

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

DATE: September 18, 2019

TIME: 9:00 a.m.

LOCATION: J.P. Coughlin Center  
625 E. County Road Y  
Meeting Room A  
Oshkosh, WI

PRESENT: Pat O'Brien, Chairman  
David Albrecht, Vice Chairman  
Paul Eisen, Secretary  
Mike Easker (9:05 a.m. – 10:23 a.m.)  
Jerry Finch  
Gerry Konrad  
Susan Locke  
Doug Nelson

EXCUSED: Ken Robl

ALSO PRESENT: John Rabe, Director of Solid Waste  
Cassie Stadtmueller, Administrative Associate  
Kurt Pernsteiner, Operations Manager  
Zach Moureau, Environmental Manager  
John Fink, County Executive Assistant

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 18, 2019 agenda, made by J. Finch and seconded by S. Locke. Motion carried 7-0.
3. Public Comments on Agenda Items: None.
4. Announcements/Communications: None.
5. Approval of Minutes – September 4, 2019 Open Session: Motion to approve the September 4, 2019 open session minutes, made by J. Finch and seconded by G. Konrad. Motion carried 7-0.
6. Discussion/Action– Consider Meeting Schedule Changes for 2020: J. Rabe discussed the option of having a monthly meeting on the third Wednesday of the month starting in January 2020 with the Solid Waste Management Board (SWMB). J. Rabe explained to the SWMB that we previously had issues with having a quorum, especially in the first six months of the year.

J. Rabe further explained that with the current twice per month SWMB meeting schedule it is challenging to have enough meaningful discussion topics at the meetings and it is difficult to get the necessary information for the meetings distributed to SWMB members in a timely manner.

J. Rabe explained to the SWMB that by having one meeting a month, the Solid Waste staff will be able to prepare meeting information packets and distribute to the SWMB members to review prior to the meeting. J. Rabe further explained if there is an urgent matter or a large amount of discussion topics we could call a special meeting to go over those topics.

D. Nelson and J. Finch both expressed interest in going to one meeting per month in 2020.

Discussion ensued amongst the SWMB.

D. Albrecht stated that going to one meeting per month (third Wednesday of the month), there would be a long delay to get items to the County Board if we would need something approved.

P. Eisen stated that up until this point the Solid Waste Department has been very successful and he would like to keep the twice per month meeting schedule.

Discussion ensued amongst the SWMB.

M. Easker stated that special meetings are difficult to attend and one meeting a month may be very lengthy. M. Easker suggested keeping the twice per month meeting schedule and cancel one of the meetings if there in not sufficient topics to be discussed.

Discussion ensued amongst the SWMB.

Consensus of the SWMB was to continue these discussions at a future meeting.

No action taken at this time.

7. Discussion/Action – Solid Waste Administration Office Addition & Renovation Project Update:

J. Rabe presented the Solid Waste Administration Office Addition & Renovation Project Update to the SWMB as follows:

- Last discussed at the September 4, 2019 SWMB meeting
- Foth Infrastructure & Environment (Foth) submittal uploaded to the City of Oshkosh by Martin Riley on September 3, 2019
- City of Oshkosh staff met/discussed and issued a Conditional Approval letter on September 5, 2019
- Remaining items include submitting “as-built” documentation following construction and the executed Storm Water O&M agreement (will be reviewed by Corporation Counsel)
- Plan to discuss billing credit options with C. Anderson & Jim Miles-Polka at Foth
- Met with Emmons Business Interiors to begin office furniture layouts and cost estimates (tagging on to the State contract as normal Winnebago County vendor was not responsive to our needs)

- Construction work progressing slowly (recently) due to a structural issue that has now been resolved – exterior work to begin again on September 23, 2019 and Cardinal Construction will be updating the project schedule (should stay at December completion)

Discussion ensued amongst the SWMB.

No action taken at this time.

