

1500 Scribner Avenue, NW

Grand Rapids, MI 49504

November 8, 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 8:02 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, Director of Building and Equipment Steve Roose, Director of Human Resources Mike Dennis, Assistant Director of Traffic and Safety Shirley Wollner, Assistant Director of Maintenance Steve Roon, Assistant Director of Finance Mario Guerra, Purchasing Manager Andrew Nordstrom, IT Manager Tim Care, Communications Manager Maura Lamoreaux, Project Engineer Erik Easterly, Plat Engineer Darren Vink Accountant Vanessa Culver, Erick Kind from MDOT's Grand Region, Marty Ruitter from Hobbs+Black, 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 25, 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 October 28, 2022, were presented to the Board by Director of Finance Barcheski. She stated payroll included \$16,154.66 in overtime.

The Construction Estimates for this period are as follows:

Contractor	Project	Amount
Strain Electric Company	68 th Street at Plaza Center Drive – Traffic Signal Upgrade (estimate #2)	88,774.48
	Patterson Avenue at Burton Street – Traffic Signal Upgrade (estimate #4)	43,390.00
Superior Asphalt, Inc.	Plainfield Township Local Roads Program (estimates #3 and #4)	154,139.39
	Courtland Township Local Roads Program (estimates #4 and #5)	134,042.98
Total		\$420,346.85

Director Barcheski presented a detail of the new central complex project for the Board. The total project cost as of November 8, 2022, is as follows:

Approved Estimate	\$47,501,236
Current Estimate	47,123,354
Current Expenditures	7,115
Project-to-Date Expenditures	31,986,303
Estimated Remaining Cost	\$15,137,051

Director Barcheski stated the General Fund has \$26,258,320.74 remaining after approval of disbursements. Of that amount, \$12,977,996.23 is unavailable operating funds, leaving \$13,280,324.51 in total available operating funds.

Moved by Commissioner Medema, seconded by Commissioner VerHeulen that **Payroll of \$822,288.16, Construction Estimates of \$420,346.85, New Central Complex Expenditures of \$7,114.90, Accounts Payables of \$2,681,486.05 and Cash Balances and Investments for the check run dated October 28, 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 revenues that were collected in September 2022. She stated the funds received were \$5,229,640, a variance of \$27,149 more than what was budgeted. To date, receipts are up 5.7 percent over this time last year.

The report was received for information.

Item #6 Sign and Execute Contract

Managing Director Warren requested that the Board sign and execute a contract with Applied Innovation for Docuware, a content management platform.

Director of Finance Barcheski stated that part of the ongoing effort to increase efficiency throughout the organization is to implement more paperless workflow processes and document storage. KCRC has made significant progress to digitize our road construction plans and is working toward more paperless permit transactions. Director Barcheski is currently leading the effort toward paperless workflow processes in the Finance Department. DocuWare is the software solution recommended by staff that can eventually benefit purchasing contracts and employee files along with incorporating other digital files, such as board minutes and agenda documents. It is a cloud content management platform, provided to KCRC by Applied

Innovation via a three-year contract. Staff is recommending Board authorization of the three-year expense, including system set-up and annual support fees.

The following are the estimate annual costs:

	One-time cost	Annual cost	Total cost
Year 1	\$24,960	\$25,560	\$50,520
Year 2		\$25,560	\$25,560
Year 3		\$25,560	\$25,560

Moved by Commissioner VerHeulen and supported by Commissioner Janes that the Board is **authorized to sign and execute the contract with Applied Innovation for DocuWare**, a content management platform, as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

Item #7 Sign and Execute Title Sheet

Managing Director Warren requested that the Board sign and execute the title sheet for Tyrone Bridge No. 21.

Deputy Managing Director Harrall stated the rehabilitation project for the Tyrone Bridge No. 21 on 18 Mile Road over the Rogue River is ready for bid through MDOT. The 2023 project includes superstructure replacement with new galvanized steel I beams and reinforced concrete deck, abutment replacement, and road approach work. The estimated project cost is \$1,100,000 funded by \$782,400 federal and state Local Bridge grants and \$317,600 by KCRC.

Moved by Commissioner Morren and supported by Commissioner Janes that the Board is **authorized to sign and execute the title sheet for the Tyrone Bridge No. 21 project**, as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

Item #8 Purchase of Right-of-Way

Managing Director Warren requested authorization to purchase right-of-way from Timothy and Joan Pepper, **4710 – 100th Street Patterson Avenue, Section 36, Gaines Township.**

Deputy Managing Director Harrall stated Joan and Timothy Pepper at 4710 – 100th Street have agreed to provide additional right-of-way to accommodate our 2023 all-season reconstruction of 100th Street from East Paris Avenue to Patterson Avenue. The additional right-of-way of 17 ft. x 254 ft. (4,318 sft.) and drainage easement of 7 ft. x 66 ft. (462 sft.) are valued at \$0.80/sft. and \$0.54/sft., respectfully, for a total just compensation of \$3,710.

Easement Description:

A Drainage Easement, the boundary of which is described as:
Commencing at the Northeast Corner of Section 36, T05N, R11W Gaines Township, Kent County, MI.; thence N88°35'05"W 765.00 feet along the North line of said Section 36; thence S00°50'43"W 33.00 feet to the Southerly Right of Way line of 100th Street and the Point of Beginning; thence S88°35'05"E 66.00 feet along the existing South Right of Way line of 100th Street; thence S00°50'43"W 7.00 feet; thence N88°35'05"W 66.00 feet along a line which is parallel with the Southerly Right of Way line of 100th Street to the Westerly property line; thence N00°50'43"E 7.00 feet along said property line to the Point of Beginning. Contains 462 Square Feet M/L and is subject to easements and restrictions of record.

