

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

DATE: March 17, 2021

TIME: 9:01 a.m.

LOCATION: Virtual Meeting by Zoom and Phone Call-In

PRESENT BY ZOOM
OR SPEAKER PHONE:

Pat O'Brien, Chairman
David Albrecht, Vice Chairman
Paul Eisen, Secretary
Thomas Borchart
Mike Easker (9:04 a.m. – 11:07 a.m.)
Gerald Konrad
Kevin Konrad
Doug Nelson

EXCUSED: Susan Locke

ALSO PRESENT BY
ZOOM OR SPEAKER
PHONE:

John Rabe, Director of Solid Waste
Cassie Stadtmueller, Administrative Associate
Kathy Hutter, Acting Operations Manager
Zach Moureau, Environmental Manager
Mike Collard, Director of Human Resources (9:01 a.m. – 10:31 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 March 17, 2021 agenda, made by D. Albrecht and seconded by G. Konrad. Motion carried 7-0.
3. Public Comments on Agenda Items: None.
4. Announcements/Communications: T. Borchart informed the Solid Waste Management Board (SWMB) that he attended the virtual WI Integrated Resource Management Conference (WIRMC) that was held February 22-25, 2021. T. Borchart explained he attended numerous track sessions and found the topics very informative and enjoyable. T. Borchart explained that he noticed our tipping fee for general refuse is significantly lower than other areas, especially on the west coast.

Discussion ensued amongst the SWMB.

J. Rabe informed the SWMB that a memo was issued to the Solid Waste Staff on February 26, 2021. The interim operational and supervisory changes that went into effect on March 1, 2021 are as follows:

- K. Hutter appointed Acting Operations Manager – management of Landfill/Transfer Station operations, recycling/diversion programs; supervise Foreman and (4) Equipment Operators; participate in Brown, Outagamie, and Winnebago (BOW) Landfill (LF) operations meetings
- C. Stadtmueller changed to 40 hours/week – management of scale operations and accounting functions; supervise (2) Solid Waste Associates
- Z. Moureau stays in supervisory role as Environmental Manager – begin participation in BOW LF operations meetings

J. Rabe informed the SWMB that the interim operational and supervisory changes were included in the March 12, 2021 RUG letter that is distributed to our signing municipalities.

J. Rabe informed the SWMB that there was a presentation about the BOW Agreement at the WIRMC. J. Rabe explained the biggest takeaway from this presentation was that the new agreement added an additional 15 years of disposal capacity, which extended the life of the landfill to 2043.

J. Rabe informed the SWMB that the Outagamie County Recycling & Solid Waste facility was featured in Waste Advantage Magazine, March 2021 issue.

J. Rabe informed the SWMB that Solid Waste and Parks Department Staff are coordinating with a girl scout working towards her gold award and boy scout working on his eagle scout service project for the Ken Robl Conservation Project (KRCP). J. Rabe further explained that they plan to make a total of 11 benches to be placed throughout the KRCP with the assistance from the Parks Department with placement. J. Rabe explained two of the benches will have memorial plaques placed on them for long-time SWMB members Ken Robl and Jim Lausen.

P. Eisen informed the SWMB that the new Parks Department Director, Adam Breest, was appointed at the County Board meeting on March 16, 2021.

5. Approval of Minutes – February 17, 2021 Open Session: Motion to approve the February 17, 2021 open session minutes, made by D. Albrecht and seconded by G. Konrad. Motion carried 8-0.
6. Closed Session: At this point in the meeting the Board shall consider a motion to convene into closed session for the following:
 - a. Pursuant to Wis. Stat. 19.85(1)(b), for the purpose of considering dismissal, demotion, licensing or discipline of any public employee or person licensed by a board or commission or the investigation of charges against such person, or considering the grant or denial of tenure for a university faculty member, and the

- taking of formal action on any such matter; provided that the faculty member or other public employee or person licensed is given actual notice of any evidentiary hearing which may be held prior to final action being taken and of any meeting at which final action may be taken. The notice shall contain a statement that the person has the right to demand that the evidentiary hearing or meeting be held in open session. This paragraph and par. (f) do not apply to any such evidentiary hearing or meeting where the employee or person licensed requests that an open session be held.
- b. Pursuant to Wis. Stat. 19.85(1)(c), for the purposes of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility
 - c. Pursuant to Wis. Stat. 19.85(1)(f), for considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.

