

1500 Scribner Avenue, NW

Grand Rapids, MI 49504

March 24, 2020

The Board of County Road Commissioners of the County of Kent met remotely via Zoom.

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, Assistant Director of Traffic and Safety Wollner, Assistant Director of Finance in charge of Purchasing Wiegerink, and Developer John Bitely.

**Item #2      Public Comment**

There was no public comment.

**Item #3      Approval of Minutes**

The Board discussed minutes of the Board meeting held Tuesday, March 10, 2020.

The wording in the minutes regarding Commissioner Janes needed to be amended to read:

Commissioner Janes stated she would like to make a comment to the Board for the record. She stated she is employed with Fishbeck who has a pecuniary interest in the contract. She will continue to recuse herself from voting and discussion on all matters related to design services of the new Central Complex, as she has been.

It was also noted that Commissioner Janes recused herself from the Board Subcommittee Report and left the Board meeting at 8:14 a.m.

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

Motion carried by the following vote:

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

Nays: 0.

Managing Director Warren stated because the meeting is remote, the votes need to be done by roll call.

Moved by Commissioner VerHeulen, seconded by Commissioner Janes to redo the **approval of minutes and readopt the minutes as modified.**

Motion carried by the following vote:

Yea: Chair Rambo

Yea: Vice Chair VerHeulen

Yea: Commissioner Janes

Abstain: Commissioner Medema

Absent: Commissioner Morren

**Item #4 Disbursements and Cash Balances**

The disbursements for the check run dated March 20, 2020 were presented to the Board by Director of Finance Barcheski. She stated Payroll included \$10,030.45 in overtime. The detail of construction estimates are as follows:

<b>Contractor</b>	<b>Project</b>	<b>Amount</b>
Michigan Department of Transportation	10 Mile Road – US-131 to Meijer and Childsdale to the Rogue River bridge (Invoice #4)	3,646.06
	7 Mile Rd. – Fruit Ridge Ave. to Alpine Ave. (Invoice #4)	8,130.00
	13 Mile Road – Fruit Ridge Ave. to Peach Ridge Ave. (Invoice #11)	2,501.50
	Fred Meijer Flat / Grand River Valley Rail Trail (Invoice #4)	6,221.24
	Algoma Bridge #52 (Invoice #6)	13,945.65

	Shaner Avenue at 15 Mile Road (Invoice #4)	10,613.32
	76 <sup>th</sup> Street over Buck Creek (Invoice #4)	16,103.63
		\$61,167.40

Director Barcheski stated the General Fund has \$29,160,176.70 remaining after approval of disbursements. Of that amount, \$5,253,749.11 is unavailable operating funds, leaving \$23,906,427.59 in total available operating funds.

Moved by Commissioner Medema, seconded by Commissioner VerHeulen that **Payroll of \$661,486.34, Construction Estimates of \$61,167.40, Accounts Payables of \$2,052,161.94, and Cash Balances and Investments for the check run dated March 20, 2020** is approved by the Board, and warrants ordered drawn for the same.

Motion carried by the following vote:

- Yea: Chair Rambo
- Yea: Vice Chair VerHeulen
- Yea: Commissioner Janes
- Yea: Commissioner Medema
- Absent: Commissioner Morren

**Item #5 Resolution to Decertify Street**

Managing Director Warren requested a resolution to decertify the vacated portion of Rix Street.

Deputy Managing Director Harrall stated in 2016, the Board consented to the vacation of the portion of Rix Street southeasterly of Ada Drive. This 671 foot portion of local road has not been removed from KCRC’s annual ACT 51 certification. In order to rectify this with our upcoming 2020 Road Certification, MDOT requires a formal Board resolution to

decertify this portion Rix Street. The resolution includes a statement that this is based on formal action taken prior to December 31, 2019.

Commissioner Janes offered the following resolution with reference to the decertification of a **Part of Rix Street** located in the Northwest 1/4 of Section 34, T07N, R10W, Ada Township Kent County, Michigan,

### **RESOLUTION**

#### **Road Segment Decertification for Part of Rix Street**

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of County Road Commissioners of the County of Kent that the following road hereinafter described, has been decertified for Act 51 Transportation Funds prior to December 31, 2019:

**Rix Street**, a variable width parcel, the centerline of which is described as follows: Commencing at the Intersection of existing Rix Street (Northwest) and existing Ada Drive, said point being the **Point of Beginning**; thence Southeasterly 671 feet to the **Point of Ending** of this centerline description located on the approximate centerline of Rix Street as Vacated by Circuit Court in Kent County Document #20160223-0014856. Note that the Drainage Easement continues as recorded in the **Amended Plat** of Lots 1 through 30, Block 7 and Lots 1 through 36 of Block 8 and the vacated portions of Ada Drive, Bradfield Street, Rix Street and Thornapple Avenue adjacent thereto, **Plat of the Village of Ada** as recorded in Kent County Instrument# 201612190111197.

