

1900 4 Mile Road, NW  
Walker, Michigan 49544

January 23, 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 8:02 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, Purchasing Manager Andrew Nordstrom, IT Manager Tim Care, Right-of-Way Office Manager L. R. Cole, Project Engineer Erik Easterly, Engineer Tech Ethan Veenstra, Human Resources Coordinator Courtney Clifford, Accountant Kendra Cook and Jean Young and Jessie Klisz from Plante Moran.

All those present stated the Pledge of Allegiance.

**Item #3      Oath of Office**

Chair VerHeulen stated the first order of business is the Road Commissioners' oath of office for Dave Medema's term of office (01/01/2024 – 12/31/2029).

Director Barcheski asked Commissioner Medema to solemnly swear he would support the Constitution of the United States and the Constitution of the State of Michigan, and

he 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 his ability.

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

Yeas: Commissioner Medema.

**Item #4 Election of Officers and Committee Appointments**

Chair VerHeulen 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 Janes, seconded by Commissioner Morren to **elect Commissioner VerHeulen as Board Chair.**

Motion carried by the following vote:

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

Nays: 0.

It was moved by Commissioner Janes, seconded by Commissioner Morgan to **elect Commissioner Morren as Board Vice-Chair.**

Motion carried by the following vote:

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

Nays: 0.

Chair VerHeulen recommended to continue the current committee appointments as follows: **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**, and **Commissioner Morgan** serve on the **Retirement Savings Committee.**

Moved by Commissioner Medema, seconded by Commissioner Janes that the **Board members are to continue the current committee appointments**, as recommended.

Motion carried by the following vote:

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

Nays: 0.

**Item #5 Public Comment**

There was no public comment.

**Item #6 Approval of Minutes**

The Board discussed minutes for the Board meeting held Tuesday, January 9, 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 #7 Disbursements and Cash Balances**

The disbursements for the check run dated January 19, 2024, were presented to the Board by Director of Finance Barcheski. She stated payroll included \$63,168.25 in overtime.

Director Barcheski stated the General Fund has \$20,985,407.52 remaining after approval of disbursements. Of that amount, \$9,983,868.55 is unavailable operating funds, leaving \$11,001,538.97 in total available operating funds.

Moved by Commissioner Morren, seconded by Commissioner Janes that **Payroll of \$891,396.33, Construction Estimates of \$0.00, New Central Complex Expenditures of \$642,529.79, Accounts Payables of \$1,572,027.44, and Cash Balances and Investments for the check run dated January 19, 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.



**Easement Description – 3825 Wiersma Street NE**

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 1,332.87 feet along the East-West 1/4 Line of said Section; thence N00°25'33"E 33.00 feet to the existing Northerly Right of Way line of Wiersma Street and the Point of Beginning; thence continuing N00°25'33"E 17.00 feet along said Westerly property line; thence S89°25'51"E 209.92 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 209.95 feet along said existing Right of Way line of Wiersma Street to the Point of Beginning. Contains 3,569 Square Feet M/L and is subject to easements and restrictions of record.

- b. Project: 84<sup>th</sup> Street – Kraft Avenue to west of M-37  
All-Season Reconstruction
- Property Owner: Michael H. Molenaar
- Address: **5682 84th Street SE**
- Purchase: Highway Easement/Grading
  - 17' x 916' (15,573 sft.) @ \$0.60/sft. = \$9,344
  - Temporary grading permit = \$100
- Just Compensation: \$9,444

**Easement Description – 5682 84th Street SE**

A Highway Easement, the exterior boundary of which is described as: Commencing at the Northwest Corner of Section 20, T05N, R10W Caledonia Township, thence N89°03'36"E 842.54 feet along the North line of said Section; thence S01°03'38"W 33.00 feet to the Point of Beginning; thence N89°03'36"E 916.04 feet along the existing Southerly Right-of-Way of 84th Street to the Easterly property line; thence S00°43'30"W 17.00 feet along said property line; thence S89°03'36"W 916.14 feet; thence N01°03'38"E 17.00 feet to the Point of Beginning. Contains 15,573 Square Feet M/L and is subject to easements and restrictions of record.

