

1500 Scribner Avenue, NW

Grand Rapids, MI 49504

August 24, 2021

The Board of County Road Commissioners of the County of Kent met in the Road Commission office.

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 Traffic and Safety Haagsma, Director of Building and Equipment Roose, Director of Human Resources Dennis, Communications Manager Lamoreaux, Purchasing Manager Nordstrom, IT Manager Care, District Equipment Supervisor Nate Butler and Debra Napieralski.

Item #2 Public Comment

There was no public comment.

Item #3 Honoring Debra Napieralski

Director of Building and Equipment Roose stated that he was pleased to recognize Debra Napieralski who is retiring after more than twenty-two years of service. He thanked Ms. Napieralski for her dedication, compassion, and years of service to the Kent County Road Commission and staff. Director Roose presented Ms. Napieralski with a plaque and reviewed her work history. Ms. Napieralski was hired April 5, 1999. She was instrumental in preparing and training for the fuel management system. She has worked at all the complexes. Director Roose stated Ms. Napieralski was a valuable asset to the Road Commission. All present wished Ms. Napieralski the best of luck in her retirement and stated she would be missed.

The following certificate was presented in honor of Debra Napieralski's years of service at the Kent County Road Commission and her retirement.

*Kent County Road Commission
Certificate of Appreciation
Presented to*

***Debra Napieralski
Administrative Specialist IV***

*In recognition of her service, commitment and
Contributions to the Kent County Road Commission.*

Item #4 Approval of Minutes

The Board discussed minutes of the Board meeting held Tuesday, August 10, 2021.

Commissioner Morren stated the minutes do not reflect that he voted against the Disbursements and Cash Balances for the check run August 6, 2021 at the last meeting.

Moved by Commissioner Medema, seconded by Commissioner Janes that the minutes be approved and readopt the minutes as modified.

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 August 20, 2021, were presented to the Board by Director of Finance Barcheski. She stated payroll included \$31,560.31 in overtime.

The Construction Estimates for this period are as follows:

Contractor	Project	Amount
Action Traffic Maintenance	South guardrail upgrades at 5 bridges (estimate #1)	\$37,206.00
Dean's Landscaping & Excavating	16 Mile Road – Shaner Avenue to Myers Lake Avenue (estimate #2)	167,127.50

Kentwood Excavating	68 th Street – Cherry Valley Avenue to Thornapple River Drive (estimate #2 and #3)	569,542.53
Michigan Department of Transportation	Fruit Ridge Avenue – 6 Mile Road to 10 Mile Road (invoice #6)	1,266.00
	84 th Street – Division Avenue to Eastern Avenue (invoice #5)	30,400.93
	13 Mile Road – Sparta Village Line to Edgerton Avenue (estimate #2)	188,930.56
	13 Mile Road – Grange Avenue to Edgerton Avenue (estimate #2)	25,414.38
	100 th Street – Kalamazoo Avenue to Hanna Lake Avenue (invoice #4)	2,184.34
	100 th Street – Kalamazoo Avenue to Hanna Lake Avenue (invoice #4)	2,814.19
	100 th Street east and west of 100 th Street Bridge over US131 (invoice #11)	5,791.48
	4 Mile Road Sidewalk – York View Drive to West River Drive (invoice #3)	3,519.85
Michigan Paving & Materials	Spencer Township local road program (estimate #2)	61,657.12
Superior Asphalt, Inc.	Byron Township local roads program (estimate #3)	46,827.80
	Burton Street – Spaulding Avenue to Kraft Avenue (estimate #2 and FINAL)	0
	Cascade Township local road program – Beard Farm Plat (estimate #2)	222,493.56
	Alden Nash Avenue – Fulton Street to Foreman Street (estimates #1, #2 and FINAL)	330,346.85
	13 Mile Road – Scranton Avenue to Podunk Avenue (estimate #3 and FINAL)	194.80
	Cascade Township local road program – Kraft Industrial (estimate #1)	234,977.75
Total		\$1,930,695.64

Director Barcheski stated the General Fund has \$26,783,211.55 remaining after approval of disbursements. Of that amount, \$4,991,369.18 is unavailable operating funds, leaving \$21,791,842.37 in total available operating funds.

