

1900 4 Mile Road, NW
Walker, Michigan 49544

September 26, 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 8:02 a.m.

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

Absent: Managing Director Steve Warren

Also present: Deputy Managing Director of Engineering Wayne Harrall, Director of Maintenance Steve Roon, Director of Building and Equipment Steve Roose, 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, Communications Manager Maura Lamoreaux, Human Resources Recruiter Beth Nanzer, Jane Warren, Emily Blink and Annie Meyer.

Item #2 Public Comment

There was no public comment.

Item #3 Approval of Minutes

The Board discussed minutes of the Board meeting held Tuesday, September 12, 2023.

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

Motion carried by the following vote:

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

Nays: 0.

Item #4 Adoption of FY2024 Budget

Deputy Managing Director Byrne requested authorization to adopt the FY2024 Budget. Director of Finance Barcheski stated there has been no change to the budget since it was reviewed by the Board and staff on September 12, 2023.

Commissioner Janes offered the following resolution in reference to the 2024 Kent County Road Fund General Appropriations Act.

**RESOLUTION
2024 KENT COUNTY ROAD FUND
GENERAL APPROPRIATIONS ACT**

BE IT RESOLVED that the 2024 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 2024.

BE IT FURTHER RESOLVED that for the Fiscal Year 2024, 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 2024, 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 Janes, seconded by Commissioner Morren that the **resolution is adopted, as well as the 2024 Budget**, as recommended by staff.

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 September 15, 2023, were presented to the Board by Director of Finance Barcheski. She stated payroll included \$46,794.45 in overtime.

The construction estimates for this period are as follows:

Contractor	Project	Amount
Black Gold Holdings LLC	Gaines Twp. local road program estimate #2	\$393,404.86
Brenner Excavating	10 Mile Rd. - Pine Island Dr. to Algoma Ave. estimate #9	37,131.85
Michigan Paving & Materials	Solon Twp. - Wiersma St. - Algoma Ave. to Simmons Ave. estimate #2	96,664.93
	Northern primary roads - spot mill and fill estimate #3	244,715.05
	Southern primary roads - spot mill and fill estimate #1	439,375.80
Rieth-Riley Construction Company	Settlewood Dr. and Parnell Ave. estimate #2	32,430.49
Total		\$1,243,722.98

Director Barcheski presented a detail of the new central complex project for the Board. The total project cost as of September 15, 2023, is as follows:

Approved Estimate	\$47,501,236
Current Estimate	\$47,123,354
Current Expenditures	\$11,548
Project-to-Date Expenditures	\$15,401,885
Estimated Remaining Cost	\$31,721,469

Director Barcheski stated the General Fund has \$16,605,700.32 remaining after approval of disbursements. Of that amount, \$13,430,882.18 is unavailable operating funds, leaving \$3,174,818.14 in total available operating funds.

Moved by Commissioner Morren, seconded by Commissioner Morgan that **Payroll of \$854,245.86, Construction Estimates of \$1,243,722.98, New Central Complex Expenditures of \$11,548.00, Accounts Payables of \$2,911,660.04, and Cash Balances and Investments for the check run dated September 15, 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 FY2023 Budget Amendment #4

Deputy Managing Director Byrne requested authorization to amend the 2023 Budget. Director of Finance Barcheski reviewed the recommended Budget Amendment No. 4 to incorporate changes that have occurred in the last four months. There is a net zero impact on Fund Balance.

Moved by Commissioner Janes, seconded by Commissioner Medema that **2023 Budget Amendment No. 4 is adopted by the Board**, as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

Item #7 Commitment of Fund Balance

Deputy Managing Director Byrne requested approval for the commitment of the fund balance.

Director of Finance Barcheski stated this request is to commit the fund balance of \$7.3M, which is the amount of current year proceeds from the sale of 1500 Scribner. The requested commitment is to offset future debt service payments, which continue through FY2031.

