

1500 Scribner Avenue, NW

Grand Rapids, MI 49504

January 24, 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 VerHeulen, Chair, at 8:00 a.m.

Present: Commissioners Cynthia Janes, Roger Morgan, Dave Medema, David Morren, and Robert VerHeulen, 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 Traffic and Safety Tim Haagsma, Director of Building and Equipment Steve Roose, Director of Human Resources Mike Dennis, Assistant Director of Maintenance Steve Roon, Assistant Director of Finance Mario Guerra, Purchasing Manager Andrew Nordstrom, IT Manager Tim Care, Communications Manager Maura Lamoreaux, Right-of-Way Office Manager L. R. Cole, Accountant Vanessa Culver, and Jean Young from Plante Moran.

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, January 10, 2023.

Commissioner Medema stated there was an omission to Item #3 Election of Officers and Committee Appointments of “Commissioner Morren to serve on the New Central Complex Sub-Committee”.

Moved by Commissioner Janes, seconded by Commissioner Medema that the **minutes be approved with the addition of Commissioner Morren** on the New Central Complex Sub-Committee.

Motion carried by the following vote:

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

Nays: 0.

Item #4 Disbursements and Cash Balances

The disbursements for the check run dated January 20, 2023, were presented to the Board by Director of Finance Barcheski. She stated payroll included \$13,073.26 in overtime.

The Construction Estimates for this period are as follows:

Contractor	Project	Amount
Black Gold Holdings, LLC	Byron Township Local Roads Program (estimate #5 and FINAL)	\$2,489.44
Total		\$2,489.44

Director Barcheski presented a detail of the new central complex project for the Board. The total project cost as of January 24, 2023, is as follows:

Approved Estimate	\$47,501,236
Current Estimate	\$47,123,354
Current Expenditures	\$1,092,667
Project-to-Date Expenditures	\$37,619,785
Estimated Remaining Cost	\$9,503,568

Director Barcheski stated the General Fund has \$20,196,087.60 remaining after approval of disbursements. Of that amount, \$7,703,396.08 is unavailable operating funds, leaving \$12,492,691.52 in total available operating funds.

Moved by Commissioner Morren, seconded by Commissioner Morgan that **Payroll of \$794,292.42, Construction Estimates of \$2,489.44, New Central Complex Expenditures of \$1,092,667.48, Accounts Payables of \$3,385,200.04, and Cash Balances**

and Investments for the check run dated January 20, 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 FY 2022 Audited Financial Statements

Director of Finance Barcheski introduced Jean Young from Plante Moran, LLC, who reviewed and discussed the FY2022 audited Financial Statements with the Board.

The FY2022 Audited Financial Statements report was received for information.

Item #6 FY2022 Act 51 Report

Director of Finance Barcheski stated that in accordance with Act 51, staff has prepared the FY2022 Act 51 Report for the Board's acceptance and the Chair's signature.

The FY2022 Act 51 Report was received for information.

Item #7 Final September 2022 Financial Statements

Director Barcheski reviewed for the Board the Final September 2022 Financial Statements.

The report was received for information.

Item #8 Board Action on Public Hearings

Deputy Managing Director Harrall stated the public hearings were held on Tuesday, January 10, 2023, for the following projects:

- a. **Wabasis Avenue** between 15 Mile Road and MacClain Street (2023)

Deputy Managing Director Harrall stated seven people attended the public hearing. One person in attendance had concerns not regarding this project, but at a different location on Wabasis. Staff will be addressing her concerns. The estimated cost of the

Wabasis Avenue project is \$610,000 funded by Kent County Road Commission at 45% and Oakfield Township at 55%.

b. **MacClain Street** between Wabasis Avenue and Heintzelman Avenue (2023-2024)

Deputy Managing Director Harrall stated seven people attended the public hearing. Three people made public comment and asked questions including the phases of the project and the lowering of the hills, which will make the road safer. The estimated cost of the MacClain Street project is \$1.3M funded by Kent County Road Commission at 45% and Oakfield Township at 55%.

c. **84th Street** between East Paris Avenue and Patterson Avenue (2024)

Deputy Managing Director Harrall stated no one attended the public hearing. A total of 16 people attended the informational meeting that was held in November. The estimated cost of the 84th Street project is \$1.6M funded with \$1,025,000 federal funds and \$575,000 Kent County Road Commission funds.

