

**BARRY COUNTY SOLID WASTE OVERSIGHT COMMITTEE
VIRTUAL ZOOM MEETING**

Barry-Eaton District Health Department
330 W. Woodlawn Ave, Hastings, MI

Approved Meeting Minutes January 8th, 2021

Call to Order

Chairman Frank Fiala called the meeting of the Barry County Solid Waste Oversight Committee to order at 8:30 a.m.

Members in Attendance:

Frank Fiala
Jodi Pessell
Jim Brown
Vivian Conner
Patricia Rayl
Jay VanStee
Sarah Nelson
Tom Rook
Matt Roser
Bruce Campbell

Members Absent:

Bill Sweeney
Jerry Czarnecki

Members of the Public:

Approval of Agenda

Per Chairman Fiala, will proceed with agenda as presented.

Approval of Minutes

Motion to approve December 11th, 2020 meeting minutes as presented made by Tom Rook and seconded by Patricia Rayl.

Roll Call Vote: Frank Fiala – Yes, Jodi Pessell – Yes, Jim Brown – Yes, Vivian Conner – Yes, Patricia Rayl – Yes, Jay VanStee – Yes, Saran Nelson – Yes, Tom Rook – Yes, Matt Roser – Yes, Bruce Campbell – Yes. Motion carried.

Public Comments

None.

Chairman Comments

Per Chairman Fiala, the two (2) major things that we (this committee) do is the Household Hazardous Waste (HHW) event that we have twice a year and the other is we have either seven (7) or eight (8) units of local government that have some recycling capability. As most of us are aware, all of them are perplexed & struggling a little bit with the price of the end product going down as well as facing other challenges and some are considering changing the way they do things or maybe even stopping recycling all together due to cost. In that regard, Chairman Fiala thinks that we can do a lot to help out with more coordination and communication with those local units of government as well as helping with the waste hauling and the recycling aspect of it. Also, with the HHW, he feels that there are some additional things that we can do, but obviously we don't have time for those right now with the other things we are doing.

We are an Oversight Group and many times Oversight Groups have kind of a Coordinator that prepares a budget and prepares things that we are doing; he is thinking we can use some help kind of in that regard. So, he would like to have a general discussion and would like anyone to express any general comments they may have regarding this prior to discussing the Request for Proposal (RFP) for a Recycling Coordinator. Vivian Conner asked who has done these things that he wants done in the past and she also inquired if we had an expense/revenue report from the last HHW event that we had. Chairman Fiala responded

Chairman Comments (Continued)

that a couple of things that have not been done are reaching out to these local units of government with their recycling; we have done bits and pieces of that when we hired Sarah Archer from Iris, but that is one of the things we have not done as group. As far as the HHW, some of the things that he feels needs to be done are evaluating Drug & Laboratory and Stoddard Oil to make sure they are the best of breed in what they are offering and making sure we are getting the best bang for our buck. As far as an expense/revenue report for the HHW event, that is something we have done parts of in the past, but we have never done a detailed report as far the expenses and revenue, and that is one of the things that would be very helpful; however, it takes a lot of time and work to do this.

Request For Proposal (RFP) – Recycling Coordinator

Per Sarah Nelson, she would like to review the Recycling Coordinator Job Descriptions for Eaton & Allegan Counties as well as the one for Barry County from the last RFP that was put out a few years ago. She would like to go through these one (1) at a time and just go through the Function/Task Lists on each (which she will briefly summarize each of those for those members that are just joining this meeting via phone and cannot see her shared screen) and then if we could just get a verbal “yes” or “please include that” if the function/task that we are talking about is something that you think we should aim to have our Recycling Coordinator do. She would like to refrain from further discussion regarding these functions/tasks at this time so we can get through them in a timely manner and then we can go back and further discuss each function/task later on.

Allegan County Recycling Coordinator Job Description:

1. Lead the development and administration of the County’s Solid Waste Management Plan – yes include.
2. Estimate the volume of disposed and recycled waste, researches management alternatives, issues progress reports and coming up with plans for waste reduction when needed – yes include.
3. Monitors program revenues and expenditures, reviewing bills, and allocating costs – yes include.
4. Create and revise Resource Recovery policies and procedures for leadership approval – yes include.
5. Prepares bid specifications and contracts for private sector services to municipalities, manages contract performance and initiates termination, extension or rebidding as appropriate – yes include but would only aid/assist in this process.
6. Determine the feasibility of recycling, composting and other resource recovery programs within the county; serves as a consultants to local units of government on initiating new programs, assisting with the educational and publicity efforts, providing technical support and collection data. Coordinates special projects and/or educational programs with other agencies – yes include.
7. Oversees and assists with collection activities at recycling sites, recruits and orients volunteers and performs other related activities – yes include.
8. Coordinates and provides staff support for meetings of the Solid Waste Committee and other committee as assigned – yes include.
9. Emergency preparedness activities as needed – no do not include.

