

1500 Scribner Avenue, NW

Grand Rapids, MI 49504

November 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 of Engineering Harrall, Deputy Managing Director of Operations Byrne, Director of Building and Equipment Roose, Director of Traffic and Safety Haagsma, Assistant Director of Traffic and Safety Wollner, Human Resource Manager Dennis, Purchasing Manager Nordstrom, Communications Manager Lamoreaux, West Michigan Trails & Greenways Coalition, and Jay Fowler .

**Item #2      Public Comment**

There was no public comment.

**Item #3      Approval of Minutes**

The Board discussed minutes of the Board meeting and Public Hearings held Tuesday, November 10, 2020.

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

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 November 13, 2020 were presented to the Board by Director of Finance Barcheski. She stated Payroll included \$17,739.18 in overtime. The detail of construction estimates are as follows:

<b>Contractor</b>	<b>Project</b>	<b>Amount</b>
Michigan Paving and Materials Company	Plainfield Township 2020 local roads program (estimate #6 and FINAL)	50,519.70
	20 Mile Road – Trenton Avenue to Algoma Avenue (estimate #4 and FINAL)	9,848.12
Rieth-Riley Construction Company	Byron Township 2020 local roads program (estimate #3)	137,903.99
	Parnell Avenue – Bailey Drive to 2 Mile Road (estimate #3 and FINAL)	412.00
	52 <sup>nd</sup> Street – Morse Lake Avenue and Timpson Avenue (estimate #3 and FINAL)	2,761.00
Superior Asphalt, Inc.	Ada Township 2020 local roads program (estimate #6)	3,190.00
	13 Mile Road – Wabasis Avenue to Podunk Avenue (estimate #2 and FINAL)	
	Hanna Lake Avenue – 68 <sup>th</sup> Street to 60 <sup>th</sup> Street (estimate #3 and FINAL)	2,810.91
		<b>\$207,445.72</b>

Director Barcheski stated the General Fund has \$24,863,609.06 remaining after approval of disbursements. Of that amount, \$5,851,911.12 is unavailable operating funds, leaving \$19,011,697.94 in total available operating funds.

Moved by Commissioner Morren, seconded by Commissioner Janes that **Payroll of \$826,715.87, Construction Estimates of \$207,445.72, Accounts Payables of \$1,147,821.59, and Cash Balances and Investments for the check run dated November 13, 2020,** are 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      2021 Board Meeting Dates**

Managing Director Warren presented the 2021 Board Meeting dates as suggested by staff. The dates follow the schedule of the second and fourth Tuesday of the month except for December where there is only a meeting on the second Tuesday.

Moved by Commissioner VerHeulen, seconded by Commissioner Janes that the **2021 Board Meeting dates are adopted**, as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

**Item #6      Board Action on Public Hearings**

Managing Director Warren stated the Public Hearings were held on Tuesday, November 10, 2020 for two 2020 primary road projects.

The first hearing was for the all-season reconstruction of 84<sup>th</sup> Street from Breton Avenue to Hanna Lake Avenue. There was one couple within the project limits that attended the meeting. They were in favor of the project and had questions related to access. Most property owners on this project have provided additional right-of-way and have been well informed of the proposed work, as well as impacts to their property.

The second hearing was for the all-season reconstruction of 100<sup>th</sup> Street between Kalamazoo Avenue and Hanna Lake Avenue. There was one couple that showed up prior to

the public hearing and had their questions answered and decided not to stay for the public hearing.

Like 84<sup>th</sup> Street, the majority of 100<sup>th</sup> Street property owners have provided drainage easements and/or temporary grading permission for the proposed road improvement and have been well informed of the proposed work and the impact it may have to their property.

