

THEODORE J. VONK  
Chair

SHANA SHROLL  
Vice Chair

WILLIAM BYL  
Secretary

DAVID GROENLEER  
ROGER MORGAN  
DAVE BULKOWSKI  
RICHARD VANDER MOLEN

DOUGLAS G. WOOD  
Director



## Board of Public Works

### AGENDA

January 8, 2015  
8:30 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 1-15)
  - B. Election of Vice Chairman (Resolution 2-15)
  - C. Election of Secretary (Resolution 3-15)
  - D. Election of Deputy Secretary (Resolution 4-15)
- I. Review and Approval of Minutes
- II. Administration
  - A. Resource Recovery Specialist Reclassification
- III. Approval of Monetary Outlays
- IV. Director's Report
  - A. Solid Waste Ordinance - Update
  - B. Solid Waste Division Director Hiring Update
  - C. Regional Conversations – Overview of Allegan County Meeting in December
  - D. WTE - Circulating Line Inspection
  - E. Cost Savings Initiatives
  - F. Kentwood Landfill - Gas Collection System Installation Timeframe
  - G. MDEQ Announces \$600,000 in Recycling Grants for 2015
  - H. Electronics Recycling
  - I. SWANA Senior Executive Seminar January 27-30
  - J. Doug Wood's Retirement Celebration – January 30
- V. Miscellaneous
- VI. Adjournment



**RESOLUTION 1-15**

At an organizational meeting of the Board of Public Works of Kent County, Michigan held in the City of Grand Rapids, Michigan on the Eighth day of January, 2015 at \_\_\_\_\_.

**PRESENT:**

Commissioner \_\_\_\_\_ moved the adoption of the following 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 2015.

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 2-15**

At an organizational meeting of the Board of Public Works of Kent County, Michigan held in the City of Grand Rapids, Michigan on the Eighth day of January, 2015 at \_\_\_\_\_.

**PRESENT:**

Commissioner \_\_\_\_\_ moved the adoption of the following 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 2015.

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 3-15**

At an organizational meeting of the Board of Public Works of Kent County, Michigan held in the City of Grand Rapids, Michigan on the Eighth day of January, 2015 at \_\_\_\_\_.

**PRESENT:**

Commissioner \_\_\_\_ moved the adoption of the following 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 2015.

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 4-15**

At an organizational meeting of the Board of Public Works of Kent County, Michigan held in the City of Grand Rapids, Michigan on the Eighth day of January, 2015 at \_\_\_\_\_.

**PRESENT:**

Commissioner \_\_\_\_\_ moved the adoption of the following 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 2015.

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



**KENT COUNTY BOARD OF PUBLIC WORKS**

**November 6, 2014  
9:30 AM**

**Kent County Administration Building  
Board of Commissioners Chambers  
300 Monroe Ave NW  
Grand Rapids, Michigan 49504**

**MEMBERS PRESENT:** Commissioners, Vonk, VanderMolen, Morgan, Shroll, Byl, Bulkowski

**MEMBERS ABSENT:** Commissioner Groenleer

**OTHERS PRESENT:** Douglas G. Wood, Director; Dar Baas, Solid Waste Division Director; Elissa Soto, Office Manager; Molly Sherwood, Environmental Compliance Manager; Kristen Wieland, Resource Recovery & Recycling Manager; Chris Robinson, WTE Operations Manager; Kimberly Williams, Finance Division Director; Dan Rose, Solid Waste Operations Manager; Cal Brinks, Purchasing Division; Linda Howell, Kent County Assistant Corporate Counsel

**I. Call to Order**

Chair Vonk called the meeting to order at 9:30 a.m.

**II. Public Comment**

None

**III. Review and Approval of Minutes**

**MOTION**

It was moved by Commissioner VanderMolen and supported by Commissioner Byl to approve the minutes from October 2, 2014.

Motion carried unanimously.

