

1500 Scribner Avenue, NW

Grand Rapids, MI 49504

February 9, 2021

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.

Roll call attendance and location was taken at the start of the meeting (MCL 15.263(2)(a)(ii):

Commissioner Janes, present, Ada Township, Kent County, Michigan

Commissioner Medema, present, Algoma Township, Kent County, Michigan

Commissioner Morren, present, Gaines Township, Kent County, Michigan

Commissioner VerHeulen, present, City of Walker, Kent County, Michigan

Chair Rambo, present, Algoma Township, Kent County Michigan

Present: 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, Assistant Director of Finance Guerra, Human Resource Manager Dennis, IT Manager Care, Purchasing Manager Nordstrom, Communications Manager Lamoreaux, Transportation Planner Sprague, and Jean Young and Britni McDole from Plante Moran.

Item #2 Public Comment

There was no public comment.

Item #3 Approval of Minutes

The Board discussed minutes of the Board meeting held Tuesday, January 26, 2021.

Moved by Commissioner Medema, seconded by Commissioner Morren that the **minutes be approved as written.**

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 February 5, 2021 were presented to the Board by Director of Finance Barcheski. She stated Payroll included \$40,887.94 in overtime.

The Construction Estimates for this period is as follows:

Contractor	Project	Amount
		December 11, 2020
Michigan Dept. of Transportation	Fruit Ridge Avenue – 6 Mile Road to 10 Mile Road (invoice #5)	56,670.86
	84 th Street – Kalamazoo Avenue to Breton Avenue (invoice #4)	7,517.19
	FM Trail Phase 5 (invoice #6)	62,877.43
	100 th Street Trail – south side of 100 th St. from SB US-131 ramps to Division St. (invoice #7)	667.66
	100 th Street Engineering (invoice #1/6/21)	2,464.90
	100 th Street – east and west of 100 th Street Bridge over US-131 (invoice #8)	10,399.65
Rieth-Riley Construction Company	2020 Byron Township local roads program (estimate #4 and FINAL)	13,000.00
Total		\$153,597.69

Director Barcheski stated the General Fund has \$30,977,599.94 remaining after approval of disbursements. Of that amount, 6,272,443.03 is unavailable operating funds, leaving \$24,705,156.91 in total available operating funds.

Moved by Commissioner Janes, seconded by Commissioner VerHeulen that **Payroll of \$765,636.01, Construction Estimates of \$153,597.69, Accounts Payables of**

\$1,454,505.38, and Cash Balances and Investments for the check run dated February 5, 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 #5 Final September 2020 Financial Statements

Director Barcheski reviewed for the Board the Final September 2020 Financial Statements.

The report was received for information.

Item #6 FY 2020 Audited Financial Statements

Director Barcheski introduced Jean Young and Britni McDole from Plante Moran, LLC who reviewed and discussed the FY2020 Audited Financial Statements with the Board.

Chair Rambo stated he was proud of KCRC for turning pension and OPEB liabilities into assets.

The FY2020 Audited Financial Statements report was received for information.

Item #7 FY2020 Act 51 Report

Managing Director Warren stated that in accordance with Act 51, staff has prepared the FY2020 Act 51 Report for the Board's acceptance and signature.

Moved by Commissioner Medema, seconded by Commissioner VerHeulen that the **FY2020 Act 51 Report is accepted, and the Chair is authorized to sign the document for submission to the State of Michigan**, as recommended by staff.

Motion carried by the following vote:

Yeas: Commissioners Rambo, Janes, Medema, Morren, and VerHeulen – 5

Nays: 0.

Item #8 Michigan Transportation Fund

Director of Finance Barcheski reviewed the Michigan Transportation Fund revenue that was collected in December 2020 and received in February 2021. She stated the funds received were \$4,531,779, a variance of \$178,689 more than what was budgeted. To date, receipts are 0.1 percent down from this time last year.

The report was received for information.