8. Discussion/Action – Transfer Station Office Demolition & Renovation Project Update: J. Rabe presented the Transfer Station Office Demolition & Renovation Project Update to the SWMB as follows:

General:

- On September 3, 2019, J. Rabe and Z. Moureau met with A. Ray to discuss Transfer Station (TS) office situation and answer any questions (follow-up to August 30, 2019 staff meetings); Health Department to finalize TS office assessment letter and J. Rabe to prepare memorandum to SWMB Staff
- M. Harris contacted J. Rabe on September 5, 2019 to discuss temporary office locations at J.P. Coughlin Center (JPC) and County Administration Building; follow-up discussion targets JPC location (back office behind USDA)
- M. Elder contacted J. Rabe on September 9, 2019 – target location is now Meeting Room C at JPC
- J. Rabe met with UW-Extension staff on September 10, 2019 and inspected Meeting Room C; conveyed room acceptance to M. Elder and Information Systems (IS) staff
- Meeting Room C is reserved on September 16, 2019 (UW-Extension will clear remaining 2 reservations)
- IS Staff coordinating network cable/switch installation into Meeting Room C to allow computer/phone/copier installations; CC&N to install on September 18, 2019
- Facilities Staff to move existing large round table and chairs from the room to allow office desk setup (after September 16, 2019)
- Will use existing office furniture/files from POD in this location – hope to begin office occupancy the week of September 23, 2019

Architect/Engineer:

- Reviewed Public Works bidding requirements for TS office renovation project with Purchasing & Corporation Counsel; end result was project must be bid out as a public works project
- 2020 Budget = \$100,000 (Capital)
- Due to current TS office conditions, recommend performing work in 2019
- Martin Riley submitted cost proposal to prepare bidding documents for project; main office structure will be removed; interior bathroom added and IT closet moved to electrical room; additional rodent proofing added to fire suppression system hallway
- Estimated Architect/Engineer Cost = \$14,300 (will become part of overall capital project)
- Project will be bid out in October 2019 and demolition work to be completed in November/December 2019

Staff request SWMB approval to authorize \$14,300 (Martin Riley) to prepare bidding documents (budget adjustment)

Discussion ensued amongst the SWMB.

Motion to authorize a budget adjustment of \$14,300 for Martin Riley to prepare bidding documents for the Transfer Station Demolition and Renovation Project made by, D. Albrecht and seconded by J. Finch. Motion carried 8-0.

9. Discussion – Landfill Gas Operations Report: Z. Moureau presented the SWMB with the following Landfill Gas Operations Report:

Landfill Gas Operations – September 16, 2019		Meter Op. Hours	One-Week Runtime
Engine #2	Running at 910 KW	61416	76
Engine #3	Running at 987 KW	32893	167
Engine #4	Running at 1030 KW	8629	168
Engine #5	Off	27788	0
Sunnyview Compressor	Compressor A running at 58%. Pipeline outflow 957 scfm.		
Sunnyview Flare	Flare – Off; Vacuum = - 11’’ wc; Blower 103 and 104 on; 105 – off		
Sunnyview Gas Field	CH4 = 52.6% O2 = 1.2%		
Snell Rd Flare	Flare – On; Flow = 105 scfm; Vacuum = -16.0’’ wc		
Snell Rd Gas Field	CH4 = 43.0% O2 = 3.5%		
Miscellaneous	Measure & record spark plug firing voltages on all engines. Remove and replace all spark plugs out of specs. Clean and regap spark plugs removed from engines.		

- Energy revenue from August (\$177,737) is down from July (\$182,527) mainly due to maintenance that we performed on the gas system that required system shutdown. Engine #4 was down in the beginning of the month and Engine #5 was down at the end of the month both due to cooling system issues. Both were repaired and are available for use. We are still on track to meet or exceed our budgeted revenue of \$1.8 Million.
- We currently have Engines #2, #3, and #4 running at full load with occasional planned shutdown of Engine #2 overnight.

- September Landfill Gas Monitoring was completed last week. There was only one deviation for oxygen that has been corrected. 3rd Quarter Surface Emission Monitoring was completed last week. There were no exceedances at Snell and Sunnyview.

Discussion ensued amongst the SWMB.

10. Future Agenda Items: None at this time.

11. Set Next Meeting Date: The next SWMB meeting date is scheduled for October 2, 2019 at 9:00 a.m. (Highway Department location).

12. Adjournment: Motion to adjourn made by J. Finch and seconded by S. Locke. Motion carried 8-0. Meeting was adjourned at 10:23 a.m.

Respectfully Submitted,

Cassie Stadtmueller  
Administrative Associate

**Approved by SWMB – October 2, 2019**