

1500 Scribner Avenue, NW

Grand Rapids, MI 49504

June 27, 2023

The Board of County Road Commissioners of the County of Kent met in the Road Commission office. This is the final Board meeting at 1500 Scribner Avenue, NW.

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 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 Darren Vink, and Meaghan Clayton from Rhodes McKee .

Item #2 Public Comment

There was no public comment.

Item #3 Approval of Minutes

The Board discussed minutes of the Board meeting and Closed Session held Tuesday, June 13, 2023, and Special Meeting held May 16, 2023,

Moved by Commissioner Janes, seconded by Commissioner Morgan 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

The disbursements for the check run dated June 23, 2023, were presented to the Board by Director of Finance Barcheski. She stated payroll included \$40,694.98 in overtime.

The construction estimates for this period are as follows:

Contractor	Project	Amount
Black Gold Holdings, LLC	Byron Twp local road program estimate #1	161,592.11
Brenner Excavating	10 Mile Rd. - Pine Island Dr. to Algoma Ave. estimate #5	472,893.40
Grand River Construction	Plainfield Bridge #12 - Packer Dr. over the Rogue River estimate #1	203,672.56
Michigan Paving & Materials	Solon Twp - Wiersma St. - Algoma Ave. to Simmons Ave. estimate #1	72,973.60
	Courtland Twp local road program estimate #2	107,186.40
	Cannon Twp local road program estimate #2	52,458.49
Rieth-Riley Construction	Honey Creek Ave. - 3 Mile Rd. to 5 Mile Rd. estimate #1	422,348.41
	Eastern Ave. - 76th St. to 68th St. estimate #2	188,296.50
	Reeds Lake Blvd. - Hall St. to Manhattan Rd. estimate #1	311,401.81
	Byron Twp local road program estimate #2	210,190.62
Total		\$2,203,013.90

Director Barcheski presented a detail of the new central complex project for the Board. The total project cost as of June 23, 2023, is as follows:

Approved Estimate	\$47,501,236
Current Estimate	\$47,123,354
June 23, 2023, Check Run	\$193,497
Project-to-Date Expenditures	\$42,526,811
Estimated Remaining Cost	\$4,596,543

Director Barcheski stated the General Fund has \$31,106,727.84 remaining after approval of disbursements. Of that amount, \$16,501,183.67 is unavailable operating funds, leaving \$14,605,544.17 in total available operating funds.

Moved by Commissioner Morren, seconded by Commissioner Medema that **Payroll of \$878,952.12, Construction Estimates of \$2,203,013.90, New Central Complex Expenditures of \$193,496.96, Accounts Payables of \$2,423,672.31, and Cash Balances and Investments for the check run dated June 23, 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 KCRC Employee Manual

Managing Director Warren requested adoption of the updated KCRC Employee Manual.

Director of Human Resources Dennis stated the employee manual needed to be updated. Anything directly associated to the union contract was removed and sexual orientation and gender identity were added to the equal opportunity employment section per state and federal laws.

Moved by Commissioner Janes, seconded by Commissioner Medema that the **updated KCRC Employee Manual be adopted**, as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

Item #6 Purchase Right-of-Way

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

Location: 4 Mile Road / Walker Avenue Intersection Realignment
Property Owners: Nathan and Stephanie Harris
Address: 2440 – 4 Mile Road, NW
Purchase: 0.45 ac. parcel including structure
Owner Occupancy: Allowed until March 1, 2024
Total compensation: \$350,000 (75% KCRC, 25% City of Walker)

Deputy Managing Director Harrall stated KCRC will pay the closing costs and summer taxes. Closing will take place in 6 to 8 weeks. Bids will be taken early next year, and construction will begin between mid-April and the first of May 2024. Commissioner Morgan stated it is beneficial to square up the intersection.

Easement Description

The real property situated in the City of Walker, County of Kent, State of Michigan, to wit:

The North 120 feet of that part of the Northeast ¼ lying Easterly of the centerline of Walker Avenue except the East 219 feet, Section 4, Town 7 North, Range 12 West, City of Walker, Kent County, Michigan.

Moved by Commissioner Medema, seconded by Commissioner Morren that the Board authorizes the **purchase of right-of-way from Nathan and Stephanie Harris, 2440 4 Mile Road, NW, Section 4, City of Walker**, as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

Item #7 MDOT Contract Agreement

Managing Director Warren requested that the Board sign and execute the title sheet for the following:

Location: 84th Street – East Paris Avenue to Patterson Avenue
Project Type: 2-lane all-season reconstruction
Estimated Cost: \$1,664,000
Federal Funds: \$1,215,472
Local Match: \$448,528 KCRC

Deputy Managing Director Harrall stated the project will be going out for bid on July 7, 2023. Tree work will begin in October and reconstruction will begin April of 2024.

Moved by Commissioner Morren, seconded by Commissioner Janes that the Board is **authorized to sign and execute the title sheet for the 84th Street between East Paris Avenue and Patterson Avenue** reconstruction project, as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

Item #8 Preliminary Street Approval

Managing Director Warren requested authorization for preliminary street approval for the following:

Street Name: Windward Avenue
Location: North of 108th Street and east of Wilson Avenue,
Byron Township
Type: Residential – lot splits
Street Layout: 1000 ft. with a permanent cul-de-sac
Total Lots: 9

Previous Board approval on August 11, 2020, has expired. Staff is requesting a 50-ft. radius cul-de-sac (10 ft. greater than the residential street standard) because of the length of the street to accommodate turns for larger vehicles.

