

1900 4 Mile Road, NW
Walker, Michigan 49544

October 24, 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 8:00 a.m.

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

Absent: Commissioner David Morren

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, Communications Manager Maura Lamoreaux, Right-of-Way Office Manager L. R. Cole, Accountants Vanessa Culver and Kendra Cook.

Item #2 Public Comment

There was no public comment.

Item #3 Approval of Minutes

The Board discussed minutes of the Board meeting held Tuesday, October 24, 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, and VerHeulen — 4.

Nays: 0.

Item #4 Disbursements and Cash Balances

The disbursements for the check run dated October 13, 2023, were presented to the Board by Director of Finance Barcheski. She stated payroll included \$29,886.95 in overtime.

The construction estimates for this period are as follows:

Contractor	Project	Amount
Brenner Excavating	10 Mile Rd. - Pine Island Dr. to Algoma Ave. estimate #13	25,369.30
Grand River Construction	Plainfield Bridge #12 - Packer Dr. over the Rogue River estimate #3	35,047.86
Michigan Paving & Materials	Solon Twp. - Wiersma St. - Algoma Ave. to Simmons Ave. estimate #4 and FINAL	4,407.36
	Cannon Twp local road program estimate #4 and FINAL	--
	Courtland Twp local road program estimate #4 and FINAL	--
	Courtland Twp local roads program estimate #4 and FINAL	--
	Northern primary roads - spot mill and fill estimate #4 and FINAL	
	Southern primary roads - spot mill and fill estimate #2	209,690.59
	Ada Township local road program estimate #2 and FINAL	--
Rieth-Riley Construction Company	Oakfield Twp - Wabasis Ave. - 15 Mile Rd. to MacClain St. estimate #1	95,543.15
	Plainfield Twp local road program estimates #3 and FINAL	248,157.61
	Plainfield Twp local road program estimate #4	441,758.61
	Grand River Dr. and Buttrick Ave. estimate #5 and FINAL	56,980.87
	Cascade Twp local road program estimate #2 and FINAL	--
Total		\$ 1,116,955.35

Director Barcheski presented a detail of the new central complex project for the Board. The total project cost as of October 13, 2023, is as follows:

Approved Estimate	\$47,501,236
Current Estimate	\$47,123,354
Current Expenditures	\$466,846
Project-to-Date Expenditures	\$44,916,426
Estimated Remaining Cost	\$2,206,928

Director Barcheski stated the General Fund has \$14,332,683.74 remaining after approval of disbursements. Of that amount, \$14,220,777.46 is unavailable operating funds, leaving \$111,906.28 in total available operating funds.

Moved by Commissioner Morgan, seconded by Commissioner Morren that **Payroll of \$866,318.13, Construction Estimates of \$1,116,955.35, New Central Complex Expenditures of \$466,845.79, Accounts Payables of \$1,601,139.78, and Cash Balances and Investments for the check run dated October 13, 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 Purchase Right-of-Way

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

- a. Location: 100th Street Reconstruction – Patterson Avenue to Kraft Avenue
- Property Owner: Clayton and Holly Cravino
- Address: **5025 100th Street, SE**
- Purchase: Drainage Easement
 - 7' x 200' (1,400 sq. ft.) @ \$0.92/sq. ft. = \$1,290
- Total Compensation: \$1,290

Easement Description - 5025 100th Street, SE

A Drainage Easement, the exterior boundary of which is described as: Commencing at the Southwest Corner of Section 30, T05N, R10W Caledonia Township, thence N89°59'06"E 1,198.87 feet along the South Line of said Section; thence N00°25'10"E 33.00 feet to the existing Northerly Right-of-Way line of 100th Street and the Point of Beginning; thence N00°25'10"E 7.00 feet along the West property line; thence N89°59'06"E 200.00 feet along a line which is parallel with the existing Northerly Right-of-Way line of 100th Street to the East property line; thence S00°25'10"W 7.00' along said East property line; thence S89°59'06"W 200.00 feet along the North existing Right-of-Way line to the Westerly property line and the Point of Beginning. Contains 1,400 Square Feet M/L and is subject to easements and restrictions of record.

