

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

DATE: January 20, 2021

TIME: 9:01 a.m.

LOCATION: Virtual Meeting by Zoom and Phone Call-In

PRESENT BY ZOOM  
OR SPEAKER PHONE:

Pat O'Brien, Chairman  
David Albrecht, Vice Chairman (9:24 a.m. – 10:19 a.m.)  
Paul Eisen, Secretary  
Thomas Borchart  
Mike Easker (9:02 a.m. – 10:19 a.m.)  
Gerry Konrad  
Kevin Konrad  
Doug Nelson

EXCUSED: Susan Locke

ALSO PRESENT BY  
ZOOM OR SPEAKER  
PHONE:

John Rabe, Director of Solid Waste  
Cassie Stadtmueller, Administrative Associate  
Kurt Pernsteiner, Operations Manager  
Kathy Hutter, Recycling Program Manager  
Zach Moureau, Environmental Manager  
Chris Anderson, Foth Infrastructure & Environment (9:01 a.m. – 9:30 a.m.)  
Sara Beine, Foth Infrastructure & Environment (9:01 a.m. – 9:45 a.m.)

1. Call to Order: P. O'Brien called the meeting to order at 9:01 a.m.
2. Approve Agenda: Motion to approve the January 20, 2021 agenda, made by G. Konrad and seconded by T. Borchart. Motion carried 6-0.
3. Public Comments on Agenda Items: None.
4. Announcements/Communications: P. Eisen informed the Solid Waste Management Board (SWMB) that there was a Request for Bid ad in the Northwestern on January 2, 2021 for the Transfer Station Floor Replacement project.

J. Rabe informed the SWMB that the deadline to sign up for the WI Integrated Resource Management Conference with a reduced rate is February 2, 2021. J. Rabe explained that elected officials need to contact the Clerk of Courts and all other board members can contact C. Stadtmueller to sign up.

5. Approval of Minutes – December 16, 2020 Open Session: Motion to approve the December 16, 2020 open session minutes, made by G. Konrad and seconded by K. Konrad. Motion carried 7-0.
7. Discussion/Action – 2020/2021 Budget Carryover Requests: K. Pernsteiner presented the SWMB with the following 2020/2021 Budget Carryover Requests:

Type 2 Carryovers:

52801-58001	Buildings	Sunnyview Landfill Office Renovation	\$ 40,000
52803-58001	Buildings	Snell Road Landfill Office Renovation	\$ 100,000
52811-58002	Improvements	Transfer Station Security Cameras	\$ 5,000
52813-58002	Equipment	Transfer Station Floor Replacement	<u>\$ 200,000</u>
	TOTAL		\$ 345,000

Motion made by P. Eisen and seconded by T. Borchart, to approve the 2020/2021 Budget Carryover Requests as presented by SWMB Staff. Motion carried 7-0.

6. Discussion/Action – Award Transfer Station Floor Replacement Project (SW01-21): K. Pernsteiner presented the Transfer Station Floor Replacement bid results to the SWMB as follows:
  - The project must be conducted in two construction sequences to allow for continued facility use during construction. Bidder shall coordinate sequence plan with Solid Waste Staff prior to starting construction.
  - There are two potential construction schedules, and bidders should complete the bid form to propose for each of the construction timelines:
    - Schedule A: February 15-27, 2021, with project completion by March 1, 2021 or prior to frost weight restriction limitations on roads.
    - Schedule B: May 31-June 14, 2021

	SCHEDULE A	SCHEDULE B	CC/BB
Cardinal Construction	\$172,681	\$148,391	BB
Frank O. Zeise Construction	\$166,385	\$155,595	BB
John Skotzke Concrete	\$180,945	\$167,965	CC
<del>Miron Construction Co.</del>	<del>\$52,598</del>	<del>\$88,123</del>	<del>BB</del>
<b><u>MJI Building Services</u></b>	<b><u>\$164,500</u></b>	\$152,250	BB
<del>The Boldt Company</del>	<del>\$134,833</del>	<del>\$122,981</del>	<del>BB</del>

- Review of the bids resulted in the following actions: Miron Construction withdrew their bid due to a misunderstanding of the scope of work; The Boldt Company's bid was disqualified due to a proposed deviation that was not accepted.
- The next qualified apparent low bidder is MJI Building Services (MJI) for a total bid price of \$164,500 for Schedule A (February), which is the schedule selected by the project team.
- Qualification statements were received and MJI is the contractor for the Brown County Transfer Station concrete work being finished this week. MJI also was the contractor for the Winnebago County Parks Department shelter building.
- Solid Waste Staff recommends to award the contract to MJI Building Services for Schedule A in the amount of \$164,500.

