

CITY OF SWARTZ CREEK
Waste Bid Review Committee
Monday, April 12, 2021
Paul D. Bueche Municipal Building
9:00 AM
Agenda

1. CALL TO ORDER:
2. ROLL CALL: Dennis Cramer, John Gilbert, Andy Harris, Nate Henry, Chad Young.
3. APPROVAL OF AGENDA: April 12, 2021
4. APPROVAL OF MINUTES: March 22, 2021
5. MEETING OPEN TO PUBLIC:
6. COMMUNICATIONS TO BOARD:
 - A. Meeting Letter
 - B. Draft Rating Sheet
 - C.
7. BUSINESS:
 - A. Contractor Recommendation
 - B.
8. MEETING OPEN TO PUBLIC:
9. MEMBER COMMENTS:
10. ADJOURNMENT:

**CITY OF SWARTZ CREEK
VIRTUAL WASTE BID REVIEW COMMITTEE MEETING
ACCESS INSTRUCTIONS
MONDAY, APRIL 12, 2021 10:00 A.M.**

PLEASE TAKE NOTICE that the regular virtual meeting of the City of Swartz Creek Waste Bid Review Committee is scheduled for **April 12, 2021** starting at 10:00 a.m. and will be conducted in person and virtually (online and/or by phone), due to health concerns surrounding Coronavirus/COVID-19 under the Governor of Michigan's Executive Orders 2020-15 and 2020-21.

To comply with the **Americans with Disabilities Act (ADA)**, any citizen requesting accommodation to attend this meeting, and/or to obtain the notice in alternate formats, please contact Connie Olger, 810-429-2766 48 hours prior to meeting,

Zoom Instructions for Participants

To join the conference by phone:

1. On your phone, dial the teleconferencing number provided below.
2. Enter the **Meeting ID** number (also provided below) when prompted using your touch-tone (DTMF) keypad.

Before a videoconference:

1. You will need a computer, tablet, or smartphone with speaker or headphones. You will have the opportunity to check your audio immediately upon joining a meeting.
2. Details, phone numbers, and links to videoconference or conference call is provide below. The details include a link to "**Join via computer**" as well as phone numbers for a conference call option. It will also include the 9-digit Meeting ID.

To join the videoconference:

1. At the start time of your meeting, enter the link to join via computer. You may be instructed to download the Zoom application.
2. You have an opportunity to test your audio at this point by clicking on "Test Computer Audio." Once you are satisfied that your audio works, click on "Join audio by computer."

You may also join a meeting without the link by going to join.zoom.us on any browser and entering the Meeting ID provided below.

If you are having trouble hearing the meeting, you can join via telephone while remaining on the video conference:

1. On your phone, dial the teleconferencing number provided below.
2. Enter the **Meeting ID number** (also provided below) when prompted using your touchtone (DTMF) keypad.
3. If you have already joined the meeting via computer, you will have the option to enter your participant ID to be associated with your computer.

Participant controls in the lower left corner of the Zoom screen:



Using the icons in the lower left corner of the Zoom screen you can:

- Mute/Unmute your microphone (far left)
- Turn on/off camera (“Start/Stop Video”)
- Invite other participants
- View participant list-opens a pop-out screen that includes a “Raise Hand” icon that you may use to raise a virtual hand during Call to the Public
- Change your screen name that is seen in the participant list and video window
- Share your screen

Somewhere (usually upper right corner on your computer screen) on your Zoom screen you will also see a choice to toggle between “speaker” and “gallery” view. “Speaker view” show the active speaker.

Connie Olger is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/5699610014>

Meeting ID: 569 961 0014

One tap mobile

+13126266799,,5699610014# US (Chicago)

+19292056099,,5699610014# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 569 961 0014

Find your local number: <https://us02web.zoom.us/j/5699610014>

If you have any further questions or concern, please contact 810-429-2766 or email colger@cityofswartzcreek.org. A copy of this notice will be posted at City Hall, 8083 Civic Drive, Swartz Creek, Michigan.

