

# BARRY COUNTY SOLID WASTE OVERSIGHT COMMITTEE VIRTUAL ZOOM MEETING

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

## Approved Meeting Minutes March 12<sup>th</sup>, 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 (Yankee Springs Twp)  
Jay VanStee (Hastings City)  
Patricia Rayl (Village of Middleville)  
Sarah Nelson (Rutland Twp)  
Bruce Campbell (Baltimore Twp)  
Jim Brown (Hastings Twp)  
Jodi Pessell (Hope Twp)  
Matt Roser (Zeeland Twp)  
Tom Rook (Orangeville Twp)

### Members Absent:

Bill Sweeney  
Vivian Conner  
Jerry Czarnecki

### Members of the Public:

Jeff Mansfield

### Approval of Agenda

Per Chairman Fiala, will proceed with agenda as presented.

### Approval of Minutes

There are no meeting minutes from the February 12<sup>th</sup> meeting as the Zoom Meeting was not recorded.

### Public Comments

None.

### Chairman Comments

Jerry Czarnecki, who is on the committee representing the City of Hastings, is in the process of resigning and it would be his preference if Jeff Mansfield (who used to be on this committee representing the City of Hastings before he retired) could take his place on this committee. Jeff Mansfield stated that he isn't sure what the City of Hastings' intent is with respect to having representation on this committee, but he would like to once again be involved on this committee whether it just be as a volunteer, serve in a public capacity or if the City of Hastings requests that he be put back on as a member of this committee to represent the City, he would be happy to do so.

### Request For Proposal (RFP) – Recycling Coordinator

Per Chairman Fiala, since Patricia Rayl took the time and put in the work to draft the Request for Proposal (RFP), he would like her to lead the committee through the document. Per Patricia Rayl, she received a proposal template from Michael Brown at the County and pretty much just put in the committee's information from the material the committee had discussed from the previous meeting regarding what the tasks would be. She highlighted a few items in yellow that she thought the committee might want to "fine tune", most of which are logistical things and/or practical details. So basically, the RFP consists of how people can apply, the scope of work and a sample contract of what they could expect in terms of the contract with the County. Chairman Fiala, he would like to proceed with the draft RFP, so right now during this meeting he would like to go through the highlighted areas and "fine tune" them as Patricia Rayl had previously suggested.

## **Request For Proposal (RFP) – Recycling Coordinator (Continued)**

- (1) Contact Information – change to Amanda Robins at the Barry-Eaton District Health Department, 330 W. Woodlawn Ave, Hastings MI 49058 at (269) 945-9516 or [arobins@bedhd.org](mailto:arobins@bedhd.org)
- (2) Deadline for Proposal – leave as is at April 30, 2021 and add the statement “Electronic submissions are encouraged.”
- (3) Direct questions regarding the RFP – change to change to Amanda Robins at the Barry-Eaton District Health Department, 330 W. Woodlawn Ave, Hastings MI 49058 at (269) 945-9516 or [arobins@bedhd.org](mailto:arobins@bedhd.org)
- (4) Due Date, Time and Place – leave date and time as is at April 30, 2021 no later than 4:00 pm and change place information to Amanda Robins at the Barry-Eaton District Health Department, 330 W. Woodlawn Ave, Hastings MI 49058 or via email at [arobins@bedhd.org](mailto:arobins@bedhd.org). Also change the date and time that the Barry County Solid Waste Oversight Committee will review all bids to May 14, 2021 @ 8:30 am.
- (5) Submission of Proposals – change to “proposals must be submitted via email or if submitted via postal mail or in person, must be in a sealed envelope or package” and clearly marked on the outside: “Barry County Recycling Consultant Services RFP.” “Responses to this proposal should be concise and must include all required information. The proposal must remain valid for at least 91 days.”
- (6) Notification of Withdrawal of Proposal – change “formal written notice” to “formal written notice or email to [arobins@bedhd.org](mailto:arobins@bedhd.org)”
- (7) Pre-Opening Inquiries/Response – change contact information to “Amanda Robins, Barry-Eaton District Health Department, 330 W. Woodlawn Ave, Hastings MI 49058 at (269) 945-9516 or at [arobins@bedhd.org](mailto:arobins@bedhd.org).”
- (8) Independent Contractor – leave statement as is.
- (9) Insurance – (c) Motor Vehicle Liability Insurance change to “with limits of liability of not less than \$1,000,000 per occurrence. Coverage shall include all owned vehicles, all non-owned vehicles and all hired vehicles.”
- (10) Insurance – (f) Cancellation Notice: change contact information to “Amanda Robins, Barry-Eaton District Health Department, 330 W. Woodlawn Ave, Hastings MI 49058 at (269) 945-9516 or at [arobins@bedhd.org](mailto:arobins@bedhd.org)”
- (11) Insurance – (g) Proof of Insurance – change to “one (1) copy of certificates of insurance for each of the and policies mentioned above.”
- (12) Contract Approval – change to “the Barry County Solid Waste Oversight Committee and the Barry County Board of Commissioners.”
- (13) Please direct questions to – change to “Amanda Robins, Barry-Eaton District Health Department, 330 W. Woodlawn Ave, Hastings MI 49058 at (269) 945-9516 or at [arobins@bedhd.org](mailto:arobins@bedhd.org)”

