

1500 Scribner Avenue, NW

Grand Rapids, MI 49504

August 13, 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 a.m.

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

Excused: Commissioner Morren.

Also present: Deputy Managing Director - Engineering Harrall, Deputy Managing Director - Operations Byrne, Director of Equipment Roose, Director of Traffic and Safety Haagsma, Assistant Director of Finance in charge of Purchasing Wiegerink, Assistant Director of Finance Guerra, Human Resource Manager Dennis, Employee Safety Coordinator Smith, Communication Manager Lamoreaux and John Morrison.

There was no public comment.

The Board discussed minutes of the Board meeting held Tuesday, July 23, 2019.

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

Motion carried by the following vote:

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

Nays: 0.

Director Barcheski stated there are two check runs for this meeting. The first is dated July 26, 2019 and Payroll for this check run includes overtime of \$35,307.21. Payroll for the check run dated August 9, 2019 included overtime of \$47,627.18. The Construction Estimates for both periods are as follows:

Contractor	Project	July 26, 2019 Amount	August 9, 2019 Amount
Brenner Excavating	100 th Street – Eastern Ave. to Kalamazoo Avenue (estimates #4 & #5)	\$ 92,575.98	\$39,558.95
C. A. Hull Co.	Caledonia Bridge #30 – 100 th St. over the Thornapple River (estimates #1, #2 & #3)	93,942.80	52,995.63
Dean's Landscaping & Excavating, Inc.	Leonard St. and Crahen Ave. intersection realignment (estimates #4 & #5)	80,553.98	91,065.90
Kamminga and Roodvoets, Inc.	Lamoreaux Dr. - Alpine Ave. to West River Drive (estimates #8 & #9)	149,603.49	124,092.09
Michigan Dept. of Transportation	13 Mile Rd. - Kenowa Ave. to Fruit Ridge Ave. (invoice #8)	8,290.04	
	Kraft Ave. – 28 th St. to 36 th St. (invoice #2)	116,179.75	
	13 Mile Rd. – Fruit Ridge to Peach Ridge (invoice #7)	5,285.02	
	Caledonia Trail Phase 1B (invoice #3)	53,168.77	
	FM Pioneer Trail Phase 2 (estimate #2)	9,149.00	
	Paul Henry Thornapple Trail (Dutton Spur) (invoice #2)	4,117.15	
Michigan Paving & Materials	Thornapple River Dr. - Fase St. to Cascade Rd. (estimates #1 & #2)	323,760.31	244,362.66
Rieth-Riley Construction	Freeport Ave. – 108 th St. to 84 th St. (estimate #1)	277,918.73	
	Cascade Rd. – Forest Hill Ave. to Spaulding Ave. (estimate #2)	3,324.94	
	Cascade Township mill & fills (estimates #1 & #2)	197,519.76	238,315.03
Strain Electric Company	Traffic Signal Upgrade – 36 th St. and Cascade Rd. (estimate #4)		88,095.60
	Traffic Signal Upgrade – 68 th Street and Hanna Lake Ave. (estimate #4)		84,696.00
Superior Asphalt	Whitneyville Ave. – 66 th St. to 48 th St. (estimates #2 & #3)	274,465.47	30,684.20
	13 Mile Rd. – Peach Ridge Ave. to M-37 (estimate #2)		9,237.40
	Total	\$1,689,855.19	\$1,003,103.46

Director Barcheski stated the General Fund has \$22,213,720.90 remaining after approval of disbursements. Of that amount, \$4,960,879.93 is unavailable operating funds, leaving \$27,174,600.83 in total available operating funds.

Moved by Commissioner Janes, seconded by Commissioner VerHeulen that **Payroll of \$754,858.59, Construction Estimates of \$1,689,855.19, Accounts Payables of \$1,619,882.45, and Cash Balances and Investments for the check run dated July 26, 2019, and Payroll of 764,479.00, Construction Estimates of \$1,003,103.46, Accounts Payables of \$1,731,603.74, and Cash Balances and Investments for the check run dated August 9, 2019,** are approved by the Board, and warrants ordered drawn for the same.

