

1500 Scribner Avenue, NW

Grand Rapids, MI 49504

October 26, 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 Morren, Vice Chair at 8:00 a.m.

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

Absent: Commissioner Rambo, Chair.

Also present: Deputy Managing Director of Engineering Harrall, Deputy Managing Director of Operations Byrne, Director of Traffic and Safety Haagsma, Director of Buildings and Equipment Roose, Director of Human Resources Dennis, Communications Manager Lamoreaux, Purchasing Manager Nordstrom, and Tim Marcus from OAK.

Item #2 Public Comment

There was no public comment.

Item #3 Approval of Minutes

The Board discussed minutes of the Board meeting held Tuesday, October 12, 2021.

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

Motion carried by the following vote:

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

Nays: 0.

Item #4 Disbursements and Cash Balances

The disbursements for the check run dated October 15, 2021, were presented to the Board by Director of Finance Barcheski. She stated payroll included \$17,454.94 in overtime.

The Construction Estimates for this period are as follows:

Contractor	Project	Amount
Action Traffic Maintenance	South guardrail upgrades at 5 bridges (estimate #4 and #5 and FINAL)	23,684.00
Kentwood Excavating	68 th Street – Cherry Valley Avenue to Thornapple River Drive (estimates #6, #7 and #8)	349,813.24
Michigan Paving and Materials	Plainfield Township local roads program (estimate #2 and #3)	333,474.25
	16 Mile Road – Pennington Avenue to Algoma Avenue (estimates #3 and #4 and FINAL)	102,329.72
Rieth-Riley Construction	Grand Rapids Township local road program (estimate #3)	86,050.53
	Alpine Township local road program (estimate #2)	34,069.04
	Cannon Township local road program (estimate #2)	216,023.41
Superior Asphalt, Inc.	Algoma Township local roads program (estimate #5 and FINAL)	640.00
	Northland Drive – Ritchie Avenue to north county line (estimate #3)	321,846.66
	Cascade Township local road program – Centennial plat (estimate #4 and FINAL)	134,542.43
	Cascade Township local road program – Kraft Industrial (estimate #4)	45,456.05
Total		\$1,647,929.33

Director Barcheski stated the General Fund has \$30,090,986.15 remaining after approval of disbursements. Of that amount, \$12,838,900.33 is unavailable operating funds, leaving \$17,252,085.82 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 October 26, 2021, is as follows:

Estimated Cost	\$47,501,236
Current Expenditures	1,096,699
Project-to-Date Expenditures	6,389,928
Remaining Cost	40,014,610

Moved by Commissioner Janes, seconded by Commissioner VerHeulen that **Payroll of \$770,683.17, Construction Estimates of \$1,647,929.33, New Central Complex Expenditures of \$1,096,698.51, Accounts Payables of \$2,064,807.91, and Cash Balances and Investments for the check run dated October 15, 2021,** are approved by the Board, and warrants ordered drawn for the same.

Motion carried by the following vote:

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

Nays: 0.

Item #5 Preliminary September 2021 Financial Statements

Director of Finance Barcheski reviewed for the Board the Preliminary September 2021 Financial Statements.

The report was received for information.

Item #6 2022 Budget Amendment No. 1

Managing Director Warren requested authorization to amend the 2022 Budget.

Director of Finance Barcheski reviewed the proposed amendment which is made up of primary and local road projects, as well as capital outlay items that were not finished in 2021.

Moved by Commissioner VerHeulen, seconded by Commissioner Janes that the **2022 Budget Amendment No. 1 is adopted** by the Board, as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

Item #7 Consent to Vacation

Managing Director Warren requested authorization to consent to vacate Satterlee Lane.

Deputy Managing Director Harrall stated that property owners Daniel and Deborah Ferguson, David and Lois Jensen, and Sally Stevens have filed circuit court action to vacate a portion of Satterlee Lane (paper street) within Oakfield Township Assessor's plat. The subject land is located northeast of Keiber Street and southwest of Deer Lake Drive, within Section 24, Oakfield Township.

The paper street right-of-way is very narrow (15 – 20 ft.) and approximately 250 ft. long. Based on the current access via Keiber Street (public) and Deer Lake Drive (private), the requested vacation will not landlock any parcels. Staff does not foresee any reason to retain this for a future public street and recommends Board consent to the requested vacation.

