

1500 Scribner Avenue, NW

Grand Rapids, MI 49504

February 14, 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 VerHeulen, Chair, at 8:01 a.m.

Present: Commissioners Cynthia Janes, Roger Morgan, Dave Medema, 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 Human Resources Mike Dennis, Assistant Director of Maintenance Steve Roon, Assistant Director of Finance Mario Guerra, Purchasing Manager Andrew Nordstrom, IT Manager Tim Care, Communications Manager Maura Lamoreaux, Right-of-Way Office Manager L. R. Cole, Project Engineer Erik Easterly, and Tim Marcus from OAK.

Chair VerHeulen expressed that our hearts go out to the Michigan State University fans as we all grieve for the victims and their families of the mass shooting last night. Our thoughts and prayers are with them.

Item #2 Public Comment

There was no public comment.

Item #3 Approval of Minutes

The Board discussed minutes of the Board meeting and public hearings held Tuesday, January 24, 2023.

Moved by Commissioner Janes, seconded by Commissioner Medema 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 February 3, 2023, were presented to the Board by Director of Finance Barcheski. She stated payroll included \$32,086.24 in overtime.

Director Barcheski presented a detail of the new central complex project for the Board. The total project cost as of February 14, 2023, is as follows:

Approved Estimate	\$47,501,236
Current Estimate	\$47,123,354
Current Expenditures	\$30,925
Project-to-Date Expenditures	\$37,624,510
Estimated Remaining Cost	\$9,498,844

Director Barcheski stated the General Fund has \$21,772,548.98 remaining after approval of disbursements. Of that amount, \$8,759,321.35 is unavailable operating funds, leaving \$13,013,227.63 in total available operating funds.

Moved by Commissioner Morgan, seconded by Commissioner Morren that **Payroll of \$808,499.50, Construction Estimates of \$0.00, New Central Complex Expenditures of \$30,925.47, Accounts Payables of \$891,933.38, and Cash Balances and Investments for the check run dated February 3, 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 December 2022 Michigan Transportation Fund

Director Barcheski reviewed the Michigan Transportation Fund revenues that were collected in December 2022 and received in February 2023. She stated the funds received were \$6,503,531, a variance of \$1,655,463 more than what was budgeted. To date, receipts are up 5.6 percent over this time last year.

The report was received for information.

Item #6 December 2022 Financial Statements

Director Barcheski reviewed for the Board the December 2022 Financial Statements.

The report was received for information.

Item #7 Purchase of Right-Of-Way

Managing Director Warren requested authorization to purchase the following right-of-way for the 10 Mile Road from Pine Island Drive to Algoma Avenue reconstruction project.

Joseph and Paula Janusz, 1357 10 Mile Road, NE

- Drainage Easement
- 10-14 ft. x 385 ft. (4,090 sft.) @ \$0.25 /sft. = \$1,020
- Temporary Grading = \$335
- Total compensation = \$1,355

Easement Description

Commencing at the South 1/4 Corner of Section 32, T09N, R11W, Algoma Township, Kent County, MI.; thence along the South Line of said Section thence S89°38'57"E 945.38 feet; thence N00°41'56"E 33.00 feet to the existing Northerly Right-of-Way line of 10 Mile Road and the Point of Beginning; thence N00°41'56"E 12.00 feet along the West property line; thence S89°38'57"E 120.00 feet along a line which is parallel with the existing North Right-of-Way line of 10 Mile Road; thence S00°41'56"W 2.00 feet; thence S89°38'57"E 265.00 feet along a line which is parallel with the existing North Right-of-Way line of 10 Mile Road to the East property line; thence S00°41'56"W 10.00 feet along said property line to the Northerly Right-of-Way line of 10 Mile Road; thence N89°38'57"W 385.00 feet along said Northerly Right-of-Way line to the Point of Beginning. Contains 4,090

Square Feet M/L and is subject to easements and restrictions of record.

Moved by Commissioner Medema, seconded by Commissioner Janes that **staff is authorized to purchase the above right-of-way**, as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

Item #8 Resolution of Support

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

Deputy Managing Director Harrall stated staff is working with Alpine Township and the Michigan Department of Transportation on a sidewalk extension project along Fruit Ridge Avenue between 4 Mile Road and 3940 Fruit Ridge Avenue (approximately 1800 feet). This project has been selected for funding through the Grand Valley Metro Council for 2025 funding. The TAP grant funding requires a resolution of support from the Act 51 agency.