Moved by Commissioner Janes, seconded by Commission Medema that the **proposed improvements for the above-listed projects are authorized by the Board** as presented at the Public Hearings, as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

**Item #7      Schedule Public Hearings**

Managing Director Warren requested authorization to schedule public hearings for the following 2021 Local Reconstruction Projects:

- a. **16 Mile Road between Shaner Avenue and Myers Lake Avenue,**  
Courtland and Nelson Townships
- b. **16 Mile Road between Pennington Avenue and Algoma Avenue,**  
Solon Township

Deputy Managing Director Harrall stated a virtual information meeting was held on Thursday, November 19, 2020 for the project in Courtland and Nelson Township (Shaner Avenue to Myers Lake Avenue). An information meeting for the project in Solon Township (Pennington Avenue to Algoma Avenue) is anticipated to be held virtually in late November or early December.

In anticipation of the Townships moving forward with these two projects, we would like to schedule public hearings for both projects to be held on Tuesday evening, January 12, 2021. This schedule would allow tree removal work to be done in February and March.

Moved by Commissioner Janes and seconded by Commissioner Medema that the Board authorizes **scheduling Public Hearings for Tuesday, January 12, 2021 at 6:30 p.m. and 7:00 p.m.**, as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

**Item #8      Purchase of Right-of-Way – 100<sup>th</sup> Street**

Managing Director Warren requested authorization to purchase the following right-of-way for the 84th Street reconstruction project.

Amanda and June Wheeler, **8435 Hanna Lake Avenue**, have agreed to provide additional highway easement to accommodate our 84<sup>th</sup> Street reconstruction between Breton and Hanna Lake Avenues. The easement is 17 ft. x 80 ft. (1,414 sft.); compensation is valued at \$0.98/sft. (\$1,386) and landscaping at \$400, **resulting in a total of \$1,786.**

**Easement Description:**

Commencing at the Northeast Corner of Section 22, T05N, R11W Gaines Township, thence S00°55'26"W 50.00 feet along the east line of Section 22; thence N89°29'16"W 33.00 feet to the westerly Right of Way line of Hanna Lake Ave and the Point of Beginning for this description; thence N89°29'16"W 86.80 feet to the westerly property line; thence N34°51'18"E 20.59 feet along said property line to the existing Right of Way line of 84th Street; thence S89°29'16"E 75.31 feet along said existing Right of Way line to the existing westerly Right of Way line of Hanna Lake Ave; thence S00°55'26"W 17.00 feet along said Right of Way to the Point of Beginning. Contains

1,414 Square Feet M/L and is subject to easements and restrictions of record.

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

Motion carried by the following vote:

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

Nays: 0.

**Item #9 Sign and Execute Title Sheet**

Managing Director Warren requested authorization to sign and execute the title sheet for the following projects that will be bid through MDOT:

a. **84<sup>th</sup> Street Reconstruction** – Breton Avenue to Hanna Lake Avenue

Deputy Managing Director Harrall stated the 84<sup>th</sup> Street reconstruction project between Breton Avenue and Hanna Lake Avenue has an estimated cost of \$1,300,000. Funding includes \$981,450 Federal STP Urban funds with the remaining \$318,550 local match funded by KCRC.

b. **100<sup>th</sup> Street Reconstruction** – Kalamazoo Avenue to Hanna Lake Avenue

Deputy Managing Director Harrall stated the 100<sup>th</sup> Street reconstruction project between Kalamazoo Avenue and Hanna Lake Avenue has an estimated cost of \$2,800,000. Project funding includes \$895,000 Federal STP Rural Funds, as well as \$1,158,467 STP Rural funds purchased from Montcalm CRC (\$932,000) and Newaygo CRC (\$226,467) with the remaining \$746,533 local match funded by KCRC.

