

**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.
November 5, 2020**

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

Members Absent: A. Bawkey

Members of Public: None

Staff Members: A. Shepherd; J. Steffel; W. Fought

CALL TO ORDER

D. Keiser called the meeting to order at 8:40 a.m.

MINUTES

The minutes of the October 8, 2020 DPW Board meeting were reviewed. C. MacInnis motioned to accept the October 8, minutes. B. Notestine supported. All present voted in favor.

FINANCIALS

The September 2020 Financial report was reviewed. D. Fuller motioned to accept the September Financial report, J. Kargol supported. All present voted in favor. Third Quarter Report and Aged Accounts Reports were handed out. Both Second and Third Quarter Reports will be discussed at next month's meeting.

OPERATIONS UPDATE (OLD BUSINESS)

Personnel: Morale is at an all-time low at the facility for various reasons. A. Shepherd and W. Fought are doing their best to work through personnel issues.

Enforcement: There is still an unusually large amount of illegal dumping of garbage and building materials at recycling drop sites, which has an impact on the cost of the recycling program. Through grant funding, we are in the process of installing cameras and staging law enforcement to assist in investigation and follow up.

MRF Upgrade: The new MRF container line and all three robots are in full operation. Due to COVID safety issues, live tours cannot be offered at this time. In place of live tours, we will be shooting a virtual tour video and will share it on social media, with the news media, on our website and more. We are still working on some issues with glass quality as it comes off the new container line. AMP, Machinex and RRS have all been incredible to work with throughout this project. They will continue to come back and help us fine tune the equipment until we are satisfied.

2021 Budget Update: Emmet County Finance and the DPW Director agreed on a balanced budget for 2021. This will be presented to the Board of Commissioners in the near future for approval.

TRP Education Grant Update: As part of grant requirements: surveys have been performed at each drop site, performed material sorts from drop-sites, educational postcards mailed, bins re-painted and re-labeled, cameras purchased and are starting to get installed. To date \$46,000 was spent, and \$46,000 will be reimbursed through grant funding. We received a grant extension into the spring. A virtual tour video, an updated website, an updated recycling guide, another mailer, and material sort are still on the list for completion by spring 2021.

OTHER BUSINESS (NEW BUSINESS)

2021 Clean Sweep Grant Agreement: EGLE has approved Emmet County DPW to receive \$7,000 in an annual grant to help cover the cost of pesticide disposal. C. MacInnis motioned to recommend to the Administrator to approve the 2021 Clean Sweep Grant Agreement; J. Kargol supported. All present voted in favor.

W. Fought Presentation: W. Fought presented information on facility staff, years of service and potential impending retirements. She has been working on a succession plan for key positions and a timeline for replacement needs.

NEXT MEETING: Thursday, December 3 at 8:30 a.m. Pleasantview Drop-off Center Maintenance Building, 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 9:40 a.m.