Commissioner Janes offered the following resolution of support for the Fruit Ridge Avenue Sidewalk Transportation Alternative Project.

**Resolution of Support
for the
Fruit Ridge Avenue Sidewalk
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 of sidewalks for pedestrians are eligible Transportation Alternative Program activities, and

WHEREAS, the Kent County Road Commission, on behalf of Alpine Township, submitted the application for TAP funding to construct a sidewalk along Fruit Ridge Avenue between 4 Mile Road to 3940 Fruit Ridge Avenue.

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 Sidewalk cost:	\$200,000
Federal Funds: (70% TAP)	\$140,000
Local Match: (30% Alpine Township)	\$60,000

BE IT FURTHER RESOLVED that Alpine Township would provide local match funds and Alpine Township is responsible for the maintenance of the sidewalk after construction is complete. Kent County Road Commission will designate a Project Engineer who shall approve all construction documents, attend the grade inspection meeting, pre-construction 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 Morgan that the **resolution of support is adopted** by the Board and as recommended by Staff.

Motion carried by the following vote:

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

Nays: 0.

Item #9 Preliminary Street Approval

Managing Director Warren requested authorization for preliminary street approval of Executive Parkway Extension, Section 30, Cascade Township.

Street Name: Executive Parkway
Type: Commercial / Industrial Public Roadway
Location: North of 60th Street and east of Broadmoor Avenue,
Cascade Township
Development: Meadowbrooke Business Park (Garden Apartments)
Street Layout: Extending the existing south end of Executive Parkway
approximately 1850 feet south to 60th Street
Total units: 492

Deputy Managing Director Harrall stated the 36-foot-wide roadway with concrete curb and gutter will conform to KCRC Commercial Street Standards. Preliminary approval conditions include constructing a left-turn lane on 60th Street and providing the access connection to Broadmoor Avenue (M-37), which is part of a previously approved phase.

Moved by Commissioner Morren, seconded by Commissioner Janes that the Board authorizes the **preliminary plat approval of Executive Parkway Extension**, Section 30, Cascade Township, with the **condition of providing the access connection to Broadmoor Avenue (M-37)**, as recommended by staff and subject to the following special conditions, requirements, and modifications:

1. At the time final street approval 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 provide left-turn lane on 60th Street for proposed Executive Parkway and shall provide such additional fee simple title 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.
9. The Board retains the sole discretion to determine time and conditions for the take-over of proposed public streets. Prior to take-over, the connection to M-37 from Garden Apartments Phase One needs to be completed.
10. All apartment units and commercial developments shall be provided vehicle access from private street/drives only.

Motion carried by the following vote:

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

Nays: 0.

Item #10 Award of Bid

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

- a. **Contract #23-15:** Wiersma Street - Algoma Avenue through Simmons Avenue, Furnish and Haul Granular Material, Class II

Staff recommends awarding Contract #23-15: Wiersma Street, Class II to **Yellow Rose Transport**, the lowest responsible and responsive bidder, for a per ton cost of **\$8.15**, and a total cost of **\$8,150**.

- b. **Contract #23-16:** Wiersma Street - Algoma Avenue through Simmons Avenue, Furnish and Haul 22A Aggregate

Staff recommends awarding Contract #23-16: Wiersma Street, 22A Aggregate to **Yellow Rose Transport**, the lowest responsible and responsive bidder, for a per ton cost of **\$14.10**, and a total cost of **\$104,340**.

- c. **Contract #23-20:** Rental of Two Mowers

Staff recommends awarding Contract #23-20: Rental of Two Mowers to **Kent Equipment**, the lowest responsible and responsive bidder, for a cost per month for both mowers of **\$2,603.06**, and a per year cost of **\$18,221.42**.

