

1500 Scribner Avenue, NW

Grand Rapids, MI 49504

September 8, 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 8:00 a.m.

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

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

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

Item #2 Public Hearing – FY21 Budget

At 8:01 a.m., it was moved by Commissioner VerHeulen, seconded by Commissioner Janes that the Board **adjourn the regular meeting** of the Board of County Road Commissioners of the County of Kent **to conduct a Public Hearing on the proposed FY21 Operating Budget.**

Motion carried by the following vote:

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

Nays: 0.

It was moved by Commissioner Janes, seconded by Commissioner VerHeulen that the **regular meeting** of the Board of Road Commissioners of the County of Kent is **reconvened** at 8:03 a.m.

Motion carried by the following vote:

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

Nays: 0.

Adopt 2021 Budget

Managing Director Warren requested authorization to adopt the 2021 Budget.

Commissioner Morren offered the following resolution regarding adoption of the 2021 Budget.

**RESOLUTION
2021 KENT COUNTY ROAD FUND
GENERAL APPROPRIATIONS ACT**

BE IT RESOLVED that the 2021 Kent County Road Fund General Appropriations Act shall be and is hereby approved in accordance with the attached documents setting forth the Revenues, Expenditures, and the projected Fund Balance at End of Year for the Fiscal Year 2021.

BE IT FURTHER RESOLVED that for the Fiscal Year 2021, the Managing Director shall be and is hereby appointed as the Chief Administrative Officer and Administrative Officer for the Board of County Road Commissioners of the County of Kent in accordance with Sections 2b(3)(g) and 2a(1) of the Michigan Uniform Budgeting and Accounting Act.

BE IT FURTHER RESOLVED that for the Fiscal Year 2021, the Director of Finance shall be and is hereby appointed as the Fiscal Officer for the Board of County Road Commissioners of the County of Kent in accordance with Section 2c(2) of the Michigan Uniform Budgeting and Accounting Act.

BE IT FURTHER RESOLVED that the Chief Administrative Officer shall be and is hereby authorized to:

- a) Adjust the budget at fiscal year-end if necessary to increase budgeted expenditure and revenue accounts regarding Michigan Department of Transportation-contracted Federal and State aid projects; and
- b) To transfer line item amounts approved in the General Appropriations Act to another line item without prior approval; but any transfers between line items are subject to the approval of the Board of County Road Commissioners at their next regular Board meeting; and
- c) To transfer up to 50% from the Primary Road Fund to the Local Road Fund; and
- d) To transfer up to fifteen percent (15%) from the Local Road Fund to the Primary Road Fund; and
- e) Assign fund balance in accordance with the Governmental Accounting Standards Board (GASB) Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions:
 - Non-spendable fund balance – will represent all inventory, prepaid amounts, and non-current receivables
 - Restricted fund balance – limitations imposed by external sources such as creditors (through debt covenants), grantors, contributors, or laws or regulations of other governments; or imposed by law through constitutional provisions or enabling legislation
 - Committed fund balance – as designated by the Board of County Road Commissioners

- Assigned fund balance – amounts intended for a specific purpose (expressed intent, neither restricted nor limited)
- Unassigned fund balance – fund balance that cannot be classified above

BE IT FURTHER RESOLVED that the Director of Finance shall be and is hereby authorized to perform the above described actions in the absence of the Chief Administrative Officer, subject to approval of the Chief Administrative Officer upon his return to duty or when appropriate, and subject to the approval of the Board of County Road Commissioners at their next regular Board meeting.

Moved by Commissioner Morren, seconded by Commissioner VerHeulen that the **resolution is adopted, as well as the 2021 Budget**, as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

Item #3 Public Comment

There was no public comment.

Item #4 Approval of Minutes

The Board discussed minutes of the Board meeting held Tuesday, August 25, 2020.

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

Motion carried by the following vote:

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

Nays: 0.

Item #5 Disbursements and Cash Balances

The disbursements for the check run dated September 4, 2020 were presented to the Board by Director of Finance Barcheski. She stated Payroll included \$19,184.08 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 #4)	222,013.48
Rieth-Riley Construction Company	Plainfield Township 2020 local roads program (estimate #5 and FINAL)	185,892.94
	Honey Creek Avenue (estimate #1)	477,582.10
Superior Asphalt, Inc.	Ada Township 2020 local roads program (estimate #1)	168,482.15
	Cascade Township 2020 local roads program (estimate #1)	2,883.00
	Lincoln Lake Avenue – 18 Mile Road to 19 Mile Road (estimate #2)	41,128.87
		\$2,963,325.91

Director Barcheski stated the General Fund has \$24,220,127.44 remaining after approval of disbursements. Of that amount, \$5,779,870.74 is unavailable operating funds, leaving \$18,440,256.70 in total available operating funds.

