



COUNTY BOARD OF PUBLIC WORKS

**January 5, 2012
MINUTES**

**Kent County Administration Offices
Board of Commissioners Room 311
300 Monroe Ave
Grand Rapids, Michigan 49503**

MEMBERS PRESENT: Commissioners Vonk, Rolls, Byl, Groenleer, Shroll, Koorndyk, Vander Molen

MEMBERS ABSENT:

OTHERS PRESENT: Douglas G. Wood, Director; Dan Kendall, Finance Division Director; Dennis Kmiecik, Solid Waste Division Director; Steve Marshall, Clerk Typist II; Jon Denhof, KC Purchasing

I. Call to Order

Deputy Secretary Douglas G. Wood called the meeting to order at 9:26 a.m. Mr. Wood amended the agenda moving Election of Officers to be the first order of business.

II. Public Comment - None

III. Election of Officers

A. Election of Chairman (Resolution 1-12)

Commissioner Rolls moved the adoption of the foregoing resolution which motion was supported by Commissioner Byl.

BE IT RESOLVED that Commissioner Vonk is elected Chairperson of the Kent County Board of Public Works for the calendar year 2012.

The resolution was adopted with the following vote:

YEAS: Commissioners Vonk, Rolls, Byl, Groenleer, Shroll, Koorndyk, Vander Molen
NAYS: None

Commissioner Vonk chaired the remainder of the meeting.

B. Election of Vice Chairman (Resolution 2-12)

Commissioner Shroll moved the adoption of the foregoing resolution which motion was supported by Commissioner Vander Molen.

BE IT RESOLVED that Commissioner Rolls is elected Vice Chairperson of the Kent County Board of Public Works for the calendar year 2012.

The resolution was adopted with the following vote:

YEAS: Commissioners Vonk, Rolls, Byl, Groenleer, Shroll, Koorndyk, Vander Molen
NAYS: None

C. Election of Secretary (Resolution 3-12)

Commissioner Koorndyk moved the adoption of the foregoing resolution which motion was supported by Commissioner Groenleer.

BE IT RESOLVED that Commissioner Byl is elected Secretary of the Kent County Board of Public Works for the calendar year 2012.

The resolution was adopted with the following vote:

YEAS: Commissioners Vonk, Rolls, Byl, Groenleer, Shroll, Koorndyk, Vander Molen
NAYS: None

D. Election of Deputy Secretary (Resolution 4-12)

Commissioner Vander Molen moved the adoption of the foregoing resolution which motion was supported by Commissioner Shroll.

BE IT RESOLVED that Douglas G. Wood is elected Deputy Secretary of the Kent County Board of Public Works for the calendar year 2012.

The resolution was adopted with the following vote:

YEAS: Commissioners Vonk, Rolls, Byl, Groenleer, Shroll, Koorndyk, Vander Molen
NAYS: None

IV. Review and Approval of Minutes

Director Wood noted Secretary Byl's name with a typo and that it would be corrected for the file.

It was moved by Commissioner Koorndyk and supported by Commissioner Vander Molen to approve the minutes of the December 1, 2011 meeting.

Motion carried unanimously.

V. Administration

A. 2012 Budget Adjustments

Director Wood presented a request for approval of 2012 departmental budget transfers.

In review of the year to date information for 2011 it became apparent that the revenues budgeted for 2012 may have been too optimistic. We have reviewed the revenues and expenses and made adjustments as necessary.

The budget for 2012 has been adjusted to reclassify the tonnage into a wider selection of revenue accounts that include pricing them at the different rates. For example, demolition tons are valued at the demolition rate (\$32.00 not the \$35.00 regular rate). As tonnage has decreased the former method in viewing revenue is no longer acceptable. Revised tons for SKL are 9,000 tons lower.

To offset the reduction in revenues certain expenditures have been lowered in the 2012 Budget. The accounts will be monitored closely to make sure the adjusted budget is not exceeded. Certain expenses planned for 2012 may be postponed. Some expenses have had some of the 2012 work accomplished in 2011 or may not be needed after further analysis. A major change in the Resource Recovery Programs is wages and benefits for a proposed position, not currently filled, has been eliminated and the advertising reduced.

Part of the reduction of revenue at South Kent Landfill will be offset by increased revenues at the MRF. Revenues have been increased based on tonnage the last few months. Some MRF expenses have been increased due to this. The major expense increase is in temporary labor, i.e., Goodwill Industries of Grand Rapids.

The net result is that the current status of the Solid Waste Fund is a budgeted shortfall approaching \$125,000. We are planning on containing this with additional limitations on spending in 2012. Additionally, based on 2011 estimated tonnage at North Kent Transfer Station we are anticipating 2,000 additional tons.

To maintain the original expenditure limits if the tonnage does actually appear all these adjustments are made within the Solid Waste Fund and do not change the overall budget. Capital Improvement purchases are not affected as they are purchased through the reserved funds.

