

1900 4 Mile Road, NW
Walker, Michigan 49544

December 12, 2023

The Board of County Road Commissioners of the County of Kent met in the Road Commission offices.

The regular meeting was called to order by Commissioner Rob VerHeulen, Chair, at 8:00 a.m.

Present: Commissioners Cynthia Janes, Dave Medema, Roger Morgan, David Morren, and Rob VerHeulen, Managing Director Jerry Byrne, Director of Finance Macy Barcheski, and Executive Secretary Karen Luneke.

Also present: Deputy Managing Director of Engineering Wayne Harrall, Director of Maintenance Steve Roon, Director of Traffic and Safety Tim Haagsma, Director of Human Resources Mike Dennis, Assistant Director of Traffic and Safety Shirley Wollner, Assistant Director of Finance Mario Guerra, Purchasing Manager Andrew Nordstrom, IT Manager Tim Care, Right-of-Way Office Manager L. R. Cole, Plat Engineer Darrin Vink, Human Resources Recruiter Beth Nanzer, Employee Safety Manager George Smith, Human Resources Coordinator Courtney Clifford, Central Complex Superintendent Pat Thompson, South Complex Assistant District Foreman Eric Bitely, MDOT Contract Manager Mike Lehnertz, Senior Patrol Foreman Tom Murphy, KCRC Drivers Dan Schrenk, Paul Brandt, Anthony Hardy, Darius Benjamin, Alan Kreps, Adam Austhof, and Tim Marcus from OAK.

Item #2 Public Comment

There was no public comment.

Item #3 Human Resources Presentation

The Human Resources Department conducted a presentation for the Board about employee recruitment and training. The presentation talked about talent acquisition, hiring

innovation, and applicant management practices. There was an introduction of the team members who contribute to these efforts.

Agenda Amendment

Chair VerHeulen stated the first order of business was to amend the agenda.

Moved by Commissioner Medema, seconded by Commissioner Janes that the agenda is amended to add 15a. Request approval of 2024 Board Meeting Dates, as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

Item #4 Approval of Minutes

The Board discussed minutes for the Board meeting held Tuesday, November 28, 2023, and public hearings held November 29, 2023.

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

Motion carried by the following vote:

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

Nays: 0.

Item #5 Disbursements and Cash Balances

The disbursements for the check run dated December 8, 2023, were presented to the Board by Director of Finance Barcheski. She stated payroll included \$26,654.07 in overtime.

The construction estimates for this period are as follows:

Contractor	Project	Amount
Brenner Excavating	10 Mile Rd. - Pine Island Dr. to Algoma Ave. estimate #15	207,926.99

Dean's Landscaping & Excavating	Northland Dr. - 18 Mile Rd. to Cedar Springs Ave. estimate #4	38,523.57
Rieth-Riley Construction Company	Plainfield Township local road program estimate #7 and FINAL	16,047.70
Total		\$262,498.26

Director Barcheski presented details of the central complex project for the Board.

The total project cost as of December 8, 2023, is as follows:

Approved Estimate	\$47,501,236
Current Estimate	\$46,545,780
Current Expenditures	\$1,391
Project-to-Date Expenditures	\$44,975,057
Estimated Remaining Cost	\$1,570,723

Director Barcheski stated the General Fund has \$16,776,483.74 remaining after approval of disbursements. Of that amount, \$13,416,620.10 is unavailable operating funds, leaving \$3,359,863.64 in total available operating funds.

Moved by Commissioner Janes, seconded by Commissioner Medema that **Payroll of \$843,383.41, Construction Estimates of \$262,498.26, New Central Complex Expenditures of \$1,391.00, Accounts Payables of \$2,217,731.35, and Cash Balances and Investments for the check run dated December 8, 2023, are approved by the Board, and warrants ordered drawn for the same.**

Motion carried by the following vote:

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

Nays: 0.

Item #6 Michigan Transportation Fund

Director of Finance Barcheski reviewed the Michigan Transportation Fund revenues that were collected in October 2023. She stated the funds received were \$4,675,556, a variance of \$275,174 less than what was budgeted, but this was anticipated. To date, receipts are up 16.1 percent over this time last year.

The report was received for information.

Item #7 Action on Public Hearings

Managing Director Byrne stated the public hearings were held on Wednesday, November 29, 2023, on the following 2024 primary road reconstruction projects:

- a. Project: **68th Street from east of Thornapple River Drive (south) to west of Whitneyville Avenue**
Type: Two-lane primary all-season construction
Length: 1.24 miles
Estimated cost : \$2,000,000
Funding: \$1,000,000 ARPA
 \$1,000,000 KCRC

- b. Project: **100th Street from Patterson Avenue to Kraft Avenue**
Type: Two-lane primary all-season construction
Length: 1.2 miles
Estimated cost: \$2,000,000
Funding: \$1,082,157 Federal STP
 \$500,000 STP Flex (from Mecosta CRC)
 \$417,843 KCRC

Deputy Managing Director Harrall is requesting the Board approve both projects to move forward to bidding for 2024 construction.