Moved by Commissioner Medema, 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 Janes, Medema, Morgan, Morren, and VerHeulen — 5.

Nays: 0.

Item #9 **Purchase of Right-Of-Way**

Managing Director Warren requested authorization to purchase the following right-of-way for the 84th Street from East Paris Avenue to Patterson Avenue 2024 reconstruction project.

- a. Jeffrey and Sara Lobbezoo, **4240 84th Street**
Permanent Highway Easement
17ft. x 110 ft. (1,870 sft.) @ \$2.02/sft. ROW = \$3,780
Total compensation = \$3,780

Easement Description

Commencing at the Northwest Corner of Section 24, T05N, R11W Gaines Township, thence S88°19'21"E 1,632.76 feet along the North Line of said Section; thence S00°55'45"W 33.00 feet to the existing Southerly Right of Way line of 84th Street and the Point of Beginning; thence S88°19'21"E 110.00 feet along the existing South Right of Way line of 84th Street to the East property line; thence S00°52'24"W 17.00 feet along said property line; thence N88°19'21"W 110.00 feet along a line parallel with the existing Southerly Right of Way to the West property line; thence N00°55'45"E 17.00 feet to the Point of Beginning. Contains 1,870 Square Feet M/L and is subject to easements and restrictions of record.

- b. Laurin and Lorraine Lobbezoo, **4245 84th Street**
Permanent highway easement
17 ft. x 1321.42 ft. (22,464 sft.) @ \$0.48/sft. ROW = \$10,790
Total compensation = \$10,790

Easement Description

Commencing at the Southwest Corner of Section 13, T05N, R11W Gaines Township, thence S88°19'21"E 1,982.13 feet along the south Line of said Section; thence N00°39'35"E 33.00 feet to the existing Northerly Right of Way line of 84th Street and the Point of Beginning; thence N88°19'21"W 1,321.42 feet along said Northerly Right of Way to the West property line; thence N00°39'35"E 17.00' along said property line; thence S88°19'21"E 1,321.42 feet to the Easterly property line; thence S00°39'35"W 17.00 feet along the East property line to the Point of Beginning. Contains 22,464 Square Feet M/L and is subject to easements and restrictions of record.

- c. Michael and Nicole Smith, **4684 84th Street**
Permanent highway easement
17 ft. x 200 ft. (3,400 sft.) @ \$0.80/sft. ROW = \$2,720
Landscape removal = \$600
Total compensation = \$3,320

Easement Description

Commencing at the Northeast Corner of Section 24, T05N, R11W Gaines Township, Kent County, MI.; thence N88°03'12"W 600.00 feet along the North line of said Section 24; thence S00°48'28"W 33.00 feet to the Southerly Right of Way line of 84th Street and the

Point of Beginning; thence S00°48'28"W 17.00 feet along the East property line; thence N88°03'12"W 200.00 feet along a line which is parallel with the existing South Right of Way line of 84th Street to the Westerly property line; thence N00°40'28"E 17.00 feet along said Westerly property line; thence S88°03'12"E 200.00 feet to the Easterly property line and the Point of Beginning. Contains 3,400 Square Feet M/L and is subject to easements and restrictions of record.