Moved by Commissioner Janes seconded by Commissioner Medema that the resolution is adopted, and the above-described portion of **Rix Street is decertified for Act 51 Transportation funds prior to December 31, 2019**, as recommended by staff.

Motion carried by the following vote:

Yea: Chair Rambo

Yea: Vice Chair VerHeulen

Yea: Commissioner Janes

Yea: Commissioner Medema

Absent: Commissioner Morren

**Item #6 2020 Act 51 Road Certification**

Managing Director Warren requested authorization for approval of 2020 Act 51 Road Certification.

Deputy Managing Director Harrall stated the 2020 Act 51 mileage certification is due in Lansing by March 31, 2020. The changes in certification submitted to MDOT will include a 2.86 mile increase in overall mileage. The overall increase is attributed to 3.05 miles of new residential streets and a decrease of 0.19 mile due to roadway decertification and abandonments.

The certified primary road mileage as of December 31, 2019 is 657.46 miles (657.52 previously) a 0.06 mile reduction resulting from the Crahen Avenue and Leonard Street realignment.

The certified local road mileage as of December 31, 2019 is 1314.03 miles (1311.11 previously) a 2.92 mile increase.

Moved by Commissioner Janes, seconded by Commission Medema that the **Board authorizes the approval of 2020 Act 51 Road Certification**, as recommended by staff.

Motion carried by the following vote:

Yea: Chair Rambo

Yea: Vice Chair VerHeulen

Yea: Commissioner Janes

Yea: Commissioner Medema

Absent: Commissioner Morren

**Item #7 Sign and Execute Contract Agreements**

Commissioner Morren joined the remote Board meeting at 8:17 a.m.

Managing Director Warren requested authorization to sign and execute the following contract agreements with the Michigan Department of Transportation:

- a. **Division Street Bridge over the Grand River** (Low #16) bridge preservation project

Deputy Managing Director Harrall stated the Lowell Bridge No. 16, Division Street over the Grand River, is included in MDOT's May 1, 2020 bid letting. The bridge preservation project includes replacing existing expansion joints, concrete pier repair and concrete sealer on exterior concrete beams and piers. The estimated project cost is \$296,100. Funding includes \$236,900 (80%) Federal and 44,400 (15%) State local bridge funds and the remaining \$14,800 (5%) local match funded by KCRC.

Commissioner Janes 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 bridge preservation work on S. Division Street over the Grand River (Low #16), Structure #5020.

**Resolution for Bridge Preservation work on  
S. Division Street over the Grand River (Low #16)  
Structure #5020  
Contract No. 20-5075**

**WHEREAS**, Federal and State Funds are available for the bridge preservation work on S. Division Street over the Grand River (Low #16), Structure #5020, 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 Janes and supported by Commissioner Medema that the Board **adopt the resolution and sign and execute the Agreement for the bridge preservation on S. Division Street over the Grand River with Federal and State Funds.**

Motion carried by the following vote:

Yea: Chair Rambo

Yea: Vice Chair VerHeulen

Yea: Commissioner Janes

Yea: Commissioner Medema

Yea: Commissioner Morren

b. **84th Street** reconstruction between Kalamazoo Avenue and Breton Avenue

Deputy Managing Director Harrall stated the 84<sup>th</sup> Street reconstruction project between Kalamazoo Avenue and Breton Avenue is included in MDOT's May 1, 2020 bid letting. The project includes necessary work to provide an all-season roadway. The estimated project cost is \$1,394,600. Funding includes \$1,141,500 Federal STP Urban funds with the remaining \$253,100 local match funded by KCRC.

Commissioner Janes 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 road reconstruction work along 84<sup>th</sup> Street from Kalamazoo Avenue to Breton Avenue.

**Resolution for  
Road Reconstruction work along  
84th Street from Kalamazoo Avenue to Breton Avenue  
Contract No. 20-5124**

**WHEREAS**, Federal funds are available for the road reconstruction work along 84th Street from Kalamazoo Avenue to Breton Avenue, and

**WHEREAS**, the Road Commission must enter into an Agreement with the Michigan Department of Transportation to receive Federal 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 Janes and supported by Commissioner Medema that the Board **adopt the resolution and sign and execute the Agreement for the road reconstruction work along 84th Street from Kalamazoo Avenue to Breton Avenue with Federal funds**, as recommended by staff.

