

## HOLLAND COMMUNITY SUSTAINABILITY COMMITTEE

### MEETING MINUTES

April 16, 2018

#### **Call to Order –**

The meeting was called to order at 5:02 p.m. by Chair Jerry Tonini.

#### **Roll Call –**

Members Present: Jerry Tonini, Greg Lam, Carolyn Ulstad, Colleen Nagel, Bob Johnston, Jeff Raywood, Dan Robertson, Kyle DeBruyn, Holland-Hope College Sustainability Institute Representative Michelle Gibbs, HBPW Board Representative Diane Haworth, Student Representatives Josh Laux and Jackson Maktheva, Staff Liaison Andrew Reynolds

Other: Ken Freestone (COH)

Absent: Makayla Putnam, City Council Representative Wayne Klomprens, Staff Liaison Aaron Thelenwood

#### **Approval of Minutes –**

The March meeting minutes were reviewed. A motion was made by Johnston, with support by Robertson, to approve the minutes. The motion passed 8-0.

#### **Public Comment –**

Ken Freestone gave the committee an update on a handful of sustainability initiatives going on around the City. He highlighted some successful recent or ongoing recycling efforts at DeGraaf Nature Center, HBPW (office chairs), and Hope College (caps and gowns). Freestone also shared a draft copy of the “Houses of Worship Energy Efficiency Study” prepared by Barry Rutherford at HBPW. The report shares best practices and suggested efficiency measures for area churches based on past results from energy optimization discussions conducted by HBPW’s Energy Waste Reduction group. Reynolds offered to email the draft report to the committee after the meeting for their review.

#### **Open Discussion –**

Reynolds shared a flyer for the HBPW’s upcoming Recycle Rewards event on May 19. It is an annual event where HBPW electric customers can drive-thru and drop-off their old, but still-working refrigerators, freezers, window air conditioners and dehumidifiers at the BPW Service Center from 8am to noon.

Tonini and Gibbs gave the committee the latest details on status of the Holland-Hope College Sustainability Institute. As of July 1, 2019, Gibbs will begin working part-time for Hope on college-specific sustainability matters, but due a lack of funding will no longer be able to support many of the broader City-wide sustainability initiatives that she has fostered over the last few years. This includes (but is not limited to): maintaining the City sustainability dashboard, organizing the Living Sustainably Along the Lakeshore series, coordinating the Holland Sentinel newspaper column, compiling the community sustainability events calendar, and conducting the City greenhouse gas estimates, as well as the support as a speaker or liaison she provides to numerous local groups and area schools.

The committee discussed what role it could or should play in trying to adopt some of the Institute’s various programs. One suggestion was that the Community Energy Plan steering committee should take the lead in trying to fill the void, but other members thought it was SusCom’s responsibility. Living Sustainably Along the Lakeshore was one particular program that multiple members thought SusCom could take under our

wing, though maybe initially on a quarterly basis instead of monthly. More discussion will be needed to determine if this is possible. Other ideas included having SusCom pay the hosting fees for the City sustainability dashboard. Tonini mentioned that Mark Vanderploeg had indicated to him that some of Aaron Thelenwood's time should be more available for sustainability activities within the next year or so.

#### **Solid Waste RFP update–**

(Thelenwood provided the attached memo in advance of the meeting)

#### **Board member Reappointment update–**

(Thelenwood provided the attached memo in advance of the meeting)