**Motion to approve and publish the RFP (Sarah Nelson will contact Michael Brown at the County to find out how to proceed with publishing the bids) as modified with changes listed above made by Sarah Nelson, seconded by Jim Brown. Roll Call Vote: Frank Fiala – Yes, Jay VanStee – Yes, Patricia Rayl – Yes, Sarah Nelson – Yes, Bruce Campbell – Yes, Jim Brown – Yes, Jodi Pessell – Yes, Matt Roser – Yes, Tom Rook – Yes. Motion carried.**

**Motion to hold a special Solid Waste Oversight Committee meeting on May 7, 2021 @ 8:30 am to review and pick out which RFP's the committee would like to consider, then further review of those RFP's will be discussed at the regularly scheduled Solid Waste Oversight Committee Meeting on May 14, 2021 @ 8:30 am made by Frank Fiala, seconded by Jay VanStee. Roll Call Vote: Frank Fiala – Yes, Jay VanStee – Yes, Patricia Rayl – Yes, Sarah Nelson – Yes, Bruce Campbell – Yes, Jim Brown – Yes, Jodi Pessell – Yes, Matt Roser – Yes, Tom Rook – Yes. Motion carried.**

**Motion to have the RFP advertised in the local newspapers (The Banner & The Reminder) not to exceed \$500.00 made by Patricia Rayl, seconded by Tom Rook. Roll Call Vote: Frank Fiala – Yes, Jay VanStee – Yes, Patricia Rayl – Yes, Sarah Nelson – Yes, Bruce Campbell – Yes, Jim Brown – Yes, Jodi Pessell – Yes, Matt Roser – Yes, Tom Rook – Yes. Motion carried.**

### **Member Comments**

**Jay VanStee** – very pleased we have made so good progress. Just a reminder we do have the Household Hazardous Waste (HHW) event coming up on May 8<sup>th</sup> so he & Jodi Pessell will be working on this and holding some upcoming meetings to facilitate that event.

**Patricia Rayl** – None.

**Member Comments (Continued)**

**Sarah Nelson** – None.

**Bruce Campbell** – just wanted to say thank you to those that have worked hard on the RFP and he looks forward to continue working with this committee.

