

1500 Scribner Avenue, NW

Grand Rapids, MI 49504

September 27, 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 and Robert VerHeulen, Managing Director Steve Warren, Director of Finance Macy Barcheski, and Executive Secretary Karen Luneke.

Absent: Commissioner David Morren, Vice Chair.

Also present: Deputy Managing Director of Operations Jerry Byrne, Deputy Managing Director of Engineering Wayne Harrall, Director of Traffic and Safety Tim Haagsma, Director of Human Resources Mike Dennis, Director of Building and Equipment Steve Roose, Assistant Director of Maintenance Steve Roon, IT Manager Tim Care, Purchasing Manager Andrew Nordstrom, Communications Manager Maura Lamoreaux, and Project Engineer Mike TenBrock.

**Item #2      Public Comment**

There was no public comment.

**Item #3      Approval of Minutes**

The Board discussed minutes of the Board meeting and Public Hearings held Tuesday, September 13, 2022.

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

Motion carried by the following vote:

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

Nays: 0.

**Item #4 Adopt FY2023 Budget**

Managing Director Warren requested authorization to adopt the FY2023 Budget.

Director of Finance Barcheski stated there has been no change to the budget since it was reviewed by the Board and staff on August 23, 2022.

Commissioner VerHeulen offered the following resolution in reference to the 2023 Kent County Road Fund General Appropriations Act.

**RESOLUTION  
2023 KENT COUNTY ROAD FUND  
GENERAL APPROPRIATIONS ACT**

**BE IT RESOLVED** that the 2023 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 2023.

**BE IT FURTHER RESOLVED** that for the Fiscal Year 2023, 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 2023, 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 VerHeulen, seconded by Commissioner Medema that the **resolution is adopted, as well as the FY2023 Budget**, as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

**Item #5 Disbursements and Cash Balances**

The disbursements for the check run dated September 16, 2022, were presented to the Board by Director of Finance Barcheski. She stated payroll included \$18,541.11 in overtime.

The Construction Estimates for this period are as follows:

| Contractor                  | Project   | Amount      |
|-----------------------------|---|-------------|
| Michigan Paving & Materials | Southkent Landfill (estimate #2 and FINAL)  | 32,420.74   |
| Superior Asphalt, Inc.      | 60 <sup>th</sup> Street – Kalamazoo Avenue to Wing Avenue (estimate #3 and FINAL) | 38,963.92   |
| Total                       |   | \$71,384.66 |

Director Barcheski presented a detail of the new central complex project for the Board. The total project cost as of September 27, 2022, is as follows:

|                              |              |
|------------------------------|--------------|
| Approved Estimate            | \$47,501,236 |
| Current Estimate             | 47,123,354   |
| Current Expenditures         | 2,373,080    |
| Project-to-Date Expenditures | 29,124,287   |
| Estimated Remaining Cost     | \$17,999,067 |

Director Barcheski stated the General Fund has \$28,086,018.80 remaining after approval of disbursements. Of that amount, \$10,234,365.67 is unavailable operating funds, leaving \$17,851,653.13 in total available operating funds.

Moved by Commissioner Janes, seconded by Commissioner Medema that **Payroll of \$817,532.15, Construction Estimates of \$71,384.66, New Central Complex Expenditures of \$2,373,079.84, Accounts Payables of \$1,680,946.10 and Cash Balances and Investments for the check run dated September 16, 2022,** are approved by the Board, and warrants ordered drawn for the same.

Motion carried by the following vote:

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

Nays: 0.

**Item #6 August 2022 Financial Statements**

Director of Finance Barcheski reviewed for the Board the August 2022 Financial Statements.

The report was received for information.

**Item #7 FY2022 Budget Amendment #4**

Managing Director Warren requested authorization to amend the 2022 Budget. Director of Finance Barcheski reviewed the recommended Budget Amendment #4, which primarily consists of shifting savings from Routine Maintenance to Preservation on primary and local roads. There is a net zero impact on Fund Balance.

