

1500 Scribner Avenue, NW

Grand Rapids, MI 49504

September 24, 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, Medema, Morren and VerHeulen, Managing Director Warren, Director of Finance Barcheski and Executive Secretary Luneke.

Excused: Commissioner Janes.

Also present: Deputy Managing Director - Engineering Harrall, Deputy Managing Director - Operations Byrne, Director of Traffic and Safety Haagsma, Assistant Director of Traffic and Safety Wollner, Assistant Director of Finance in charge of Purchasing Wiegerink, Employee Safety Specialist Smith and Communication Manager Lamoreaux.

Item #2 Public Comment

There was no public comment.

Item #3 Approval of Minutes

The Board discussed minutes of the Board meeting held Tuesday, September 10, 2019.

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

Motion carried by the following vote:

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

Nays: 0.

Item #4 Adopt 2020 Budget

Managing Director Warren requested authorization to adopt the 2020 Budget.

The Public Hearing was held September 10, 2019.

Commissioner Morren offered the following resolution regarding adoption of the 2020 Budget.

**RESOLUTION
2020 KENT COUNTY ROAD FUND
GENERAL APPROPRIATIONS ACT**

BE IT RESOLVED that the 2020 Kent County Road Fund General Appropriations Act shall be and is hereby approved in accordance with the attached documents setting forth the Revenues, Expenditures, and the projected Fund Balance at End of Year for the Fiscal Year 2020.

BE IT FURTHER RESOLVED that for the Fiscal Year 2020, the Managing Director shall be and is hereby appointed as the Chief Administrative Officer and Administrative Officer for the Board of County Road Commissioners of the County of Kent in accordance with Sections 2b(3)(g) and 2a(1) of the Michigan Uniform Budgeting and Accounting Act.

BE IT FURTHER RESOLVED that for the Fiscal Year 2020, the Director of Finance shall be and is hereby appointed as the Fiscal Officer for the Board of County Road Commissioners of the County of Kent in accordance with Section 2c(2) of the Michigan Uniform Budgeting and Accounting Act.

BE IT FURTHER RESOLVED that the Chief Administrative Officer shall be and is hereby authorized to:

- a) Adjust the budget at fiscal year-end if necessary to increase budgeted expenditure and revenue accounts regarding Michigan Department of Transportation-contracted Federal and State aid projects; and
- b) To transfer line item amounts approved in the General Appropriations Act to another line item without prior approval; but any transfers between line items are subject to the approval of the Board of County Road Commissioners at their next regular Board meeting; and
- c) To transfer up to 50% from the Primary Road Fund to the Local Road Fund; and
- d) To transfer up to fifteen percent (15%) from the Local Road Fund to the Primary Road Fund; and
- e) Assign fund balance in accordance with the Governmental Accounting Standards Board (GASB) Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions:
 - Non-spendable fund balance – will represent all inventory, prepaid amounts, and non-current receivables
 - Restricted fund balance – limitations imposed by external sources such as creditors (through debt covenants), grantors, contributors, or laws or regulations of other governments; or imposed by law through constitutional provisions or enabling legislation
 - Committed fund balance – as designated by the Board of County Road Commissioners
 - Assigned fund balance – amounts intended for a specific purpose (expressed intent, neither restricted nor limited)
 - Unassigned fund balance – fund balance that cannot be classified above

BE IT FURTHER RESOLVED that the Director of Finance shall be and is hereby authorized to perform the above described actions in the absence of the Chief Administrative Officer, subject to approval of the Chief Administrative Officer upon his return to duty or when appropriate, and subject to the approval of the Board of County Road Commissioners at their next regular Board meeting.

Moved by Commissioner Morren, seconded by Commissioner VerHeulen that the **resolution is adopted, as well as the 2020 Budget**, as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

Item #5 Disbursements and Cash Balances

The disbursements for the check run dated September 20, 2019 were presented to the Board by Director of Finance Barcheski. She stated Payroll included \$20,453.46 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 #12)	\$78,287.57
Michigan Department of Transportation	44 th St. and Patterson Ave. (invoice #2)	59,534.26
	Byron Center Ave. – 92 nd St. to 84 th St. (invoice #2)	59,065.34
	Caledonia Trail Phase 1B (invoice #5)	168,549.26
	FM Pioneer Trail Phase 2 (invoice #4)	14,074.98
	Algoma Bridge #52 (invoice #1)	22,576.19
Superior Asphalt, Inc.	Byron Twp. mill and fill (estimate #3)	2,235.00
	Total	\$404,322.60

Director Barcheski stated the General Fund has 21,350,529.54 remaining after approval of disbursements. Of that amount, \$5,740,787.56 is unavailable operating funds, leaving \$15,609,741.98 in total available operating funds.

