



KENT COUNTY BOARD 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

- MEMBERS PRESENT:** Commissioners, VanderMolen Shroll, Koorndyk, Groenleer, Bulkowski, Byl
- MEMBERS ABSENT:** Commissioner Vonk
- 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; Molly Sherwood, Environmental Compliance Manager; Joni Laming, Purchasing Division; James Hurt, City of Grand Rapids; Josh Lunger, GR Chamber of Commerce.

I. Call to Order

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

II. Review and Approval of Minutes

MOTION

It was moved by Commissioner Byl and supported by Commissioner Bulkowski to approve the February 4, 2016 minutes.

Motion carried unanimously.

III. Administration

A. Service Awards

i. Kristen Wieland

The Board and DPW staff recognized Kristen Wieland for her 10 years of service to the Department.

B. Strategic Plan Presentation Follow-up

Director Baas reviewed highlights from the DPW Strategic Plan that was presented the previous month and asked the Board if they had any questions or concerns they would like addressed.

C. Recycling & Education Center Service Fees

Mr. Baas discussed the 2017 service fees at the Recycling and Education Center.

Commissioners thanked Mr. Baas for the work that the Department is doing and are pleased with the good conversation taking place regarding major issues that affect the DPW.

IV. Resource Recovery and Recycling Operations

A. Scalehouse Attendant

Staff presented a request for the review approval of 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.

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.

MOTION

It was moved by Commissioner VanderMolen and seconded by Commissioner Byl 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.

Motion carried unanimously.

V. Approval of Monetary Outlays

MOTION

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

Motion carried unanimously.

VI. Director's Report

- A. Energy Recovery Council – The Director informed the Board that he has been appointed to serve as a board member for the ERC.
- B. SWMO – Waste Hauler Licensing Update – Licensing continues, the large majority of haulers have been licensed and the Director will provide details on the number of license issues and next steps in the implementation at the April Board meeting.

VII. Miscellaneous/Public Comment

Commissioners expressed the importance of proper signage directing customers to the South Kent landfill. Staff stated that the Department is in the process rolling out new signage at all the DPW sights.

VIII. Adjournment

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