

1500 Scribner Avenue, NW

Grand Rapids, MI 49504

June 13, 2023

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 Rob VerHeulen, Chair, at 8:00 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 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 Traffic and Safety Tim Haagsma, Director of Human Resources Mike Dennis, Assistant Director of Maintenance Steve Roon, Assistant Director of Traffic and Safety Shirley Wollner, Assistant Director of Finance Mario Guerra, IT Manager Tim Care, Right-of-Way Office Manager L. R. Cole, Communications Manager Maura Lamoreaux, Project Engineer Erik Easterly, Accountant Vanessa Culver, and Tim Marcus of 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, May 23, 2023. Moved by Commissioner Morgan, 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 #4 Disbursements and Cash Balances

Director of Finance Barcheski stated there are two check runs for this meeting.

The first is dated May 26, 2023, and payroll for this check run includes overtime of \$33,120.07.

Payroll for the check run dated June 9, 2023, included overtime of \$23,129.79.

The construction estimates for this period are as follows:

Contractor	Project	May 23, 2023 Check Run	June 9, 2023 Check Run
Brenner Excavating	10 Mile Rd. - Pine Island Dr. to Algoma Ave. estimates #3 and #4	229,212.57	300,539.40
Dean's Landscaping & Excavating	Cascade Rd. Trail estimate #2		48,332.85
Michigan Paving & Materials	Algoma Township local road program estimate #2	102,975.76	
	Courtland Twp local road program estimate #1		125,198.04
	Cannon Township local road program estimate #1		246,549.00
	Courtland Township local road program estimate #1		151,833.51
Rieth-Riley Construction Company	84th St. - Wingeier Ave. to Freeport Ave. estimate #1		381,736.09
	Eastern Ave. - 76th St. to 68th St. estimate #1		290,243.00
	Grand Rapids Township local roads program estimate #1	823,131.16	
	Byron Township local road program estimate #1		242,262.88
Total		\$ 1,155,319.49	\$ 1,786,694.77

Director Barcheski presented a detail of the new central complex project for the Board. The total project cost as of June 9, 2023, is as follows:

Approved Estimate	\$47,501,236
Current Estimate	\$47,123,354
May 23, 2023, Check Run	\$1,767,022
June 9, 2023, Check Run	513,612
Project-to-Date Expenditures	\$42,460,736
Estimated Remaining Cost	\$4,662,618

Director Barcheski stated the General Fund has \$30,706,947.30 remaining after approval of disbursements. Of that amount, \$16,680,055.29 is unavailable operating funds, leaving \$14,026,892.01 in total available operating funds.

Moved by Commissioner Morren, seconded by Commissioner Medema that **Payroll of \$831,305.08, Construction Estimates of \$1,155,319.49, New Central Complex Expenditures of \$1,767,021.53, Accounts Payable of \$1,642,434.98, and Cash Balances and Investments for the check run dated May 26, 2023, and Payroll of \$827,899.20, Construction Estimates of \$1,786,694.77, New Central Complex Expenditures of \$513,612.20, Accounts Payables of \$1,823,941.37, and Cash Balances and Investments for the check run dated June 9, 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 #5 Michigan Transportation Fund Revenue

Director of Finance Barcheski reviewed the Michigan Transportation Fund revenues that were collected in April 2023. She stated the funds received were \$ 4,878,100, a variance of \$ 207,525 less than what was budgeted. To date, receipts are up 3.2 percent over this time last year.

The report was received for information.

Item #6 May 2023 Financial Statements

Director of Finance Barcheski reviewed for the Board the May 2023 Financial Statements.

The report was received for information.

Item #7 Quit Claim Excess Property

Managing Director Warren requested authorization to quit claim two parcels for the following:

Wilson Avenue and 84th Street – NE Corner

- Zandbergen Farms, LLC, 8380 Wilson Avenue
- 250 ft. x 607 ft. = 151,750 sft. (3.5 acres)
- Retain 100 ft. of right-of-way on east side of Wilson Avenue and 60 ft. of right-of-way on north side of 84th Street

Deputy Managing Director Harrall stated this property was purchased by KCRC in 1956 (\$1,950) to accommodate the relocation of the Homerich County Drain, 250 ft. east of Wilson Avenue for planned road improvements in 1964.

KCRC recently became aware that the County of Kent mistakenly sold this property in 1971 to Donald L. Zandbergen (\$2,250). To rectify this situation, staff has been working with the owner's legal counsel to quit claim the property to Zandbergen Farms, LLC, which includes retaining easement for road purposes along Wilson Avenue (100 ft.) and along 84th Street (60 ft.).

