

1900 4 Mile Road, NW  
Walker, Michigan 49544

November 14, 2023

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

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, and Rob VerHeulen, Managing Director Jerry Byrne, Director of Finance Macy Barcheski, and Executive Secretary Karen Luneke.

Absent: Commissioner David Morren

Also present: Deputy Managing Director of Engineering Wayne Harrall, Director of Maintenance Steve Roon, Director of Building and Equipment Steve Roose, Director of Traffic and Safety Tim Haagsma, Director of Human Resources Mike Dennis, Assistant Director of Traffic and Safety Shirley Wollner, Communications Manager Maura Lamoreaux, Right-of-Way Office Manager L. R. Cole, Accountants Vanessa Culver and Kendra Cook.

**Item #2      Public Comment**

There was no public comment.

**Item #3      Approval of Minutes**

The Board discussed minutes of the Board meeting held Tuesday, October 24, 2023.

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

Motion carried by the following vote:

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

Nays: 0.

**Item #4      Disbursements and Cash Balances**

Director of Finance Barcheski stated there are two check runs for this meeting.

The first is dated October 27, 2023, and payroll for this check run includes overtime of \$25,573.76. Payroll for the check run dated November 10, 2023, includes overtime of \$20,420.

The construction estimates for this period are as follows:

Contractor	Project	October 27, 2023 Check Run	November 10, 2023 Check Run
Black Gold Holdings LLC	Gaines Twp local road program estimate #3 and FINAL	73,269.38	
	Byron Twp local road program estimate #4 and FINAL	24,456.09	
Brenner Excavating	10 Mile Rd. - Pine Island Dr. to Algoma Ave. estimates #14		77,715.81
Davis Construction Inc.	Oakfield Bridge #9 - Morgan Mills over Wabasis Creek estimates #1 and #2	92,639.51	134,701.00
Michigan Paving & Materials	Southern primary roads - spot mill and fill estimates #3 and #4 and FINAL	363,438.29	
Rieth-Riley Construction Company	Byron Twp local road program estimate #5		123,044.93
	Plainfield Twp local road program estimates #5 and #6	577,526.81	
Total		<b>\$ 1,131,330.08</b>	<b>\$ 335,461.74</b>

Director Barcheski stated the General Fund has \$15,139,483.43 remaining after approval of disbursements. Of that amount, \$13,416,620.10 is unavailable operating funds, leaving \$1,722,863.33 in total available operating funds.

Moved by Commissioner Morgan, seconded by Commissioner Morren that **Payroll of \$852,728.07, Construction Estimates of \$1,131,330.08, Accounts Payables of \$3,000,055.65, and Cash Balances and Investments for the check run dated October 27, 2023, and Payroll of \$928,753.00, Construction Estimates of \$335,461.74, Accounts Payables of \$1,576,785.09, and Cash Balances and Investments for the check run dated November 10, 2023, are approved by the Board, and warrants ordered drawn for the same.**

Motion carried by the following vote:

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

Nays: 0.

**Item #5      Michigan Transportation Fund**

Director of Finance Barcheski reviewed the Michigan Transportation Fund revenues that were collected in September 2023. She stated the funds received were \$4,804,974, a variance of \$591,911 less than what was budgeted, but this was anticipated. To date, receipts are up 4.6 percent over this time last year.

The report was received for information.

**Item #6      Preliminary September 2023 Financial Statements**

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

The report was received for information.

**Item #7      FY2024 Budget Amendment #1**

Managing Director Byrne requested authorization to amend the 2024 Budget.

Director of Finance Barcheski reviewed the recommended FY2024 Budget Amendment #1. As KCRC transitions between fiscal years, it is common to have items that “carryover” from one year to the next because they could not be completed by September 30 of

the current year. In the 2024 Budget Amendment #1, KCRC is moving from FY2023 to FY2024 some primary and local road and bridge projects, as well as equipment expenses, and a small allocation for the completion of the new Central Complex. KCRC is also moving just over \$800k of ARPA revenue and \$1.8M of associated ARPA projects. KCRC maintains the objective to spend all ARPA dollars by the end of the 2024 construction season.

Moved by Commissioner Janes, seconded by Commissioner Medema that FY2024 Budget Amendment #1 is adopted by the Board, as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

**Item #8      Road Abandonment**

Managing Director Byrne presented a petition, which was received November 1, 2023, with signatures from adjacent landowners requesting abandonment of the public street portion of Timpson Avenue.

Deputy Managing Director Harrall stated this portion of Timpson Avenue from 36<sup>th</sup> Street south 0.25 mile is impassable and has not been certified since 1989. Lowell Charter Township Board has taken action supporting this abandonment request. Staff has reviewed this request and recommends approval of the abandonment. The two adjacent landowners will split the 66' property.