Moved by Commissioner Medema, seconded by Commissioner Janes that **Payroll of \$733,457.98, Construction Estimates of \$1,335,426.07, Accounts Payables of \$3,953,036.18, and Cash Balances and Investments for the check run dated September 4, 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 #6 Michigan Transportation Fund Revenues

Director Barcheski reviewed the Michigan Transportation Fund revenues that were collected in July 2020 and received in September 2020. This is the tenth payment in 2020. She stated the funds received were \$4,216,255.00, a favorable variance of \$695,608.00 more than what was budgeted. To date, receipts are up 4.7 percent over this time last year.

The report was received for information.

Item #7 Financial Statements

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

The report was received for information.

Item #8 Purchase of Right-of-Way

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

- a. Patrick Snyder at **2608 84th Street, SE**, Section 15, Gaines Township.

Deputy Managing Director Harrall stated Patrick Snyder, the owner of property located at 2608 84th Street, SE, has agreed to provide additional highway easement along his 84th Street frontage to accommodate our 2021 84th Street reconstruction between Breton Avenue and Hanna Lake Avenue. The permanent easement is 17 ft. x 396 ft. (6,732 sft.). The value of the easement was determined to be \$0.86/sft. and a resulting just compensation of \$5,789.

Easement Description:

Commencing at the Northwest Corner of Section 22, T05N, R11W Gaines Township, thence S89°29'08"E 1,330.12 feet along the north line of Section 22; thence S00°48'15"W 33.00 feet along the east property line to the Point of Beginning for this description; thence S89°29'08"E 396.00 feet along the existing south Right of Way line of 84th Street; thence S00°48'15"W 17.00 feet along the east property line; thence N89°29'08"W 396.00 feet along a line which is parallel with the existing south Right of Way line of 84th Street; thence N00°48'15"E 17.00 feet along the west property line to the Point of Beginning. Contains 6,732 Square Feet M/L and is subject to easements and restrictions of record.

- b. Arnold L. and Georgeann Decker Irrevocable Trust, **2813 84th Street, SE**, Section 15, Gaines Township.

Deputy Managing Director Harrall stated Arnold and Georgeann Decker, the owners of property located at 2813 84th Street, SE, have agreed to provide additional highway easement along their 84th Street frontage for our 2021 84th Street project. The permanent easement is 17 ft. x 200 ft. (3,400 sft.). The resulting just compensation based on a value of \$0.86/sft. is \$2,924.

Easement Description:

Commencing at the South 1/4 Corner of Section 15, T05N, R11W Gaines Township, thence S89°29'16"E 200.00 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 200.00 feet along a line which is parallel with the existing north Right of Way line of 84th Street; thence S00°49'13"W 17.00 feet; thence N89°29'16"W 200.00 feet along the existing northerly Right of Way line of 84th Street to the Point of Beginning. Contains 3,400 Square Feet M/L and is subject to easements and restrictions of record.

- c. Gary R. and Ann L. Boucher, **8453 Hanna Lake Avenue, SE**, Section 22, Gaines Township.

Deputy Managing Director Harrall stated Gary and Ann Boucher, the owners of property located at 3184 84th Street, SE, have agreed to provide additional highway easement along their 84th Street frontage for our 2021 84th Street project. The permanent easement is 17 ft. x approximately 222 ft. (3,782 sft.). The compensation for the easement over unimproved land is valued at \$0.38/sft. or \$1,437.16 and compensation for the impact to landscaping is \$250 resulting in a total just compensation of \$1,687.16.

Easement Description:

Commencing at the Northeast Corner of Section 22, T05N, R11W Gaines Township, thence N89°29'16"W 336.58 feet along the north line of Section 22; thence S00°52'29"W 33.00 feet along the westerly property line to the existing south Right of Way line of 84th Street and the Point of Beginning for this description; thence S89°29'16"E 228.24 feet along said existing south Right of Way; thence S34°51'18"W 20.58 feet along the eastern property line; thence N89°29'16"W 216.73 feet along a line which is parallel with the southerly Right of Way line of 84th Street; thence N00°52'29"E 17.00 feet along the westerly property line to the Point of Beginning. Contains 3,782 Square Feet M/L and is subject to easements and restrictions of record.