Motion made by P. Eisen and seconded by G. Konrad at 9:29 a.m. to convene into closed session. Motion carried 8-0 by roll call vote.

7. Return to Open Session to Resume Regular Business: Motion to return to open session at 9:57 a.m. made by P. Eisen and seconded by K. Konrad. Motion carried 8-0 by roll call vote.
8. Discussion/Action – Proposed Table of Organization Changes for 2021: J. Rabe presented the Proposed Table of Organization (TOO) Changes for 2021 to the SWMB as follows:
 - Review of Publisher TOO Chart:
 - Opportunity to make TOO changes due to an employee resignation, allowing restructured TOO and position descriptions (PD) to better fit department operational needs and improve succession planning efforts in future.
 - Office Supervisor to replace Administrative Associate – new PD to include management/supervision of scale operations along with performing general accounting functions of the department. Reports to Director; Supervises (2) Solid Waste Associates
 - Communications/Business Development Specialist to replace Recycling Program Manager – new PD duties include providing educational and business development activities to better promote department programs. Reports to Operations Manager
 - Operations Manager – revised/updated PD to combine management of landfill/transfer station operations along with recycling/diversion programs and HHW facility operations. Reports to Director; Supervises Supervisor or Foreman and Communications/Business Development Specialist
 - Supervisor or Foreman – revised/updated PD to include management of landfill/transfer station operations and supervision of Equipment Operators. Reports to Operations Manager; Supervises (4) Equipment Operators
 - Working with Human Resources (HR) to update/revise all PD's in the department and have them perform the reclassification process across the

board to make sure the new salary ranges are adequately balanced without Tri-County regional partners. Once the TOO changes are made, PD are revised and the reclassification review is complete, a resolution would be prepared and approved by the SWMB and forwarded to Personnel & Finance Committee (P&FC) and County Board for final approvals. Then the recruitment/hiring process would take place for the Operations Manager, Office Supervisor, and Communications/Business Development Specialist positions to bring the department back to being fully staffed.

- No additional positions added – remain at 16 full-time employees; No additional labor funds needed to accomplish these changes – 2021 labor budget is acceptable; non-levy/all expenses are fully funded by user fees
- Request the SWMB to approve these TOO changes and move forward in approval process

M. Easker asked the process to get the position titles approved. M. Collard stated it will go to the P&FC and then the County Board for final approval.

Discussion ensued amongst the SWMB.

Motion to approve the Proposed Table of Organization Changes for 2021 made by, D. Albrecht and seconded by D. Nelson. Motion carried 8-0.

9. Discussion – Operational Program Reports: K. Hutter presented the Landfill/Transfer Station Operational Program Updates to the SWMB as follows:

- Transfer Station (TS) tipping floor concrete replacement project #SW01-21.
 - Two separate sections of concrete flooring demolition & replacement on waste side of the TS, push wall modifications, new fire exit (man-door) and door exterior stoop installations were included in project.
 - Budget amount \$175,000
 - Awarded to MJI Building Services (MJI) for \$164,500 (at the January 20, 2021 SWMB Meeting)
 - Change order #1, \$2,387.00 to remove, replace and paint new bollard. Remove trench drain, drain pipe, install open grate manhole lid & filter basket.
 - Stage 1 completed week of February 22-26, 2021; Stage 2 completed week of March 1-5, 2021
 - Substantial completion meeting held March 8, 2021; remaining work includes - backfill around stoop & seeding of lawn, basket & grate for manhole (materials backordered approximately 3 weeks)
 - MJI's Assistant Project Manager was very professional; work went smoothly; no Transfer Station operational issues or delays during project; final construction observation report will be completed by the end of March 2021
- Annual spring road weight limits began Saturday, March 6, 2021
 - Steel trailers can only contain ~14 tons/load for the next 4-6-weeks (normally ~30 tons/load); daily monitoring of inbound tonnages vs. outbound tonnages, regular communications with Kreilkamp to schedule needed trucks and

loading two hours earlier in the morning are all being used to keep material moving.

