

**EMMET COUNTY**  
**DEPARTMENT OF PUBLIC WORKS**  
**BOARD OF DIRECTORS MEETING**  
**September 5, 2024**  
**Meeting held at 8:30 a.m.**  
**Emmet County Drop-Off Center**  
**7363 Pleasantview Rd. Harbor Springs, MI.**

Members Present: D. Keiser Chairperson ; A. Bawkey; B. Dohm Vice Chairperson; B. Gutowski; D. Mapes; M. Hoffman

Members Absent: D. Fuller

Members of Public: G. Muir

Staff Members: A. Tolzdorf; J. Steffel

**Call to Order**

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

**Public Comments**

No Public Comment

**Minutes**

The minutes of the July 11<sup>th</sup> DPW meeting were reviewed. B. Gutowski motioned to approve the July 11<sup>th</sup> Minutes with the correction on Members of Public; A. Bawkey supported. All present voted in favor.

**Financials**

The July financial report was reviewed by A. Tolzdorf. A. Bawkey motioned to approve the July financials, M. Hoffman supported. All present voted in favor.

Aged Accounts: REMOVED and Woodlee Homes have past-due balances beyond 120 days. The status of their accounts was questioned.

**Operations Update (OLD BUSINESS)**

Personnel: Temporary Seasonal employee Theo Marshall is finishing his 4<sup>th</sup> summer working with Emmet County DPW. He has done an exceptional job working with us this summer, and he will be missed. His last day will be Friday September 13<sup>th</sup>.

Forklift Bid: Three bids were received. The lowest bid did not meet the bid specs. A motion was made by M. Hoffman and supported by D. Mapes to recommend the second lowest bid by Morrison Industrial Equipment for \$46,729.63 to the administrator. All present voted in favor.

Part 115: A committee will be appointed by the September 19<sup>th</sup> Board of Commissioners meeting. The notice of intent has been received and accepted. The next step is to get together as a committee to develop goals and intents.

**Other Business (NEW BUSINESS)**

Harvest Grant: Emmet County DPW was awarded a \$5000 grant from the EGLE as a result of the Pitch that staff gave early summer. The Grant money will be used to provide the following food scrap collection infrastructure: kitchen caddies, carts, cart shelter and information kiosk. A motion was made

by B. Gutowski and supported by B. Dohm to recommend the Harvest Grant to the administrator. All present voted in favor.

AMP Robotics Contract: A motion was made by D. Mapes , and supported by A. Bawkey to recommend the new contract renewal for Robot maintenance and support to the administrator. All present voted in favor.

Presque Isle Contract: A motion was made by B. Dohm, and supported by A. Bawkey to recommend the new contract to continue recycle processing services for Presque Isle County to the administrator. All present voted in favor.

Budget Bags: The DPW gatehouse will be selling 30 gallon garbage bags, with the DPW logo on it, in a pack of ten for \$35.00. This is designed to help expedite the payment process at the gatehouse for customers that come in with just a bag or two of garbage.

### **Public Comments**

N/A

### **Round Table Discussion**

A. Bawkey suggested that for future planning, that the gatehouse should have two inbound lanes, one on each side, and the exit should be moved to the back (East) of the facility. A. Tolzdorf reported that future planning discussions are scheduled to discuss this topic.

B. Dohm asked if we have the ability to re-bid the yard mule with a \$10,000 add-on for fire safety reasons. The the bid was already awarded and ordered. A. Tolzdorf expressed concern over the additional \$10,000 as it was not budgeted and finance will not approve non-budgeted spending as it does not follow the current purchasing policy. A. Tolzdorf explained that she is still working on finding funds to purchase a plow for the new pickup. D. Keiser expressed the need for a conversation with administrators and finance to discuss the lack of ability to use enterprise fund money as needed to purchase crucial equipment for operations. B. Dohm requested that A. Tolzdorf contact the seller of the newly ordered yard mule to see if the order can be placed on hold until a conversation is scheduled with administrators and finance. B. Gutowski and B. Dohm agreed to attend the meeting along with D. Keiser once it is scheduled.

Meeting Adjourned: 9:10 a.m.

**Next Meeting:** Thursday October 3rd, at the Emmet County Drop Off Center, 7363 Pleasantview Rd. Harbor Spring.

A handwritten signature in black ink that reads "Douglas Fuller". The signature is written in a cursive, flowing style.