

1500 Scribner Avenue, NW

Grand Rapids, MI 49504

June 14, 2022

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 Mark Rambo, Cynthia Janes, Dave Medema, David Morren, and Robert VerHeulen, Managing Director Steve Warren, Director of Finance Macy Barcheski, and Executive Secretary Karen Luneke.

Also present: Deputy Managing Director of Engineering Wayne Harrall, Deputy Managing Director of Operations Jerry Byrne, Assistant Director of Traffic and Safety Shirley Wollner, Director of Building and Equipment Roose, Director of Human Resources Mike Dennis, Assistant Director of Maintenance Steve Roon, Project Engineer Eric Easterly, IT Manager Tim Care, Communications Manager Maura Lamoreaux, Right-of-Way Office Manager L. R. Cole, and Tim Marcus from OAK.

Item #2 Public Comment

Commissioner Medema thanked everyone for the thoughts and prayers, visits from Steve Warren, and the sign made by Maura Lamoreaux and the sign shop that he received after his biking accident. He made it his goal to work hard and be back with the Board members serving KCRC. He stated he is so glad to be back.

Item #3 Approval of Minutes

The Board discussed minutes of the Board meeting held Tuesday, May 24, 2022. 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 #4 Disbursements and Cash Balances

The disbursements for the check run dated May 27, 2022, were presented to the Board by Director of Finance Barcheski. She stated payroll included \$17,664.09 in overtime.

The Construction Estimates for this period are as follows:

Contractor	Project	Amount
Michigan Paving & Materials	2021 Plainfield Township Local Road Program (estimate #5)	380,554.73
Strain Electric Company	68 th Street at Plaza Center Drive – Traffic Signal Upgrade (estimate #1)	30,579.00
	Patterson Avenue at Burton Street - Traffic Signal Upgrade (estimate #1)	19,500.00
	100 th Street at Division Avenue – New Traffic Signal (estimate #1)	32,362.50
Superior Asphalt, Inc.	Burton Street – Candlewick Court to Cascade Pointe Pvt. (estimates #1 and #2)	285,911.05
Total		748,907.28

Director Barcheski presented a detail of the new central complex project for the Board. The total project cost as of June 14, 2022, is as follows:

Approved Estimate	\$47,501,236
Current Estimate	47,123,354
Current Expenditures	3,878
Project-to-Date Expenditures	24,419,785
Estimated Remaining Cost	\$22,703,568

Director Barcheski stated the General Fund has \$42,715,898.09 remaining after approval of disbursements. Of that amount, \$9,882,696.97 is unavailable operating funds, leaving \$32,833,201.12 in total available operating funds.

Moved by Commissioner Morren, seconded by Commissioner Janes that **Payroll of \$779,782.05, Construction Estimates of \$748,907.28, New Central Complex Expenditures of \$0.00, Accounts Payables of \$2,404,540.96, and Cash Balances and Investments for the check run dated May 27, 2022**, 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 revenue that was collected in April 2022 and received in June 2022. She stated the funds received were \$4,882,539, a variance of \$94,212 higher than what was budgeted. To date, receipts are 9.7% higher from this time last year.

Item #6 Resolution to Vacate

Managing Director Warren requested authorization to vacate three stub streets.

Deputy Managing Director Harrall stated on April 13, 2021, the Board directed staff to proceed with plans to vacate three short stub streets within Northville Plat, Section 34, Plainfield Township. The stub streets are Au Sable Drive, Oscoda Drive, and Manitou Drive. They were constructed back in 1970. These streets will likely never be extended due to existing development beyond the stub streets.

A vacation lawsuit has been filed in the Kent County Circuit Court by Plainfield Charter Township, (Case No. 22-04027-CH) seeking to vacate the following streets:

- All that portion of a roadway platted as Au Sable Drive.
- All that portion of a roadway platted as Oscoda Drive.
- That portion of the roadway platted as Manitou Drive lying west of Northville Drive.

The property owners adjacent to the stub streets support the plan to vacate the public streets adjacent to their property, which would be done in conjunction with the on-going sanitary sewer and water main replacement and local road asphalt pavement replacement along Northville Drive and Leelanau Drive.

