

1500 Scribner Avenue, NW

Grand Rapids, MI 49504

January 10, 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 Morren, Vice-Chair, at 8:00 a.m.

Present: Commissioners Cynthia Janes, Roger Morgan, Dave Medema, David Morren, and Robert 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, Assistant Director of Traffic and Safety Shirley Wollner, 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, Communications Manager Maura Lamoreaux, Employee Safety Manager George Smith, Project Engineer Erik Easterly, Right-of-Way Office Manager L. R. Cole, Plat Engineer Darren Vink, Tim Marcus from OAK, Fenna Medema, and Mike and Roberta Gilligan.

**Item #2      Oath of Office**

Vice-Chair Morren stated the first order of business is the Road Commissioners' oath of office for Dave Medema's term of office (01/01/2023 – 12/31/2023), and Roger Morgan's term of office (01/01/2023 – 12/31/2028) .

Director Barcheski asked Commissioners Medema and Morgan to solemnly swear they would support the Constitution of the United States and the Constitution of the State of

Michigan, and they 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 their ability.

The **Oath of Office was affirmed** as follows:

Yeas: Commissioners Medema and Morgan.

**Item #3 Election of Officers and Committee Appointments**

Vice-Chair Morren stated the next order of business would be to conduct elections of the Board Officers for 2024 and Committee appointments.

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

Motion carried by the following vote:

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

Nays: 0.

Chair VerHeulen 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**, **Commissioner Morgan** serve on the **Retirement Savings Committee**, and **Chair VerHeulen and Commissioner Morren** serve on the **New Central Complex Sub-Committee.**

Moved by Commissioner Medema, seconded by Commissioner Morren that the **Board members are appointed to committees** as recommended.

Motion carried by the following vote:

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

Nays: 0.

**Item #4      Public Comment**

There was no public comment.

**Item #5      Retirement of Mike Gilligan**

Deputy Managing Director Harrall introduced Mike Gilligan, Assistant Project Engineer, to the Board stating Mike is retiring after twenty-five years of service. Director Harrall discussed Mike’s career at the Road Commission stating he was always dependable, consistent, and kind-hearted. Mike was committed to this organization. The Board wished Mike the best of luck and stated he will be missed.

**Item #6      Approval of Minutes**

The Board discussed minutes of the Board meeting held Tuesday, December 13, 2022.

Moved by Commissioner Janes, seconded by Commissioner Morren that the **minutes be approved as written.**

Motion carried by the following vote:

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

Nays: 0.

**Item #7      Disbursements and Cash Balances**

Director Barcheski stated there are two check runs for this meeting. The first is dated December 23, 2022, and Payroll for this check run includes overtime of \$27,496.92. Payroll for the check run dated January 6, 2023, included overtime of \$323,748.93. The Construction Estimates for these periods are as follows:

Contractor	Project	Amount
		December 23, 2022
Strain Electric Company	Patterson Avenue at Burton Street – traffic signal upgrade (estimate #5)	2,550.00
	100 <sup>th</sup> Street at Division Avenue – new traffic signal (estimate #4)	47,438.00
<b>Total</b>		<b>\$49,988.00</b>

Director Barcheski presented a detail of the new central complex project for the Board. The total project cost as of January 10, 2023, is as follows:

Approved Estimate	\$47,501,236
Current Estimate	47,123,354
Current Expenditures	1,855,508
Project-to-Date Expenditures	15,208,468
Estimated Remaining Cost	\$31,914,886

Director Barcheski stated the General Fund has \$20,192,186.52 remaining after approval of disbursements. Of that amount, \$8,864,559.11 is unavailable operating funds, leaving \$11,327,637.41 in total available operating funds.

Moved by Commissioner Morren, seconded by Commissioner Janes that **Payroll of \$821,188.76, Construction Estimates of \$49,988.00, New Central Complex Expenditures of \$1,855,507.94, Accounts Payables of \$2,128,237.32, and Cash Balances and Investments for the check run dated December 23, 2022, and Payroll of \$1,202,010.68, Construction Estimates of \$0.00, New Central Complex Expenditures of \$0.00, Accounts Payables of \$836,441.10, and Cash Balances and Investments for the check run dated January 6, 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 #8 Michigan Transportation Fund**

Director Barcheski reviewed the Michigan Transportation Fund revenues that were collected in November 2022 and received in January 2023. She stated the funds received were \$4,508,141, a variance of \$107,169 less than what was budgeted. To date, receipts are up 2.8 percent over this time last year.