- d. Mark and Renee VanHeck, **4727 84th Street**
Permanent highway easement
17 ft. x 200 ft. (3,400 sft.) @ \$0.80/sft. ROW = \$2,720
Landscape removal = \$2,000
Total compensation = \$4,720

Easement Description

Commencing at the Southeast Corner of Section 13, T05N, R11W Gaines Township, thence N88°03'12"W 659.90 feet along the South Line of said Section; thence N00°44'43"E 33.00 feet to the existing Northerly Right of Way line of 84th Street and the Point of Beginning; thence N00°44'43"E 17.00 feet along the West property line; thence S88°03'12"E 200.00 feet along a line which is parallel with the existing Northerly Right of Way line of 84th Street to the East property line; thence S00°44'43"W 17.00' along said East property line; thence N88°03'12"W 200.00 feet along the North existing Right of Way line to the Westerly property line and the Point of Beginning. Contains 3,400 Square Feet M/L and is subject to easements and restrictions of record.

- e. Nancy and Nicholas Jenema, **4757 84th Street**
Permanent highway easement
1 7ft. x 183/200 ft. (3,257 sft.) @ \$0.80/sft. ROW = \$2,610
Landscape removal = \$2,000
Total compensation = \$4,610

Easement Description

Commencing at the Southeast Corner of Section 13, T05N, R11W Gaines Township, thence N88°03'12"W 300.07 feet along the South Line of said Section; thence N00°41'43"E 33.00 feet to the existing Northerly Right of Way line of 84th Street and the Point of Beginning; thence N00°41'43"E 17.00 feet along the West property line; thence S88°03'12"E 200.08 feet along a line which is parallel with the existing Northerly Right of Way line of 84th Street to the East property line (to a Highway Easement as recorded in 20050323-0034781); thence S46°19'06"W 23.78' along said property line; thence N88°03'12"W 183.07 feet along the North existing Right of Way line to the Westerly property line and the Point of Beginning.

Contains 3,257 Square Feet M/L and is subject to easements and restrictions of record.

Moved by Commissioner Morren, seconded by Commissioner Janes that **staff is authorized to purchase 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 #10 Excess Right-of-Way

Deputy Managing Director Harrall requested authorization to sell excess right-of-way along Jupiter Avenue south of Airway Street, Section 27, Plainfield Township.

Daniel C. Meek, the owner of 2240 Airway Street has contacted staff and offered to purchase a portion of excess property 17 ft. x 158 ft. (2686 sft.) adjacent to Jupiter Avenue. This would allow for expansion of an existing garage. The area is not within the designated 120 ft. wide right-of-way of Jupiter Avenue and not needed for roadway purposes. Total compensation would be \$1,303.

Moved by Commissioner Morren, seconded by Commissioner Medema that staff **is authorized to sell the above excess 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 Consumers Energy Easement

Deputy Managing Director Harrall requested authorization to grant an easement to Consumers Energy at the Southwest Complex, Section 13, Byron Township.

Staff has worked with Consumers Energy on an easement for access, maintenance, and protection for their transmission tower lines located east of the east property

line of the Southwest Complex. The easement will include a condition that no permanent structures be placed within the easement area. CE will access the easement area from the 84th Street entrance to the Southwest Complex. There will be no fences delineating the easement area.

Moved by Commissioner Morgan, seconded by Commissioner Morren that the Board has **authorized to grant an easement to Consumers Energy** for access, maintenance, and protection for their transmission tower lines located east of the east property line of the Southwest Complex, as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

Item #12 Resolution of Support

Deputy Managing Director Harrall requested the Board adopt a resolution of support for a TAP grant application.

KCRC is working with Alpine Township and MDOT on a sidewalk extension project along 4 Mile Road between Hackmuth Drive and Yorkland Drive, Section 36, Alpine Township. This project has been selected for funding through the Grand Valley Metro Council; however, a formal application to MDOT is required. The estimated cost of the sidewalk project is \$170,000. GVMC has allotted \$119,000 in 2025 TAP funds with Alpine Township providing the \$51,000 local match. The TAP grant funding requires a resolution of support from the Act 51 agency.

Commissioner Morren offered the following resolution of support for the 4 Mile Road Sidewalk Transportation Alternative Project.