RESOLUTION

At a regular meeting of the Board of County Road Commissioners of the County of Kent ("Board") held at 1500 Scribner Avenue, NW, Grand Rapids, Michigan 49504 on June 14, 2022, at 8:00 a.m., the following Resolution was offered for adoption by Commissioner Medema and was seconded by Commissioner Janes as follows:

**A RESOLUTION TO VACATE (OR CONSENT TO THE VACATION OF)
AU SABLE DRIVE, OSCODA DRIVE AND A PORTION OF
MANITOU DRIVE IN THE PLAT OF NORTHVILLE NO. 1,
THE PLAT OF NORTHVILLE NO. 2, AND THE PLAT OF NORTHVILLE NO. 3**

A. A vacation lawsuit has been filed in the Kent County Circuit Court by Plainfield Charter Township, seeking to vacate the following described rights of way located in the Plat of Northville No. 1 and the Plat of Northville No. 2, and the Plat of Northville No. 3, recorded in Liber 56, Page 6; Liber 60, Page 16; and Liber 60, Page 26 respectively, Kent County Register of Deeds (the "Streets"):

All that portion of a roadway platted as Au Sable Drive.
All that portion of a roadway platted as Oscoda Drive.
That portion of the roadway platted as Manitou Drive lying west of Northville Drive.

That lawsuit is Plainfield Charter Township v Ken Yonker, et al. (Kent County Circuit Court Case No. 22-04027-CH).

B. It appears that the vacation of the Streets 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.

C. The Board otherwise believes that it is in the best interest of the public and the public health, safety, and welfare to vacate the Streets.

RESOLUTION

IT IS HEREBY RESOLVED AS FOLLOWS:

1. Subject to the terms of this Resolution, the Board hereby vacates the Streets, and agrees to the Streets being vacated by the Kent County Circuit Court pursuant to the above-mentioned lawsuit, such that the abutting lots shall hereafter extend to the center of the Streets.

2. Any existing public utilities or public utility easements must be reserved and preserved within the area formerly comprising the Streets.

3. Upon being presented with the amended plat of the Plat of Northville No. 1, the amended Plat of Northville No. 2, and the amended Plat of Northville No. 3, after all necessary approvals are received, and the amended Plats are recorded with the Kent County Register of Deeds, L.R. Cole, Right-of-Way Office Manager, is hereby authorized to execute any and all such documents as will release any existing easements for highway purposes owned by the Kent County Road Commission over the Streets, except as otherwise provided in this Resolution.

4. This Resolution shall not be effective until Plainfield Charter Township (or one of its agents) files and records a certified copy of this Resolution with the Kent County Register of Deeds and submits a copy to the Office of Land Survey and Remonumentation in the Michigan Department of Licensing and Regulatory Affairs.

5. L.R. Cole, Right-of-Way Office Manager, is hereby authorized to execute all documents as are reasonably necessary to effectuate this Resolution, including signing an appropriate Consent Judgment in the above-captioned lawsuit.

The vote in favor of adopting this Resolution was as follows:

Moved by Commissioner Medema, seconded by Commissioner Janes that the resolution is adopted, as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

Item #7 County Drain Petition

Managing Director Warren requested authorization to adopt a county drain petition.

Deputy Managing Director Harrall stated in order to mitigate continual shoulder erosion and flooding over Cherry Valley Avenue north of 84th Street, staff is requesting the Board submit a petition to the County Drain Commissioner for maintenance and improvements to the Emmons Lake County Drain.

There are two undersized driveway culverts located outside the road right-of-way downstream of the Cherry Valley Avenue culvert. The smallest of the culverts is located at 8274 84th Street and provides access to several acres of agricultural property. During heavy rain events the water backs up behind the culvert and eventually floods the public roadway and erodes the road shoulder. KCRC has no authority to make needed improvements. According to the Drain Commissioner, KCRC should file a petition per the Drain Code for maintenance and improvements to this unnamed creek.

The following resolution was offered by Commissioner VerHeulen and seconded by Commissioner Medema.

