

1500 Scribner Avenue, NW

Grand Rapids, MI 49504

May 23, 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 8:01 a.m.

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

Absent: Commissioner Dave Medema

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, Assistant Director of Maintenance Steve Roon, Assistant Director of Finance Mario Guerra, Purchasing Manager Andrew Nordstrom, IT Manager Tim Care, Right-of-Way Office Manager L. R. Cole, Communications Manager Maura Lamoreaux, Accountant Kendra Cook, Accountant Vanessa Culver, Paula Lewison from McShane & Bowie.

**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 9, 2023.

Moved by Commissioner Janes, seconded by Commissioner Morren that the

**minutes be approved.**

Motion carried by the following vote:

Yeas: Commissioners Janes, Morgan, Morren, and VerHeulen — 4.

Nays: 0.

**Item #4 Disbursements and Cash Balances**

The disbursements for the check run dated May 12, 2023, were presented to the Board by Director of Finance Barcheski. She stated payroll included \$28,491.58 in overtime.

The construction estimates for this period are as follows:

Contractor	Project	Amount
Brenner Excavating	10 Mile Road – Pine Island Drive to Algoma Avenue (estimate #1)	132,067.01
Michigan Paving & Materials	Algoma Township Chip Seal (estimate #1)	160,940.00
Total		\$293,007.01

Director Barcheski presented a detail of the new central complex project for the Board. The total project cost as of May 12, 2023, is as follows:

Approved Estimate	\$47,501,236
Current Estimate	\$47,123,354
Current Expenditures	\$22,037
Project-to-Date Expenditures	\$14,310,285
Estimated Remaining Cost	\$32,813,068

Director Barcheski stated the General Fund has \$30,893,897.62 remaining after approval of disbursements. Of that amount, \$9,084,843.43 is unavailable operating funds, leaving \$21,809,054.19 in total available operating funds.

Moved by Commissioner Janes, seconded by Commissioner Morgan that **Payroll of \$806,678.66, Construction Estimates of \$293,007.01, New Central Complex Expenditures of \$22,037.16, Accounts Payables of \$915,365.80, and Cash Balances and Investments for the check run dated May 12, 2023, are approved by the Board, and warrants ordered drawn for the same.**

Motion carried by the following vote:

Yeas: Commissioners Janes, Morgan, Morren, and VerHeulen — 4.

Nays: 0.

**Item #5      Budget Amendment #2**

Managing Director Warren requested authorization to amend the 2023 Budget.

Director Barcheski reviewed the recommended budget amendment. The proposed amendment realigns anticipated revenues from federal aid, MDOT and ARPA funds, and expenditures in construction, maintenance, and capital outlay. The net result of these recommended changes is zero impact to our fund balance.

Moved by Commissioner Morren, seconded by Commissioner Janes that the **2023 Budget Amendment No. 2 is adopted by the Board**, as recommended by staff.

Motion carried by the following vote:

Yeas: Commissioners Janes, Morgan, Morren, and VerHeulen — 4.

Nays: 0.

**Item #6      Resolution of Non-Acceptance**

Managing Director Warren requested authorization for a resolution of non-acceptance for the following:

Plat Name:	Elsworth's Addition to the Village of Lowell Section 35, Vergennes Township
Street Names:	Mound Street, State Street East, Willow Street, Hazel Street, Pleasant Street North, Rural Street and Glen Street

Deputy Managing Director Harrall introduced Paula Lewison from McShane & Bowie who represents the property owners living in the plat. Director Harrall stated the Elsworth's Addition to the Village of Lowell plat was established in 1870; however, there is no record of acceptance by KCRC of the public streets within the plat, nor were the public streets

ever constructed. The two existing property owners have requested that the Board of Road Commissioners adopt a resolution confirming the streets were never accepted or improved.

Vergennes Township recently adopted a resolution of non-acceptance for these streets and supports the same from KCRC.

Commissioner Janes offered the following resolution with reference to Mound Street, State Street E., Willow Street, Hazel Street, Pleasant Street North, Rural Street, Plum Street, and Glen Street, depicted in the 1870 Plat called Elsworth's Addition to the Village of Lowell, as recorded in Liber 2 of Plats, Page 33, and located in Vergennes Township, Kent County, Michigan.

**RESOLUTION FOR  
CONFIRMATION OF NON-ACCEPTANCE OF THE "STREETS"**

**WHEREAS**, Mound Street, State Street E., Willow Street, Hazel Street, Pleasant Street North, Rural Street, Plum Street, and Glen Street (the "Streets") are depicted in the 1870 Plat called Elsworth's Addition to the Village of Lowell, recorded in Liber 2 of Plats, Page 33; and

**WHEREAS**, portions of the Streets were and are located in Vergennes Township, outside the boundary of the City of Lowell; and

**WHEREAS**, the records available to the Board of County Road Commissioners of the County of Kent do not indicate that any offer to dedicate the Streets to the public was ever formally accepted; and