Director Barcheski presented a detail of the new central complex project for the Board. The total estimated cost as of August 24, 2021, is as follows:

Estimated Cost	\$45,814,402
Current Expenditures	99,969
Project-to-Date Expenditures	4,068,631
Remaining Cost	41,645,802

Moved by Commissioner Medema, seconded by Commissioner VerHeulen that **Payroll of \$825,736.34, Construction Estimates of \$1,930,695.64, New Central Complex Expenditures of \$99,968.76, Accounts Payables of \$1,109,167.39, and Cash Balances and Investments for the check run dated August 20, 2021,** 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 Schedule Public Hearing for FY2022 Operating Budget

Managing Director Warren requested authorization to schedule a Public Hearing for FY2022 Operating Budget on Tuesday, September 14, 2021, at 8:00 a.m.

Moved by Commissioner Janes, seconded by Commissioner Medema that staff is **authorized to schedule a Public Hearing for FY2022 Operating Budget on September 14, 2021 at 8:00 a.m.,** as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

Item #7 Review of FY2022 Budget

Managing Director Warren reviewed the FY2022 Budget for the Board and stated the proposed budget has been prepared with the projected \$57 million in MTF revenue.

Managing Director Warren and Director of Finance Barcheski reviewed the proposed budget for the Board and answered the Board's questions.

The FY2022 Budget was received for information.

Item #8 Consent to Vacation

Managing Director Warren requested authorization to consent to vacate the remainder of an unnamed street within Arden Hills Plat.

Deputy Managing Director Harrall stated that JMR Property 2, LLC has filed circuit court action to vacate the remainder of an unnamed street within Arden Hills plat, adjacent to the west line of lot 21. This will allow for the construction of a portion of a Cascade Township approved, Tommy Car Wash. The subject land is located south of 28th Street and west of Thornhills Avenue in Section 16, Cascade Township.

Staff has reviewed the paper street right-of-way and based on the current development in this area, determined there is no reason to retain this for a future public street, and recommends Board consent to this request.

Commissioner Janes offered the following resolution with reference to the **Consent to vacation of a portion of an Unnamed Street** located in the Northwest 1/4 of Section 16, T06N, R10W, Cascade Township, Kent County, Michigan,

RESOLUTION

Consent to vacation of a portion of an Unnamed Street

NOW, THEREFORE, BE IT RESOLVED, by the Board of County Road Commissioners of the County of Kent Consent to vacating of the following platted road right-of-way which is legally described as follows:

That part of an **Unnamed Street** (33 feet wide) in **Arden Hills Plat**, Cascade Township, Kent County, Michigan, according to the recorded plat thereof, described as: A 33-foot-wide Street, West of

and adjacent to Lot 21, Part of Arden Hills Plat, Section 16, Cascade Township, Town 6 North, Range 10 West, Kent County, Michigan.

Moved by Commissioner Janes and supported by Commissioner Medema that the **Board consents to vacate the remainder of an unnamed street within Arden Hills Plat**, as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

Item #9 Drainage Easement

Managing Director Warren requested authorization to purchase a drainage easement.

Deputy Managing Director Harrall stated James and Sherri Martin, the owners of property located at 7245 Hanna Lake Avenue have agreed to provide a drainage easement to accommodate the extension of our existing concrete elliptical twin culverts (Gaines Bridge #36) and will allow for necessary channel modifications. This culvert extension eliminates the need for guardrail at this location, providing a safer drivable fill slope. The drainage easement is 15 ft. by 40 ft. for a total area of 600 sft. The easement over improved land is valued at \$1.83/sft. for a total just compensation of \$1,100.

