

1900 Four Mile Road NW

Walker, MI 49544

April 25, 2023

The Board of County Road Commissioners of the County of Kent met at the cold storage building of the new Central Complex located at 1900 Four Mile Road NW, Walker.

The regular meeting was called to order by Commissioner Rob VerHeulen, Chair, at 8:03 a.m.

Present: Commissioners Cynthia Janes, Dave Medema, Roger Morgan, David Morren, and Rob VerHeulen, Managing Director Steve Warren, Director of Finance Macy Barcheski, and HR Coordinator Courtney Clifford.

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

Item #2 Public Comment

There was no public comment.

Chair VerHeulen reminded the Commissioners of the Public Hearing at Plainfield Township on Wednesday, April 26th at 6:00 p.m.

Item #3 Approval of Minutes

The Board discussed minutes of the Board Meeting held Tuesday, April 11, 2023.

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

Motion carried by the following vote:

Yeas: Commissioner Janes, Medema, Morgan, and VerHeulen – 4

Nays: 0.

Item #4 Disbursements and Cash Balances

The disbursements for the check run dated April 14, 2023, were presented to the Board by Director of Finance Barcheski. She stated payroll included \$29,614.81 in overtime.

Director Barcheski presented a detail of the new central complex project for the Board. There were no change orders for this pay period. The total project cost as of April 25, 2023, is as follows:

Approved Estimate	\$47,501,236
Current Estimate	\$47,123,354
Current Expenditures	\$848,121
Project-to-Date Expenditures	\$14,278,739
Estimated Remaining Cost	\$32,844,614

Director Barcheski stated the General Fund has \$28,583,156.32 remaining after approval of disbursements. Of that amount, \$9,202,709.69 is unavailable operating funds, leaving \$19,380,446.63 in total available operating funds.

Moved by Commissioner Morgan, seconded by Commissioner Medema that **Payroll of \$804,885.13, Construction Estimates of \$0.00, New Central Complex Expenditures of \$848,121.33, Accounts Payables of \$1,874,331.65, and Cash Balances and Investments for the check run dated April 14, 2023, are approved by the Board, and warrants ordered drawn for the same.**

Motion carried by the following vote:

Yeas: Commissioner Janes, Medema, Morgan, and VerHeulen – 4.

Nays: 0.

Item #5 March 2023 Financial Statements

Director Barcheski reviewed for the Board the March 2023 Financial Statements.

The report was received for information.

Item #6 Quit Claim Existing Temporary Road Ends

Deputy Managing Director Warren requested authorization to establish clear title for the final plat approval of Walnut Ridge Plat No. 2. It is necessary for KCRC to quit claim the existing “road end” parcel on the east end of Julienne Court to the developer, Signature Land Development Corporation, to provide clear title for recording the final plat.

Easement Description

Part of the northeast 1/4 of Section 22, T5N, R12W, Byron Township, Kent County, Michigan, described as: beginning at the northeast corner of lot 22, Walnut Ridge; thence N42°29'14"E 73.96 feet; thence southeasterly 11.72 feet along the arc of a 267.00 foot radius curve to the left, the chord of which bears S78°58'30"E 11.72 feet; thence S42°29'14"W 75.47 feet; thence northwesterly 11.01 feet along the arc of a 333.00 foot radius curve to the right, the chord of which bears N72°14'57"W 11.01 feet to the point of beginning.

Moved by Commissioner Janes, seconded by Commissioner Medema that staff is authorized to **quit claim the above-described property to the developer, Signature Land Development Corporation**, as recommended by staff.

Motion carried by the following vote:

Yeas: Commissioner Janes, Medema, Morgan, and VerHeulen – 4.

Nays: 0

Item #7 Final Plat Approval

Deputy Managing Director Harrall requested authorization for final plat approval of Walnut Ridge Plat Phase 2, Section 22, Byron Township.

Name	Walnut Ridge Plat No. 2
Street Name	Julienne Court
Type	Residential
Location	West of Burlingame Avenue and south of 84 th Street Section 22, Byron Township
Street Layout	Extending Julienne Court approximately 800' east with a permanent cul-de-sac
Lots in Phase 2	19 (Total Plat = 53)

Deputy Managing Director Harrall stated Julienne Court will be completed in accordance with previously approved plans and our residential street standards. The developer has provided a letter of credit for \$208,000 to cover the remaining work.

