

1500 Scribner Avenue, NW

Grand Rapids, MI 49504

September 22, 2020

The Board of County Road Commissioners of the County of Kent met in the Road Commission Offices and remotely via Zoom.

The regular meeting was called to order by Commissioner Rambo, Chair at 8:02 a.m.

Present: Commissioners Rambo, Janes, Morren, and VerHeulen, Managing Director Warren, Director of Finance Barcheski, and Executive Secretary Luneke.

Excused: Commissioner Medema.

Also present: Deputy Managing Director - Engineering Harrall and Deputy Managing Director – Operations Byrne.

Present Remotely: Director of Traffic and Safety Haagsma, Purchasing Manager Nordstrom, Plat Engineer Vink, Communications Manager Lamoreaux, and Ron VanSingel of Merestone Group.

Item #2 Public Comment

There was no public comment.

Item #3 Approval of Minutes

The Board discussed minutes of the Board meeting and Public Hearing held Tuesday, September 8, 2020.

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

Motion carried by the following vote:

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

Nays: 0.

Item #4 Disbursements and Cash Balances

The disbursements for the check run dated September 18, 2020 were presented to the Board by Director of Finance Barcheski. She stated Payroll included \$13,594.54 in overtime. The detail of construction estimates are as follows:

Contractor	Project	Amount
Michigan Paving and Materials Company	Plainfield Township 2020 local roads program (estimate #5)	200,598.50
	House Street – Pine Island Drive to Brittany Street (estimate #1)	361,933.57
	21 Mile Road – Albrecht Avenue easterly 900'	50,521.72
Strain Electric Co.	Traffic signal upgrade at West River Drive and Lamoreaux Drive (estimate #3)	5,700.00
	Traffic signal upgrade at Cascade Road and Laraway Lake Drive (estimate #2 and #3)	154,058.00
	Traffic signal upgrade at West River Drive and West River Center (estimate #3)	15,720.00
	Traffic signal upgrade at Northland Drive and 13 Mile Road (estimate #3)	5,350.00
	Traffic signal upgrade at 60 th Street and Hanna Lake Avenue (estimate #3)	16,049.31
Superior Asphalt, Inc.	Ada Township 2020 local roads program (estimate #2)	110,986.65
	Lincoln Lake Avenue – 18 Mile Road to 19 Mile Road (estimate #3)	4,534.04
		\$925,451.79

Director Barcheski stated the General Fund has \$22,485,311.11 remaining after approval of disbursements. Of that amount, \$5,690,117.70 is unavailable operating funds, leaving \$16,795,193.41 in total available operating funds.

Moved by Commissioner Janes, seconded by Commissioner VerHeulen that **Payroll of \$715,195.53, Construction Estimates of \$925,451.79, Accounts Payables of**

\$1,441,262.56, and Cash Balances and Investments for the check run dated September 18, 2020, are approved by the Board, and warrants ordered drawn for the same.

Motion carried by the following vote:

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

Nays: 0.

Item #5 2020 Budget – Amendment No. 3

Managing Director Warren requested authorization to amend the 2020 Budget with this final budget amendment of the fiscal year. Finance Director Barcheski reviewed the recommended budget amendment and stated we are aligning our budget with expenditures based on the work we need to complete over the last couple of months of the fiscal year. We are also moving \$5M out of Contingency so the Board can formally commit it to the Walker View project at a future meeting, as they see fit.

Moved by Commissioner VerHeulen, seconded by Commissioner Janes that **2020 Budget Amendment No. 3 is adopted by the Board,** as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

Item #6 Purchase of Right-of-Way

Managing Director Warren requested authorization to purchase the following right-of-way:

- a. Kelly Merwin at **2905 84th Street, SE**, Section 15, Gaines Township

Deputy Managing Director Harrall stated Kelly Merwin, the owner of property located at 2905 - 84th Street, SE, has agreed to provide additional highway easement along

84th Street frontage to accommodate our 2021 84th Street reconstruction between Breton Avenue and Hanna Lake Avenue. The permanent easement is 17-feet wide by approximately 357-feet long (total area 6,062 sft.). The value of the easement was determined to be \$0.86/sft. and includes \$250 for landscape removal. The resulting **total just compensation is \$5,463.**

Easement Description:

Commencing at the South 1/4 Corner of Section 15, T05N, R11W Gaines Township, thence S89°29'16"E 400.00 feet along the South line of Section 15; thence N00°49'13"E 33.00 feet along the westerly property line to the Point of Beginning; thence N00°49'13"E 17.00 feet along said westerly property line; thence S89°29'16"E 356.57 feet along a line which is parallel with the existing north Right of Way line of 84th Street; thence S00°49'06"W 17.00 feet; thence N89°29'16"W 356.57 feet along the existing northerly Right of Way line of 84th Street to the Point of Beginning. Contains 6,062 Square Feet M/L and is subject to easements and restrictions of record.

