

1900 4 Mile Road, NW
Walker, Michigan 49544

February 27, 2024

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

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, Assistant Director of Finance Mario Guerra, Communications Manager Maura Lamoreaux, Purchasing Manager Andrew Nordstrom, IT Manager Tim Care, Right-of-Way Office Manager L. R. Cole, Plat Engineer Darren Vink, Human Resources Coordinator Courtney Clifford, Environmental Specialist Andrew Reinhardt, Engineer Tech's for Soil Erosion Kyler Marble, Amy Koets, and Bruce Schutte.

All those present recited the Pledge of Allegiance.

Item #3 Public Comment

There was no public comment.

Item #4 SESC Presentation

Environmental Specialist Andrew Reinhardt from the Permit Department conducted a presentation for the Board about Soil Erosion and Sedimentation Control in Kent County. There was an introduction of the team members who contribute to these efforts.

Item #5 Approval of Minutes

The Board discussed minutes for the Board meeting held Tuesday, February 13, 2024.

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

Motion carried by the following vote:

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

Nays: 0.

Item #6 Disbursements and Cash Balances

The disbursements for the check run dated February 16, 2024, were presented to the Board by Director of Finance Barcheski. She stated payroll included \$21,179.35 in overtime.

Director Barcheski stated the General Fund has \$28,002,047.26 remaining after approval of disbursements. Of that amount, \$8,181,379.05 is unavailable operating funds, leaving \$19,820,668.21 in total available operating funds.

Moved by Commissioner Morren, seconded by Commissioner Janes that **Payroll of \$831,584.58, Construction Estimates of \$0.00, New Central Complex Expenditures of \$0.00, Accounts Payables of \$1,919,773.14, and Cash Balances and Investments for the check run dated February 16, 2024, 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 #7 Cancellation of Board Meeting

Managing Director Byrne stated that Chair VerHeulen, Vice-Chair Morren, and Commissioner Medema will not be available to attend the Board meeting on Tuesday, March 12, 2024. There must be a quorum in order to conduct a public meeting, as stated within 2023 Michigan Laws 224.9, therefore the meeting will need to be cancelled or rescheduled.

Moved by Commissioner Janes, seconded by Commissioner Medema that the Board **authorizes the cancellation of the Board meeting on Tuesday, March 12, 2024**, as there will not be a quorum in order to conduct a public meeting, as stated in the 2023 Michigan Laws 224.9.

Motion carried by the following vote:

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

Nays: 0.

Item #8 Meeting Location Changes

Managing Director Byrne stated the Board had previously requested to meet the superintendents and employees from the other garages. Staff is asking for the location of the following Board meetings to be changed from the Central Complex to:

- April 23, 2024 – North Complex
- May 28, 2024 – South Complex
- June 25, 2024 – Southwest Complex

Moved by Commissioner Medema, seconded by Commission Morgan that the **changes for the Board meeting locations for April 23, May 28, and June 25, 2024, are authorized 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 #9 Purchase of Right-of-Way

Managing Director Byrne requested authorization for purchase of right-of-way

for the following:

- a. Project: Wiersma Street Construction –
 Simmons Avenue to White Creek Avenue
- Property Owner: Krischa K. and Jeffery A. Winright Trust
- Address: **3867 Wiersma Street NE**
- Purchase: Highway Easement
- 17 ft. x 260 ft. (4,420 sft.) @ \$0.36/sft = \$1,600
 - Grading Permit = \$100
- Just compensation: \$1,700

Easement Description:

A Highway Easement, the exterior boundary of which is described as: Commencing at the East 1/4 Corner of Section 23, T10N, R11W Solon Township, thence N89°25'51"W 1122.87 feet along the East-West 1/4 Line of said Section; thence N00°20'27"E 33.00 feet to the existing Northerly Right of Way line of Wiersma Street and the Point of Beginning; thence continuing N00°20'27"E 17.00 feet along said Westerly property line; thence S89°25'51"E 260.00 feet along a line which is parallel with the existing Northerly Right of Way line of Wiersma Street; thence S00°20'27"W 17.00 feet along the East property line to the existing Northerly Right of Way line of Wiersma Street; thence N89°25'51"W 260.00 feet along said existing Right of Way line of Wiersma Street to the Point of Beginning. Contains 4,420 Square Feet M/L and is subject to easements and restrictions of record.

