

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

DATE: September 5, 2018

TIME: 9:01 a.m.

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

PRESENT: Pat O'Brien, Chairman
Ken Robl, Vice Chairman (9:01 a.m. – 11:04 a.m.)
Paul Eisen, Secretary
David Albrecht
Mike Easker
Jerry Finch (9:01 a.m. – 10:17 a.m.)
Susan Locke
Doug Nelson

EXCUSED: Gerry Konrad

ALSO PRESENT: John Rabe, Director of Solid Waste
Cassie Stadtmueller, Administrative Associate
Kurt Pernsteiner, Operations Manager
Zach Moureau, Environmental Manager
Kathy Hutter, Recycling Program Manager
John Fink, County Executive Assistant (9:01 a.m. – 11:08 a.m.)
Matt Wiedenhoef, MartinRiley (9:01 a.m. – 10:17 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 September 5, 2018 agenda, made by K. Robl and seconded by J. Finch. Motion carried 8-0.
3. Public Comments on Agenda Items: None.
4. Announcements/Communications: J. Rabe informed the Solid Waste Management Board (SWMB) that on August 16, 2018 the Solid Waste Department received an email from a customer stating that they received above and beyond customer service. J. Rabe further explained that the customer was having vehicle problems and Luke Schmoker our foreman and summer seasonal staff tried to jump start their vehicle for them. When that didn't work,

they helped push the customer's vehicle out of the flow of traffic while they waited for a tow truck.

J. Rabe informed the SWMB that Foth Infrastructure & Environment developed a commemorative print for the Ken Robl Conservation Park dedication ceremony.

P. Eisen notified the SWMB that on August 19, 2018 the Oshkosh *Northwestern* had a public notice stating the Town of Utica adopted a Recycling Compliance Assurance Plan on July 9, 2018 to qualify for the WI Department of Natural Resources Recycling Grant. The Compliance Assurance Plan will establish standard guidelines that will lead to compliance with the Town of Utica's Recycling Ordinance. K. Hutter will reach out to the Town of Utica's Chairman and Clerk to discuss the benefits of becoming a signing municipality.

Discussion ensued amongst the SWMB.

5. Approval of Minutes – August 15, 2018 Open Session: Motion to approve the August 15, 2018 open session minutes, made by J. Finch and seconded by M. Easker. Motion carried 8-0.
6. Discussion – Distribute Final 2019 Budget Documents: J. Rabe distributed the Final 2019 Budget Documents to the SWMB. J. Rabe explained to the SWMB after the 2019 Budget meeting with the County Executive, Finance Director and Human Resources Director, there were no changes to the SWMB budget.

J. Rabe added that minor changes made by Finance and Human Resources yield a projected surplus of \$48,370 with a \$1.00/ton increase in the solid waste tipping fee and a \$5.00/ton increase in the recycling tipping fee.

7. Discussion/Action – Space Needs Assessment Report for Solid Waste Offices: J. Rabe introduced Matt Wiedenhoeft from MartinRiley to the SWMB and outlined the general scope of the Space Needs Assessment (approved at the June 20, 2018 SWMB meeting). M. Wiednhoeft presented the SWMB with the Space Needs Assessment Report for Solid Waste Offices as follows:
 - MartinRiley has worked on multiple Winnebago County construction and renovation projects
 - Interviewed Solid Waste staff to determine what is currently working and what needs improvement in work areas to effectively complete daily tasks
 - Existing conditions of office space is outdated and no longer in ADA compliance; there are pest control issues and security concerns
 - Key findings
 - existing configuration of spaces is detrimental to customer service and security
 - existing facilities and furnishings fail to meet staff needs
 - interaction with the general public and way-finding need improvement
 - Plan 1 and Plan 2 design
 - Signage to better direct customers

Discussion ensued amongst the SWMB.

Motion to move forward with Plan 2, made by D. Albrecht and seconded by J. Finch.
Motion carried 8-0.

8. Closed Session:

a. Pursuant to Section, 19.85(1)(e), Wisconsin Statutes, at this point in the meeting the Board shall consider a motion to convene into closed session for the purposes of deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, in relationship to the Waste and Recyclable Material Hauling Services Agreement.

Motion made by K. Robl and seconded by D. Albrecht at 10:19 a.m. to convene into closed session. Motion carried 7-0 by roll call vote.

9. Return to Open Session to Resume Regular Business: Motion to return to open session at 11:09 a.m. made by D. Nelson and seconded by D. Albrecht. Motion carried 6-0 by roll call vote.

10. Discussion/Action – Consider Amendment to the Waste and Recyclable Material Hauling Services Agreement: No discussion or action at this time.

11. Future Agenda Items: None.

12. Set Next Meeting Date: The next SWMB meeting date is scheduled for September 19, 2018 at 9:00 a.m.

13. Adjournment: Motion to adjourn made by D. Nelson and seconded by M. Easker. Motion carried 6-0. Meeting was adjourned at 11:10 a.m.

Respectfully Submitted,

Cassie Stadtmueller
Administrative Associate

Approved by SWMB – September 19 , 2018