Moved by Commissioner Medema, seconded by Commissioner Janes that **2022 Budget Amendment No. 4 is adopted by the Board,** as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

**Item #8      Board Action on Public Hearings**

Managing Director Warren stated the public hearings were held on Tuesday, September 13, 2022, for the following 2023 projects:

a. **Wiersma Street** between Algoma Avenue and White Creek Avenue

Deputy Managing Director Harrall stated the people in attendance spoke in support of the proposed project. If approved, the 2-mile-long project would be constructed in phases including tree removal this fall and winter, construction of the west mile in 2023 and construction of the east mile in 2024. Funding for the project is 55% Solon Township and 45% KCRC.

b. **100<sup>th</sup> Street** reconstruction between East Paris Avenue and Patterson Avenue

Deputy Managing Director Harrall stated ten people attended the public hearing, representing six properties within the project limits. Two people made public comment and asked questions including consideration for a 4-way stop at the 100th Street and East Paris Avenue intersection, request to schedule the work during school summer break, pavement thickness of the proposed paved shoulders and would the proposed road have weight restrictions. The estimated project cost is \$1,700,000. Funding includes \$991,000 Federal STP Rural funds and \$709,000 KCRC funding.

c. **10 Mile Road** reconstruction between Pine Island Drive and Algoma Avenue

Deputy Managing Director Harrall stated nine people attended the public hearing, representing six properties within the project limits. Three people made public comment and asked questions including the impact the project will have on their drainage ditch and trees, how far the road centerline will be shifted at Herrington Avenue to reduce residential property impacts and improve sight distance (5 feet), and the project impact on their trees. Before and after the public hearing, residents expressed concerns of driveway access during the construction and

final driveway geometry after the construction. The estimated project cost is \$4,700,000. Funding includes \$3,000,000 funded by KCRC for 2 miles of all-season road construction and \$1,700,000 for 1.5 miles of water main extension funded by Plainfield Township.

Moved by Commissioner VerHeulen, seconded by Commission Janes that the **proposed improvements for the above-listed projects are authorized by the Board** as presented at the Public Hearings, as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

**Item #9 Sign and Execute MDOT Agreement**

Managing Director Warren requested that the Board sign and execute the agreement for the Cascade Road widening project.

Deputy Managing Director Harrall stated the Cascade Road widening project between 36<sup>th</sup> Street and Whitneyville Avenue is ready to re-bid through MDOT. The project includes widening the existing 2-lane roadway to 3 lanes with curb and gutter and realignment of the Whitneyville Avenue intersection. The work will be done under closure and detouring through traffic. The estimated project cost is \$1,817,000. Project funding includes 80% State EDC funds (\$1,453,600), with the remaining 20% local match funded by KCRC (\$363,400).

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 widening and surfacing work along Cascade Road from 36<sup>th</sup> Street to Whitneyville Avenue.

**Resolution for  
Road Widening and Surfacing work along  
Cascade Road  
From 36<sup>th</sup> Street to Whitneyville Avenue  
Contract #22-5289**

**WHEREAS**, State Funds are available for the road widening and surfacing work along Cascade Road from 36<sup>th</sup> Street to Whitneyville 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 widening and surfacing work along Cascade Road from 36<sup>th</sup> Street to Whitneyville Avenue with State Funds.**

Motion carried by the following vote:

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

Nays: 0.

**Item #10     2023 Federal STP Funds**

Managing Director Warren requested authorization to purchase 2023 STP Federal funds from Cass County Road Commission.



Deputy Managing Director Harrall stated staff is proposing to purchase \$658,480 of STP Federal aid from Cass County Road Commission (CCRC) and allocate it to supplement state and federal aid on two 2023 projects. \$350,000 of the additional federal aid would be added to our Northland Drive pavement replacement project between 12 Mile Road and 14 Mile Road and \$308,480 added to our 100<sup>th</sup> Street all-season construction project between East Paris Avenue and Patterson Avenue. KCRC would pay CCRC \$526,784 (80%) in exchange for \$658,480 of STP funds.

Commissioner VerHeulen offered the following resolution in reference to the Federal Aid Exchange Program.

