

1900 4 Mile Road, NW
Walker, Michigan 49544

January 9, 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, Roger Morgan, David Morren, and Rob VerHeulen, Managing Director Jerry Byrne, and Director of Finance Macy Barcheski.

Also present: Deputy Managing Director of Engineering Wayne Harrall, Director of Maintenance Steve Roon, 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, Plat Engineer Darrin Vink, Communications Manager Maura Lamoreaux, Accountant Kendra Cook, and Dave Medema.

Item #2 Pledge of Allegiance

Managing Director Byrne requested approval to state the Pledge of Allegiance at the beginning of each KCRC Board meeting.

Moved by Commissioner Morren, seconded by Commissioner Janes that the Pledge of Allegiance will be stated at the beginning of each KCRC Board meeting, as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

Item #3 Extend Current Board Officers

Managing Director Byrne requested approval to extend the current Board officer's terms and committees until the January 23, 2024, Board meeting.

Moved by Commissioner Janes, seconded by Commissioner Morren that the **current Board officer's terms and committees will be extended until the January 23, 2024, Board meeting**, as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

Item #4 Public Comment

There was no public comment.

Item #5 Approval of Minutes

The Board discussed minutes for the Board meeting held Tuesday, December 12, 2023.

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

Motion carried by the following vote:

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

Nays: 0.

Item #6 Disbursements and Cash Balances

Director of Finance Barcheski stated there are two check runs for this meeting. The first is dated December 22, 2023, and payroll for this check run includes overtime of \$30,082.79. Payroll for the check run dated January 5, 2024, includes overtime of \$14,810.53.

The construction estimates for this period are as follows:

Contractor	Project	December 22, 2023 Check Run
Davis Construction Inc.	Oakfield Bridge #9 - Morgan Mills over Wabasis Creek estimate #4	122,427.03
Total		\$122,427.03

Director Barcheski stated the General Fund has \$23,967,955.77 remaining after approval of disbursements. Of that amount, \$9,724,601.67 is unavailable operating funds, leaving \$14,243,354.10 in total available operating funds.

Moved by Commissioner Janes, seconded by Commissioner Morgan that **Payroll of \$857,313.43, Construction Estimates of \$122,427.03, Accounts Payables of \$1,966,855.49, and Cash Balances and Investments for the check run dated December 22, 2023, and Payroll of \$842,418.18, Construction Estimates of \$0.00, Accounts Payables of \$1,206,330.02, and Cash Balances and Investments for the check run dated January 5, 2024, are approved by the Board, and warrants ordered drawn for the same.**

Motion carried by the following vote:

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

Nays: 0.

Item #6 November 2023 Michigan Transportation Fund

Director of Finance Barcheski reviewed the Michigan Transportation Fund revenues that were collected in November 2023. She stated the funds received were \$4,969,044, a variance of \$235,027 more than what was budgeted. To date, receipts are up 13.0 percent over this time last year.

The report was received for information.

Item #7 November 2023 Financial Statements

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

The report was received for information.

Item #9 MDOT Contract Agreements

Managing Director Byrne requested a resolution and approval of MDOT agreements for the following projects:

- a. Project: 60th Street from Eastern Avenue to west of Kalamazoo Avenue
 Type: Full-depth asphalt pavement replacement
 Length: 0.9 mile
 Bid Amount: \$955,406
 Funding: \$764,325 State EDC, \$191,081 KCRC Local Match

Commissioner Morren 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 pavement replacement along 60th Street between Eastern Avenue and Kalamazoo Avenue.

**Resolution for
60th Street between Eastern Avenue and Kalamazoo Avenue
Contract #23-5469**

WHEREAS, State Funds are available for pavement replacement along 60th Street between Eastern Avenue and Kalamazoo Avenue, and

WHEREAS, the Road Commission must enter into an Agreement with the Michigan Department of Transportation to receive Federal and State 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 Robert 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 Morren, seconded by Commissioner Janes that the Board is **authorized to sign and execute the Agreement for pavement replacement along 60th Street between Eastern Avenue and Kalamazoo Avenue with State Funds.**

Motion carried by the following vote:

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

Nays: 0.