CITY OF SWARTZ CREEK VIRTUAL (ELECTRONIC) MEETING RULES AND PROCEDURES

In order to conduct an effective, open, accessible, and professional meeting, the following protocols shall apply. These protocols are derived from the standard practices of Swartz Creek public meetings, Roberts Rules of Order, and city board & commission procedures. These procedures are adopted to govern participation by staff, councilpersons and members of the public in all City meetings held electronically pursuant to PA 228 of 2020. Note that these protocols do not replace or eliminate established procedures or practices. Their purpose is to augment standing expectations so that practices can be adapted to a virtual meeting format.

The following shall apply to virtual meetings of the city's public bodies that are held in accordance with the Open Meetings Act.

1. Meetings of the City Council, Planning Commission, Zoning Board of Appeals, Downtown Development Authority, Park Board, or committees thereunder may meet electronically or permit electronic participation in such meetings insofar as (1) the Michigan Department of Health and Human Services restricts the number of persons who can gather indoors due to the COVID-19 pandemic; (2) persons have an illness, injury, disability or other health-related condition that poses a risk to the personal health or safety of members of the public or the public body if they were to participate in person; or (3) there is in place a statewide or local state of emergency or state of disaster declared pursuant to law or charter by the governor or other person authorized to declare a state of emergency or disaster.
2. All meetings held hereunder must provide for two-way communication so that members of the public body can hear and respond to members of the general public, and vice versa.
3. Members of the public body who participate remotely must announce at the outset of the meeting that he/she is in fact attending the meeting remotely and by further identifying the specific physical location (by county, township, village and state) where he/she is located. The meeting minutes must include this information.
4. Notice of any meeting held electronically must be posted at the City Offices at least 18 hours before the meeting begins and must clearly explain the following:
 - (a) why the public body is meeting electronically;
 - (b) how members of the public may participate in the meeting electronically, including the specific telephone number, internet address or similar log-in information needed to participate in the meeting;
 - (c) how members of the public may contact members of the public body to provide input or ask questions on any business that will come before the public body at the meeting;
 - (d) how persons with disabilities may participate in the meeting.
5. The notice identified above must also be posted on the City's website homepage or on a separate webpage dedicated to public notices for non-regularly scheduled or electronic public meetings that is accessible through a prominent and conspicuous link on the website's homepage that clearly describes the meeting's purpose.

6. The City must also post on the City website an agenda of the meeting at least 2 hours before the meeting begins.
7. Members of the public may offer comment only when the Chair recognizes them and under rules established by the City.
8. Members of the public who participate in a meeting held electronically may be excluded from participation in a closed session that is convened and held in compliance with the Open Meetings Act.

MAINTAINING ORDER

Public body members and all individuals participating shall preserve order and shall do nothing to interrupt or delay the proceedings of public body.

All speakers shall identify themselves prior to each comment that follows another speaker, and they shall also indicate termination of their comment. For example, "Adam Zettel speaking. There were no new water main breaks to report last month. That is all."

Any participants found to disrupt a meeting shall be promptly removed by the city clerk or by order of the Mayor. Profanity in visual or auditory form is prohibited.

The public body members, participating staff, and recognized staff/consultants/presenters shall be the only participants not muted by default. All other members must request to speak by raising their digital hand on the Zoom application or by dialing *9 on their phone.

MOTIONS & RESOLUTIONS

All Motions and Resolutions, whenever possible, shall be pre-written and in the positive, meaning yes is approved and no is defeated. All motions shall require support. A public body member whom reads/moves for a motion may oppose, argue against or vote no on the motion.

PUBLIC ADDRESS OF BOARD OR Commission

The public shall be allowed to address a public body under the following conditions:

1. Each person who wishes to address the public body will be first recognized by the Mayor or Chair and requested to state his / her name and address. This applies to staff, petitioners, consultants, and similar participants.
2. Individuals shall seek to be recognized by raising their digital hand as appropriate on the digital application.
3. Petitioners are encouraged to appropriately identify their digital presence so they can be easily recognized during business. If you intend to call in only, please notify the clerk in advance of your phone number.
4. The city clerk shall unmute participants and the members of the public based upon the direction of the mayor or chair. Participants not recognized for this purpose shall be muted by default, including staff, petitioners, and consultants.
5. Individuals shall be allowed five (5) minutes to address the public body, unless special permission is otherwise requested and granted by the Mayor or Chair.
6. There shall be no questioning of speakers by the audience; however, the public body, upon recognition of the Mayor or Chair, may question the speaker.