Item #9 Sign and Execute Title Sheets

Managing Director Warren requested authorization to sign and execute the title sheets for the following:

- a. **Tyrone Bridge #18**, 20 Mile Road Bridge over the Rogue River, bridge rehabilitation project, Section 11 and 14, Tyrone Township.

Deputy Managing Director Harrall stated the Tyrone Bridge No. 18, bridge rehabilitation project on 20 Mile Road over the Rogue River is ready to bid through MDOT. The estimated project cost is \$350,000. Funding for the project includes 95% Federal Local Bridge funds capped at \$332,500 and the remaining \$17,500 Local match will be provided by KCRC.

- b. **Fruit Ridge Avenue**, HMA replacement from 4 Mile Road to 6 Mile Road, Sections 29, 30 and 32, Alpine Township.

Deputy Managing Director Harrall stated the Fruit Ridge Avenue, asphalt pavement replacement project is ready to bid through MDOT. Work includes crushing and shaping the existing asphalt pavement and placing 2 courses of new HMA pavement from 4 Mile Road north to 6 Mile Road. The estimated project cost is \$800,000. Funding for the project

includes \$635,039 Federal STP Flex funds (purchased from Newaygo CRC for \$0.75/\$1.00) and the remaining \$164,961 Local match will be provided by KCRC.

Moved by Commissioner Medema and seconded by Commissioner Janes that the **title sheets** for the **above 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 Sign and Execute Agreement

Managing Director Warren requested authorization to sign and execute an agreement with the Michigan Department of Transportation for the 13 Mile Road pavement replacement project between the east Sparta Village limits and Edgerton Avenue.

Deputy Managing Director Harrall stated the 13 Mile Road, asphalt pavement replacement project is included in the February 5, 2021 MDOT bid letting. Work includes crushing and shaping the existing asphalt pavement and placing 2 courses of new HMA pavement from the east Village Limit of Sparta easterly to Edgerton Avenue. The estimated project cost is \$2,324,600. Funding for the project includes 81.85% Federal STP Urban funds capped at \$1,772,865.20 and the remaining \$551,734.80 Local match provided by KCRC.

Commissioner Morren 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 road resurfacing work along 13 Mile Road from Sparta Village Line to Grange Avenue (Part A) and 13 Mile Road from Grange Avenue to Edgerton Avenue (Part B).

**Resolution for
Road Resurfacing work along
13 Mile Road Sparta Village Line to Grange Avenue (Part A) and
13 Mile Road from Grange Avenue to Edgerton Avenue (Part B)**

WHEREAS, Federal Funds are available for the road resurfacing work along 13 Mile Road from Sparta Village Line to Grange Avenue (Part A) and 13 Mile Road from Grange Avenue to Edgerton Avenue (Part B), and

WHEREAS, the Road Commission must enter into an Agreement with the Michigan Department of Transportation to receive Federal and State 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 Morren and supported by Commissioner Janes that the Board **adopt the resolution and sign and execute the Agreement for the road resurfacing work along 13 Mile Road from Sparta Village Line to Grange Avenue (Part A) and 13 Mile Road from Grange Avenue to Edgerton Avenue (Part B) with Federal Funds.**

Motion carried by the following vote:

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

Nays: 0.

Item #11 Resolution of Support – Burton Street Trail Extension

Managing Director Warren requested authorization for a resolution of support for the Burton Street Trail extension.

Deputy Managing Director Harrall stated that staff has worked with Cascade Township to secure Transportation Alternative Project (TAP) funds to extend the non-motorized trail on the south side of Burton Street from Highridge Lane westerly to Patterson Avenue, including a Pedestrian Bridge over I-96. The Township Engineer is performing the design engineering for the project and KCRC is the Act 51 TAP Grant recipient. Prior to obligating the funds to bid this project, MDOT requires a resolution from the grant recipient, which includes the funding sources for the project, as well as future maintenance of the non-motorized trail facility.

Commissioner Medema offered the following resolution of support for the Burton Street non-motorized trail extension Transportation Alternative Project.