**IV. Administration**

**A. Introduction-Kimberly Williams, Finance and Accounting Director**

Director Wood introduced Kimberly Williams, Finance and Accounting Director who replaced Dan Kendall. She came to the Department from the Health Department and is settling into to her new position.

B. Staff changes – South Kent Landfill

To Approve the deletion of a Transfer Station Operator (UAW 18) and adding an Equipment Operator (UAW 20) for South Kent Landfill.

With an increase in waste tonnage received at South Kent Landfill and to optimize placement and compaction of refuse, particularly in wet or winter working conditions, a loader, dozer and compactor working together is required. Current staffing levels only allows for two equipment operators on certain days and requires the Operations Supervisor to spend up to 50% of their time operating equipment.

Supervisor's time should be allocated to supervising personnel, onsite earthwork contractor, conducting load inspections, completing equipment reports, preparing daily logs and as time allows focus on smaller projects such as shaping ditches, grading roads, merging stockpiles and similar earthwork.

DPW staff is recommending deleting a current Transfer Station Operator (UAW 18) position and adding an Equipment Operator (UAW 20) position. Duties will include operating heavy equipment, assisting with load transfers, cleaning and maintaining equipment and completing other projects as directed and will allow the supervisor to focus on the above-mentioned responsibilities.

Questions were asked about whether there would be an increase in the budget since the new position is at a higher pay scale. Staff responded that the Department would in fact realize a cost savings because the employee exiting that current position is at the highest potential pay in the pay class.

**MOTION**

It was moved by Commissioner Byl and supported by Commissioner Bulkowski to approve the deletion of a Transfer Station Operator (UAW 18) position and adding an Equipment Operator (UAW 20) for South Kent Landfill.

Motion carried unanimously.

C. Cell Tower Lease Agreement Amendment

Staff requested the review and approval of Cell Tower Lease Amendment. Below is a list notable additions:

- In 1999 the DPW entered into a ground lease with T-Mobile for property at the North Kent Landfill on which T-Mobile would construct and operate a cell tower.
- The Lease included several 5 year renewal periods. The last extension period will be triggered next year and will expire in 2019.
- T-Mobile (through its tower management company Crown Castle) requested an extension now due to its business needs to confirm continued access to the tower for the long term.
- Base rent will increase from \$14,979 to \$18,000. The base rent will increase by a set 3.0% per year.
- DPW also will receive 15.0% of all revenue received by T-Mobile for equipment placed on the tower by other cell companies.

- Lease extension is for 5 extension terms of 5 years each. If all extensions are taken, the Lease will expire in 2039. This length is common in the cell tower industry and is less than T-Mobile originally requested.
- T-Mobile continues to be responsible for all tower maintenance and will provide liability insurance and a bond to guarantee the ultimate removal of the tower at the conclusion of the Lease.
- The Lease allows T-Mobile to terminate early with 12 months' notice and an early termination fee equal to one year of rent (i.e., notice given on January 1, 2020, effective December 31, 2020 with rent paid through December 31, 2021).

## **MOTION**

It was moved by Commissioner VanderMolen and seconded by Commissioner Byl to approve the Cell Tower Lease Agreement Amendment and extension.

Motion carried unanimously.

### **V. Solid Waste Operations**

- A. Oetman Excavating Agreement – South Kent Landfill 2015 Earthwork Contract  
Staff requested the approval of the extension of the South Kent Landfill Earthwork Contract for 2014 – 2015.

Staff is requesting an extension of the 2012-2013 and 2013-2014 South Kent Landfill Earthwork Contract between Oetman Excavating and Kent County DPW. Oetman Excavating has agreed to continue with 2012/2013 rates for the upcoming 2014-2015 contract period. The unit price contract is estimated to be \$561,159.00. Supporting documentation is attached.