Commissioner Morren entered the Board meeting at 8:08 a.m.

Chair VerHeulen asked Director Harrall if there is a timeline that the work must be completed by before the project is then completed by KCRC. Director Harrall responded that if the work does not get completed, KCRC would then extend the letter of credit.

Moved by Commissioner Medema, seconded by Commissioner Morren that the **Board authorizes final plat approval for Walnut Ridge Phase 2, Section 22, Byron Township**, as recommended by staff.

Motion carried by the following vote:

Yeas: Commissioner Janes, Medema, Morgan, Morren, and VerHeulen – 5

Nays: 0.

Item #8 Purchase of Property

Managing Director Warren requested authorization to sign the Purchase Agreement for the 8.06-acre property at 3836 Russell Street NE, which is adjacent to KCRC's North Complex.

Deputy Managing Director Harrall stated in July 2020, the Board authorized to negotiate an option offer to purchase this property for an amount up to \$300,000. The owner has agreed to sell the property to KCRC for \$273,000. The purchase agreement for the property does not include the 66-ft-wide ingress/egress easement to Russell Road because it is not critical to our operations and would cause restrictions to the property owner's remaining business. There are no immediate plans for the property.

Legal Description of the Fee Simple Premises

That certain parcel of real property located in Algoma Township, Kent County, Michigan and more particularly described as follows:

All that part of the Northeast $\frac{1}{4}$ of the Southeast $\frac{1}{4}$ of Section 11, Town 9 North, Range 11 West, Algoma Township, Kent County, Michigan, described as: Beginning on the East-West $\frac{1}{4}$ line at a point 560.0 feet South $89^{\circ}04'07''$ West from the East $\frac{1}{4}$ corner of Section 11; thence South $89^{\circ}04'07''$ West on said $\frac{1}{4}$ line, 529.31 feet to the Easterly line of Highway U.S. 131; thence Southerly along a 86,063.67 foot radius curve to the right, on said right-of-way line, 193.10 feet, the long chord of which bears South $02^{\circ}10'41.4''$ East 193.10 feet; thence continuing along said highway line, South $02^{\circ}06'50''$ East 689.95 feet; thence South $10^{\circ}00'$ East 293.37 feet; thence South $23^{\circ}37'04''$ East 170.93 feet to the South line of said Northeast $\frac{1}{4}$ of the Southeast $\frac{1}{4}$; thence North $89^{\circ}09'14''$ East along said South line, 392.89 feet to a point 560.0 feet South $89^{\circ}09'14''$ West from the Southeast corner of the Northeast $\frac{1}{4}$ of the Southeast $\frac{1}{4}$; thence North $00^{\circ}40'58''$ West parallel with the East Section line, 1,331.00 feet to the Place of Beginning SAVE AND EXCEPT, the North 600 feet of the foregoing parcel, containing 8.06 Acres, more or less.

Commissioner Medema asked Managing Director Warren what he sees the potential use being 5 years from now. Managing Director Warren responded that the space could be used for covered storage or just more space to protect our equipment. There is a new salt building at the North Complex, as well as the garage being relatively new.

Commissioner Janes added that it would also help create safer site circulation.

Moved by Commissioner Morren, seconded by Commissioner Janes to **authorize the purchase of the above property at 3836 Russell Street NE, Section 11, Algoma Township**, as recommended by staff.

Motion carried by the following vote:

Yeas: Commissioner Janes, Medema, Morgan, Morren, and VerHeulen – 5

Nays: 0.

Item #9 Authorization to Award Bids

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

- a. **Contract #23-42:** Plainfield Township Local Roads Program

Staff recommends awarding Contract #23-42: Plainfield Township Local Roads to **Rieth-Riley Construction Co., Inc.**, the lowest responsible and responsive bidder, for a total cost of **\$1,935,641.50**, which is **1.34% below** the estimated cost.

- b. **Contract #23-43:** Grand River Avenue and Buttrick Avenue

Staff recommends awarding Contract #23-43: Grand River Avenue and Buttrick Avenue to **Rieth-Riley Construction Co., Inc.**, the lowest responsible and responsive bidder, for a total cost of **\$1,491,720.65**, which is **11.72% below** the estimated cost.