Motion carried by the following vote:

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

Nays: 0.

Director Barcheski reviewed for the Board the Michigan Transportation Fund revenues that were collected in June and received in August. She stated the funds received were \$4,092,398.00, a variance of \$33,730.00 above budget. To date, receipts are 6.6 percent over what was received last year at this time.

The report was received for information.

Managing Director Warren requested authorization to schedule a Public Hearing for FY2020 Operating Budget.

Moved by Commissioner Medema, seconded by Commissioner Janes that Staff is authorized to **schedule a Public Hearing for FY2020 Operating Budget on September 10, 2019 at 8:00 a.m.**, as recommended by Staff.

Motion carried by the following vote:

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

Nays: 0.

Managing Director Warren requested authorization to sign and execute the Contract Agreement with the Michigan Department of Transportation for the Knapp Street pavement replacement project from the east City Limit to East Beltline Avenue, Sections 10 & 15, Grand Rapids Township.

Deputy Managing Director Harrall stated the Knapp Street asphalt pavement replacement project between the east City Limit to East Beltline Avenue is included in MDOT's August 9, 2019 bid letting. This 2020 project includes cold milling the existing asphalt pavement, placing 2 courses of new HMA and upgrading existing guardrails. The estimated project construction cost is \$610,400. Funding includes \$474,925 STP Urban funds with the remaining \$135,475 local match funds by KCRC.

This project will not be completed in the current fiscal year. Staff is recommending the project be deferred to spring 2020.

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 HMA resurfacing work along Knapp Street from east City limits of Grand Rapids to the East Beltline (M-44), Job Number 202881CON.

**Resolution for
HMA Resurfacing work along
Knapp Street from East City Limits of Grand Rapids to the East Beltline (M-44)
Job Number 202881CON**

WHEREAS, Federal Funds are available for the HMA resurfacing work along Knapp Street from east City limits of Grand Rapids to the East Beltline (M-44), 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 Mark E. Rambo, Chairman of the Board of the Kent County Road Commissioners of the County of Kent, Michigan, and Steven A. Warren, Managing Director are hereby authorized to execute said Agreement for and on behalf of the Board.

Moved by Commissioner Medema and supported by Commissioner VerHeulen that the Board **adopt the resolution and sign and execute the Agreement for the HMA resurfacing work along Knapp Street from east City limits of Grand Rapids to the East Beltline (M-44) with Federal**, as recommended by Staff.

Motion carried by the following vote:

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

Nays: 0.

Managing Director Warren requested authorization to execute an easement with Consumers Energy to access and serve the County 911 Tower on the east side of Cumberland Avenue, Section 33, Vergennes Township.

Deputy Managing Director Harrall stated Consumers Energy Company is requesting an easement for the installation and maintenance of electric facilities required to provide electric service to the Kent County 911 Emergency Tower, currently under construction within Kent County Road Commission's Helmus Pit property, located east of Cumberland Avenue and south of Vergennes Street in Section 33, Vergennes Township.

Staff has reviewed the easement location with representatives of Consumers Energy, as well as the easement document provided by Consumers Energy and recommends approval.

Moved by Commissioner Janes, seconded by Commissioner Medema that the Board **authorizes an easement to Consumers Power for the installation and maintenance of electric facilities required to provide electric service to the Kent County 911 Emergency Tower, Section 33, Vergennes Township, as recommended by staff.**

Motion carried by the following vote:

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

Managing Director Warren requested authorization for one staff to attend the Midwest Bridge Preservation Partnership annual meeting in Bismarck, North Dakota, October 15-17, 2019, with travel expenses allowed.