**Resolution of Support
for the
Burton Street Non-Motorized Trail Extension
Transportation Alternative Project**

WHEREAS, the Kent County Road Commission is committed to enhancing the County roadway system and works with other local agencies to provide additional pedestrian non-motorized facilities, and

WHEREAS, the provisions of non-motorized facilities for pedestrians are eligible Transportation Alternative Program activities, and

WHEREAS, the Kent County Road Commission, on behalf of Cascade Township, has been awarded TAP funding to construct a non-motorized trail along Burton Street from Patterson Avenue east to Highridge Lane, including a pedestrian bridge over I-96.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Kent County Road Commissioners requests the Michigan Department of Transportation to proceed with this Transportation Alternative Project for the following estimated project costs:

Total estimated Trail cost:	\$2,500,000
Federal Funds: (65% TAP)	\$1,286,669
Local Match: (35% Cascade Township)	\$1,213,331

BE IT FURTHER RESOLVED that Cascade Township will provide local match funds and Cascade Township is responsible for the maintenance of the non-motorized trail after construction is complete. Kent County Road Commission will designate a Project Engineer who shall attend the pre-construction meeting, and final project review. In addition, the Project Engineer shall be available for meetings with the Michigan Department of Transportation and shall assure that the Project Record Files are maintained.

Moved by Commissioner Medema, seconded by Commissioner Morren that the **resolution of support is adopted** by the Board and as recommended by staff.

Commissioner Janes recused herself from the vote.

Motion carried by the following vote:

Yea: Commissioner Medema

Yea: Commissioner Morren

Yea: Commissioner VerHeulen

Yea: Chair Rambo

Abstain: Commissioner Janes

Item #12 Schedule Public Hearing

Managing Director Warren requested authorization to schedule a public hearing for the 68th Street all-season reconstruction.

Deputy Managing Director Harrall stated the October 27, 2020 budget amendment included adding the 68th Street reconstruction project from Cherry Valley Avenue to Thornapple River Drive to the 2021 primary construction program. This primary road all-season construction project will be funded with 100% KCRC funds.

Staff is requesting the Board schedule a virtual public hearing for Tuesday, March 30, 2021, at 6:30 pm. This would allow KCRC to bid the project in mid-April, pending Board approval to move forward with the project.

Moved by Commissioner Morren and seconded by Commissioner Janes that the Board authorizes **scheduling a Public Hearing for Tuesday, March 30, 2021 at 6:30 p.m.**, 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 for the following:

- a. **Braeside Plat Phase 2**, Section 31, Courtland Township.

Deputy Managing Director Harrall stated Braeside Plat Phase 2 is located south of 11 Mile Road and east of Courtland Drive in section 31, Courtland Township. The 2nd and final phase of this residential plat includes extending Courtland Hills Drive to the east property line of the plat, for future public street connection, and a short permanent cul-de-sac to the south of Courtland Hills Drive. This phase includes 14 lots, bringing the development total to 49 lots. The developer is Braeside Holdings LLC (Mike Berg) and the engineer is Exxel Engineering.

Moved by Commissioner Janes, seconded by Commissioner VerHeulen that preliminary plat approval is authorized for **Braeside Plat Phase 2**, Section 31, Courtland Township, as recommended by staff, and subject to the following special conditions, requirements, and modifications:

1. At the time the Final Plat document is submitted for Board action, the 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.
2. 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.
3. 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.
4. 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).
5. The permanent cul-de-sac lengths of approximately 565 feet and 385 feet are acceptable.
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 and conform to KCRC requirements as directed by the County Highway Engineer.
10. It is acknowledged that there will be a 30' x 66' maintenance strip deeded to KCRC at the east end of Courtland Hills Drive in order to accommodate and maintain offsite drainage.
11. The temporary turn-around highway easement shall provide at least 10 feet of non-pavement area from the edge of the roadway section to the easement line (17 feet wide highway easements with shown symmetrical residential temporary turn-around).
12. 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, Medema, Morren and VerHeulen — 5.

Nays: 0.

- b. **Walnut Ridge Estates Plat**, Section 22, Byron Township.

