

1900 4 Mile Road, NW
Walker, Michigan 49544

September 12, 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, 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 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, IT Manager Tim Care, Human Resources Recruiter Beth Nanzer, Accountant Vanessa Culver, Accountant Kendra Cook, and District Equipment Supervisor Nate Butler.

Item #2 Public Hearing - FY2024 Budget

At 8:01 a.m., it was moved by Commissioner Morgan, seconded by Commissioner Janes that the Board **adjourn the regular meeting** of the Board of County Road Commissioners of the County of Kent **to conduct a Public Hearing on the proposed FY2024 Operating Budget.**

Motion carried by the following vote:

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

Nays: 0.

It was moved by Commissioner Morren, seconded by Commissioner Janes that the **regular meeting** of the Board of Road Commissioners of the County of Kent is **reconvened** at 8:03 a.m.

Motion carried by the following vote:

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

Nays: 0.

Item #3 **Public Comment**

There was no public comment.

Item #4 **Approval of Minutes**

The Board discussed minutes of the Board meeting held Tuesday, August 22, 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 #5 **Disbursements and Cash Balances**

The disbursements for the check run dated September 1, 2023, were presented to the Board by Director of Finance Barcheski. She stated payroll included \$63,367.25 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 #9	666,056.36
Dean's Landscaping & Excavating	Cascade Rd. Trail estimate #4	219.50
Rieth-Riley Construction	Honey Creek Ave. - 3 Mile Rd. to 5 Mile Rd. estimate #3 and FINAL	-
	Division Ave. - 6 Mile Rd. to 7 Mile Rd. estimate #2	19,831.78
	Reeds Lake Blvd. - Hall St. to Manhattan Rd. estimate #3 and FINAL	-
	Ada Dr. - Forest Hill Ave. to Spaulding Ave. estimate #1	296,700.00
Total		\$982,807.64

Director Barcheski presented a detail of the new central complex project for the Board. The total project cost as of September 1, 2023, is as follows:

Approved Estimate	\$47,501,236
Current Estimate	\$47,123,354
Current Expenditures	\$400
Project-to-Date Expenditures	\$15,401,485
Estimated Remaining Cost	\$31,721,869

Director Barcheski stated the General Fund has \$22,205,185.21 remaining after approval of disbursements. Of that amount, \$14,135,737.70 is unavailable operating funds, leaving \$8,069,447.51 in total available operating funds.

Moved by Commissioner Medema, seconded by Commissioner Janes that **Payroll of \$893,202.52, Construction Estimates of \$982,807.64, New Central Complex Expenditures of \$400.00, Accounts Payables of \$1,720,212.31, and Cash Balances and Investments for the check run dated September 1, 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 Michigan Transportation Fund

Director of Finance Barcheski reviewed the Michigan Transportation Fund revenues that were collected in July 2023. She stated the funds received were \$4,742,688, a variance of \$143,566 more than what was budgeted. To date, receipts are up 6.1 percent over this time last year.

The report was received for information.

Item #7 August 2023 Financial Statements

Director of Finance Barcheski reviewed for the Board the August 2023 Financial Statements.

The report was received for information.

Item #8 Title Sheet

Managing Director Warren requested that the Board sign and execute the title sheet for the West River Drive resurfacing project.

Project:	West River Drive – Lamoreaux Drive to Pine Island Drive
Project Type:	Partial and full-depth cold milling and HMA paving
Estimated Project Cost:	\$ 1,100,000
Federal STP Funds:	\$ 739,000 *
Local Match	\$ 361,000

*2024 STP Flex = \$366,000; 2025 STP Urban = \$373,000

Moved by Commissioner Morren and supported by Commissioner Morgan that the **Board is authorized to sign and execute the title sheet for the West River Drive resurfacing project**, as recommended by staff.

Motion carried by the following vote:

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

Nays: 0.

Item #9 Award of Bids

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

- a. **Contract #23-66:** Building and Grounds Maintenance – two rest areas and one roadside park - 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 #23-66 to **Hi-Tec Building Services**, the lowest responsible and responsive bidder, for a per-year cost of **\$300,705**, and a three-year total cost of **\$902,115**.

- b. **Contract #23-68:** Miscellaneous Pavement Markings - 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 #23-68: Miscellaneous Pavement Markings to **PK Contracting, LLC**, the lowest responsive and responsible bidder, for a total estimated cost of **\$46,702.50**. The quantities may vary from the bid, but the per unit bid cost shall remain firm.

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, Medema, Morgan, Morren, and VerHeulen—5.

Nays: 0.

Item #10 Comments

➤ Managing Director Warren stated the Employee Service Awards are scheduled for:

- Monday , September 25 – North Complex
- Tuesday, September 26 – Central Complex
- Wednesday September 27 – South Complex

➤ Managing Director Warren stated the Township Supervisor’s Luncheon was located at KCRC’s Boardroom on Monday, September 11. It was well attended with 30 people. The discussion was regarding the recent tornado and the collaborative cleanup efforts. The Board was impressed with KCRC’s handling of the storm. The Board would like a policy in place during emergencies for the Managing Director to make decisions without prior Board approval.

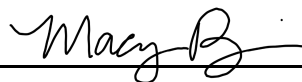
➤ Managing Director Warren stated the Township Dinner has been scheduled for Thursday, November 2, 2023, at Boulder Creek Club Restaurant beginning at 6 p.m.

Item #11 Board Workshop: Organizational Objectives

The Board held a workshop to summarize the Organizational Objectives for 2022-23 and to review the Organizational Objectives for 2023-24.

There being no further business to come before the Board, Chair VerHeulen adjourned the meeting at 9:20 a.m.

Respectfully submitted,



Macy Barcheski, Secretary