**RESOLUTION FOR
PETITION FOR MAINTENANCE AND IMPROVEMENT OF A DRAIN
EMMONS DRAIN**

WHEREAS, the Emmons Drain (“Drain”) is a county drain located in the County of Kent, and is established pursuant to the Michigan Drain Code, Public Act 40 of 1956, as amended (the “Drain Code”); and

WHEREAS, Section 327 of the Drain Code authorizes a county board of road commissioners to file a petition with the Drain Commissioner for the maintenance and improvement of a drain, pursuant to Chapter 8 of the Drain Code, if the maintenance and improvement is necessary for the construction or maintenance of any highway to take the surplus water across adjacent lands; and

WHEREAS, the maintenance and improvement of the Emmons Drain is necessary to address road drainage issues in the Emmons Drain Drainage District to take surplus water across adjacent lands.

NOW, THEREFORE BE IT RESOLVED THAT the Board of County Road Commissioners of the County of Kent does authorize the filing of a petition for the maintenance and improvement of the Emmons Drain.

BE IT FURTHER RESOLVED THAT the Chairperson is authorized to execute the petition for the maintenance and improvement of the Emmons Drain.

BE IT FURTHER RESOLVED that the Secretary shall forward to the Kent County Drain Commissioner a copy of this Resolution for the petition for maintenance and improvement of the drain.

Moved by Commissioner VerHeulen, seconded by Commissioner Medema that the resolution is adopted, 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 Agreements

Managing Director Warren requested that the Board sign and execute agreements for the following projects:

- a. **68th Street** widening from Glen Hollow Drive to Hanna Lake Avenue

Deputy Managing Director Harrall stated the 68th Street widening project between Glen Hollow Drive and Hanna Lake Avenue is included in MDOT's July 1, 2022, bid letting. The project includes widening the existing 4-lane roadway to 5 lanes with curb and gutter, sidewalk (northside) and sanitary sewer extension. The estimated project cost is \$1,910,000. Project funding consists of a \$1,288,000 state grant, \$300,000 from Gaines Township (sewer), and \$322,000 by KCRC

Commissioner Janes offered the following resolution with reference to execution of the Agreement between the Board of County Road Commissioners of the County of Kent and the Michigan Department of Transportation for the HMA widening, paving, and sanitary sewer installation along 68th Street from Glen Hollow Drive to Hanna Lake Avenue.

**Resolution for
HMA Widening, Paving, and Sanitary Sewer Installation along
68th Street from Glen Hollow Drive to Hanna Lake Avenue
Contract No. 22-5271**

WHEREAS, State participation is available for the HMA widening and paving along 68th Street from Glen Hollow Drive to Hanna Lake Avenue, and

WHEREAS, no State participation is available for the sanitary sewer installation along 68th Street from Glen Hollow Drive to Hanna Lake Avenue, and

WHEREAS, the Road Commission must enter into an Agreement with the Michigan Department of Transportation to receive Federal and State Funds, and

WHEREAS, the conditions of the Agreement have been reviewed by the Board of County Road Commissioners of the County of Kent, Michigan.

NOW, THEREFORE, BE IT RESOLVED, that Mark E. Rambo, Chairman of the Board of the Kent County Road Commissioners of the County of Kent, Michigan, and Steven A. Warren, Managing Director, are hereby authorized to execute said Agreement for and on behalf of the Board.

Moved by Commissioner Janes and supported by Commissioner VerHeulen that the Board adopt the resolution and sign and execute the Agreement for the **HMA widening and paving along 68th Street from Glen Hollow Drive to Hanna Lake Avenue with State Funds** and **sanitary sewer installation along 68th Street from Glen Hollow Drive to Hanna Lake Avenue with no State Funds.**

Motion carried by the following vote:

Yeas: Commissioner Rambo, Janes, Morren, Medema, and VerHeulen – 5.

Nays: 0.

- b. **Wolverine Boulevard / Northland Drive** pavement replacement between 10 Mile Road and 12 Mile Road

Deputy Managing Director Harrall stated the Wolverine Boulevard and Northland Drive pavement replacement project between 10 Mile Road and 12 Mile Road is included in MDOT's July 1, 2022, bid letting. The project includes cold milling the existing asphalt pavement and placing 3 courses of new HMA. The work will be phased to maintain 2-way traffic on

Wolverine Boulevard and Northland Drive. The estimated project cost is \$2,423,600. Funding consists of federal grants of \$1,373,033 and \$675,000 and \$375,567 by KCRC.