- b. Project: Wiersma Street Construction –
 Simmons Avenue to White Creek Avenue
- Property Owner: Paula Hoffman
- Address: **3891 Wiersma Street NE**
- Purchase: Highway Easement
- 17 ft. x 322 ft. (5,479 sft.) @ \$1.23/sft. = \$6,740
 - Grading Permit = \$100
- Total compensation: \$6,840

Easement Description:

A Highway Easement, the exterior boundary of which is described as: Commencing at the East 1/4 Corner of Section 23, T10N, R11W Solon Township, thence N89°25'51"W 862.87 feet along the East-West 1/4 Line of said Section; thence N00°20'27"E 33.00 feet to the existing Northerly Right of Way line of Wiersma Street and the Point of Beginning; thence continuing N00°20'27"E 17.00 feet along said Westerly property line; thence S89°25'51"E 322.39 feet along a line

which is parallel with the existing Northerly Right of Way line of Wiersma Street; thence S00°56'41"W 17.00 feet along the East property line to the existing Northerly Right of Way line of Wiersma Street; thence N89°25'51"W 322.21 feet along said existing Right of Way line of Wiersma Street to the Point of Beginning. Contains 5,479 Square Feet M/L and is subject to easements and restrictions of record.

- c. Project: 68th Street Reconstruction –
Kraft Avenue to west of Cherry Valley Avenue
Property Owner: 5780 – 68th Street, LLC
Address: **5700 68th Street SE**
Purchase: Highway Easement
- 10 ft. x 331 ft. (3,310 sft) @ \$0.53/sft. = \$1,760
 - Grading Permit = \$100
 - Landscape Removal = \$100
- Total compensation: \$1,960

Easement Description:

A Highway Easement, the exterior boundary of which is described as: Commencing at the Northwest Corner of Section 8, T05N, R10W Caledonia Township, thence N88°34'43"E 660.08 feet along the North Section Line; thence S00°17'24"E 33.00 feet to the existing Southerly Right of Way line of 68th Street and the Point of Beginning; thence N88°34'43"E 331.00 feet along said existing Southerly Right of Way to the East property line; thence S00°14'18"E 10.00 feet along said Easterly property line; thence S88°34'43"W 331.00 feet along a line which is parallel with the South Right of Way Line of 68th Street to the West property line; thence N00°17'24"W 10.00 feet along said Westerly property line to the Point of Beginning. Contains 3,310 Square Feet M/L and is subject to easements and restrictions of record.

- d. Project: 68th Street Reconstruction –
Kraft Avenue to west of Cherry Valley Avenue
Property Owner: 5780 – 68th Street, LLC
Address: **5780 68th Street SE**
Purchase: Highway Easement
- 10 ft. x 263 ft. (2,626 sft.) @ \$3.34/sft. = \$8,775
 - Grading Permit = \$600
- Total compensation: \$9,375

Easement Description:

A Highway Easement, the exterior boundary of which is described as: Commencing at the Northwest Corner of Section 8, T05N, R10W Caledonia Township, thence N88°34'43"E 1,253.67 feet along the North Section Line; thence S00°14'18"E 33.00 feet to the existing Southerly Right of Way line of 68th Street and the Point of Beginning; thence S00°14'18"E 10.00 feet along the Easterly property line; thence

S88°34'43"W 262.59 feet along a line which is parallel with the South Right of Way Line of 68th Street to the West property line; thence N00°14'18"W 10.00 feet along said Westerly property line; N88°34'43"E 262.59 feet along the existing Southerly Right of Way to the Point of Beginning. Contains 2,626 Square Feet M/L and is subject to easements and restrictions of record.

- e. Project: 68th Street Reconstruction –
Kraft Avenue to west of Cherry Valley Avenue
- Property Owner: Kraft Properties, LLC
- Address: **5900 - 68th Street SE**
- Purchase: Highway Easement
- 10 ft. x 904 ft. (9,036 sft.) @ \$0.53/sft. = \$4,800
 - Drainage Easement = \$830
 - Grading Permit = \$110
 - Landscape Removal = \$100
- Total compensation: \$5,840

Easement Description:

A Highway Easement, the exterior boundary of which is described as: Commencing at the North 1/4 Corner of Section 8, T05N, R10W Caledonia Township, thence S88°34'43"W 475.11 feet along the North Section Line; thence S00°11'27"E 33.00 feet to the existing Southerly Right of Way line of 68th Street and the Point of Beginning; thence S00°11'27"E 10.00 feet along the Easterly property line; thence S88°34'43"W 903.61 feet along a line which is parallel with the South Right of Way Line of 68th Street to the West property line; thence N00°14'18"W 10.00 feet along said Westerly property line; N88°34'43"E 903.61 feet along the existing Southerly Right of Way to the Point of Beginning. Contains 9,036 Square Feet M/L and is subject to easements and restrictions of record.