Moved by Commissioner Janes, seconded by Commissioner Medema that the Board authorizes the **preliminary street approval of Windward Avenue, Section 32, Byron 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. The permanent cul-de-sac length of approximately 980 feet is acceptable. The increased cul-de-sac radius (50'), similar to a commercial / industrial cul-de-sac radius, is acceptable.
6. Proprietor shall obtain the required permits from the Kent County Drain Commission and provide copies to KCRC staff.
7. 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.
8. 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.
9. 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.

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 Preliminary Plat Approval

Managing Director Warren requested authorization for preliminary plat approval for the following:

Plat Name:	Kuiper's Meadow
Location:	North of 68th Street and west of Burlingame Avenue, Byron Township
Type:	Multi-phase residential plat
Street Layout:	Phase 1 – extend existing Northfield Drive 650 feet north <ul style="list-style-type: none">▪ 1 permanent cul-de-sac street (Northfield Ct.) 925 ft. west of Northfield Drive▪ 2 stub streets extending to the east of Northfield Drive for future street connections
Lots:	29 in Phase 1

This plat was given preliminary Board approval on January 25, 2022. During final plan development, the intersection of Dani Drive at Northfield Drive was realigned to provide a “T” intersection.

Moved by Commissioner Morren, seconded by Commissioner Janes that the Board authorizes the **revised preliminary plat approval of Kuiper's Meadow, Section 3, 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. The permanent cul-de-sac length of approximately 850 feet is acceptable.
6. Proprietor shall obtain the required permits from the Kent County Drain Commission and provide copies to KCRC staff.
7. 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.
8. 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.
9. 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.
10. Proprietor shall provide a 10' maintenance strip deeded to the Kent County Road Commission at the end of Northfield Drive, Northfield Court, and Dani Drive for future extension of public streets.
11. 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 #10 Award of Bids

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

- a. **Contract #23-60: Bulk Rock Salt**
2023-2024 requirements with two, one-year renewal options, as needed

Staff received bids for the purchase of winter 2023-2024 salt requirements for KCRC, Kent County Parks Department, City of East Grand Rapids, City of Grand Rapids, City of Grandville, City of Kentwood, City of Lowell, City of Walker, City of Wyoming, Grand Valley State University, Village of Caledonia, and Montcalm County Road Commission

KCRC and the participating agencies committed to a total of 51,700 tons, with an 80% minimum of 41,360 tons.

Compass Minerals America Inc. bid \$68.40 per ton, which is 3.10% less than their bid of \$70.59 for the 2022-2023 winter season.

Staff recommends awarding Contract #23-60: Bulk Rock Salt to **Compass Minerals America Inc.**, the lowest responsible and responsive bidder, at **\$68.40** per ton and a total cost of **\$3,536,280**.

- b. **Bid #23-EQU-30: Forklift**

Staff recommends awarding the purchase of a forklift to **Alta Material Handling**, the lowest responsive and responsible bidder, for a total cost of **\$20,958**.

c. **Bid #23-EQU-31:** Ten Husting Hitches

Staff recommends awarding the purchase of ten husting hitches to **Truck & Trailer Specialties**, under MiDeal Contract #071B5500010, for a cost of **\$1,792 per unit**, and a total cost of **\$17,920**.

d. **Bid #23-EQU-32:** Seven Six-Foot Junior Wings

Staff recommends awarding the purchase of seven six-foot junior wings to **Truck & Trailer Specialties**, under MiDeal Contract #071B5500010, for a cost of **\$8,820 per unit**, and a total cost of **\$61,740**.

e. **Bid #23-EQU-33:** Three Nine-Foot Patrol Wings

Staff recommends awarding the purchase of three nine-foot junior wings to **Truck & Trailer Specialties**, under MiDeal Contract #071B5500010, for a cost of **\$10,722 per unit**, and a total cost of **\$32,166**.

f. **Bid #23-EQU-34:** 11 Underbody Scrapers

Staff recommends awarding the purchase of 11 underbody scrapers to **Truck & Trailer Specialties**, under MiDeal Contract #071B5500010, for a cost of **\$15,302 per unit**, and a total cost of **\$168,322**.

Moved by Commissioner Morgan, 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 #11 **Comments**

➤ Managing Director Warren stated there is not a lot of information on the State Budget. Legislature will be adjourned by July 1, 2023.

➤ A press release will be issued this week regarding the ribbon cutting and grand opening of the new central complex. The next Board meeting will be held in the new Boardroom at 11 a.m.* on July 11, followed by lunch for the Board. Ribbon cutting will take place at 1:30 p.m. in the garage with a public open house from 4 p.m. to 7 p.m. The new central complex will be fully operational by mid-August. The employee open house is scheduled for Monday, July 10 from 5 p.m. to 7 p.m.

➤ Deputy Managing Director Byrne stated MDOT and the City of Grand Rapids have found some additional funding for trash removal along state highways.

➤ Deputy Managing Director Harrall stated the retirement open house for Assistant Director of Engineering Tom Byle at Douglas Walker Park on Monday, June 26, was very well attended. There were many from KCRC, MDOT, EGLE, and retirees. Mr. Byle will be attending the July 25 Board meeting.

➤ Deputy Managing Director Harrall stated the roundabout at 84th Street and Kalamazoo Avenue is moving quickly. It will be paved by mid-July, weather depending.

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

Moved by Commissioner Morgan, seconded by Commissioner Janes to adjourn the Board meeting 8:36 a.m.

Motion carried by the following vote:

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

Nays: 0.

Respectfully submitted,



Macy Barcheski, Secretary

*Board meeting for July 11, 2023, has been changed to 12:00 p.m.