- b. Project: West River Drive from Lamoreaux Drive to Pine Island Drive
Type: Full-depth and partial-depth asphalt pavement replacement
Length: 1.0 mile
Est cost : \$1,085,000
Funding: \$439,900 STP Flex (2024), \$373,000 STP Flex (2025), KCRC \$272,100

Commissioner Morren 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 resurfacing along West River Drive between Lamoreaux Drive and Pine Island Drive.

**Resolution for
West River Drive between Lamoreaux Drive and Pine Island Drive
Contract #23-5515**

WHEREAS, Federal Funds are available for resurfacing along West River Drive between Lamoreaux Drive and Pine Island Drive, and

WHEREAS, the Road Commission must enter into an Agreement with the Michigan Department of Transportation to receive Federal and State 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 Robert 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 Morren, seconded by Commissioner Janes that the Board is **authorized to sign and execute the Agreement for resurfacing along West River Drive between Lamoreaux Drive and Pine Island Drive with Federal Funds.**

Motion carried by the following vote:

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

Nays: 0.

Item #10 Title Sheet

Managing Director Byrne requested that the Board sign and execute the title sheet for the 100th Street all-season construction project.

Project: 100th Street from Patterson Avenue to Kraft Avenue
Type: 2-lane primary all-season construction
Length: 1.2 miles
Est. cost : \$2,000,000
Funding: \$1,082,157 Federal STP Rural; *\$500,000 STP Flex,
 \$417,843 KCRC Local Match

*Purchased @ 80% from Mecosta CRC

Moved by Commissioner Morren and supported by Commissioner Morgan that the **Board is authorized to sign and execute the title sheet for the 100th Street all-season construction project**, as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

Item #9 Reschedule Public Hearing

Managing Director Byrne requested authorization to reschedule a public hearing for consideration to designate 5 Mile Road as a Natural Beauty Road.

Deputy Managing Director Harrall stated staff has received a valid petition requesting Natural Beauty Road designation on the following:

Road Name:	5 Mile Road
Limits:	Between Dursum Avenue and Honey Creek Avenue
Township:	Cannon
Date received:	November 2, 2023
Requirement:	Hold public hearing within 6 months of receiving valid petition

In accordance with Section 324.35702 of Michigan Act 451 of 1994, the road board is required to hold a public hearing to designate a natural beauty road. The statute requires the public hearing to be held in the township. Cannon Township is requesting the public hearing be held on Wednesday, January 24, 2024, at 6:30 p.m. KCRC is in agreement with this request.

Moved by Commissioner Janes, seconded by Commissioner Morgan that **staff is authorized to reschedule a Public Hearing for consideration to designate 5 Mile Road from Dursum Avenue to Honey Creek Avenue as a Natural Beauty Road, for January 24, 2024, at 6:30 p.m., at the Cannon Township offices**, as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

Item #12 Quit Claim Property

Managing Director Byrne requested authorization to **quit claim 61st Street (unimproved) right-of-way to the developer**, retaining the area for drainage and public utility easements, Section 5, Gaines Township.

Street: 61st Street (unimproved)
Limits: From east end of 61st Street east 500'
Township: Gaines Township
Area: 66' x 425' (28,050 sft. or 0.64 ac.)
To: 60th Street Ventures (developer)

The entire parcel area will be designated as public utility easement and KCRC drainage easement.

Moved by Commissioner Morgan, seconded by Commissioner Janes that the **Board authorizes to quit claim above right-of-way to the developer, retaining the area for drainage and public utility easements, Section 5, Gaines Township**, as recommended by staff.

Motion carried by the following vote:

Yeas: Commissioner Janes, Morgan, Morren, and VerHeulen – 4.

Nays: 0.

Item #13 Final Plat Approval

Managing Director Byrne requested authorization for final plat approval of Braeburn Plat, Section 36, Grand Rapids Township.

Name: Braeburn Plat
Street Name: Braeburn Street
Type: Residential Street
Location: East of Forest Hill Ave and north of Ada Drive,
Grand Rapids Township
Layout: Extended Braeburn Street 221' to the east, terminating with a
permanent offset cul-de-sac
Total Lots: 9

Moved by Commissioner Morren, seconded by Commissioner Janes that the **Board authorizes final plat approval for Braeburn Plat, Section 36, Grand Rapids Township**, as recommended by staff.