Commissioner Janes offered the following resolution with reference to **vacating a portion of Satterlee Lane northeast of Keiber Street in Oakfield Township within the Oakfield Township Assessor's Plat in Section 24 of Oakfield Township, Kent County, Michigan, recorded in Liber 47 of Plats, Page 28.**

**RESOLUTION REGARDING
VACATION OF SATTERLEE LANE**

WHEREAS, the following portion of Satterlee Lane was dedicated by the Plat, Oakfield Township Assessor's Plat in Section 24 of Oakfield Township, Kent County, Michigan, recorded in Liber 47 of Plats, page 28, and which is legally described as follows:

That part of Satterlee Lane which lies Northeasterly of the line produced by extending the Southerly Lot Line of Lot 20 of the subject plat Northwesterly to the Westerly line of Satterlee Lane in Oakfield Township Assessor's Plat in Section 24 of Oakfield Township, Kent County, Michigan, recorded in Liber 47 of Plats, Page 28, in the Office of the Kent County Register of Deeds, Kent County, Michigan (the "Street").

WHEREAS, a vacation lawsuit has been filed in the Kent County Circuit Court by Daniel C. Ferguson, Deborah Ferguson, Sally Stephens, David Jensen, Lois Jenson who seek a vacation of the Street. That lawsuit is *Daniel C. Ferguson, Deborah Ferguson, Sally Stephens, David Jensen, Lois Jenson* (Kent County Circuit Court Case No. 21-08391-CH). The Plaintiffs are property owners along both sides of the Street.

WHEREAS, it appears that the vacation of the Street will not interfere with travel within the County, will better allow the property owners the use of their property, will enhance the quality and character of the County, and will reduce liability and maintenance exposure for the Board of County Road Commissioners of the County of Kent.

WHEREAS, the Board of County Road Commissioners of the County of Kent otherwise believes that it is in the best interest of the public health, safety, and welfare to vacate the Street.

WHEREAS, subject to the terms of this Resolution, the Board of County Road Commissioners of the County of Kent hereby vacates the Street and agrees to the Street being vacated by the Kent County Circuit Court pursuant to the above-mentioned lawsuit, such that the abutting lots shall hereafter extend to the centerline of the Street.

WHEREAS, any existing public utilities or public utility easements must be reserved and preserved within the area formerly comprising the Street.

WHEREAS, upon being presented with the amended plat of Oakfield Township Assessor's Plat, after all necessary approvals are received, and the amended

Plat is recorded with the Kent County Register of Deeds, L.R. Cole, Right-of-Way Office Manager, is hereby authorized to execute such documents as will release the portions of the existing easements for highway purposes owned by the Board of County Road Commissioners of the County of Kent in the Street within the plat of Oakfield Township Assessor's Plat as are depicted as the areas to be released in the attachment to this Resolution.

WHEREAS, this Resolution shall not be effective until Plaintiffs (or one of their agents) file and record a certified copy of this Resolution with the Kent County Register of Deeds records and submits a copy to the State Treasurer.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby determines and confirms that the Street as described above is vacated as of the effective date of this Resolution.

AND BE IT FURTHER RESOLVED that this resolution be recorded with the Kent County Register of Deeds and be submitted to the Office of Land Survey and Remonumentation in the Michigan Department of Licensing and Regulatory Affairs.

Moved by Commissioner Janes seconded by Commissioner Medema that the resolution is adopted for **vacating a portion of Satterlee Lane, Section 24, Oakfield Township**, as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

Item #8 **Purchase of Right-of-Way**

Managing Director Warren requested authorization to purchase right-of-way for the 84th Street all-season reconstruction.

Deputy Managing Director Harrall stated Betty Workman, the owner of property located at 3650 84th Street, has agreed to provide additional highway easement along her frontage to accommodate the planned all-season reconstruction of 84th Street between Hanna Lake Avenue and East Paris Avenue. The additional right-of-way is 17 ft. x 939.5 ft. (15,971 sft.). The value has been determined to be \$0.45/sft. and \$500 compensation for trees and landscaping, for a total just compensation of \$7,686.