Moved by Commissioner Janes, seconded by Commissioner Medema that one Staff (Deputy Managing Director Harrall) is **authorized to attend the Midwest Bridge Preservation Partnership annual meeting in Bismarck, North Dakota, October 15-17, 2019, with travel expenses allowed,** as recommended by Staff.

Motion carried by the following vote:

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

Nays: 0.

Managing Director Warren requested authorization for one staff to attend the Driving Innovation Forward Conference in Kansas City, Missouri, October 23-24, 2019 with travel expenses allowed.

Moved by Commissioner VerHeulen, seconded by Commissioner Medema that one Staff (Director of Equipment Roose) is **authorized to attend the Driving Innovation Forward Conference in Kansas City, Missouri, October 23-24, 2019 with travel expenses allowed**, as recommended by Staff.

Motion carried by the following vote:

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

Nays: 0.

Managing Director Warren requested authorization to award bids on the following:

- a. Purchase of eight (8) **six foot side mounted wing plows** for installation on new single axle cab and chassis trucks

Staff is recommending the award of this bid to **Truck & Trailer Specialties Inc.**, Dutton, Michigan, the only bidder, at a cost of **\$6,551.00 each** for a six foot side mounted plow for a total cost of **\$52,408.00** to be approved by the Board for eight wing plows.

- b. Purchase of one (1) **V-Box material spreader with pre-wet system** for installation on a new single axle cab and chassis truck

Staff is recommending the Board's to award of this bid to **Truck & Trailer Specialties Inc.**, Dutton, Michigan, lowest responsive and responsible bidder at a total cost of **\$17,849.00**.

- c. Purchase of eight (8) **dump bodies and hoist assemblies** for installation on the new single axle cab and chassis trucks

Staff is recommending the Board's approval to purchase eight (8) dump bodies and hoist assemblies for installation on new single axle cab and chassis trucks to **Arista Truck Systems**, Grand Rapids, Michigan, lowest responsive and responsible bidder at a cost of **\$16,658.00 per** dump body and hoist assembly for a total cost of **\$133,264.00** for eight systems.

- d. Purchase of nine (9) **electronic ground speed oriented controllers** (controls the material being spread) for installation on the new cab and chassis trucks – single axle (8) and five axle (1)

Staff is recommending the Board's approval to purchase nine (9) electronic ground speed oriented controllers for installation on new single axle cab and chassis trucks to the only bidder, **Truck & Trailer Specialties Inc.**, Dutton, Michigan, at a cost of **\$2,804.00 per** system for a total cost of **\$25,236.00** for nine systems.

- e. Purchase of nine (9) **hydraulic systems** (operates the dump body, underbody scrapers, and spreader systems), for installation on the new cab and chassis trucks – single axle (8) and five axle (1)

Staff is recommending the award of the bid to purchase nine (9) hydraulic systems to **Heights Truck Equipment**, Williamsburg, Michigan, lowest responsive and responsible bidder at a cost of **\$7,294.80 per system** for the single axle trucks, total cost of **\$58,358.40** for eight systems and at a cost of **\$9,837.75 per system** for the five axle truck for a total cost of **\$68,196.15** to be approved by the Board.

- f. Purchase of nine (9) **hydraulic underbody truck scrapers** for installation on the new cab and chassis trucks – single axle (8) and five axle (1)

Staff is recommending the Board's approval to award the bid to purchase nine (9) hydraulic underbody truck scrapers for installation on new single axle cab and chassis trucks to **Truck & Trailer Specialties Inc.**, Dutton, Michigan, lowest responsive and responsible bidder at a cost of **\$8,329.00** each, for a total cost of **\$74,961.00** for nine.

- g. **Contract #19-50:** Remove and replace the air handlers at the Central Complex office, 1500 Scribner Avenue NW, Grand Rapids, Michigan

Staff recommends the Board's approval to award Contract #19-50 to **B & V Mechanical Inc.**, Wyoming, Michigan, lowest responsive and responsible bidder at a total cost of **\$48,085.00**.

