

1500 Scribner Avenue, NW

Grand Rapids, MI 49504

September 14, 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, Communications Manager Lamoreaux, Purchasing Manager Nordstrom, IT Manager Care, Marty Ruitter from Hobbs+Black, Kevin Hufnagel and Adam Tweedy from OAK.

Item #2 Public Hearing – FY2022 Budget

A Public Hearing on the proposed FY2022 Operating Budget was conducted. There was no public comment.

It was moved by Commissioner VerHeulen, seconded by Commissioner Janes that the **regular meeting** of the Board of Road Commissioners of the County of Kent **reconvened** at 8:03 a.m.

Motion carried by the following vote:

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

Nays: 0.

Item #3 Public Comment

There was no public comment.

Item #4 Approval of Minutes

The Board discussed minutes of the Board meeting held Tuesday, August 24, 2021.

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

Motion carried by the following vote:

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

Nays: 0.

Item #5 Disbursements and Cash Balances

The disbursements for the check run dated September 3, 2021, were presented to the Board by Director of Finance Barcheski. She stated payroll included \$25,219.64 in overtime.

The Construction Estimates for this period are as follows:

Contractor	Project	Amount
Dean’s Landscaping & Excavating	16 Mile Road – Shaner Avenue to Myers Lake Avenue (estimate #3)	\$42,262.50
Kentwood Excavating	68 th Street – Cherry Valley Avenue to Thornapple River Drive (estimate #4)	138,414.00
Superior Asphalt, Inc.	Byron Township local roads program (estimate #4)	41,087.50
	68 th Street mill and fill of two sections (estimate #3)	2,455.00
	16 Mile Road – Shaner Avenue to Myers Lake Avenue (estimate #1)	123,658.36
	Cascade Township local road program – Centennial Plat (estimate #1)	289,321.25
	Cascade Township local road program – Kraft Industrial (estimate #2)	141,279.06
Total		\$778,477.67

Director Barcheski stated the General Fund has \$28,443,281.52 remaining after approval of disbursements. Of that amount, \$6,354,811.39 is unavailable operating funds, leaving \$22,088,470.13 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 September 3, 2021, is as follows:

Estimated Cost	\$45,814,402
Current Expenditures	920
Project-to-Date Expenditures	4,168,600
Remaining Cost	41,644,882

Moved by Commissioner Medema, seconded by Commissioner VerHeulen that **Payroll of \$792,369.98, Construction Estimates of \$778,477.67, New Central Complex Expenditures of \$920.00, Accounts Payables of \$2,332,757.66, and Cash Balances and Investments for the check run dated September 3, 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 Adopt FY2022 Budget

Managing Director Warren requested authorization to adopt the FY2022 Budget. He stated there has been no change to the Budget since it was reviewed by the Board and staff on August 24, 2021.

Commissioner Janes offered the following resolution in reference to the 2022 Kent County Road Fund General Appropriations Act.

**RESOLUTION
2022 KENT COUNTY ROAD FUND
GENERAL APPROPRIATIONS ACT**

BE IT RESOLVED that the 2022 Kent County Road Fund General Appropriations Act shall be and is hereby approved in accordance with the attached documents setting forth the Revenues, Expenditures, and the projected Fund Balance at End of Year for the Fiscal Year 2022.

BE IT FURTHER RESOLVED that for the Fiscal Year 2022, the Managing Director shall be and is hereby appointed as the Chief Administrative Officer and Administrative Officer for the Board of County Road Commissioners of the County of Kent in accordance with Sections 2b(3)(g) and 2a(1) of the Michigan Uniform Budgeting and Accounting Act.

BE IT FURTHER RESOLVED that for the Fiscal Year 2022, the Director of Finance shall be and is hereby appointed as the Fiscal Officer for the Board of County Road Commissioners of the County of Kent in accordance with Section 2c(2) of the Michigan Uniform Budgeting and Accounting Act.

BE IT FURTHER RESOLVED that the Chief Administrative Officer shall be and is hereby authorized to:

- a) Adjust the budget at fiscal year-end if necessary to increase budgeted expenditure and revenue accounts regarding Michigan Department of Transportation-contracted Federal and State aid projects; and
- b) To transfer line item amounts approved in the General Appropriations Act to another line item without prior approval; but any transfers between line items are subject to the approval of the Board of County Road Commissioners at their next regular Board meeting; and
- c) To transfer up to 50% from the Primary Road Fund to the Local Road Fund; and
- d) To transfer up to fifteen percent (15%) from the Local Road Fund to the Primary Road Fund; and

- e) Assign fund balance in accordance with the Governmental Accounting Standards Board (GASB) Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions:
- Non-spendable fund balance – will represent all inventory, prepaid amounts, and non-current receivables
 - Restricted fund balance – limitations imposed by external sources such as creditors (through debt covenants), grantors, contributors, or laws or regulations of other governments; or imposed by law through constitutional provisions or enabling legislation
 - Committed fund balance – as designated by the Board of County Road Commissioners
 - Assigned fund balance – amounts intended for a specific purpose (expressed intent, neither restricted nor limited)
 - Unassigned fund balance – fund balance that cannot be classified above

BE IT FURTHER RESOLVED that the Director of Finance shall be and is hereby authorized to perform the above described actions in the absence of the Chief Administrative Officer, subject to approval of the Chief Administrative Officer upon his return to duty or when appropriate, and subject to the approval of the Board of County Road Commissioners at their next regular Board meeting.

