

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

DATE: June 28, 2023

TIME: 9:00 a.m.

LOCATION: Solid Waste Administration Office
100 W. County Road Y
Oshkosh, WI

PRESENT: Pat O'Brien, Chairman
Doug Nelson, Vice Chairman
Mike Easker
Paul Eisen
Jerry Konrad
Kevin Konrad
Howard Miller

EXCUSED: Jim Wise, Secretary
Shanah Zastera

ALSO PRESENT: John Rabe, Director of Solid Waste
Cassie Stadtmueller, Office Supervisor
Kathy Hutter, Operations Manager

1. Call to Order: P. O'Brien called the meeting to order at 9:00 a.m.
2. Approve Agenda: Motion to approve the June 28, 2023, agenda, made by K. Konrad and seconded by H. Miller. Motion carried 7-0.
3. Public Comments on Agenda Items: None.
4. Communications Shared by Solid Waste Management Board Members: P. Eisen informed the Solid Waste Management Board (SWMB) that there was an article titled "Wisconsinites are generating less garbage" published in the *Post Crescent* on June 14, 2023.

Discussion ensued amongst the SWMB.

5. Approval of Minutes – June 7, 2023, Open and Closed Session: Motion to approve the June 7, 2023, Open and Closed Session, made by D. Nelson and seconded by K. Konrad. Motion carried 7-0.

6. Discussion – 2024 Budget Schedule: J. Rabe explained the 2024 Budget Schedule to the SWMB as follows:

- June 21, 2023 – Finance Department Kickoff Meeting
- June 23, 2023 – Labor Worksheets from Human Resources (HR) to Departments
- June 28, 2023 – Budget Schedule to SWMB
- July 10, 2023 – Labor Changes Due to HR from Departments; New Positions/Position Changes/Temporary Employees; Equipment Requests to Information Technology (IT)
- July 14, 2023 – Program Descriptions, Accomplishments & Goals Due
- July 19, 2023 – Labor Worksheets Loaded into Tyler Enterprise ERP (ERP) by HR
- August 7, 2023 – Budgets Due in ERP
- August 9, 2023 – Tentative: Draft Budget Packets emailed/mailed to SWMB members
- August 16, 2023 – Tentative: SWMB Budget Workshop/Meeting
- August 21 through August 31, 2023 – Executive Budget Meetings (TBD)
- September 19, 2023 – Executive Budget Presentation to County Board
- September 20, 2023 – Tentative: SWMB Final Budget Approval
- October 30, 2023 – November 2, 2023 – County Board Budget Deliberations

J. Rabe informed the SWMB that Administrative Staff with the Executive Office implemented priority-based budgeting (PBB) software. J. Rabe further explained that due to timing and not enough time to train, departments will use previous budgeting procedures for the 2024 budget and will be further trained on the PBB system for future budgets.

J. Rabe informed the SWMB that J. Doemel and M. Collard informed all departments at the June 21, 2023, Budget Kickoff Meeting that departments should not discuss the budget with their Committees/Boards until after it is approved by the County Executive. J. Rabe explained that he and P. O'Brien have a meeting with J. Doemel, M. Collard, and M. Mueller to get further clarification on what can be discussed with the SWMB prior to the Executive Budget Meeting.

Discussion ensued amongst the SWMB.

7. Discussion/Action – Options for Continued Operation of HHW Product Exchange Room: K. Hutter presented Options for Continued Operation of Household Hazardous Waste (HHW) Product Exchange Room to the SWMB as follows:

- Products collected during HHW hours that are determined to be useable by vendor staff (Veolia ES) are made available free to the public in the Product Exchange Room.
- Products are provided as-is with no guarantee of integrity or effectiveness.
- Product Exchange is open during collection hours (select Wednesdays & Saturdays, 9 AM – Noon, May – October).
- In 2022, ~14% of inbound material was determined as useable and put into Product Exchange (~5,000 lbs.). Of that ~60% was taken by the public. At the end of the season the remaining products were shipped to vendor for proper disposal.
- In 2022, average cost of HHW disposal = \$2.09/lb.; estimated program savings with Product Exchange ~\$6,414
- May 22, 2023 – Liaison Information Report from FBI's Weapons of Mass Destruction (WMD) Directorate and Office of Private Sector, re: availability of explosive precursor

chemicals at HHW collection sites, forwarded to SWMB Staff by Emergency Management.

- Awareness of HHW Collections and Product Exchange Rooms enabling availability of certain chemicals that are used to make improvised explosives.
- Provided a list of items explosive precursor chemicals – many of which are typically available in Product Exchange (acids, drain cleaner, fertilizer, paint strippers, pool chemicals, solvents).
- FBI - Encourage ID checks, watch for suspicious activity, report suspicious behavior to FBI.
- EPA – Encourage 1-day collections.
- Other concerns we have fielded by running Product Exchange that could lead to illegal activity, environmental cleanup, and misuse of material:
 - Material used for substance abuse.
 - Material used for illegal substance manufacturing.
 - Material hoarding.
 - Material resold by the public.
 - Vendor liability/County liability.
- Benefits of Product Exchange program?
 - Financial – disposal cost savings?
 - Feel good – environmental?
 - Feel good – helping people save on household and business expenses?
- Options?
 - Maintain as-is?
 - Scale back to only items that are not on the FBI/DOJ lists?
 - Supervised Product Exchange Room (Winnebago County Employee)?
 - Discontinue and use space for paperwork processing and supplies storage?