Moved by Commissioner Morren, seconded by Commissioner Morgan that the Board **authorizes the commitment of fund balance**, as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

Item #8 Preliminary Plat Approval

- a. Plat Name: **Graymoor Plat No. 4**
 Location: North of 76th Street, east of Broadmoor Avenue (M-37)
 Section 8, Caledonia Township
 Type : Residential plat, final phase
 Street Layout: Phase 4 – extends Graymoor Street northwesterly 1780 ft.
 to second access point intersecting Broadmoor Avenue
 (replaces existing commercial driveway) and 200 ft.
 extension of Crossmoor Street northerly to Graymoor
 Street. There are also 2 private cul-de-sac's (Braemoor
 Court and Claymont Court) extending to the northeast of
 Graymoor Street.
 Lots : 43 in Phase 4; 117 total

Moved by Commissioner Morgan, seconded by Commissioner Morren that the Board authorizes the **preliminary plat approval of Graymoor Plat No. 4, Section 8, Caledonia Township**, as recommended by staff and subject to the following special conditions, requirements, and modifications:

1. 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. The Proprietor shall incorporate USPS customer mail delivery mode requirements in their improvements design and construction documents and provide written confirmation from the USPS local postmaster or station master confirming that customer mail delivery requirements conform to both USPS and KCRC requirements.
9. The Board retains the sole discretion to determine time and conditions for the take-over of proposed public streets.
10. Condominium master deed must be submitted for KCRC staff review and comment. In the master deed (or amendments), the Developer/Proprietor shall include language that relates to drainage and storm water management as required by the County Highway Engineer (Deputy Managing Director, Engineering) in the interest of the Road Commission. Such language shall not be modified without the consent of the KCRC.
11. Claymont Court and Braemoor Court shall be private streets and shall not be taken over by the Board as a public street.

Motion carried by the following vote:

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

Nays: 0.

- b. Plat Name : **Thornapple Farms No. 2**
Location: East of Hanna Lake Avenue
Section 11, Gaines Township
Type : Multi-phase residential plat
Street Layout: Phase 2 – Railtown Road extends 460 ft. east of
Hanna Lake Avenue with a permanent cul-de-sac
on the east end.
Lots: 12 in Phase 2; 38 total

Moved by Commissioner Morren, seconded by Commissioner Morgan that the Board authorizes the **preliminary plat approval of Thornapple Farms No. 2, Section 11, 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. Lot 27 shall only have driveway access to Railtown Road.
10. The Board retains the sole discretion to determine time and conditions for the take-over of proposed public streets.

Motion carried by the following vote:

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

Nays: 0.

Item #9 Resolution of Support

Deputy Managing Director Byrne requested the Board adopt a resolution of support for the Crahen Valley Trail, Section 13, Grand Rapids Township.

Project:	Construct non-motorized trail
Location:	Crahen Valley Park between Leonard Street and Knapp Court
Funding:	GVMC Federal TAP funds
Cost:	\$3,076,532
Federal:	\$1,474,985
Local:	\$1,601,547 (Grand Rapids Township)

Deputy Managing Director Harrall stated that Michigan Department of Transportation requires a resolution of support from the Act 51 agency in order to bid the project.

Commissioner Morgan offered the following resolution of support for the Crahen Valley Park non-motorized trail Transportation Alternative Project.

**Resolution of Support
for the
Crahen Valley Park Non-Motorized Trail
Transportation Alternative Project**

WHEREAS, the Kent County Road Commission is committed to enhancing the County roadway system and works with other local agencies to provide additional pedestrian non-motorized facilities, and

WHEREAS, the provisions of non-motorized facilities for pedestrians are eligible Transportation Alternative Program activities, and

WHEREAS, the Kent County Road Commission, on behalf of Grand Rapids Township, has been awarded TAP funding to construct a non-motorized trail within Crahen Valley Park between Leonard Street and Knapp Court.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Kent County Road Commissioners requests the Michigan Department of Transportation to proceed with this Transportation Alternative Project for the following estimated project costs:

Total estimated Trail cost:	\$3,076,532
Federal TAP Funds:	\$1,474,985
Local Match: (Grand Rapids Township)	\$1,601,547

BE IT FURTHER RESOLVED that Grand Rapids Township will provide local match funds and Grand Rapids Township is responsible for the maintenance of the non-motorized trail after construction is complete. Kent County Road Commission will designate a Project Engineer who shall attend the pre-construction meeting, and final project review. In addition, the Project Engineer shall be available for meetings with the Michigan Department of Transportation and shall assure that the Project Record Files are maintained.