Commissioner Janes offered the following resolution with reference to the proposed abandonment of a portion of Timpson Avenue located in Sections 20 and 21, T06N, R09W, Lowell Township, Kent County, Michigan.

### **Resolution for Abandonment**

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of County Road Commissioners of the County of Kent that the following Road hereinafter described, be abandoned and discontinued as a County road.

Timpson Avenue, a 66 feet wide parcel, the centerline of which is described as follows: Commencing at the East 1/4 Corner of Section 20;T06N, R09W, Lowell Township; thence N00°19'16"E 1320.37 feet to the Point of Beginning; thence N00°19'16"E 1320.4 feet to the Point of Ending of this centerline description lying northerly of the parcels recorded in Liber: 5044 page 943 and in Liber: 5060 page 998.

Moved by Commissioner Janes, seconded by Commissioner Medema that the **resolution is adopted, and the above-described portion of Timpson Avenue is abandoned**, as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

#### **Item #9      MDOT Contract Agreement**

Managing Director Byrne requested that the Board sign and execute the title sheet for the following:

Project:        **Coit Avenue Sidewalk**  
Location:      Between 4 Mile Road and Woodworth Street  
Bid Amount:   \$351,927.88  
Funding:       \$159,972 Federal TAP  
Local Match: \$191,955.88 (Plainfield Township)

Deputy Managing Director Harrall stated the project went out for bid on November 3, 2023.

Commissioner Medema offered the following resolution with reference to execution of the Agreement between the Board of County Road Commissioners of the County

of Kent and the Michigan Department of Transportation for the Coit Avenue sidewalk from Woodworth Street to 4 Mile Road.

**Resolution for the  
Coit Avenue Sidewalk from Woodworth Street to 4 Mile Road  
Contract No. 23-5435**

**WHEREAS**, Federal TAP funds are available for the Coit Avenue sidewalk construction from Woodworth Street to 4 Mile Road, and

**WHEREAS**, Plainfield Township will be providing the project local match, and

**WHEREAS**, the Road Commission must enter into an Agreement with the Michigan Department of Transportation to receive Federal Funds, and

**WHEREAS**, the conditions of the Agreement have been reviewed by the Board of County Road Commissioners of the County of Kent, Michigan.

**NOW, THEREFORE, BE IT RESOLVED**, that Rob VerHeulen, Chair of the Board of the Kent County Road Commissioners of the County of Kent, Michigan, and Gerald Byrne, Managing Director, are hereby authorized to execute said Agreement for and on behalf of the Board.

Moved by Commissioner Medema, seconded by Commissioner Morgan that the Board **adopt the resolution and sign and execute the Agreement for the Coit Avenue sidewalk construction from Woodworth Street to 4 Mile Road**, and as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

**Item #10      Purchase Right-of-Way**

Managing Director Byrne requested authorization for purchase of right-of-way for the following:

- a.      Location:                      100th Street Reconstruction – Patterson Avenue to Kraft Avenue
- Property Owner:      Golden Grains Farms, LLC
- Address:                      **3957 108th Street, SE**
- Purchase:                      Drainage Easement
- 19,853 sft. @ \$0.36/sft. = \$7,150
  - Temporary Grading permit = \$100
- Total Compensation: \$7,250

**Easement Description - 3957 108th Street, SE**

**PARCEL A**

A Drainage Easement, the exterior boundary of which is described as:

Commencing at the South 1/4 Corner of Section 30, T05N, R10W Caledonia Township, thence N00°24'23"E 33.00 feet to the existing Northerly Right of Way line of 100th Street and the Point of Beginning; thence S89° 59'06"W 652.90 feet; thence N00°25'10"E 7.00 feet along a property line; thence N89°59'06"E 652.90 feet along a line which is parallel with the existing Northerly Right of Way line of 100th Street to the North-South 1/4 line; thence continuing along said parallel line S89°52'14"E 624.00 feet; thence S00°24'23"W 7.00 feet to the existing Northerly Right of Way line and Ref. Point "A"; thence N89°52'14"W 624.00 feet along the existing Right of Way line to the Point of Beginning. Contains 8,931 Square Feet M/L and is subject to easements and restrictions of record.

Also, commencing at Ref. Point "A"; thence S89°52'14"E 83.12 feet along the existing Right of Way line to the Point of Beginning; thence N00°24'23"E 10.00 feet; thence S89°52'14"E 70.00 feet along a line which is parallel with the northerly existing Right-of-Way; thence S00°24'23"W 10.00 feet to the existing Right of Way line of 100th Street and Reference Point "B"; thence N89°52'14"W 70.00 feet to the Point of Beginning. Contains 700 Square Feet M/L and is subject to easements and restrictions of record.

