

1500 Scribner Avenue, NW

Grand Rapids, MI 49504

February 11, 2020

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 Traffic and Safety Haagsma, Director of Building and Equipment Roose, Assistant Director of Finance in charge of Purchasing Wiegerink, Assistant Director of Finance Guerra, Human Resource Coordinator Nanzer, Communications Manager Lamoreaux and James Moyer, Owner's Representative.

Item #2 Public Comment

There was no public comment.

Item #3 Approval of Minutes

The Board discussed minutes of the Board meeting held Tuesday, January 28, 2020.

Commissioner Rambo stated on page 5 the minutes read that Commissioner Janes abstained from two votes. Commissioner Janes was not present, therefore did not vote.

Moved by Commissioner VerHeulen, seconded by Commissioner Morren that the **minutes be approved with strike outs on page 4 and 5 of Commissioner Janes abstaining from the votes.**

Motion carried by the following vote:

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

Nays: 0.

Item #4 Disbursements and Cash Balances

The disbursements for the check run dated February 7, 2020 were presented to the Board by Director of Finance Barcheski. She stated Payroll included \$84,844.06 in overtime. The detail of construction estimates are as follows:

Contractor	Project	Amount
Strain Electric Company	New Traffic Signal at 84 th Street and Byron Commerce Drive (estimate #2)	\$116,696.00

Director Barcheski stated the General Fund has \$27,057,711.06 remaining after approval of disbursements. Of that amount, \$4,083,018.00 is unavailable operating funds, leaving \$22,974,693.06 in total available operating funds.

Moved by Commissioner Morren, seconded by Commissioner Medema that **Payroll of \$762,920.43, Construction Estimates of \$116,696.00, Accounts Payables of \$1,403,873.78, and Cash Balances and Investments for the check run dated February 7, 2020** 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 #5 Michigan Transportation Fund

Director Barcheski reviewed the Michigan Transportation Fund revenues that were collected in December 2019 and received in February 2020. She stated the funds

received were \$4,686,446, a variance of \$664,337 over than what was budgeted. To date, receipts are up 18.6 percent over this time last year.

The report was received for information.

Item #6 Purchase of Right-of-Way

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

Deputy Managing Director Harrall stated the County of Kent (pending final Commission approval) has agreed to provide additional right-of-way, drainage easement and temporary grading to accommodate the 84th Street widening work adjacent to Brewer Park. An appraisal by Dave VanStensel valued the additional 17 ft. wide by 1,220 ft. along 84th Street (21,744 sft.) right-of-way at \$13,377 (\$0.62 / sft.), the 30 ft. wide by 45 ft. drainage easement at \$252, temporary grading permit for \$530 and \$1,125 compensation for loss of trees. The resulting just compensation is \$15,284.

In order to expedite the acquisition of this right-of-way, staff is requesting Board approval, pending approval by the County Board.

Easement Description:

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

Commencing at the South 1/4 Corner of Section 18, T05N, R11W Gaines Township, Kent County, MI.; thence N00°22'29"E 33.00 feet to the **Point of Beginning**; thence N89°01'38"W 1,279.07 feet along a line which is parallel with the South Section Line of said Section 18; thence N00°22'29"E 17.00 feet along the Westerly Property Line; thence S89°01'38"E 1,279.07 feet along a line parallel with the Right of Way of 84th Street to the North-South 1/4 Line; thence S00°22'29"W 17.00 feet along said 1/4 Line to the existing Northerly Right of Way to the Point of Beginning. Contains 21,744 square feet more or less and is subject to other easements and restrictions of record.

Easement Description:

A 30 feet wide Drainage Easement, the centerline of which is described as:

Commencing at the Southwest Corner of Section 18, T05N, R11W Gaines Township, Kent County, MI.; thence S89°01'38"E 1,450.88 feet along the South line of said Section 18; thence N00°22'29"E 33.00 feet to the northerly Right of Way line of 84th Street and the **Point of Beginning**; thence N00°22'29"E 45.0 feet to the Point of Ending. Contains 1,350 Square Feet M/L and is subject to easements and restrictions of record.

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

Motion carried by the following vote:

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

Nays: 0.

Item #7 Sign and Execute Title Sheets

Managing Director Warren requested authorization to sign and execute the title sheet for a preventative maintenance project on Lowell Bridge No. 16.

