

**EMMET COUNTY
DEPARTMENT OF PUBLIC WORKS
BOARD OF DIRECTORS MEETING
Meeting held at The Pleasantview Drop-Off Center
7363 Pleasantview Rd. Harbor Springs, MI. 49740
July 2, 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: None

Staff Members: A. Shepherd; J. Steffel

CALL TO ORDER

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

MINUTES

The minutes of the June 4, 2020 DPW Board meeting were reviewed. C. MacInnis motioned to accept the June 4, 2020 minutes. J. Kargol supported. All present voted in favor.

FINANCIALS

The May 2020 Financial report was reviewed. C. MacInnis motioned to accept the May 2020 financial report, B. Notestine supported. All present voted in favor. A copy of the DPW Aged Accounts report was shared with the DPW Board. A draft policy for overdue accounts protocol will be presented to the DPW Board in August. A. Shepherd is working on scheduling a meeting with Little Traverse Disposal to discuss an agreement and payment plan.

OPERATIONS UPDATE (OLD BUSINESS)

Personnel: It has been hard to retain seasonal help due to the job market and competitive wages. Our temporary summer helper took another position. A. Shepherd interviewed another who started this week to help fill in vacation slots and cover sick leave. HR has approved a new union position in processing. Currently the only position is "Recycle Processor" and the new position will be "Recycle Operator." The operators have more responsibility than a processor.

Enforcement: Warning letters are being mailed weekly to people who have been identified for leaving recycling and/or garbage on the ground at public recycling drop sites (illegal dumping). A citation of \$100 (civil infraction) for illegal dumping will be issued to second offenses.

MRF Upgrade: A. Shepherd informed the DPW Board that the new container improvement project is scheduled to begin on August 28 and be up and running by October 10.

Collections Contract: : A. Shepherd recommended that the DPW Board approve a collection/small claims services contract with Universal Credit Services, Inc. d/b/a Northern Credit Services. C. MacInnis motioned to recommend to the Administrator, that Emmet County approve that DPW enters into contract with Universal Credit Services, Inc. for collections and small claims services; J. Kargol supported. All present voted in favor.

OTHER BUSINESS (NEW BUSINESS)

A.C. Builder: A new credit application for Art Call Builder was presented before the DPW Board. Due to past payment history, the DPW Board made a unanimous decision to not grant credit.

NEXT MEETING: Thursday, August 6th, 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 make the meeting.

D. Keiser adjourned the meeting at 9:35 a.m.