Motion carried by the following vote:

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

Nays: 0.

Item #8 Title Sheet

Managing Director Byrne requested that the Board sign and execute the title sheet for the 68th Street all-season construction project.

- Project: 68th Street from east of Thornapple River Drive (south) to west of Whitneyville Avenue
Type: Two-lane primary all-season construction
Length: 1.24 miles
Estimated cost : \$2,000,000
Funding: \$1,000,000 KCRC; \$1,000,000 ARPA

Moved by Commissioner Morren and supported by Commissioner Morgan that the **Board is authorized to sign and execute the title sheet for the 68th Street all-season construction project**, as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

Item #9 Schedule Public Hearing

Managing Director Byrne requested authorization to schedule a public hearing for consideration to designate 5 Mile Road as a Natural Beauty Road.

Deputy Managing Director Harrall stated staff has received a valid petition requesting Natural Beauty Road designation on the following:

Road Name:	5 Mile Road
Limits:	Between Dursum Avenue and Honey Creek Avenue
Township:	Cannon
Date received:	November 2, 2023
Requirement:	Hold public hearing within 6 months of receiving valid petition

In accordance with Section 324.35702 of Michigan Act 451 of 1994, the road board is required to hold a public hearing to designate a natural beauty road. The statute requires the public hearing to be held in the township. Cannon Township is requesting the public hearing be held on Wednesday, January 17, 2024, at 6:30 p.m. KCRC is in agreement with this request.

Moved by Commissioner Morgan, seconded by Commissioner Morren that **staff is authorized to schedule a Public Hearing for consideration to designate 5 Mile Road from Dursum Avenue to Honey Creek Avenue as a Natural Beauty Road, for January 17, 2024, at 6:30 p.m., at the Cannon Township offices**, as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

Item #10 Purchase Right-of-Way

Managing Director Byrne requested authorization for purchase of right-of-way for the following:

- a. Project: 84th Street Reconstruction – Kraft Avenue to west of M-37
- Property Owner: Kyle and Elizabeth VanKooten
- Address: **5715 84th Street, SE**
- Purchase: Highway Easement
- 17' x 327.51' (5,568 sft.) @ \$0.41/sft. = \$2,290
- Total compensation: \$2,290

Easement Description

A Highway Easement, the exterior boundary of which is described as: Commencing at the Southwest Corner of Section 17, T05N, R10W Caledonia Township, thence N89°03'35"E 980.88 feet along the South Section Line; thence N00°23'50"W 33.00 feet to the existing Northerly Right of Way line of 84th Street and the Point of Beginning; thence N00°23'50"W 17.00 feet along the Westerly property line; thence N89°03'35"E 327.51 feet along a line which is parallel with the North Right of Way Line of 84th Street to the Easterly property line (said line being the E. line of the W 1/2 of the SW 1/4 of Section 17); thence S00°22'50"E 17.00 feet along said Easterly property line to the existing Right of Way line; thence S89°03'35"W 327.51 feet to the Point of Beginning. Contains 5,568 Square Feet M/L and is subject to easements and restrictions of record.

- b. Location: 84th Street Reconstruction – Kraft Avenue to west of M-37
- Property Owner: Ethyl Kay Grinage
- Address: **5647 84th Street, SE**
- Purchase: Highway Easement
- 17' x 274' (4,658 sft.) @ \$0.91/sft. = \$4,240
- Total compensation: \$4,240

Easement Description

A Highway Easement, the exterior boundary of which is described as: Commencing at the Southwest Corner of Section 17, T05N, R10W Caledonia Township, thence N89°03'35"E 165.00 feet along the South Section Line; thence N00°23'50"W 33.00 feet to the existing Northerly

Right of Way line of 84th Street and the Point of Beginning; thence N00°23'50"W 17.00 feet along the Westerly property line; thence N89°03'35"E 274.00 feet along a line which is parallel with the North Right of Way Line of 84th Street to the Easterly property line; thence S00°23'50"E 17.00 feet along said Easterly property line to the existing Right of Way line; thence S89°03'35"W 274.00 feet to the Point of Beginning. Contains 4,658 Square Feet M/L and is subject to easements and restrictions of record.

Moved by Commissioner Morren, seconded by Commissioner Janes that the Board authorizes the **purchase of the above right-of-way**, as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

Item #11 Preliminary Plat Approval

Managing Director Byrne requested authorization for preliminary plat approval of the following plat:

Plat Name: **Hoffman Meadows, Phase No. 2**
Location: South of 68th Street and east of Kalamazoo Avenue, Section 9, Gaines Township
Type: Residential
Lots: 55 this phase (Total Plat = 95)
Street Layout: Extended Avalon Drive 980' south to Crystal Meadows Street; 250' of Crystal Meadows Street east and west of Avalon Drive (with stub street east and west). Approximately 750' of unnamed streets in a "horseshoe" configuration. No permanent cul-de-sacs.