Deputy Managing Director Harrall stated the Lowell Bridge No. 16, Division Street over the Grand River, preservation project is planned for MDOT's April 3, 2020 bid letting. The project includes replacing existing expansion joints, concrete pier repair and concrete sealer on exterior beams and piers. The estimated project cost is \$285,000. Funding includes \$270,750 (95%) Federal and State local bridge funds and the remaining \$14,250 (5%) local match funded by KCRC.

Moved by Commissioner Medema, seconded by Commissioner Janes that the Board authorizes to **sign and execute the title sheet for the above project**, as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

Item #8 Final Plat Approval

Managing Director Warren requested authorization for final plat approval.

Deputy Managing Director Harrall stated Springer Rayal Estates plat is located north of 9 Mile Road and west of Myers Lake Avenue in Sections 4, 5 and 8, Cannon Township. This residential development includes one permanent cul-de-sac and one temporary cul-de-sac at the north property line. The public roads within this plat have been constructed in accordance with the approved plans and KCRC Platted Street Standards. This single phase plat includes 20 lots. The developer is Bass River Development, LLC, and the engineer is Exxel Engineering. The developer has provided a letter of credit for \$211,900 to cover remaining work including top course HMA paving.

Moved by Commissioner VerHeulen, seconded by Commissioner Janes that **final plat approval is authorized for Springer Rayal Estates, Sections 4, 5, & 8, Cannon Township**, as recommended by Staff.

Motion carried by the following vote:

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

Nays: 0.

Item #9 Out-of-State Travel

Managing Director Warren requested authorization for the following out-of-state travel:

1. Two Equipment Division staff to attend a snow and ice equipment seminar and plant tour hosted by Truck & Trailer Specialties and Monroe Truck Equipment at the Monroe Truck facility in Monroe, Wisconsin, May 5 - 6, 2020.

2. One staff (Steve Thomas) to attend the North American Snow Conference in Cleveland, Ohio, April 19 – 22, 2020.

Moved by Commissioner Janes, seconded by Commissioner VerHeulen to **authorize out-of-state travel for the above listed**, as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

Item #10 Advertise for Proposals

Commissioner Janes asked to be excused during the discussion of the agenda item.

Managing Director Warren requested authorization to release the Request for Proposals (RFP) to qualified firms to provide planning, design and construction document services for the new Central Complex facility at Walker View. The RFP has been reviewed by Al Jano, Facilities Director at the County of Kent, KCRC's attorney and the building subcommittee. Finance Director Barcheski stated the RFP will be released by February 13, 2020 with a deadline of March 5, 2020. There will be a 5-day review period followed by staff interviews and staff anticipat4es bringing a recommendation to the Board at the March 24, 2020 meeting.

Managing Director Warren introduced James Moyer, KCRC's Owner's Representative. Mr. Moyer briefed the Board about his 50 years of experience. Mr. Moyer stated this project will be challenging with the two phases, but is achievable. Phase 1 will be a

critical time phase. Managing Director Warren stated the estimated cost for the design services is \$2,000,000. There will be a budget amendment in April.

Moved by Commissioner Morren, seconded by Commissioner Medema that the Board **approves the authorization to advertise for Request for Proposals (RFP) for Contract #20-45: Design Services for the new Central Complex**, as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

Commissioner Janes rejoined the meeting.

Item #12 Award of Bids

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

a. Purchase of **one (1) trailer mounted tar/tack kettle**

Staff is recommending the award of this bid to **Falcon Road Maintenance Equipment, LLC**, Freeland, Michigan, lowest responsive and responsible bidder at a total cost **\$18,771.00** to be approved by the Board.

b. Purchase of **64 feet of 18 foot x 6 foot precast concrete box culvert** for Contract #20-21: Sparta Bridge #20 – Peach Ridge Avenue, .4 mile north of 13 Mile Road, Sparta Township

On January 14, 2020, the Board approved the request to advertise for Contract #20-21: Sparta Bridge #20, which is located on Peach Ridge Avenue, .4 miles north of 13 Mile Road, Sparta Township. The contract is for the services to replace the existing twin corrugated metal pipe culvert and the installation of a single concrete precast box culvert. The precast box culvert is to be furnished by the Road Commission and the estimated cost of the box culvert is included in the work order budget of \$150,000.00.

Annual bids are taken on various sizes of the precast box culverts, but the larger size that was required for this project was not. Therefore Staff took bids from the two suppliers, Northern Concrete Pipe Inc. and Mack Industries.