And

Easement Description:

A Highway Easement, the boundary of which is described as:
Commencing at the Northeast Corner of Section 36, T05N, R11W Gaines Township, Kent County, MI.; thence N88°35'05"W 765.00 feet along the North line of said Section 36; thence S00°50'43"W 33.00 feet to the Southerly Right of Way line of 100th Street; thence S88°35'05"E 66.00 feet along the existing South Right of Way line of 100th Street to the Point of Beginning; thence S88°35'05"E 254.00

feet along the existing South Right of Way line of 100th Street to the Easterly property line; thence S00°50'45"W 17.00 feet along said property line; thence N88°35'05"W 254.00 feet along a line which is parallel with the Southerly Right of Way line of 100th Street; thence N00°50'43"E 17.00 feet to the Point of Beginning. Contains 4,318 Square Feet M/L and is subject to easements and restrictions of record.

Moved by Commissioner Medema, seconded by Commissioner Morren that staff is **authorized to purchase the above right-of-way**, as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

Item #9 **Schedule Public Hearings**

Managing Director Warren requested authorization from the Board to schedule public hearings for the following:

Local Road Construction

- Wabasis Avenue from 15 Mile Road to MacClain Street in Oakfield Township
- MacClain Street from Wabasis Avenue to Heintzelman Avenue in Oakfield Township

Deputy Managing Director Harrall stated a project information meeting is scheduled for Wednesday, November 8, 2022, at Oakfield Township for the above two local road construction projects.

Primary Road Reconstruction

- 84th Street from East Paris Avenue and Patterson Avenue in Gaines Township

Deputy Managing Director Harrall stated a project information meeting was held on Wednesday, November 2, 2022, at Gaines Township for the above 2024 primary road reconstruction project.

Overall feedback from residents was positive, with some concerns regarding tree removal. Property owners attending also shared existing surface drainage issues along the roadway and within their properties.

It was moved by Commissioner Morren, seconded by Commissioner Janes that staff is **authorized to schedule Public Hearings for the above on Tuesday, January 10, 2023, at 6:30 o'clock p.m.** in the Road Commission offices, as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

Item #10 Out of State Travel

Managing Director Warren requested authorization for two staff (Deputy Managing Director Jerry Byrne and Director of Building and Equipment Steve Roose) to attend the Conexpo / Conagg 2023 in Las Vegas, Nevada, March 14 - 18, 2023, with expenses allowed.

Moved by Commissioner Morren and seconded by Commissioner Janes that the Board **authorizes the out-of-state travel for the above with expenses allowed**, as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

Item #11 Award of Bids

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

- a. **Contract #23-02:** Biohazard Cleanup Services
FY23 requirements with a one-year renewal option

Staff recommends awarding Contract #23-02: Biohazard Cleanup Services to **Paul Davis Restoration of West MI and Hi-Tec Building Services**, contracting in the best interest of the Road Commission. The contractor, selected at the time of need, will be based on their bid cost, availability, and location.

- b. **Bid #23-EQU-10:** Seven Pickup Trucks

Staff recommends awarding the purchase of seven pickup trucks and equipment to **Signature Ford-Lincoln** and **Arista Truck Systems**, under MiDeal Contract #071B7700180, that meets our specifications at the prices indicated on the bid tab, for a truck cost of **\$377,076**, accompanying equipment cost of **\$125,648**, and a total cost of **\$502,724**.

c. **Bid #23-EQU-11: Wood Chipper**

Staff recommends awarding Bid #23-EQU-11 for a wood chipper to **Morbark, LLC**, under Sourcewell Contract #031721-MBI, at a total cost of **\$131,518.08**.

d. **Bid #23-EQU-12: Track Loader**

Staff recommends awarding Bid #23-EQU-12 for a track loader to **Kent Equipment**, under Sourcewell Contract #031121, at a total cost of **\$65,282.85**.

e. **Bid #23-EQU-14: Asphalt Hot Box Trailer**

Staff recommends awarding Bid #23-EQU-14 for the purchase of an asphalt hot box trailer to **Falcon Asphalt Repair Equipment**, under MiDeal Contract # 071B770092, at a total cost of **\$27,333.82**.

f. **Bid #23-MNT-05: Winter Bituminous Patching Materials
FY23 Requirements, with a one-year renewal option**

Staff recommends awarding Bid #23-MNT-05 for the purchase of winter bituminous patching materials to **"All Bidders"**, whose product, when tested, meets or exceeds the technical composition requirements.

At the time of demand, the source(s) selected to purchase the material will be based on cost delivered or picked up (inclusive of our labor and equipment costs), type of material, project location, quantity discounts, and the availability and immediate need of the material.

Moved by Commissioner VerHeulen, seconded by Commissioner Medema that staff is **authorized to award the above contracts**, 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 reminded the Board of the Annual Township Dinner scheduled for Thursday, November 10, 2022.

➤ Managing Director Warren stated the subcommittee for the new Central Complex met regarding supply chain issues and air handling units. At this time, there has been no resolution.


➤ Managing Director Warren stated KCRC has not received anything from the County of Kent regarding ARPA monies. The County of Kent has a special Board Meeting scheduled for November 14, 2022.

➤ Erick Kind from MDOT's Grand Region gave an update to the Board regarding ongoing and new projects coming up in the future on State roads.

➤ Deputy Managing Director Harrall stated the Federal aid from Cass County Road Commission funding has increased.

There being no further business to come before the Board, Chair Rambo adjourned the meeting at 8:58 a.m.

Respectfully submitted,



Macy Barcheski, Secretary