Moved by Commissioner Morren and seconded by Commissioner Medema that the **title sheets** for the **84<sup>th</sup> Street and 100<sup>th</sup> Street reconstruction projects are signed and executed**, 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 Bids**

Managing Director Warren requested authorization to advertise for bids on

- a.     **Contract #21-11: Third Party Testing Services**

Moved by Commissioner VerHeulen, seconded by Commissioner Morren that staff is **authorized to advertise for bids on the above-listed contract with bids to be accepted on date to be determined**, as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

**Item #11**     **Award of Bids**

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

- a.     **Bid #21-MNT-04: Various Road Materials – Gravel, Stone, Sand, and Crushed Concrete - FY 2021 requirements, as needed**

Staff recommends awarding Bid #21-MNT-04: Various Road Materials to **“All Bidders”**, whose product, when tested, meets or exceeds the technical composition requirements.

At the time of demand, the source(s) selected will be based on cost of material (inclusive of our labor and equipment costs), quality of the material, and the availability and immediate need of the material.

- b. **Bid #21-MNT-05:** Winter Bituminous Patching Materials - FY 2021 requirements, as needed

At the Board meeting on November 10, 2020, staff recommended for the Board to reject the submitted proposal of Bid #21-MNT-05, in order to reissue the solicitation and receive bids for both materials.

After going out to bid for a second time, staff recommends for the Board to award Bid #21-MNT-05: Winter Bituminous Patching Materials to **“All Bidders”**.

At the time of demand, the source(s) selected to purchase the material will be based on cost delivered or picked up (inclusive of our labor and equipment costs), type of material, project location, quantity discounts, and the availability and immediate need of the material.

- c. **Bid #21-MNT-06:** Chip Seal Emulsion Materials - FY 2021 requirements with a one-year renewal option, as needed

Staff recommends awarding Bid #21-MNT-06: Chip Seal Emulsion Materials to both **“Bit-Mat Products”** and **“Michigan Paving & Materials Company”**, whose product, when tested, meets or exceeds the technical composition requirements.

Buying the materials, as specified, in the best interest of the Road Commission, the source(s) selected will be based on cost of material (inclusive of our labor and equipment costs), type of material, project location, and the availability and immediate need of the material.



- d. **Bid #21-MNT-07:** Fog Seal Asphalt Emulsion Materials - FY 2021 requirements with a one-year renewal option, as needed

Staff recommends awarding Bid #21-MNT-07: Fog Seal Asphalt Emulsion Materials to both “**Bit-Mat Products**” and “**Michigan Paving & Materials Company.**”, whose product, when tested, meets or exceeds the technical composition requirements.

Buying the materials, as specified, in the best interest of the Road Commission, the source(s) selected will be based on cost of material (inclusive of our labor and equipment costs), type of material, project location, and the availability and immediate need of the material.

- e. **Bid #21-MNT-08:** Spray Patch Mix Emulsion Materials - FY 2021 requirements with a one-year renewal option, as needed

Staff recommends awarding Bid #21-MNT-08: Spray Patch Mix Emulsion Materials to both “**Bit-Mat Products**” and “**Michigan Paving & Materials Company**”, whose product, when tested, meets or exceeds the technical composition requirements.

Buying the materials, as specified, in the best interest of the Road Commission, the source(s) selected will be based on cost of material (inclusive of our labor and equipment costs), type of material, project location, and the availability and immediate need of the material.

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

Motion carried by the following vote:

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

Nays: 0.

**Item #12**    **Comments**

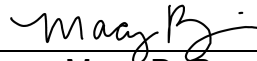
➤        Director of Building and Equipment Roose reviewed the public online auction that was conducted on October 29, 2020. KCRC is very pleased with the results.

➤        Managing Director Warren stated the new Central Complex project at Walker View is coming along very well. Phase 1 final designs will be submitted to the City of Walker at a public hearing on December 2, 2020 at 6:30 p.m. via zoom. The comments have been positive. KCRC is planning to break ground in February and start construction in March.

➤        Director of Traffic and Safety Haagsma and Deputy Managing Director Harrall presented a report to the Board on non-motorized trails and crossings in Kent County.

There being no further business to come before the Board, Chair Rambo adjourned the meeting at 8:52 a.m.

Respectfully submitted,



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Macy D. Barcheski, Secretary