

1500 Scribner Avenue, NW

Grand Rapids, MI 49504

September 28, 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 Human Resources Dennis, Purchasing Manager Nordstrom, IT Manager Care, Employee Safety Manager Smith, Warren Creamer from Baird, 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, September 14, 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, Morren, and VerHeulen — 5.

Nays: 0.

Item #4 Disbursements and Cash Balances

The disbursements for the check run dated September 17, 2021, were presented to the Board by Director of Finance Barcheski. She stated payroll included \$19,689.55 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 #4)	\$27,950.00
Kentwood Excavating	68 th Street – Cherry Valley Avenue to Thornapple River Drive (estimate #5)	197,330.35
Michigan Department of Transportation	84 th Street – Breton Avenue to Hanna Lake Avenue (invoice #1)	77,180.25
	Tyrone Bridge #15 – 20 Mile Road over Walter Creek (invoice #1)	18,695.89
	100 th Street – Kalamazoo Avenue to Hanna Lake Avenue (invoice #5)	14,758.81
Nashville Construction Company	North guardrail upgrades at 6 bridges (estimate #2)	9,326.37
Superior Asphalt, Inc.	Algoma Township local roads program (estimate #3)	337,096.42
	Northland Drive – Ritchie Avenue to north county line (estimate #1)	262,835.41
	16 Mile Road – Shaner Avenue to Myers Lake Avenue (estimate #2 and FINAL)	124,720.32
	Cascade Township local road program – Kraft Industrial (estimate #2)	174,122.62
Total		\$1,244,016.44

Director Barcheski stated the General Fund has \$29,108,507.42 remaining after approval of disbursements. Of that amount, \$6,374,054.52 is unavailable operating funds, leaving \$22,734,452.90 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 28, 2021, is as follows:

Estimated Cost	\$45,814,402
Current Expenditures	2,177,702
Project-to-Date Expenditures	2,813,035
Remaining Cost	40,823,665

Moved by Commissioner Medema, seconded by Commissioner Janes that **Payroll of \$763,483.67, Construction Estimates of \$1,244,016.44, New Central Complex Expenditures of \$2,177,702.27, Accounts Payables of \$1,190,566.49, and Cash Balances and Investments for the check run dated September 17, 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 Michigan Transportation Fund

Director of Finance Barcheski reviewed the Michigan Transportation Fund revenues that were collected in August 2021. She stated the funds received were \$5,100,323, a variance of \$131,584 more than what was budgeted. To date, receipts are up 6.5 percent over this time last year.

The report was received for information.

Item #6 Budget Amendment #4

Managing Director Warren requested authorization to amend the 2021 Budget.

Director Barcheski reviewed the proposed amendment which moves allocations among various line items. The net result of these recommended changes is zero impact to our fund balance.

Moved by Commissioner VerHeulen, seconded by Commissioner Morren that the **2021 Budget Amendment No. 4 is adopted** by the Board, as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

Item #7 Schedule Public Hearing

Managing Director Warren requested authorization to schedule a public hearing for a 2022 primary road project.

Deputy Managing Director Harrall stated a public information meeting was held on Wednesday, September 22, 2021, for the all-season reconstruction of 100th Street between Hanna Lake Avenue and East Paris Avenue. Seven people attended the meeting, representing five properties within the project limits. All in attendance supported the project and shared various drainage concerns throughout the project limits. Other questions were related to project schedule, tree removal, and access to homes and property during the construction.

Staff is requesting the Board schedule a public hearing for Tuesday, November 23, 2021, at 6:30 pm. This would allow the project to be bid through MDOT in early 2022, pending Board approval to move forward with the project. The estimated project cost is \$1,350,000. This 2022 primary road improvement project will be funded with \$931,000 federal funds and \$419,000 KCRC funds.

Moved by Commissioner Morren and seconded by Commissioner Medema that staff is authorized to a **schedule Public Hearing** for the all-season reconstruction of **100th Street between Hanna Lake Avenue and East Paris Avenue** for **Tuesday, November 23, 2021**, at the **Road Commission offices at 1500 Scribner Avenue, NW**, 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 #8 Sign and Execute Title Sheet

Managing Director Warren requested authorization to sign and execute the title sheet for Ada Bridge No. 5.