Easement Description

Commencing at the E. 1/4 Corner of Section 10, T05N, R11W Gaines Township, thence N00°52'08"E 36.50 feet along the East line of Section 10; thence N89°07'52"W 33.00 feet to the Westerly Right of Way line of Hanna Lake Avenue and the Point of Beginning for this description; thence N89°07'52"W 15.00 feet to the Point of Ending. Contains 600 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 a drainage easement from James and Sherri Martin, 7245 Hanna Lake Avenue**, Section 10, Gaines Township, as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

Item #10 Additional Right-of-Way

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

Deputy Managing Director Harrall stated Manual and Maria Duran, the owners of property located at 3116 – 84th Street, SE, have agreed to provide additional highway easement for our 84th Street reconstruction between Breton Avenue and Hanna Lake Avenue. The permanent easement is 17 ft. by 330 ft. for a total area of 5,610 sft. The easement over improved land is valued at \$0.86/sft. for a just compensation of \$4,824.

Easement Description:

A Highway Easement, the exterior boundary of which is described as: Commencing at the Northeast Corner of Section 22, T05N, R11W, Gaines Township, thence N89°29'16"W 831.59 feet along the north line of Section 22; thence S00°52'29"W 33.00 feet along the west property line to the **Point of Beginning** for this description; thence S89°29'16"W 330.00 feet along the existing south Right of Way line of 84th Street; thence S00°52'29"W 17.00 feet along the east property line; thence N89°29'16"W 330.00 feet along a line which is parallel with the existing south Right of Way line, to the westerly property line; thence N00°52'29"E 17.00 feet along said property line to the Point of Beginning. Contains 5,610 Square Feet M/L and is subject to easements and restrictions of record.

Moved by Commissioner Janes, seconded by Commissioner VerHeulen that the Board authorizes to **purchase additional right-of-way from Manual Duran, 3116 – 84th Street**, Section 22, Gaines Township, as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

Item #11 Advertise for Bids

Managing Director Warren requested authorization to advertise for bids for

Contract #22-01: Snowplowing in Eight Areas of Kent County.

- Area 1: Airport / Kentwood
- Area 2: Belmont / Comstock Park
- Area 3: Caledonia / Gaines Townships
- Area 5: Greenbrier Plat
- Area 6: Northview Plat
- Area 7: Ada / Cascade Townships
- Area 9: Algoma / Cannon / Plainfield Townships
- Area 14: Courtland / Grattan Townships

Contract Term: Three Winter Seasons – September 30, 2024
2021/22, 2022/23, & 2023/24

Financial Commitment:

Estimated Cost: Depending on the Area – Ranging from
\$720 to \$4,930 Per Cycle

Funds Allocated: FY22 Budget (Subject to Board Approval)

Moved by Commissioner Janes, seconded by Commissioner Medema that staff is **authorized to advertise for bids on the above listed purchase with bids to be accepted until 8:30 a.m. on September 21, 2021**, as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

Item #12 Award of Bid

Managing Director Warren requested authorization to award bid received for

Contract #21-61: US-131 - Concrete Pavement Repairs – MDOT.

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

Staff recommends awarding Contract #21-61: US-131 Concrete Pavement Repairs to **Causie Contracting, Inc.**, the lowest responsible and responsive bidder, for a cost of **\$820 per cubic yard.**

Moved by Commissioner Janes, seconded by Commissioner VerHeulen to **authorize the award of bid for the above listed**, as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

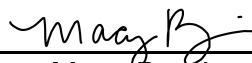
Item #13 **Comments**

➤ Managing Director Warren stated bids will be received for Phase II of the new Central Complex today (August 24, 2021) at Owen Ames Kimball Company. The sub committee will meet on Wednesday, September 8 at 7:15 a.m. and will have a recommendation for the Board on Tuesday, September 14.

➤ Managing Director Warren stated the Kent County Department of Public Works has been working on a Sustainable Business Park, which is located at US-131 and Clyde Park Avenue. Clyde Park Avenue is currently a local road but eventually will be upgraded to a primary road. The projected moving date for DPW is December of 2021.

There being no further business to come before the Board, Chair Rambo adjourned the meeting at 8:50 a.m.

Respectfully submitted,



Macy Barcheski, Secretary