



**KENT COUNTY BOARD OF PUBLIC WORKS**

**April 2, 2020**

**8:30 A.M.**

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

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

**MEMBERS ABSENT:** Commissioner Antor

**OTHERS PRESENT:** Darwin Baas, Director; Kimberly Williams, Finance Division Director; Alisha Barber, Office 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 Nettler, Resource Recovery Specialist; Wayne Arndt, Systems Administrator; Constance Westgate, Environmental Engineer Technician; Craig Paull, Assistant Corporate Counsel II; Angie Dickinson, Senior Applications Support; John Van Tholen, Van Tholen & Associates; Steve Faber, Byrum & Fisk; Diane Druckenmiller, Arrowwaste; Pat Greve, Waste Management; James Hurt, City of Grand Rapids; Charles Hauser, Granger Waste Services

**I. Call to Order**

Meeting called to order at 8:30 a.m. by Chair Emily Brieve.

**II. Consent Agenda**

- a. Review and Approval of Minutes
- b. Approval of Monetary Outlays

**Motion**

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

The Consent Agenda was approved by the following vote:

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

**ABSENT:** Commissioners Antor

**NAYS:** None

**III. Administration**

a. Sustainable Business Park – Anchor Tenant RFP – AR

Director Baas reviewed the action request. The Coronavirus Disease 19 (Covid-19 Public Health Crisis) is creating unprecedented and rapidly evolving challenges at all levels of government including for Kent County. The Department of Public Works is committed to continuing to provide essential services. It is likely that circumstances over the coming weeks and months will make it very difficult to hold regular meetings of the Kent County Board of Public Works.

To assure that Kent County DPW is able to effectively, timely and safely respond to the challenges presented by the Covid-19 Public Health Crisis and assure that DPW essential services are maintained to the fullest and safest extent possible, the DPW Director should be authorized to take certain emergency actions and is required to report the Board of Public Works on no less than a weekly basis; effective until the State of Emergency in the State of Michigan is lifted or upon subsequent Resolution by the Board of Public Works, whichever comes first, including: reassigning employment duties within the department, waive or reduce fees and finance charges, adjusting services levels or hours of operations and authorize any purchase up to \$150,000 for needs relating to the Covid-19 Public Health Crisis.

**Motion**

It was moved by Commissioner Janes and seconded by Commissioner Bulkowski to authorize the Director to take certain emergency actions if required to continue to provide essential services provided by the Department of Public Works during the Coronavirus Disease 19 (Covid-19 Public Health Crisis), provide weekly updates to the Board, and develop a plan to return to normal operations two weeks before the end of the emergency period.

The Action Request was approved by the following vote:

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

**ABSENT:** Commissioners Antor

**NAYS:** None

IV. Solid Waste Operations

a. Purchase of NKTS C&D Handling Equipment – AR

Director Baas reviewed the action request. The material handler will be used at the North Kent Transfer Station to separate and divert reusable construction, metal and other materials from landfill disposal as part of Michigan Department of Environment Great Lakes and Energy (EGLE) grant. Kent County received of \$175,440.00 from EGLE for this project to enhance recycling, reuse and diversion.

Equipment pricing was obtained by the Kent County Purchasing Division through request for proposal RFP No. 3967. The five proposal responses were evaluated, and staff is recommending the purchase of a Fuchs Model MHL320F2.

The price includes a 12-month Standard Full Machine Warranty, service agreement and a 5 year/10,000-hour engine warranty at a purchase price of \$288,156.00. An optional 5-year full machine warranty for an additional \$27,170 is recommended. The Department has an approved Capital Improvement budget for the purchase of the proposed equipment and the unit is available for delivery upon approval.

**Motion**

It was moved by Commissioner Yonker and seconded by Commissioner Janes to award the purchase of a material handler for the North Kent Transfer Station to Terex Fuchs with an optional 5-year full machine warranty for the total amount of \$315,326 and authorize the Director to execute the associate contracts.

The Action Request was approved by the following vote:

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

**ABSENT:** Commissioners Antor

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

b. NKTS/WTE Transfer Trailer Maintenance – AR

Director Baas reviewed the action request. The DPW utilizes 25 transfer trailers to move municipal solid waste from the North Kent Transfer Station and Waste-to-Energy to area landfills. The maintenance of the trailers is critical to the operations for each facility. Preventative maintenance is performed monthly and includes brake adjustment, greasing, lighting checks, air system inspection and suspension inspection services helping ensure the longest useful life out of the trailer, meet Department of Transportation minimum requirements and provide reliable service.

Four (4) proposal submittals were received from local companies interested in providing repair service to the trailers. Respondents to the Purchasing Divisions Request for Proposal No. 4000 provided pricing, service response times and references.

Staff recommends Trailer Equipment Inc. to provide repair service for the transfer trailer fleets. In 2019 DPW incurred \$165,000 in transfer trailer fleet maintenance costs.

**Motion**

It was moved by Commissioner Vonk and seconded by Commissioner Yonker to authorize the Director to execute a contract with Trailer Equipment Inc. for transfer trailer repair services.

The Action Request was approved by the following vote:

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

**ABSENT:** Commissioners Antor

**NAYS:** None

V. Accounting & Finance

a. 2020 Capital Improvement Plan (CIP) Budget – AR

Director Baas reviewed the action request. Annually, staff prepares a Capital Improvement Plan (CIP) five-year schedule for the Department. CIP budget expenditures include site trucks, transfer trailers, front end loaders, stationary equipment, plant and building refurbishment over \$10,000 that are capitalized and depreciated.

The 2021 proposed CIP expenditures are provided in a 2021-2025 equipment replacement schedule that forecasts future capital equipment needs.

The attached CIP review for equipment provides an overview of requests and explanation summaries.

**Motion**

It was moved by Commissioner Vonk and seconded by Commissioner Janes to approve the 2021 Capital Improvement Plan Budget for the Department of Public Works and submit to County Administrator.

The Action Request was approved by the following vote:

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

**ABSENT:** Commissioners Antor

**NAYS:** None

VI. Director's Report

Director Baas provide two brief updates:

- DPW is in contact with hospitals and discussing how COVID-19 waste is being handled, transported and disposed of.
- The Recycling and Education Center is temporary closed due to COVID-19. There is an inability to provide the recommended distancing between workers.

VII. Public Comment/Miscellaneous

Chair Emily Brieve discussed appointing a Commissioner from the Board of Public Works as a liaison to the Waste-to-Energy Advisory Committee. Commissioner Bulkowski has been appointed to the Waste-to-Energy Advisory Committee.

VIII. Adjournment

The meeting was adjourned at 9:34 a.m.