Moved by Commissioner Morren, seconded by Commissioner Janes that the Board authorizes the **preliminary plat approval of Hoffman Meadows, Phase No. 2, Section 9, Gaines Township**, as recommended by staff and subject to the following special conditions, requirements, and modifications:

1. At the time the Final Plat document is submitted for Board action, the proprietor shall provide title commitment to demonstrate that there are no existing encumbrances within limits of proposed street right of ways for review and evaluation by staff.

2. Proprietor shall acquire termination of encumbrances, easements, restrictions, etc., in favor of the Board of County Road Commissioners for that part of the land division that includes all proposed public streets.
3. Proprietor shall acquire acceptable subordinations of existing mortgages, etc. in favor of the Board of County Road Commissioners within the proposed public street right of way.
4. Proprietor is advised to abstain from encumbering land proposed to be conveyed to the Board without obtaining prior concurrence from the Deputy Managing Director, Engineering (County Highway Engineer).
5. Proprietor shall obtain the required permits from the Kent County Drain Commission and provide copies to KCRC staff.
6. Proprietor shall provide private utility easements adjoining the proposed streets for private public utilities which shall in no way encroach, nor encumber, proposed street right of way. Recommend coordinating with private public utilities to accommodate their specific requirements to the extent possible.
7. Proprietor is advised to require that private public utilities design and install their facilities in conformance with the Board's requirements, regulations, specifications, etc., including obtaining highway permit for said private public utility facilities.
8. Proprietor shall coordinate with the United States Post Office for the location of mailbox(es) and shall provide written confirmation from the local postmaster or station master confirming that customer mail delivery requirements conform to their requirements and conform to KCRC requirements as directed by the County Highway Engineer.
9. The proprietor shall provide a 10' maintenance strip deeded to the Kent County Road Commission at the end of Crystal Meadows Street for future extension of public streets.
10. The Board retains the sole discretion to determine time and conditions for the take-over of proposed public streets.

Moved by Commissioner Morren, seconded by Commissioner Janes that the

Board authorizes preliminary plat approval for the above plat, as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

Items #12 and #13 Public Plats and Street Takeovers

Managing Director Byrne requested authorization for the takeover of all public platted and unplatted streets constructed in 2023.

Deputy Managing Director Harrall stated staff is requesting the Board adopt a resolution for the takeover of all new public streets accepted during 2023.

New public streets included in the following plats:

- 2,411 feet (0.46 mile) within Planters Ridge No. 4
- 1,875 feet (0.36 mile) within Ravines at Inwood No. 3
- 711 feet (0.13 mile) within Walnut Ridge No. 2

The **total platted streets** proposed for acceptance during 2023 equal **4,997 feet of local roads (0.95 mile)**.

New public streets included in the following:

- 203 feet (0.04 mile) of Marketplace Drive
- 200 feet (0.04 mile) of Plaza Center Avenue

The **total unplatted streets** proposed for acceptance during 2023 equal **403 feet of local roads (0.08 mile)**.

Commissioner Morren offered the following resolution with reference to taking over the platted streets, roads, and highways as listed below located in Kent County, Michigan.

**RESOLUTION
TAKEOVER OF ROADS AND STREETS**

NOW, THEREFORE, BE IT RESOLVED, by the Board of County Road Commissioners of the County of Kent that the streets, roads, and highways, both platted and un-platted, located in the County of Kent, hereinafter, be taken over as county roads and made part of the county road system of the County of Kent, viz:

Street Name	Plat (project) Name	Township	Section	Length (ft)
Cool Ridge Drive	Planters Ridge No. 4	Byron, T5N, R12W	15	179
Copperfield Street	Planters Ridge No. 4	Byron, T5N, R12W	15	173
Creekside Drive	Planters Ridge No. 4	Byron, T5N, R12W	15	1330
Kingsland Drive	Planters Ridge No. 4	Byron, T5N, R12W	15	729
Inwood Ridge Drive	Ravines at Inwood Phase 3	Plainfield, T8N, R11W	14	337
Ravine Point Drive	Ravines at Inwood Phase 3	Plainfield, T8N, R11W	14	930
Woodhills Drive	Ravines at Inwood Phase 3	Plainfield, T8N, R11W	14	608
Julienne Court	Walnut Ridge Phase 2	Byron, T5N, R12W	22	711

Street Name	Un-Platted Project Name	Township	Section	Length (ft)
Plaza Center Avenue	N / A	Gaines, T05N, R11W	4	200
Marketplace Drive	N / A	Gaines, T05N, R11W	4	203

It is hereby acknowledged that the platted streets, roads, and highways were dedicated for use by the public and are located within the right-of-way under the control and jurisdiction of the Board of County Road Commissioners of the County of Kent, and

It is hereby acknowledged that the un-platted streets, roads, and highways are for use by the public and are located within the right-of-way under the control and jurisdiction of the Board of County Road Commissioners of the County of Kent, and

It is hereby stipulated that the platted and un-platted right-of-ways listed and described herein are for public road purposes, are accepted into the County Road System, and are open to motor vehicle (i.e., automobile, truck, etc.) traffic.