- Request for Proposal #SW02-21 Solid Waste & Recyclable Material Hauling Services published February 24, 2021. Contractor site visit was held on March 10, 2021; 4 interested contractors attended. Proposals due March 18, 2021. Results will be presented to the SWMB at an April meeting for award.

K. Hutter presented the Recycling/Diversion Program Update to the SWMB as follows:

- February 2021 single stream recycling (SSR) tons = 1,062 tons (1,100 tons February 2020)
- Outagamie County Recycling & Solid Waste RFB # SSR ME21 Building Expansion Material Recovery Facility (MRF) was published on March 1, 2021, with mandatory site visit March 11, 2021; 7 general contractors & 8 sub-contractors attended. Bids are due March 23, 2021. Project entails 2,500 sq. ft. addition to building to allow for larger footprint to replace the original material baler (2022 CIP), relocation of electrical service panel and relocation/expansion of maintenance work area. This will also open about 800 sq. ft. of space for additional bale storage and make the forklift lanes/loading area less congested and a safer work environment overall. Engineer's construction estimate is \$1.5 Million. Project will be funded with MRF retained revenues.
- Outagamie County Recycling & Solid Waste featured in Waste Advantage Magazine, March 2021 issue. Article covered Tri-County Recycling Facility, Outagamie County (OC) Northeast Landfill, OC Northwest Landfill, OC Resource Recovery Park, BOW Partnership, recycling markets and recycling education.
- Diversion Programs
 - Inbound materials remain steady; Vendor services are keeping up with facility needs.

Z. Moureau presented the Landfill Gas (LFG) and Long-term Care Update to the SWMB as follows:

- Energy revenue from February (\$129,313) decreased from January (\$148,822). This decrease in revenue is mainly due to the extreme low temperatures that persisted for two weeks in February. The low temperatures caused gas flows to decline due to frozen landfill gas extraction wellheads and frozen gas collection pipes. We purchased several insulated wellhead covers to prevent freezing of some of the higher flow gas extraction wells. These will be valuable during the winter months as gas flows continue to decline.
- In February, Engines #2R, #3, and #4 were running as often as possible with scheduled shutdown of Engine #3 during off peak hours. Engine #5 was used as needed. There were no significant maintenance tasks performed. The Highway Department has one boiler set to use LFG and the system is setup to switch between the two boilers each week. They used approximately 969 therms of LFG for a charge of \$183. They plan to continue to use LFG.
- Engines #2R, #3, and #4 are currently running with scheduled shutdown of Engine #2R during off peak hours. Engine #5 is available as a backup

- February LFG Monitoring was performed the week of February 15, 2021. There was one deviation for oxygen greater than 5% encountered during the event. One of the leachate discharge lines froze during the cold temperatures causing liquid to build up within the gas well and completely cover the screen opening. The discharge line was thawed and leachate was pumped down in the well to open the screen and allow gas flow from the extraction well. The March LFG Monitoring event is being performed this week.
- 1st Quarter Surface Emission monitoring was conducted the week of March 1, 2021. This was performed internally by one of our Environmental Technicians. There were 2 exceedances at Snell and 6 exceedances at Sunnyview. All locations have been repaired/corrected and are in compliance.
- Snell quarterly groundwater monitoring was conducted the week of February 22, 2021. There were no issues identified and no significant changes in the analytical results.
- Sunnyview semi-annual groundwater monitoring started last week. There have been no significant issues identified during the monitoring event.

Discussion ensued amongst the SWMB.

10. Future Agenda Items: None at this time.

11. Set Next Meeting Date: The next SWMB meeting date is tentatively scheduled for April 7, 2021 at 9:00 a.m.

12. Adjournment: Motion to adjourn made by D. Nelson and seconded by G. Konrad. Motion carried 8-0. Meeting was adjourned at 11:07 a.m.

Respectfully Submitted,

Cassie Stadtmueller
Administrative Associate

Approved by SWMB – April 7, 2021