

1500 Scribner Avenue, NW
Grand Rapids MI 49504

May 28, 2019

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 Rambo, Chairman at 8:00 o'clock a.m.

Present: Commissioners Rambo, Janes, Medema, Morren, and VerHeulen, Managing Director Warren, Director of Finance Barcheski, and Executive Secretary Martin.

Also present: Deputy Managing Director - Engineering Harrall, Deputy Managing Director - Operations Byrne, Director of Equipment Roose, Assistant Director of Traffic and Safety Wollner, Assistant Director of Finance in charge of Purchasing Wiegerink, Assistant Director of Finance Guerra, and Communications Manager Lamoreaux.

There was no public comment.

The Board discussed minutes of the Board meeting and Closed Session held Tuesday, May 14, 2019.

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

Motion carried by the following vote:

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

Nays: 0.

The disbursements for the check run dated were presented to the Board by Director of Finance Barcheski. She stated Payroll included \$12,800.39 in overtime. The detail of construction estimates are as follows:

Contractor	Project	Amount
Kamminga and Roodvoets, Inc.	Lamoreaux Dr. - Alpine Ave. to West River Drive (estimate #3)	\$ 226,980.98
Strain Electric Company	Traffic signal installation at West River Dr./Division Ave. (estimate #1)	30,494.84
	Traffic signal upgrade at Wolverine Blvd./Kroes St./Courtland Dr. (estimate #2)	128,620.00
	Traffic signal upgrade at Jupiter Ave./Rogue River Dr. (estimate #2)	3,934.00
	Traffic signal upgrade at Vergennes St./Pettis Ave. (estimate #2)	51,550.00
	Traffic signal upgrade at 68 th St./Hanna Lake Ave. (estimate #2)	4,378.44
Superior Asphalt, Inc.	Lincoln Lake Ave. – North City Limits to McPherson St. crush and shape (estimate #1)	280,142.23
	Walker Ave. – North City Limits to 6 Mile Rd. crush and shape (estimate #1)	213,982.80
	Alpine Twp. mill and fill and crush and shape (estimate #1)	151,370.62
	Total	\$1,091,453.91

Director Barcheski stated the General Fund has \$34,396,081.63 remaining after approval of disbursements. Of that amount, \$5,278,413.39 is unavailable operating funds, leaving \$29,117,668.24 in total available operating funds.

Moved by Commissioner Morren, seconded by Commissioner VerHeulen that **Payroll of \$657,508.96, Construction Estimates of \$1,091,453.91, Accounts Payables of \$819,546.48, and Cash Balances and Investments for the check run dated May 17, 2019,** are approved by the Board, and warrants ordered drawn for the same.

Motion carried by the following vote:

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

Nays: 0.

Director Barcheski reviewed for the Financial Statements for April 2019 and answered their questions. The Board thanked Director Barcheski for the revised layout stating it is easier to follow and understand.

The report was received for information.

Managing Director Warren stated that in accordance with Section 12(2) of Act 51, as amended, Kent County Road Commission is eligible for reimbursement of up to \$10,000.00 for Licensed Professional Engineer Services incurred during the period of July 1, 2017 through June 30, 2018.

Commissioner Medema offered the following resolution in regards to reimbursement of engineering costs:

Resolution for

Reimbursement of Engineering Costs

NOW, THEREFORE, BE IT RESOLVED, that the Board of County Road Commissioners of Kent County does hereby request reimbursement in the amount of \$10,000.00 (not to exceed \$10,000.00) for payments made during the period of July 1, 2018, through June 30, 2019, to licensed professional engineers employed or retained by this Commission in accordance with the following:

Section 12(2) of Act 51, as amended.

“Each County Road Commission shall be reimbursed in an amount up to \$10,000.00 per year for the sum paid to a licensed professional engineer employed or retained by the County Road Commission certified by the State Transportation Department as complying with the subsection regarding the employment of an engineer.”

Moved by Commissioner Medema and seconded by Commissioner VerHeulen that the **resolution is adopted and the reimbursement requested** as recommended by Staff.

Motion carried by the following vote:

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

Nays: 0.

