

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

DATE: September 6, 2017

TIME: 9:00 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  
Doug Nelson

EXCUSED: Susan Locke

ALSO PRESENT: John Rabe, Director of Solid Waste  
Cassie Stadtmueller, Administrative Associate  
Kurt Pernsteiner, Operations Manager  
Chris Anderson, Foth Infrastructure & Environment

1. Call to Order: P. O'Brien called the meeting to order at 9:00 a.m.
2. Approve Agenda: Motion to approve the September 6, 2017 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) of an anonymous customer complaint that was received via the County Clerk's office on August 21, 2017 following a visit to the landfill on Saturday, August 19, 2017. The complaint was due to an employee "just sitting" in a vehicle directing traffic during the Household Hazardous Material (HHM) Facility open hours. J. Rabe explained that Summer Seasonal employees have been used to direct traffic during HHM Facility operations to help our customers find the proper drop-off location/avoid any confusion of where to go.

Discussion ensued amongst the SWMB.

J. Rabe informed the SWMB of a fire that occurred at the Transfer Station on Sunday, August 27, 2017 around 6:00 pm. The fire suppression system was activated and the Oshkosh Fire Department, Oshkosh Police Department and Solid Waste staff were called to the Transfer Station. The fire was extinguished with no injuries and no damage to the building/equipment. Sprinkler heads were replaced and the fire suppression system was recharged. The facility returned to normal operation on Monday, August 28, 2017.

Discussion ensued amongst the SWMB.

J. Rabe explained to the SWMB after the 2018 Budget meeting with the County Executive, Finance Director, Human Resources Director and County Board Chair, there were no changes to the SWMB budget. The final budget packets will be distributed at the SWMB meeting on September 20, 2017.

5. Approval of Minutes – August 16, 2017 Open Session: Motion to approve the August 16, 2017 open session minutes, made by J. Finch and seconded by G. Konrad. Motion carried 7-0. D. Nelson abstained.
6. Discussion/Action – Award Ken Robl Conservation Park Construction: J. Rabe explained to the SWMB the pre-bid meeting was held on August 22, 2017. J. Rabe indicated that six contractors submitted contractor qualification statements on August 25, 2017. J. Rabe explained to the SWMB that the bids were due on August 29, 2017 and three bids were received. J. Rabe explained to the SWMB that the budget amount for the Project is \$1,000,000. J. Rabe explained that the SWMB was not selected for the WI Department of Natural Resources (WDNR) grant funding for this project. J. Rabe presented the SWMB with the following Ken Robl Conservation Park (KRCP) Construction Bid Tally:

Bidder	Schedule 1		Schedule 2	
	Total Unit Price Bid	Option A	Total Unit Price Bid	Option A
Advance Construction	\$681,335.25	\$20,000.00	\$811,907.50	\$20,000.00
Buteyn-Peterson Const.	\$523,310.00	\$17,500.00	\$569,805.00	\$17,500.00
Vinton Construction	\$740,104.75	\$17,500.00	\$882,455.00	\$17,500.00

J. Rabe explained that Schedule 1 refers to the North half of the project only and Schedule 2 included the North half and Southern trail that connects with Fernau Avenue. Option A is for a pre-fabricated portable toilet screen.

J. Rabe explained when the purchasing department published the Bid Tally, Buteyn-Peterson Construction found a substantial error on two bid items associated with the trail construction and chose to withdraw their bid.

C. Anderson from Foth Infrastructure & Environment (Foth) presented a summary that included Engineers construction cost estimates for the revised KRCP designs contained in Bid Schedules 1 & 2 (including 20% contingency). J. Rabe presented the following summary that includes the Advance Construction (Advance) Base Bid for Schedules 1 & 2 and Option A, compared to the revised Foth estimates:

Bid Schedule	Advance Construction			Revised Foth Estimate
	Base Bid	Option A	Total Bid	
1	\$681,335.25	\$20,000.00	\$701,335.25	\$704,000
2	\$811,907.50	\$20,000.00	\$831,907.50	\$870,600

SWMB Staff and Foth recommend awarding the Ken Robl Conservation Park Project with Bid Schedule 2 and Option A to Advance Construction for a total bid price of \$831,907.50.

Discussion ensued amongst the SWMB.

Motion made by J. Finch and seconded by D. Nelson, to award the Ken Robl Conservation Park Project to Advance Construction for \$831,907.50. Motion carried 8-0.

7. Discussion – Proposed Development Assistance for North Area Dog Park: J. Finch asked the SWMB to consider contributing \$50,000 in developmental assistance to the proposed North Area Dog Park. J. Finch further explained that the proposed North Area Dog Park would be located at the closed Glatfelter site near County Rd CB and Oakridge Road. J. Finch stated that there would be a 25 year lease (~\$8,000/year) on the proposed North Area Dog Park property.

