

Commissioner Morren

Chair VerHeulen

Nays: 0.

The Board meeting was reconvened at 8:53 a.m.

Moved by Commissioner Morren, seconded by Commissioner Janes to **authorize Steve Warren to sign and execute agreement with Trex Properties, LLC.**

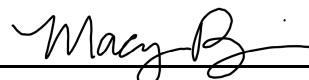
Motion carried by the following vote:

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

Nays: 0.

There being no further business to come before the Board, Chair VerHeulen adjourned the meeting at 8:54 a.m.

Respectfully submitted,



Macy Barcheski, Secretary