Work will involve excavation of future municipal solid waste cells, providing daily cover to the working face, stockpiling material, placement of intermediate cover and placement of final cover along with additional hourly work such as soil erosion and sedimentation control, ditch cleaning and storm water pipeline installation.

Over the past year Oetman Excavating provided operators and equipment to meet daily needs at the South Kent Landfill. Continuity of service and unit pricing provided in an extension of this contract would be favorable in the upcoming contracting period.

## **MOTION**

It was moved by Commissioner Byl and seconded by Commissioner Shroll to award the 2014-2015 South Kent Landfill Earthwork Contract to Oetman Excavating, LLC in the amount of \$561,159. Unit prices provided in the 2012-2013 Earthwork Contract remain unchanged.

Motion carried unanimously.

- B. Backup Trash Compactor – South Kent Landfill

Review and approval to purchase a certified refurbished Al-Jon ADV 500 trash compactor for use at the South Kent Landfill.

The DPW has historically used a primary trash compactor with overlapped coverage of a secondary compactor at the South Kent Landfill because of the difficult working environment and tendency for compactors to need mechanical repair and ongoing

preventative maintenance.

The secondary compactor experienced a reoccurring mechanical problem and to avoid future repair costs, in October, was returned for the buyback amount of \$129,600 at the end of the guaranteed maintenance period.

- Trash compaction is critical in maximizing use of constructed airspace. The DPW is using a D8 dozer as a backup but it does not provide sufficient compaction.
- Staff evaluated used equipment purchase and lease options from several suppliers and located a certified refurbished Al-Jon compactor that is currently available for sale.
- The previous owner was contacted concerning performance, repairs and maintenance history which was favorable.
- As provided for in Kent County Purchasing Fiscal Policy, the requirements for competitive sealed bids set forth in the policy may be exempted by the Public Works Board. The Kent County Purchasing Division has reviewed this request and recommends approval.
- Purchase price includes scheduled preventative maintenance for the first 1500 hours of use.

Staff is recommending waiving Purchasing Fiscal Policy and purchase of a certified refurbished Al-Jon ADV 500 to be used as the secondary compactor. Staff added that service for the machine is local and therefore repairs, if needed, will be timelier.

## **MOTION**

It was moved by Commissioner Byl and seconded by Commissioner Shroll exempting County requirements for a sealed competitive bid for the acquisition of a solid waste compactor and further to purchase a certified refurbished Al-Jon ADV 500 trash compactor from Tri County Equipment Sales for in the amount of \$261,000.

Motion carried unanimously.

## **VI. Resource Recovery and Recycling Operations**

### **A. Goodwill Industries Service Agreement**

Staff submitted a request to approve and authorize the Public Works Director to execute a Service Agreement with Goodwill Industries of Greater Grand Rapids to provide transitional work experience workers for the Kent County Recycling and Education Center processing line.

Since 2011, Goodwill has provided workers at the Recycling and Education Center to supplement staffing needs on the processing line.

The Transitional Work Experience (TWE) Program was developed by Goodwill to provide participants with an opportunity to gain work experience as they seek out permanent employment opportunities.

After a review of Recycling Center operations, DPW staff made a decision to use Goodwill transitional work force (TWE) workers to staff the processing line. TWE

workers provide a consistent, motivated, and supervised work force. Corporate Counsel has reviewed and approved the contract. Funds are available in the 2015 budget.

Staff added that the Department would still utilize community service workers for trash management around the sites.

**MOTION**

It was moved by Commissioner VanderMolen and seconded by Commissioner Shroll to approve and authorize the Public Works Director to execute a Service Agreement with Goodwill Industries of Greater Grand Rapids to provide transitional work experience workers for the Recycling & Education Center processing line

Motion carried unanimously.

**VII. Environmental Compliance Management/Closed Landfills**

- A. North Kent Landfill Pretreatment Bldg. Insulation – Distributed at meeting  
Staff requested Approval of the quote for installation of spray-in-place foam insulation in the North Kent Landfill Pretreatment Building.