Easement Description (parcel 1 of 2):

A Drainage Easement, the exterior boundary of which is described as: Commencing at the North 1/4 Corner of Section 8, T05N, R10W Caledonia Township, thence S88°34'43"W 475.11 feet along the North Section Line; thence S00°15'10"E 43.00 feet to the proposed Southerly Right of Way line of 68th Street; S88°34'43"W 623.61 feet along said proposed Right of Way to the Point of Beginning; thence S00°14'18"E 7.00 feet; thence S88°34'43"W 280.00 feet along a line which is parallel with the existing Southerly Right of Way of 68th Street to the Westerly property line; thence N00°14'18"W 7.00 feet along said property line; thence N88°34'43"E 280.00 feet to the Point of Ending. Contains 1,960 Square Feet M/L and is subject to easements and restrictions of record.

Easement Description (parcel 2 of 2):

A 20-foot wide Drainage Easement, the centerline of which is described as:

Commencing at the North 1/4 Corner of Section 8, T05N, R10W Caledonia Township, thence S88°34'43"W 900.20 feet along the North Section Line; thence S00°15'10"E 43.00 feet to the proposed Southerly Right of Way line of 68th Street and the Point of Beginning; thence S00°15'10"E 20.00 feet to the Point of Ending. Contains 400 Square Feet M/L and is subject to easements and restrictions of record.

- f. Project: 68th Street Reconstruction –
Kraft Avenue to west of Cherry Valley Avenue
- Property Owner: Kraft Properties, LLC
- Address: **6820 - 68th Street SE**
- Purchase: Drainage Easement
- 10 ft. x 627.4 ft. (6,274 sft.) @ \$1.52/sft. = \$9,540
 - Grading Permit = \$100
 - Landscape Removal = \$100
- Total compensation: \$9,740

Easement Description:

A Drainage Easement, the exterior boundary of which is described as: Commencing at the Northwest Corner of Section 8, T05N, R10W Caledonia Township, thence N88°34'43"E 660.08 feet along the North Section Line; thence S00°17'24"E 33.00 feet to the existing Southerly Right of Way line of 68th Street and the Point of Beginning; thence S00°17'24"E 10.00 feet along the Easterly property line; thence S88°34'43"W 627.40 feet along a line which is parallel with the South Right of Way Line of 68th Street to the existing Easterly Right of Way line of Kraft Avenue; thence N00°17'24"W 10.00 feet along said Right of Way to the existing Southerly Right of Way of 68th Street; thence N88°34'43"E 627.40 feet to the Point of Beginning. Contains 6,274 Square Feet M/L and is subject to easements and restrictions of record.

Moved by Commissioner Janes, seconded by Commissioner Medema 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, Morren, and VerHeulen — 5.

Nays: 0.

Item #10 Resolution of Support

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

Deputy Managing Director Harrall stated Byron Township is applying for funding to construct a 0.62 mile non-motorized trail along the south side of 76th Street between Kent Trails and Byron Center Avenue, Section 16, Byron Township. This separated trail would replace a portion of the paved shoulder route along 76th Street from Kent Trails to the separated trail west of Burlingame Avenue that extends south to Douglas Walker Park. The federal grant requires a resolution of support from KCRC (the designated Act 51 agency).

Commissioner Medema offered the following resolution of support for the 76th Street non-motorized Trail Transportation Alternative Project.

**Resolution of Support
for the
76th 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 Byron Township, submitted the application for TAP funding to construct a non-motorized trail along 76th Street from Kent Trails to Byron Center 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 Trail cost:	\$285,000
Federal Grant: (70% TAP)	\$200,000
Local Match: (30% Byron Township)	\$85,000

BE IT FURTHER RESOLVED that Byron Township will provide local match funds and Byron 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 ensure that the project record files are maintained.

Moved by Commissioner Medema, seconded by Commissioner Morgan 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 Quit Claim Road End Strip

Managing Director Byrne requested authorization to quit claim release interest in road end strip on Hillbrook Court within Northbrook #8.

