

THEODORE J. VONK
Chair

SHANA SHROLL
Vice Chair

WILLIAM BYL
Secretary

DAVID GROENLEER
GARY ROLLS
DAVE BULKOWSKI
RICHARD VANDER MOLEN

DOUGLAS G. WOOD
Director



Board of Public Works

AGENDA

January 9, 2014
8:00 AM

Earl G. Woodworth Building
Meeting Room Chambers
1500 Scribner Avenue NW
Grand Rapids, Michigan 49504

- I. Call to Order
- II. Public Comment
- III. Election of Officers
 - A. Election of Chairman (Resolution 1-14)
 - B. Election of Vice Chairman (Resolution 2-14)
 - C. Election of Secretary (Resolution 3-14)
 - D. Election of Deputy Secretary (Resolution 4-14)
- IV. Review and Approval of Minutes
- V. Solid Waste Operations
 - A. Climate Action Reserve
 - B. Material Recycling Facility
 1. Maintenance Technician
- VI. Approval of Monetary Outlays
- VII. Director's Report
 - A. Ipad
 - B. Mondays at the MRF
- VIII. Miscellaneous
- IX. Adjournment



RESOLUTION 1-14

At an organizational meeting of the Board of Public Works of Kent County, Michigan held in the City of Grand Rapids, Michigan on the Ninth day of January, 2014 at _____.

PRESENT:

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

BE IT RESOLVED that Commissioner _____ is elected Chairperson of the Kent County Board of Public Works for the calendar year 2014.

The resolution was adopted with the following vote:

YEAS:

NAYS:

STATE OF MICHIGAN)
)SS
COUNTY OF KENT)

I hereby certify that the foregoing is a true and complete copy duly adopted by the Board of Public Works of the County of Kent, the original of which is on file in the office of the Department of Public Works. I further certify that notice of said meeting was given in accordance with the provisions of the Open Meetings Act.

Deputy Secretary

RESOLUTION 2-14

At an organizational meeting of the Board of Public Works of Kent County, Michigan held in the City of Grand Rapids, Michigan on the Ninth day of January, 2014 at _____.

PRESENT:

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

BE IT RESOLVED that Commissioner _____ is elected Vice Chairperson of the Kent County Board of Public Works for the calendar year 2014.

The resolution was adopted with the following vote:

YEAS:

NAYS:

STATE OF MICHIGAN)
)SS
COUNTY OF KENT)

I hereby certify that the foregoing is a true and complete copy duly adopted by the Board of Public Works of the County of Kent, the original of which is on file in the office of the Department of Public Works. I further certify that notice of said meeting was given in accordance with the provisions of the Open Meetings Act.

Deputy Secretary

RESOLUTION 3-14

At an organizational meeting of the Board of Public Works of Kent County, Michigan held in the City of Grand Rapids, Michigan on the Ninth day of January, 2014 at _____.

PRESENT:

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

BE IT RESOLVED that Commissioner _____ is elected Secretary of the Kent County Board of Public Works for the calendar year 2014.

The resolution was adopted with the following vote:

YEAS:

NAYS:

STATE OF MICHIGAN)
)SS
COUNTY OF KENT)

I hereby certify that the foregoing is a true and complete copy duly adopted by the Board of Public Works of the County of Kent, the original of which is on file in the office of the Department of Public Works. I further certify that notice of said meeting was given in accordance with the provisions of the Open Meetings Act.

Deputy Secretary

RESOLUTION 4-14

At an organizational meeting of the Board of Public Works of Kent County, Michigan held in the City of Grand Rapids, Michigan on the Ninth day of January, 2014 at _____.

PRESENT:

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

BE IT RESOLVED that _____ is elected Deputy Secretary of the Kent County Board of Public Works for the calendar year 2014.

The resolution was adopted with the following vote:

YEAS:

NAYS:

STATE OF MICHIGAN)
)SS
COUNTY OF KENT)

I hereby certify that the foregoing is a true and complete copy duly adopted by the Board of Public Works of the County of Kent, the original of which is on file in the office of the Department of Public Works. I further certify that notice of said meeting was given in accordance with the provisions of the Open Meetings Act.

Deputy Secretary



COUNTY BOARD OF PUBLIC WORKS

**December 5, 2013
8:00 AM**

**Kent County Administration Office
300 Monroe Ave. NW
Room 311
Grand Rapids, Michigan 49503**

MEMBERS PRESENT: Commissioners Vonk, Shroll, Bulkowski, Groenleer, Vander Molen, Byl

ABSENT: Commissioner Rolls

OTHERS PRESENT: Douglas G. Wood, Director; Dennis Kmiecik, Solid Waste Division Director; Ron Landis, Director of Engineering; Dan Kendall, Finance Division Director; Elissa Soto, Office Manager; Molly Sherwood, Environmental Compliance Manager; Cal Brinks, Purchasing Division; Linda Howell, Assistant Corporate Counsel

I. Call to Order

Chair Vonk called the meeting to order at 8:00 a.m.