D. Nelson asked if Solid Waste staff contacted the Highway Department to complete the concrete floor project. J. Rabe explained that typically we use the Highway Department for smaller projects and/or asphalt paving and due to the critical timeline and detailed scope of the project, we made the decision to bid the work out.

Discussion ensued amongst the SWMB.

Motion to award the Transfer Station Floor Replacement Project (SW01-21) to MJI Building Services for \$164,500 (Schedule A) made by, G. Konrad and seconded by P. Eisen. Motion carried 8-0.

8. Discussion/Action – 2019/2020 Ken Robl Conservation Park Maintenance Expenses: J. Rabe explained to the SWMB that a Memorandum of Understanding (MOU) was created in 2017 between the Parks Department (Parks) and the SWMB in regards to maintenance of the Ken Robl Conservation Park (KRCP). The MOU states Parks and the SWMB will evaluate KRCP maintenance needs after one year to determine an appropriate cost sharing mechanism. J. Rabe further explained that there still has not been a discussion between the Parks and Solid Waste Departments for cost sharing. J. Rabe informed the SWMB that Parks does not have funds in their 2021 budget for maintenance.

J. Rabe presented the KRCP maintenance costs by the Parks Department for 2019 and 2020 as follows:

<b>2019</b>	<b>Times Cut</b>	<b>Hours per cut</b>	<b>Rate</b>	<b>Cost</b>
Crew of One full time staff	8	4	40	\$ 1,280
Crew of two Seasonals	7	3	30	\$ 630
Equipment	15		75	\$ 1,125
			Total	\$ 3,035

2020	Times Cut	Hours per cut	Rate	Cost
Crew of One full time staff	9	4	40	\$ 1,280
Crew of two Seasonals	6	3	30	\$ 630
Equipment	15		75	\$ 1,125
Repairs of Trail				\$ 960
			Total	\$ 3,995

Discussion ensued amongst the SWMB.

M. Easker suggests that the SWMB agrees to pay for the KRCP expenses for the first three years (2019-2021) and would like to negotiate with Parks to split costs 50/50 for three years (2022-2024) and then have Parks assume full responsibility for expenses going forward (2025 and beyond).

Discussion ensued amongst the SWMB.

Motion made by M. Easker as described in the paragraph above and seconded by T. Borchart. Motion carried 8-0.

9. Discussion – Operational Program Reports: K. Pernsteiner presented the Landfill/Transfer Station Operational Program Updates to the SWMB as follows:

- Solid Waste Landfill/Transfer Station Operational Updates:

- Deer Carcass Program Update:

Year	2018	2019	2020
Tonnages	1.73	2.66	1.64
Deer Count	32	65	41

- Solid Waste Landfill Office Renovation Project Update:

- Appleton Sign installed the exterior signage and that looks really good.
  - Cardinal Construction is finishing up the final remaining punch list items; some punch list items will need to be completed this Spring.

Discussion ensued amongst the SWMB.

- Solid Waste Financial Updates:

- Staff is working with our scale software provider Advanced Weigh Systems on the upgrade to e-mailing scale tickets to our haulers. The software was installed on January 11, 2021 and is up and running. This will allow for a greener approach to our programs by not printing all those scale tickets. Any haulers using our unattended scale will be immediately e-mailed the scale ticket for their records.
  - Staff had training on the new MSB credit card terminals and procedure that the Winnebago County Finance Department (Finance) has been working on for some time now. The new procedure will allow for more department direct receipting and more timely reporting. This will also allow for the Solid Waste

Department to accept Mastercard, VISA, American Express and Discover.  
Finance is also looking to get more departments on line in the near future.