The major account adjustments are attached.

As part of this review the expenses associated with leachate disposal from the ash cells was transferred to the WTE. It is income neutral in both funds but puts the plus/minus of the expense where it belongs.

Director Wood stated the budget is done early in the year. DPW monitors the tonnage and as it turns out the tonnage is down at the landfill and so we would like to jump on that right away and make some adjustments to the 2012 budget. The adjustments proposed is after time spent going through all of the accounts and removing money from these accounts, not taking out of the budget but setting aside so that in the event things turn better in 2012 it will be available. Another reason we're also doing that is that so we wouldn't have to come to the county board to have a budget adjustment. We're just doing it internally but wanted the board to know about it. So what we're requesting is to approve budget transfers from the 2012 Solid Waste Budget which would also include the Waste-To-Energy account. I attached all the adjustments that we're making in a spreadsheet. Staff spent hours going through the adjustments. The primary area of changes is at the landfill. The Recycling Facility is doing very well. We're pleased with that. Dan Kendall or Dennis Kmiecik is available to answer any questions you may have about the adjustment.

Commissioner Shroll asked about Sales-Charities disposal rate. Dan Kendall stated we took sales out of general refuse and put them into other sub-accounts. Those other sub-accounts are at a different rate. In the past we've always taken what we thought our tonnage would be and divide expenses into that and say this is what the rate is. Director Wood stated historically Charities get a lower rate at the landfill. They have to be approved charities by the board. Commissioner Shroll asked which Charities. Commissioner Byl and Director Wood gave examples of organizations like Goodwill, Salvation Army and Mel Trotter. Commissioner Vonk asked Mr. Kmiecik what kind of percentage we were going down and he responded about 5 percent. Director Wood stated Recycle Center revenue's have been up and the revenue of the product that we sell, their prices have been fairly good. Historically this time of year they go down a little bit. On this matter Director Wood stated he would keep the board informed as the year goes on.

It was moved by Commissioner Byl and supported by Commissioner Koorndyk to approve the 2012 Budget adjustments for the Refuse Disposal Fund and Waste-to-Energy Fund as presented and attached.

Motion carried unanimously.

VI. Approval of Monetary Outlays

MOTION

It was moved by Commissioner Rolls and supported by Commissioner Groenleer to approve the Monetary Outlays for January 2012.

Motion carried unanimously

VII. Director's Report

A. Proposed 2012 Meeting Schedule

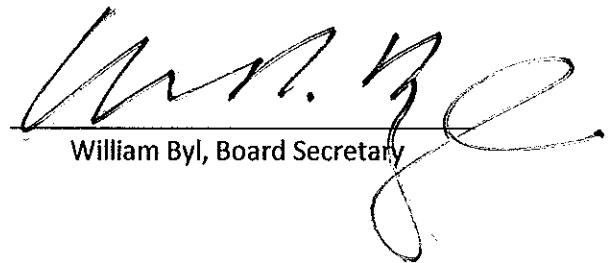
Board of Public Works meetings for 2012 will be held at the Kent County Road Commission Board Room the first Thursday of every month at 8:00 a.m. The 2012 Board of Public Works meeting schedule was approved by all members of the Board.

VIII. Miscellaneous

Mr. Kmiecik stated we had a contract with Goodwill in 2011 for November and December. The contract stipulates that if we wanted to continue we could extend it, which we did on a month to month basis and looks like it's working very well but would have to look at three, four, or five months. We get six people. They want to expand it to nine and got a grant for a year. December was our best month since we've been operating, and least amount of trash. Goodwill received a grant from the Community Foundation to add more people to the program. Ultimately if we wanted to, we could look at having all of them run it. Goodwill workers are located in one section, the plastic line and about eleven can run it. We think we can do it with nine. Director Wood stated that the waste going out the door has been reduced and the product has increased because of using Goodwill.

IX. Adjournment

The meeting was adjourned at 9:42 a.m.



William Byl, Board Secretary

BUDGET TRANSFER REQUEST

Fund Name:	PUBLC WORKS	BTR Number:	BTPW000502
Org Name:	Solid Waste	BTR Date:	December 28, 2011