EASEMENT

The West 350.0 feet of the West one-half (W 1/2) of the South one-half (S 1/2) of the South one-half (S 1/2) of the Southwest one-quarter (SW 1/4) of Section 17, Town Five (05) North, Range Twelve (12) West (Byron Township) Kent County Michigan. Subject specifically to a Drainage Easement to Homerich Drainage District recorded in Kent County Register of Deeds document number 20030729-0147730. Parcel Contains 233,140 sq. feet M/L.

Moved by Commissioner Morren, seconded by Commissioner Janes that staff is authorized to **execute the two quit claims for the above-described property to Zandbergen Farms, LLC**, as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

Item #8 Award of Bids

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

- a. **Contract #23-58: Concrete Pavement Repairs on M-43
MDOT – Barry 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 #23-58: M-43 Concrete Pavement Repairs to **Causie Contracting, Inc.**, the lowest responsible and responsive bidder, for a total cost of **\$395,030.**

- b. **Contract #23-59: US-131 – Leonard Street to I-196
Concrete Pavement Repairs – 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 #23-59: US-131 Concrete Pavement Repairs to **C & D Hughes, Inc.**, the lowest responsible and responsive bidder, for a cost of **\$2,200 per ton.**

- c. **Contract #23-61: Rental of Uniforms and Miscellaneous Items
Three-year contract (2023-2026), as needed**

Staff recommends awarding Contract #23-61 Rental of Uniforms and Miscellaneous Items to **Cintas Corporation**, under OMNIA Partner's Agreement #210321258, with an estimated expenditure of **\$20,000 per year**.

Cintas Corporation matched their bid from KCRC Contract #17-02 to the OMNIA contract for uniforms. They also reduced the cost of the miscellaneous items (mats, mops, towels) by 4.10%.

Moved by Commissioner Janes, seconded by Commissioner Morgan 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 #9 Managing Director Recommendation

Chair VerHeulen reviewed the interview process for the Managing Director position. The six candidates were all committed and qualified, as well as positive and credible. Chair VerHeulen thanked all the candidates and Director of Human Resources Dennis.

Moved by Commissioner Janes, seconded by Commissioner Medema for **authorization to recommend and present a package to Gerald Byrne consistent with KCRC's personnel practices for the position of Managing Director**.

Deputy Managing Director Byrne thanked the Board and staff for this opportunity.

Motion carried by the following vote:

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

Nays: 0.

Item #10 **Comments**

➤ Plans are underway for the opening of the new Central Complex. The employee open house is scheduled for Monday, July 10, 2023. This is a good opportunity for the Board to meet KCRC employees and their families.

➤ There is a retirement open house for Assistant Director of Engineering Tom Byle at Douglas Walker Park on Monday, June 26, 2023. Mr. Byle had a profound impact on KCRC during his 51 years of employment. Beyond being a professional engineer, he was also an expert at bridges, covered bridges, trails and so much more.

➤ The Engineering Department employees collected donations in December in place of Holiday gifts. The \$1,300 collected was presented to Mary Free Bed for the wonderful care KCRC's Assistant Director of Engineering Tom Byle and Commissioner Dave Medema received during their times of recovery.

➤ Commissioner Medema stated he was proud to be part of the interview process of three of the six candidates. All the candidates who stepped forward were prepared to take over. Commissioner Medema thanked the Board and the candidates.

➤ Chair VerHeulen stated this is a bittersweet time with the upcoming retirement of Managing Director Warren and the promotion of Deputy Managing Director Byrne. It was reflected during the interviews that Mr. Warren has built a dedicated team. Chair VerHeulen said that his leadership was evident.

➤ Deputy Managing Director Harrall stated part of the Covid funding from MDOT is no longer available. KCRC will still proceed with the impacted projects with funds from elsewhere.

At 8:34 a.m. Chair VerHeulen requested a motion to move into closed session as requested by staff, to consider the purchase or lease of real property, pursuant to MCL 15.268(d).

Moved by Commissioner Medema, seconded by Commissioner Janes that the Board meets in closed session.

Motion carried by the following roll-call vote:

Yeas: Commissioner Janes

Commissioner Morgan

Commissioner Medema

Commissioner Morren

Chair VerHeulen

Nays: 0.

The Board meeting reconvened at 8:46 a.m.

Moved by Commissioner Janes, seconded by Commissioner Morren to **authorize staff to negotiate a purchase agreement for property in Alpine Township** for safety improvements, as recommended by staff.

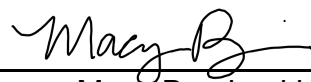
Motion carried by the following vote:

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

Nays: 0.

There being no further business to come before the Board, Chair VerHeulen adjourned the meeting at 8:47 a.m.

Respectfully submitted,



Macy Barcheski, Secretary