- b. Location: 100th Street Reconstruction – Patterson Avenue to Kraft Avenue
- Property Owner: Jack and Betty Morren
- Address: **5027 and 5029 100th Street SE**
- Purchase: Drainage easement
 - 7' x 200' and 7' x 200' (2,800 sft.) @ \$0.92/sft. = \$2,580
 - Temporary grading permit = \$100
- Total Compensation: \$2,680

Easement Description – 5027 100th Street, SE

A Drainage Easement, the exterior boundary of which is described as: Commencing at the Southwest Corner of Section 30, T05N, R10W Caledonia Township, thence N89°59'06"E 1,398.87 feet along the South Line of said Section; thence N00°25'10"E 33.00 feet to the existing Northerly Right-of-Way line of 100th Street and the Point of Beginning; thence N00°25'10"E 7.00 feet along the West property line; thence N89°59'06"E 200.00 feet along a line which is parallel with the existing Northerly Right-of-Way line of 100th Street to the East property line; thence S00°25'10"W 7.00' along said East property line; thence S89°59'06"W 200.00 feet along the North existing Right-of-Way line to the Westerly property line and the Point of Beginning. Contains 1,400 Square Feet M/L and is subject to easements and restrictions of record.

Easement Description – 5029 100th Street, SE

A Drainage Easement, the exterior boundary of which is described as: Commencing at the Southwest Corner of Section 30, T05N, R10W Caledonia Township, thence N89°59'06"E 1,598.87 feet along the South Line of said Section; thence N00°25'10"E 33.00 feet to the existing Northerly Right-of-Way line of 100th Street and the Point of Beginning; thence N00°25'10"E 7.00 feet along the West property line;

thence N89°59'06"E 200.00 feet along a line which is parallel with the existing Northerly Right-of-Way line of 100th Street to the East property line; thence S00°25'10"W 7.00' along said East property line; thence S89°59'06"W 200.00 feet along the North existing Right-of-Way line to the Westerly property line and the Point of Beginning. Contains 1,400 Square Feet M/L and is subject to easements and restrictions of record.

Moved by Commissioner Janes, seconded by Commissioner Morren that the Board authorizes the **purchase of the above right-of-way**, as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

Item #6 Preliminary Plat Approval

Managing Director Byrne requested authorization for preliminary plat approval for the following plats:

- a. Plat Name: **Stony Bluff No. 5**
 Location: South of Foreman Street, west of Alden Nash Avenue,
 Section 4, Lowell Township
 Type: Multi-phase residential plat
 Street Layout: Kimber Drive extends south 690' to permanent cul-de-sac
 Lots: 20 in Phase 5; 125 total

Moved by Commissioner Janes, seconded by Commissioner Morren that the Board authorizes the **preliminary plat approval of Stony Bluff No. 5, Section 4, Lowell 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 830 feet is acceptable. The increased cul-de-sac radius, 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, Morgan, Morren, and VerHeulen — 4.

Nays: 0.

- b. Plat Name: **Thornapple Farms No. 1**
Location: South of 68th Street, east of Hanna Lake Avenue and west of Hammond Avenue, Section 11, Gaines Township
Type : Multi-phase residential plat
Street Layout: Phase 1 – Drive extends Postern Drive east of Hanna Lake Avenue 900' to Pleated Avenue
- One temporary cul-de-sac street to the south and stub streets east and north for future phase street extensions
- Developer must construct left-turn lane on Hanna Lake Avenue for plat entrance (Postern Drive)
Lots: 24 lots in Phase 1

Deputy Managing Director Harrall stated this phase of the plat was given preliminary approval on August 22, 2023. Since that time, an adjustment was made due to proximity within Consumers Energy easement, resulting in a reduction from 26 lots to 24 lots.

