

Beaver Island Waste Management Committee  
Peaine Township Hall  
36825 King's Hwy, Beaver Island, MI 49782  
Tuesday, November 19, 2019 at 1:00PM

## **DRAFT - MINUTES**

MEMBERS PRESENT: Paul Cole (Chair), Frank D'Andraia (Recording Secretary), Carla Martin, Joe Moore, Sheri Richards (via phone), and Paul Welke.

ABSENT: Travis Martin

OTHERS PRESENT: Robert Marsh, Transfer Station and Recycle Center Manager and Bryan Doughman (Resident, St. James)

CALL TO ORDER: The Beaver Island Waste Management Committee (BIWMC) was called to order by the Chair at 1:08 p.m. on Tuesday, November 19, 2019 at the Peaine Township Hall.

APPROVAL OF THE MINUTES: Motion to approve the minutes of October 15, 2019 made by F. D'Andraia and seconded by J. Moore. Unanimously Carried.

REPORTS:

Chair

- A. **Committee Appointment:** Cole announced the Trustees of Peaine and St. James Townships have approved the appointment of Travis Martin as an at-large member of the BIWMC. All vacancies on the Committee have now been filled.
- B. **Committee Structure, Responsibility, and Authority:** Cole indicated the proposed revisions of the BIWMC Structure, Responsibility, and Authority document would be brought before Peaine and St. James Township Trustees for approval in December and, if possible, proposed staff position descriptions.
- C. **Drug and Alcohol Policy:** The St. James Township Attorney has not yet responded to the request by the Chair for assistance w/development of Drug and Alcohol Policy.
- D. **Blight:** Cole reported St. James Township is developing a blight ordinance and seeks assistance from the BIWMC regarding the disposition of large items, such

as abandoned vehicles. Discussion followed. Moore stepped up to contact Nicole Olson, the Deputy in Charge of the Charlevoix County Sheriff's Substation on Beaver Island regarding policy and procedures for securing titles for abandoned vehicles and Welke volunteered to contact Darell Butler about his timeline for bringing a car compactor (crusher) to the Island in 2020.

- E. **Grand Traverse Band of Ottawa and Chippewa Indians:** In a related matter, the Chair indicated he had been contacted by a member of the Grand Traverse Band of Ottawa and Chippewa Indians. Cole reported the Band expressed an interest in the blight initiative. Cole envisioned having more specifics to share in December.
- F. **Roll-off Containers:** The Chair asked S. Richards to gather more information about Republic Waste providing the City of Mackinac Island with "free" roll-off containers, which are frequently used by contractors.
- G. **Committee Priorities:** The Chair indicated the Committee would discuss and identify 2020 Priorities during the December meeting.
- H. **Credit Cards:** The Chair established a sub committee to work on the proposal to have the Station accept credit and debit card payments for services. T. Martin, Moore and Richards agreed to serve.

BUDGET UPDATE: C. Martin provided a budget update.

TRANSFER STATION & RECYCLE CENTER UPDATE: B. Marsh, the Station Manager, provided an update and distributed a non-prioritized equipment needs list. Marsh indicated he will have cost data on the Station's proposed Three-Phase Electric Power upgrade in February.

POSITION DESCRIPTION: The committee Continued Discussion on the draft Transfer Station/Recycling Attendant (Part-time) position description. Moore requested the section labeled "Special Requirements" be changed to read "Desired." The Chair asked for a motion to approve the change, as well as, the draft position description. Motion made by D'Andraia and seconded by Moore. Unanimously approved.

OLD BUSINESS: The Chair indicated the following items would be placed on the December agenda

- A. Revenue Data Reporting - More discrete accounting, i.e. by categories (F. D'Andraia)
- B. Transfer Station Manager - Draft previously distributed
- C. Performance Evaluation Policy and Procedures - Draft previously distributed
- D. Station Staffing Needs

NEW BUSINESS - None

PUBLIC COMMENT: Public comment was given by Bryan Doughman (Resident, St. James) regarding composting.

NEXT MEETING: The BIWMC meets next on Tuesday, December 17, 2019 at 1:00PM.

ADJOURNMENT: Coles adjourned the meeting at 2:16PM.

Respectfully Submitted:

Frank D'Andraia, Recording Secretary