With the addition of the air stripper for treatment of contaminated groundwater at North Kent Landfill, the need has arisen for a heated building. The air stripper has been housed in the Pretreatment Building at NKL, but the lack of building insulation and heat meant the air stripper could not be used in the winter.

The Pretreatment Building has remained largely unused since leachate pretreatment ceased at the site in 1995. The space is ideal for the air stripper due to its electrical and water supplies, its connection to the existing leachate system, and the available space in the building. Insulation of the building will allow the air stripper to operate year round, and it will also provide much needed additional work space for site maintenance activities.

Three quotes were obtained from contractors who specialize in spray-in insulation. Of these quotes, staff is recommending that Comfortzone Foam Insulation perform the work for \$4,600. Below is a summary of the quotes that were obtained.

<b>Contractor</b>	<b>Quote</b>
Comfortzone Foam Insulation	\$4,600
Advanced Insulation Technology	\$6,250
Whitson Insulation Company	\$10,100

**MOTION**

It was moved by Commissioner Byl and seconded by Commissioner Morgan to approve Comfortzone Foam Insulation to install foam insulation in the North Kent Landfill Pretreatment building for \$4,600.

Motion carried unanimously.

**VIII. Approval of Monetary Outlays**

## **MOTION**

It was moved by Commissioner Byl and supported by Commissioner Morgan to approve the monetary outlays for November 2014.

Motion carried unanimously.

### **IX. Director's Report**

#### **A. Environmental Health & Safety Program Review - Sunset ISO 14001 at SKL**

The Department will Sunset ISO 14001; we will discontinuing the certification but will continue utilizing ISO processes internally with a cost savings of at least \$10,000 annually.

#### **B. South Kent Landfill Tree Farm**

Staff reported that the Parks Department has been able to transplant trees. The Cities of Wyoming and Grand Rapids have also expressed interest in the trees as well.

#### **C. Kentwood Landfill Engineering**

The EPA and MDEQ is requiring the Department to install a gas collection system at the Kentwood Landfill. Staff is working with SES engineers to finalize a design and Dan Rose, Solid Waste Operations Manager will oversee the construction.

#### **D. 2015 BPW Schedule**

Board Members were given a tentative schedule for 2015. The BPW Organizational meeting will be January 8, 2015 in the DPW office.

#### **E. Granger**

One of the engines at the gas-to-energy facility failed. Granger is aware and is in the process of replacing it.

#### **F. Ordinance**

The ordinance will soon be presented to the Executive, Legislative and Finance Committees and then to the full Board of Commissioners.

#### **G. 2015 Electronics Recycling Agreement.**

The contract with Comprenew is expiring and the collection of electronics is out to bid. Staff has been notified that Comprenew will no longer be paying for CRT/televisions and going forward will charge a fee to accept them. If the bid is awarded to Comprenew there may be a cost to the Department to run the electronics recycling program.

### **X. Miscellaneous**

None

### **XI. Adjournment**

The meeting adjourned at 10:15 a.m.

MEETING DATE: **January 8, 2015**

AGENDA ITEM#: V – A



**BOARD OF  
PUBLIC WORKS  
ACTION REQUEST**

SUBJECT: Resource Recovery Staffing Changes

DIVISION: Solid Waste – Resource Recovery

PREPARED BY: Dar Baas, Solid Waste Division Director

**ACTION REQUESTED:**

To approve the reclassification of a part-time Resource Recovery Specialist position (UAW 21) to a part-time Community Relations Coordinator (UAW 25).

**SUMMARY OF REQUEST:**

Consistent with our strategic plan, the DPW recognizes the continuing need to develop strong relationships with the media and external organizations as we educate residents and impact public opinion.

While there are similarities between the positions, the Resource Recovery Specialist attracts candidates with training and experience in the environmental sciences while this reclassified position would be responsible for developing and implementing a broader communications strategy for the Department requiring significant experience in marketing, social media, brand management and communication.