Moved by Commissioner Morgan, seconded by Commissioner Janes that the **resolution of support is adopted** by the Board and as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

Item #10 Award of Bids

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

- a. **Contract #23-69:** Freeway Lighting and Tower Maintenance – MDOT Maintenance and repair of lighting and towers on designated State Trunklines in Kent County, as needed, for 2 years

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

Staff recommends awarding Contract #23-69 Freeway Lighting and Tower Maintenance, to **Severance Electric Co., Inc., Windemuller Electric, Inc., Strain Electric Co., and J. Ranck Electric, Inc.**, contracting in the best interest of MDOT and the Kent County Road Commission. The determining factor at the time of need of service will be based on the contractor's cost, location/situation, and their responsiveness.

- b. **Contract #24-02:** Tree Removal Services

Staff recommends awarding Contract #24-02: Tree Removal Services to **Always There Tree Care, LLC** (north Kent County) and **Alpine Tree Service, LLC** (south Kent County), the lowest responsive and responsible bidders, at the prices specified on the bid tab.

Maintenance staff will work with the contractors to designate the trees that are available to remove and our intentions to grind/flush cut those trees as well.

- c. **Bid #24-EQU-01:** Eight Half-Ton Pickup Trucks

Staff is recommends awarding the purchase of 8 pickup trucks to **Lunghamer Ford of Owosso**, under MiDeal contract #071B7700180, that meets our specifications at the

prices indicated on the bid tab, for a **total cost of \$411,469**. Funds allocated for the purchase will be under the FY2024 budget.

d. **Bid #24-EQU-02: Passenger Van**

Staff recommends awarding Bid #24-EQU-02 for a passenger van to **Lunghamer Ford of Owosso**, under MiDeal contract #071B7700180, that meets our specifications at the price indicated, for a cost of **\$56,097**. Funds allocated for the purchase will be under the FY2024 budget.

Moved by Commissioner Janes, seconded by Commissioner Medema 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 #11 Retirement of Steve Warren

Deputy Managing Director Byrne introduced Managing Director Steve Warren's family, Jane Warren, Emily Blink, and Annie Meyer. Mr. Warren was unable to attend his last Board meeting on account of his health.

Mr. Warren was hired on December 1, 1988, as the Transportation Planner. He moved up to the Deputy Managing Director before becoming the Managing Director.

The family was presented with a beautiful picture of the new Central Complex, which was Mr. Warren's crowning project before retirement. They were also presented with a certificate, plaque, and retirement license. Emily Blink read a message to the Board and staff on behalf of Mr. Warren.

On behalf of my father, I wish to extend his heartfelt appreciation to the entire Kent County Road Commission family.

To the esteemed commissioners, he sincerely thanks you for your steadfast support of the Road Commission's mission, vision and values. Your trust in the leadership team's ability to align day-to-day decisions with the strategic objectives, new initiatives, and road improvement projects is greatly valued. With your guidance, the new state-of-the-art central complex was brought to fruition, providing the Road Commission an enduring home for the next century.

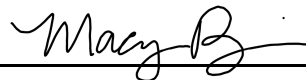
To the dedicated staff, it is difficult to adequately convey how much you mean to him. Whether you are a seasonal employee or one being celebrated at this week's service award breakfasts, my father holds immense pride in the collective achievements you have accomplished together.

Throughout his career, my father dedicated most of his efforts to enhancing transportation in West Michigan, with 35 years devoted specifically to the county road network. He took profound satisfaction in collaborating with partners at both the state and local levels to find solutions during times of emergency and in the planning, design and improvement of KCRC's network. While the work itself was a driving force, it was always the people that truly inspired him.

My father "bleeds green," and his allegiance extends far beyond his love of Michigan State. The iconic big green trucks represent not only his second family but also the unwavering dedication of the men and women who proudly serve the residents and motorists of Kent County.

There being no further business to come before the Board, Chair VerHeulen adjourned the meeting at 8:48 a.m.

Respectfully submitted,



Macy Barcheski, Secretary