Plat Name: **Northbrook #8**

Location: Southwest of Millwood Drive, Section 20, Plainfield Township

Type: Road end strip on existing southwest end of Hillbrook Court

Deputy Managing Director Harrall stated the construction of Northbrook No. 8 has eliminated the need for the road end strip. It is necessary to quit claim the easement within the plat to provide clear title for the final plat documents.

Quit Claim Description:

That part of the NE 1/4, Section 20, T8N, R11W, Plainfield Township, Kent County, Michigan, described as: BEGINNING at the most Southerly corner of Lot 91, Northbrook No. 4; thence S31°32'34"E 66.01 feet to the most Westerly corner of Lot 92, Northbrook No. 4; thence Southwesterly 10.01 feet along a 317.00 foot radius curve to the left, the chord of which bears S56°20'14"W 10.01 feet; thence N31°32'34"W 66.08 feet; thence Northeasterly 10.00 feet along a 383.00 foot radius curve to the right, the chord of which bears N56°42'10"E 10.00 feet to the place of beginning.

Moved by Commissioner Morren, seconded by Commissioner Janes that the Board **authorizes quit claim release on the road end strip on Hillbrook Court, within Northbrook No. 8**, Section 17, Plainfield Township, as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

Item #12 Final Plat Approvals

Managing Director Byrne requested authorization for final plat approvals for the following plats:

- a. Plat Name: **Boulder View West**
Location: North of Cannonsburg Road and west of Brewer Avenue
Section 23 and 24, Plainfield Township
Type: Residential
Lots: 24 this phase (24 total)
Street Layout: Includes Boulder View Drive intersecting with Brewer Avenue and Cannonsburg Road and one short stub street west of Boulder View Drive for a future phase

Deputy Managing Director Harrall stated the developer is providing a surety bond for \$142,100 to cover remaining work (+20%), which includes drainage items and final restoration.

Moved by Commissioner Morren, seconded by Commissioner Janes that the Board **authorizes final plat approval for Boulderview West**, Sections 23 and 24, Plainfield Township, as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

- b. Plat Name: **Northbrook No. 8**
 Location: North of Buth Drive and east of English Avenue
 Section 20, Plainfield Township
 Type: Residential
 Lots: 30 this phase (204 total)
 Street Layout: Includes two permanent cul-de-sacs adjacent to
 English Avenue, Hillbrook Court, and Dalewood Court.
 Due to concerns of adding traffic to the intersection of
 English Avenue and Buth Drive, no connection to
 English Avenue was required. This is the final phase of
 this plat.

Deputy Managing Director Harrall stated the developer is providing a surety bond for \$158,500 to cover remaining work (+20%), which includes drainage items and final restoration.

Moved by Commissioner Janes, seconded by Commissioner Morren that the Board **authorizes final plat approval for Northbrook No. 8**, Section 17, Plainfield Township, as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

Item #13 Award of Bids

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

- a. **Contract #24-32: 68th Street Reconstruction**

Staff recommends awarding Contract #24-32 to **J & N Construction, LLC**, the lowest responsible and responsive bidder, for a total cost of **\$1,797,864.30**, which is **14.52% below** the estimated cost.

b. **Contract #24-33:** Peach Ridge Avenue Widening and Resurfacing

Staff recommends for the Board to award Contract #24-33 to **Michigan Paving & Materials, Co.**, the lowest responsible and responsive bidder, for a total cost of **\$283,355**, which is **5.85% above** the estimated cost.

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 #16 **Comments**

➤ Finance Director Barcheski stated KCRC received a Request for Improvement of Deficiencies for FY2023 by Michigan Department of Treasury. Treasury was requesting an explanation for expenditures having exceeded revenues for the last three years. During this time, KCRC was constructing the new central complex and had planned to use fund balance to support the project. The formal information was provided to Treasury and no response has been received.

➤ Managing Director Byrne stated there is pending litigation for Jericho Avenue and as such, there shall be no statements or emails from KCRC. Mr. Byrne asked to have everything regarding this matter go through him.

➤ Seasonal Weight Restrictions will be lifted Friday, March 1, at 6 a.m.

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

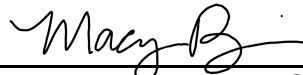
Moved by Commissioner Medema, seconded by Commissioner Morgan to adjourn the Board meeting 8:59 a.m.

Motion carried by the following vote:

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

Nays: 0.

Respectfully submitted,



Macy Barcheski, Secretary