The Community Relations Coordinator will focus efforts on public relations including communication with the media, community organizations, professional groups, business organizations and the general public. This position will analyze the market and public opinion, assist as editor to the administrative staff, focus on both internal and external communications; and develop website, print, audiovisual and electronic informational and promotional materials.

DPW staff recommends this position reclassification.

**SUGGESTED MOTION:**

It was moved by \_\_\_\_\_ and seconded by \_\_\_\_\_ to approve the reclassification of a part-time Resource Recovery Specialist (UAW21) to a part-time Community Relations Coordinator (UAW 25) position.

**ATTACHMENTS:**

Community Relations Coordinator Job Description

**GOVERNING/ADVISORY BOARD APPROVAL DATE: January 8, 2015**

**DEPARTMENT DIRECTOR:** \_\_\_\_\_

**KENT COUNTY  
HUMAN RESOURCES DEPARTMENT**

**TITLE: COMMUNITY RELATIONS COORDINATOR**

**UNIT: UAW  
RANGE: 25**

**NATURE OF WORK:**

Provides communications and public relations services to external and internal constituents of the department or unit. Designs, develops, authors and/or produces reports, articles and other print media; publicity and presentation materials; public interest and other audio visual scripts; website information and other electronic media.

**EXAMPLES OF WORK:**

Listed examples are illustrative and representative of the tasks required of this classification but are not intended to be complete or exhaustive of this position.

Represents the department or unit to internal and external constituencies.

Collects, compiles and analyzes market, public opinion and/or needs assessment research data to identify marketing, outreach and communications program needs.

Develops, designs, and creates print, audiovisual and electronic informational and promotional materials to implement marketing and public relations strategies and campaigns.

Prepares and designs internal communications media.

Develops, designs, authors and/or publishes pamphlets, brochures, booklets and other informational media explaining and promoting departmental facilities, programs and services.

Receives and responds to requests for information from the media, community organizations, professional groups, business organizations and the general public.

Develops and disseminates articles, fliers, brochures and other print and electronic media to publicize new department programs, services, facilities and/or initiatives.

Develops, maintains and updates the department website which includes reports and statistics, upcoming meetings and events, and links to other related sites.

Arranges, develops and produces broadcast, multi-media and other presentation materials.

Delivers presentations at meetings, conferences, conventions and other events.

Serves as editor to the administrative staff of the department.

Plans, schedules, coordinates, and/or conducts, as assigned, departmental orientation for special groups visiting the department.

Performs related work as required.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Bachelor's Degree from an accredited institution in Public Relations, Communications, Journalism, English or other related field.

Three years of progressively responsible experience in public relations, promotional writing, publication, broadcast, or related field.

Thorough working knowledge of public relation principles and practices.

Thorough working knowledge of accepted journalism techniques and practices.

Thorough working knowledge of multi-media principles and production practices.

Excellent English language skills, including spelling, punctuation, grammar and usage.

Computer literacy, including thorough working knowledge of database management, WEB design, Internet, word processing, desktop publishing and graphics application software.

Ability to design and develop materials for a variety of audiences with widely divergent cultural and socio-economic backgrounds, and divergent levels of educational attainment and English fluency.

Ability to maintain positive working relationships with members of the media, community organizations and other audiences with opposing interests.

Excellent oral and written communication skills.

Excellent interpersonal and human relations skills.

**NOTE:**

Candidate applying at the Department of Aeronautics must be able to pass the required FBI fingerprint-based criminal history record check.

The incumbent attends meetings and events throughout Kent County and outside the County, and is expected to provide his/her own transportation.

**STANDARD PHYSICAL REQUIREMENTS:**

Must be able to perform essential job functions with or without reasonable accommodations, including, but not limited to, visual and/or audiological appliances and devices to increase mobility.

1/04; Rev. 2/07

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.