Motion carried by the following vote:

Yea: Chair Rambo

Yea: Vice Chair VerHeulen

Yea: Commissioner Janes

Yea: Commissioner Medema

Yea: Commissioner Morren

**Item #8 Preliminary Plat Approval**

Managing Director Warren requested authorization to reconsider tabled item for preliminary plat approval of Genevieve plat, Section 5, Village of Sand Lake.

Deputy Managing Director Harrall stated Genevieve plat is located east of Ritchie Avenue and south of Lake Street (22 Mile Road) within Section 5, Village of Sand Lake. The first phase of the proposed residential plat consists of 13 lots fronting on Ritchie Avenue, and 2 future public streets connecting to Ritchie Avenue.

This item was tabled at the February 25, 2020 Board meeting to work with the Village of Sand Lake and the developer on alternative to eliminate the 5 shared driveways along Ritchie Avenue.

Based on discussions with the Village President Tracy Quinlan, this initial phase as the Village approved is very important to Sand Lake to provide additional tax base with manageable infrastructure costs. The following points are addressed in attached Village letter.

- With the allowable lot splits for the property, there could be 7 driveways along this segment of Ritchie Avenue, 3 less than the Village approved plan (including the 2 public streets).
- The addition of the internal street will eliminate 2 lots from the overall development reducing property tax revenue.
- This modification would require the need for sanitary sewer and lift station that will create a financial burden on the Village and developer.

Discussions with the developer, John Bitely, indicate that if the internal access is required, the sanitary sewer and additional roadway costs will prevent him from moving forward with this residential development.

Regarding setting a precedent by approving the platted lots directly accessing an existing local roadway, staff is providing an example of a previously approved plat on the west side of Buttrick Avenue, north of 36<sup>th</sup> Street in Cascade Township. There are likely other cases that exist in the County.

Based on the number of drives that could result from allowable lot splits, as well as initial benefits for the Village of Sand Lake, staff supports approval of the preliminary plat layout that was approved by the Village of Sand Lake.

Moved by Commissioner Janes, seconded by Commissioner Medema to recommend **preliminary plat approval of Genevieve plat with conditions to traffic and safety concerns**, as recommended by staff and subject to the following special requirements and modifications:

- 1) At the time the final plat document is submitted for Board action, Proprietor shall provide a current title commitment for the parcel to be conveyed that includes all proposed street right of ways for review and evaluation by staff.
- 2) Proprietor shall secure termination of encumbrances, easements, restrictions, etc., in favor of the Board of County Road Commissioners for that part of the plat that includes additional right-of-way adjacent to Ritchie Avenue.
- 3) Proprietor shall provide additional 10 feet of right of way east of the easterly Ritchie Avenue right-of-way line.
- 4) Proprietor is advised to abstain from encumbering land proposed to be conveyed to the Board without obtaining prior concurrence from the Deputy Managing Director, Engineering.
- 5) 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.
- 6) Highway permits are required for construction of the 5 shared driveways and entrances of the future Village Public Streets within the Ritchie Avenue right-of- way.
- 7) The Board of Road Commissioners respectfully request the Village of Sand Lake and developer consider providing a public street access onto Lake Street, as part of a future phase of this plat.

Motion carried by the following vote:

Yea: Chair Rambo

Yea: Vice Chair VerHeulen

Yea: Commissioner Janes

Yea: Commissioner Medema

Yea: Commissioner Morren

**Item #9 Signal Maintenance Agreement**

Managing Director Warren requested approval of the tabled Signal Maintenance Agreement from the City of Grand Rapids.

Traffic and Safety Director Haagsma stated the agreement had been sent back to the legal team because of an issue of indemnification and insurance. The agreement has been revised to include the need for insurance by the KCRC and the City of Grand Rapids. The agreement also indemnifies the KCRC and the City of Grand Rapids.

Commissioner VerHeulen stated the agreement is now correct.

Moved by Commissioner VerHeulen, seconded by Commissioner Janes to authorize approval of the **Signal Maintenance Agreement from the City of Grand Rapids**, as recommended by staff.