Moved by Commissioner Medema, 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 2021 Rural STP Federal Funds

Managing Director Warren requested authorization to purchase 2021 STP Federal funds from Montcalm County Road Commission.

Deputy Managing Director Harrall stated for the sixth consecutive year, staff is proposing to purchase Federal aid from Montcalm County Road Commission (MCRC). The purchase of \$930,000 of 2021 STP Rural funds from MCRC will allow us to advance the all-season reconstruction of the mile segment 100th Street from 1 mile east of Kalamazoo Avenue easterly to Hanna Lake Avenue. This project is currently on KCRC's plan to construct in 2022. KCRC would pay MCRC \$697,500 (75%) in exchange for \$930,000 of STP Rural funds that would be allocated to the 100th Street project for 2021 construction.

Commissioner VerHeulen offered the following resolution in reference to the Federal Aid Exchange Program.

**Resolution for
Participation in the 2021
Federal Aid Exchange Program**

WHEREAS, the Kent County Road Commission has participated in the Federal Aid Exchange Program in fiscal years 2016 - 2020, and

WHEREAS, the Michigan Department of Transportation is planning to allow this Program to continue in 2021, and

WHEREAS, the Kent County Road Commission is requesting to purchase approximately \$930,000 of Federal STP Rural Funds from Montcalm County Road Commission, and

WHEREAS, the Board of Road Commissioners of the County of Kent supports the purchase of STP Rural Federal Aid from our neighboring county.

WHEREAS, Steven A. Warren, Managing Director of the Kent County Road Commission is hereby authorized to execute said Agreement for and on behalf of the Board.

NOW, THEREFORE, BE IT RESOLVED, that the Board of the Kent County Road Commissioners of the County of Kent hereby resolve that the Kent County Road Commission is hereby actively seeking participation in the 2021 Federal Aid Exchange Program.

Moved by Commissioner VerHeulen and supported by Commissioner Morren that the **Board adopt the resolution supporting the purchase of Federal Aid from Montcalm County Road Commission**, as recommended by staff.

Motion carried by the following votes:

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

Nays: 0.

Moved by Commissioner VerHeulen, seconded by Commissioner Morren that **staff is authorized to purchase 2021 rural STP Federal funds from Montcalm County Road Commission**, as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

Item #10 Sign and Execute MDOT Contract Agreement

Managing Director Warren requested authorization to sign and execute an agreement with the Michigan Department of Transportation for Engineering Services for the Interurban Trail Connector.

Deputy Managing Director Harrall stated the County of Kent is planning to construct a non-motorized trail connection between the M-6 Trail near Buck Creek and the Interurban Trail within the City of Wyoming. This trail connector includes crossing under the

M-6 Bridge over Buck Creek and extending north to 60th Street. The Michigan Department of Transportation, in cooperation with the FHWA has approved \$100,000 of repurposed Federal High Priority Project funds for engineering activities related to design, environmental and right-of-way for this project. The HPP funds require a 20% local match, which will be provided by the County of Kent.

Commissioner Medema 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 engineering services for the non-motorized path construction between the M-6 Trail near Buck Creek and the Interurban Trail within the City of Wyoming.

**Resolution for
Engineering Services for the
Non-Motorized Path Construction between the
M-6 Trail near Buck Creek and the
Interurban Trail within the City of Wyoming
Contract No. 19-5518**

WHEREAS, Federal funds are available for the engineering services for the non-motorized path construction between the M-6 Trail near Buck Creek and the Interurban Trail within the City of Wyoming, and

WHEREAS, County of Kent will be providing the project local match, 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 Medema and supported by Commissioner Morren that the Board **adopt the resolution and sign and execute the Agreement for engineering services for the non-motorized path construction between the M-6 Trail near Buck Creek and the Interurban Trail within the City of Wyoming with Federal Funds.**

Motion carried by the following vote:

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

Nays: 0.

Item #11 Quit Claim Release

Managing Director Warren requested authorization for quit claim release of existing road end strip on Country Rail Drive, Section 16, Byron Township.

Deputy Managing Director Harrall stated there is an existing 10 ft. x 66 ft. road end strip on the east end of Country Rail Drive, within Railview Ridge Plat, Phase 3, Section 16, Byron Township. It is necessary to quit claim release this to the developer in order to provide clear title for the final plat approval.

