

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

DATE: July 6, 2016

TIME: 9:02 a.m.

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

PRESENT: Pat O'Brien, Chairman  
Ken Robl, Vice Chairman  
Paul Eisen, Secretary  
David Albrecht  
Mike Easker  
Jerry Finch  
Gerry Konrad  
Susan Locke  
Doug Nelson

ALSO PRESENT: John Rabe, Director of Solid Waste  
Kathy Hutter, Confidential Secretary  
Kurt Pernsteiner, Facility Manager

1. Call to Order: P. O'Brien called the meeting to order at 9:02 a.m.
2. Approve Agenda: Motion to approve the July 6, 2016 agenda, made by K. Robl and seconded by J. Finch. Motion carried 9-0.
3. Public Comments on Agenda Items: None.
4. Announcements/Communications: P. Eisen explained to the Solid Waste Management Board (SWMB) that he had positive feedback from a neighbor who recently used the Facility and complimented the professional service he received from Scale Operator, S. Spanbauer.

P. Eisen announced that a Request for Proposal (RFP) for Compactor Installation was published as a legal notice in the June 23, 2016 and June 30, 2016 print editions of the Oshkosh *Northwestern*. J. Rabe explained that the RFP is for the third compactor to be installed in the Transfer Station in late 2016. J. Rabe further explained that the pre-bid meeting is scheduled on July 7, 2016. Bids are due on July 14, 2016 and the bid results will likely be scheduled for consideration as an Agenda Item on July 20, 2016.

J. Rabe indicated that the SWMB Appointments for K. Robl, D. Nelson and D. Albrecht have been corrected; term expirations are now April 16, 2019.

J. Rabe explained that the Tri-County Solid Waste & Recycling 3<sup>rd</sup> Annual Tri-County Board/Committee Meeting was held on June 22, 2016 at Brown County (BC) Port & Resource Recovery in Green Bay. Brown, Outagamie and Winnebago County Staff presented program updates for attendees and the meeting was well attended.

5. Approval of Minutes – June 15, 2016 Open Session: Motion to approve the June 15, 2016 open session minutes, made by J. Finch and seconded by G. Konrad. Motion carried 9-0.
6. Discussion/Action – Evaluation of Container Rental & Lease Program: J. Rabe explained to the SWMB that the Container Rental & Lease Program was last discussed at the June 15, 2016 meeting. J. Rabe indicated that K. Hutter prepared a Container Program Report for the SWMB. K. Hutter presented the SWMB with the Evaluation of Container Rental & Lease Program as follows:
  - 2016 (annualized) short-term rental activity is down and long-term rental activity is up compared to 2013-2015.
  - Market conditions and competition have changed in the past few years; Service areas and rates were modified to try to take advantage of these changes.
  - 2016 (annualized) tonnages are down compared to 2015; rental container tonnages have averaged ~2,000 tons/year.
  - 2016 (annualized) rental revenues are down compared to 2015; the container rental program continues to operate at a financial loss.
  - Container inventory is aging; 75% of the 187 Winnebago County (WC) rental containers are 9-15 years old; more containers are requiring significant, costly repair.
  - Container Rental accounting/financial reporting procedures have changed in 2016; new procedures are time consuming and the Container Rental Office staff now use 3 computer software programs to maintain a customer database/inventory, scheduling and financial reporting; integrating or updating software can reduce the time required to maintain records.
  - The Container Lease Program continues to be used by a number of local, independent haulers; Container Leases require a minimum amount of time to manage and draws additional tonnage to WC approved facilities.

Discussion ensued amongst the SWMB.

The consensus of the SWMB is to have Staff develop a comprehensive plan for the future of the Container Rental & Lease Program and present it at the next meeting.

No action taken by the SWMB.