b. & c. Ryan and Erika Engen, **2202 and 2550 100th Street, SE**, Section 33, Gaines Township

Deputy Managing Director Harrall stated Ryan and Erika Engen, the owners of property located at 2202 and 2550 100th Street, SE, have agreed to provide a drainage easement along their 100th Street frontage for our 2021 100th Street project. The drainage easement at address 2202 is 7-feet wide by 1,758-feet long (total area 12,306 sft.). The value of the easement is \$0.19/sft. and compensation also includes \$100 for temporary grading and \$798 for loss of trees and landscape. The **total just compensation for 2202 – 100th Street is \$3,238.**

Easement Description:

Commencing at the Northeast Corner of Section 33, T05N, R11W Gaines Township, Kent County, MI.; thence S00°25'42"W 33.00

feet along the East line of said Section to the Point of Beginning; thence S00°25'42"W 7.00 feet along said line; thence N89°20'10"W 1,758.08 feet along a line which is parallel with the existing southerly Right of Way of 100th Street to the westerly property line; thence N00°33'11"E 7.00 feet along said property line; thence S89°20'10"E 1,758.06 feet along the existing southerly Right of Way of 100th Street to the Point of Beginning. Contains 12,306 Square Feet M/L and is subject to easements and restrictions of record.

The drainage easement at address 2550 is 7-foot wide and 460-foot long (total area 3,220 sft.). The drainage easement is valued at \$0.43/sft. and compensation also includes \$6,638 for loss of trees and landscape. The **total just compensation for 2550 – 100th Street is \$8,022.**

Easement Description:

Commencing at the Northwest Corner of Section 34, T05N, R11W Gaines Township, Kent County, MI.; thence S89°25'36"E 873.94 feet along the north Section line; thence S00°33'12"W 33.00 feet to the Point of Beginning; thence S89°25'36"E 460.00 feet along the existing southerly Right of Way of 100th Street, to the easterly property line; thence S00°33'12"W 7.00 feet along said property line; thence N89°25'36"W 460.00 feet to the westerly property line; thence N00°33'12"E 7.00 feet along said property line to the Point of Beginning. Contains 3,220 Square Feet M/L and is subject to easements and restrictions of record.

d. Diane Hanna, **1919 100th Street, SE**, Section 28, Gaines Township

Deputy Managing Director Harrall stated Diane Hanna, the owner of property located at 1919 – 100th Street, SE, has agreed to provide a drainage easement along her 100th Street frontage for our 2021 100th Street project. The drainage easement is 7-foot wide by approximately 1,977-foot long (total area 14,422 sft.). The compensation for the easement over unimproved land is valued at \$0.19/sft. or \$2,740 and compensation for the impact to

landscaping is \$750 and \$100 for temporary grading. The resulting **total just compensation is \$3,590.**

Easement Description:

Commencing at the South 1/4 Corner of Section 28, T05N, R11W Gaines Township, Kent County, MI.; thence N00°45'12"E 33.00 feet along the North-South 1/4 line to the northerly Right of Way line of 100th Street and the Point of Beginning; thence N89°13'01"W 1,318.15 feet along the existing south Right of Way line to the west property line of this parcel; thence N00°44'25"E 7.00 feet along said line; thence; thence S89°13'01"E 1,052.89 feet along a line parallel with the existing northerly Right of Way line; thence N00°46'59"E 13.00 feet; thence S89°13'01"E 20.00 feet; thence S00°46'59"W 13.00 feet; thence S89°13'01"E 245.29 feet to the North-South 1/4 line; thence S00°45'12"W 7.00 feet along the said North-South 1/4 line which is also the easterly property line to the Point of Ending. Contains 9,484 Square Feet M/L and is subject to easements and restrictions of record.

And Also:

Commencing at the South 1/4 Corner of Section 28, T05N, R11W Gaines Township, Kent County, MI.; thence N00°45'12"E 33.00 feet along the North-South 1/4 line to the northerly Right of Way line of 100th Street and the Point of Beginning; thence N00°45'12"E 7.00 feet along said North-South 1/4 line; thence S89°20'10"E 556.72 feet along a line which is parallel with the north Right of Way line of 100th Street; thence N00°39'50"E 16.00 feet; thence 89°20'10"E 20.00 feet; S00°39'50"W 16.00 feet; thence S89°20'10"E 82.57 feet; thence S00°47'12"W 7.00 feet along the east property line to the existing north Right of Way line; hence N89°20'10"W 659.27 feet along the existing north Right of Way line to the North-South 1/4 line and the Point of Beginning. Contains 4,938 Square Feet M/L and is subject to easements and restrictions of record.