P. O'Brien stated he is concerned about the legality issues of the SWMB investing in a piece of property that they do not currently own.

G. Konrad stated that he wasn't opposed to the idea, but felt the topic required more discussion and research.

Discussion ensued amongst the SWMB.

M. Easker suggested the SWMB consider a broader program that would assist with funding projects throughout the county to promote reuse and recycling.

Discussion ensued amongst the SWMB.

P. O'Brien indicated discussion of Proposed Development Assistance for North Area Dog Park will be a future agenda item and will try to get answers on the legality questions from today's discussion.

8. Discussion/Action – Award Video Camera System Upgrade: J. Rabe explained to the SWMB that one of the 2017 Capital Outlay budget items was to upgrade the Solid Waste Department's current video camera system. J. Rabe further explained that the 2017 budgeted amount was \$20,000 for this project.

K. Pernsteiner explained to the SWMB that he worked with the Winnebago County Information Systems (IS) Department considering options/modifications and finalized a plan for the Video Camera System Upgrade as follows:

- Install all new IP cameras to allow viewing access from multiple devices.
- Addition of cameras in the Transfer Station compactor areas.
- Site specific cameras (i.e. indoor/outdoor, lighting, viewing, etc.).
- Software upgrade which allows additional licenses for new users to be added for no additional cost.
- All equipment and installation costs are included.

K. Pernsteiner recommended awarding the Video Camera System Upgrade to SGTS, Inc for \$33,895. K. Pernsteiner indicated the additional funds (\$13,895) will come from unused Capital in the 2017 Budget.

Motion made by P. Eisen and seconded by J. Finch, to amend the 2017 Budget and award the Video Camera System Upgrade to SGTS, Inc for not more than \$33,895. Motion carried 8-0.

9. Discussion – Transfer Station Safety Audit Report: K. Pernsteiner explained that based on the SWMB's request, he worked with Bill Lindberg of Lindberg Compliance Services Group (Lindberg) and Brian Margan from Willis Towers Watson (Willis) to review Transfer Station operations and provide input for safety improvement.

K. Pernsteiner stated that Lindberg visited the site and reviewed the Safety Manual and traffic/equipment operations, and offered the following comments/recommendations:

- Safety Manual is too generic
- Truck speeds exceeding the posted limits
- Traffic flow patterns are not clearly defined
- Signage needs to reflect actual Policies
- Loader backup alarms not always loud enough
- Create updated information sheet for new users
- Job analysis should be performed for PPE requirements

K. Pernsteiner stated that Willis visited the site and reviewed the waste/recycling compactor operations and offered recommendations for clean-up within internal areas of compactors, and electric panel access/system re-sets. K. Pernsteiner noted that the compactor manufacturer has already made modifications to the electric panels to allow remote re-sets and eliminated the need to regularly enter/open the electric panels.

K. Pernsteiner stated that Foth recently visited the site to review Transfer Station vehicle traffic patterns and will provide recommended options for improved safety of operations.

K. Pernsteiner explained to the SWMB that based on the safety reviews and recommendations, he has already started to implement actions to address the safety concerns noted.

10. Discussion – Construction Project Updates: J. Rabe updated the SWMB on the Sludge Site Final Cover Construction Project (SW03-17) as follows:

- Rooting zone hauling and placement completed on August 25, 2017.
- Access road extension completed on August 28, 2017.
- Seed/fertilizer and mulch completed on September 6, 2017.
- Substantial completion will be reached by September 8, 2017.

Discussion ensued amongst the SWMB.

J. Rabe updated the SWMB on the Residential Drop-off Area Modifications Project (SW04-17) as follows:

- Asphalt paving work completed on August 24, 2017.
- Final gravel placement completed on August 25, 2017.
- Project reached substantial completion on August 30, 2017.
- Final completion reached on September 5, 2017 – liquidated damages will not be enforced.
- Contractor worked well coordinating work activities with Landfill operations.

Discussion ensued amongst the SWMB.

11. Future Agenda Items: P. O'Brien indicated discussion of the legal aspects of Proposed Development Assistance for North Area Dog Park will be a future agenda item. M. Easker suggested a broader topic discussion to include possible promotion and education for off-site projects.

12. Set Next Meeting Date: The next SWMB meeting date is scheduled for September 20, 2017 at 9:00 a.m.

13. Adjournment: Motion to adjourn made by J. Finch and seconded by G. Konrad. Motion carried 8-0. Meeting was adjourned at 10:45 a.m.

Respectfully Submitted,

Cassie Stadtmueller  
Administrative Associate

**Approved by SWMB – September 20, 2017**