Also, commencing at Ref. Point "B"; thence S89°52'14"E 608.20 feet along the existing Right of Way line to the Point of Beginning; thence N00°24'23"E 16.00 feet; thence S89°52'14"E 115.00 feet along a line which is parallel with the northerly existing Right-of-Way; thence

S00°24'23"W 6.00 feet; thence S89°52'14"E 25.00 feet along a line which is parallel with the northerly existing Right-of-Way; thence S01°24'23"W 3.00 feet; thence S89°52'14"E 25.00 feet along a line which is parallel with the existing Right of Way line to a property line; thence S00°24'23"W 7.00 feet to the existing Right of Way line of 100th Street and Reference Point "C"; thence N89°52'14"W 275.00 feet to the Point of Beginning. Contains 3,034 Square Feet M/L and is subject to easements and restrictions of record.

Also commencing at Ref. Point "C"; thence S89°52'14"E 100.00 feet along the existing Right of Way line to the Point of Beginning; thence N01°07'46"E 7.00 feet along a property line; thence S89°52'14"E 140.00 feet along a line which is parallel with the northerly existing Right-of-Way of 100th Street; thence S01°07'46"W 7.00 feet to the existing Right of Way line of 100th Street; thence N89°52'14"W 140.00 feet along the existing Right of Way line to the Point of Beginning. Contains 980 Square Feet M/L and is subject to easements and restrictions of record.

## **PARCEL B**

Drainage Easement, the exterior Boundary of which is described as: Commencing at the Southeast Corner of Section 30, T05N, R10W Caledonia Township, thence N89°52'14"W 543.51 feet along the South Line of said Section; thence N00°07'46"E 40.61 feet to the existing Northerly Right-of-Way line of 100th Street and the Point of Beginning for this description; thence N08°58'19"W 10.00 feet; thence Northeasterly 615.61 feet along a 594.27 feet radius curve to the left, the long chord of which bears N51°21'06"E 588.45 feet; thence S68°19'32"E 10.00 feet to the existing Right-of-Way of Kraft Avenue; thence Southwesterly 625.98 feet along a 604.27 feet radius curve to the right, the long chord of which bears S51°21'05"W 598.36 feet to the Point of Beginning. Contains 6,208 Square Feet M/L and is subject to easements and restrictions of record.

- b.     Location:                      100th Street Reconstruction – Patterson Avenue to Kraft Avenue
- Property Owner:              Higs, LLC
- Address:                        **9800 Patterson Avenue, SE**
- Purchase:                        Drainage Easement
- 10,860 sft. @ \$0.36/sft. = \$3,910
- Temporary Grading permit = \$100
- Total Compensation: \$4,010



**Easement Description - 9800 Patterson Avenue, SE**

A Drainage Easement, the boundary of which is described as: Commencing at the Southwest Corner of Section 30, T05N, R10W Caledonia Township, Kent County, MI.; thence N89°59'06"E 917.90 feet along the South line of said Section 30; thence N00°25'10"E 33.00 feet to the existing Northerly Right of Way line of 100th Street and the Point of Beginning; thence S89°59'06"W 597.52 feet along the existing northerly Right of Way; thence northwesterly 18.56 feet along a 144.00 foot curve to the left, the long chord of which bears N23°35'00"W 18.55 feet; thence N89°59'06"E 49.07 feet; thence N00°25'10"E 3.00 feet; thence N89°59'06"E 216.00 feet along a line which is parallel with the northerly existing Right-of-Way line of 100th Street; thence S00°25'10"E 3.00 feet; thence N89°59'06"E 340.00 feet to the Easterly property line; thence S00°25'10"W 17.00 feet along said Easterly property line to the Point of Beginning. Contains 10,860 Square Feet M/L and is subject to easements and restrictions of record.

- c.      Location:                      100th Street Reconstruction – Patterson Avenue to Kraft Avenue
- Property Owner:          Robert and Barbara Troost
- Address:                      **4944 100<sup>th</sup> Street, SE**
- Purchase:                      Drainage Easement
- 6,254 sft. @ \$0.92/sft. = \$5,755
- Temporary Grading permit = \$100
- Total Compensation: \$5,855