Discussion ensued amongst the SWMB.

P. O'Brien asked if we have security cameras by the Product Exchange Room. K. Hutter explained that currently we do not, but she is working with the IT Department to get a new system in place.

P. O'Brien asked if it would be possible to limit the Product Exchange Room operation to one day per month. K. Hutter stated that yes that could be a possibility.

P. O'Brien asked if it is possible to limit how much customers can take per day from the Product Exchange Room. K. Hutter explained that would require a SWMB staff person to monitor and manage each collection day.

Discussion ensued amongst the SWMB.

D. Nelson stated that we do not allow customers to go through any other materials in the drop-off area and take them offsite for personal use, so we shouldn't allow customers to go through HHW materials and remove from the site anymore.

M. Easker asked if the Product Exchange Room is eliminated, when would that take place. K. Hutter explained it would be possible to put into effect at the next collection date on July 12, 2023, or phase out operations at the end of the season.

J. Rabe informed the SWMB that the HHW Collection program costs approximately \$130,000 per year to operate.

Discussion ensued amongst the SWMB.

P. O'Brien suggested that we continue to operate the Product Exchange Room for the remainder of this season and eliminate operations beginning in 2024.

P. Eisen asked what SWMB staff recommends. K. Hutter stated she would recommend we phase out this year and eliminate in 2024 and beyond.

Discussion ensued amongst the SWMB.

Motion made by M. Easker and seconded by D. Nelson, to remove products listed on the FBI WMD Directorate and Office of Private Sector list immediately from the Product Exchange Room and eliminate operations by October 31, 2023.

8. Discussion/Action – SWMB Commendation Resolution for David W. Albrecht: J. Rabe informed the SWMB that a memorandum was sent to David Albrecht on June 20, 2023 on behalf of the SWMB, thanking him for his service to Winnebago County and congratulating him on the dedication of the David W. Albrecht Administration Building.

J. Rabe informed the SWMB that P. O'Brien requested a commendation resolution be drafted for D. Albrecht. J. Rabe explained that he drafted a commendation resolution and sent into M. Mueller for approval and is waiting to hear back. J. Rabe further explained that once it is approved, a copy will be distributed to D. Albrecht and County Board Supervisors.

D. Nelson agreed that this is appropriate and thanked P. Eisen for initiating the process of naming the administration building in honor of D. Albrecht.

Motion to approve the Commendation Resolution for D. Albrecht as presented by SWMB Staff, made by D. Nelson, and seconded by J. Konrad. Motion carried 7-0.

9. Director's Report on Department Operations: J. Rabe presented the Director's Report on Department Operations to the SWMB as follows:

- J. Hanson, Communication and Program Development Specialist resigned on June 12, 2023 and her last day with the department on June 28, 2023
- Waste and recycling hauling from the transfer station continues – majority of waste currently going to the Outagamie County Landfill for construction of a screening berm and last loads of the day currently going to the Brown County Landfill
- Landfill Gas (LFG) to Energy operations continue running two engines (E2R and E3 or E4) when LFG is available (approx. 500-550 cfm); periodic flare operation continues when necessary

- WPS Revenue Summary: \$54,309 in May 2023; YTD 2023 total = \$335,542 (\$400,000 was 2023 Budget Target)
- E5 used 2000 KVA pad mounted transformer sold on surplus auction site for \$65,636
- The WDNR completed annual closed landfill inspections of the Snell Road and Sunnyview Landfills on June 16, 2023 and no issues were noted.
- J. Rabe sent a report to the County Executive on June 16, 2023 updating him on Solid Waste Department projects and operations
- Waste Management (WM)-Berlin recycling contamination issues being addressed by Brown, Outagamie, and Winnebago (BOW) Counties and Winnebago County (WC) – placed on probation for 2-weeks; WC also notified our affected RUGs
- The BOW EPA SWIFR recycling grant application passed into the 2nd phase of the review process – EPA anticipates final selections later this summer.
- Ad Hoc Structure Review Task Force Update:
 - J. Rabe met with M. Mueller and Supervisor Floam on June 9, 2023
 - P. O'Brien, D. Nelson, J. Wise, and J. Rabe attended the June 12, 2023, Task Force meeting – Pat and Doug both spoke in support of keeping the SWMB as standalone
 - Task Force report and resolution for July 10, 2023, JPS meeting will recommend that the SWMB remain as standalone
 - If passed, resolution will then go to County Board for approval in August 2023

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 July 19, 2023, at 9:00 a.m.

12. Adjournment: Motion to adjourn made by J. Konrad and seconded by K. Konrad. Motion carried 7-0. Meeting was adjourned at 10:16 a.m.

Respectfully Submitted,

Cassie Stadtmueller
Office Supervisor

Approved by SWMB – July 19, 2023