**Resolution of Support
for the
4 Mile Road Sidewalk
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 facilities, and

WHEREAS, the provisions of sidewalks for pedestrians are eligible Transportation Alternative Program activities, and

WHEREAS, the Kent County Road Commission, on behalf of Alpine Township, submitted the application for TAP funding to construct a sidewalk along 4 Mile Road between Hackmuth Drive and Yorkland Drive.

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

Total estimated Sidewalk cost:	\$170,000
Federal Funds: (70% TAP)	\$119,000
Local Match: (30% Alpine Township)	\$51,000

BE IT FURTHER RESOLVED that Alpine Township will provide local match funds and Alpine Township is responsible for the maintenance of the sidewalk after construction is complete. Kent County Road Commission will designate a Project Engineer who shall approve all construction documents, attend the Grade Inspection meeting, 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 Morren, seconded by Commissioner Morgan 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 #13 Preliminary Plat Approval

Deputy Managing Director Harrall requested authorization for preliminary plat approval of Planters Ridge No.4, Section 15, Byron Township.

Planters Ridge plat is located west of Burlingame Avenue and north of 84th Street in Section 15, Byron Township. The fourth phase of this residential development extends Kingsland Drive and includes connections to two existing residential developments, Misty Ridge plat to the south and Creekside condominiums to the west. There are two stub streets east of Kingsland Drive for future phases. This phase includes 34 lots for a plat total of 109 lots.

Moved by Commissioner Morren, seconded by Commissioner Janes that the Board authorizes the **preliminary plat approval of Planters Ridge No. 4, Section 15, Byron 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. Proprietor shall provide a 10' maintenance strip deeded to the Kent County Road Commission at the end of Copperfield Street and Creekside Drive 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.

Motion carried by the following vote:

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

Nays: 0.

Item #14 Out-of-State Travel

Deputy Managing Director Harrall requested authorization for one staff member to attend the ATSSA Convention & Traffic Expo.

Assistant Director of Traffic and Safety Shirley Wollner would like to attend the American Traffic Safety Services Association (ATSSA) Annual Convention & Traffic Expo, held February 17-21, 2023, in Phoenix, Arizona.

ATSSA's Annual Convention & Traffic Expo is an event that thousands of ATSSA members and roadway safety professionals attend each year to connect with their peers and peruse the latest in roadway safety technology in the largest exhibition of its kind in the Americas. It is an opportunity to view the latest innovations the roadway safety industry has to offer.

Moved by Commissioner Morren and seconded by Commissioner Janes that the Board **authorizes the out-of-state travel** for the above with expenses allowed, as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

Item #15 **Award of Bid**

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

a. **Contract #23-04: Website Design Services**

KCRC received 27 proposals for Contract #24-04 to redesign the website, with proposals ranging from \$23,100 to \$182,054. Interviews were conducted with four respondents based on their quality of proposal, experience in government or non-profit web design, and overall required investment.

KCRC recommends awarding the Website Redesign Contract to Revize, located in Troy Michigan. Revize specializes in building and redesigning government and non-profit websites and provides a suite of applications and features specifically designed to address the

needs of these types of organizations. Revize's gallery of work is extensive, having launched over 2,300 sites over the past 23 years.

Revize's proposal balances total cost of the solution with high-quality design, online applications, and user functionality. The proposal includes a website redesign after four years of the initial launch and all-inclusive access to (and use of) its library of proprietary applications and features.

Total proposal cost includes:

- \$23,000 for the first year (subject to adjustment to \$30,000 based on unique design requirements that are desired outside the scope of the initial proposal)
- \$4,900 per year for 4 additional years of support (2024, 2025, 2026, & 2027).

Secure hosting is imperative to mitigate the risk of malware or attacks on the website. Revize's managed websites have not experienced security intrusions for over 9 years.