**WHEREAS**, the Streets were never improved as public roads, no record exists of any work being performed on the Streets, and they remain in their natural condition with trees and brush; and

**WHEREAS**, landowners owning property adjacent to the Streets have requested that the Board of County Road Commissioners of the County of Kent adopt a resolution confirming that the Streets were never accepted as or became public roads; and

**WHEREAS**, given the lack of records of formal acceptance of the Streets as public roads, the fact that the Streets were never improved or worked upon, and the passage of 153 years from the date of the Plat, the Board of County Road Commissioners of the County of Kent finds it is appropriate to confirm that the Streets were never accepted as or became public roads.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of County Road Commissioners of the County of Kent confirms that the Streets as depicted in Elsworth's Addition to the Village of Lowell, recorded in Liber 2 of Plats, Page 33, and as located in Vergennes Township, were never accepted as public roads or became a part of the public road system.

Moved by Commissioner Janes, seconded by Commissioner Morren that the Board **adopt the resolution of non-acceptance for the Elsworth's Addition to the Village of Lowell Plat**, Section 35, Vergennes Township, as recommended by staff.

Motion carried by the following vote:

Yeas: Commissioners Janes, Morgan, Morren, and VerHeulen — 4.

Nays: 0

**Item #7**      **Revised Preliminary Plat Approval**

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

Name:              Ravines at Inwood No. 3, Section 14, Plainfield Township  
Street Names: Inwood Ridge Drive, Ravine Point Drive and Woodhill Drive  
Type:                Residential Streets

Location: South of Kutshill Avenue and west of Northland Drive,  
Section 14, Plainfield Township  
Street Layout: Extending Woodhill Drive approximately 750', extending  
Inwood Ridge Drive 300' and constructing Ravine Point Drive  
approximately 750'  
Total Lots: 32 this phase (83 overall)

Deputy Managing Director Harrall stated on April 12, 2022, the Board approved the preliminary plat for the above. Since that time, the developer has added a "Public Park" area requiring Board approval.

Moved by Commissioner Morgan, seconded by Commissioner Janes that the Board authorizes the **revised preliminary plat approval of the Ravines at Inwood No. 3, Section 14, Plainfield 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 330 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 Inwood Ridge Drive and at the end of Ravine Point Drive for future extension of public streets. Proprietor shall also provide a temporary turn around with easement to the Kent County Road Commission at the end of both of these drives.
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, Morgan, Morren, and VerHeulen — 4.

Nays: 0.

**Item #8**      **Award of Bids**

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

- a.      **Contract #23-29:** Catch Basin Cleaning on Primary and Local Roads in Kent County - Cleaning of 2,915 catch basins in Alpine, Plainfield, Sparta, and Tyrone Townships

At the Board meeting on April 11, 2023, the Board approved the award of Contract #23-29: Catch Basin Cleaning to **Strength H2O, LLC** and **E-4 Solutions, Inc.**

Due to time constraints and the previously awarded contractor's inability to meet the project schedule, staff recommends awarding the contract to **All Bidders**, contracting in the best interest of the Road Commission and taking into consideration:

- Cost per catch basin cleaning
  - Availability of the equipment needed
  - Ability of the contractor to respond in a timely manner
  - Project Location
- b. **Contract #23-30:** Catch Basin Cleaning on State Trunklines in Area One of Kent County – MDOT – Cleaning of 640 catch basins on I-196 (Fuller Avenue to Lake Michigan Drive), M-21 (East Beltline Avenue to Lowell Limits), and Chicago Drive (Clyde Park Avenue to Grandville Limits)

At the Board meeting on April 11, 2023, the Board approved the award of Contract #23-30: Catch Basin Cleaning to **Strength H2O, LLC** and **E-4 Solutions, Inc.**

Due to time constraints and the previously awarded contractor's inability to meet the project schedule, staff recommends awarding the contract to **All Bidders**, contracting in the best interest of the Road Commission and taking into consideration:

- Cost per catch basin cleaning
  - Availability of the equipment needed
  - Ability of the contractor to respond in a timely manner
  - Project Location
- c. **Contract #23-37:** Catch Basin Cleaning on State Trunklines in Area Two of Kent County – MDOT – Cleaning of 590 catch basins on 28th Street (Kraft Avenue to I-196), M-11 (I-196 to Remembrance Road), M-45 (West County Line to Maynard Avenue)

At the Board meeting on April 11, 2023, the Board approved the award of Contract #23-37: Catch Basin Cleaning to **Strength H2O LLC** and **E-4 Solutions, Inc.**

Due to time constraints and the previously awarded contractor's inability to meet the project schedule, staff recommends awarding the contract to **All Bidders**, contracting in the best interest of the Road Commission and taking into consideration:



- Cost per catch basin cleaning
- Availability of the equipment needed
- Ability of the contractor to respond in a timely manner
- Project Location

- d. **Contract #23-47:** Northland Drive and Cedar Springs Avenue – Intersection Realignment and Reconstruction

Staff recommends awarding Contract #23-47: Northland Drive and Cedar Springs Avenue to **Dean’s Landscaping and Excavating, Inc.**, the lowest responsible and responsive bidder, for a total cost of **\$426,099.93**, which is **1.21% below** the estimated cost.