Moved by Commissioner Morren, seconded by Commissioner VerHeulen 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, Morren, and VerHeulen — 4.

Nays: 0.

Item #7 **Schedule Public Hearings**

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

- 84th Street between Breton Avenue and Hanna Lake Avenue
- 100th Street between Kalamazoo Avenue and Hanna Lake Avenue

Deputy Managing Director Harrall stated public information meetings were held on August 18, 2020 for the 84th Street all-season reconstruction between Breton Avenue and Hanna Lake Avenue. Similar meetings are scheduled on September 23, 2020 for the all-season reconstruction of 100th Street between Kalamazoo Avenue and Hanna Lake Avenue. These two federally funded 2021 projects are ready for public hearings in order to stay on schedule for early 2021 bidding through MDOT. Staff is requesting the hearings be held on Tuesday evening, November 10, 2020. Due to existing room capacity limitations the meetings would be scheduled 30 minutes apart. One at 6:30 p.m. and the other at 7:00 p.m. The invitation posting would include the option for remote public participation.

Moved by Commissioner VerHeulen and seconded by Commissioner Morren that the Board authorizes **scheduling Public Hearings for Tuesday, November 10, 2020 at 6:30 p.m. and 7:00 p.m.**, as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

Item #8 Sign and Execute Title Sheet

Managing Director Warren requested authorization to sign and execute the title sheet for the Nelson Township Trail project along 17 Mile Road and Ritchie Avenue.

Deputy Managing Director Harrall stated the Nelson Township Trail project is ready to bid through MDOT. Work includes constructing approximately 1 mile of HMA trail along 17 Mile Road from Cedar Springs High School 0.5 mile east to Ritchie Avenue then south on Ritchie Avenue approximately 0.5 mile to a Sports Complex. The estimated project cost is \$330,000 with 70% TAP funds (\$231,000) and 30% Local match (\$99,000) funded by Nelson Township.

Moved by Commissioner Janes and seconded by Commissioner Morren that the **title sheet** for the **Nelson Township Trail Project is signed and executed**, as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

Item #9 Preliminary Plat Approval

Managing Director Warren requested authorization to reconsider tabled item for preliminary plat approval of Summerfield Plat, Section 10, Byron Township.

Deputy Managing Director Harrall stated Summerfield plat is located north of 76th Street and west of Burlingame Avenue in Section 10, Byron Township. The proposed single-phase residential plat includes access to 76th Street and connects to the existing Winterview Drive within Arlington Park Plat. An easement for future extension to the west is provided. The proposed layout includes 21 lots and no provision for connectivity to the east.

Since the previous meeting, staff has talked with the Byron Township Supervisor Tom Hooker, Township Planner David Jirousek and Township Engineer Jeff Gritter. The report to the Planning Commission from the township planner and township engineer, both recommended a street stub be extended to the east to allow for future street connection.

KCRC Platted Street Standards, under Street Layouts states: "The street layout shall fit the pattern established by adjacent streets and shall provide for access to abutting land". It also states "The layout of streets in the proposed plat shall provide a continuous circuit for travel except, when in the opinion of the Board of County Road Commissioners, the lands to be subdivided are limited in area or are subject to a natural barrier.

Representative Ron VanSingel of Merestone Group participated remotely to state their argument for not having a connector street stub to the east property line. Mr. VanSingel stated Byron Township Board recommended approval of the plat without the stub street. This stub street would be a large financial burden and Merestone Group would like to proceed with no stub street.

Moved by Commissioner VerHeulen, seconded by Commissioner Janes that the **Board authorizes preliminary plat approval of Summerfield Plat with a stub street consistent with the KCRC Platted Street Standards**, as recommended by staff and subject to the following special conditions, requirements, and modifications:

- (1) Proprietor shall modify layout to add a proposed public street (yet to be named) to the east line of the plat for a future connection to the parcel to the east. Layout modification and revisions shall be acceptable to the Director of Traffic and Safety, Deputy Managing Director of Engineering, and the Deputy Managing Director of Operations.
- (2) Proprietor shall provide title commitment to demonstrate that there are no existing encumbrances within limits of proposed street right of ways for review and evaluation by staff.

