

1500 Scribner Avenue, NW

Grand Rapids, MI 49504

June 22, 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 Building and Equipment Roose, Director of Traffic and Safety Haagsma, Director of Human Resources Dennis, Assistant Director of Operations Roon, Project Engineer Easterly, Purchasing Manager Nordstrom, IT Manager Care, Communications Manager Lamoreaux, KCRC Owner Representative James Moyer, Marty Ruiten from Hobbs+Black Architects, and Tim Marcus from Owen-Ames-Kimball.

Item #2 Public Comment

There was no public comment.

Item #3 Approval of Minutes

The Board discussed minutes of the Board meeting and Closed Session held Tuesday, June 8, 2021.

The wording in the Board minutes regarding the New Central Complex Site Plan and Budget need to be amended to read that the Board members wanted to validate that staff is taking the proper steps to value engineer the project through the design and specification process.

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 June 11, 2021, were presented to the Board by Director of Finance Barcheski. She stated payroll included \$12,908.15 in overtime.

The Construction Estimates for this period are as follows:

Contractor	Project	Amount
Superior Asphalt, Inc.	Paving at the North Complex (estimate #1)	
	2021 Byron Twp. Local Roads Program (estimate #1)	103,379.90
	68 th Street mill and fill of two sections (estimate #1)	309,746.86
Total		\$413,126.76

Director Barcheski stated the General Fund has \$32,167,869.29 remaining after approval of disbursements. Of that amount, \$6,896,704.72 is unavailable operating funds, leaving \$25,271,164.57 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 June 22, 2021, is as follows:

Estimated Cost	\$45,814,402
Current Expenditures	1,012
Project-to-Date Expenditures	2,367,478
Remaining Cost	43,445,912

Moved by Commissioner Morren, seconded by Commissioner Medema that **Payroll of \$744,953.87, Construction Estimates of \$413,126.76, New Central Complex Expenditures of \$1,012.00, Accounts Payables of \$2,449,266.98, and Cash Balances and Investments for the check run dated June 11, 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 **May 2021 Financial Statements**

Director of Finance Barcheski reviewed for the Board the May 2021 Financial Statements and stated the financial statements does not include Budget Amendment #2.

The report was received for information.

Item #6 **Amend Documents**

Managing Director Warren stated the subcommittee for the new Central Complex met prior to the Board meeting to discuss an amendment to the contract with KCRC's OAK construction manager regarding late fee charges related to the Substantial Completion Date for Phase II. This amendment was reviewed because of the cost escalation caused by the reduction of building materials in the market. This cost escalation has potential to impact the schedule and price of the construction. The contract states there is a 30-day grace from the completion date, which is scheduled for February 2023. The bids for Phase II go out on July 12, 2021.

The subcommittee discussed the potential amendment and the concern that potential late fees could cause some subcontractors not to bid or to inflate their bids.

The Board chose not to amend Contract #20-75 regarding late fee charges related to the Substantial Completion Date for Phase II.

Item #7 **Execute Agreement**

Managing Director Warren requested authorization to execute a contract for Part 1 commissioning services consisting of third-party peer review and comment on our bid specifications and functional testing. Staff contacted three companies and two responded. The

recommendation of a commissioning company for Part 1 services was based upon qualifications, availability, references, and price. Commissioner Medema questioned if the testing will be done during construction or just at the end of construction. Mr. Ruitter stated it would be done periodically during construction and a functional test will be conducted at the end of construction.

Move by Commissioner Janes, seconded by Commissioner Medema that **Part 1 Commissioning Services are authorized for Phase II of the new Central Complex**, as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

Item #8 Preliminary Street Approval

Managing Director Warren requested authorization for preliminary street approval of an unnamed street within Marigold Estates Site Condominiums.

Deputy Managing Director Harrall stated Marigold Estates Site Condominium is located south of 7 Mile Road and east of Division Avenue, in Section 19, Plainfield Township. This single phase site condominium includes an unnamed 850 foot residential public street with access from 7 Mile Road and a temporary cul-de-sac at the south property line for future street extension. There are a total of 12 lots within this site condominium development. The developer is Marigold Development, LLC, and the engineer is Roosien & Associates. The unnamed street will be named before the final approval.

Moved by Commissioner Morren, seconded by Commissioner VerHeulen that **preliminary street approval is authorized for the unnamed street within Marigold Estates Site Condominiums**, 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. Proprietor shall provide a 10' maintenance strip deeded to the Kent County Road Commission at the end of the Unnamed Street 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 the Unnamed Street.
9. 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).
10. The Board retains the sole discretion to determine time and conditions for the take-over of proposed public streets.

11. Condominium master deed must be submitted for Commission staff review and comment for conformance to KCRC specifications.

Motion carried by the following vote:

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

Nays: 0.

Item #9 Final Plat Approval

Managing Director Warren requested authorization for final plat approval of Explorer Estates.

Deputy Managing Director Harrall stated Explorer Estates Plat is located north of 68th Street along the south side of Peerpoint Drive in Section 4, Gaines Township. This residential plat contains 3 lots which are south of existing residential street Peerpoint Drive (Southpointe Plat). No roadwork was required to accommodate this 3 lot plat. The proprietor is Kentwood Public Schools and the Engineer is Exxel Engineering.

Moved by Commissioner Janes, seconded by Commissioner Medema that the Board **authorizes final plat approval of Explorer Estates**, Section 4, 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 Advertise for Bids

Managing Director Warren requested authorization to advertise for **Bid #21-EQU-29: Grader Blades**.

Moved by Commissioner Medema, 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 June 29, 2021**, as recommended by staff.

Motion carried by the following vote:

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

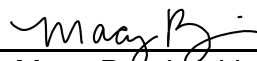
Nays: 0.

Item #11 **Comments**

- Managing Director Warren stated the new Central Complex has had media coverage lately.
- Managing Director Warren presented an updated Walker View Timeline for the Board with revised estimates of funds available for the project with occupancy in 2023.
- Managing Director Warren and Director of Finance Barcheski attended the County of Kent's Finance Committee meeting last week. The Finance Committee approved the issuing of bonds to KCRC for the new Central Complex.
- Steve Roon and Eric Easterly from the KCRC team presented and discussed a list of the value engineering the team has performed to save money.
- Chair Rambo congratulated Mike Dennis on his promotion to Director of Human Resources.

There being no further business to come before the Board, Chair Rambo adjourned the meeting at 8:59 a.m.

Respectfully submitted,



Macy Barcheski, Secretary