Further, be it resolved, that the Board authorizes by permit the sidewalks, retaining walls, and other appurtenances are located within the right of way, and that the Board, its staff, employees, and agents, shall not maintain said sidewalks, retaining walls, and related

appurtenances, and that others shall maintain said sidewalks, retaining walls, and related appurtenances.

Moved by Commissioner Morren, seconded by Commissioner Janes that the **resolution is adopted and takeover of all the platted and unplatted roads as listed is authorized** as recommended by staff.

Motion carried by the following vote:

Yeas: Commissioners Janes, Medema, Morgan, Morren, and VerHeulen -- 5.

Nays: 0.

Item #14 Award of Bids

Managing Director Byrne requested authorization to award bids received for the following:

- a. **Contract #24-08:** Building and Grounds Maintenance at two rest areas and one roadside park – MDOT Allegan County

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 #24-08 to **Hi-Tec Building Services**, the lowest responsible and responsive bidder, for a total cost of **\$346,310**.

- b. **Bid #24-EQU-11:** 40,000 LB Tilt Trailer

Staff recommends awarding the purchase of a 40,000 LB Tilt Trailer to **Michigan CAT**, under Sourcewell Contract #121918-TKI, for a total cost of **\$40,973.45**.

- c. **Bid #24-EQU-12:** 16,000 LB Tilt Trailer

Staff recommends awarding the purchase of a Tilt Trailer to **AIS Construction Equipment Corp.**, under MiDeal Contract #071B7700090 for a total cost of **\$18,500**.

- d. **Bid #24-EQU-13:** Two V-Boxes with Conveyors

Staff recommends awarding Bid #24-EQU-13 V-Boxes with **Conveyor to Truck & Trailer Specialties**, under MiDeal Contract #071B5500010, at a **cost per unit of \$56,725 and a total cost for 2 units of \$113,450.**

e. **Bid #24-EQU-14:** Three Tailgate Sanders

Staff recommends awarding Bid #24-EQU-14 Tailgate Sanders to **Truck & Trailer Specialties**, under MiDeal contract #071B5500010, at a **cost per unit of \$8,223 and a total cost for 3 units of \$24,669.**

Moved by Commissioner Medema, seconded by Commissioner Janes to **authorize award of bids for the above listed**, as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

Item #15 Purchase of Bid

Managing Director Byrne requested authorization to purchase **Bid #24-EQU-15:** Semi Tractor to haul brine trailer.

In the best interest of the Road Commission and the residents of Kent County, staff would like to request authorization to purchase a used semi-tractor to haul the brine trailer. As the unit would not be required on a regular basis, a pre-owned piece of equipment would be suitable for our needs.

Financial Commitment:

Estimated Cost: Not to Exceed \$50,000

Funds Allocated: FY24 Capital Outlay - Equipment

Moved by Commissioner Janes, seconded by Commissioner Medema to **authorize purchase for the above listed**, as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

Item #15a 2024 Board Meeting Dates

Managing Director Byrne requested authorization to approve the 2024 Board Meeting Dates.

Moved by Commissioner Morgan, seconded by Commissioner Janes to approve the 2024 Board Meeting Dates, as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

Item #16 Comments

➤ Managing Director Byrne stated because of the scheduling conflicts with the Township Dinner in 2023, KCRC would like to get a date set for 2024. The date for the Township Dinner will be October 17 at Watermark Country Club, and the Township Lunch on May 15 at Townsend Park.

➤ Managing Director Byrne stated KCRC is not planning to buy any Federal Aid from other Road Commissions at this time.

➤ Managing Director Byrne stated KCRC has a new Steer Sheriff. Senior Patrol Foreman Tom Murphy helped steer in a cow on the US-131 s-curve.

Chair VerHeulen stated there is no further business to come before the Board.

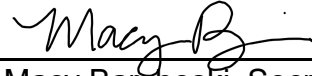
Moved by Commissioner Janes, seconded by Commissioner Medema to adjourn the Board meeting 9:16 a.m.

Motion carried by the following vote:

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

Nays: 0.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Macy B", is written over a horizontal line.

Macy Barcheski, Secretary