Motion carried by the following vote:

Yeas: Commissioner Janes, Morgan, Morren, and VerHeulen – 4.

Nays: 0.

Item #14 Vacate Streets

Managing Director Byrne requested authorization for **resolution to vacate the following platted streets** within Idlewild Plat, Section 7, Algoma Township:

Deputy Managing Director Harrall stated the neighbors within Idlewild Plat have filed to vacate through circuit court the following streets within the plat:

- Florence Avenue
- Hillside Avenue
- Forrest Avenue

The paper streets are located on the east side of Camp Lake and are only accessible from Stauffer Street, which is a private road that extends west from Lymburner Avenue. In 1972, the KCRC Board took action to abandon a portion of Hillside Avenue and all of Forrest Avenue.

RESOLUTION

At a regular meeting of the Board of County Road Commissioners of the County of Kent ("Board") held at 1900 Four Mile Road, NW, Walker, Michigan 49544 on January 9, 2024, at 8:00 a.m., the following Resolution was offered for adoption by Commissioner Janes and was seconded by Commissioner Morren as follows:

**A RESOLUTION TO CONSENT TO THE VACATION OF
FLORENCE AVENUE, HILLSIDE AVENUE, AND FORREST AVENUE
IN THE IDLEWILD PLAT RECORDED IN LIBER 24 OF PLATS,
PAGE 38, KENT COUNTY REGISTER OF DEEDS OFFICE**

A. A vacation lawsuit has been filed in the Kent County Circuit Court seeking to vacate the following described rights of way located in the Idlewild Plat recorded in Liber 24 of Plats, Page 38, Kent County Register of Deeds (the "Streets"):

**All that portion of a roadway platted as Florence Avenue.
All that portion of a roadway platted as Hillside Avenue.
All that portion of a roadway platted as Forrest Avenue.**

That lawsuit is Shayne R. Eisenga, et al v Algoma Township, et al (Kent County Circuit Court Case No. 23-10269-CK).

B. It appears that the vacation of the Streets will not interfere with travel within the County, will better allow the property owners the use of their property, will enhance the quality and character of the County, and will reduce liability and maintenance exposure for the Board.

C. The Board otherwise believes that it is in the best interest of the public and the public health, safety, and welfare to vacate the Streets.

RESOLUTION

IT IS HEREBY RESOLVED AS FOLLOWS:

1. Subject to the terms of this Resolution, the Board hereby vacates the Streets, and agrees to the Streets being vacated by the Kent County Circuit Court pursuant to the above-mentioned lawsuit, such that the abutting lots shall hereafter extend to the center of the Streets.

2. Any existing private or public utilities or private or public utility easements must be reserved and preserved within the area formerly comprising the Streets.

3. Upon being presented with the amended Idlewild Plat, after all necessary approvals are received, and the amended Plat is recorded with the Kent County Register of Deeds, L.R. Cole, Right-of-Way Office Manager, is hereby authorized to execute any and all such documents as will release any existing easements for highway purposes owned by the Kent County Road Commission over the Streets, except as otherwise provided in this Resolution.

4. This Resolution shall not be effective until Plaintiffs file and record a certified copy of this Resolution with the Kent County Register of Deeds and submit a copy to the Office of Land Survey and Remonumentation in the Michigan Department of Licensing and Regulatory Affairs.

5. L.R. Cole, Right-of-Way Office Manager, and the Board's attorneys, Mika Meyers PLC, are hereby authorized to execute all documents as are reasonably necessary to effectuate this Resolution, including signing an appropriate Consent Judgment in the above-captioned lawsuit.

The vote in favor of adopting this Resolution was as follows:

Moved by Commissioner Janes, seconded by Commissioner Morren, that the resolution is adopted, as recommended by staff.

Motion carried by the following vote:

Yeas: Commissioner Janes, Morgan, Morren, and VerHeulen – 4.

Nays: 0.

