

**EMMET COUNTY
DEPARTMENT OF PUBLIC WORKS
BOARD OF DIRECTORS MEETING
Meeting held at 8:30 a.m.
Via Zoom Meeting #853 4666 1533
May 6, 2021**

Members Present: D. Keiser, Chairperson; B. Dohm, Vice Chairperson; D. Fuller, Secretary; C. MacInnis; D. Bachelor; A. Bawkey.

Members Absent:

Members of Public: M. Reaves, Emmet County Administrator; D. White, Emmet County Human Resources Director

Staff Members: A. Tolzdorf; J. Steffel

CALL TO ORDER

D. Keiser called the meeting to order at 8:30 a.m.

MINUTES

The minutes of the April 8, 2021 DPW Board meeting were reviewed. A. Bawkey motioned to approve the April 8, 2021 Minutes; B. Dohm supported. All present voted in favor.

FINANCIALS

The March 2021 Financial reports were reviewed. D. Bachelor motioned to accept the March financials, D. Fuller supported. All present voted in favor.

OPERATIONS UPDATE (OLD BUSINESS)

Personnel: Due to short staffing we are working on ways to overcome the issue. Youth work is not an option as of yet. A. Tolzdorf has developed two business cases: 1. opening two more County positions 2. Restructuring current positions. There are some repercussions with opening up more positions which requires some additional work and planning. Operations are in place to get a long term plan set up. These positions would be moving two long-term temporary employees up to full-time county employees. The day of utilizing alternate services (work release) are over with and may never return. New positions would have to be posted internally for five days. 2. Human Resources is in the process of re-structuring current positions/job descriptions so certain employees can cross-train to be able to fill voids when needed. Emmet County Administrator M. Reaves presented the case to the DPW Board. A. Bawkey motioned that the DPW board approve the DPW business plan to create an appropriate number of new positions and restructure current positions accordingly to fill employment voids. C. MacInnis supported. All present voted in favor.

Enforcement:

Drop site contamination has improved due to Tracie, our drop site maintenance person. She has improved the look of our drop sites, and we have received many compliments on their cleanliness. There is still the occasional large contamination issue. Tracie forwards any information that she gets to the office for enforcement follow-up.

DPW Board Vacancy: No update given

Landfill Contract: A. Tolzdorf will be meeting with Civil Counsel on May 18th to update.

Credit Card Issue: DPW Staff is encouraging people to use cash for small transactions in order to speed up transaction time and keep the line down at the gatehouse. Gatehouse signs are being made to help relay this message.

OTHER BUSINESS (NEW BUSINESS)

Township Voucher Agreements: Written agreements are being developed by Civil Counsel, as money is being exchanged for DPW services. Current participating townships: Bear Creek Township, Resort Township, Springvale Township, Pleasantview Township, Readmond Township and Tuscarora Township. A. Tolzdorf recommended that the township voucher agreements be approved for presentation to the Administrator for BOC approval. C. MacInnis motioned that agreement between townships and the County be adopted as proposed with the exception that the termination clause be looked at with possible change of language to delete reference "to without cause" D. Bachelor supported. All present voted in favor.

2020 DPW Annual Report: The first draft was presented. C. MacInnis suggested that it was too wordy. Less paragraphs and more bullet points would be helpful. B. Dohm requested a better picture of robots working. A. Tolzdorf requested the DPW Board look the report over and report any issues before it goes before the Board of Commissioners.

PNR Drop Site: The new owners of the old Petoskey News Review building are checking with their insurance company to make sure there are no additional liabilities in keeping a recycling drop site there. They want to work with DPW, but it will hinge on insurance approval. A. Tolzdorf would like to ask the City of Petoskey to consider space for a new drop-site as part of their sustainability study.

Last Minute Updates: Compactor Side 1 is in need of repair/maintenance of \$20,000 or more. A. Tolzdorf is working with finance on this issue. The new/used loader and food scrap collection truck have arrived as part of an EGLE Grant.

Public Comment: None

Round Table Discussion: None

Meeting Adjourned: 9:30 a.m.

NEXT MEETING: Thursday June 3, 2021 @ 8:30 a.m., meeting location to be determined.