Motion carried by the following vote:

Yea: Chair Rambo

Yea: Vice Chair VerHeulen

Yea: Commissioner Janes

Yea: Commissioner Medema

Yea: Commissioner Morren

**Item #11 Award of Bids**

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

- a. Purchase of **2020 requirements of H1 Limestone aggregate and CS-T Trap Rock** for stockpiling at the Districts, as needed

The invitation to bid was sent to six suppliers and only two submitted a bid.

Staff recommends the award of the bid to purchase H1 limestone aggregate and CS-T Trap Rock for stockpiling at the District Complexes to both bidders - **Yellow Rose Transport**, Grandville, Michigan and **Verplank Trucking Company**, Ferrysburg, Michigan, buying in the best interest of the Road Commission and taking into consideration the following:

- Cost
  - Material availability at the time of need
  - Project location
  - Pickup or delivery timing
- b. **Contract #20-11:** 60th Street and Hanna Lake Avenue, Gaines Township – Primary Safety Project – new traffic signal installation

Staff recommends the Board's approval to award Contract #20-11 to **Strain Electric Company**, Wyoming, Michigan, lowest responsive and responsible bidder at a total cost of **\$156,401.70**

- c. **Contract #20-27:** Catch Basin cleaning on local and primary roads in Kent County for 2020

Staff recommends the Board's approval to award Contract #20-27, Catch basin cleaning services on local and primary roads in Kent County to **E-4 Solutions Inc.**, Southgate, Michigan, lowest responsive and responsible bidder at a cost of **\$79.50 per basin** for a total contract cost of **\$133,878.00** for 1,684 basins.

- d. **Contract #20-30:** Catch Basin cleaning on State Trunklines in Kent County for 2020

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 #20-30: Catch Basin Cleaning Services on State trunklines in Kent County to **E-4 Solutions Inc.**, Southgate, Michigan, lowest responsive and responsible bidder at a cost of **\$79.50** for a total contract cost of **\$59,068.50** for 743 basins.

- e. **Contract #20-32:** 2020 Algoma Township local reconstruction – crush and shape
- Fonger Street, from Pine Island Drive to Algoma Avenue
  - Warbler Drive, from Division Avenue to Maywood Avenue

Staff recommends the Board's approval to award Contract #20-32 to **Rieth-Riley Construction Company**, Wyoming, Michigan, lowest responsive and responsible bidder at a total cost of **\$366,377.95**.

- f. **Contract #20-34:** 2020 Courtland Township local reconstruction – mill and fill
  - Hessler Court, from Myers Lake Avenue to end
  - Orlin Drive, from Hessler Drive to end
  - Peninsula Drive, from Myers Lake Avenue to Madrone Drive

Staff recommends the Board's approval to award Contract #20-34 to **Michigan Paving & Materials Company**, Comstock Park, Michigan, lowest responsive and responsible bidder at a total cost of **\$451,739.40**.

- g. **Contract #20-39:** Primary Safety Project – Traffic signal upgrades at three (3) intersections

Staff recommends the Board's approval to award Contract #20-39 to **Strain Electric Company**, Wyoming, Michigan, lowest responsive and responsible bidder, as indicated, at a total cost of **\$349,870.20**.

- Northland Drive at 13 Mile Road, Algoma Township \$126,841.40
- West River Drive at Lamoreaux Drive, Plainfield Township \$127,464.40
- West River Drive at West River Center, Plainfield Township \$95,564.40

- h. **Contract #20-40:** Primary Safety Project – Traffic signal upgrades at two (2) intersections in Cascade Township

Staff recommends the Board's approval to award Contract #20-40 to **Strain Electric Company**, Wyoming, Michigan, lowest responsive and responsible bidder, as indicated, at a total cost of **\$204,708.40**.

- Cascade Road at Laraway Lake Drive \$134,244.40
- Thornapple River Drive at Laraway Lake Drive \$70,464.00

- i. **Contract #20-47:** 2020 Gaines Township local reconstruction – mill and pave
- Crystal Springs Blvd., from Old Lantern Drive to Kalamazoo Avenue
  - Heather Ridge Court, from Old Lantern Drive to end
  - Meadow Green Court, from Old Lantern Drive to end
  - Old Lantern Court, from Old Lantern Drive to end
  - Old Lantern Drive, from 76<sup>th</sup> Street to 68<sup>th</sup> Street
  - Regency Park Court, from Old Lantern Drive to end

Staff recommends the Board's approval to award Contract #20-47 to **Superior Asphalt Inc.**, Grand Rapids, Michigan, lowest responsive and responsible bidder at a total cost of **\$315,445.00**.