Moved by Commissioner Morren, seconded by Commissioner VerHeulen that **Payroll of \$676,251.22, Construction Estimates of \$404,322.60, Accounts Payables of**

\$1,577,390.33, and Cash Balances and Investments for the check run dated September 20, 2019 is approved by the Board, and warrants ordered drawn for the same.

Motion carried by the following vote:

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

Nays: 0.

Item #6 Financial Statements

Director Barcheski reviewed for the Board the August 2019 Financial Statements.

The report was received for information.

Item #7 2019 Budget – Amendment No. 5

Managing Director Warren requested authorization to amend the 2019 Budget. He stated that the Amendment transfers funds between various line items, most significant of which are additional resources for the pavement preservation program. Director Barcheski reviewed the recommended budget amendment. This is the final amendment for the year 2019.

Moved by Commissioner VerHeulen, seconded by Commissioner Morren that **2019 Budget Amendment No. 5 is adopted by the Board**, as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

Item #8 Fund Balance

Managing Director Warren requested action to commit \$5,125,000 of the Fund Balance for a new Central Complex.

Moved by Commissioner VerHeulen, seconded by Commissioner Morren to **commit \$5,125,000 of the Fund Balance for a new Central Complex**, as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

Item #9 Purchase of Right-of-Way

Managing Director Warren requested authorization to purchase right-of-way.

Deputy Managing Director Harrall stated that Craig and Lois Timmer, the owners of 2143 84th Street between Kalamazoo Avenue and Breton Avenue, have agreed to sell additional highway easement to accommodate the 84th Street reconstruction scheduled for 2020. The compensation is based on a permanent highway easement 10 feet by 149 feet (1,495 sft.) valued at \$0.70 / sft. for an improved parcel with a land value of \$1,047.00.00. In addition, compensation for loss of trees valued at \$3,276.00 results in a **total just compensation of \$4,323.00**.

Easement Description:

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 841.75 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 10.00 feet along the Westerly Property Line; thence S89°26'21"E 149.55 feet along a line parallel with the

Northerly Right of Way of 84th Street; thence S00°50'49"W 10.00 feet to the existing Northerly Right of Way; thence along said Right of Way N89°26'21"W 149.55 feet to the Point of Beginning. Contains 1,495 square feet more or less and is subject to other easements and restrictions of record.

Moved by Commissioner Morren and seconded by Commissioner Medema that **staff is authorized to purchase the above-described right-of-way**, as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

Item #10 Advertise for Bids – When Needed

Assistant Director Wiegerink requested authorization to permit staff to advertise for bids, when needed, for the Township Minor Construction, Local and Primary Road Surface Treatments, and miscellaneous Michigan Department of Transportation projects with the Board approving the specific contract, as the bids are taken.

- a. **Furnish and haul various road materials** (gravel, limestone, etc.) **to local roads** as determined by the Township's signed 2019 Minor Construction Work Orders
- b. **Local road reconstruction and resurfacing projects** (crush and shape, mill and fill, HMA paving, etc.) as determined by the Township's signed 2020 Local Road Work Orders
- c. **Primary road reconstruction and resurfacing projects** (crush and shape, mill and fill, HMA paving, etc.) as determined by the Engineering and Maintenance Division's 2020 Primary Road Work Orders.
- d. **Miscellaneous projects on State Trunklines in 2020**, as determined by the Michigan Department of Transportation

Moved by Commissioner Morren, seconded by Commissioner Medema that staff **is authorized to advertise for bids on the above, when needed, with bids to be accepted until 8:30 a.m. on dates to be determined**, as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

Item #11 Award of Bids

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

- a. Purchase of **two (2) live bottom dump body spreaders with material cross conveyors** for installation on new single axle cab and chassis trucks

Staff is recommending the award of this bid to **Truck And Trailer Specialties, Inc.**, Dutton, Michigan, the only bidder able to meet specifications and requirements at a cost of \$28,733.00 each, for the live bottom dump bodies and at a cost of \$7,697.00 each, for the cross conveyors for a total cost of **\$72,860.00** to be approved by the Board.

- b. **Contract #20-01:** Trucking of various materials (example – asphalt, sand, gravel and snow), as required from Primary and Local Roads and State Trunklines for 2020

Staff is recommending that Contract #20-01 be awarded to **“All Bidders”**, contracting in the best interest of the Road Commission and taking into consideration:

- Hourly Rate
 - Project Location
 - Availability of type of equipment needed upon request from the Maintenance Division
- c. **Contact #20-03:** Furnish and haul aggregate for bituminous chip seal program for 2020

The majority of what the Maintenance Department uses is slag and will be using some trap rock and natural aggregate for the chip seal program depending on the classification of the road and the application process.