Staff recommends the award of the purchase of 64 feet of 18 ft. x 6 ft. precast concrete box culvert for Sparta Bridge #20, in conjunction with Contract #20-21, to **Northern Concrete Pipe, Inc.**, the only bidder at a total cost of **\$77,696.00**.

- c. **Contract #20-09:** Relocate the blade pit at the South Complex, 4949 Tim Dougherty Drive SE, Grand Rapids, Michigan

At mandatory pre-bid meeting was held on January 17, 2020 at the South Complex and only two (2) contractors attended – JKB Construction Inc. and Vander Kodde Construction Company.

Staff is recommending that Contract #20-09 be awarded to **Vander Kodde Construction Company**, Grand Rapids, Michigan, lowest responsive and responsible bidder, at a total contract cost of **\$195,800.00**.

- d. **Contract #20-18:** Rental of two (2) mowers for seven months from April 1 to November 1 for three years – 2020, 2021, 2022

The invitation to bid was sent to four contractors / dealers and one submitted a bid.

These two mowers are used exclusively on the East Beltline for the State of Michigan; therefore, Staff is recommending the award of Contract #20-18 to **Spartan Distributors**, Sparta, Michigan, the only bidder at a cost of **\$1,957.30** per month for both.

- e. **Contract #20-19:** Division Avenue from 84th Street to 100th Street, Byron Township – furnish and install guardrail

Staff is recommending that Contract #20-19 be awarded to **Dale Dukes & Sons, Inc.**, Big Rapids, Michigan, lowest responsive and responsible bidder, at a total contract cost of **\$57,718.50**.

Moved by Commissioner Medema, seconded by Commissioner VerHeulen that **staff is authorized to award the above-listed purchases and contracts as recommended** by staff.

Motion carried by the following vote:

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

Nays: 0.

Item #12 Advertise for Bids

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

- a. Purchase of **one (1) skid steer mounted stump grinder**
- b. Purchase of **2020 requirements of various limestone aggregates** for stockpiling at the District Complexes – A1, 4x8, 21AA, 22A and 23A
- c. **Contract #20-39:** Primary safety project – traffic signal upgrades at three intersections.
- d. **Contract #20-40:** Primary safety project – traffic signal upgrades at two intersections in Cascade Township
- e. **Contract #20-41:** Furnish and Haul non-processed recycled asphalt for stockpiling at the District Complexes, as needed for 2020
- f. **Contract #20-42:** Purchase of bulk rock salt, as needed for 2020/2021 winter season with two, one year renewal options
- g. **Contract #20-43:** Furnish and haul 23A aggregate for stockpiling at the District Complexes for 2020
- h. **Contract #20-44:** Application of miscellaneous pavement markings (railroad crossing, symbols, stop bars, crosswalk lines, etc.) for 2020 with two one year renewal options

Moved by Commissioner Morren, seconded by Commissioner Medema 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, Janes, Medema, Morren and VerHeulen — 5.

Nays: 0.

Item #13 **Comments**

➤ Managing Director Warren and the Board discussed Governor Whitmer’s revised 2020-2024 Five-Year Transportation Program for MDOT’s Grand Region. Most of the \$3.5 billion bond will be spent on state roads on the southeast side of the state. 8 percent of public roads are state trunklines. 92 percent are county, city, or village roads. The bond proposal will only impact state roads. The county, city, and village road needs are not being addressed.

➤ Managing Director Warren stated there was significant snowfall this past weekend and the road crews did an outstanding job. There were several favorable community responses that were read.

➤ Deputy Managing Director Harrall stated there were three projects that were in MDOT’s February letting. The projects were Fruit Ridge Avenue resurfacing, 68th Street resurfacing and the Fred Meijer Pioneer Trail – Phase 5. All of the bids came in under the estimate.

➤ Commissioner Morren stated he will not be able to attend the special meeting scheduled for February 18, 2020. The Board agreed to reschedule the meeting for February 13, 2020.

Moved by Commissioner VerHeulen, seconded by Commissioner Morren to **reschedule the special meeting from February 18, 2020 to February 13, 2020 at 8:00 a.m.**

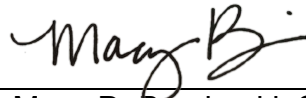
Motion carried by the following vote:

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

Nays: 0.

There being no further business to come before the Board, the meeting was adjourned at 8:50 a.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Macy B." with a horizontal line extending from the end of the signature.

Macy D. Barcheski, Secretary