Deputy Managing Director Harrall stated Ada Bridge No. 5, bridge preservation project on Knapp Street over the Grand River will be bid through MDOT. The estimated project cost is \$420,000. Funding for the project includes 95% Federal Local Bridge funds (\$399,000 based on the estimate) and the remaining 5% (\$21,000) local match will be provided by KCRC.

Moved by Commissioner Janes, seconded by Commissioner Morren that the Board **authorizes to sign and execute the title sheet for Ada Bridge No. 5**, as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

Item #9 Asset Management Plans

Managing Director Warren stated Public Act 325 of 2018 requires road agencies responsible for 100 or more miles of public roads to submit asset management plans to the Transportation Asset Management Council (TAMC). The Act also mandates that the TAMC create a template for agencies to use for their asset management plans, to ensure consistency in presentation of information, which includes asset inventory, performance goals, anticipated revenues and expenses, and a multi-year program for road and bridge projects.

Deputy Managing Director Harrall stated the asset management plan for roads contains 92 pages and the plan for bridges and culverts is 30 pages. Both plans follow the objectives and performance measures in our Strategic Plan as well as the current Long Range Plan. Director Harrall presented highlights of the plans and summarized the content for the Board.

The documents require adoption by the Board to comply with the Act. The Board members may review the information more thoroughly prior to adopting the plans at the next Board meeting.

Item #10 Traffic Signal

Managing Director Warren requested authorization to install a traffic signal at the intersection of Division Avenue and 100th Street.

Director of Traffic and Safety Haagsma stated a traffic signal warrant study was completed for the intersection of Division Avenue and 100th Street in Gaines Township and the warrant criteria was met.

Moved by Commissioner Morren, seconded by Commissioner Janes that the Board authorizes to **install a traffic signal at the intersection of Division Avenue and 100th Street**, as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

Item #11 Advertise for Bids

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

- a. **Contract #22-03:** Trucking of various materials
- b. **Contract #22-04:** Building and Grounds Maintenance at two rest areas and one roadside park – MDOT

Moved by Commissioner Janes, seconded by Commissioner Medema 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, Medema, Morren, and VerHeulen — 5.

Nays: 0.

Item #12 Award of Bids

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

- a. **Contract #22-01:** Snowplowing in eight areas of Kent County **Snowplowing of cul-de-sacs, end of streets, & streets for three (3) winter seasons (FY22, FY23, & FY24)**

The Road Commission has two contracts for snowplowing services; one that consists of seven (7) areas (Contract #20-55) and this contract of eight (8) areas (Contract #22-01). Some contractors service multiple areas, therefore, staff reviews and assesses the contractor's ability to complete the designated areas in a timely manner, taking into consideration additional and/or prior commitments and price.

In the best interest of the Road Commission, staff recommends the Board award the following contractors in the following snowplowing areas listed at the cost per cycle below:

<u>Area/Location</u>	<u>Contractor</u>	<u>Cost Per Cycle</u>
Area 1 - Airport/Kentwood	Mr. Bill's Land Tree Snow	\$ 1,120
Area 2 - Belmont/Comstock Park	Natural Landscapes, LLC	\$ 1,880
Area 3 - Caledonia/Gaines Twps.	Jack's Lawn Service & Snowplowing, Inc.	\$ 5,500
Area 5 - Greenbrier Plat	Westwind Snowplowing, Inc.	\$ 1,550
Area 6 - Northview Plat	Kazemier Landscape & Snow Services, LLC	\$ 3,005

Area 7 - Ada/Cascade Twps.	Mr. Bill's Land Tree Snow	\$	2,800
Area 9 - Algoma/Cannon/Plainfield Twps.	Kazemier Landscape & Snow Services, LLC	\$	975
Area 14 - Courtland/Grattan Twps.	Natural Landscapes, LLC	\$	905

b. **Bid #22-EQU-01:** Live Bottom Box for a five axle truck

Staff recommends awarding the purchase of a live bottom box for a five axle truck to **Michigan CAT**, under Sourcewell Contract #121918-TKI, for a total cost of **\$78,214.19**.

