

SOUTHERN CLINTON COUNTY  
MUNICIPAL UTILITIES AUTHORITY  
3671 W. Herbison Road  
DeWitt, MI 48820  
Regular Commission Meeting – held via Zoom  
November 17, 2020

**CALL TO ORDER**

Chairperson Adams called the meeting to order at 5:30 p.m.

**ROLL CALL**

PRESENT: Adams (in Watertown, MI), Coss (in DeWitt, MI) , Dymczyk (in DeWitt, MI), Helinski (in DeWitt, MI), Hildebrant (in Bath, MI), Kurt (in DeWitt, MI), Mosier(in DeWitt, MI), Phillips (in Bath, MI), Ross (in DeWitt, MI), Tubbs (in Haslett, MI)

ABSENT:

ALSO PRESENT: Director of Operations Gurski (in DeWitt, MI), Administrative Supervisor Mead (in Bath, MI)

**APPROVAL OF AGENDA**

Motion by Kurt, seconded by Tubbs, to approve the agenda as presented. **Motion Carried**

**APPROVAL OF CONSENT AGENDA**

Motion by Tubbs, seconded by Hildebrandt, to approve the consent agenda as presented. **Motion carried.**

- Regular commission meeting minutes – October 20, 2020 (Approved)
- November 2020 communications (Receive and place on file)
- Vouchers 60809-60883, 17130-17133 (Approved)
- Nov 20-34 Oct 2020 Financial Reports (Approved)

**PUBLIC COMMENT**

There were no public comments.

**NEW BUSINESS**

**Nov 20-35 2021 Meeting Dates - Resolution**

Motion by Coss, second by Dymczyk, to waive the reading of the resolution for the 2021 meeting dates. **Motion carried.**

Motion by Coss, second by Dymczyk, to adopt the 2021 meeting dates. **Roll Call: Adams, aye; Coss, aye; Dymczyk, aye; Helinski, aye; Hildebrant, aye; Kurt, aye; Mosier, aye; Phillips, aye; Ross, aye; Tubbs, aye. Motion carried.**

### **Nov 20-36 Proposed Updated Fee Schedule**

The fee schedule hasn't been updated since April 2013. Items that were obsolete were removed, fees were updated as necessary, and a return inspection fee was added. Members discussed the permit fees and the return inspection fee.

Motion by Tubbs, second by Hildebrant, to adopt the updated fee and rate schedule effective November 18, 2020. Motion carried.

### **Nov 20-37 Proposed Enhanced Access to Records Policy**

Enhanced access policy allows entities to charge for digital data, ie: purchase orders, tax records, GIS data, etc. While this type of policy has been around for a while, staff recently learned about it through a meeting. It will help to control FOIA requests that are made to gather data for resale.

Motion by Coss, second by Helinski, to waive the reading of the resolution for the Enhanced Access to Records Policy. Motion carried.

Motion by Coss, second by Helinski, to adopt the Enhanced Access to Records Policy as presented effective November 18, 2020. Roll Call: Adams, aye; Coss, aye; Dymczyk, aye; Helinski, aye; Hildebrant, aye; Kurt, aye; Mosier, aye; Phillips, aye; Ross, aye; Tubbs, aye. Motion carried.

### **Nov 20-38 MERS Plan Adoption Addendum**

This addendum was sent to all Municipalities by MERS and clarifies practices used to determine retirement benefits.

Motion by Kurt, second by Coss, to authorize the Director to complete the Plan Adoption Agreement Addendums per MERS request. Motion carried.

### **Nov 20-39 Director Annual Evaluation**

Coss stated that the Director's contract requires a positive evaluation before December 1 for salary increases. Last year the Personnel Committee decided that a full evaluation was not necessary each year and a short evaluation would be done every other year. The Director worked with Personnel Chair Coss to come up with short- and long-term goals.

Motion by Tubbs, second by Kurt, to send the Directors contract to the Personnel Committee for review of compensation. Motion carried.

Motion by Tubbs, second by Coss, to give the Director of Operations a positive rating for fiscal year 2020. Motion carried.

### **Nov 20-40 Consideration of Non-Union COLA Increases**

Motion by Ross, second by Tubbs, to adopt the proposed 2% cost of living raise for the non-union pay scale, effective January 1, 2021. Motion carried.

## **Nov 20-41 2021-2023 Union Contract**

The only changes to the contract are 2% increases to each of the three years wage scales and removal of obsolete health care language.

Motion by Tubbs, second by Mosier, to approve the 2021-2023 bargaining unit agreement and authorize the Authority Board Chair to sign the contract on behalf of the Authority. **Motion carried.**

### **DIRECTOR'S REPORT**

The forcemain from LS 201 under the expressway was cleaned. Granger testing is ongoing and generating interest from other parties. There were over one million gallons of biosolids hauled and there were no complaints from the neighbors.

### **STAFF COMMENT**

There were no staff comments.

### **EXTENDED PUBLIC COMMENT**

There were no public comments.

### **AUTHORITY MEMBER COMMENT**

Members wished Phillips the best in retirement and wished everyone a Happy Thanksgiving.

### **ADJOURNMENT**

The meeting was adjourned at 6:15 pm.

Prepared by,

Lisa Mead  
Recording Secretary