II. Public Comment

None

III. Review and Approval of Minutes

MOTION

It was moved by Commissioner Vander Molen and supported by Commissioner Byl to approve the minutes from the November 5, 2013 meeting.

Motion carried unanimously.

IV. Solid Waste Operations

A. Home and Barn Demolition

Staff requested approval of a demolition contractor for the Mulder and LeFebre properties. Bids were received on Thursday, November 21, 2013 by Kent County Purchasing Division for the demolition of the home and outbuildings at 10684 Clyde Park (Mulder property) and hay barn at 4631 - 14th Street (LeFebre

property). The bid tabulation sheets for each property are attached.

Staff is recommending hiring the low bidder, Specialized Demolition, Inc. (SDI) of Hamilton, MI, to perform the demolition at both properties. The cost for the Mulder demolition is \$8,000, and the cost for the LeFebre barn demolition is \$3,000. Work will be completed on a lump sum basis.

Although SDI has not performed work for Kent County DPW before, the Kent County Purchasing Division checked multiple references, and they were given very good reviews.

Director Wood added that the material from this demolition will go to the South Kent Landfill.

Description: DPW Barn Demolition

Date: 11/21/2013

<u>Respondent</u>	<u>Amount*</u>
<u>Specialized Demolition, Inc.</u>	<u>\$3,000.00</u>
APEX Contractors, Inc.	\$4,750.00
Bultsma Excavating, Inc.	\$4,965.00
Pitsch Companies	\$6,100.00

Description: Demolition - Residential Home and Outbuildings

Date: 11/21/2013

<u>Respondent</u>	<u>Amount*</u>
<u>Specialized Demolition, Inc.</u>	<u>\$8,000.00</u>
Bultsma Excavating, Inc.	\$8,933.00
Pitsch Companies	\$11,000.00

MOTION

It was moved by Commissioner Byl and seconded by Commissioner Vander Molen to award the demolition contract for the property at 10684 Clyde Park (Mulder property) at a cost of \$8,000 and the hay barn at 4631 - 14th Street (LeFebre property) at a cost of \$3,000, to Specialized Demolition, Inc. (SDI).

Motion carried unanimously.

B. Resource Recovery/Household Hazardous Waste

1. Electronics Recycling Disposal Contract

Staff requested approval for authorizing the extension of the Service Agreement with Comprenew Environmental for the collection, packaging, transportation and disposal of electronic recyclables.

Through the Purchasing Division bids for electronic recycling services were solicited on October 16, 2012. The agreement was for a one year period with the option to extend the agreement for an additional year. Staff wishes to extend the contract for the additional year.

Mr. Kmiecik added that in the past the Department paid a company to collect electronics; Comprenew has offered to pay the DPW to collect them. This system has worked very well this past year and staff would like to extend it.

MOTION

It was moved by Commissioner Vander Molen and seconded by Commissioner Groenleer to extend the existing agreement with Comprenew Environmental for the collection, packaging, transportation and disposal of electronic recyclables for one year and further, authorize the Director to execute the service agreement.

Motion carried unanimously.

2. HHW Disposal Contract

Approval was requested for the Household Hazardous Waste Disposal Contract for 2014 and 2015. Bids were received on November 5, 2013 by the Purchasing Division for a two (2) year contract for the disposal of household hazardous wastes collected from the county program. Staff is recommending low bid SQS, Inc. from Livonia, Michigan at a cost of \$89,120.00 per year. The Department has used this vendor for the past 3 years and has been very satisfied with their work. Payment will only be made for actual quantities processed.

Mr. Kmiecik emphasized that the Department only pays for what is collected. This is the same company that was used in previous years. The price shows an increase because of the increase in tonnage as more residents use the program.

Commissioner Shroll noted a large discrepancy between the low bidder and others. Mr. Kmiecik stated that it could be because how some of these companies dispose of the waste or their transportation costs.

Respondent	Amount
SQS, Inc. dba ERG Environmental Services	\$ 89,120.00
EQ Industrial Services, Inc.	\$ 97,962.50
Drug & Laboratory Disposal, Inc.	\$ 113,417.00
PSC Environmental Services	\$ 115,467.50
Tradebe Treatment & Recycling, LLC	\$ 234,267.75

MOTION

It was moved by Commissioner Shroll and seconded by Commissioner Vander Molen to award the contract to the low bidder, SQS, Inc., from Livonia, Michigan at a cost of \$89,120.00 per year and to authorize the Director to execute the prepared documents with SQS.

Motion carried unanimously.

V. Approval of Monetary Outlays

MOTION

It was moved by Commissioner Vander Molen and supported by Commissioner Rolls to approve the monetary outlays for the month of December 2013

Motion carried unanimously.

VI. Director's Report

A. Organizational Meeting

The organizational meeting will be Thursday, January 9, 2014 at the Scribner location. Board members were also given proposed meeting dates for 2014.

