

Grand Traverse County Board of Public Works

Thursday, January 9, 2025

Regular Meeting Minutes

2025 Officers: Chair: Jeff Shaw; Vice-Chair: Doug White, Secretary: Rob Lajko

CALL TO ORDER

The Interim Director called the regular meeting of the Grand Traverse County Board of Public Works to order at 9:00 a.m. at the Garfield Township Hall located at 3848 Veterans Drive, Traverse City, Michigan.

ROLL CALL

PRESENT: Doug Bonnell, Beth Friend, Bob Fudge, Rob Lajko, Joe McManus, Maura Sanders, Jeff Shaw, Andy Smits, Liz Vogel, and Doug White
ABSENT: Darryl Nelson
STAFF: Kent Nothstine and Tricia Daugherty
Also Present: Mark Huggard and Andrew Waldron, Jacobs; Jennifer Graham, GFA; Chris Barsheff, Garfield Township Manager, Chris Forsyth, Grand Traverse County Deputy Administrator; and Joanne Tuck, LIAA Videographer

ELECTION OF BOARD CHAIR

MOTION by BETH FRIEND to open the nominations for Chair and nominate Jeff Shaw; second by Liz Vogel. Nominations were closed.

The Motion PASSED unanimously.

ELECTION OF BOARD VICE CHAIR

MOTION by BETH FRIEND to open nominations for Vice Chair and nominate Doug White; second by Bob Fudge. Nominations were closed.

The Motion PASSED unanimously.

ELECTION OF BOARD SECRETARY

MOTION by BETH FRIEND to open nominations for Secretary and nominate Rob Lajko; second by Doug White.

MOTION by ANDY SMITS to nominate Liz Vogel as Secretary; second by Beth Friend.

Nominations were closed.

Members cast a unanimous vote for Rob Lajko as Secretary.

PUBLIC COMMENT

None.

APPROVAL OF AGENDA

MOTION by ANDY SMITS to approve the agenda as tendered; second by Maura Sanders.

The Motion PASSED unanimously.

REPORTS

1. Jacobs Monthly Operating Report

Jacobs submitted a written report. Mark Huggard was present to discuss it with the Board.

2. Engineer of Record

Jennifer Graham of Gourdie Fraser was present to give her report.

3. Interim Director/Shop Manager

Kent Nothstine submitted a written report and was present to discuss it with the board.

4. Board

- a. Elmwood Township: Jeff Shaw was present. He reported that Elmwood is getting ready for construction of a roundabout. He also asked Board Members to keep the DPW Staff informed on upcoming projects for planning purposes. Shaw also commented on the future retirement of Dianne Thompson, DPW Office Manager.
- b. Garfield Township: Joe McManus was present. He reported that there is a lot going on, but he had nothing of note to report.
- c. East Bay Township: Beth Friend was present and reported that the joint sewer project with Acme Township is ongoing.
- d. Peninsula Township: Maura Sanders was present. She reported that there is a lot going on in Peninsula Township, but she had nothing to share with the Board.
- e. Acme Township: Doug White was present and reported everything is quiet in Acme.
- f. Rural Township(s): Rob Lajko was present and reported that Paradise Township is cold, snowy, and quiet.
- g. City of Traverse City: Liz Vogel was present and reported there is a lot going on, but she had nothing to report other than the study session on their rate structure is progressing.
- h. County Commissioner: Darryl Nelson was not present.
- i. At Large Member: Bob Fudge was present and reported all is good.
- j. At Large Member: Doug Bonnell was present and had nothing to report.
- k. Drain Commissioner: Andy Smits was present and reported he is looking forward to a good year.

