



## KENT COUNTY BOARD OF PUBLIC WORKS

### MINUTES

April 7, 2016

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

**MEMBERS PRESENT:** Commissioners, Vonk, Koorndyk, Groenleer, Byl  
**MEMBERS ABSENT:** Commissioners Shroll, Bulkowski, VanderMolen  
**OTHERS PRESENT:** Darwin Baas, Director; Elissa Soto, Office Manager; Kimberly Williams, Finance Division Director; Chris Robinson, WTE Operations Manager; Cal Brinks, Purchasing Division;

#### I. Call to Order

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

#### II. Review and Approval of Minutes

#### MOTION

It was moved Commissioner Byl and supported by Commissioner Groenleer to approve the March 3, 2016 minutes

Motion carried unanimously.

#### III. Consent Agenda

A. Conference/Education Travels – NAWTEC and Covanta Partners Meeting

#### MOTION

It was moved by Commissioner Koorndyk and supported by Commissioner Groenleer to approve the consent agenda.

Motion carried unanimously.

#### **IV. Administration**

##### **A. HHW/CESQG Service Center Presentation**

Director Dar Bass shared a PowerPoint Presentation that detailed possibility of creating a Service Center at the Recycling and Education Center.

The Board thanked Mr. Baas for the presentation and the research that was put into it, they look forward to seeing future plans.

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

##### **A. Golder Associates**

Staff presented a request to approve Golder Associates to prepare the South Kent Landfill construction permit application and design of the Ash Monofill (Cells 48-55) MSW (Cells 11-47) vertical expansions.

To extend the life of the South Kent Landfill within the current footprint, DPW staff propose to modify facility design to maximize vertical airspace that requires a new construction permit and will include previously approved mechanically stabilized earth walls (MSE) for the ash monofill vertical expansion and a vertical expansion for the remaining unconstructed MSW cells.

To submit the Construction Permit package to the MDEQ, the scope of work includes hydrogeologic investigation, monitoring plan updates, isolation distance verification, geotechnical investigation, construction quality assurance plan updates, surface water run-off analysis, operations plan updates, landfill gas management plan, comprehensive engineering design report, and engineering drawings. A reference checklist is attached.

In 2015, DPW utilized Golder to prepare bidding documents for the accelerated construction of Cell 37. A thorough bidding package was delivered on time allowing the project to proceed within a narrow bid and construction timeframe, including plan and bid document modifications due to unforeseen site hydrogeologic conditions.

With an extensive track record preparing successful, comprehensive landfill construction permit packages for the MDEQ, familiarity with regulatory staff, knowledge of SKL facility design and site conditions, staff recommends Golder to prepare the Construction Permit Application. A second bid was obtained and determined more costly when scope of services between firms was compared

#### **MOTION**

It was moved by Commissioner Byl and seconded by Commissioner Koorndyk to approve Golder Associates for preparation of the Construction Permit Package for the South Kent Landfill expansion for \$233,855 to be billed on a not-to-exceed time and material basis.

Motion Carried unanimously.

B. Mowing Contract

To approve D&N Landscape Maintenance for the brush hogging at South Kent Landfill, North Kent Landfill, Kentwood Landfill and Sparta Landfill properties and Wolf Creek Landscape Services for mowing the yard area of North Kent Transfer Station and South Kent Landfill properties.

Kent County Purchasing Department issued a Request for Quotes #1770 for mowing the yard areas at South Kent Landfill and North Kent Landfill as well as for brush hogging South Kent Landfill, North Kent Landfill, Kentwood Landfill and Sparta Landfill. Seven companies submitted quotes as indicated in the attached Bid Tabulation sheet.

Wolf Creek Landscape Services quoted \$4,440 annually to mow the yard areas at South Kent Landfill and \$3,900 annually to mow the yard areas at North Kent Transfer Station. An optional 2nd and 3rd year extension with the same pricing structure is included.

D&N Landscape Maintenance provided a quote of \$3,370.80, \$2,265.75, \$1,629.75 and \$1,112.00 to brush hog South Kent Landfill, North Kent Landfill, Kentwood Landfill and Sparta Landfill. An optional 2nd and 3rd year extension with the same pricing structure is included.

Staff recommends awarding Wolf Creek Landscape Services, low bid for the mowing contract and D&N Landscape Maintenance, low bid for the brush hogging contract.

**MOTION**

It was moved by Commissioner Koorndyk and seconded by Commissioner Byl to approve D&N Landscape Maintenance for brush hogging and Wolf Creek Landscape Services for the mowing at DPW properties as referenced above and in the attached quotes.

Motion carried unanimously.

**VI. Resource Recovery and Recycling Operations**

A. Progressive AE – Planning and Asset Review Services

Staff requested the approval to hire Progressive AE as the architect to provide planning and asset review services to assess the physical condition and suitability of the outbuilding located at the Kent County Recycling and Education Center for repurposing as a SafeHomes Service Center.

The DPW provides household hazardous waste collection services at four satellite locations in the City of Grand Rapids, Plainfield Township, City of Kentwood and the City of Wyoming using Safety Storage® hazardous material storage units.

While the Safety Storage® units provide adequate spill containment and temporary storage for collected material they do not provide for a level of service for the residents, customers and communities in Kent County.

This master plan study will provide a base map, structural review, concept design and site program needs to determine the suitability and probable cost of repurposing the secondary building located on the Recycling and Education property as the main facility for SafeHomes programs including household hazardous waste, conditionally exempt small quantity generator, electronics recycling and take back meds collections, and community reuse programs.

Facilities Management recommended the use of Progressive AE for this project.