The report was received for information.

**Item #9      Financial Statements**

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

The report was received for information.

**Item #10      Sign and Execute Title Sheet**

Managing Director Warren requested that the Board sign and execute the title sheet for the 84<sup>th</sup> Street and Kalamazoo Avenue roundabout.

Deputy Managing Director Harrall stated the 84<sup>th</sup> Street and Kalamazoo Avenue intersection improvement is ready for an April bid letting through MDOT. The project involves the construction of a roundabout, including concrete curb and gutter, asphalt pavement, concrete sidewalk and ramps and street lighting. The estimated project cost is \$1,200,000 (\$932,721 federal safety grant and \$267,279 KCRC).

Moved by Commissioner Medema and supported by Commissioner Morren that the Board is **authorized to sign and execute the title sheet for the 84<sup>th</sup> Street and Kalamazoo Avenue roundabout** improvement project, as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

**Item #11      Purchase of Right-Of-Way**

Managing Director Warren requested authorization to purchase the following right-of-way for the 84<sup>th</sup> Street reconstruction project.

- Marvin and Donna Helder, 4535 84<sup>th</sup> Street

Area 1 – parcel 2

17ft. x 627 ft. (12,912 sft.) @ \$0.48/sft. ROW = \$6,200

Area 2 – parcel 4

17ft. x 580.72 ft (9,872 sft ) @ \$0.48/sft ROW = \$4,740

Area 3 – parcel 6

17 ft. x 1,021.94 ft. (17,373 sft.) @ \$0.48/sft. ROW = \$8,340

Compensation for owner removing and reinstalling fence = \$2,900

**Total compensation = \$22,180**

**Easement Description – Parcel 2**

Highway Easement, the exterior boundary of which is described as: Commencing at the Southwest Corner of Section 13, T05N, R11W Gaines Township, thence S88°19'21"E 660.70 feet along the South Line of said Section; thence N00°39'35"E 33.00 feet to the existing Northerly Right of Way line of 84th Street and the Point of Beginning; thence N88°19'21"W 627.70 feet along said Northerly Right of Way; thence N00°39'43"E 83.99' along the existing Easterly Right of Way of East Paris Avenue; thence S43°50'03"E 95.56 feet; thence S88°19'21"E 560.72 feet to the Easterly property line; thence S00°39'35"W 17.00 feet to the Northerly Right of Way line of 84th Street and the Point of Beginning. Contains 12,912 Square Feet M/L and is subject to easements and restrictions of record.

**Easement Description – Parcel 4**

A Highway Easement, the exterior boundary of which is described as: Commencing at the South 1/4 Corner of Section 13, T05N, R11W Gaines Township, thence N88°19'21"W 80.00 feet along the South Line of said Section; thence N00°41'14"E 33.00 feet to the existing Northerly Right of Way line of 84th Street and the Point of Beginning; thence N88°19'21"W 580.72 feet along said Northerly Right of Way to the West property line; thence N00°39'19"E 17.00' along said property line; thence S88°19'21"E 580.72 feet along a line which is parallel with the North existing Right of Way line to the Easterly property line; thence S00°41'14"W 17.00 feet along the East property line to the Point of Beginning. Contains 9,872 Square Feet M/L and is subject to easements and restrictions of record.

### **Easement Description – Parcel 6**

A Highway Easement, the exterior boundary of which is described as: Commencing at the South 1/4 Corner of Section 13, T05N, R11W Gaines Township, thence S88°03'12"E 1,317.00 feet along the South Line of said Section; thence N00°40'27"E 33.00 feet to the existing Northerly Right of Way line of 84th Street and the Point of Beginning; thence N88°03'12"W 1,021.94 feet along said Northerly Right of Way to the West property line; thence N00°41'14"E 17.00' along said property line; thence S88°03'12"E 1,021.94 feet along a line which is parallel with the North existing Right of Way line to the Easterly property line; thence S00°40'27"W 17.00 feet along the East property line to the Point of Beginning. Contains 17,373 Square Feet M/L and is subject to easements and restrictions of record.

Moved by Commissioner Morren, 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 #12 Preliminary Street Approval**

Managing Director Warren requested authorization for preliminary street approval of Columbine Avenue, Section 19, Plainfield Township.