B. Community Involvement

Director Wood reported that he no longer serves on the West Michigan Sustainable Business Forum. There are other staff members that remain members of the group. He added that he was recently selected to serve on the board for West Michigan Environmental Action Council (WMEAC).

VII. Miscellaneous

A. Solid Waste Plan

Commissioner Byl wondered about communication received from Honigman Attorneys representing the Waste Industries Associations, regarding the Solid Waste Plan Amendment. Linda Howell, Assistant Corporate Counsel stated that Honigman alleges that the surcharge is a tax, in which case it may trigger a Hedley review. She stated that the surcharge is not a tax and will be used specifically for legacy costs and the household hazardous waste program.

VIII. Adjournment

The meeting was adjourned at 8:15 a.m.

William Byl, Board Secretary

MEETING DATE: **January 9, 2014**

AGENDA ITEM#: V - A



**BOARD OF
PUBLIC WORKS
ACTION REQUEST**

SUBJECT: Appointment Changes for the Climate Action Reserve

DIVISION: Solid Waste Operations

PREPARED BY: Daniel M. Kendall

ACTION REQUESTED:

Approval for the Director of the Department of Public Works to have the authority to designate Department staff for the Climate Action Reserve. (The Climate Action Reserve is the organization we register our Landfill Gas Carbon Credits with.)

SUMMARY OF REQUEST:

Upon the retirement of the Director of Engineering/Utility Services we need to appoint a new contact person for the Climate Action Reserve (CAR). Their rules require board action, by resolution giving a person, the Department Director, the authority to appoint contact persons.

The Director having this authority, we will be able to change the person, as needed.

ATTACHMENTS:

Resolution 5-14

GOVERNING/ADVISORY BOARD APPROVAL DATE: January 9, 2014

DEPARTMENT DIRECTOR:

Douglas A. Wood

RESOLUTION 5-14

At a meeting of the Board of Public Works of Kent County, Michigan held in the City of Grand Rapids, Michigan on the 9th day January 2014 at _____

PRESENT:
ABSENT:

Commissioner _____ moved the adoption of the following resolution which motion was supported by Commissioner _____.

WHEREAS, the Department of Public Works from time to time sells carbon credits; and

WHEREAS, carbon credits are verified by a third party and recorded with the Climate Action Reserve; and

WHEREAS, the Climate Action Reserve requires that, by resolution, a Department of Public Works representative be designated and authorized by the governing body to serve as the contact person or his/her Department designee.

NOW, THEREFORE BE IT RESOLVED, that Douglas G. Wood, Director, Kent County Department of Public Works is authorized to serve as the representative to the Climate Action Reserve or may designate a Department representative for the purpose conducting carbon credit transactions with the Climate Action Reserve, as needed.

The resolution was adopted with the following vote:

YEAS:
NAYS:
ABSENT:

STATE OF MICHIGAN)
)SS
COUNTY OF KENT)

I hereby certify that the foregoing is a true and complete copy duly adopted by the Board of Public Works of the County of Kent, the original of which is on file in the office of the Department of Public Works. I further certify that notice of said meeting was given in accordance with the provisions of the Open Meetings Act.

William Byl, Secretary

MEETING DATE: **January 9, 2014**

AGENDA ITEM#: V-B-1



**BOARD OF
PUBLIC WORKS
ACTION REQUEST**

SUBJECT: Maintenance Technician position

DIVISION: Solid Waste Operations

PREPARED BY: Kristen Wieland, Recycling and Resource
Recovery Manager

ACTION REQUESTED:

Recommend to the Board of Commissioners to add a full-time Maintenance Technician (UAW-20) position to the Recycling & Education Center

SUMMARY OF REQUEST:

- With the addition of a night shift Monday through Thursday, an additional staff person is necessary to perform preventative and regular maintenance.
- The manufacturer of the MRF equipment recommended two full-time maintenance technicians when the facility was constructed. Because the equipment was new and required less maintenance, the facility has been well-served by one maintenance technician. 2014 will be the fourth year of operation and the aging equipment and added run time requires more maintenance.
- The Maintenance Technician will perform preventative maintenance on highly advanced equipment; monitor computerized operational systems for heat, cooling, fire and security; assist contractors and vendors; manage the replacement part inventory; and maintain the grounds and snow plow in winter.
- Current staff have worked an estimated 500 hours of overtime with the addition of the evening shift. The additional maintenance technician position will help alleviate the current staffing constraints by reducing overtime. The additional staff person will ensure that the tipping floor is never unstaffed.
- The position will be supported through the Solid Waste Fund.

SUGGESTED MOTION:

It was moved by _____ and seconded by _____ to recommend to the Board of Commissioners to add a full-time Maintenance Technician (UAW-20) to the Recycling & Education Center.

ATTACHMENTS:

GOVERNING/ADVISORY BOARD APPROVAL DATE: _____

DEPARTMENT DIRECTOR: *Douglas A. Wood* DATE: January 9, 2014