

1500 Scribner Avenue, NW

Grand Rapids, MI 49504

September 10, 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, Chair at 8:00 a.m.

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

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 and Communication Manager Lamoreaux.

Item #2 Public Hearing – FY20 Budget

At 8:01 a.m., it was moved by Commissioner VerHeulen, seconded by Commissioner Janes that the Board **adjourn the regular meeting** of the Board of County Road Commissioners of the County of Kent **to conduct a Public Hearing on the proposed FY20 Operating Budget.**

Motion carried by the following vote:

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

Nays: 0.

It was moved by Commissioner Janes, seconded by Commissioner VerHeulen that the **regular meeting** of the Board of Road Commissioners of the County of Kent is **reconvened** at 8:12 a.m.

Motion carried by the following vote:

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

Nays: 0.

Item #3 Public Comment

There was no public comment.

Item #4 Approval of Minutes

The Board discussed minutes of the Board meeting held Tuesday, August 27, 2019.

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

Motion carried by the following vote:

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

Nays: 0.

Item #5 Disbursements and Cash Balances

The disbursements for the check run dated September 6, 2019 were presented to the Board by Director of Finance Barcheski. She stated Payroll included \$41,270.72 in overtime. The detail of construction estimates are as follows:

Contractor	Project	Amount
Brenner Excavating	100 th Street – Eastern Ave. to Kalamazoo Avenue (estimate #7)	\$13,489.05
Kamminga and Roodvoets, Inc.	Lamoreaux Dr. - Alpine Ave. to West River Drive (estimate #10)	369,643.76
Rieth-Riley Construction	Freeport Ave. – 108 th St. to 84 th St. mill and fill (estimate #2)	7,446.00
	Cascade Twp. mill and fill (estimate #3)	670,259.14
	Rix St. and Bronson St. mill and fill (estimate #2)	228.00
Strain Electric Company	Traffic signal upgrade at 68 th St. and Hanna Lake Ave. (estimate #5)	825.00
Superior Asphalt, Inc.	Whitneyville Ave. - 66 th St. to 48 th St. crush and shape (estimate #4)	6,969.67
	13 Mile Rd. – Peach Ridge Ave. to M-37 mill and fill and crush and shape (estimate #3)	1,350.00
	Grand Rapids Twp. mill and fill (estimate #2)	83,820.26
	Byron Twp. mill and fill (estimate #2)	171,433.68
	Gaines Twp. mill and fill (estimate #1)	382,114.64
	Total	\$1,707,579.20

Director Barcheski stated the General Fund has 19,641,251.20 remaining after approval of disbursements. Of that amount, \$4,772,355.63 is unavailable operating funds, leaving \$14,868,895.57 in total available operating funds.

Moved by Commissioner Morren, seconded by Commissioner VerHeulen that **Payroll of \$717,793.26, Construction Estimates of \$1,707,579.20, Accounts Payables of \$1,789,568.82, and Cash Balances and Investments for the check run dated September 6, 2019** is 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.

Item #6 **Michigan Transportation Fund**

Director Barcheski reviewed the Michigan Transportation Fund revenues that were collected in July 2019 and received in September 2019. This is the tenth payment in 2019. She stated the funds received were \$3,753,217.00, a favorable variance of \$244,773.00 more than what was budgeted. To date, receipts are up 6.5 percent over this time last year.

The report was received for information.

Item #7 **Fund Balance Policy**

Managing Director Warren requested Director Barcheski review the Fund Balance Policy for the Board.

Director Barcheski reviewed the proposed Fund Balance Policy and explained that KCRC will strive to maintain an unassigned fund balance of not less than 33% (four months) of a three-year average of regular operating expenditures per the Board's comments from the previous meeting.

Moved by Commissioner VerHeulen, seconded by Commissioner Medema to **adopt the Fund Balance Policy**, as recommended by Staff.

Motion carried by the following vote:

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

Nays: 0.

Item #8 **Award of Bid**

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

- a. **Contract #19-67:** Wealthy Street over US-131, City of Grand Rapids, brush block and barrier wall repair work for the Michigan Department of Transportation

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

Staff recommends the Board's approval to award **Contract #19-67**: Wealthy Street over US-131, City of Grand Rapids, be awarded to **Diversco Construction Company, Inc.**, Grand Rapids, Michigan, lowest responsive and responsible bidder at a total contract cost of **\$238,940.00**.

Moved by Commissioner Morren, seconded by Commissioner Janes to **authorize award of bid** as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

Item #9 **Advertise for Bids**

Managing Director Warren requested authorization to advertise for bids on the following:

1. Purchase of **one 6,000 gallon brine trailer** for dust control for the North Complex

Moved by Commissioner Morren, seconded by Commissioner Janes that staff is **authorized to advertise for bids on the above-listed purchase with bids to be accepted until 8:30 a.m. on October 3, 2019.**

#10 **Comments**

➤ Managing Director Warren stated the Michigan Legislature is working on the FY20 budget, which does not currently include agreement on a long-term funding increase for roads.

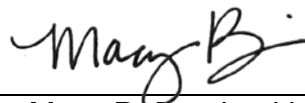
➤ Managing Director Warren stated that the service swards are scheduled for October 8 at the Central Complex, October 9 at the South Complex and October 10 at the North Complex all beginning at 7:00 a.m.

➤ Chair Rambo announced that there will be a facilitated session in November involving the full Board and Management Team to develop revised Vision and Mission Statements.

➤ Commissioner VerHeulen stated he received an inquiry from a resident about speed limits along Byron Center Avenue and referred the resident to Traffic and Safety Director Haagsma. Commissioner VerHeulen said that Director Haagsma's response to the resident was quick, professional and courteous and that it reflects on the whole team at KCRC.

There being no further business to come before the Board, the meeting was adjourned at 8:37 a.m.

Respectfully submitted,



Macy D. Barcheski, Secretary