**Jim Brown** – just would like to thank Patricia Rayl & Sarah Nelson for the work that they have done on this RFP.

**Jodi Pessell** – just wanted to say thank you to those that have worked hard on the RFP.

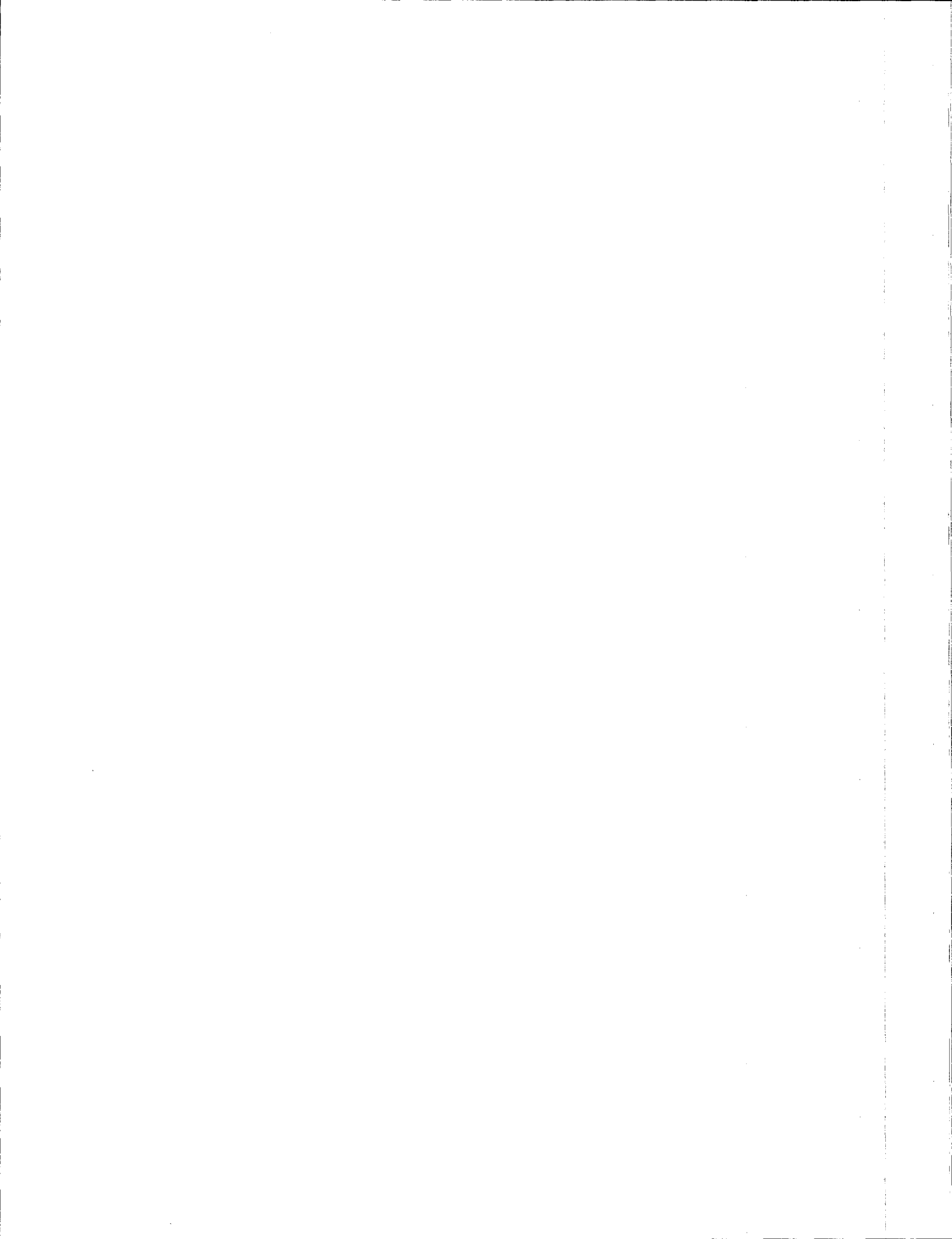
**Matt Roser** – None.

**Tom Rook** – he has set up for two (2) companies to receive the oil at the HHW event at no charge; he will get the company information to Jay VanStee.

**Adjournment**

The meeting was adjourned by Chairman Frank Fiala at 10:40 a.m.

Approved at the 04-09-2021 meeting



# **BARRY COUNTY SOLID WASTE OVERSIGHT COMMITTEE**

**BARRY-EATON DISTRICT HEALTH DEPARTMENT, HASTINGS MI**

## **AGENDA**

**MARCH 12<sup>TH</sup>, 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**

**UPCOMING HOUSEHOLD HAZARDOUS WASTE EVENTS:**

**MAY 8<sup>TH</sup>, 2021**

**SEPTEMBER 18<sup>TH</sup>, 2021**

**BARRY COUNTY SOLID WASTE OVERSIGHT COMMITTEE**

**VIRTUAL ZOOM MEETING**

**BARRY-EATON DISTRICT HEALTH DEPARTMENT, HASTINGS MI**

**SIGN-IN**

**MARCH 12<sup>TH</sup>, 2021**

NAME (members present on zoom meeting)

1. Frank Fiala
2. Jay Vanstee
3. Patricia Rayl
4. Sarah Nelson
5. Bruce Campbell
6. Jim Brown
7. Jodi Pessell
8. Matt Raser
9. Tom Rook
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_

**EXCUSED**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**GUEST**

1. Jeff Mansfield
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_