Managing Director Warren requested authorization to purchase right-of-way from the Sharon Risky Trust. Deputy Managing Director Harrall stated the Sharon Risky Trust, the owner of three parcels on 84th Street between Kalamazoo Avenue and Breton Avenue, has agreed to sell additional highway easement to accommodate the 84th Street reconstruction scheduled for 2020. Following is the breakdown of each parcel area and the total just compensation of \$6,173.00.00

- a. **2125 84th Street** - A permanent highway easement seventeen-feet by 187-feet (3,178 square feet), was determined by David J. VanStensel as \$0.70 / square foot for an improved residential lot. The **resulting just compensation is \$2,224.00.**

Easement Description A:

A Highway Easement, the exterior Boundary of which is described as:

Commencing at the South 1/4 Corner of Section 16, T05N, R11W Gaines Township, Kent County, MI.; thence S89°26'21"E 654.79 feet along the South line of said Section 16; thence N00°50'49"E 33.00 feet to the Northerly Right of Way Line for 84th Street and the Point of Beginning; thence N00°50'49"E 17.00 feet along the Westerly Property Line; thence S89°26'21"E 186.95 feet along a line parallel with the Northerly Right of Way of 84th Street; thence S00°50'49"W 17.00 feet to the existing Northerly Right of Way; thence along said Right of Way N89°26'21"W 186.95 feet to the Point of Beginning.

Contains 3,178 square feet more or less and is subject to other easements and restrictions of record.

- b. **2180 84th Street** - A permanent highway easement seventeen-feet by 212-feet (3,604 square feet) valued as \$0.36 / square foot for an unimproved parcel with a value of \$1,297.00. In addition, compensation for loss of trees valued at \$1,414.00 results in a **total just compensation of \$2,711.00.**

Easement Description B:

A Highway Easement, the exterior Boundary of which is described as:

Commencing at the North 1/4 Corner of Section 21, T05N, R11W Gaines Township, Kent County, MI.; thence S89°26'21"E 1,111.65 feet along the North line of said Section 21; thence S00°45'32"W 33.00 feet to the Southerly Right of Way for 84th Street and the Point of Beginning; thence S89°26'21"E 212.00 feet along said Right of Way; thence S00°45'32"W 17.00 feet along the Easterly Property Line; N89°26'21"W 212.00 feet along a Line which is parallel with the Southerly Right of Way; thence N00°45'32"E 17.00 feet along the Westerly Property Line to the Point of Beginning. Contains 3,604 square feet more or less and is subject to other easements and restrictions of record.

- c. **2140 84th Street** - A permanent highway easement seventeen-feet by 202-feet (3,439 square feet) valued as \$0.36 / square foot for an unimproved parcel with a **just compensation of \$1,238.00.**

Easement Description C:

A Highway Easement, the exterior Boundary of which is described as:

Commencing at the North 1/4 Corner of Section 21, T05N, R11W Gaines Township, Kent County, MI.; thence S89°26'21"E 909.32 feet along the North line of said Section 21; thence S00°44'47"W 33.00 feet to the Southerly Right of Way for 84th Street and the Point of Beginning; thence S89°26'21"E 202.31 feet along said Right of Way; thence S00°45'32"W 17.00 feet along the Easterly Property Line; S89°26'21"E 202.31 feet along a Line which is parallel with the Southerly Right of Way; thence N00°44'47"E 17.00 feet

along the Westerly Property Line to the Point of Beginning. Contains 3,439 square feet more or less and is subject to other easements and restrictions of record.

Moved by Commissioner Morren and seconded by Commissioner VerHeulen that the Board authorizes Staff to **purchase the above-described right-of-ways** at the **listed total just compensations**, as recommended by Staff.

Motion carried by the following vote:

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

Nays: 0.

Managing Director Warren presented Whistle Cove for preliminary plat approval. Deputy Managing Director Harrall stated Whistle Cove plat is located north of 76th Street and east of Byron Center Avenue in Section 10, Byron Township. This residential plat connects to three existing streets within Whistle Ridge plat and includes thirteen residential lots. The developer is Schout Builders, Inc. and the engineer is Exxel Engineering.

Moved by Commissioner Janes, seconded by Commissioner VerHeulen that the Board **authorizes preliminary plat approval for Whistle Cove plat**, Section 10, Byron Township as recommended by Staff and subject to the following conditions, requirements, and modifications:

- a. At the time the final plat document is submitted for Board action, Proprietor shall provide a current title commit for the parcel to be conveyed that includes all proposed street right of ways for review and evaluation by Staff. Existing encumbrances shall be terminated as required or recommended by Staff.
- b. Proprietor shall acquire termination of encumbrances, easements, restrictions, etc., over, upon, under, etc., in favor of the Board of County Road Commissioners for that part of the plat that includes all proposed streets or

- adjoining the plat. Proprietor shall acquire acceptable subordinations of existing mortgages, etc. in favor of the Board of County Road Commissioners for that part of the plat that includes all proposed streets.
- c. Proprietor shall coordinate with the United States Post Office for the location of mailbox(es) and shall provide written confirmation from the local postmaster or station master confirming that customer mail delivery requirements conform.
 - d. 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.
 - e. Proprietor is advised to refrain from encumbering land proposed to be conveyed to the Board without obtaining prior concurrence from the Deputy Managing Director, Engineering (County Highway Engineer).
 - f. 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.
 - g. Kent County Road Commission promotes Complete Streets, and permits amenities within the public road right-of-way to the extent practical.