CONSENT CALENDAR

The purpose of the Consent Calendar is to expedite business by grouping non-controversial items together to be dealt with by one Board motion without discussion. Any member of the Board, staff or the public may ask that any item on the Consent Calendar be removed and placed elsewhere on the agenda for full discussion. Such requests will be automatically respected. *If any item is not removed from the consent calendar, the following items are approved by a single Board action adopting the consent calendar with a MAJORITY ROLL CALL VOTE.*

APPROVAL OF MEETING MINUTES: December 12, 2024

ITEMS (*Claims and claims reports are available for review at any time upon request.*)

1. Olson – Bzdok (\$935.00)
2. City of Traverse City – October sewer charger (\$224,794.00)
3. City of Traverse City – October Garfield water (\$101,115.60)
4. City of Traverse City – October Peninsula water (\$9,059.75)
5. City of Traverse City – October Elmwood water (\$1,946.79)
6. City of Traverse City – November sewer charger (\$162,684.41)
7. City of Traverse City – November Garfield water (\$42,261.86)
8. City of Traverse City – November Peninsula water (\$2,516.08)
9. City of Traverse City – November Elmwood water (\$813.46)

MOTION by LIZ VOGEL to approve the consent calendar, as presented; second by Andy Smits.

ROLL CALL VOTE:

(10) YES: Doug Bonnell, Beth Friend, Bob Fudge, Rob Lajko, Doug White, Andy Smits, Joe McManus, Maura Sanders, Jeff Shaw, and Liz Vogel
(0) NO: N/A
(1) ABSENT: Darryl Nelson

The Motion PASSED unanimously (10-0).

UNFINISHED BUSINESS

1. Authority

Chairman Shaw received an email containing a 2010 memo regarding the nuances of becoming an authority. He will provide a copy to the Board for discussion next month. No action taken.

2. Policy regarding the use of the Septage Treatment Facility

Nothing new to report. No action taken.

3. Status of application for State of Michigan PFAS Investigation Funding Grant

Application deadline February 21, 2025. Selection process to be completed by March 31, 2025.

MOTION by BETH FRIEND to approve Jacobs to complete the grant application and direct the Chair to authorize the application with an estimated budget of \$15,000 with a 10% variance; second by Andy Smits.

The Motion PASSED unanimously.

4. Waterworth invoice (\$31,700.00)

The Chair reported that BPW Counsel, Scott Howard advised that we are not required to pay the Waterworth invoice.

MOTION by ANDY SMITS to terminate our agreement with Waterworth for the software procured; second by Liz Vogel.

The Motion PASSED unanimously.

5. Director position - Performance Review

Discussion. Chairman Shaw will ask the Human Resources Department to resend the Director job offer to Noah Karberg with a start date of April 28, 2025.

MOTION by BETH FRIEND to recommend that Grand Traverse County analyze appropriate compensation for Kent Nothstine for working in the Interim Director position for an extended period of time, up to and including retroactive; second by Liz Vogel.

The Motion PASSED unanimously.

No action taken on Performance Review.

6. Project ALPHA presentation. Chris Forsyth gave a presentation on Project ALPHA. No action taken.

NEW BUSINESS

1. Appointments to Committees. After discussion, the BPW Chair made the following committee appointments:
 - a. Finance: Beth Friend, Joe McManus, Maura Sanders, Jeff Shaw, and Doug White.
 - b. Personnel: Andy Smits, Liz Vogel, and Jeff Shaw.
 - c. Appeals: Bob Fudge, Rob Lajko, and Andy Smits.
2. Annual review of BPW bylaws. The review of the BPW bylaws was tabled until next month's meeting due to time constraints.
3. Grit Removal Cost Estimate. Mark Huggard gave a presentation on the cost estimate of the grit removal project. An engineer from Jacobs will be available for next month's meeting to answer questions.

MOTION by BETH FRIEND to approve the December Jacobs bill in the amount of \$91,141.74; second by Liz Vogel.

The Motion PASSED unanimously.

PUBLIC COMMENT

None.

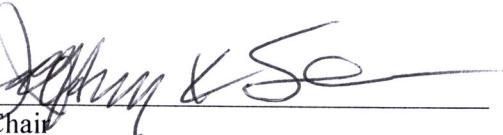
NOTICES

1. The next regular BPW Finance Committee Meeting will be held on February 5, 2025, at 1:00 p.m. in the Large Conference Room in the Public Services Building at 2650 LaFranier Rd.
2. The next regular meeting of the Board of Public Works will be held on February 13, 2025, at 9:00 a.m. in the Meeting room at GARFIELD TOWNSHIP HALL, 3848 Veterans Drive.

ADJOURNMENT

The Chair adjourned the meeting at 10:58 a.m.

Date: 2-13-24



BPW Chair



Secretary (Approved as to form and content)