## **MOTION**

It was moved by Commissioner Byl and seconded by Commissioner Groenleer to approve the use of Progressive AE for the planning and assessment study for the outbuilding parcel at the Recycling and Education Center at a cost of \$4,200.

Motion carried unanimously.

### **B. Electronics Recycling Fee Increase**

Staff requested the review and approval of a rate increase for accepting televisions (CRTs) through the DPW Electronics Recycling Program.

Due to manufactures limiting or eliminating support for Michigan's end of life electronics take back programs, in February 2015 the Board of Public Works approved a fee structure for accepting older cathode ray tube (CRT) style television sets.

TVs present a challenge for recyclers because each set contains 5 to 10 pounds of lead in the glass display. The approved fees of \$10/\$15 for smaller models and \$20/\$30 for larger models covered part of the collection cost for County residents and the full cost for non-Kent County residents respectively, was approved by the Board.

Kent County is one of the few programs that still accepts CRT style TVs. Locally, take back programs continue to be eliminated and with limited downstream outlets to process CRT glass, the cost has increased from \$0.15/pound in 2015 to \$0.35/pound in 2016.

Staff does not anticipate the State of Michigan will enact legislation to create a more robust electronics recycling framework with manufacturer support and the cost-share program allows Kent County to continue to accept televisions from residents and share the responsibility of recycling with the consumer. A new fee structure of \$20/\$30 for smaller models and \$40/\$50 for larger modes for County residents and non-Kent County residents, respectively is recommended.

Overall, the Commissioners agreed that there needs to be an increase in the cost of disposal since the DPW is now one of the few organizations that accept CRT's. In the long term long-term solutions need to be developed for this issue.

**MOTION**

It was moved by Commissioner Byl and seconded by Commissioner Groenleer to approve new 2016 rates for accepting televisions containing cathode ray tubes of \$20/\$30 for sets under 27” and \$40/\$50 for sets 28” or larger for County residents/non-Kent County residents respectively.

Motion carried unanimously.

**VII. Accounting & Finance**

**A. Solid Waste Management Ordinance – Budget Adjustment**

Staff requested the approval of the 2016 Department of Public Works Annual Budget Adjustment and establish the Landfill Legacy Costs/HHW Fund.

On July 30, 2015, the Kent County Board of Commissioners approved the Solid Waste Management Ordinance and Surcharge Schedule with an effective date January 1, 2016. The DPW 2016 Operating Budget was approved by the Board of Public Works at their June 4, 2015 meeting, prior to adoption of the Solid Waste Management Ordinance.

The Solid Waste Management Ordinance - Section 7.6 Deposit and Use requires that all fees and surcharges received be deposited into the Landfill Legacy Costs/HHW Fund. Money from this fund will be used solely for the purpose of meeting regulatory and financial assurance requirements for legacy landfills, operation of the household hazardous waste program, and implementation and enforcing the Solid Waste Management Ordinance.

Additionally, the DPW is transferring \$6,705,784.10 from Restricted Funds – Reserved for Future Landfill Costs into the Landfill Legacy Costs/HHW Fund as planned.

Annually the Department of Public Works will produce and make a financial report providing an overview of revenue and expenses, operating budgets, and the fund balance for the Landfill Legacy Costs/HHW Fund.

**MOTION**

It was moved by Commissioner Byl and seconded by Commissioner Groenleer to adjust the 2016 Department of Public Works Annual Budget, establish the Landfill Costs/HHW Fund, to deposit all Solid Waste Management Ordinance fees and surcharge revenues in an amount not expected to exceed \$1.45 million for 2016, to transfer \$6,705,784.10 from the Restricted Funds – Reserved for Future Landfill Costs into the Landfill Costs/HHW Fund, and to expend from this Fund for the purposes allowed under the Solid Waste Management Ordinance including the implementation and enforcement of the Solid Waste Management Ordinance.

Motion carried unanimously.

B. 2017 Capital Improvement Program Budget

Approval was requested of the 2017 Capital Improvement Program Budget. Each year staff prepares a five-year plan for upcoming Capital Improvement Program (CIP) needs of the department.

CIP expenditures can include such items as vehicles, on-site rolling stock, stationary equipment and building refurbishment over \$10,000 that are capitalized and depreciated. 2017 expenditures are presented with 2018 – 2021 provided as a tool to forecast future needs.

The Board received forms that provide the requests and explanation summaries for certain items.

Staff presented the CIP at the meeting.

**MOTION**

It was moved by Commissioner Byl and seconded by Commissioner Groenleer to approve the 2017 capital Improvement Program Budget for the Department of Public Works and submit to the County Administrator.

Motion carried unanimously.

**VIII. Approval of Monetary Outlays**

**MOTION**

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

Motion carried unanimously.

**IX. Director's Report**

- A. GRPS Recycling Update – Grand Rapids Public Schools is now providing classroom recycling in their schools. DPW has been working alongside the GRPS Green fellow to provide guidance and training during implementation.
- B. Waste Haulers Meeting on 2017 Recycling Center Service Fees – DPW staff held two informational meetings with waste haulers to provide an overview of where we think service fees will have to be set for 2017.
- C. Extending Bus Route to Recycling and Education Center – Goodwill is working with The RAPID to determine whether a bus stop can be added to a route.
- D. Waste Hauler Licensing Update – At the end of March, 70 waste haulers have been licensed as part of the Solid Waste Management Ordinance.

**X. Public Comment and Miscellaneous**

Commissioner Vonk reminded the Board that next month's meeting will be held at Boulder Creek Golf Club at 10 a.m., in order to perform the street sign unveiling at North Kent Transfer Station in Doug Wood's honor.

**XI. Adjournment**

The meeting was adjourned at 9:35 a.m.