

1500 Scribner Avenue, NW

Grand Rapids, MI 49504

May 12, 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 8:01 a.m. Chair Rambo stated all votes will be roll call votes.

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 Traffic and Safety Wollner, Assistant Director of Finance Guerra, Purchasing Manager Nordstrom and Communications 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, April 28, 2020.

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

Motion carried by the following vote:

Yea: Commissioner Medema

Yea: Commissioner Morren

Yea: Commissioner Janes

Yea: Vice Chair VerHeulen

Yea: Chair Rambo

Item #4 Disbursements and Cash Balances

The disbursements for the check run dated May 1, 2020 were presented to the Board by Director of Finance Barcheski. She stated Payroll included \$679.71 in overtime. The detail of construction estimates are as follows:

| Contractor | Project | Amount |
|---------------------------------------|---|--------------------|
| Michigan Department of Transportation | 6 Mile Road – Walker Avenue to Alpine Avenue (invoice #4) | 1,6000.00 |
| | 100 th Street east and west of 100 th Street Bridge over US-131 (estimate #1) | 3,285.22 |
| | 5 Mile Road – Plainfield Avenue to East Beltline Avenue (estimate #3) | 62,834.23 |
| | | \$67,719.45 |

Director Barcheski stated the General Fund has \$30,889,396.26 remaining after approval of disbursements. Of that amount, \$5,311,677.73 is unavailable operating funds, leaving \$25,577,718.53 in total available operating funds.

Moved by Commissioner VerHeulen, seconded by Commissioner Janes that **Payroll of \$641,173.57, Construction Estimates of \$67,719.45, Accounts Payables of \$1,258,889.13, and Cash Balances and Investments for the check run dated May 1, 2020** is approved by the Board, and warrants ordered drawn for the same.

Motion carried by the following vote:

Yea: Commissioner Medema

Yea: Commissioner Morren

Yea: Commissioner Janes

Yea: Vice Chair VerHeulen

Yea: Chair Rambo

Item #5 Michigan Transportation Fund

Director Barcheski reviewed the Michigan Transportation Fund revenues that were collected in March 2020. She stated the funds received were \$4,184,424, a variance of \$417,880 less than what was budgeted. To date, receipts are up 12.4 percent over this time last year.

The report was received for information.

Item #6 Financial Statements

Director Barcheski reviewed for the Board the March 2020 Financial Statements.

The report was received for information.

Item #7 Sign and Execute Contract Agreements

Managing Director Warren requested authorization to sign and execute the Contract Agreement with the Michigan Department of Transportation for the following projects:

- a. **84th Street Widening Project** between Division Avenue and Eastern Avenue

Deputy Managing Director Harrall stated the 84th Street widening project between Division Avenue and Eastern Avenue is included in MDOT's June 5, 2020 bid letting. The project includes widening the existing 2-lane all-season roadway to provide a continuous center turn lane. The project also includes installation of sanitary sewer, funded by Gaines Township. The total estimated project cost is \$2,247,200. Funding includes \$1,156,960 (capped @ \$1,232,287.10), State EDC funding, \$801,000 from Gaines Township for non-participating sanitary sewer work and the remaining \$289,240 local match paid 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 HMA resurfacing, widening and sanitary sewer installation along 84th Street from Division Avenue to Eastern Avenue.

**Resolution for
HMA Resurfacing, Widening, and Sanitary Sewer Installation along
84th Street from Division Avenue to Eastern Avenue
Contract No. 20-5209**

WHEREAS, State participation is available for the HMA resurfacing and widening work along 84th Street from Division Avenue to Eastern Avenue, and

WHEREAS, no State participation is available for the sanitary sewer installation along 84th Street from Division Avenue to Eastern Avenue, and

WHEREAS, the Road Commission must enter into an Agreement with the Michigan Department of Transportation to receive 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 **HMA resurfacing and widening work along 84th Street from Division Avenue to Eastern Avenue with State Funds** and **sanitary sewer installation along 84th Street from Division Avenue to Eastern Avenue with no State Funds**.

Motion carried by the following vote:

Yea: Commissioner Medema

Yea: Commissioner Morren

Yea: Commissioner Janes

Yea: Vice Chair VerHeulen

Yea: Chair Rambo

b. **68th Street Widening Project** between Burlingame Avenue and Clyde Park Avenue

Deputy Managing Director Harrall stated the 68th Street widening project is included in MDOT's June 5, 2020 bid letting. The project includes widening 68th Street between Burlingame Avenue and Clyde Park Avenue to provide a continuous center-turn lane. The estimated project cost is \$984,600. Funding includes \$621,150 Federal TED funds with the remaining \$363,450 local match is 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 HMA base crushing, shaping, resurfacing and widening work along 68th Street from Burlingame Avenue to Clyde Park Avenue.