- h. **Contract #19-60:** Removal of the chimney at the Central Complex – 1500 Scribner Avenue NW, Grand Rapids, Michigan

Staff recommends the Board's approval to award Contract #19-60 to **Walsh Construction Company, Inc.**, Grand Rapids, Michigan, lowest responsive and responsible bidder at a total cost of **\$21,800.00**.

- i. Purchase of one (1) **Truck cab and chassis with aerial lift and platform** for the Sign Shop

As part of the Kent County Road Commission's Purchasing Procedures and Policies, purchases may be made through cooperative ventures / alliances with other governmental agencies, when it is in the best interest of the Road Commission.

Kent County Road Commission is a member of the State of Michigan's MiDEAL purchasing program and takes advantage of all governmental pricing when applicable. Altec

Industries Inc. has a current contract with the State of Michigan's MiDEAL program for various truck configurations with aerial lifts.

Therefore, Staff is recommending the Board's authorization to purchase one (1) from **Altec Industries Inc.**, Waterford, Michigan, off MiDEAL Contract #071B7700167 for a total cost of **\$143,263.00**.

Moved by Commissioner Janes, seconded by Commissioner Medema that Staff is **authorized to award bids** as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

Managing Director Warren stated the Kent County Road Commission had a very successful Summerfest Picnic. It was held at Townsend Park in Cannonsburg with beautiful weather. Thanks to all the employees that worked hard to put it together.

Managing Director Warren stated that some employees will be receiving official FAA drone training. Deputy Managing Director Harrall said a drone would be very beneficial for bridge inspections, project constructions, soil erosion and sedimentation control inspections, checking on Kent County Road Commission properties and for high or hard to reach areas. It can also be used for aerial photography with the right software and cameras. He stated we will be purchasing a drone and it will be in the upcoming budget.

Deputy Managing Director Harrall stated that Rieth-Riley Construction is on strike and has not resolved their labor argument. Kent County Road Commission however, is in a good situation and there should be no delays on the Byron Center Avenue and the Lamoreaux Drive projects.

Managing Director Warren and Staff recapped the Strategic Plan for the Board that includes the new objectives and staffing needs.

Managing Director Warren presented the revised Vision Statements for the Kent County Road Commission as follows:

1. Maintain 90% good/fair condition on primary road network.
2. Sustain local road cost sharing program with townships.
3. Eliminate seasonal weight restrictions on Economic Support Network (300+ miles).
4. Consider context sensitive design solutions in collaboration with township/community partners.
5. Support dynamic development of automated vehicles and seamless integration of technology along the network.
6. Cultivate highly qualified and diverse workforce.

Managing Director Warren stated there is a staffing need. Currently there are 240 full-time employees and an immediate need for 25 more employees.

Director of Finance Barcheski stated a new objective for the Finance Department is to fully fund pension and OPEB liabilities. The second objective is to analyze risk and quantify the fund balance need. The last objective is to match financial reporting to operational plans and provide greater value to customers.

Staffing needs for the Finance Department is a new IT Manager position and a new Accountant position.

Deputy Managing Director Harrall stated a new objective is to preserve primary road conditions and expand the Economic Support Network through implementation of the Long Range Plan.

- Monitor the performance of completed road and bridge improvements.
- Maximize the number of lane mile in improvements per year by emphasizing pavement treatments.
- Maintain zero percent (0%) "Structurally Deficient" bridges as defined by the Federal Highway Administration.

Staffing needs for the Engineering Department is to fill the vacant positions of Permit Manager and Assistant Project Engineer and add a new Environmental Specialist.

Deputy Managing Director Byrne stated a new objective for local roads is to sustain the Local Cost-Sharing Program by matching available township contributions within constraints of the annual budget.

Staffing needs for the Maintenance Department for local roads is to fill the vacant position of Local Road Manager and to hire three new Inspectors.