- (3) Proprietor shall acquire termination of encumbrances, easements, restrictions, etc., in favor of the Board of County Road Commissioners for that part of the land division that includes all proposed public streets.
- (4) Proprietor shall acquire acceptable subordinations of existing mortgages, etc. in favor of the Board of County Road Commissioners within the proposed public street right of way.
- (5) 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 (County Highway Engineer).
- (6) Proprietor shall obtain the required permits from the Kent County Drain Commission and provide copies to KCRC staff.
- (7) Proprietor shall provide private utility easements adjoining the proposed streets for private public utilities which shall in no way encroach, nor encumber, proposed street right of way. Recommend coordinating with private public utilities to accommodate their specific requirements to the extent possible.
- (8) 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.
- (9) Proprietor shall coordinate with the United States Post Office for the location of mailbox(es) and shall provide written confirmation from the local postmaster or station master confirming that customer mail delivery requirements conform to their requirements. Mailbox(es) shall conform to KCRC requirements as directed by the County Highway Engineer.
- (10) Proprietor shall provide left turn lane on 76th Street for proposed Winter View Drive, and shall provide such additional fee simple title land, or platted land, as determined to be required to accommodate said left turn lane as determined to be required by the Deputy Managing Director of Engineering (County Highway Engineer) and the Director of Traffic and Safety.
- (11) The Board retains the sole discretion to determine time and conditions for the take-over of proposed public streets.

Motion carried by the following vote:

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

Nays: 0.

Item #14 **Advertise for Bids**

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

- a. **Contract #21-04:** Trucking of Various Materials - asphalt, sand, gravel and snow, as required from primary & local roads and state trunklines.
- b. **Contract #21-06:** Pipe Lining - Furnish & install the required components to line the various sized pipes that are deteriorating & losing integrity, as required.
- c. **Contract #21-07:** Pipe Lining Spot Repair - Furnish & install the required components to restore/repair areas of various sized pipes that are deteriorating & losing integrity, as required.
- d. **Bid #21-MNT-05:** Winter Bituminous Patching Materials, as needed.

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

Motion carried by the following vote:

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

Nays: 0.

Item #15 **Award of Bid**

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

- a. **Contract #20-55:** Snowplowing Services in Seven (7) Areas – Local Roads Three (3) Winter Seasons – 2020-2021, 2021-2022, & 2022-2023

The Road Commission has two contracts for snowplowing services; one that consists of eight (8) areas (Contract #18-30) and this contract of seven (7) areas (Contract #20-55). Some contractors service multiple areas; therefore, staff reviews the contractor's equipment and their ability to complete the designated areas in a timely manner, taking into consideration additional and/or prior commitments and price.

In the best interest of the Road Commission, staff recommends the **following contractors be awarded the snowplowing areas listed at the cost per cycle below:**

<u>Area/Location</u>	<u>Contractor</u>	<u>Cost Per Cycle</u>
Area 4 – Grand Rapids Twp.	Green Property Management	\$ 1,720
Area 8 - Byron Center / Byron Twp.	Jack's Lawn Service & Snowplowing, Inc.	\$ 5,510
Area 10 - Burger Plat / Cascade	Westwind Snowplowing, Inc.	\$ 2,000
Area 11 - Lowell	Westwind Snowplowing, Inc.	\$ 800
Area 12 - Lake Bella Vista	Mr. Bill's Land Tree Snow	\$ 1,682
Area 13 - Blythfield	Forest Grove Outdoor Services, LLC	\$ 940
Area 15 - North Townships	Natural Landscapes, LLC	\$ 1,690

- b. **21-MNT-01:** Liquid Calcium Chloride – 26% Mineral Well Brine
2021 Requirements with a One Year Renewal Option, As Needed

Staff recommends to award bid #21-MNT-01: Liquid Calcium Chloride – 26% Mineral Well Brine to **Michigan Chloride Sales, LLC.**, the lowest and responsible bidder for a cost of **\$0.1594 per gallon delivered** to all locations.

- c. **21-MNT-02:** Liquid Sodium Chloride – 26%
2021 Requirements with a One Year Renewal Option, As Needed

Staff recommends to award bid #21-MNT-02: Liquid Sodium Chloride – 26% to **Great Lakes Chloride, Inc.**, the lowest and responsible bidder for a cost of **\$0.843 per gallon.**

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, Morren, and VerHeulen — 4.

Nays: 0.

Item #16 **Comments**

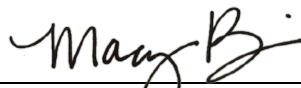
➤ Managing Director Warren stated he had wanted to provide information about Michigan Transportation Fund revenues; however, the discussion about the upcoming budget in the Legislature and is unknown at this time. He is hopeful for more information soon.

➤ The RFP for a Construction Manager went out last week and has drawn quite a bit of interest. KCRC is conducting tours through our facilities for interested companies. The subcommittee plans to bring a recommendation to the Board on October 13, 2020.

➤ Phase 1, the southern portion of the Walker View project, will begin in the spring.

There being no further business to come before the Board, Chair Rambo adjourned the meeting at 8:36 a.m.

Respectfully submitted,



Macy D. Barcheski, Secretary