Moved by Commissioner Janes, seconded by Commissioner VerHeulen that the **resolution is adopted, as well as the 2022 Budget**, as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

Item #7 **Michigan Transportation Fund Revenue**

Director of Finance Barcheski reviewed the Michigan Transportation Fund revenues that were collected in July 2021. She stated the funds received were \$4,103,851, a

variance of \$134,779 less than what was budgeted. To date, receipts are up 7.2 percent over this time last year.

The report was received for information.

Item #8 August 2021 Financial Statements

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

The report was received for information.

Item #9 State Trunkline System Maintenance Contract

Managing Director Warren presented for Board approval the new five-year contract to maintain 1139 lane miles of state trunklines in Kent County. Under this contract, KCRC will perform routine maintenance and special work authorizations on the third largest state highway system in Michigan.

Commissioner Morren offered the following resolution in regard to execution of Contract #2021-0361 between the Kent County Board of Road Commissioners and the Michigan Department of Transportation for maintenance of the State Trunkline System in Kent County, Michigan.

**RESOLUTION FOR
STATE TRUNKLINE SYSTEM MAINTENANCE CONTRACT**

WHEREAS, the Kent County Board of Road Commissioner for the County of Kent, hereinafter referred to as the “Board” and the Michigan Department of Transportation, hereinafter referred to as the “Department” have reached agreement on the conditions for a new Contract #2021-0361 for maintenance of the State Trunkline System in Kent County, and

WHEREAS, the Board and the Department have had a long term relationship of providing quality maintenance services within the Board’s jurisdiction, and

WHEREAS, both parties wish to continue to provide quality maintenance service on the Trunklines within the Board's jurisdiction, and

WHEREAS, the Board and the Department desire to enter into Contract #2021-0361 for the period of time from October 1, 2021 through September 30, 2026, and Gerald J. Byrne is designated as Highway Maintenance Contractor Administrator.

NOW, THEREFORE, BE IT RESOLVED, that the Board agrees to the terms of the Contract.

BE IT FURTHER RESOLVED, that Mark E. Rambo, Chair, be authorized to sign said Contract on behalf of the Board.

Moved by Commissioner Morren, seconded by Commissioner Janes that the **resolution is adopted**, and the **Contract 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 **Acceptance of Recommendation on Bid Pack 2 and Revised GMP**

Managing Director Warren stated that bids were received for the new Central Complex Bid Pack 2 and were opened on August 24, 2021, at Owen Ames Kimball Company.

Adam Tweedy of OAK stated the bids were very favorable. The sub-committee met on Wednesday, September 8, 2021, with the Construction Manager, Architect, Owner's Representative, and staff to review the recommended contractors, GMP and construction schedule. The bids came in \$4.7M less than anticipated.

Managing Director Warren stated since bidding on Phase II is complete, staff is recommending that the Board approve OAK's total Guaranteed Maximum Price of \$41,947,059 (Phase I and II) and authorize Managing Director Warren to execute the necessary documents.

Staff proposes to accept the recommendation of Construction Manager Owen-Ames-Kimball Co. to award the subcontract for Bid Pack 2 as follows:

New Central Complex: Phase 2

<u>Bid Category</u>	<u>Contractor</u>	<u>Recommended Award</u>
No. 1 – Precast Concrete	Kerkstra Precast (Grandville, MI)	\$ 284,325
No. 2 – Cast-In-Place Concrete	VanLaan Concrete Construction (Dutton, MI)	\$ 2,297,723
No. 3 – Masonry	Burgrabbe Masonry (Belding, MI)	\$ 945,404
No. 4 - Metals	Van Dellen Steel (Caledonia, MI)	\$ 4,793,000
No. 5 - General Trades	Integracore Constructors (Grand Rapids, MI)	\$ 598,600
No. 6 - Roofing	Versatile Roofing Systems, Inc (Grant, MI)	\$ 1,601,270
No. 7 - Joint Sealants	CJ's Coatings/Sealants Inc (Hudsonville, MI)	\$ 13,964
No. 8 - Metals Panels & Siding	Metal Tech Building Specialists, Inc. (GR, MI)	\$ 1,395,900
No. 9 - Doors, Frames, & Hardware	Automatic Equipment S & S, Inc. (Walker, MI)	\$ 321,000
No. 10 - Overhead Doors	Applied Handling, Inc. (Byron Center, MI)	\$ 350,261
No. 11 - Glass & Glazing	Double O Incorporated (Grand Rapids, MI)	\$ 686,471
No. 12 - Painting	Vork Brothers Painting (Zeeland, MI)	\$ 183,800
No. 13 - LPDA	Ritsema Associates (Grandville, MI)	\$ 979,000
No. 14 - Flooring	Sobie Company, Inc. (Caledonia, MI)	\$ 387,977
No. 15 - Signage	Praise Sign Company (Grandville, MI)	\$ 59,060
No. 16 - Lockers	Elite Storage Products (Colliersville, TN)	\$ 135,710
No. 17 - Window Treatments	MSC Blinds and Shades (Grandville, MI)	\$ 27,800
No. 18 - Operable Partitions	Partition Systems, Inc. (Cedar Springs, MI)	\$ 38,400
No. 19 - Cranes	Stewart Engineering & Sales (Muskegon, MI)	\$ 439,700
No. 20 - Vehicle Lifts	CTT Equipment LLC (Midland, MI)	\$ 240,213
No. 21 - Elevator	Otis Elevator (Grand Rapids, MI)	\$ 143,000
No. 22 - Mechanical/Plumbing	River City Mechanical (Comstock Park, MI)	\$ 4,958,000
No. 23 - Test & Balance	Aireconomics, Inc. (Grand Rapids, MI)	\$ 10,600
No. 24 - Fire Protection	Brigade Fire Protection, Inc. (Belmont, MI)	\$ 306,616
No. 25 - Electrical	Windemuller, Inc. (Wayland, MI)	\$ 2,395,000
No. 26 - Access Control	S.A. Morman & Co. (Grand Rapids, MI)	\$ 190,000
No. 27 - Data Cabling	Shareco Communications (Grand Rapids, MI)	\$ 168,950
No. 28 - Asphalt Paving	Reith-Riley Construction (Wyoming, MI)	\$ 602,600
No. 29 - Landscaping	Twin Lakes Nursery, Inc. (Grand Rapids, MI)	\$ 495,000
No. 30 - Fueling Station	Rohr Gasoline Equip., Inc (Byron Center, MI)	\$ 614,787
No. 31 - Fluid Distribution	American Hoist Air & Lube (Grand Rapids, MI)	\$ 91,567

Total \$25,755,698

Moved by Commissioner Morren, seconded by Commissioner Janes to **authorize award of bids for the new Central Complex Bid Pack 2**, as recommended by Construction

Manager Owen-Ames-Kimball Company and to **approve OAK's Guaranteed Maximum Price (GMP) and authorize Managing Director Warren to execute the necessary documents**, as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

Item #11 Discussion: Bonding for New Central Complex

Managing Director Warren stated that Phase II bids and the total Guaranteed Maximum Price have been received and approved for the new complex. Managing Director Warren and Director of Finance Barcheski led a discussion with the Board regarding the amount of the bond issuance for the new Central Complex.

Commissioner Medema left the Board meeting.

Item #12 Advertise for Bids

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

- a. **Bid #22-MNT-01:** Sand – 2NS for Ice Control
- b. **Bid #22-MNT-02:** Various Road Materials – Gravel, Stone, Sand, and Crushed Concrete
- c. **Contract #22-02:** Furnish and Haul Aggregate for Bituminous Chip Seal Program

Moved by Commissioner Morren, 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 Rambo, Janes, Morren and VerHeulen — 4.

Nays: 0.

Item #13 **Renewal of Testing Services**

Managing Director Warren requested authorization to renew services for **Contract #21-63**: Testing Services for Phase II of the New Central Complex Construction.

As the current Contractor's performance on Contract #21-44: Testing Services for Phase I of New Central Complex Construction fulfilled staff's expectations, KCRC staff proposes to extend the contract's included renewal option to them for Phase II.

Following staff's review of the Contractor's new proposal for the various categories of Phase II Construction on Contract #21-63, Staff recommends for the Board to renew and award the contract to **Soils & Structures, Inc**, at an estimated cost of **\$64,990**.

Moved by Commissioner Morren, seconded by Commissioner Janes that staff is **authorized to renew services for Contract #21-63**: Testing Services for Phase II of New Central Complex Construction, as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

Item #14 **Rejection of Bid**

Managing Director Warren requested authorization to reject bid for **Contract #21-62**: M-89 – 58th Street to 68th Street, Preservation – MDOT.

Staff recommends for the Board to exercise its right to **reject** the submission for Contract #21-62: M-89 – 58th Street to 68th Street, Preservation.

After the bid letting on August 31, 2021, MDOT reduced the funding available for the project and decided to not proceed with the work in Allegan County.

Moved by Commissioner Janes, seconded by Commissioner Morren that staff is **authorized to reject bid for Contract #21-62: M-89 – 58th Street to 68th Street, Preservation – MDOT**, due to reduced available funding, as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

Item #13 **Comments**

➤ Managing Director Warren stated construction on the US-131 “S” Curve has run into some issues and the completion is now scheduled for mid-October.

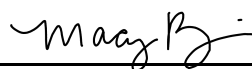
➤ Managing Director Warren stated there is a CRA meeting this week in Traverse City. He will be on a panel speaking about new buildings.

➤ Deputy Managing Director of Engineering Harrall stated there are eight primary road projects being completed at this time.

➤ Commissioner Morren stated KCRC’s main goal is to complete and maintain the roads. He appreciates all the good responses he receives.

There being no further business to come before the Board, Chair Rambo adjourned the meeting at 9:11 a.m.

Respectfully submitted,



Macy Barcheski, Secretary