- d. **Contract #23-21:** Landscape Maintenance Services for the Complexes

Staff recommends awarding Contract #23-21: Landscape Maintenance Services to **Building Bridges Professional Services** and **Everett's Landscape Management, Inc.**, the lowest responsive and responsible bidders, listed at the cost per complex below:

<u>Complex</u>	<u>Contractor</u>	<u>Cost Per Month</u>
Central Complex	Building Bridges Professional Services	\$ 957.09
New Central Complex	Building Bridges Professional Services	\$1,181.44
North Complex	Building Bridges Professional Services	\$ 992.83
South Complex	Everett's Landscape Management, Inc.	\$ 650.00
Southwest Complex	Everett's Landscape Management, Inc	\$ 552.36

- e. **Contract #23-22:** Street Sweeping Services

Staff recommends awarding Contract #23-22 Street Sweeping Services to **Sanisweep, Inc.**, the lowest responsible and responsive bidder, for a scheduled total cost per year of **\$425,154.53**.

- e. **Bid #23-EQU-20:** Two Hydraulic Broom Attachments

Staff recommends awarding Bid #23-EQU-20 to **McCann Industries, LLC**, the lowest responsive and responsible bidder, at a total cost of **\$19,190** for both attachments.

f. **Bid #23-EQU-21:** Tandem Axle Enclosed Trailer

Staff recommends awarding Bid #23-EQU-21 to **Summit Pointe Sales LLC**, utilizing their provided option for an All-Aluminum Frame, at a total cost of **\$12,005**.

g. **Bid #23-MNT-10:** Asphalt and Concrete Crack Leveling Sealant 2023 requirements, as needed

Staff recommends awarding Bid #23-MNT-10: Asphalt and Concrete Crack Leveling Sealant to **P&T Products, Sherwin Industries, Inc., and Maxwell Products**, whose product, when tested, meets or exceeds the technical composition requirements.

Buying the materials as specified in the best interest of the Road Commission, the source(s) selected will be based on cost of product (inclusive of our labor and equipment costs), the availability and lead time of the product, and project location.

h. **Bid #23-TRA-01:** Sign Printing System

Staff recommends awarding Bid #23-TRA-01 to **Wensco Sign Supply**, the lowest responsive and responsible bidder, at a total cost of **\$20,010.19**.

Moved by Commissioner Janes, seconded by Commissioner Morgan 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 #11 **Purchase Bid**

Managing Director Warren requested authorization to purchase **Bid #23-EQU-22:** 4WD Mower.

In the best interest of the Road Commission and the residents of Kent County, staff is requesting authorization to purchase a used mower. As the unit would not be required on a regular basis, a pre-owned unit would be suitable for our needs.

Financial Commitment:

Estimated Cost: Not to Exceed \$15,000
Funds Allocated: FY23 Capital Outlay / Equipment

Moved by Commissioner Morgan, seconded by Commissioner Medema that staff is **authorized to purchase the above pre-owned 4WD mower**, as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

Item #12 **Comments**

➤ Chair VerHeulen thanked Communications Manager Lamoreaux for her heartfelt Facebook entry this morning about the Michigan State University mass shooting.

➤ Managing Director Warren stated staff completed the Kent County ARPA Internal Project Forms and submitted the information to the County on Monday, February 6, 2023.

➤ Deputy Managing Director Byrne updated the Board on winter maintenance operations and budget as of February 10, 2023. This season, 81.5 inches of snow has fallen, which is 3.5 inches above the normal amount. There have been 15,935 hours of overtime. Most of the large storms have taken place on weekends or holidays. Since October 1, 2022, the Road Commission has spent \$2,655,005 or 44 percent of the \$6,000,000 budget. 29 percent of that amount has been spent on equipment, 36 percent on material, and 35 percent on labor.

The Michigan Department of Transportation has spent \$2,891,502 of the \$4,000,000 budget or 72 percent. 29 percent of that amount has been spent on equipment, 32 percent on material, and 39 percent on labor.

➤ Commissioner Medema questioned if KCRC helped with the hazmat spill on US-131. Deputy Managing Director Byrne stated KCRC helped with traffic control and assisted with routes into and out of the spill area, with 10,000 yards of material removed and fresh material brought in.

➤ Deputy Managing Director Byrne stated seasonal weight restrictions began Monday, February 13 at 6:00 a.m. Frost tests will be conducted weekly, and restrictions will be enforced for 6 weeks +/-.

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

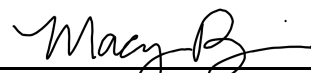
Moved by Commissioner Morgan, seconded by Commissioner Janes to adjourn the Board meeting 8:55 a.m.

Motion carried by the following vote:

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

Nays: 0.

Respectfully submitted,



Macy Barcheski, Secretary