- e. **Contract #23-49:** Rockford Rest Area Septic System Refurbishment – 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 #23-49: Rockford Rest Area Septic System Refurbishment to **Dean’s Landscaping and Excavating, Inc**, the lowest responsible and responsible bidder, for a total cost of **\$295,256**.

- f. **Contract #23-52:** Spot Mill & Fills on multiple roadways in northern Kent County

Staff recommends awarding Contract #23-52: Spot Mill & Fills in northern Kent County to **Michigan Paving and Materials, Co.**, the lowest responsible and responsive bidder, for a total cost of **\$855,890**, which is **9.97% below** the estimated cost.

- g. **Contract #23-53:** Spot Mill & Fills on multiple roadways in southern Kent County

Staff recommends awarding Contract #23-53: Spot Mill & Fills in southern Kent County to **Michigan Paving and Materials, Co.**, the lowest responsible and responsive bidder, for a total cost of **\$924,942**, which is **12.04% below** the estimated cost.

- h. **Contract #23-55:** Moving Services

Staff recommends awarding Contract #23-55: Moving Services, for the transfer of Central Complex's resources to the new complex, to **West Shore Services**, the lowest responsive and responsible contractor to the RFQ, at an **estimated cost of \$100,000**.

The contractor will assist in relocating Central's office spaces, vaults and storage areas, shop equipment, and stockroom inventory. They will also support KCRC in the preparation for auction(s) and the recycling of unwanted equipment.

Staff received competitive quotes regarding labor, equipment, and materials and met with the contractors to discuss their submittal. After reviewing the pricing and listening to their offering, staff agrees that West Shore Services would best suit KCRC's moving needs.

i. **Contract #23-57: Ada Township Local Roads Program**

Staff recommends awarding Contract #23-57: Ada Township Local Roads to **Michigan Paving and Materials, Co.**, the lowest responsible and responsive bidder, for a total cost of **\$237,455**, which is **13.05% above** the estimated cost.

j. **Bid #23-EQU-29: Wood Chipper**

Staff recommends awarding Bid #23-EQU-29 for a Wood Chipper to **Morbark, LLC**, under Sourcewell Contract #031721-MBI, at a total cost of **\$131,518.08**. Funds allocated for the purchase will be under the FY24 budget.

Moved by Commissioner Morren, 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, Morgan, Morren, and VerHeulen — 4.

Nays: 0.

### **Managing Director Interview Process**

Chair VerHeulen stated there were three candidates that were interviewed by the Board subcommittee on May 16, 2023. Three more candidates will be interviewed after the Board meeting today.

Moved by Commissioner Morren, seconded by Commissioner Morgan to **designate the subcommittee of the Board composed of Rob VerHeulen and Cynthia Janes to make the recommendation for the Managing Director position.**

Motion carried by the following vote:

Yeas: Commissioners Janes, Morgan, Morren, and VerHeulen — 4.

Nays: 0.

### **Item #9 Comments**

➤ Managing Director Warren stated KCRC was invited by the County of Kent to speak to the Board of Commissioners on Thursday, May 25, 2023. The following will be discussed:

- Overview of who we are and what we do
- Budget priorities
- Road improvements program with ARPA monies
- Thank the Board for the 22M bond and the opportunity to build the new Central Complex
- Announce the dedication on July 11, 2023, of the new Central Complex followed by an open house for the public

➤ Managing Director Warren stated KCRC is close to moving into the new Central Complex. The furniture is being installed.

➤ Chair VerHeulen and Managing Director Warren attended the Grand Rapids Chamber of Commerce Breakfast with Senator Winnie Brinks.

➤ Deputy Managing Director Byrne updated the Board on winter maintenance operations and budget as of May 19, 2023. This season, 105.6" of snow has

fallen, which is 30" above the normal amount. There have been 20,659 hours of overtime. Since October 1, 2022, the Road Commission has spent \$4,667,746 or 78% of the \$6,000,000 budget. Of that amount 34% has been spent on equipment, 34% on material, and 32% on labor.

The Michigan Department of Transportation has spent \$4,908,149 of the \$4,000,000 budget or 123%. Of that amount 29% has been spent on equipment, 37% on material, and 34% on labor.

➤ Deputy Managing Director Byrne stated that the State of Michigan has reduced the amount of money they will spend on trash removal outside of the roadway. KCRC will only mow the clear vision and safety strips and perform one complete round of mowing this summer.

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

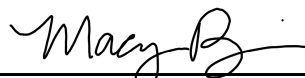
Moved by Commissioner Janes, seconded by Commissioner Morren to adjourn the Board meeting 8:42 a.m.

Motion carried by the following vote:

Yeas: Commissioners Janes, Morgan, Morren, and VerHeulen — 4.

Nays: 0.

Respectfully submitted,



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Macy Barcheski, Secretary