Moved by Commissioner Janes, seconded by Commissioner Morren that the Board authorizes the **preliminary plat approval of Thornapple Farms No. 1, 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 1 and 24 shall only have access to Postern Drive.
10. Proprietor shall provide a 10' maintenance strip deeded to the Kent County Road Commission at the end of Postern Drive and at the north end and south end of Pileated Avenue for future extension of public streets. Proprietor shall also provide a temporary turn around with easement to the Kent County Road Commission at the south end of Pileated Avenue.
11. Proprietor shall provide left turn lane on Hanna Lake Avenue for proposed Postern Drive (east/west street), and shall provide such additional fee simple title land, or platted land, as determined to be required to accommodate said left turn lane as determined to be required by the Deputy Managing Director of Engineering (County Highway Engineer) and the Director of Traffic and Safety.
12. 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 #7 Award of Bids

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

- a. **Contract #24-05:** Furnish and Haul Aggregate for Bituminous Chip Seal Program 2024 requirements of Modified 34CS & CS-T in slag and trap rock

Staff recommends awarding Contract #24-05 to **Yellow Rose Transport**, the lowest and responsible bidder, for a delivered average per ton cost of **\$45 for 34CS slag, \$57.56 for CS-T trap rock, and \$46.93 for 34CS trap rock** for Kent County Road Commission, Montcalm County Road Commission, and Newaygo County Road Commission's requirements.

Each agency shall issue their own purchase order / contract agreement for their chip seal aggregate requirements.

- b. **Bid #24-EQU-03:** Pick-Up Truck Attachments

Staff recommends awarding the purchase of various pickup truck attachments to **Hoekstra Equipment**, under Sourcewell Contract #062222-DDY, that meets our specifications at the prices indicated on the bid tab, for a total cost of **\$104,806**.

- c. **Bid #24-EQU-08:** Two Tractors and Mower Attachments

Staff recommends awarding Bid #24-EQU-08 for two tractors and mower attachments to **Hutson, Inc.**, under MiDeal Contract #071B7700085, for a total cost of **\$430,364.76**.

- d. **Bid #24-EQU-09:** 12 Hydraulic Kits for Plow Trucks

Staff recommends awarding Bid #24-EQU-09 for 12 hydraulic systems to **Truck & Trailer Specialties**, under MiDeal Contract #071B5500010, for a total cost of **\$135,619**.

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.

Item #8 Out-of-State Travel

Managing Director Byrne requested authorization for one staff (Director of Traffic and Safety Tim Haagsma) to attend the National Committee on Uniform Traffic Control Devices (NCUTCD) annual meeting in Arlington, VA, January 10-12, 2024, with partial expenses paid by NACE.

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

Motion carried by the following vote:

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


Nays: 0.

Item #9 Comments

- Managing Director Byrne reviewed MCRCSIP's guidelines regarding the Open Meetings Act and Board emails.
- Finance Director Barcheski reviewed KCRC's return on investments through the County of Kent's investment pool.
- Director of Traffic and Safety Haagsma stated KCRC received two safety grants for two roundabouts at 10 Mile Road and Myers Lake Avenue and at 10 Mile Road and Pine Island Drive. They are scheduled for the 2025 construction season.
- Managing Director Byrne presented a news video about KCRC's deer sheriff, Andy Albertson. KCRC has two trucks to take care of the thousands of deer hit in Kent County each year.
- The Board would like to invite employees that have gone above and beyond their job requirements to Board meetings in the future.

There being no further business to come before the Board, Chair VerHeulen adjourned the meeting at 8:25 a.m.

Respectfully submitted,

A handwritten signature in cursive script, reading "Macy B", is positioned above a solid horizontal line. The signature is written in black ink and is centered horizontally.

Macy Barcheski, Secretary