

1500 Scribner Avenue, NW

Grand Rapids, MI 49504

September 13, 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 Morren, Vice Chair, at 8:00 a.m.

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

Absent: Commissioner Mark Rambo, Chair.

Also present: Deputy Managing Director of Operations Jerry Byrne, Deputy Managing Director of Engineering Wayne Harrall, Director of Building and Equipment Steve Roose, Assistant Director of Finance Mario Guerra, Assistant Director of Maintenance Steve Roon, Project Engineer Eric Easterly, IT Manager Tim Care, Purchasing Manager Andrew Nordstrom, Engineering Tech Amy Koets, Administrative Specialist Lisa Lint-VanderZouwen, Accountant Vanessa Culver, Accountant Kendra Cook, and Tim Marcus of OAK.

Item #2 Public Hearing - FY2023 Budget

A Public Hearing on the proposed FY2023 Operating Budget was conducted. There was no public comment.

The regular meeting of the Board of Road Commissioners of the County of Kent reconvened at 8:03 a.m.

Item #3 Public Comment

There was no public comment.

Item #43 Approval of Minutes

The Board discussed minutes of the Board meeting held Tuesday, August 23, 2022.

Moved by Commissioner VerHeulen, seconded by Commissioner Janes 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 September 2, 2022, were presented to the Board by Director of Finance Barcheski. She stated payroll included \$22,415.29 in overtime.

The Construction Estimates for this period are as follows:

Contractor	Project	Amount
Black Gold Holdings LLC	Byron Township Local Roads Program (estimate #3)	233,355.76
Michigan Paving & Materials	Division Avenue – West River Drive to 6 Mile Road (estimate #1)	340,360.62
Superior Asphalt, Inc.	Cannon Township Local Roads Program (estimate #4)	16,066.28
	Plainfield Township Local Roads Program (estimate #2)	69,483.01
	60 th Street – Kalamazoo Avenue to Wing Avenue (estimate #1)	460,143.00
Total		\$1,119,408.67

Director Barcheski presented a detail of the new central complex project for the Board. The total project cost as of September 13, 2022, is as follows:

Approved Estimate	\$47,501,236
Current Estimate	47,123,354
Current Expenditures	30,057
Project-to-Date Expenditures	26,939,691
Estimated Remaining Cost	\$20,183,663

Director Barcheski stated the General Fund has \$32,040,668.11 remaining after approval of disbursements. Of that amount, \$9,051,209.32 is unavailable operating funds, leaving \$22,989,458.79 in total available operating funds.

Moved by Commissioner Janes, seconded by Commissioner VerHeulen that **Payroll of \$834,013.62, Construction Estimates of \$1,119,408.67, New Central Complex Expenditures of \$30,056.97, Accounts Payables of \$3,570,307.02 and Cash Balances and Investments for the check run dated September 2, 2022,** 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 #6 Michigan Transportation Fund Revenue

Director of Finance Barcheski reviewed the Michigan Transportation Fund revenues that were collected in July 2022. She stated the funds received were \$4,229,423, a variance of \$226,977 less than what was budgeted. To date, receipts are up 7.5 percent over this time last year.

The report was received for information.

Item #7 Out of State Travel

Managing Director Warren requested authorization for one staff (Director of Building and Equipment Steve Roose) to attend the AEMP Equipment SHIFT Conference,” October 27-28, 2022, in Cincinnati, Ohio.

Moved by Commissioner Janes and seconded by Commissioner Medema 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 Janes, Medema, Morren, and VerHeulen—4.

Nays: 0.

Item #8 Award of Bids

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

- a. **Contract #22-60: Multifunction Office Devices and Printers**

The Kent County Road Commission received RFP responses for new multifunction office devices at Walker View, and replacement of equipment at the other complexes. The goal of this RFP was to select a vendor to provide and support of all office equipment resources across the organization, as well as to save costs by consolidating printing resources.

Currently there are at least 5 different equipment brands in use across all KCRC locations, 4 different printer support contracts with 2 separate vendors, and a wide variety of stocked service parts and toner at each complex. With the implementation of this RFP, we expect to reduce the total number of printers in the organization by almost 50% and have all equipment on a single contract with a lower per page printing cost. Installation of the new equipment is expected to coincide with staff moving to the new central complex at Walker View.

There were 3 vendors that provided responses to the RFP, including Michigan Office Supply (Xerox), Applied Innovation (Ricoh), and Adams Remco (Toshiba). The proposals were evaluated by staff members from the Finance Team, including Purchasing and IT. All 3 vendors were then invited to present regarding their responses to the RFP and answer any KCRC questions that arose from the review of the proposals.

