

**EMMET COUNTY  
DEPARTMENT OF PUBLIC WORKS  
BOARD OF DIRECTORS MEETING  
Meeting held at 8:30 a.m.  
Pleasantview Drop-Off Center  
7363 Pleasantview Rd. Harbor Springs, MI.  
October 8, 2020**

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

Members Absent: None

Members of Public: Elisa Seltzer, RRS Consultant

Staff Members: A. Shepherd; J. Steffel

**CALL TO ORDER**

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

**MINUTES**

The minutes of the September 3, 2020 DPW Board meeting were reviewed. C. MacInnis motioned to accept the September 3, 2020 minutes. J. Kargol supported. All present voted in favor.

**FINANCIALS**

The August 2020 Financial report was reviewed. C. MacInnis motioned to accept the August Financial report, B. Dohm supported. All present voted in favor.

**OPERATIONS UPDATE (OLD BUSINESS)**

Personnel: Five DPW staff members will reach retirement age by 2022; two attendants, two drivers, and one recycling processor. Wendy Fought is in the process of developing a succession plan to cover these positions in the future and will present the plan at the November DPW Board meeting.

Enforcement: Recycling Drop sites continue to experience a large amount of illegal dumping. Cameras and signs have been installed at many of the sites. Enforcement follow-ups continue. J. Steffel responded to a litter complaint in Little Traverse Township. J. Steffel performed a site investigation and discovered the source. A warning letter was issued giving 15 days to clean up the garbage before a Municipal Civil Infraction is issued.

MRF Upgrade: Dry runs with the new container line and AMP robots will begin next week. The DPW Board performed a walk-through of the new facility as part of the October DPW Board Meeting. The project has been very smooth. We are working on videoing a "virtual tour" of the MRF once the project is finished since we cannot run public tours during the Covid-19 Pandemic.

Rate Increase: The Emmet County Board of Commissioners did not approve the recommendation to increase the bagged garbage rate to go into effect on October 1. They felt that it was too soon, and had questions. A recommendation will go to the Board of Commissioners during the October B.O.C. meeting for the rate increase to go into effect January 1, 2021.

### **OTHER BUSINESS (NEW BUSINESS)**

Carton Council Contract: The Carton Council will pay \$25,000 towards the MRF Container Line Improvement Project if Emmet County Recycling approves a contract to continue to accept cartons for recycling. Bob Engel from Civil Counsel looked the contract over and gave his approval. D. Fuller moved to recommend the Carton Council Contract, approved by Civil Counsel, to the B.O.C. to sign; J. Kargol supported. All present voted in favor.

2021 Budget: A copy of the preliminary proposed 2021 budget was handed out. A final draft will be presented on a later meeting date.

DPW Office Manager Change: After a year in the new position of DPW Office Manager, the job title "Office Manager" does not fit the job functions that are performed. After bringing this to the attention of Emmet County Human Resources, the job title is recommended to be changed to Emmet County Transfer Station & Recycling Manager. When doing a comparative analysis with the new title, a salary grade increase was noted. B. Dohm motioned that the B.O.C. support that the DPW Office Manager title be changed to Emmet County Transfer Station & Recycling manager and that the wage reflects the change; A. Bawkey supported. All present voted in favor.

RRS Proposal – In August, the DPW Board approved a contract for RRS Services to help with future landfill contract negotiations vs. going out to bid for a new landfill contract; as the Emmet County/GFL Environmental Landfill Contract expires in 2023. RRS Consultant Elisa Seltzer presented the different ways that RRS can offer support throughout the project.

**NEXT MEETING: Thursday, November 5 at 8:30 a.m.** Pleasantview Drop-off Center, 7363 Pleasantview Rd. Harbor Springs, MI 49740. Board Members: Please call the DPW office at 348-0640 if you are unable to attend the meeting.

D. Keiser adjourned the meeting at 9:50 a.m.