Motion carried by the following vote:

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

Nays: 0.

Assistant Director of Finance Wiegerink requested authorization to award bids

as follows:

- a. **Contract #19-57:** Furnish and haul granular material, Class II to 13 Mile Road from Wabasis Avenue to Scranton Avenue, Oakfield Township **awarded to Rusche Trucking, Inc.**, lowest responsive and responsible bidder at a cost of \$5.60 per ton, **total cost of \$42,840.00.**
- b. **Contract #19-58:** Furnish and haul 22A aggregate to 13 Mile Road from Wabasis Avenue to Scranton Avenue, ,

Oakfield Township **awarded to Yellow Rose Transport.**, lowest responsive and responsible bidder at a cost of \$11.95 per ton, **total cost of \$60,228.00.**

Moved by Commissioner Morren, seconded by Commissioner Janes that Staff is **authorized to award the above-listed contracts**, as recommended by Staff.

Motion carried by the following vote:

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

Nays: 0.

Assistant Director of Finance Wiegerink requested authorization to advertise for bids on the following:

- a. Purchase of **one used 6,000 gallon brine trailer** for dust control at the North Complex (**bids to be received on a date to be determined**).
- b. **Contract #19-49:** South Complex, 4949 Tim Dougherty Drive, Grand Rapids, Michigan – pave drive and storage area (**June 6, 2019**).
- c. **Contract #19-61:** Purchase of sixty road weather information systems (RWIS) in a joint bid with the City of East Grand Rapids, City of Grand Rapids, City of Grandville, City of Kentwood, City of Walker, and the City of Wyoming (**bids to be received on a date to be determined**).

Moved by Commissioner VerHeulen, seconded by Commissioner Medema that Staff is **authorized to advertise for bids on the above-listed purchase and contracts with bids to be received at 8:30 o'clock a.m. on the dates listed**, as recommended by Staff.

Motion carried by the following vote:

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

Nays: 0.

Managing Director Warren reviewed the County Road Association's assessment report for the condition of County roads in Michigan and the costs to bring the primary roads up to ninety percent good/fair and the local roads up to sixty percent good/fair. The result is that approximately another two billion dollars are needed for those roads.

Managing Director Warren stated this meeting will be the last meeting for Executive Secretary Martin. She is retiring after almost forty-four years of service.

The Board wished Ms. Martin congratulations and best wishes in her retirement.

At 8:14 o'clock a.m. Chairman Rambo requested a motion to move into Closed Session to consider purchase of real property at 5611 – 68th Street, SE.

Moved by Commissioner Medema, seconded by Commissioner VerHeulen that the Board meet in Closed Session.

Motion carried by the following vote:

Yeas: Commissioners Rambo

Commissioner Janes

Commissioner Medema

Commissioner Morren

Commissioner VerHeulen.

Nays: 0.

The meeting was reconvened at 8:35 o'clock a.m.

It was moved by Commissioner Medema, seconded by Commissioner Morren that **Staff is authorized to negotiate the purchase of real property at 5611 – 68th Street,**

SE at a price up to \$150,000.00, as recommended by Staff. In addition to building demolition costs, there may be costs to remove in-ground fuel tanks since the building was originally a gas station.

Motion carried by the following vote:

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

Nays: 0.

Chairman Rambo stated the Board and Staff at the last meeting that they wanted to meet in a roundtable discussion regarding the Classification and Compensation Study for Administrative Employees. Chairman Rambo summarized the discussions of Board Subcommittee (Chairman and Vice Chairwoman) with Staff on updating the pay grade structure for salaried staff. Options discussed included the paygrade structure presented in the consultant's 2018 Study, factoring-up the existing paygrade structure by 2.25 percent, and various other options in-between. Managing Director Warren explained that implementation of the performance review program according to the existing paygrade structure factored-up by 2.25 percent would increase payroll for salaried staff by approximately \$184,000.00. Implementation of the consultant's paygrade structure would increase salaried payroll by approximately \$62,000.00 more; or a total of \$246,000.00.

During the discussion, Vice Chairwoman Janes left the meeting at 10:15 o'clock a.m. before the vote on the motion due to attend a scheduled meeting.

Motion by Commissioner Morren, seconded by Commissioner Medema that the Board **authorizes the Managing Director to implement the performance review program and salary adjustments at his discretion up to \$246,000.00.**

Motion carried by the following vote:

Yeas: Commissioners Rambo, Medema, Morren, and VerHeulen —4.

Nays: 0.

There being no further business to come before the Board, the meeting was adjourned at 10:45 o'clock a.m.

Respectfully submitted,

Macy D. Barcheski, Secretary