After these meetings, staff came to the following conclusions:

- 1) All 3 companies have the capabilities to provide the required services for managing the KCRC printing environment.
- 2) The hardware and software presented by each company can support the office needs of the organization, and no one presented hardware that was above and beyond the capabilities of the other responses.
- 3) With an expected service life of 5-7 years for the provided equipment, a 5-year estimated cost shows a negligible difference in overall cost between all 3 companies.
- 4) Service and support are the main differentiators between the 3 companies.

After final review of the proposals, staff recommends awarding Contract #22-60:

Multifunction Office Devices and Printers to **Applied Innovation**, for the following reasons:

- 1) Provides large local presence for both service technicians and parts inventory.
- 2) A local call dispatch center allows for the fastest time to resolve most issues, limiting downtime in our network environment.
- 3) Minimal intervention by staff for support and maintenance, outside of toner replacement.
- 4) Per page pricing 30% less than the company rated second by staff.

b. **Contract #22-67:** 32nd St. Bridge over US-131, Bridge Rehabilitation – MDOT

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

Staff recommends awarding Contract #22-67: 32nd St. Bridge to **Hardman Construction, Inc.**, the lowest responsible and responsive bidder, for an estimated total cost of **\$296,027.35**.

c. **Bid #22-MNT-09: Freeway Lighting Parts**

Staff is recommending for the Board to award Bid #22-MNT-09 for the purchase of freeway lighting parts to **Graybar Electrical Supply**, under Omnia Partners contract #EV2370, that meets our specifications at the prices indicated, for a total order cost of **\$27,443.10**.

Moved by Commissioner Medema, seconded by Commissioner VerHeulen that staff is authorized to **award the above contracts**, as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

Item #9 **Comments**

➤ Deputy Managing Director Harrall introduced Amy Koets to the Board. A resident posted on KCRC's Facebook page the following: "Cute story alert. A group of young children from a nearby daycare stopped to watch a crane demolition with their provider this past week. They were in awe!! As you can image. Now I want to give a "shout out" to the gal from KCRC who stopped by and gave all the kids yellow plastic construction hard hats to make it even better!! I'm sure the kid's parents heard about their daycare day!!" That "gal" was Amy Koets from the Engineering Department.

➤ Finance Director Barcheski introduced the new team members from her department, Vanessa Culver, Accountant, Kendra Cook, Accountant, and Lisa Lint-VanderZouwen, Administrative Specialist. The Board welcomed them to KCRC.

➤ Managing Director Warren stated the County of Kent received 300 applications for a portion ARPA funds, they total over \$20B in requests. The consultant will now rate the applications. KCRC has been asked for more information and is seeking letters of

support from townships. KCRC has asked for \$20M for various projects. The announcement from the County of Kent regarding ARPA funds should arrive by late fall.

➤ Deputy Managing Director Harrall reminded the Board of the Public Hearings for Wiersma Street, 10 Mile Road and 100th Street scheduled for 6:30 p.m. tonight at KCRC.

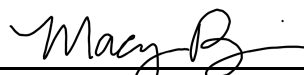
➤ Director of Buildings and Equipment Roose reviewed the results of the public on-line auction sales of excess equipment. The auction was conducted by M&W Inc. and resulted in a total of **\$88,416** being reimbursed to KCRC. The summary of the results of the disposal of the equipment are as follows:

M&W Inc. - Auction Date of August 25, 2022			
Equipment #	Description	Miles	Sale Price
620820	2020 Silverado 4x4 Crew cab	62,800	\$ 30,000
620720	2020 Silverado 4x4 Crew cab	102,400	\$ 24,000
6192	2018 Ford F150 XLT 4x4 Ext. cab	227,000	\$ 11,450
6264	2017 Ford F150 XLT 4x2 Ext. cab	210,000	\$ 8,500
6217	2016 Ford F150 XLT 4x2 Ext. cab	224,650	\$ 7,650
6004	2015 Ford Fusion	100,500	\$ 10,500
Total Sale Price:			\$ 92,100
Less Commission/Fees (4%):			\$ (3,684)
Total Net:			\$ 88,416

➤ Managing Director Warren asked the Board to anticipate another closed session at the October 11, 2022 board meeting.

There being no further business to come before the Board, Vice Chair Morren adjourned the meeting at 8:27 a.m.

Respectfully submitted,



Macy Barcheski, Secretary