Easement:

Commencing at the North 1/4 Corner of Section 23, T05N, R11W Gaines Township, thence S89°00'24"E 228.00 feet along the North Line of said Section to Reference Point 'A'; thence S00°55'01"W 33.00 feet to the existing Southerly Right of Way line of 84th Street and the Point of Beginning; thence S89°00'24"E 302.00 feet along the existing South Right of Way line of 84th Street; thence S00°59'37"W 17.00 feet along a property line; thence N89°00'24"W 302.00 feet to the Westerly property line; thence N00°55'01"E 17.00 feet along said Westerly property line to the Southerly Right of Way line of 84th Street and the Point of Beginning. Contains 5,134 Square Feet M/L and is subject to easements and restrictions of record.

Also a Highway Easement, the exterior boundary of which is described as:

Commencing at Reference Point 'A'; thence S89°00'24"E 462.00 feet along the North Line of said Section; thence S00°59'37"W 33.00 feet to the existing Southerly Right of Way line of 84th Street and the Point of Beginning for this description; thence S89°00'24"E 637.33 feet along the existing South Right of Way line of 84th Street; thence S00°55'23"W 17.00 feet along the Easterly property line; thence N89°00'24"W 637.35 feet to the Westerly property line; thence N00°59'37"E 17.00 feet along said Westerly property line to the Southerly Right of Way line of 84th Street and the Point of Beginning. Contains 10,837 Square Feet M/L and is subject to easements and restrictions of record.

Moved by Commissioner VerHeulen, seconded by Commissioner Janes that staff is **authorized to purchase right-of-way from the Betty Workman Trust, 3650 84th Street, Section 23, Gaines Township**, as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

Item #9 Schedule Public Hearing

Deputy Managing Director Harrall stated staff is requesting the Board schedule a public hearing for proposed revisions of fees for permits and new public streets. Staff is proposing the public hearing be held on Tuesday, November 23, with final approval afterward.

The proposed fee increases for Soil Erosion and Sedimentation Control (SESC) relate to increases in staffing levels related to the recent EGLE audit of KCRC's County Enforcement SESC program.

The proposed changes for new public street fees reflect an estimate of staff time involved for both preliminary approvals of plats, condominiums, and metes and bounds developments. Staff is proposing a flat \$500 fee for all preliminary approval requests. All remaining costs, including final plan approval, construction inspection and material testing will be based on actual costs deducted from an upfront deposit by the developer or proprietor of \$5,000. Staff currently follows this process during the construction phase and is proposing to implement it sooner (after preliminary approval) to include final plan review and approval.

Moved by Commissioner Janes and seconded by Commissioner Medema that staff is authorized to **schedule a Public Hearing for proposed revisions of fees for permits and new public streets for Tuesday, November 23, 2021, at the Road Commission offices at 1500 Scribner Avenue, NW, at 8:15 a.m.**, as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

Item #10 Advertise for Bids

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

- a. **Contract #22-06:** Concrete Cutting Services
- b. **Contract #22-07:** Production and Processing of Non-Recycled Asphalt Product for Stockpiling
- c. **Contract #22-08:** Rotomilling Services
- d. **Contract #22-09:** Residential Sidewalk and Driveway Staking
- e. **Bid #22-MNT-03:** Liquid Calcium Chloride - 26% Mineral Well Brine

Moved by Commissioner VerHeulen, seconded by Commissioner Janes that staff is authorized to advertise for bids on the above listed purchases with bids to be accepted until 8:30 a.m. on a date to be determined, as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

Item #11 Award of Bids

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

- a. **Contract #20-76:** Commissioning Services for Phase Two of New Central Complex Construction

Reviewing the received proposals regarding KCRC's commissioning requirements in the various categories for Phase Two of the Walker View project, staff recommends awarding Contract #20-76 to **IMEG Corporation**, the lowest cost responsive and responsible bidder, at an estimated total cost of **\$69,800**.

Discussing our further needs for this project, staff requested a quotation from the contractor to provide additional services regarding sanitary sewer camera inspections, thermal

imaging trips, and to perform an emergency power check. Staff suggests proceeding with these additions for a not to exceed cost of **\$15,600**.