Deputy Managing Director Harrall stated Walnut Ridge Estates plat is located west of Burlingame Avenue and south of 84th Street in Section 22, Byron Township. The first phase of this multi-phase residential plat includes construction of approximately 1350 feet of Portadown Drive from the west side of Burlingame Avenue (south of Byron Center High School) westerly and includes a temporary cul-de-sac on the west end of Portadown Drive and a Stub Street to future Julienne Court. This phase includes 35 lots. The developer is Signature Land Development Corp (Mick McGraw) and the engineer is Exxel Engineering.

Moved by Commissioner Janes, seconded by Commissioner VerHeulen that preliminary plat approval is authorized for **Walnut Ridge Estates Plat**, Section 22, Byron Township, as recommended by staff, and subject to the following special conditions, requirements, and modifications:

1. At the time the Final Plat document is submitted for Board action, the 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.
2. 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.
3. 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.
4. 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).
5. Proprietor shall obtain the required permits from the Kent County Drain Commission and provide copies to KCRC staff.
6. Longitudinal roadway slope of Portadown Drive shall be maximum of 6.0%.
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 and conform to KCRC requirements as directed by the County Highway Engineer.
10. Proprietor shall extend the existing left turn lane on Burlingame Avenue for proposed Portadown Drive (east/west street), 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, Medema, Morren and VerHeulen — 5.

Nays: 0.

Item #14 Advertise for Bids

Managing Director Warren requested authorization to advertise for bids for **Bid**

#21-EQU-25: Radio Headsets

Moved by Commissioner Morren, seconded by Commissioner VerHeulen that staff is **authorized to advertise for bids on the above listed purchase with bids to be accepted until 8:30 a.m. on the 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 #15 Award of Bids

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

- a. **Contract #21-03:** Bowne #13
 84th Street, 0.6 mile east of Morse Lake Avenue

Staff recommends awarding Contract #21-03: Bowne #13 to **CL Trucking & Excavating, LLC**, the lowest and responsible bidder, at a total cost of **\$94,061.50**, which is **24% below** the estimated cost.

- b. **Contract #21-11:** Third Party Testing Services
 Construction inspection & material testing services for 2021,
 as needed, with a one-year renewal option

Staff recommends awarding Contract #21-11: Third Party Testing Services to **ALL BIDDERS**, contracting in the best interest of the Kent County Road Commission.

The contractor, selected at the time of need, will be based on their bid cost, location, and availability.

- c. **Contract #21-20:** Debris Removal and Slope Restoration at
 MDOT Plainwell Garage

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 #21-20: Debris Removal and Slope Restoration to **USA Earthworks LLC**, the lowest and responsible bidder, at a total cost of **\$8,247**.

Moved by Commissioner Morren, seconded by Commissioner VerHeulen to **authorize award of bids 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 #15 **Comments**

➤ Managing Director Warren stated the sitework bids for Walker View will be opened February 11, 2021.

➤ Managing Director Warren stated that CRA has canceled the annual meeting this year due to Covid and gathering restrictions.

➤ Deputy Managing Director Byrne updated the Board on winter maintenance operations and budget as of February 5, 2021. This season, 15 inches of snow has fallen. Since October 1, 2020, the Road Commission has spent \$1,721,064 or 27 percent of the \$6,300,000 budget.

42 percent of that amount has been spent on equipment, 36 percent on material, and 22 percent on labor.

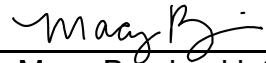
The Michigan Department of Transportation has spent \$1,737,507 of the \$4,566,984 budget or 43 percent. 29 percent of that amount has been spent on equipment, 42 percent on material, and 28 percent on labor.

➤ Commissioner Medema gave the Board an update on the CRA Commissioners Committee's updated Commissioners Code of Conduct and Best Practices documents.

➤ Commissioner Medema stated the Roads + advisory committee is asking everyone to join with a financial contribution. The goal is to promote better road and bridge policies in Michigan.

There being no further business to come before the Board, the meeting was adjourned at 9:05 a.m.

Respectfully submitted,



Macy Barcheski, Secretary