

**EMMET COUNTY
DEPARTMENT OF PUBLIC WORKS
BOARD OF DIRECTORS MEETING
July 7, 2022
Meeting held at 9:30 a.m.
Emmet County Drop-Off Center
7363 Pleasantview Rd. Harbor Springs, MI.**

Members Present: D. Keiser, Chairperson; B. Dohm, Vice Chairperson; C. MacInnis, D. Fuller, M. Hoffman, A. Bawkey, D. Bachelor
Members Absent: None
Members of Public: None
Staff Members: A. Tolzdorf; J. Steffel

CALL TO ORDER

D. Keiser called the meeting to order at 9:30 a.m.

MINUTES

The minutes of the June 2, 2022 DPW Board meeting were reviewed. M. Hoffman motioned to approve the June 2, 2022 Minutes; C. MacInnis supported. All present voted in favor.

FINANCIALS

The May 2022 Financial report was reviewed. B. Dohm motioned to accept the May 2022 financial report, D. Fuller supported. All present voted in favor.

OPERATIONS UPDATE (OLD BUSINESS)

New Hook Lift Truck: After A. Tolzdorf met with the County Administrator, it was determined that the lowest bid did not meet all of the RFP specifics. The Board of Commissioners DPW awarded the bid to the lowest bidder, M-Tech, for an International Hook Lift Truck.

Township Vouchers: A. Tolzdorf updated the board on new internal processes requested by Emmet County Finance regarding handling and recording township vouchers.

Personnel: The position for Administrative Secretary has been offered and accepted. The new Administrative Secretary will start on July 25th. K. Melby has given her resignation after twenty two years; notice effective in August. All DPW positions are currently filled now.

Network Fleet : The GPS tracking software used on Curbside Recycling Trucks is moving from 3G to 5G making our current software and contract obsolete. The upgrade to 5G will cost approximately \$300 more annually. A. Tolzdorf will bring this before the Board of Commissioners in August. C. MacInnis motioned to recommend to the Administrator that the Board of Commissioners approve the GPS software contract to upgrade to 5G, B. Dohm supported. All present voted in favor.

Compost Operator Training: DPW has received a grant through Next Cycle to send a person of choice through a week long compost operator training at Michigan State University in August. J. Steffel will be attending the compost operator school, as she will have the ability to train future compost operators after attending this training.

OTHER BUSINESS (NEW BUSINESS)

No new business.

Meeting Adjourned: 10:20 a.m.

NEXT MEETING: Thursday August 4th, 2022 at 9:30 a.m., at the Emmet County Drop Off Center, 7363 Pleasantview Rd. Harbor Springs.