**Easement Description - 4944 100th Street, SE**

A Drainage Easement, the exterior boundary of which is described as: Commencing at the Northwest Corner of Section 31, T05N, R10W Caledonia Township, thence N89°59'06"E 738.47 feet along the North Section line; thence S00°00'54"E 33.00 feet to the existing Southerly Right-of-Way line of 100th Street and the Point of Beginning (also Ref. Point "A"); thence S00°00'54"E 7.00 feet; thence S89°59'06"W 115.00 feet along a line which is parallel with the South Right-of-Way Line of 100th Street; thence S00°00'54"E 3.00 feet; thence S89°59'06"W 105.00 feet along a line which is parallel with the South Right-of-Way Line of 100th Street; thence S00°00'54"E 4.00 feet; thence S89°59'06"W 150.00 feet along a line which is parallel with the South Right-of-Way Line of 100th Street; thence N47°39'35"W 20.78 feet to the Southerly Right-of-Way Line; thence N89°59'06"E 385.36 feet along said Right-of-Way Line to the Point of Beginning. Contains 4,063 Square Feet M/L and is subject to easements and restrictions of record. Also commencing at Ref. Point "A"; thence N89°59'06"E 94.50 feet along the South Right-of-Way Line to the Point of Beginning; thence N89°59'06"E 313.00 feet

along the South Right-of-Way Line of 100th Street to the East Property line; thence S00°04'32"E 7.00 feet along said line; thence S89°59'06"W 313.00 feet along a line which is parallel with the South Right-of-Way Line of 100th Street; thence N00°04'32"W 7.00 feet to the Point of Beginning. Contains 2,191 Square Feet M/L and is subject to easements and restrictions of record.

Moved by Commissioner Janes, seconded by Commissioner Morgan that the Board authorizes the **purchase of the above right-of-way**, as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

**Item #11     Award of Bids**

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

- a.     **Contract #24-01:** Snowplowing Services in seven areas  
Cul-de-sacs, end of streets, and streets for three (3) winter seasons  
FY24, FY25, and FY26

The Road Commission has two contracts for snowplowing services; one that consists of eight areas (Contract #22-01) and this contract of seven areas (Contract #24-01). Some contractors service multiple areas, therefore, staff reviews and assesses the contractor's ability to complete the designated areas in a timely manner, taking into consideration additional and/or prior commitments and price.

In the best interest of the Road Commission, staff recommends for the Board to award the following contractors in the following snowplowing areas listed at the cost per cycle below:

<u>Area/Location</u>	<u>Contractor</u>	<u>Cost Per Cycle</u>
Area 4 – Grand Rapids Township	Mr. Bill's Land Tree Snow	\$ 2,772
Area 8 – Byron Center / Byron Township	Jack's Lawn Service & Snowplowing, Inc.	\$ 5,800
Area 10 – Burger Plat / Cascade	Westwind Snowplowing, Inc.	\$ 2,450
Area 11 – Lowell	Mr. Bill's Land Tree Snow	\$ 1,221
Area 12 – Lake Bella Vista	Kazemier Landscape & Snow Services, LLC	\$ 2,145
Area 13 – Blythfield	Natural Landscapes, LLC	\$ 990
Area 15 – North Townships	Natural Landscapes, LLC	\$ 1,580

- b. **Bid #24-MNT-01:** Winter Bituminous Patching Materials  
FY24 requirements with one-year renewal option

Staff recommends awarding Bid #24-MNT-01: Winter Bituminous Patching Materials to “**All Bidders**”, whose product, when tested, meets or exceeds the technical composition requirements.

At the time of demand, the source(s) selected to purchase the material will be based on cost delivered or picked up (inclusive of our labor and equipment costs), type of material, project location, quantity discounts, and the availability and immediate need of the material.

- c. **Bid #24-MNT-02:** Sand – 2NS for Ice Control  
2024 requirements for sand, as needed

Staff recommends awarding Bid #22-MNT-02: Sand – 2NS for Ice Control to “**All Bidders**”, whose sand, when tested, meets or exceeds the technical composition requirements.

At the time of demand, the source(s) selected will be based on cost of material delivered or picked up (inclusive of our labor and equipment costs), quality of the material, and the availability and immediate need of the material.

Moved by Commissioner Medema, 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, and VerHeulen — 4.

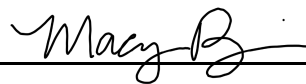
Nays: 0.

**Item #11      Comments**

- Deputy Managing Director Harrall gave a brief review of KCRC's use of the Michigan Wetland Bank.
- Managing Director Byrne stated the National Weather Service (NWS) has predicted a strong El Niño this year, which could mean much less snow than usual.
- Managing Director Byrne and Communication Manager Maura Lamoreaux attended a meeting put on by the National Weather Service (NWS) and talked about shared messaging, road salt, and forecasting. KCRC's data goes to NWS to be shared to all cities.
- EGLE has put a temporary hold on the new rule regarding mineral well brine. There has been a lot of opposition.

There being no further business to come before the Board, Chair VerHeulen adjourned the meeting at 8:58 a.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Macy B", is written over a horizontal line.

Macy Barcheski, Secretary