Staff is recommending that Contract #20-03 be awarded to the following suppliers for the following aggregate products as specified:

To **Yellow Rose Transport**, Grandville, Michigan, lowest responsive and responsible bidder, for the slag aggregate based on an average price of **\$34.50 per ton**.

To **Yellow Rose Transport**, Grandville, Michigan for the CS-TM trap rock for Kent County Road Commission at an average cost of **\$49.22 per ton** and to **Fisher Transport**, Mt. Pleasant, Michigan, for Montcalm County Road Commission at an average cost of **\$43.40 per ton**.

To **Stoneco of Michigan**, Middleville, Michigan for the natural aggregate, as needed at a cost of **\$24.50 per ton delivered** and at a cost of **\$21.00 per ton picked up** at the supplier's pit on 100th Street.

Each agency shall issue their own purchase order / contract agreement for the chip seal aggregates, as required.

- d. **Contract #20-04:** Removal of one (1) building and three (3) Accessory Buildings at 5611- 68th Street SE, Caledonia Township

Staff recommends the Board's approval to award Contract #20-04 to **JMB Demolition LLC**, Zeeland, Michigan, lowest responsive and responsible bidder, meeting all the requirements, at a total cost of **\$15,900.00**.

- e. **Contract #20-05:** Removal of trees in the road right-of-way on primary and local roads in the northern Townships of Kent County.

Staff is recommending that Contract #20-05 be awarded to **West Michigan Tree Services**, Grand Rapids, Michigan, lowest responsive and responsible bidder, at the following costs:

Area 1 – Algoma, Sparta & Tyrone Townships	\$31,560.00 for 103 trees
Area 2 – Plainfield, Cannon, Courtland & Nelson Townships	\$39,045.00 for 94 trees
Area 3 – Grattan, Oakfield & Spencer Townships	\$34,335.00 for 99 trees

Maintenance staff will oversee this contract and will work with West Michigan Tree Services adjusting and or adding trees as needed and pricing will be based on the following bid prices:

2”-8” diameter trees	\$50.00 each
9’-19” diameter trees	\$221.00 each
20”-30” diameter trees	\$465.00 each
31” or larger trees	\$1,195.00 each

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

Motion carried by the following vote:

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

Nays: 0.

Item #12 Advertise for Bids

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

- a. Purchase of **one (1) half-ton 4 x 4 extended cab pickup** for the Road Patrol
- b. Purchase of **three (3) half-ton 4 x 4 pickups** for the Maintenance and Engineering Departments
- c. Purchase of **seven (7) one ton trucks** for the Maintenance Department
- d. Purchase of **three (3) front mounted one way and v-type plow** to be used on single axle plow trucks
- e. Purchase of **2018-2020 requirements of sand, 2NS for ice control**, as needed
- f. **Contract #20-06:** Furnish and haul road materials (aggregate, limestone and sand) to one local road in Solon Township
- g. **Contract #20-07:** Replacement of existing boiler system with a new unit at the North Complex Office, 11777 White Creek Avenue, Cedar Springs, Michigan

Moved by Commissioner Medema, seconded by Commissioner VerHeulen that staff is **authorized to advertise for bids on the above listed purchases with bids to be accepted until 8:30 a.m. on the date to be determined** and as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

Item #13 **Comments**

➤ Managing Director Warren stated the Kent County Road Commission was recently recognized by CRASIF for accomplishments in employee safety.

➤ Deputy Managing Director Harrall updated the Board regarding the status of primary road projects, as well as bridge and culvert preservation projects.

- Reconstruction: Target– 20 Lane Miles
Actual – 47 Lane Miles
- Resurfacing: Target – 5 Lane Miles
Actual – 12 Lane Miles
- Preservation: Target – 163 Lane Miles
Actual – 188 Lane Miles

Director Harrall stated the target, actual and projected lane miles for primary roads are as follows:

- 188 Target Lane Miles
247 Actual Lane Miles
257 Projected Lane Miles

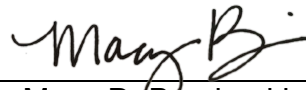
➤ Assistant Director of Safety and Traffic updated the Board regarding the status of the safety projects.

➤ Deputy Managing Director Byrne updated the Board regarding the status of local roads.

- Reconstruction: 57 Lane Miles
- Asphalt Resurfacing: 13 Lane Miles
- Gravel Roads: 4 Lane Miles
- Preservation: 148 Lane Miles
- Contractor Paving: 134 Lane Miles
- Culvert Replacements: 75
- Pavement Repairs: 6,500 tons of asphalt
150,000 tons of crack seal
500,000 tons of hot mastic
- Tree Removal: 1,000 trees
10,000 hours – Sheriff's Department
Correctional Crews

There being no further business to come before the Board, the meeting was adjourned at 9:22 a.m.

Respectfully submitted,



Macy D. Barcheski, Secretary