

1500 Scribner Avenue, NW

Grand Rapids, MI 49504

July 27, 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, and VerHeulen, Managing Director Warren, Director of Finance Barcheski and Executive Secretary Luneke.

Absent: Commissioner Morren

Also present: Deputy Managing Director of Operations Byrne, Deputy Managing Director of Engineering Harrall, Assistant Director of Traffic and Safety Wollner, Assistant Director of Operations Roon, Communications Manager Lamoreaux, Plat Engineer Vink, Project Engineer Easterly, Purchasing Manager Nordstrom, IT Manager Care, KCRC Owner Representative James Moyer, and Randy Feenstra from Feenstra & Associates.

Item #2 Public Comment

There was no public comment.

Item #3 Approval of Minutes

The Board discussed minutes of the Board meeting held Tuesday, July 13, 2021. Moved by Commissioner VerHeulen, seconded by Commissioner Janes that the minutes be approved.

Motion carried by the following vote:

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

Nays: 0.

Item #4 Disbursements and Cash Balances

The disbursements for the check run dated July 23, 2021, were presented to the Board by Director of Finance Barcheski. She stated payroll included \$14,336.35 in overtime.

The Construction Estimates for this period are as follows:

Contractor	Project	Amount
Michigan Department of Transportation	84 th Street – Division Avenue to Eastern Avenue (invoice #4)	205,323.93
	13 Mile Road – Sparta Village Line to Edgerton Avenue (estimate #1)	137,444.17
	13 Mile Road – Grange Avenue to Edgerton Avenue (estimate #1)	146,820.21
	100 th Street – Kalamazoo Avenue to Hanna Lake Avenue (invoice #3)	186,849.14
	100 th Street – Kalamazoo Avenue to Hanna Lake Avenue (invoice #3)	100,940.89
	4 Mile Road Sidewalk – York View Drive to West River Drive (invoice #2)	6,162.58
Michigan Paving & Materials	16 Mile Road – Pennington Avenue to Algoma Avenue (estimate #1)	39,657.06
Superior Asphalt, Inc.	68 th Street mill and fill of two sections (estimate #2)	5,994.91
	13 Mile Road – Scranton Avenue to Podunk Avenue (estimate #2)	85,638.64
Total		\$914,831.53

Director Barcheski stated the General Fund has \$26,740,862.69 remaining after approval of disbursements. Of that amount, \$5,039,139.67 is unavailable operating funds, leaving \$21,701,723.02 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 July 27, 2021, is as follows:

Estimated Cost	\$45,814,402
Current Expenditures	1,131,699
Project-to-Date Expenditures	2,327,584
Remaining Cost	42,355,119

Moved by Commissioner Janes, seconded by Commissioner Medema that **Payroll of \$773,942.53, Construction Estimates of \$914,831.53, New Central Complex Expenditures of \$1,131,698.99, Accounts Payables of \$1,929,781.98, and Cash Balances and Investments for the check run dated July 23, 2021,** are approved by the Board, and warrants ordered drawn for the same.

Motion carried by the following vote:

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

Nays: 0.

Item #5 a. Quit Claim Release

Managing Director Warren requested authorization for a quit claim release of a road end maintenance strip.

Deputy Managing Director Harrall stated there is one existing 10-foot road end strip on Gloryfield Drive within Planters Ridge Plat, Phase 3, Section 15, Byron Township. It is necessary to quit claim release this back to the developer (Buffum Builders, LLC), in order to provide clear title for the final plat approval.

Easement Description

Part of the NE 1/4 of Section 15, T5N, R12W, Byron Township, Kent County, Michigan, described as: Commencing at the East 1/4 corner of said Section 15; thence N88°45'06"W 1525.90 feet along the South line of the Northeast 1/4 of said Section 15; thence N01°14'54"E 54.11 feet; thence N26°43'39"E 63.47 feet; thence N54°28'28"W 155.14 feet; thence N43°03'33"W 67.67 feet; thence N35°31'32"E 86.61 feet; thence N54°28'28"W 108.74 feet to the point of beginning; thence N35°31'32"E 66.00 feet; thence N54°28'28"W 10.00 feet; thence S35°31'32"W 66.00 feet; thence S54°28'28"E 10.00 feet to the point of beginning.

Moved by Commissioner Medema, seconded by Commissioner VerHeulen that staff is authorized to **quit claim the above-described property to the developer (Buffum Builders, LLC),** as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

Item #5 b. Final Plat Approval

Managing Director Warren requested final plat approval for Planters Ridge Plat, Phase 3.

Deputy Managing Director Harrall stated Planters Ridge Plat is located west of Burlingame Avenue and north of 84th Street in section 15, Byron Township. Phase 3 of this multi-phase residential plat extends Gloryfield Drive approximately 1200 feet west, with a permanent cul-de-sac on the west end (Byron Township Whistlestop Park is west of the plat boundary). The construction of the public street within this phase has been completed in accordance with the approved plans and KCRC Requirements and Specifications for Plat Development. There are 24 lots included in this phase, for a total of 75 lots in the plat. The developer is Buffum Builders, LLC and the engineer is Feenstra & Associates, Inc.