**Resolution for
HMA Base Crushing, Shaping, Resurfacing and Widening work along
68th Street from Burlingame Avenue to Clyde Park Avenue
Contract No. 20-5210**

WHEREAS, Federal funds are available for the HMA base crushing, shaping, resurfacing and widening work along 68th Street from Burlingame Avenue to Clyde Park 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 HMA base crushing, shaping, resurfacing and widening work along 68th Street from Burlingame Avenue to Clyde Park Avenue with Federal funds**, as recommended by staff.

Motion carried by the following vote:

Yea: Commissioner Medema

Yea: Commissioner Morren

Yea: Commissioner Janes

Yea: Vice Chair VerHeulen

Yea: Chair Rambo

Item #8 Modify Contract #20-52

Managing Director Warren requested authorization to modify Contract #20-52, Pratt Lake Avenue partial depth mill and resurface between 84th Street and 52nd Street in Bowne and Lowell Townships.

Deputy Managing Director Harrall stated Contract #20-52 with Superior Asphalt includes skip cold milling existing asphalt surface and placing new HMA in deteriorated pavement areas on Pratt Lake Avenue between 84th Street and 52nd Street. Similar work was done in 2018 on other segments of Pratt Lake Avenue, within the same four mile limit. In order to improve the remaining HMA surface (not completed in 2018) within this four mile section of Pratt Lake Avenue, staff is requesting to increase the scope of work in this contract by \$74,453.50. The current bid amount is \$268,455. If approved, the resulting contract amount would be \$342,908.50, an increase of 28%.

Moved by Commissioner VerHeulen, seconded by Commissioner Medema that the Board **authorizes to modify Contract #20-52, Pratt Lake Avenue partial depth mill and**

resurface between 84th Street and 52nd Street in Bowne and Lowell Townships, as recommended by staff.

Motion carried by the following vote:

Yea: Commissioner Medema

Yea: Commissioner Morren

Yea: Commissioner Janes

Yea: Vice Chair VerHeulen

Yea: Chair Rambo

Item #9 Award of Bid

Managing Director Warren requested authorization to award bid on the purchase of grader blades for 2020.

The right is reserved in the contract specifications to award each blade type separately to the lowest responsive and responsible bidder, based on the per unit cost of each blade.

Therefore, staff is recommending the award of Grader Blades for 2020 to the following bidders:

| <u>Blade Type</u> | <u>Contractor</u> | <u>Unit Cost(\$)</u> | <u>Quantity (Each)</u> | <u>Total Cost(\$)</u> |
|-------------------|---------------------------|----------------------|------------------------|-----------------------|
| 3/4" x 8" x 6" | Winter Equipment Co. Inc. | \$87.32 | 1,030 | \$89,939.60 |
| 5/8" x 8" x 9" | St. Regis Culvert Inc. | \$89.00 | 50 | \$ 4,450.00 |

Moved by Commissioner Janes, seconded by Commissioner Morren that **staff is authorized to award the above-listed purchase and contract as recommended by staff.**

Motion carried by the following vote:

Yea: Commissioner Medema

Yea: Commissioner Morren

Yea: Commissioner Janes

Yea: Vice Chair VerHeulen

Yea: Chair Rambo

Item #10 **Comments**

➤ Director of Finance Barcheski introduced the new Purchasing Manager, Andrew Nordstrom. He joins KCRC from Great Lakes Label and previously worked at KCRC as a seasonal. Ms. Barcheski welcomed Andrew to the team.

➤ Managing Director Warren stated that while it's been challenging, all KCRC complexes are fully operational and are working 4/10 hour days. Some employees are still working remotely, as they are able.

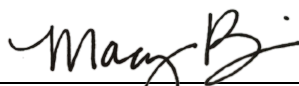
➤ Managing Director Warren stated that all KCRC complexes continue to be closed to the public. Before entering the complexes, employees must take their temperature and a wear mask. While in the complexes, they must continue to maintain social distancing.

➤ Managing Director Warren stated the County of Kent is following the Governor's Executive Order and is targeting June 1 to open to the public. The KCRC will follow suit, but will limit people into the building.

➤ Managing Director Warren stated that while KCRC is not open to the public, permits have continued to be processed as efficiently as possible. Deputy Managing Director Harrall stated the Engineering Department is making it a priority to accommodate contractors that have emergencies.

There being no further business to come before the Board, Chair Rambo adjourned the meeting at 8:34 a.m.

Respectfully submitted,



Macy D. Barcheski, Secretary