**Resolution for  
Participation in the 2023  
Federal Aid Exchange Program**

**WHEREAS**, the Kent County Road Commission has participated in the Federal Aid Exchange Program in fiscal years 2016 - 2022, and

**WHEREAS**, the Michigan Department of Transportation is planning to allow this Program to continue in 2023, and

**WHEREAS**, the Kent County Road Commission is requesting to purchase approximately \$658,480 of Federal STP Funds from Cass County Road Commission, and

**WHEREAS**, the Board of Road Commissioners of the County of Kent supports the purchase of STP Federal Aid from our neighboring county.

**WHEREAS**, Steven A. Warren, Managing Director of the Kent County Road Commission is hereby authorized to execute said Agreement for and on behalf of the Board.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of the Kent County Road Commissioners of the County of Kent hereby resolve that the Kent County Road Commission is hereby actively seeking participation in the 2023 Federal Aid Exchange Program.

Moved by Commissioner VerHeulen and supported by Commissioner Medema that the Board **adopt the resolution supporting the purchase of Federal Aid from Cass County Road Commission** as recommended by staff.

Motion carried by the following votes:

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

Nays: 0.

**Item #11 Award of Bids**

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

- a. **Bid #23-EQU-07: Fasteners**  
FY23 requirements with a one-year renewal option

Staff recommends awarding Bid #23-EQU-07: Fasteners to **Bluewater Industrial Supply, Alma Bolt Company, and Marshall Sales, Inc.**, 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), project location, and the availability and lead time of the product.

- b. **Bid #23-MNT-01: Liquid Calcium Chloride - 26% Mineral Well Brine**  
FY23 requirements with a one-year renewal option

Staff recommends awarding Bid #23-MNT-01: Liquid Calcium Chloride – 26% Mineral Well Brine to **Michigan Chloride Sales, LLC.** and **Corrigan Environmental Solutions**, both bidders who responded to the bid, for a cost of **\$0.169 per gallon delivered** to all locations. KCRC plans to divide the bid amongst the two bidders to add efficiency to our operations.

- c. **Bid #23-MNT-02:** Liquid Sodium Chloride - 26%  
FY23 requirements with a one-year renewal option

Staff recommends awarding Bid #23-MNT-02: Liquid Sodium Chloride – 26% to **Great Lakes Chloride, Inc.**, the lowest and responsible bidder for a cost of **\$0.855 per gallon delivered** to all locations.

- d. **Bid #23-MNT-03:** Alternative Winter De-Icing Blend  
FY23 requirements with a one-year renewal option

Staff recommends awarding Bid #23-MNT-03: Alternative Winter De-Icing Blend to **“All Bidders”**, whose product, when tested, meets or exceeds the technical composition requirements.

At the time of demand, the source(s) selected will be based on cost of material (inclusive of our labor and equipment costs), quality of the material, and the availability and immediate need of the material.

Moved by Commissioner Janes, 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, and VerHeulen—4.

Nays: 0.

**Item #12**     **Comments**

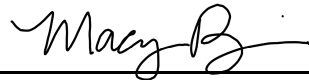
➤ Deputy Managing Director Harrall introduced Project Engineer Mike TenBrock to the Board. Bridge Magazine had a very nice article featuring Mr. TenBrock, which was truly deserving.

➤ Managing Director Warren stated KCRC was recognized by the County Road Association Self Insurance Fund (CRASIF) for having one of the lowest employee injury rates among road commissions in the state this past year and received a state-wide award.

➤ Managing Director Warren updated the Board regarding the ARPA proposal additions the County of Kent had previously asked for. The updated information consisted of KCRC's revenue loss amount, which equates to \$25.9 million, and letters of support received from the following townships: Ada Township, Algoma Township, Alpine Township, Byron Township, Courtland Township, Gaines Charter Township, and Grand Rapids Township

There being no further business to come before the Board, Chair Rambo adjourned the meeting at 8:30 a.m.

Respectfully submitted,



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Macy Barcheski, Secretary