- c. Project: 84<sup>th</sup> Street – Kraft Avenue to west of M-37  
All-Season Reconstruction  
Property Owner: Michael H. Molenaar  
Address: **5784 84th Street SE**  
Purchase: Highway Easement/Grading
- 17' x 858' (14,583 sft.) @ \$0.60/sft.
  - Temporary grading permit = \$100
- Just Compensation: \$9,444

**Easement Description - 5784 84th Street SE**

A Highway Easement, the exterior boundary of which is described as: Commencing at the North 1/4 Corner of Section 20, T05N, R10W Caledonia Township, thence S00°43'30"W 33.00 feet along the North-South 1/4 line to the Point of Beginning; thence S00°43'30"W 17.00 feet along the Easterly property line; thence S89°03'36"W 858.00 feet along a line which is parallel with the existing Southerly Right-of-Way of 84th Street to the West property line; thence N00°43'30"E 17.00 feet along said property line; thence N89°03'36"E 858.00 feet along a line which is the existing Southerly Right-of-Way of 84th Street to the Point of Beginning. Contains 14,580 Square Feet M/L and is subject to easements and restrictions of record.

- d. Project: 84th Street – Kraft Avenue to west of M-37  
All-Season Reconstruction  
Property Owner: Ted and Ann Bair  
Address: **5959 84th Street SE**  
Purchase: Highway Easement
- 17' x 400' (6,800 sft.) @ \$0.91/sft.
- Just Compensation: \$6,290

**Easement Description – 5959 84th Street SE**

A Highway Easement, the exterior boundary of which is described as: Commencing at the South 1/4 Corner of Section 17, T05N, R10W Caledonia Township, thence N00°21'50"W 33.00 feet along the North-South 1/4 Line to the Point of Beginning; thence S89°03'35"W 400.00 feet along the North Right of Way Line of 84th Street to the Westerly property line; thence N00°21'50"W 17.00 feet along said Westerly property line; thence N89°03'35"E 400.00 feet along a line which is parallel with the existing Right of Way line to the East property line; S00°21'50"E 17.00 feet along the Westerly property line to the Point of Beginning. Contains 6,800 Square Feet M/L and is subject to easements and restrictions of record.

Moved by Commissioner Medema, seconded by Commissioner Janes 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 #13     Design Consultant Selection**

Managing Director Byrne requested authorization to choose a design consultant for the following 2025 roundabout projects:

- Myers Lake Avenue and 10 Mile Road
- Pine Island Drive and 10 Mile Road

Deputy Managing Director Harrall stated that KCRC received proposals from seven consultants for Contract #24-09, and proposals were reviewed by Erik Easterly, Ethan Veenstra, Wayne Harrall and Tim Haagsma. Staff evaluated proposals based on understanding of service requested, qualifications of the team, and past performance. After initial review, staff agreed on the top two firms, DLZ and Fishbeck, and they were brought in for interviews. Pricing was reviewed after proposal reviews were completed.

Consultant	Cost
<b>DLZ</b>	<b>\$83,500</b>
LRE	\$95,000
Prein & Newhof	\$96,700
Progressive AE	\$99,620
AECOM	\$115,000
<b>Fishbeck</b>	<b>\$120,000</b>
Collier Engineering	\$179,260

\*Firms listed in bold were selected for an interview

Staff recommends awarding Contract #24-09 to DLZ, based on their proposal, experience/references, and cost, for a total cost of \$83,500.

Moved by Commissioner Morren, seconded by Commissioner Medema to **authorize award of bid for a roundabout design consultant to DLZ**, as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

**Item #14 Award of Bids**

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

a. **Contract #24-10:** 84th Street – Timpson Avenue to Alden Nash Avenue

Staff recommends awarding Contract #24-10: 84<sup>th</sup> Street to **Rieth-Riley Construction Co., Inc.**, the lowest responsible and responsive bidder, for a total cost of **\$285,867.10**, which is **13.59% above** the estimated cost.