Description: Country Rail Drive

Part of the SE 1/4 of Section 16, T5N, R12W, Byron Township, Kent County, Michigan, described as: Commencing at the most Easterly corner of Lot 10, Railview Ridge; thence S50°03'44"E 18.67 feet to the Place of Beginning of this description; thence N39°56'16"E 66.00 feet; thence S50°03'44"E 10.00 feet; thence S39°56'16"W 66.00 feet; thence N50°03'44"W 10.00 feet to the place of beginning .

Moved by Commissioner VerHeulen, seconded by Commissioner Janes that staff is **authorized to quit claim release of existing road end strip on Country Rail Drive, Section 16, Byron Township**, as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

Item #12 Final Plat Approval

Managing Director Warren requested authorization for final plat approval of Railview Ridge No. 3, Section 16, Byron Township.

Deputy Managing Director Harrall stated Railview Ridge plat is located west of Byron Center Avenue and north of 84th Street in Section 16, Byron Township. The third and final phase of this residential plat eliminated 2 existing stub streets and includes a permanent cul-de-sac. There are 30 lots in this phase, bringing the final plat total to 73 lots. The streets have been constructed in accordance with the approved plans and KCRC residential street standards. The developer has provided a letter of credit for \$15,900 to cover outstanding restoration and miscellaneous items. The developer is ECH Land, LLC and the engineer is Exxel Engineering.

Moved by Commissioner Morren, seconded by Commissioner Janes that the Board authorizes **final plat approval of Railview Ridge No. 3, Section 16, Byron Township**, as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

Item #13 Preliminary Plat Approval

Managing Director Warren requested authorization 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 developer is Koetje Builders and the Engineer is Feenstra and Associates.

The proposed layout includes 21 lots and no provision for connectivity to the east. Since the lot to the east has the likelihood of developing in the future, staff is requesting a street be added to extend to the east property line. This will require elimination of one lot and additional cost for street and utility construction but would be an additional 16 ft. of public street with water and sewer.

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. The property to the west could be serviced without providing additional access of a stub street.

Deputy Managing Director Harrall stated he has talked to the Township Engineer who stated he did want the stub street; however, the Township Board didn't feel it was necessary.

Traffic and Safety Director Haagsma stated the Township Engineer does want the stub street for water service. If the stub street does not go in, there would be no way to

loop the water system. Commissioner Janes stated there doesn't seem to be any communication between the Township Engineering and the Planning Commission. Commissioner Rambo stated there should not deviate from KCRC plat standards. Commissioner VerHeulen felt Deputy Managing Director Harrall should meet with the Township Engineer and request more information about this item.

Moved by Commissioner Morren, seconded by Commissioner VerHeulen that the Board **authorizes to table the preliminary plat approval of Summerfield Plat**, Section 10, Byron Township, until more information is available from the Township Engineer and the Planning Commission.

Motion carried by the following vote:

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

Nays: 0.

Item #14 Advertise for Bids

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

- a. **21-MNT-01**: Mineral Well Brine – 26%
- b. **21-MNT-02**: Liquid Sodium Chloride – 26%
- c. **21-MNT-03**: Sand-2NS for Ice Control

Moved by Commissioner VerHeulen, seconded by Commissioner Medema that staff is **authorized to advertise for bids on the above-listed contracts with bids to be accepted on September 17, 2020** and as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

Item #15 Award of Bid

Managing Director Warren requested authorization to award bid on 20-MNT-01: purchase of two water fountains for pond water evaporation.

This purchase is 100% funded by the State of Michigan - Department of Transportation and will require MDOT approval prior to commencement.

As the lowest bid received did not meet our specifications, staff recommends to award 20-MNT-01: purchase of two water fountains to **Summit Landscape Management, Inc.**, the lowest responsive and responsible bidder at a **per fountain cost of \$7,930, and a total cost of \$15,860.**

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

Motion carried by the following vote:

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

Nays: 0.

Item #16 Comments

➤ KCRC employees have cleared the site at the Walker View property. The architects will now be able to get onto the property.

➤ KCRC staff will be touring other facilities. Hobbs + Black will be touring KCRC complexes.

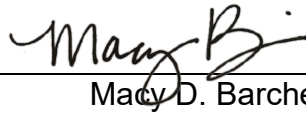
➤ KCRC has refined the RFP for a Construction Manager. There will be a press release coming out soon. KCRC hopes to have a Construction Manager by mid to late October.

➤ The Walker View project is progressing at a rapid pace.

➤ Commissioner Morren stated he is proud of KCRC leadership, principles and how employees are treated.

There being no further business to come before the Board, Chair Rambo adjourned the meeting at 9:11 a.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Macy B.", is written above a horizontal line.

Macy D. Barcheski, Secretary