- j. **Contract #20-48:** 2020 Plainfield Township local reconstruction – mill and fill and ultra-thin overlay
- Chicory Street, from Divisions Avenue to Columbine Avenue
  - Columbine Avenue, from Chicory Street to end
  - Daywood Court, from Millwood Drive to end
  - Irmamax Court, from Samrick Avenue to end
  - Marblehead Drive, ends only – ultra-thin overlay
  - Middale Drive, from Millwood Drive to Scott Creek Drive – ultra-thin overlay
  - Millwood Court, from Millwood Drive to end
  - Millwood Drive, from Safety Drive to Viewpoint Drive
  - Safety Court, from Safety Drive to end – ultra-thin overlay
  - Safety Drive, from West River Drive to Millwood Drive
  - Scott Creek Drive, from Samrick Avenue to end – ultra-thin overlay
  - Teasel Street, from Windflower Drive to Columbine Avenue
  - Viewpoint Court, from Viewpoint Drive to end
  - Viewpoint Drive, from Millwood Drive to Scott Creek Drive
  - Viewpoint Drive, from Safety Drive to Viewpoint Court
  - Viewpoint Drive, from Viewpoint Court to Millwood Drive – ultra-thin overlay
  - Windflower Drive, from Division Avenue to Columbine Avenue

Staff recommends the Board's approval to award Contract #20-48 to **Michigan Paving & Materials Company**, Comstock Park, Michigan, lowest responsive and responsible bidder at a total cost of **\$1,146,170.85**.

- k. **Contract #20-49:** Lincoln Lake Avenue from 18 Mile Road to 19 Mile Road, Spencer Township, primary reconstruction – crush and shape

Staff recommends the Board's approval to award Contract #20-49 to **Superior Asphalt Inc.**, Grand Rapids, Michigan, lowest responsive and responsible bidder at a total cost of **\$310,310.00**.

- l. **Contract #20-50:** Honey Creek Avenue from Pettis Avenue to Conservation Street, Ada Township, primary reconstruction – crush and shape

Staff recommends the Board's approval to award Contract #20-50 to **Rieth-Riley Construction Company**, Wyoming, Michigan, lowest responsive and responsible bidder at a total cost of **\$481,595.75**.

- m. **Contract #20-51:** 68th Street, east of Hammond Avenue to 500 feet west of East Paris Avenue and 68th Street, 500 feet east of East Paris Avenue to Rapids Drive and Hannah Lake Avenue, from 68th Street to 60th Street, Gaines Township primary resurfacing – mill and overlay

Staff recommends the Board's approval to award Contract #20-51 to **Superior Asphalt Inc.**, Grand Rapids, Michigan, lowest responsive and responsible bidder at a total cost of **\$585,585.00**.

- n. **Contract #20-52:** Pratt Lake, from 84th Street to 52nd Street, Bowne and Lowell Townships –primary resurfacing– skip paving

Staff recommends the Board's approval to award Contract #20-52 to **Superior Asphalt Inc.** Grand Rapids, Michigan, lowest responsive and responsible bidder at a total cost of **\$268,455.00**.

- o. **Contract #20-53:** North Complex, 11777 White Creek Avenue, Cedar Springs, Michigan – pave drive and parking lot

Staff recommends the Board's approval to award Contract #20-53 to **Superior Asphalt Inc.**, Grand Rapids, Michigan, lowest responsive and responsible bidder at a total cost of **\$285,285.00**.



- p. **Contract #20-54:** Sparta Bridge #38 – Alpine Avenue, 0.4 mile north of 12 Mile Road, Sparta Township – furnish precast box beams

Staff recommends the Board's approval to award Contract #20-54 to **Peninsula Prestress Company**, Grand Rapids, Michigan, lowest responsive and responsible bidder at a total cost of **\$47,872.00**.

- q. **Contract #20-57:** 2020 Byron Township local reconstruction – mill and repave

- Airfield Court, from end to end
- Airfield Drive, from Sunfield Drive to Airfield Court
- Andale Avenue, from Palms Street to Marcus Street
- Buchanan Avenue, from 68<sup>th</sup> Street to Palms Street
- Buck Creek Court, from Buck Creek Avenue to end
- Buck Creek Avenue / Marcus Street, from 68<sup>th</sup> Street to end
- Byronwoods Drive, from end to end
- Carter Avenue, from Palma Street to end
- Clay Avenue, from 68<sup>th</sup> Street to end
- Cutler Park Drive, from 68<sup>th</sup> Street to Palma Street
- Estate Court, from Estate Drive to end
- Estate Drive, from 68<sup>th</sup> Street to New Plat
- Marcus Street, from Division Avenue to end
- Palma Street, from Cutler Park Drive to Division Avenue
- Palms Street, from Buck Creek Avenue to Buchanan Avenue
- Ridgefield Court, from Estate Drive to end
- Runway Court, from Runway Drive to end
- Runway Drive, from Sunfield Drive to Highmeadow Drive
- Sunfield Drive, from 68<sup>th</sup> Street to end
- Treebark Street, from Byronwoods Drive to New Plat