b. **Contract #24-11:** Coit Avenue – Woodworth Street to 4 Mile Road

Staff recommends awarding Contract #24-11: Coit Ave to **Michigan Paving & Materials**, the lowest responsible and responsive bidder, for a total cost of **\$320,588.56**, which is **5.42% above** the estimated cost.

c. **Contract #24-12:** Eastern Avenue – 76th Street to 84th Street

Staff recommends awarding Contract #24-12: Eastern Avenue to **Rieth-Riley Construction Co., Inc.**, the lowest responsible and responsive bidder, for a total cost of **\$467,959.45**, which is **0.43% below** the estimated cost.



d. **Contract #24-13:** Harvard Avenue – 14 Mile Road to 16 Mile Road

Staff recommends awarding Contract #24-13: Harvard Avenue to **Michigan Paving & Materials, Co.**, the lowest responsible and responsive bidder, for a total cost of **\$695,325.25**, which is **11.66% above** the estimated cost.

e. **Contract #24-14:** Hunsberger Avenue – Coit Avenue to Plainfield Avenue

Staff recommends awarding Contract #24-14: Hunsberger Avenue to **Michigan Paving & Materials, Co.**, the lowest responsible and responsive bidder, for a total cost of **\$529,025.20**, which is **10.17% above** the estimated cost.

f. **Contract #24-15:** State Street – 12 Mile Road to 13 Mile Road

Staff recommends awarding Contract #24-15: State Street to **Michigan Paving & Materials, Co.**, the lowest responsible and responsive bidder, for a total cost of **\$544,907.28**, which is **16.40% above** the estimated cost.

g. **Contract #24-16:** Vergennes Street – Lincoln Lake Avenue to Flat River Drive

Staff recommends awarding Contract #24-16: Vergennes Street to **Michigan Paving & Materials, Co.**, the lowest responsible and responsive bidder, for a total cost of **\$414,643.50**, which is **3.01% above** the estimated cost.

h. **Contract #24-17:** 17 Mile Road – Cedar Springs City Limits to Shaner Avenue

Staff recommends awarding Contract #24-17: 17 Mile Road to **Michigan Paving & Materials, Co.**, the lowest responsible and responsive bidder, for a total cost of **\$473,145.45**, which is **0.60% below** the estimated cost.

i. **Contract #24-18:** 18 Mile Road – Afton Avenue to Red Pine Drive

Staff recommends awarding Contract #24-18: 18 Mile Road to **Michigan Paving & Materials, Co.**, the lowest responsible and responsive bidder, for a total cost of **\$169,435**, which is **15.80% above** the estimated cost.

j. **Bid #24-EQU-19: Two Mowers from Contract #23-20**

At the Board meeting on February 14, 2023, the Board approved the award of Contract #23-20: Rental of two mowers with Kent Equipment.

Staff would like to utilize the option to pay off the remainder of the lease and acquire the equipment from **Kent Equipment**, at a **cost of \$21,472.87 per unit**, and a **total cost of \$42,945.73**.

Moved by Commissioner Medema, 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**

➤ Steve Warren loved the “KCRC Strong” poster, which was delivered to his home. Steve’s daughter said it brought a smile to his face. Managing Director Byrne thanked Maura Lamoreaux and Amy Koets for all the work they put into the poster, along with the employees who participated.

➤ Managing Director Byrne stated there has been 12 consecutive days of snow. This has been a valuable experience and education for the new drivers, along with a lot of overtime for all the drivers.

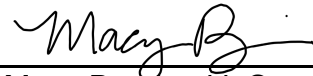
➤ Managing Director Byrne updated the Board on the next 10-day forecast, which predicts warmer weather. Be prepared for seasonal weight restrictions to be placed.

➤ Managing Director Byrne stated there have been 4,400 deer picked up in the past year in Kent County. KCRC is working with other counties to address the deer problem.

➤ The CRA 2024 Highway Conference & Road Show is scheduled for March 19 – 21, 2024, in Lansing. If anyone is planning to attend the conference, please contact Karen Luneke.

There being no further business to come before the Board, the meeting was adjourned at 9:05 a.m.

Respectfully submitted,



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Macy Barcheski, Secretary