The developer has provided a letter of credit in the amount of \$70,000 to cover remaining work, which included final restoration and top course paving. Top course paving has now been completed (after the surety amount was determined).

Moved by Commissioner Janes, seconded by Commissioner Medema that the Board **authorizes final plat approval for Planters Ridge Plat, Phase 3**, Section 15, Byron Township, as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

Item #6 Preliminary Street Approval

Managing Director Warren requested authorization for preliminary street approval of Graymoor Street.

Deputy Managing Director Harrall stated Graymoor Street is located north of 76th Street and east of Broadmoor Avenue (M-37), in Section 8, Caledonia Township, within Graymoor Condominium. This multi-phase site condominium includes both public and private streets. The final phase will extend Graymoor Street northwesterly approximately 1,750 feet to Broadmoor Avenue. There are 43 lots within this phase for a total of 117 lots within this site condominium development. The developer is Broadmoor Investors, LLC (Dale Krakker), and the engineer is Nederveld.

Moved by Commissioner Janes, seconded by Commissioner Medema that **preliminary street approval is authorized for Graymoor Street**, as recommended by staff and subject to the following special conditions, requirements, and modifications:

1. 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. 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.
7. 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.
8. The Proprietor shall incorporate USPS customer mail delivery mode requirements in their improvements design and construction documents and provide written confirmation from the USPS local postmaster or station master confirming that customer mail delivery requirements conform to both USPS and KCRC requirements.
9. The Board retains the sole discretion to determine time and conditions for the take-over of proposed public streets.
10. Condominium master deed must be submitted for KCRC staff review and comment. In the master deed (or amendments), the Developer/Proprietor shall include language that relates to drainage and storm water management as required by the County Highway Engineer (Deputy Managing Director, Engineering) in the interest of the Road Commission. Such language shall not be modified without the consent of the KCRC.
11. Claymont Court and Braemoor Court shall be private streets and shall not be taken over by the Board as a public street.

Motion carried by the following vote:

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

Nays: 0.

Item #9 Preliminary Plat Approval

Managing Director Warren requested authorization for final plat approval of Alexander Trails Plat.

Deputy Managing Director Harrall stated Alexander Trails Plat is located north of 76th Street and east of Breton Avenue, in Section 10, Gaines Township. The first phase of this

multi-phase residential plat development includes access from 76th Street extending north approximately 2000 feet, and 2 streets extending westerly approximately 500 feet and 1,000 feet, both with large culvert crossings of Plaster Creek and temporary cul-de-sacs. There is also a “J” shaped street alignment, approximately 550 feet long surrounding a community park. This first phase includes 58 lots. The developer is Signature Land Development Corp.(Michael McGraw) and the engineer is Nederveld.

Moved by Commissioner VerHeulen, seconded by Commissioner Janes that the Board **authorizes preliminary plat approval of Alexander Trail Plat**, Section 10, Gaines 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. 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.

7. 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.
8. The Proprietor shall incorporate USPS customer mail delivery mode requirements in their improvements design and construction documents and provide written confirmation from the USPS local postmaster or station master confirming that customer mail delivery requirements conform to both USPS and KCRC requirements.
9. Proprietor shall provide a 10' maintenance strip deeded to the Kent County Road Commission at the end of four street ends in this phase for future extension of public streets. Proprietor shall also provide a temporary turn around with easement to the Kent County Road Commission at the end of cul-de-sacs.
10. The temporary turn-around highway easement at the end of the two temporary cul-de-sacs 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).
11. Proprietor shall provide left turn lane on 76th Street for proposed Unnamed Road "A" (north/south 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.
12. The Board retains the sole discretion to determine time and conditions for the take-over of proposed public streets.
13. It is strongly recommended that, pending the EGLE permit, the two structures to be built over the drainage courses are to be concrete.
14. Unnamed Road "J" shall be a private street and shall not be taken over by the Board as a public street.

Motion carried by the following vote:

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

Nays: 0.

Item #8 **Comments**

➤ Managing Director Warren reminded the Board that the Picnic in the Park is scheduled for Thursday, August 19, 2021 at Fallasburg Park. The picnic begins at 5 p.m. and dinner is at 6 p.m. Director Warren complimented Beth Nanzer, the Human Resource Department, and the Picnic Committee for pulling this picnic together so quickly.

➤ Deputy Managing Director Byrne stated the Kent County Sheriff's Department asked KCRC to be part of the National Night Out 2021 on August 3. National Night Out is an annual community-building campaign that promotes police-community partnerships and neighborhood camaraderie to make our neighborhoods safer, more caring places to live. It will be located at the Kentwood Community Church, Mary Free Bed YMCA, Downtown Rockford.

➤ Managing Director Warren presented a Roads 101 overview for the Board that will help refresh the townships and public of the basic elements of road construction and maintenance from the beginning, such as how we choose the roads we fix, to the end.

There being no further business to come before the Board, Chair Rambo adjourned the meeting at 8:18 a.m.

Respectfully submitted,



Macy Barcheski, Secretary