Client feedback provided to KCRC was very positive, and staff is confident that Revize will serve Kent County Road Commission well.

b. **Contract #23-06:** 10 Mile Road Reconstruction

Staff recommends awarding Contract #23-06: 10 Mile Reconstruction to **Brenner Excavating**, the lowest responsible and responsive bidder, for a total cost of **\$3,761,623.89**, which is **10.44% below** the estimated cost.

c. **Contract #23-08:** Honey Creek Avenue - 3 Mile Road to 5 Mile Road

Staff recommends awarding Contract #23-08: Honey Creek Ave to **Superior Asphalt, Inc.**, the lowest responsible and responsive bidder, for a total cost of **\$688,445**, which is **7.71% below** the estimated cost.

d. **Contract #23-09:** Settlewood Drive and Parnell Avenue

Staff recommends awarding Contract #23-09: Settlewood Dr & Parnell Ave to **Superior Asphalt, Inc.**, the lowest responsible and responsive bidder, for a total cost of **\$487,355**, which is **9.54% below** the estimated cost.

e. **Contract #23-10:** 84th Street - Wingeier Avenue to Freeport Avenue

Staff recommends awarding Contract #23-10: 84th Street to **Superior Asphalt, Inc.**, the lowest responsible and responsive bidder, for a total cost of **\$419,355**, which is **6.73% below** the estimated cost.

f. **Contract #23-11:** Division Avenue - 6 Mile Road to 7 Mile Road

Staff recommends awarding Contract #23-11: Division Ave to **Superior Asphalt, Inc.**, the lowest responsible and responsive bidder, for a total cost of **\$305,550**, which is **12.82% below** the estimated cost.

g. **Contract #23-13:** Eastern Avenue – 76th Street to 68th Street

Staff recommends awarding Contract #23-13: Eastern Ave to **Superior Asphalt, Inc.**, the lowest responsible and responsive bidder, for a total cost of **\$495,550**, which is **14.74% below** the estimated cost.

h. **Contract #23-14:** Reeds Lake Boulevard

Staff recommends awarding Contract #23-14: Reeds Lake Blvd to **Superior Asphalt, Inc.**, the lowest responsible and responsive bidder, for a total cost of **\$349,455**, which is **.91% below** the estimated cost.

i. **Contract #23-17:** Wiersma Street - Algoma Avenue to Simmons Avenue, HMA Paving

Staff recommends awarding Contract #23-17: Wiersma Street HMA Paving to **Michigan Paving & Materials, Co.**, the lowest responsible and responsive bidder, for a total cost of **\$359,732.50**, which is **.05% below** the estimated cost.

j. **Contract #23-18:** Grand Rapids Local Roads Program

Staff recommends awarding Contract #23-18: Grand Rapids Township Local Roads to **Rieth-Riley Construction Co., Inc.**, the lowest responsible and responsive bidder, for a total cost of **\$916,131.75**, which is **4.17% below** the estimated cost.

k. **Bid #23-ENG-02:** Corrugated Metal Pipe for 10 Mile Road Reconstruction

Staff recommends awarding Bid #23-ENG-02 Corrugated Metal Pipe to **St. Regis Culvert, Inc.**, at a cost per foot of **\$245.52** and a total cost for 72 feet of pipe at **\$17,677.44**.

l. **Bid #23-EQU-19:** 40,000 LB Flatbed Trailer

As the equipment has been competitively bid through the MiDeal purchasing cooperative, staff recommends awarding Bid #21-EQU-19 40,000 LB Flat Bed Trailer to **AIS Construction Equipment Corp**, under MiDeal contract #071B7700090, at a total cost of **\$41,294**.

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.

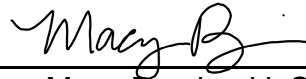
Nays: 0.

Item #16 **Comments**

➤ Deputy Managing Director Harrall stated staff will provide a list of projects that will be funded with the ARPA funding. KCRC would like to use \$2M – \$4M of the \$8.5M ARPA funds that will be received in 2023. A 9-page application has to be completed for each project to be approved by the County of Kent. Commissioner Morgan stated that record keeping is very important.

There being no further business to come before the Board, the meeting was adjourned at 9:30 a.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Macy B", written over a horizontal line.

Macy Barcheski, Secretary