Eaton County Recycling Coordinator Job Description:

1. Responsible for the development and administration of the County’s Solid Waste Management Plan – yes include (already added from above).
2. Tracks and monitors the amount of waste stream and the amount of materials recovered from the waste stream. Collect and complies information requests from the waste haulers and landfills. Develops and maintains locate waste flow data base, includes designing data collection process, maintaining database and preparing reports on data collected – yes include (already added from above).
3. Determines the feasibility or recycling, composting and other resource recovery programs within the county. Serves as a consultant to local units of government on initiating new programs, assisting with educational and publicity efforts, providing technical support, helping with the sale of materials and collecting data – yes include (already added from above).
4. Initiates and coordinates inter-county relationships including maintaining agreements on solid waste and resource recovery and initiating and/or advising on cooperative programs between the counties – yes include and add verbiage serve as liaison.

Request for Proposal (RFP) – Recycling Coordinator (Continued)

Eaton County Recycling Coordinator Job Description (Continued):

5. Updates and administers the County Solid Waste Ordinance which regulates and licenses waste haulers, requires the provision of recycling opportunities and a volume based collection fee system and established a recycling surcharge – no do not include.
6. On behalf of the Designated Implementation Agency, reports to the Public Works and Planning Committee on the Board of Commissioners to provide program updates – yes include but report directly to this committee and the Board of Commissioners with updates.
7. Responsible for researching, developing and implementing the County Resource Recovery programs and providing technical assistance to local units and recycling centers through the resource recovery assistance program – yes include (already added from above).
8. Administers the County's Solid Waste Alternative Grant program for local units and provides technical assistance to municipalities applying for funding – yes include.
9. Develops and implements the public relations program for the department, including delivering promotional messages to local media, public speaking engagement to governmental units, community and business groups and the general public and participating in public events. Writes newspaper articles, produces brochures and other printed materials, develops and promotes seminars and workshops and coordinates volunteer efforts – yes include.
10. Develops and presents programs to education residents, businesses and waste haulers regarding the Solid Waste Management Plan, recycling and other waste management activities – yes include.
11. Writes Requests for Proposals, accepts bids and signs the contracts with vendors for varying recycling programs – no do not include.
12. Works with MSU Extension staff to promote awareness in the local schools concerning waste management activities – yes include and include other local organizations and/or entities.
13. Manages administrative activities of the department including departmental budget and administration, monitoring revenues and managing expenditures. Prepares grant requests and manages grant funds – yes include.
14. Oversees two part-time staff and one seasonal intern – no do include but maybe modify to encourage use of interns.
15. Work Occasional weekend recycling events – no do not include.
16. Must be able to work on-site in the Resource Recovery Office and at recycling event locations – no do not include.

Barry County Recycling Coordinator Job Description:

1. Maintain a web page on the Barry County website providing contact information (phone, email, address) for the recycling coordinator and updating relevant information on recycling opportunities in Barry County – yes include.
2. Through face-to-face meetings with LUG officials and/or through attendance at LUG official meetings, complete a comprehensive inventory and assessment of the current recycling activities in place in all LUG jurisdictions in Barry County – yes include but just notify of any changes to keep inventory updated.

This seems like a lot of functions/tasks for a part-time Recycling Coordinator, so Chairman Fiala requested that he himself, Sarah Nelson, Tom Rook, Vivian Conner and Jay VanStee get together prior to next month's meeting to refine/modify the functions/tasks listed mentioned above and then email the updated functions/tasks list out to the committee before next month's meeting.

Member Comments

Jodi Pessell – None.

Jim Brown – None.

Vivian Conner – she thought it was a good work session today; it is tough when you have new members or members with less seniority but we will get through this transition period.

Patricia Rayl – just wanted to thank everyone and she looks forward to making & seeing progress with this committee.

Jay VanStee – he thinks we are making good progress and are on the right track.

Member Comments (Continued)

Saran Nelson – just wanted to thank everyone for their patience and for participating in this discussion; she thinks we are moving in the right direction.

Tom Rook – None.

Matt Roser – None.

Bruce Campbell – he appreciates the opportunity to be on board with this committee; obviously his knowledge is minimal right now, but he absorbed a lot today and hopefully will have more input later on.

Adjournment

The meeting was adjourned by Chairman Frank Fiala at 10:05 a.m.

Approved at the 02-12-2021 meeting

BARRY COUNTY SOLID WASTE OVERSIGHT COMMITTEE

BARRY-EATON DISTRICT HEALTH DEPARTMENT, HASTINGS MI

AGENDA

JANUARY 8TH, 2021

- 1. CALL TO ORDER**

- 2. APPROVAL OF AGENDA**

- 3. APPROVAL OF MINUTES**

- 4. PUBLIC COMMENTS**

- 5. CHAIRMAN COMMENTS**

- 6. REQUEST FOR PROPOSAL – RECYCLING COORDINATOR**

- 7. MEMBER COMMENTS**

- 8. ADJOURNMENT**

BARRY COUNTY SOLID WASTE OVERSIGHT COMMITTEE

VIRTUAL ZOOM MEETING

BARRY-EATON DISTRICT HEALTH DEPARTMENT, HASTINGS MI

SIGN-IN

JANUARY 8TH, 2021

NAME (members Present on Zoom meeting)

1. Frank Fiala

2. Jodi Pessell

3. Jim Brown

4. Vivian Conner

5. Patricia Rayl

6. Jay VanStee

7. Sarah Nelson

8. Tom Ruk

9. Matt Raser

10. Bruce Campbell

11. _____

12. _____

EXCUSED

GUEST

1. _____

2. _____

3. _____

4. _____
