

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

DATE: September 7, 2022

TIME: 9:00 a.m.

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

PRESENT: Doug Nelson, Vice Chairman  
Jim Wise, Secretary  
Mike Easker (9:02 a.m. – 10:12 a.m.)  
Paul Eisen  
Gerry Konrad  
Kevin Konrad  
Howard Miller  
Shanah Zastera

PRESENT BY ZOOM  
OR TELEPHONE: Pat O'Brien, Chairman

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

ALSO PRESENT BY  
ZOOM: Carol Blackmore, Assistant Finance Director (9:02 a.m. – 9:15 a.m.)  
Amber Drewieske, CLA (9:02 a.m. – 9:15 a.m.)

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 7, 2022 agenda, made by D. Nelson and seconded by J. Wise. Motion carried 8-0.
3. Public Comments on Agenda Items: None.
4. Communications Shared by Solid Waste Management Board Members: None.
5. Approval of Minutes – July 20, 2022, Open and Closed Session; August 3, 2022 Open and Closed Session: Motion to approve the July 20, 2022 and August 3, 2022 Open and Closed Session, made by G. Konrad and seconded by D. Nelson. Motion carried 8-0.

6. Discussion – 2021 Financial Reports: J. Rabe explained to the Solid Waste Management Board (SWMB) that he invited C. Blackmore from Finance and A. Drewieske from CLA to present the 2021 Financial Reports that they prepared for the Annual Comprehensive Financial Report (ACFR). A. Drewieske explained to the SWMB that D. Petraszak previously created the reports for Finance but is now working in a different department. A. Drewieske further explained that CLA prepared full ACFR reports and will do so going forward.

A. Drewieske reviewed the 2020 to 2021 Net Position, Statement of Revenues and Expenses and Cash Flows with the SWMB.

- Bottom line is that retained earnings increased by \$2,083,570 (Total = \$34,350,577 as of December 31, 2021)

Discussion ensued amongst the SWMB.

7. Discussion – Final 2023 Budget Documents: J. Rabe presented the Final 2023 Budget Documents to the SWMB as follows:

- August 25, 2022 budget meeting with Executive/Administration/Finance/Human Resources led to the following changes to the 2023 budget:
  - Increased solid waste tipping fee to \$52/ton (gate rate) to keep same degree of separation from Outagamie County (OC) Landfill tipping fee (\$54/ton gate rate); added ~\$227,000 to Landfill Fees/Landfill Fees Out of County
  - Added \$8,500 to Temporary Employees for an Intern to be used in the department
  - Added \$12,000 to Advertising for Executive requested Wisconsin Herd "Going Green" event
- Upon final review of Executive budget documents, I discovered the following changes necessary:
  - Corrected discrepancy with Sonoco Poly Rejects direct haul tonnage account adding ~\$128,000 to Landfill Fees
  - Corrected discrepancy for missed Alternative Daily Cover/Beneficial Use (ADC/BU) and Out of County tonnage (OOC) in the Regional Fees account (added ~\$1.211 Million)
  - Net result is now a (\$1,498,225) Deficit for the 2023 Budget (funds from retained earnings will be used to offset this deficit)

Discussion ensued amongst the SWMB.

D. Nelson stated the \$12,000 added to advertising for one event seems a bit extreme.

Discussion ensued amongst the SWMB.

S. Zastera asked if the SWMB can counter what the County Executive has changed. P. Eisen stated we can but there is nothing we can gain from doing that.

Discussion ensued amongst the SWMB.

8. Discussion/Action – 2022 Budget Adjustment: J. Rabe presented the 2022 Budget Adjustment to the SWMB as follows:

- Correction discovered during 2023 budget process also needs to be corrected in the 2022 budget as follows:
  - Add \$774,000 to Regional Fees (52813130-55048) – OC Landfill
  - Add \$358,000 to Regional Fees (52813132-55048) – Brown County (BC) Landfill
  - Total of \$1,132,000 added to Regional Fees (55048)
- This is to account for ADC/BU and OOC tonnage delivered to the OC and BC landfills; Landfill Fees revenue was added but the pass-through Regional Fees were missed.
- Adopted Budget was \$16,097 Surplus
- Revised Budget was (\$107,340) Deficit
- New adjust yields a new Revised Budget of (\$1,239,340) Deficit

Motion to authorize a Budget Adjustment to increase Regional Fees in the 2022 Budget by \$1,132,000 made by, M. Easker and seconded by D. Nelson. Motion carried 9-0.

9. Director's Report on Department Operations: J. Rabe presented the Director's Report on 2023 Budget and Department Operations to the SWMB as follows:

- Transfer station operations continue shipping waste to the OC and BC landfills, and shipping recycling to the OC Material Recovery Facility
- Landfill Gas-to-Energy (LFGTE) operations continue to maximize on-peak engine operations as LFG gas flows permit; running all 3 engines when gas quality allows and running 2 engines when gas quality suffers; periodic flare operation continues when necessary
- \$113,121 in WPS revenues for July 2022 (\$150,621 in July 2022); total of \$802,791 in total revenues 7 months YTD (\$114,684/month average); no Highway Department direct LFG usage for July 2022
- Recruitment:
  - Equipment Operator starting on September 8, 2022 – transfer from Highway
  - Highway and Airport staff assistance in August/September - grounds and landfill mowing
  - Requested Temporary Project Employee (Equipment Operator) to assist with operations during upcoming long-term workman's comp employee absence

9. Future Agenda Items: J. Wise and K. Konrad would like to take formal action to approve the 2023 SWMB Budget at the next meeting. G. Konrad would like to review the retained earnings at a future meeting.

10. Set Next Meeting Date: The next SWMB meeting date is scheduled tentatively for September 21, 2022 at 9:00 a.m.

11. Adjournment: Motion to adjourn made by D. Nelson and seconded by G. Konrad. Motion carried 9-0. Meeting was adjourned at 10:12 a.m.

Respectfully Submitted,

Cassie Stadtmueller  
Office Supervisor

**Approved by SWMB – September 21, 2022**