Commissioner Janes offered the following resolution with reference to execution of the Agreement between the Board of County Road Commissioners of the County of Kent and the Michigan Department of Transportation for the road resurfacing work along Wolverine Boulevard/Northland Drive from 10 Mile Road to 12 Mile Road.

**Resolution for
Road Resurfacing work along
Wolverine Boulevard/Northland Drive
From 10 Mile Road to 12 Mile Road
Contract #22-5234**

WHEREAS, Federal Funds are available for the road resurfacing work along Wolverine Boulevard/Northland Drive from 10 Mile Road to 12 Mile Road, and

WHEREAS, the Road Commission must enter into an Agreement with the Michigan Department of Transportation to receive Federal and State Funds, and

WHEREAS, the conditions of the Agreement have been reviewed by the Board of County Road Commissioners of the County of Kent, Michigan.

NOW, THEREFORE, BE IT RESOLVED, that Mark E. Rambo, Chairman of the Board of the Kent County Road Commissioners of the County of Kent, Michigan, and Steven A. Warren, Managing Director are hereby authorized to execute said Agreement for and on behalf of the Board.

Moved by Commissioner Janes and supported by Commissioner VerHeulen that the Board **adopt the resolution and sign and execute the Agreement for the road resurfacing work along Wolverine Boulevard/Northland Drive from 10 Mile Road to 12 Mile Road with Federal Funds.**

Motion carried by the following vote:

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

Nays: 0.

- c. **Northland Drive** HMA pavement replacement between Cedar Springs City Limits and Ritchie Avenue

Deputy Managing Director Harrall stated the Northland Drive resurfacing project between Cedar Springs City limits and Ritchie Avenue is included in MDOT's July 1, 2022, bid letting. The project includes pulverizing the existing surface and base and placing 2 courses of new HMA. The estimated project cost is \$1,581,000 funded by a \$1,041,918 federal grant (purchased from Montcalm CRC) and \$539,082 by KCRC.

Commissioner Janes offered the following resolution with reference to execution of the Agreement between the Board of County Road Commissioners of the County of Kent and the Michigan Department of Transportation for the road resurfacing work along Northland Drive from Cedar Springs city limits to Ritchie Avenue.

**Resolution for
Road Resurfacing work along
Northland Drive from
Cedar Springs City Limits to Ritchie Avenue
Contract #22-5255**

WHEREAS, Federal Funds are available for the road resurfacing work along Northland Drive from Cedar Springs city limits to Ritchie Avenue, and

WHEREAS, the Road Commission must enter into an Agreement with the Michigan Department of Transportation to receive Federal and State Funds, and

WHEREAS, the conditions of the Agreement have been reviewed by the Board of County Road Commissioners of the County of Kent, Michigan.

NOW, THEREFORE, BE IT RESOLVED, that Mark E. Rambo, Chairman of the Board of the Kent County Road Commissioners of the County of Kent, Michigan, and Steven A.

Warren, Managing Director are hereby authorized to execute said Agreement for and on behalf of the Board.

Moved by Commissioner Janes and supported by Commissioner VerHeulen that the Board **adopt the resolution and sign and execute the Agreement for the road resurfacing work along Northland Drive from Cedar Springs city limits to Ritchie Avenue with Federal Funds.**

Motion carried by the following vote:

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

Nays: 0.

Item #9 Award of Bids

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

- a. **Contract #22-54:** Pavement Repairs on M-37 & M-43 - MDOT Barry County

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

Following the bid letting that took place on June 7, 2022, MDOT determined they would like to proceed with the contract without the HMA portion of the contract. The low bid contractor agreed the removal would not affect their prices in the other bid categories and they would accept the deduction of \$157,904 from their total bid cost.

Staff recommends awarding Contract #22-54: Pavement Repairs in Barry County to **Rigid Pavement Construction, LLC**, the lowest responsible and responsive bidder, for a total cost of **\$485,492**.

b. **Contract #22-55: Algoma Bridge #52**

Staff recommends awarding Contract #22-55: Algoma Bridge #52 to **Smith's Waterproofing, LLC**, the lowest responsible and responsive bidder, for a total cost of **\$35,901**, which is **0.44%** above the estimate.

c. **Contract #22-57: Non-Processed Recycled Asphalt**
2022 requirements with a one-year renewal option, as needed

Staff recommends awarding Contract #22-57: Non-Processed Recycled Asphalt to **A1 Asphalt Inc.** and **Michigan Paving & Materials Co.**, whose product, when tested, meets or exceeds the technical composition requirements.

