



**KENT COUNTY BOARD OF PUBLIC WORKS**

**January 7, 2021**

**8:30 AM**

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

**MEMBERS PRESENT:** Commissioner Brieve, Janes, Skaggs, Yonker, Bulkowski, Greene

**MEMBERS ABSENT:** Commissioner Antor

**OTHERS PRESENT:** Darwin Baas, Director; Kimberly Williams, Finance Division Director; Alisha Barber, Office Manager; Paul Smith, WTE Operations Manager; Becky Dyer, Division Financial Supervisor; Nic VanderVinne, Resource Recovery and Recycling Manager; Dan Rose, Solid Waste Operations Manager; Molly Sherwood, Environmental Compliance Manager; Kristen Wieland, Marketing & Communications Manager; Lauren Westerman, Resource Recovery Specialist; Katelynn Kikstra, Resource Recovery Specialist; Isaac Thaler, Resource Recovery Specialist; Constance Westgate, Environmental Engineer Technician; Calvin Brinks, Purchasing/Fleet Services Manager; Craig Paull, Indigent Defense Administrator/Attorney Administrator/Controller; John Van Tholen, Van Tholen & Associates; Pat Greve, Waste Management; Steve Faber, Byrum & Fisk Advocacy Communications; Tim Mroz, The Right Place; Rick Chapla, RC Consulting; Bill Stough, Sustainable Research Group; Charles Hauser, Granger Waste Services

**I. Call to Order**

Commissioner Brieve called the meeting to order at 8:30 a.m. and Director Baas opened the floor for nominations for Chairman.

**II. Election of Officers**

A. Election of Chairman (Resolution 1-21)

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

BE IT RESOLVED that Commissioner Brieve is elected Chairperson of the Kent County Board of Public Works for the calendar year 2021.

The resolution was adopted with the following vote:

**YEAS:** Commissioners Brieve, Janes, Skaggs, Yonker, Bulkowski, Greene

**ABSENT:** Commissioners Antor

**NAYS:** None

Commissioner Brieve chaired the remainder of the meeting and opened the floor for nominations for Vice Chair.

B. Election of Vice Chairman

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

BE IT RESOLVED that Commissioner Janes is elected Vice Chairperson of the Kent County Board of Public Works for the calendar year 2021.

The resolution was adopted with the following vote:

**YEAS:** Commissioners Brieve, Janes, Skaggs, Yonker, Bulkowski, Greene

**ABSENT:** Commissioners Antor

**NAYS:** None

C. Election of Secretary

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

BE IT RESOLVED that Commissioner Yonker is elected Secretary of the Kent County Board of Public Works for the calendar year 2021.

The resolution was adopted with the following vote:

**YEAS:** Commissioners Brieve, Janes, Skaggs, Yonker, Bulkowski, Greene

**ABSENT:** Commissioners Antor

**NAYS:** None

D. Election of Deputy Secretary

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

BE IT RESOLVED that Darwin Baas is elected Deputy Secretary of the Kent County Board of Public Works for the calendar year 2021.

The resolution was adopted with the following vote:

**YEAS:** Commissioners Brieve, Janes, Skaggs, Yonker, Bulkowski, Greene

**ABSENT:** Commissioners Antor

**NAYS:** None

**III. Consent Agenda**

- A. Review and Approval of Minutes
- B. Approval of Monetary Outlays

**Motion**

It was moved by Commissioner Skaggs and seconded by Commissioner Janes to approve the Consent Agenda.

The Consent Agenda was approved by the following vote:

**YEAS:** Commissioners Brieve, Janes, Skaggs, Yonker, Bulkowski, Greene

**ABSENT:** Commissioners Antor

**NAYS:** None

**IV. Administration**

- A. The Right Place Contract – AR

Director Baas reviewed the action request. In March 2019, the Board of Public Works approved a three-year agreement to with the Right Place to advance business development, infrastructure planning, investment and regional intergovernmental communication for the Sustainable Business Park.

The project is entering its third year of development and staff recommends approving a contract extension for one year (2022) with the option of extending the contract for one additional year if agreed upon by both the BPW and The Right Place. The annual contractual amount is \$65,000.

The contract extension documents will be reviewed and approved as to form by Corporate Counsel.

### **Motion**

It was moved by Commissioner Bulkowski and seconded by Commissioner Skaggs to approve a contract extension with The Right Place for an additional year to assist with planning, business and infrastructure development for the Kent County Sustainable Business Park.

The Action Request was approved by the following vote:

**YEAS:** Commissioners Brieve, Janes, Skaggs, Yonker, Bulkowski, Greene

**ABSENT:** Commissioners Antor

**NAYS:** Commissioner Janes abstaining for reasons of conflict of interest.

### **V. Director's Report**

Director Baas provided two updates:

- The Sustainable Business Park received nine proposals and we narrowed the proposals down to five. In January, we will meet virtually with each company. The advisory team and various committees will meet to develop questions and analyze each proposal.
- Progressive AE prepared the design and bidding construction documents for the Administrative Office and Safe Chem Building. This information was provided to Granger, who is the construction manager for this project. Granger released a bid recently and will have a pre-bid meeting scheduled on January 13<sup>th</sup>. We hope to bring a cost report to the Board of Public Works in February or March.

### **VI. Public Comment/Miscellaneous**

Commissioner Yonker asked about Christmas lights and where people can drop them off at.

Kristen Wieland, Marketing & Communications Manager confirmed that Christmas lights may be dropped off at the North Kent Transfer Station, Recycling & Education Center, and the South Kent Landfill. Also, we are asking residents to not place Christmas lights in the recycling bins.

### **VII. Adjournment**

The meeting was adjourned at 9:07 a.m.