Deputy Managing Director Harrall stated Columbine Avenue is located east of Division Avenue and north of 6 Mile Road in Section 19, Plainfield Township. The 225 ft. residential street extension includes a temporary cul-de-sac at the north property line, for future street connection and 2 lots on the east side of Columbine Avenue. The development also includes a private street to the west providing access to 3 more lots for a total of 5 total lots.

Moved by Commissioner Janes, seconded by Commissioner Morgan that the Board authorizes the **preliminary street approval of Columbine Avenue, Section 19,**

**Plainfield 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. The temporary cul-de-sac length of approximately 215 feet is acceptable.
6. Proprietor shall obtain the required permits for storm water management and provide copies to KCRC staff.
7. 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.
8. 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.
9. Motor vehicle access (driveway) for Unit 3 shall be provided by and from the private street. The approaches for said private street/drive shall meet KCRC layout requirements for commercial drive approaches.



10. Proprietor shall provide a 10' maintenance strip deeded to the Kent County Road Commission at the end of Columbine Ave for future extension of public streets. Proprietor shall also provide a temporary turn around with easement to the Kent County Road Commission at the end of Columbine Ave.
11. The temporary turn-around highway easement shall provide at least 10 feet of non-pavement area from the edge of the roadway section to the easement line (17 feet wide highway easements with shown symmetrical residential temporary turn-around).
12. The Board retains the sole discretion to determine time and conditions for the take-over of proposed public streets.
13. Condominium master deed must be submitted for Commission staff review and comment for conformance to KCRC specifications.
14. Columbine Court shall be a private street and shall not be taken over by the Board as a public street.

Motion carried by the following vote:

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

Nays: 0.

**Item #13     Resolutions of Support**

Managing Director Warren requested the Board adopt a resolution of support for the SRTS grant application and a resolution of support for the TAP grant application for the following projects:

- a.     **Coit Avenue Sidewalk** project between 4 Mile Road and Woodworth Avenue, Section 32, Plainfield Township

Deputy Managing Director stated staff is working with Plainfield Township and the Michigan Department of Transportation on a TAP funded sidewalk project along Coit Avenue between 4 Mile Road and Woodworth Avenue. This project has been selected for funding through the Grand Valley Metro Council for 2023, however a formal application to MDOT is

required. The estimated cost of the sidewalk project is \$200,000. GVMC has allotted \$160,000 in 2023 TAP funds for the project and Plainfield Township will provide the \$40,000 local match.

Commissioner Medema offered the following resolution of support for the Coit Avenue Sidewalk Transportation Alternative Project.

**Resolution of Support  
for the  
Coit Avenue Road 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 Plainfield Township, submitted the application for TAP funding to construct a sidewalk along Coit Avenue between 4 Mile Road and Woodworth Street.

**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: (80% TAP)	\$160,000
Local Match: (20% Plainfield Township)	\$40,000

**BE IT FURTHER RESOLVED** that Plainfield Township will provide local match funds and Plainfield 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 Medema, seconded by Commissioner Janes that the **resolution of support is adopted** by the Board and as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

- b. **Argo Avenue Sidewalk** project between Patterson Avenue and Cascade Road, Section 31, Ada Township

Deputy Managing Director stated staff is working with Ada Township, the City of Kentwood, and Forest Hills Public Schools (Meadow Brook Elementary) on a Safe Routes to School (SRTS) grant and a TAP grant that would fund construction of approximately 0.5 mile of sidewalk on both sides of Argo Avenue, between Patterson Avenue and Cascade Road, in 2024. The estimated project cost is \$180,000 to construct sidewalk on the west side of Argo Avenue. If selected, the Safe Routes to School grant will fund 100% of the sidewalk, not to exceed \$200,000. GVMC has previously allocated \$125,790 of 2024 TAP funds to construct sidewalk on the east side of Argo Avenue, with Ada Township funding the remaining \$53,910 (30%) local match.

The SRTS grant application and the TAP grant application both require a resolution of support from the Act 51 agency.

Commissioner Medema offered the following resolution of support for the Argo Avenue Sidewalk Transportation Alternative Project.

**Resolution of Support  
for the  
Argo 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 Ada Township, submitted the application for TAP funding to construct a sidewalk along Argo Avenue between Patterson Avenue and Cascade Road.

