

1500 Scribner Avenue, NW

Grand Rapids, MI 49504

May 26, 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. 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, Transportation Planner Sprague 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, May 12, 2020.

Moved by Commissioner Janes, seconded by Commissioner Morren 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 15, 2020 were presented to the Board by Director of Finance Barcheski. She stated Payroll included \$452.34 in overtime.

The detail of construction estimates are as follows:

Contractor	Project	Amount
Brenner Excavating	Sparta Bridge #20 – 0.44 mile north of 13 Mile Road on Peach Ridge Avenue (estimate #1)	\$101,604.50
		\$101,604.50

Director Barcheski stated the General Fund has \$33,952,534.40 remaining after approval of disbursements. Of that amount, \$6,111,489.09 is unavailable operating funds, leaving \$27,841,045.31 in total available operating funds.

Moved by Commissioner Medema, seconded by Commissioner VerHeulen that **Payroll of \$648,905.07, Construction Estimates of \$101,604.50, Accounts Payables of \$926,384.03, and Cash Balances and Investments for the check run dated May 15, 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 April 2020. She stated the funds received were \$3,491,062, a variance of \$1,046,492 less than what was budgeted. To date, receipts are up 9.3 percent over this time last year.

The report was received for information.

Item #6 Financial Statements

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

The report was received for information.

Item #7 2020 Budget – Amendment No. 2

Managing Director Warren requested authorization to amend the 2020 Budget. He discussed the objectives of this amendment and how KCRC proposes to reallocate resources during the remainder of the fiscal year. The proposed impact on the projected fund balance is neutral. Finance Director Barcheski reviewed the recommended budget amendment.

Moved by Commissioner VerHeulen, seconded by Commissioner Morren that **2020 Budget Amendment No. 2 is adopted by the Board**, 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 Resolution for Reimbursement of Engineering Costs

Managing Director Warren stated that in accordance with Section 12(2) of Act 51, as amended, Kent County Road Commission is eligible for reimbursement of up to \$10,000.00 for Licensed Professional Engineer Services incurred during the period of July 1, 2019 through June 30, 2020.

Commissioner Janes offered the following resolution in regards to reimbursement of engineering costs:

**Resolution for
Reimbursement of Engineering Costs**

NOW, THEREFORE, BE IT RESOLVED, that the Board of County Road Commissioners of Kent County does hereby request reimbursement in the amount of \$10,000.00 (not to exceed \$10,000.00) for payments made during the period of July 1, 2019, through June 30, 2020, to licensed professional engineers employed or retained by this Commission in accordance with the following:

Section 12(2) of Act 51, as amended.

“Each County Road Commission shall be reimbursed in an amount up to \$10,000.00 per year for the sum paid to a licensed professional engineer employed or retained by the County Road Commission certified by the State Transportation Department as complying with the subsection regarding the employment of an engineer.”

Moved by Commissioner Janes and seconded by Commissioner VerHeulen that the **resolution is adopted and the reimbursement requested** 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 **Sign Title Sheet**

Managing Director Warren requested that the Board sign and execute the title sheet for the 4 Mile Road sidewalk extension project.

Deputy Managing Director Harrall stated the 4 Mile Road sidewalk extension project between Yorkview Drive and West River Drive is ready to submit to MDOT for bidding. The estimated project cost is \$150,000 with 70% Federal TAP funds (\$105,000) and 30% local match (\$45,000) provided by Alpine Township and Plainfield Township.

Moved by Commissioner Morren, seconded by Commissioner Medema that the Board is authorized to **sign and execute the title sheet for the 4 Mile Road sidewalk extension** project 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 **Award of Bids**

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

- a. **Contract #20-63:** House Street from Pine Island Drive to Brittany Street (pvt) – crush and shape

Staff is recommending awarding Contract #20-63 House Street – Crush & Shape to **Michigan Paving & Materials Company**, the lowest and responsible bidder for a total cost of **\$663,127.40**, which is **11.39%** below the estimated cost.

b. **Contract #20-38:** 2020 Spencer Township Local Roads Program

Staff is recommending awarding Contract #20-38 Spencer Township Local Roads – Cold Mill & Repave to **Superior Asphalt, Inc.**, the lowest and responsible bidder for a total cost of **\$369,550.00**, which is **6%** below the estimated cost.

c. **Contract #20-60:** Spencer Bridge #38 – Larsen Avenue over Cooper Creek

Staff is recommending awarding Contract #20-60 Spencer Bridge #38 to **Miller Development, Inc.**, the lowest and responsible bidder for a total cost of **\$366,443.75**, which is **12.16%** below the estimated cost.

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 #11 Discussion - Elstner Avenue and 11 Mile Road Water Main Extension

Managing Director Warren stated Elstner Avenue, which is a Natural Beauty Road, and 11 Mile Road are in need of necessary utility improvements.

Deputy Managing Director Harrall stated Algoma Township is requesting a permit to install water main along Elstner Avenue and 11 Mile Road right-of-way as part of work to remediate contaminated drinking water wells associated with the Wolverine Worldwide PFAS settlement. Elstner Avenue is a designated “Natural Beauty Road” (1984). In 1997, as part of a Township condition, approving the Wellington Ridge development west of Elstner Avenue, the developer was required to contribute the Algoma Township share (55%) to improve the portions of Elstner Avenue and 11 Mile Road that the water main extension will follow. The local road construction was completed without removing the Natural Beauty designation on Elstner Avenue. Algoma Township is requesting KCRC allow the water main installation in a similar way.

Section 324.35704 of the Natural Resources and Environmental Protection Act, Act 451 of 1994, allows work that would result in substantial damage to native vegetation to be permitted, as long as a public hearing is held. Algoma Township would prefer to keep the Natural Beauty designation on Elstner Avenue through this procedure.

Chair Rambo felt the Natural Beauty Road designation should be removed before the water main work. There should be consistency with all Natural Beauty Roads. In the past, the designation is removed and reestablished afterwards. Deputy Managing Director Harrall stated that a public hearing will need to be scheduled. This was a discussion item and will be on the agenda at a later date.

Item #10 **Comments**

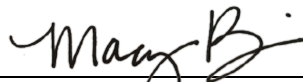
➤ Managing Director Warren stated CRA is actively talking with Lansing and will continue to work with them to get information on revenue projections.

➤ Managing Director Warren stated employee safety has always been the goal and KCRC is following Kent County guidelines with PPE and continued monitoring related to COVID-19.

➤ Managing Director Warren stated that KCRC now has the lowest modification of 0.835 for worker's comp insurance. This modification factor is a direct result of how safe KCRC employees have been. This has been a tremendous team effort and is a net savings of \$100,000 per year.

There being no further business to come before the Board, Chair Rambo adjourned the meeting at 9:09 a.m.

Respectfully submitted,



Macy D. Barcheski, Secretary