7. Discussion/Action – Evaluation of HHW Program: J. Rabe explained to the SWMB that he researched WC and Outagamie County (OC) Household Hazardous Waste (HHW) Facility operations and expenses to determine program options for 2017. J. Rabe presented the Evaluation of HHW Program to the SWMB as follows:

- The WC HHW Program currently has 32 collection dates from March – October at a permanent facility. WC has a Memorandum of Understanding (MOU) with BC for staffing the HHW facility (fixed cost) and material disposal (variable cost, depending on material weight and type).
- As a comparison, the OC HHW Program has 12 collection dates from May – October which are operated more like Clean Sweep events. OC also works with BC for staffing events and material disposal.
- In 2015, WC cost per material weight and cost per participant were similar to OC's; WC operational costs were more due to the additional days of service and additional advertising.
- C. Blan, BC HHW Program Coordinator suggested that reducing the number of collection dates may help reduce overall program costs. C. Blan provided J. Rabe with estimates for HHW staffing in 2017 - 12 days/\$12,000, 24 days/\$23,000 and 32 days/\$30,000.

J. Rabe recommended reducing 2017 HHW Program costs by decreasing the number of collection days from 32 days to 24 days. J. Rabe further explained that the 24 collection days would be scheduled from May – October (avoiding holiday weekends and busier weeks at the Transfer Station). The Tri-County Clean Sweep Event would be encouraged for customers looking for HHW material disposal in April.

Discussion ensued amongst the SWMB.

Motion made by J. Finch and seconded by D. Nelson, to accept HHW Program changes for 2017 as recommended by SWMB Staff. Motion carried 9-0.

8. Discussion/Action – 2017 Budget Table of Organization & New Position Requests: J. Rabe explained to the SWMB that the 2017 Budget Table of Organization (TO) and New Position Requests were last discussed at the June 15, 2016 meeting. J. Rabe presented the proposed 2017 Budget TO to the SWMB and explained that it includes:
- 16 full-time positions.
  - An Environmental Manager position for gas-to-energy/air permits/environmental monitoring and maintenance; will take over the management aspects of these programs (currently managed by the Director).
  - A second Environmental Technician to take over wellfield monitoring (originally budgeted in 2013); will take over a large portion of the field work currently completed by Foth Environmental and Infrastructure (Foth).
  - HHW Program and Container Rental & Lease Program to be added to the Recycling Program Manager position; responsibilities will also include diversion programs (C&D recycling, shingle recycling, tire recycling, etc.).

Discussion ensued amongst the SWMB.

The consensus of the SWMB is to have Staff summarize job duties for both new positions (Environmental Manager and Environmental Technician) and present a report at the next meeting.

No action taken by the SWMB.

9. Discussion – Sludge Site Operations Update: J. Rabe presented the SWMB with the Sludge Site Operations Update as follows:
- Approximately 500 tons of papermill sludge and 1,000 tons of ash are placed per week.
  - Riverview Construction (Riverview) is on site one day per week for fine grading and bottom ash placement.
  - SWMB Staff track tonnages and estimate remaining volume weekly; currently ~23,000 cubic yards of airspace remains; potential closure will be in early October 2016; customers have been notified and Staff are working with them to make arrangements for future sludge disposal at OC LF.
  - Foth will develop a closure plan modification with proposed schedule (closure in fall 2016; potential final cover installation in 2017).
  - Closure expenses will appear in 2017 Budget documents but Engineering and Construction costs will be paid from the Sunnyview Sludge Site Closure escrow account.

Discussion ensued amongst the SWMB.

10. Future Agenda Items: P. Eisen requested a discussion/action topic to be added to a future agenda to allocate Retained Earnings funds for future maintenance of the Ken Robl Conservation Park.
11. Set Next Meeting Date: The next SWMB meeting date is scheduled for July 20, 2016 at 9:00 a.m.
12. Adjournment: Motion to adjourn made by J. Finch and seconded by S. Locke. Motion carried 9-0. Meeting was adjourned at 10:43 a.m.

Respectfully Submitted,

Kathy Hutter  
Confidential Secretary

**Approved by SWMB – July 20, 2016**