K. Hutter presented the Recycling/Diversion Program Update to the SWMB as follows:

- Winnebago County's (WC) single stream recycling (SSR) tonnage for the month of December 2020 is 1,268 tons vs. 1,442 tons in December 2019.
- End of Year WC SSR Program Inbound Tonnages (unaudited):

SSR Material Source	2019 Tons	2020 Tons
Contracted Responsible Units (Signing Municipality)	12,172	12,468
Commercial (non-contract/not shared with BOW)	163	155
Commercial (contract/shared with BOW)	4,077	3,426

- Responsible Units of Government (RUG) materials:
  - WC Staff tracks SSR tonnages for our Signing Municipalities so that they may earn revenues from materials and complete WI Department of Natural Resources (WDNR) reporting.
  - In 2020, we saw a significant amount of RUG SSR & MSW delivered to Advanced Disposal Service (ADS) & Waste Management (WM) Facilities (157 loads in 2018 ramped up to 555 loads in 2020). This affects all RUGs contracted with ADS.
  - Most of the SSR material (or equivalent material) was delivered from these non-county facilities to the Tri-County Recycling Facility via semi-truck. Equivalent waste materials have also historically been accepted in lieu of RUG waste materials.
  - In 2020, we believe most of the Signing Municipal material or equivalent material stayed in the Brown, Outagamie and Winnebago (BOW) System.
  - With the recent buyout of ADS, it has become particularly difficult to acquire the RUG load tickets from ADS-WM staff. This creates delays in reporting and invoicing and may lead to lost tonnages and revenues for the RUGs.
  - To try to remedy this situation, WC Staff have:
    - Requested weekly updates/ticket packets from ADS-WM frontline staff.
    - Reached out to ADS-WM Operations Staff and Managers to request that the practice of delivering loads to non-county facilities is curtailed.
    - Reached out to Outagamie County (OC) Staff to confirm that equivalent tonnage is accepted from ADS-WM at the Tri-County Material Recovery Facility (MRF).
    - Included a brief update on this situation in the January 13, 2021 RUG letter.
  - WC Staff will continue to monitor the situation with hopes that the above steps will reduce the amount of RUG materials handled through non-approved facilities.

- If this cannot be resolved in the above steps, WC Staff will request the SWMB to support an initiative by WC Staff to ask RUGs to work directly with ADS-WM to have the materials delivered to Winnebago County Transfer Station.
- WC Staff are also recommending a SWMB Workshop in 1<sup>st</sup> Quarter 2021 to discuss tonnages, revenues, rebate program and how we fit into the BOW System in future years.
- All Universal Waste & Recycling programs are going well. We expect things to slow down over the winter.
- End-of-year Diversion Program reports will be prepared for a future SWMB meeting.
- End-of-year BOW reports will be prepared for a future SWMB meeting.

Z. Moureau presented the Landfill Gas (LFG) and Long-term Care Update to the SWMB as follows:

- Energy revenue from December (\$150,837) increased from November (\$148,339). Total revenue for 2020 was \$1,892,803 with an average monthly revenue of \$158,000. This total was \$92,000 over our budgeted revenue.
- In December, Engines #2R, #3, and #4 or #5 were running with scheduled shutdown of Engine #3 during off peak hours. We performed several minor maintenance tasks throughout the month. No LFG was used in the Highway Department boilers.
- Engines #2R, #3, and #4 are currently running with occasional scheduled shutdown of Engine #2R overnight. Engine #5 is available as a backup. The first decoke was just completed on Engine #2R last week after nearly 6,000 operating hours. This type of decoke schedule is common with brand new equipment.
- December LFG Monitoring was performed the week of December 14, 2020. There were no deviations encountered during the event. The January 2021 LFG Monitoring event is being performed this week.
- Resampling of the groundwater at the new groundwater monitoring well nest confirmed CVOCs in the deeper monitoring well. We have proposed to the WDNR to install another well downgradient of the new well nest and sample for VOCs for several quarters. If CVOCs are detected at this well, this will likely be the extent of well installation due to the proximity of the proposed new well to wetland areas adjacent to Lake Butte des Morts. The concentrations of CVOCs are very low and natural attenuation is currently occurring at the site which will not create any adverse conditions at the nearby wetland.

Discussion ensued amongst the SWMB.

10. Future Agenda Items: None at this time.

11. Set Next Meeting Date: The next SWMB meeting date is tentatively scheduled for February 3, 2021 at 9:00 a.m.

12. Adjournment: Motion to adjourn made by D. Albrecht and seconded by D. Nelson. Motion carried 8-0. Meeting was adjourned at 10:19 a.m.

Respectfully Submitted,

Cassie Stadtmueller  
Administrative Associate

**Approved by SWMB – February 17, 2021**