

**OPEN SESSION MINUTES
WINNEBAGO COUNTY BOARD OF SUPERVISORS
SOLID WASTE MANAGEMENT BOARD**

DATE: January 7, 2015

TIME: 9:01 a.m.

LOCATION: Sunnyview Landfill
100 W. County Road Y
Oshkosh, WI

PRESENT: Pat O'Brien, Chairman
Ken Robl, Vice Chairman
Paul Eisen, Secretary
Mike Easker
Gerry Konrad
Jerry Finch
Susan Locke
Doug Nelson (9:11 a.m. - 9:42 a.m.)

EXCUSED: David Albrecht

ALSO PRESENT: John Rabe, Director of Solid Waste
Kathy Hutter, Confidential Secretary
Kurt Pernsteiner, Facility Manager
Jennifer Semrau, Recycling Coordinator
John Fink, County Executive Assistant

1. Call to Order: P. O'Brien called the meeting to order at 9:01a.m.
2. Approve Agenda: Motion to approve the January 7, 2015 agenda, made by K. Robl and seconded by J. Finch. Motion carried 7-0.
3. Public Comments on Agenda Items: None.
4. Announcement/Communications: J. Rabe notified the Solid Waste Management Board (SWMB) that the Brown, Outagamie and Winnebago County (BOW) Annual Solid Waste & Recycling Meeting is scheduled for Wednesday, January 14, 2015 at 10:30 a.m., at the Outagamie County (OC) Landfill, 1419 Holland Rd., Appleton. A SWMB Meeting Agenda will be prepared and distributed for this meeting.
5. Approval of Minutes – December 17, 2014 Open Session: Motion to approve the December 17, 2014 open session minutes, made by J. Finch and seconded by K. Robl. Motion carried 7-0.

6. Discussion/Action – Revised Solid Waste Credit Policy: K. Pernsteiner presented the Revised Solid Waste Credit Policy (Credit Policy) to the SWMB, explaining that the current Landfill Credit Account procedure includes the following steps:
- Customers who are interested in applying for a Landfill Credit Account must complete and submit a Credit Application and a Financial Disclosure Form.
 - K. Pernsteiner uses the Credit Application and the Financial Disclosure Form to evaluate customer history and complete a credit reference check on the prospective Landfill Credit Account customer.
 - Successful Credit Applicants receive an acceptance letter that outlines payment terms and billing information and uses standard language to explain the process in handling past due accounts.
 - Current payment terms are net 15 days. Landfill Credit Account customers with unpaid balances older than 15 days are telephoned, emailed and/or mailed letters requesting payment. If a Landfill Credit Account is unpaid it can be suspended or revoked. Unpaid balances are also sent to a collections agency.

K. Pernsteiner explained that the revised Credit Policy is intended to formalize procedures in handling unpaid Landfill Credit Account balances and will be provided to Landfill customers and Credit Account applicants. K. Pernsteiner further explained that the Credit Policy also includes:

- Changing payment terms to net 30 days.
- A new finance charge of 1% (12% Annum) for unpaid balances.
- An ability to revoke use of SWMB facilities for unpaid balances.

K. Pernsteiner asked the SWMB to consider approval of the Revised Credit Policy for Landfill Customer Credit Accounts.

Discussion ensued amongst the SWMB members.

Motion made by J. Finch and seconded by G. Konrad, to accept the Revised Solid Waste Credit Policy as presented, changing the payment terms to net 30 days. Motion carried 8-0.

7. Discussion/Action – 2015 Project Carryover Requests: K. Pernsteiner presented the SWMB with the following 2015 Project Carryover Requests:

Carryovers

Administration	Diesel Underground Fuel Storage Tank Removal/ Above Ground Fuel Storage Tank Replacement (2014)	\$70,000
Administration	Landfill Haul Road Paving (2014)	\$56,702
Administration	Concrete Work - Trailer Docks/Ramps (2014)	\$20,000
Administration	New Green Vehicle - General Use (2014)	\$30,000

K. Pernsteiner stated that the Landfill Haul Road Paving was started in 2014, using \$93,298 of project funds and he is requesting a carryover of the remaining \$56,702 to complete the project. All of the other projects were budgeted in 2014 but were delayed for site preparation, planning and further research.

Discussion ensued amongst the SWMB members.

Motion made by M. Easker and seconded by J. Finch, to approve the 2015 Project Carryover Requests as presented. Motion carried 8-0.

8. Discussion – Oshkosh Community Media Services, Your City at Work, Winnebago County Recycling Program: J. Rabe explained to the SWMB that Oshkosh Community Media Services interviewed J. Semrau for a *Your City at Work* episode featuring the Winnebago County Recycling Program. The episode includes J. Semrau's interview highlighting the recent changes to the Tri-County Recycling Program, file videos of the Outagamie County MRF and instructional graphics. The episode is approximately 30 minutes long and is available on the Oshkosh Community Media Services website and YouTube. A link to the video will also be available on the Winnebago County Solid Waste website.

Discussion ensued amongst the SWMB.

9. Future Agenda Items: None at this time.
10. Set Next Meeting Date: The next SWMB meeting date is scheduled for January 21, 2015 at 9:00 a.m.
11. Adjournment: Motion to adjourn made by J. Finch and seconded by G. Konrad. Motion carried 8-0. Meeting was adjourned at 9:42 a.m.

Respectfully Submitted,

Kathy Hutter
Confidential Secretary

Approved by SWMB – January 21, 2015