#### **Committee Reports –**

- Holland-Hope College Sustainability Institute – This was the second year that the Institute recognized Framework-applicable projects at the undergraduate research forum. Over 100 student projects (!) were deemed to be applicable in one or more of the Framework categories. Gibbs is working to finalize this year's sustainability report. Earth week is this week at Hope, and Earth Day Holland is a local grassroots group organizing cleanups around town this week. The Institute is working to try and make the Governor's luncheon during Tulip Time zero waste.
- Tree Canopy Study – A Hope sophomore has been hired; the team is still determining the focus area for her work
- Living Sustainably Along the Lakeshore (LSATL) –The next event is on April 24 on the topic of Fly Fishing. The next event will be May 18 on the topic of transportation at the end of Green Commute Week- it will be an educational, interactive, outdoor expo in the City Hall parking lot.
- Macatawa Area Coordinating Council (MACC) – There is a poster design competition underway to design the Green Commute Week poster. Green Commute Week is May 13-19.
- Community Energy Plan (CEP) – No update this month.
- Farmers Market sub-committee – MAX will be conducting a one-month pilot promotion from June 1-30 with punch cards to reward Route 3 riders with a MAX bag and \$5 or \$10 in Market Bucks. Sara Cozolino (Farmers Market manager) informally polled two national market organizations and found that there are no good solutions to plastic bags that have yet been identified.
- Outreach & Education sub-committee – Gibbs gave a brief overview of the Framework in a recent presentation to Local First. No other presentations are scheduled at this time; still seeking potential audiences
- Lighting sub-committee – No update this month.
- Transportation sub-committee – No update this month.
- Website sub-committee – Thelenwood has updated the SusCom page to show all the ongoing subcommittees.

#### **Adjournment –**

A motion was made by Nagel, with support from Raywood, to adjourn the meeting. The motion passed 8-0. The meeting adjourned at 6:15 p.m.

The next meeting will be May 21 at 5:00pm.

Recorded by Andrew Reynolds

Planning Engineer  
Holland Board of Public Works

**To:** Sustainability Committee  
**From:** Aaron Thelenwood, City Liaison  
**Subject:** Solid Waste RFP Update

The City of Holland recently completed a review of Request for Proposals to provide Residential Solid Waste & Recycling services to the City of Holland. Following an extensive review, City Staff determined Chef Container to be the Lowest Bid.

During the final stages of the RFP process, Chef Container began procedures to sell its assets to Republic Services; that sale was finalized toward the beginning of March. Chef's current contract for residential Services (2011-2018) as well as the bid awarded to Chef (2018-2023) have since been reassigned to Republic Services. Below is a summary of next steps regarding the 2018-2023 Residential Solid Waste & Recycling Agreement with Republic Services:

- Ongoing preparations with the Holland BPW to take-over Customer Service and billing:
  - Customer input into BPW Database (ongoing)
  - Search for Solid Waste Billing & Customer Service HBPW FTE (ongoing)
  - Transfer of COH Customer information from TrashFlow system to HBPW (Ongoing)
  - Shut-down of TrashFlow billing software & trashbilling.com (not yet begun)
- Outreach mailers sent regarding changes in customer rates and billing transition
- City Staff and Consultant (Sustainable Research Group) are in the preliminary planning stages of a Waste Characterization Study
- Currently awaiting final required documents from Republic Services. Once received, and pending legal review, contract will be finalized.

The Contract takes effect June 30, 2018 at Midnight at which point, HBPW billing will also take effect.



**To:** Sustainability Committee  
**From:** Aaron Thelenwood, City Liaison  
**Subject:** **Board Member Reappointment - UPDATE**

The City of Holland's Mayor's Office is updating its policies regarding reappointment of board members across all City Boards, Committees, & Commissions.

These updates are a significant departure from past practice and, in summary, require all board members interested in resuming their roles on their respective committees to re-submit a volunteer application at the end of their term. Further, each re-appointed member will also need to meet with the Mayor for a brief interview. In the future, this will need to be completed before committee members can be re-appointed. The goal of this change in process is to ensure Board member's information is maintained and up-to-date.

As part of these new parameters, all recently re-appointed SusCom members (with exception of those who were recently appointed by the Mayor) will need to submit a new application for their position. The Mayor's office will then schedule a one-on-one interview with each member. This process will impact all but our most recently appointed members.

SusCom will retain the authority to reappoint members and elect key positions subject to each member resubmitting an application at the end of their term.

Staff Liaisons will coordinate disseminating applications to all board members who need to resubmit an application. Applications should be returned to your respective staff liaison. Questions in the interim can be directed to Aaron Thelenwood by email.