Item #15 Out-of-State Travel

Managing Director Byrne requested authorization for one staff member to attend the following:

Event: National Association of County Engineers (NACE) Annual Conference
Date: April 15 - 18, 2024
Location: Palm Springs, Riverside County, CA
Employee: Tim Haagsma, Director of Traffic and Safety

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, Morgan, Morren, and VerHeulen—4.

Nays: 0.

Item #14 Award of Bids

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

- a. **Contract #24-07:** Security Cameras for Walker Rest Area – MDOT Upgrades to Existing Equipment at the Walker Rest Area

This contract is 100% funded by the State of Michigan - Department of Transportation and will require MDOT approval prior to commencement.

Staff recommends awarding Contract #24-07 to **The Flying Locksmith**, the lowest responsible and responsive bidder, at a total cost of **\$16,426.16**.

- b. **Bid #24-ENG-01:** Precast Concrete Box Culverts
Box Culverts for Grand River Drive NE and 100th Street SE

Staff recommends awarding Bid #24-ENG-01: Precast Concrete Box Culverts to **Northern Concrete Pipe, Inc.**, the lowest responsive and responsible bidder, at a total cost of **\$133,560** for both box culverts.

- c. **Bid #24-EQU-16:** 5 Dump Boxes for Single Axle Trucks

Staff recommends awarding Bid #24-EQU-16 for 5 Dump Boxes to **Henderson Products, Inc**, under Sourcewell Contract #080818-HPI for a cost of **\$31,857.30 per unit**, and a total cost of **\$159,286.50**.

- d. **Bid #24-EQU-17:** Dump Box for Tri-Axle Truck

Staff recommends awarding Bid #24-EQU-17 for a Tri-Axle Dump Box to **Henderson Products, Inc**, under Sourcewell Contract #080818-HPI for a cost of **\$46,875.60**.

- e. **Bid #24-EQU-18:** 3 Dump Boxes and Spreaders for Tandem Axle Trucks

Staff recommends awarding Bid #24-EQU-18 for 3 Tandem Axle Dump Boxes and V-Box Spreaders to **Henderson Products, Inc.**, under Sourcewell Contract #080818-HPI for a cost of **\$38,606.40 per Box, \$35,451 per V-Box**, and a **total cost of \$222,172.20**.

- f. **Bid #24-MNT-03:** Asphalt and Concrete Crack Leveling Sealant 2024 requirements with a one-year renewal option, as needed

Staff recommends awarding Bid #24-MNT-03: Asphalt & Concrete Crack Leveling Sealant to **PT 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.

- g. **Bid #24-MNT-04:** Hot Rubber Crack Sealer and Material for Concrete Joint Repair 2024 requirements with a one-year renewal option, as needed

Staff recommends awarding Bid #24-MNT-04: Hot Rubber Crack Sealer and Material for Concrete Joint Repair to **Sherwin Industries, Inc., Ersco Construction Supply, PT Products**, 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), availability, and the lead time of the material.

Moved by Commissioner Janes, seconded by Commissioner Morren to **authorize award of bids for the above listed**, as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

Item #16 Comments

➤ Director of Maintenance Roon updated the Board on winter maintenance operations and budget as of January 5, 2024. This season, 3.2 inches of snow has fallen. Since October 1, 2022, the Road Commission has spent \$286,061 or 5 percent of the \$6,300,000 budget. 46 percent of that amount has been spent on equipment, 28 percent on material, and 26 percent on labor.

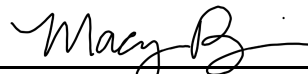
The Michigan Department of Transportation has spent \$504,359 or 13 percent of the \$4,000,000 budget. 26 percent of that amount has been spent on equipment, 15 percent on material, and 59 percent on labor.

➤ Managing Director Byrne stated there will be a professional photographer at KCRC after the January 23 board meeting to take photos of the Board for the updated website.

➤ Managing Director Byrne briefly discussed the media inquiry regarding a fatality on Knapp Street during the month of December and informed the Board that KCRC is reviewing all data and plans to provide a thorough answer. Commissioner VerHeulen thanked staff for their prompt and responsive attention to this matter, as well as other recent requests.

There being no further business to come before the Board, the meeting was adjourned at 8:45 a.m.

Respectfully submitted,



Macy Barcheski, Secretary