



**KENT COUNTY  
DEPARTMENT OF  
PUBLIC WORKS**

**AGENDA**

**March 3, 2016**

**8:30 AM**

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

**2016 BOARD**

Theodore J. Vonk  
*Chair*

Shana Shroll  
*Vice Chair*

William Byl  
*Secretary*

David Groenleer

Dan Koorndyk

Dave Bulkowski

Richard Vander Molen

Darwin J. Baas  
*Director*

- I. Call to Order
- II. Review and Approval of Minutes
- III. Administration
  - A. Service Awards
    - i. Kristen Wieland – 10 years
  - B. Strategic Plan Presentation Follow-up
  - C. Recycling & Education Center Service Fees
- IV. Resource Recovery and Recycling Operations
  - A. Scalehouse Attendant – Action Request
- V. Approval of Monetary Outlays
- VI. Director's Report
  - A. Energy Recovery Council
  - B. SWMO – Waste Hauler Licensing Update
- VII. Miscellaneous/Public Comment
- VIII. Adjournment

Earl G. Woodworth Building  
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## KENT COUNTY BOARD OF PUBLIC WORKS

### AGENDA

February 4, 2016

8:30 AM

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

- MEMBERS PRESENT:** Commissioners Vonk, VanderMolen Shroll, Koorndyk, Groenleer, Bulkowski
- OTHERS PRESENT:** Darwin Baas, Director; Elissa Soto, Office Manager; Kimberly Williams, Finance Division Director; Chris Robinson, WTE Operations Manager; Dan Rose, Solid Waste Operations Manager; Nic VanderVinne, Resource Recovery and Recycling Manager; Molly Sherwood, Environmental Compliance Manager; Joni Laming, Purchasing Division; Stephanie Lee, Kent County Risk Management; Janna Bracket, Kent County DPW; Mark Dean, Kent County DPW; Mark Herrington, Kent County DPW; Becky Dyer, Kent County DPW; Lauren Westerman, Kent County DPW; Megan Kretz, Kent County DPW; Kim Alexander, Kent County DPW; Tracey Croskery, Kent County DPW

#### I. Call to Order

Chair Vonk called the meeting to order at 8:30 a.m.

#### II. Consent Agenda

A. Review and Approval of Minutes

B. GFOA Conference – Action Request

Review and approval for the Finance Division Director to attend the Government Finance Officers Association (GFOA) 110th Annual Conference in Toronto, Ontario, Canada.

C. SWANAPALOOZA Conference

Review and approve conference travel for the DPW Environmental Compliance Manager and any Board members to attend the 2016 SWANAPALOOZA Conference.

**MOTION**

It was moved by Commissioner Bulkowski and supported by Commissioner Shroll to approve the consent agenda.

Motion carried unanimously.

**III. Administration**

A. Service Awards

Mr. Baas and the BPW Board recognized and thanked Mark Herrington (30 years) and Jana Bracket (15 years) for the years of service with the BPW.

B. Strategic Plan Presentation

Dar Baas presented to the Board via a PowerPoint presentation outlining the Department's Strategic Plan and direction for the next five (5) years.

**IV. Waste-to-Energy Facility Operations**

A. Insurance Renewal - Action Request

Staff requested the review and authorization for the Director to acquire insurance coverage for the WTE. For the WTE property and liability insurance renewals, staff solicited proposals from three insurance agencies through Kent County Fiscal Services for 2016 Coverage; bids were received from current carriers. Included in the packet is a summary of bids received and recommendations from Fiscal Services and Risk Management.

For property insurance through Arthur J. Gallagher with ACE the 2015 premium was \$207,422 and the 2016 premium is \$212,212.88, an increase of \$4,790.88 or 2.3%. The increase is directly related to an increase in total values, the premium rate has remained stable.

For general liability insurance through BHS Insurance Agency it is recommended to renew with Chubb and excess liability from Chubb and Scottsdale Insurance. The premium for liability coverage is a decrease from last year of \$553 for \$157,122.50 from \$157,675.50, a .35% decrease. This decrease is related to a decrease in power

production. The combined 2016 property and liability premium cost of \$369,335.38 is \$30,664.62 less than the 2016 WTE budget estimate of \$400,000.