- b. **Contract #22-03: Trucking of Various Materials**
2022 requirements for trucking of asphalt, sand, gravel and snow from primary roads, local roads, and state trunklines, as needed

Staff recommends awarding Contract #22-03: Trucking of various materials to “**All Bidders**”, contracting in the best interest of the Kent County Road Commission.

The contractor, selected at the time of demand, will be based on their hourly rate, the project’s location, and the availability of the type of equipment needed.

- c. **Contract #22-04: Building and Grounds Maintenance at Two Rest Areas and One Roadside Park – MDOT**

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

Staff recommends awarding Contract #22-04: Maintenance of two rest areas and one roadside park to **R&R Enterprises**, the lowest responsible and responsive bidder, for a cost per year of **\$157,807.76** and a five-year total cost of **\$789,038.80**.

- d. **Contract #22-05: Rental of Traffic Control Devices**
Three-Year Contract (2022, 2023, & 2024), as needed

Staff recommends awarding Contract #22-05: Traffic Control Devices to **Give ‘Em A Brake Safety, LLC** and **Capitol Barricading, Inc.**, whose product, when tested and inspected, meets or exceeds the specified requirements.

Rental of the products, as specified, in the best interest of KCRC, the source(s) selected will be based on cost of product (inclusive of our labor and equipment costs), project location, and the availability, and lead time of the products.

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

Motion carried by the following vote:

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

Nays: 0.

Item #12 **Purchase Bid**

Managing Director Warren requested authorization to purchase the following:

- a. **Bid #22-EQU-07:** Eleven Hydraulic Systems for Single and Five Axle Trucks

On October 12, 2021, the Board awarded the purchase of eleven hydraulic systems to **Truck & Trailer Specialties**, under MiDeal contract #071B5500010, for a total cost of \$92,009.90.

As the previously awarded cost was based on an outdated MiDeal quote, staff would like to inform the Board of the correct total contract cost as **\$101,609**.

- b. **Bid #22-EQU-18:** Floor Scrubber

At the Board Meeting on October 12, 2021, Board authorized staff to pursue and purchase a **pre-owned floor scrubber**. Staff approved the acquisition of the equipment from **Triad Service Center**, for a total cost of **\$26,500**.

- c. **Bid #22-EQU-20:** Telehandler

In the best interest of the Road Commission and the residents of Kent County, Staff is requesting authorization to purchase a used Telehandler for the Central Complex. As the unit would not be required on a regular basis, a pre-owned unit, not to exceed \$80,000, would be suitable for our needs.

d. **Bid #22-EQU-21: Push-Off Broom**

In the best interest of the Road Commission and the residents of Kent County, Staff is requesting authorization to purchase a used Push-Off Broom for the Central Complex. As the unit would not be required on a regular basis, a pre-owned unit, not to exceed \$75,000, would be suitable for our needs

Moved by Commissioner VerHeulen, seconded by Commissioner Medema to **authorize the purchase of the above listed purchases**, as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

Item #13 Out of State Travel

Managing Director Warren requested authorization for out of state travel for one staff to attend the National Committee on Uniform Traffic Control Devices Annual Meeting.

Managing Director Warren stated he is recommending travel for Traffic and Safety Director Haagsma to attend the National Committee on Uniform Traffic Control Devices annual meeting, January 12 – 14, 2022, in Arlington, Virginia with partial expenses paid by NACE.

Moved by Commissioner Janes, seconded by Commissioner Medema to **authorize out of state travel for one staff to attend the National Committee on Uniform Traffic Control Devices Annual Meeting, January 12 – 14, 2022, in Arlington, Virginia with partial expenses paid by NACE**, as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

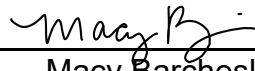
Item #14 **Comments**

- Deputy Managing Director Harrall presented “Roads 101” to the Board.

The presentation mainly covered primary roads in Kent County and was very educational for all. Vice Chair Morren stated “Roads 101” will continue with the local roads at the November 23 Board meeting.

There being no further business to come before the Board, Vice Chair Morren adjourned the meeting at 9:14 a.m.

Respectfully submitted,



Macy Barcheski, Secretary