- c. **Contract #23-45:** Byron Township Local Roads Program

Staff recommends awarding Contract #23-45: Byron Township Local Roads Program to **Black Gold Transport, Inc.**, the lowest responsible and responsive bidder, for a total cost of **\$504,091.65**, which is **11.94% below** the estimated cost.

- d. **Contract #23-44:** Ada Drive - Forest Hills Avenue to Spaulding Avenue

Staff recommends awarding Contract #23-44: Ada Drive - Forest Hill Avenue to Spaulding Avenue to **Rieth-Riley Construction Co., Inc.**, the lowest responsible and responsive bidder, for a total cost of **\$349,442.50**, which is **6.82% below** the estimated cost.

e. **Contract #23-46:** Coit Avenue - Rifle Range Road to Hunsberger Avenue

Staff recommends that the Board awards Contract #23-46: Coit Avenue – Rifle Range Road to Hunsberger Avenue to **Rieth-Riley Construction Co., Inc.**, the lowest responsible and responsive bidder, for a total cost of **\$577,519.15**, which is **6.09% below** the estimated cost.

f. **Contract #23-48:** Cascade Township Local Roads Program

Staff recommends awarding Contract #23-48: Cascade Township Local Roads Program to **Rieth-Riley Construction Co., Inc.**, the lowest responsible and responsive bidder, for a total cost of **\$270,645.20**, which is **.07% above** the estimated cost.

g. **Contract #23-50:** Miscellaneous Catch Basin Cleaning Services

Staff recommends awarding Contract #23-50: Miscellaneous Catch Basin Cleaning Services to **All Bidders**, contracting in the best interest of the Road Commission and taking into consideration:

- Cost per catch basin cleaning or per hour for the service required
- Availability of the type of equipment needed upon request from the Maintenance Division
- Ability of the contractor to respond in a timely manner at the time of need
- Project location and/or mobilization costs

h. **Bid #23-EQU-27:** Single/Tandem Axle and Five Axle Cabs & Chassis

Staff recommends awarding the purchase of up to 2 Single and/or Tandem Axle Cabs & Chassis and a Five Axle Cab & Chassis to **JX Truck Center**, under Sourcewell Contract #060920-PMC, for a per unit cost of **\$172,403.59 and/or \$192,350.65 and \$207,804.75**, at an **estimated total cost of \$572,558.99**. Funds allocated for the purchase will be under the FY24 budget.

i. **Bid #23-EQU-28: Forestry Truck**

Staff recommends awarding the purchase of Bid #23-EQU-28: Forestry Truck to **Altec Industries, Inc.**, under MIDeal Contract #071B7700167, at a total cost of **\$237,691**. Funds allocated for the purchase will be under the FY24 budget.

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

Director of Finance Barcheski commented on item (h). Staff recently requested to purchase 8 cabs & chassis; this is adding 2 more single/tandem and 1 more five axle for 11 total to be purchased in the 2024 budget year. This is a result of KCRC being in line for trucks and others dropping out of the line.

Director of Building and Equipment Roose added that this is part of the five-year plan.

Commissioner Morgan asked if there has been supply chain issues.

Director Barcheski stated that KCRC had to make a reservation far in advance to get equipment in an estimated 400-900 days.

Commissioner Morren asked what are the supply chain lead times?

Director Roose stated that the chassis are flattening out, but other equipment could be a year out. KCRC still has orders from last year that have not been received yet.

Commissioner Morren asked if any KCRC trucks are without equipment. Director Roose replied that there is enough equipment to get through about another year and a half.

Motion carried by the following vote:

Yeas: Commissioner Janes, Medema, Morgan, Morren, and VerHeulen – 5

Nays: 0.

Item #10 **Comments**

➤ Managing Director Warren shared how this meeting has held a lot of firsts, with it being the first Board Meeting at the new complex and it being the first Board Meeting ever held in the garage. He also thanked everyone who helped get the space ready, especially Assistant Director of Maintenance Roon and Project Engineer Easterly.

➤ Managing Director Warren stated that the completion date of Phase 2 construction is still being finalized. Furniture will be installed mid-May.

➤ Commissioner Morren suggested rotating the meetings among the complexes.

Chair VerHeulen stated there is no further business to come before the Board and the tour will begin, adjourning the meeting at 8:24 a.m.

Respectfully submitted,



Macy Barcheski, Secretary