The effective date of the insurance policies is March 1, 2016.

Stephanie Lee, Risk Manager and Francine Farrington, Fiscal Services Deputy Director were available to answer questions.

Commissioners noted that the policy did not include flood insurance and asked why this was since the WTE is located in a flood zone. Staff believed it was not included because the road leading to the WTE is the actual flood zone. Staff would confirm this and give an exact answer to the Board.

## **V. Approval of Monetary Outlays**

### **MOTION**

It was moved by Commissioner Byl and supported by Commissioner VanderMolen to approve the monetary outlays for February 2016.

Motion carried unanimously.

## **VI. Director's Report**

### **A. Flint Area Water Bottles**

The Director contacted the MDEQ, Michigan Recycling Coalition and Republic Waste Services to offer processing capacity at the Kent County Recycling and Education Center for empty water bottles generated in the City of Flint should stopgap processing be needed to help manage the bottles being generated by residents.

### **B. GRBJ – The Newsmakers of the Year 2015**

Kristen Wieland, DPW Community Relations Coordinator was nominated as a newsmaker in the sustainability category by the Grand Rapids Business Journal.

### **C. MPSC Filing Update**

The DPW continues to work with members of the Michigan Independent Power Producers Association and Varnum to address the issues raised in the filing for intervention with the Michigan Public Utilities Commission (MPSC) regarding Consumers Energy 2016 Cost Recovery filing and the technical advisory committee reviewing the avoided cost study by MPSC staff.

### **D. Energy Policy Update**

Senator John Proos, Vice-chair of the Senate Energy Committee toured the Waste to Energy facility and provided an update on when he thought energy legislation might move forward in the Senate.

### **E. Sharps Container Program Update**

The SafeSharps program – a collaborative program sponsored by the Health Department and DPW has distributed over 100 sharps containers since the program launched in January.

**VII. Public Comment & Miscellaneous**

A. Street Designation for Doug Wood

Commissioner Vonk shared with the Board that a date had been set to install the street sign at North Kent in honor of Doug Wood. It will be at the May 5, 2016 BPW meeting held at the Boulder Creek Golf Club.

**VIII. Adjournment**

The meeting was adjourned at 9:40 a.m.

MEETING DATE: **March 3, 2016**

AGENDA ITEM#: IV – A



**BOARD OF  
PUBLIC WORKS  
ACTION REQUEST**

SUBJECT: Scalehouse Attendant Position UAW 15

DIVISION: Resource Recovery

PREPARED BY: Darwin J. Baas, Director

**ACTION REQUESTED:**

To review and recommend that the Kent County Board of Commissioners approve the addition of a full time Scalehouse Attendant (UAW 15) position to provide necessary staff coverage for scalehouse operations at the Recycling and Education Center.

**SUMMARY OF REQUEST:**

Since opening in 2010, the Recycling and Education Center (REC) utilized a self-serve kiosk at the scale for inbound recycling trucks with varying success due to misplaced access cards, forgotten entry codes and drivers going around the scale.

The implementation of service fees for recycling loads in January requires accurate accounting of inbound materials for billing purposes. During recent scale software upgrades staff evaluated changes at the self-serve kiosk to help reduce mistakes and were unable to find a system that would not require monitoring to prevent misuse.

In addition to monitoring 60 inbound loads daily, the scalehouse attendant will assist the facility supervisor with driver paperwork for 40 outbound commodity loads that leave the facility weekly.

Staff anticipates filling the position by May 2016. The adjusted cost of this position for eight months would be \$37,350 for fiscal year 2016.

**SUGGESTED MOTION:**

It was moved by \_\_\_\_\_ and seconded by \_\_\_\_\_ to recommend that the Kent County Board of Commissioners approve the addition of a fulltime Scalehouse Attendant (UAW15) position to provide necessary staffing coverage for scalehouse operations at the Recycling Center.

**GOVERNING/ADVISORY BOARD APPROVAL DATE: March 3, 2016**

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