**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:	\$179,700
Federal Funds: (70% TAP)	\$125,790
Local Match: (30% Ada Township)	\$53,910

**BE IT FURTHER RESOLVED** that Ada Township will provide local match funds and Ada 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 Medema, seconded by Commissioner Janes that the **resolution of support is adopted** by the Board and as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

Commissioner Medema offered the following resolution of support for the Argo Avenue Sidewalk Safe Routes to School Project.

**Resolution of Support  
for the  
Argo Avenue Sidewalk  
Safe Routes to School 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 Safe Routes to School (SRTS) activities, and

**WHEREAS**, the Kent County Road Commission, on behalf of Ada Township, are submitting the application for SRTS funding to construct a sidewalk along Argo Avenue between Patterson Avenue and Cascade Road.

**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 Safe Routes to School funds for the following estimated project costs:

Total estimated Sidewalk cost:	\$200,000
Federal Funds: (SRTS)	\$200,000
Local Match: (Ada Township)	\$0.00

**BE IT FURTHER RESOLVED** that Ada Township will provide local match funds if necessary, and Ada 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 Medema, seconded by Commissioner Janes that the **resolution of support is adopted** by the Board and as recommended by Staff.

Motion carried by the following vote:

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

Nays: 0.

**Item #14    Out-of-State Travel**

Managing Director Warren requested authorization for two staff members to attend the NACE Conference.

Deputy Managing Director of Engineering Harrall and Traffic and Safety Director Haagsma are longtime members of the National Association of County Engineers (NACE), and Mr. Haagsma is also a member of the NACE Safety and Technology Committee. They are requesting to attend the 2023 annual conference, which will be held in Baldwin County (Orange Beach), Alabama, April 16-20, 2023. The conference provides education, innovation and networking with other county engineers, consultants and vendors on a national level.

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

Motion carried by the following vote:

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

Nays: 0.

**Item #15     Award of Bid**

Managing Director Warren requested authorization to award bid received for **Bid #23-EQU-18: Six Tailgate Sanders.**

Staff recommends awarding Bid #23-EQU-18 Tailgate Sanders to **Royal Truck & Trailer Sales & Service, Inc.**, under Sourcewell contract #080818-HPI, at a cost per **unit of \$7,751.30** and a **total cost for 6 units of \$46,507.80.**

Moved by Commissioner Morren, 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 #19     Comments**

➤ Deputy Managing Director Byrne updated the Board on winter maintenance operations and budget as of January 10, 2023. This season, 62.2 inches of snow has fallen. Since October 1, 2022, the Road Commission has spent \$1,702,179 or 28 percent of the \$6,000,000 budget. 32 percent of that amount has been spent on equipment, 37 percent on material, and 31 percent on labor.

The Michigan Department of Transportation has spent \$1,945,059 of the \$4,000,000 budget or 49 percent. 30 percent of that amount has been spent on equipment, 30 percent on material, and 40 percent on labor.

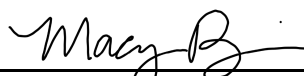
➤ Managing Director Warren discussed the impact of electric vehicles and transportation funding. The County Road Association created an Electric Vehicle (EV) Road Revenue Coalition in December 2021. The Coalition funded a study by the Anderson Economic Group (AEG). The report stated that from 2019–2021, EV transition represented a \$50M shortfall in Michigan Transportation Funds. For KCRC, this equated to approximately \$340,000 per year. By 2030, KCRC estimates it will lose approximately \$1.5M per year due to EV transition. The coalition’s conclusion states, “The problem of underpayment of road funding by EVs is in its infancy and the Michigan Legislature and Governor should engage various industries to address immediately. The rate of improvement on Michigan county roads is now flat or declining – and the lack of MTF contributions from EVs threatens further decline.” This is a large funding problem that has to be dealt with soon.

➤ KCRC Deputy Managing Directors and Directors delivered an annual review to the Board for each of their divisions.

➤ Managing Director Warren reminded everyone of the Public Hearings scheduled for this evening beginning at 6:30 p.m. for Wabasis Avenue, MacClain Street, and 84<sup>th</sup> Street.

There being no further business to come before the Board, the meeting was adjourned at 9:12 a.m.

Respectfully submitted,



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Macy Barcheski, Secretary