7. No one shall be allowed to address the public body more than once unless special permission is requested, and granted by the Mayor or Chair.
8. One spokesperson for a group attending together will be allowed five (5) minutes to address the public body unless special permission has been requested, and granted by the Mayor or Chair.
9. Those addressing the public body shall refrain from being repetitive of information already presented.
10. All comments and / or questions shall be directed to and through the Mayor or Chair.
11. Public comments (those not on the agenda as speakers, petitioners, staff, and consultants) are reserved for the two "Public Comment" sections of the agenda and public hearings.

VOTING RECORD OF PUBLIC BODIES

All motions, ordinances, and resolutions shall be taken by "YES" and "NO" voice vote and the vote of each member entered upon the journal.

**CITY OF SWARTZ CREEK
SWARTZ CREEK, MICHIGAN
WASTE BID REVIEW COMMITTEE
MINUTES OF MARCH 22, 2021**

Meeting called to order by Mr. Zettel at 10:05 a.m.

Members Present: Dennis Cramer, John Gilbert, Andy Harris, Nate Henry, & Chad Young

Members Absent: None

Others Present: Adam Zettel & Tom Spillane

APPROVAL OF AGENDA: Approved without changes (Motion by Cramer, support by Gilbert, unanimous voice vote).

APPROVAL OF MINUTES: Approval of minutes March 15, 2021 (Motion by Henry, support by Gilbert, unanimous voice vote).

MEETING OPEN TO THE PUBLIC: Tom Spillane had no comment.

Business: Rating Sheet

Discussion ensued on the purpose and content of the rating sheet. Items were added.

Bid Walk Through

The committee discussed the bids and updated the interview sheet accordingly.

Interviews

The committee unanimously opted for in-person interviews of about 90 minutes. They wish to hold 2 one day and 1 on the next available day. Staff will arrange.

MEETING OPEN TO THE PUBLIC: Tom Spillane indicated that he felt Gary Hicks is overworked. He covers a vast geography.

MEMBER COMMENTS: None.

There will be morning interviews forthcoming and to be scheduled.

The meeting was adjourned by Mr. Zettel at 11:03 a.m.

-AHZ



Where Friendships Last Forever

Adam Zettel, AICP

City Manager

azettel@cityofswartzcreek.org

Date: April 6, 2021

To: **WBRC**
From: **Adam Zettel, AICP**
RE: **April 12, 2021 WBRC Meeting**

Hello everyone,

The Waste Bid Review Committee will be meeting at 9:00 a.m. on April 12, 2021. This will be an in-person meeting, with participation available using the Zoom application. Instructions and expectations for the virtual meeting option are included in the packet.

We have vetted the bids and conducted interviews. References are expected this week. As such, I am sending along a copy of a generic rating sheet to act as a guide for each of you. Our purpose on the 12th will be to convene and make a recommendation to the city council regarding the preferred contractor. Given the subjective nature of many variables, I am not sure a strict, metric approach will suit us. I think this will come down to individual's judgement on the matter as exercised through the committee approach.

With that said, I think we have a great committee and three able contractors before us. I suspect we will have a preferred firm option for the council. Contact me with questions or comments. If I get other materials, I will send them along!

Sincerely,

Adam H. Zettel, AICP
City Manager
City of Swartz Creek
azettel@cityofswartzcreek.org

**City of Swartz Creek
Waste Bid Evaluations
April 2021**

Firm Name:

Firm Representative:

Assigned Facility Location:

Comparable Clients:

Contract Exemptions & Alternates:

Capacity & Customer Service Notes:

Additional Notes:

Firm Name:

Evaluations are based on the following:

1. Demonstrated ability to provide the service required
2. Demonstrated ability to provide quality control & recovery
3. Price of the service
4. Reference analysis from other communities
5. Past experience
- 6.

Evaluations will be scored using the following relative weights:

<u>Criteria</u>	<u>Number of points (1-5)</u>
1. Price:	—
2. Qualifications of Staff:	—
3. Past Performance/Reference:	—
4. Quality Assurance/Quality Control:	—
5. Local Presence:	—
6. Ability to Provide Basic Service	—
7. Value of Additional Perks	—
8.	
Maximum	__ points