Line	Budget Year	Fund Number	Org Number	Program Number	Sub Class Number	Account	Account Name	Dollar Amount of Change	Increase/Decrease
1	2012	517	561	0000	13363	648	Sales-Carbon Credits	(580,500.00)	Dec-Rev
2	2012	517	561	0000		989	Contingency	(580,500.00)	Dec-Exp
3									
4	2012	517	562	0000	10358	649	Sales-General Refuse	(1,830,500.00)	Dec-Rev
5	2012	517	562	0000		649	Sales-Sludge	210,000.00	Inc-Rev
6	2012	517	562	0000		649	Sales-Charities	37,700.00	Inc-Rev
7	2012	517	562	0000		649	Sales-Demolition	945,000.00	Inc-Rev
8	2012	517	562	0000	10353	649	WTE - Ash	(90,000.00)	Dec-Rev
9	2012	517	562	0000		921	Utilities	(9,000.00)	Dec-Exp
10	2012	517	562	0000	10320	831	Environmental Fees	800.00	Inc-Exp
11	2012	517	562	0000	???	831	ISO Expenses	5,000.00	Inc-Exp
12	2012	517	562	0000	10326	831	Tire Disposal	(2,500.00)	Dec-Exp
13	2012	517	562	0000	12113	931	Storm Water Mgt	(20,000.00)	Dec-Exp
14	2012	517	562	0000	12114	931	Erosion Control	(40,000.00)	Dec-Exp
15	2012	517	562	0000	12118	931	Leachate Sewer Line Cleaning	(10,000.00)	Dec-Exp
16	2012	517	562	0000	12119	931	Ash Leachate Disposal	(90,000)	Dec-Exp
17	2012	517	562	0000	12120	931	Byron Leachate Disposal	(18,000)	Dec-Exp
18	2012	517	562	0000		932	Rep & Maint - Building	10,000.00	Inc-Exp
19	2012	517	562	0000		932	Rep & Maint - Equipment	(10,000.00)	Dec-Exp
20	2012	517	562	0000		940	Rental - Landfill	(18,100.00)	Dec-Exp
21	2012	517	562	0000		962	Insurance	(10,000)	Dec-Exp
22	2012	517	562	0000	13361	974	Daily/Intermediate Cover	(15,000)	Dec-Exp
23	2012	517	562	0000		989	Perpetual Care	(11,250)	Dec-Exp
24									
25									
26	2012	517	565		10351	649	Sales-MRF	400,000	Inc Rev
27	2012	517	565			704	Temp Wages	100,000	Inc Exp
28	2012	517	565			775	Janitorial Supplies	2,500	Inc Exp
29	2012	517	565		10359	866	Recycle to MRF	(5,000)	Dec Exp
30	2012	517	565		10364	866	Freight Sales	(13,000)	Dec Exp
31	2012	517	565			921	Utilities	25,000	Inc Exp
32	2012	517	565			932	Rep & Maint - Buildings	5,000	Inc Exp
33	2012	517	565			933	Rep & Maint - Equip	40,000	Inc Exp
34									
35	2012	517	440			702	Salary & Wages	(40,000)	Dec Exp
36	2012	517	440			716	Group Insurance	(11,000)	Dec Exp
37	2012	517	440			715	FICA	(3,060)	Dec Exp
38	2012	517	440			718	Retirement	(3,720)	Dec Exp
39	2012	517	440			720	Workers Comp	(200)	Dec Exp
40	2012	517	440			719	Retiree Health	(920)	Dec Exp
41	2012	517	440			721	Unemployment	(160)	Dec Exp
42	2012	517	440			728	Printing	(7,500)	Dec Exp
43	2012	517	440			756	Uniforms	(300)	Dec Exp
44	2012	517	440		12148	831	Electronic Disposal	(1,000)	Dec Exp
45	2012	517	440			901	Advertising	(15,000)	Dec Exp
46	2012	517	440		12149	831	Propane Tank Disposal	(500)	Dec Exp
47									
48	2012	517	442			802	Consultants	(25,000)	Dec Exp

	Income/Loss	Wage Adj/Benef
	(580,500)	580,500
	-	-
	(1,830,500)	210,000
	210,000	37,700
	37,700	945,000
	945,000	(90,000)
	(90,000)	9,000
	9,000	(800)
	(800)	(5,000)
	(5,000)	2,500
	2,500	20,000
	20,000	40,000
	40,000	10,000
	10,000	90,000
	90,000	18,000
	18,000	(10,000)
	(10,000)	10,000
	10,000	18,100
	18,100	10,000
	10,000	15,000
	15,000	11,250
	11,250	(489,750)
	(489,750)	7600
	7600	100,000
	100,000	(2,500)
	(2,500)	5,000
	5,000	13,000
	13,000	(25,000)
	(25,000)	(5,000)
	(5,000)	(40,000.00)
	(40,000.00)	245,500
	245,500	2700
	2700	40,000
	40,000	11,000
	11,000	3,060
	3,060	3,720
	3,720	200
	200	920
	920	160
	160	7,500
	7,500	300
	300	1,000
	1,000	15,000
	15,000	500
	500	83,360
	83,360	740
	740	3800 NKTS
	3800 NKTS	(135,890)
	(135,890)	(135,890)
	(135,890)	14840 (121,050)
	14840 (121,050)	

Justification

1												
2												
3												

Approvals

Fund Approval /Date	DPW Finance Director /Date	Prepared by Becky Dyer
Fiscal Services /Date	County Administrator /Date	Posted By/Date
Per Board Resolution:		