c. **Bid #22-EQU-03:** Ten (10) Dump Boxes for single axle trucks

Staff recommends awarding the purchase of ten (10) dump boxes to **Henderson Products, Inc.**, under Sourcewell Contract #080818-HPI, for a cost of **\$22,797 per unit** and a total cost of **\$227,970**.

d. **Bid #22-EQU-04:** Ten (10) six-foot Junior Wings for single axle trucks

Staff recommends awarding the purchase of ten (10) six-foot junior wings to **Truck & Trailer Specialties**, under MiDeal Contract #071B5500010, for a cost of **\$8,729 per unit** and a total cost of **\$87,290**.

e. **Bid #22-EQU-05:** Eleven (11) Underbody Scrapers for single and five axle trucks

Staff recommends awarding the purchase of eleven (11) underbody scrapers to **Truck & Trailer Specialties**, under MiDeal Contract #071B5500010, for a cost of **\$11,044 per unit** and a total cost of **\$121,484**.

f. **Bid #22-EQU-06:** Eleven (11) Ground Speed Controllers for single and five axle trucks

Staff recommends awarding the purchase of eleven (11) ground speed controllers to **Truck & Trailer Specialties**, under MiDeal Contract #071B5500010, for a cost of **\$3,220 per unit** and a total cost of **\$35,420**.

g. **Bid #22-EQU-09: Self-Propelled Roller**

Staff recommends awarding the purchase of the self-propelled roller to **Southeastern Equipment Co. Inc.**, under Sourcewell Contract #1951384, for a total cost of **\$54,716.**

h. **Bid #22-EQU-10: Walk and Roll Roller Attachment**

Staff recommends awarding the purchase of the walk and roll roller attachment to **Michigan CAT**, under Sourcewell Contract #032119-CAT, at total cost of **\$78,435.**

i. **Bid #22-EQU-11: Ten (10) Husting Hitches**

Staff recommends awarding the purchase of ten (10) husting hitches to **Truck & Trailer Specialties**, under MiDeal Contract #071B5500010, for a cost of **\$1,762 per unit** and a total cost of **\$17,620.**

j. **Bid #22-EQU-12: Track Loader**

Staff recommends awarding the bid for a track loader to **Michigan CAT**, under Sourcewell Contract #032119-CAT, at a total cost of **\$117,528.22.**

Moved by Commissioner Medema, seconded by Commissioner VerHeulen to **authorize the award of bid 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 #13 Bonding for New Central 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. Since the last meeting, staff has pursued additional alternatives for the Board to consider. A comparison chart of these alternatives including bond amount (\$25M or \$20M), 10- or 15-year term, and

whether the bond is callable (able to be paid off early) was presented. Warren Creamer from Baird attend the meeting to answer any questions. After much discussion, it was decided by the Board to borrow \$22M over 10 years, non-callable, to ensure there are sufficient funds for Phase II construction.

Moved by Commissioner VerHeulen, seconded by Commissioner Janes to **authorize the selection of borrowing \$22M over 10 years, non-callable**, to ensure there are sufficient funds for the new Central Complex.

Motion carried by the following vote:

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

Nays: 0.

Item #14 **Comments**

➤ Managing Director Warren stated KCRC received an award and was recognized for having one of the lowest employee injury rates among road commissions in the state this past year. The award is from the County Road Association Self-Insurance Fund. The Board thanked Employee Safety Manager Smith and Director of Human Resources Dennis for all their hard work making employee safety and well-being a priority.

➤ Tim Marcus from OAK gave an update on the salt storage building construction truss collapse at the new Central Complex, which took place in September. The reason for the collapse was a severe lack of bracing, which the sub-contractor, Nugent Builders, has accepted fault. All related costs will be paid by Nugent Builders.

➤ Deputy Managing Director Byrne discussed updating the technology used for monitoring weather-related road conditions around the county.

➤ Deputy Managing Director Byrne stated employee Sue Meindertsma is doing better following her tragic accident a year ago. The individual who drove into the median and hit Sue pleaded no contest in court and will be sentenced November 4.

➤ Chair Rambo stated the public hearing that will be held November 23 for 100th Street will be held in-person at KCRC.

There being no further business to come before the Board, Chair Rambo adjourned the meeting at 9:32 a.m.

Respectfully submitted,



Macy Barcheski, Secretary