

**Charlotte Area Recycling Authority  
July 26, 2016**

**CALL TO ORDER:** By CARA Board Member Raymer, Tuesday, July 26, 2016 at 5:30 p.m.

**ROLL CALL:** Darlene Raymer, Deb Montgomery, Sharon VanLoton, Tammy Halsey and Roger Wickerham.

**ABSENT:** Councilmember Mitchell

**ALSO PRESENT:** Amy Gilson - DPW Director, Ginger Terpstra, City Clerk, Gregg Guetschow, City Manager and Mary Beth Roe, Resource Recovery.

**APPROVAL OF MINUTES:** Motion by Boardmember VanLoton, second by Halsey to approve the minutes from the regular meeting of April 26, 2016, as presented. Carried. 5 Yes. 0 No.

**APPROVAL OF AGENDA:** Motion by Boardmember Montgomery, second by Halsey to approve the agenda as presented. Carried. 5 Yes. 0 No.

**PUBLIC COMMENT:** Nancy Agnello, CARA employee, read a letter of reprimand that she had received on 6/21/2016. She stated that she doesn't feel that CARA is safe.

**William Dunkel**, a volunteer worker at CARA, expressed his frustration with what he feels is a lack of leadership. Stated that he has had people ask how to donate to CARA and he does not know how to handle those inquiries. He feels that there should be more direction for those who want to donate.

**OLD BUSINESS:**

**A. Friends of CARA**

Director Gilson stated that \$2,000.00 was received from the Trash Walk.

**B. Marketing Plan**

Director Gilson stated that not a lot has been done regarding marketing since Quinn has been out on maternity leave. Discussion was held on marketing signs. Boardmember Montgomery suggested a brochure be developed suggesting donations that could be distributed at the site. Boardmember VanLoton asked if anything had been done on the idea of larger donors being recognized at different levels as discussed previously.

**C. Lead Worker**

Director Gilson stated that Nikki has stepped up as a lead worker to handle deliveries, etc. in Quinn's absence. Discussion was held on giving her a raise for her extra duties.

Boardmember Montgomery moved, second by Halsey to give Nikki Ringo a .25 cent raise to \$9.00/hr until the time in which Quinn returns. Carried. 4 Yes. 1 No. (VanLoton)

**NEW BUSINESS**

**A. CARA Recycling Report- Amy Gilson**

DPW Director Gilson reported that in an effort to help increase revenues the box board and corrugated cardboard are being baled together. The market has held pretty steady.

**Boardmember Halsey moved, second by Montgomery to accept the CARA Recycling Report as presented. Carried. 5 Yes. 0 No.**

**B. Revenue/Expenditure Update- Amy Gilson**

DPW Director Gilson stated the report included was an unofficial report until all costs are entered from the past fiscal year.

**Motion by Halsey, second by VanLoton to accept the Revenue/Expenditure report as presented. Carried. 5 Yes. 0 No.**

**C. Budget Deficit/Funding Formula Discussion**

City Manager Guetschow explained to the board that CARA ended the fiscal year with a deficit and they are projected to have a deficit in the upcoming fiscal year. He advised that he had met with Dave Roberts from Eaton Township at the township board meeting. He explained that the current agreement states that the allocation of payment with the townships be based on utilization. However, Mr. Roberts is in favor of changing the formula to perhaps base it on population. He would like to have the board set up a meeting with township officials to agree on a formula for the calculation of payment. The boards would need to decide who would be authorized to sign such an agreement.

**D. Contracted Operations**

City Manager Guetschow explained that the agreement between the City of Charlotte and CARA to operate the facility has expired. The agreement has never been renewed. The lease for the grounds in which CARA sits has also expired. There needs to be a new agreement.

Director Gilson stated that some of the options would be to write an RFP (Request for Proposal) to have someone else service and manage the facility.

It was the consensus of the board to have Director Gilson look into how this would work and then possibly have a special meeting to discuss.

**E. Sale of small Orwalk Baler**

Director Gilson stated that this baler is no longer being used and asked if they would be interested in selling

It was the consensus of the board to go ahead and sell it since they are not using it and don't intend to.

**F.. Other**

Director Gilson stated that Hunter, CARA employee, will be leaving soon for college. They are still in need of help on Tuesday's.

**PUBLIC COMMENT: William Dunkel, CARA volunteer, asked for information on the finance stream of the recyclables. He feels that there is unsafe work habits and lack of direction.**

**ADJOURNMENT: Meeting adjourned by Raymer at 7:12 p.m. The next regularly scheduled meeting will be October 25, 2016.**

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Ginger Terpstra, City Clerk, CMMC