Deputy Managing Director Harrall stated the new objective for road and bridge assets is to maintain them in a state of good repair within the constraints of available financial resources in accordance with the following levels of priority: Level I – Critical; Level II – High; Level III – Preventative

Deputy Managing Director Byrne stated the new objective for routine maintenance is to dedicate 25% of 2015 Transportation Funding Package increase to routine maintenance.

The new objective for winter maintenance is to maintain current levels of service during winter operations on the county road network.

- Complete winter maintenance operations on the county road network.
- Serve largest number of motorists as quickly as possible during winter storms, balance quality with quantity.
- Work cooperatively with Michigan Department of Transportation to maintain Kent County's trunklines in accordance with state

maintenance contract to achieve balance between winter and non-winter operations.

Staffing needs for routine and winter maintenance are 2 new Supervisors, 10 new Drivers and to fill the vacant position of Administrative Specialist.

Director of Traffic and Safety Haagsma stated his new objectives are 1) maintain a system-wide crash analysis process; 2) maintain signs, signals and pavement markings consistent with state and federal regulations to the maximum extent possible with available resources; 3) support the dynamic development of Intelligent Transportation Systems including automated vehicles; 4) utilize Complete Streets Policy to guide future corridor improvements in cooperation with local units of government; and 5) participate in the updating of Metropolitan Non-Motorized Transportation Plan.

Director of Traffic and Safety Haagsma stated another new objective deals with trails. He would like to collaborate with trail owners to determine appropriate traffic control where non-motorized trails interact with county roads.

- Inventory existing non-motorized trails.
- Assess operational characteristics that impact trail design, use and signage.

There are no additional staffing needs for Traffic and Safety at this time.

Director of Equipment Roose stated his objective is to adopt a Capital Improvement Program for Kent County Road Commission equipment and facilities.

- Implement Capital Improvement Schedule for Kent County Road Commission complexes.
- Implement a replacement schedule for fleet, analyze data to determine best strategies.
- Continue cost/benefit analysis and financing options for new Central Complex facility at Walker View.

Staffing needs for facilities and equipment is a new mechanic for the South Complex.

Human Resource Manager Dennis stated his objectives are 1) maintain staffing levels consistent with increased demand for services, both within the organization and the community at large; 2) evaluate Kent County Road Commission's competitiveness in retaining and recruiting qualified individuals; 3) ensure that Kent County Road Commission is developing individuals to assume key leadership positions within the organization and 4) develop and enhance Kent County Road Commission policy and procedures with a revised handbook to incorporate updates to laws and regulations.

Staffing needs for human resources and administration is an additional Human Resource Specialist.

The first Employee Safety objective is to evaluate Kent County Road Commission's current safety procedures and training to create and sustain a safe and secure work environment for all employees.

- Prioritize training to improve employee's knowledge and awareness of safety practices and procedures.

The second is to enlist supervisors and veteran employees to serve as safety liaisons to model safe practices and promote Kent County Road Commission's safety culture. The third objective is to conduct employee injury Root Cause Analysis in connection with Job Hazard Analysis to enhance Standards of Procedures.

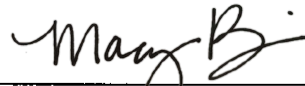
The Communications objective is to enhance effective and responsive communication by maintaining consistent messaging and branding to improve multi-platform outreach and encourage engagement.

- Align messaging with Kent County Road Commission's strategic objectives in accordance with the organization's mission, vision, and values.
- Incorporate metrics to evaluate effectiveness of outreach and adapt tactics as needed to achieve objective.

The Board and Staff reviewed and discussed the Vision Statements and Strategic Objectives. The budget and the staffing needs will be discussed at the next Board meeting.

There being no further business to come before the Board, the meeting was adjourned at 10:15 o'clock a.m.

Respectfully submitted,



Macy D. Barcheski, Secretary