Staff recommends the Board's approval to award Contract #20-57 to **Rieth-Riley Construction Company, Inc.**, Wyoming, Michigan, lowest responsive and responsible bidder at a total cost of **\$570,370.05**.

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

Motion carried by the following vote:

Yea: Chair Rambo

Yea: Vice Chair VerHeulen

Yea: Commissioner Janes

Yea: Commissioner Medema

Yea: Commissioner Morren

**Item #12 Advertise for Bids**

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

- a. **Contract #20-60:** Spencer Bridge #38 – Larsen Avenue, 0.1 mile north of 17 Mile Road, Spencer Township – Local Bridges and Culverts– Replace existing twin corrugated metal pipe culvert with a single span bridge

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

Motion carried by the following vote:

Yea: Chair Rambo.

Yea: Vice Chair VerHeulen.

Yea: Commissioner Janes.

Yea: Commissioner Medema.

Yea: Commissioner Morren.

**Item #12 Declared State of Emergency**

Managing Director Warren requested authorization to maintain operations during State and/or Local declared State of Emergency.

Managing Director Warren stated the ability to react in a timely manner is essential during a Declared Emergency. The added challenge of the COVID-19 outbreak is the rapid pace with which it is spreading and the near daily number of federal, state, and county orders, directives, and advisories we receive. KCRC must have the ability to respond in a timely manner to maintain the health of our employees so that they are fit to carry out KCRC's mission critical services.

Commissioner Janes offered the following resolution with reference to maintaining operations during a Federal, State and/or County declared State of Emergency.

### **RESOLUTION**

**BE IT RESOLVED** that during a declared Federal, State, or County State of Emergency the Managing Director or Deputy Managing Director(s) has the authorization to advertise for bids, award bids, execute contracts and purchase agreements as needed to maintain base operations without prior approval by the Kent County Board of Road Commissioners ("Board").

**BE IT RESOLVED** that any actions related to this resolution will be reviewed with the Board Chair and in the absence of the Board Chair, the Vice Chair.

**BE IT FURTHER RESOLVED** that this authorization remains in place for 60 days. All actions taken under this resolution shall remain within the approved operating budget and shall be reported to the Board at its next regularly scheduled meeting.

Moved by Commissioner Janes, seconded by Commissioner VerHeulen to **authorize the Managing Director or Deputy Managing Director(s) to advertise for bids, award bids, execute contracts and purchase agreements as needed to maintain base operations without prior approval** by the Kent County Board of Road Commissioners.

Motion carried by the following vote:

Yea: Chair Rambo.

Yea: Vice Chair VerHeulen.

Yea: Commissioner Janes.

Yea: Commissioner Medema.

Yea: Commissioner Morren.

**Item #13**    **Comments**

➤ Managing Director Warren thanked the Board for their flexibility during these times. The Road Commission building remains closed to the public. The essential functions with the public are being handled remotely, as feasible. Maintaining the safety of our employees, the public we serve and our network is most important. Based on the understanding that the Road Commission employees fall under “critical infrastructure workers”, KCRC is working to revise work schedules. Managing Director Warren thanked his team and talked about how everyone is pulling together.

➤ Commissioner Rambo thanked Managing Director Warren for his leadership and keeping his team safe. Managing Director Warren thanked the Board for their kind words.

➤ Commissioner Janes stated employees that can work remotely should.

There being no further business to come before the Board, Chair Rambo made a motion for the meeting to be adjourned.

Moved by Commissioner Janes, seconded by Commissioner VerHeulen to adjourn the meeting at 8:55 a.m.

Motion carried by the following vote:

Yea: Chair Rambo.

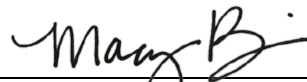
Yea: Vice Chair VerHeulen.

Yea: Commissioner Janes.

Yea: Commissioner Medema.

Yea: Commissioner Morren.

Respectfully submitted,



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Macy D. Barcheski, Secretary