Buying the materials, as specified, in the best interest of the Road Commission, the source(s) selected will be based on cost of product (inclusive of our labor and equipment costs), availability, and the lead time.

d. **Bid #22-EQU-31: Icebreaker Attachment**

Staff recommends awarding the bid Contract #22-EQU-31: Icebreaker Attachment to **Team Eagle Ltd.**, the sole-source provider of the equipment, at a total cost of **\$33,220**.

Moved by Commissioner VerHeulen, seconded by Commissioner Morren to **authorize the award of bids 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 #10 Award of Bid - Furniture

Contract #22-47: Furniture for the New Central Complex

Described below is a summary of the process of reviewing furniture proposals for the new Central Complex, evaluation of the organization's interviews, and recommendation of the selected company.

Three furniture companies submitted proposals to furnish the new Central Complex. The proposals were reviewed by eight KCRC representatives consisting of: Steve Warren, Wayne Harrall, Macy Barcheski, Erik Easterly, Steve Roon, Andrew Nordstrom, Kent County's Linda Rensland, and Hobbs + Black's Ryan Wrigley. KCRC required respondents to address 12 specific items in their proposals. The proposals submitted by the three companies addressed those items to varying degrees. Below is the proposal scoring tabulation.

Firm	Grade (%)
Custer, Inc.	100%
Trellis Partners, LLC	67%
Interphase Interiors, Inc.	17%

All three companies were brought in for in-person interviews, which took place on May 25, 2022.

For the interviews, the companies were provided three topic areas, and were instructed to address those subjects during their presentation. During the interviews, the responses to the topics were evaluated by each KCRC representative. Following the completion of all interviews, each KCRC representative ranked the consultants overall, referencing both their proposal and their interview, with a 1 as the most responsive and 3 the least; the results are shown below:

Firm	Ranking
Custer, Inc.	1.375
Interphase Interiors, Inc.	2.25
Trellis Partners, LLC	2.375

Based on the company profile, experience, and furniture design solution, the KCRC team concluded that Custer, Inc. earned the highest ranking, receiving first place votes from 6 of 8 of our team members.

As the most responsive and responsible to our RFP and interview criteria, staff requests for the Board to authorize staff to award and execute Contract #22-47: Furniture for New Central Complex to **Custer, Inc.** Staff will negotiate and execute a contract once the design development scope of work has been finalized. The preliminary budget estimate is **\$950,000**.

Moved by Commissioner Morren, seconded by Commissioner Janes to **authorize the award for furniture for the new Central Complex and approval to have staff negotiate and execute a contract**, as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

Item #11 Reservation of Capital Outlay Items

Managing Director Warren requested authorization to make reservations for capital outlay items.

Finance Director Barcheski stated that due to supply chain issues and long lead times, staff is finding it increasingly difficult to purchase capital outlay equipment needed in the same time frame as previously experienced. These items now require from one to three years lead time.

Staff is requesting authorization to begin the procurement process with a reservation made in a current year to be paid for in future budget years. Should the Board not approve the future budget or not authorize the future purchase, KCRC believes it will be able to un-reserve the requested items without recourse. When the reserved equipment is available, KCRC will follow all normal procurement, budget, and financial processes.

Moved by Commissioner Medema, seconded by Commissioner Janes to **authorize staff to reserve capital outlay items as needed with regular updates provided to the Board**, as recommended by staff.

Motion carried by the following vote:

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

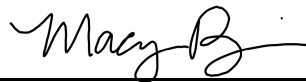
Nays: 0.

Comments

➤ Managing Director Warren shared a letter from Chairman Stan Stek of the Board of Commissioners of the County of Kent expressing their thanks and appreciation for his presentation to the Board on May 26, 2022.

There being no further business to come before the Board, Chair Rambo adjourned the meeting at 9:02 a.m.

Respectfully submitted,



Macy Barcheski, Secretary