

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

DATE: April 15, 2020

TIME: 9:00 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
Gerry Konrad
Susan Locke
Doug Nelson

EXCUSED: Mike Easker

ALSO PRESENT BY
ZOOM OR SPEAKER
PHONE: John Rabe, Director of Solid Waste
Cassie Stadtmueller, Administrative Associate
Mark Harris, County Executive
Mike Norton, County Board Supervisor (9:00 a.m. – 9:43 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 April 15, 2020 agenda, made by G. Konrad and seconded by D. Albrecht. Motion carried 7-0 by roll call vote.
3. Public Comments on Agenda Items: None.
4. Announcements/Communications: J. Rabe informed the Solid Waste Management Board (SWMB) that Thomas Borchart (Menasha) was appointed in March 2020 to replace Jerry Finch who resigned in December 2019; Ken Robl's (Oshkosh) replacement will take place after the April 2020 election (likely in May/June 2020).
5. Approval of Minutes – February 19, 2020 Open Session: Motion to approve the February 19, 2020 open session minutes, made by D. Albrecht and seconded by S. Locke. Motion carried 6-0 by roll call vote. G. Konrad abstained.
6. Discussion/Action – Possible Use of Solid Waste Management Board (SWMB) Retained Earnings Funds for COVID-19 Small Business Loans in Winnebago County: J. Rabe explained to the SWMB that due to the impacts of COVID-19, County Executive M. Harris

indicated that \$750,000 in Industrial Development Board (IDB) funds will be used for local small business loans to assist with the financial crisis.

M. Harris explained to the SWMB that the IDB will be using funds that were in a revolving loan fund. M. Harris further explained that normally these funds would require the community where the business was located to guarantee the loan, however, that guarantee requirement has been lifted in order to get funds out to “struggling small businesses” in the community much quicker.

D. Albrecht asked if the COVID-19 small business loan will be given if the business cannot get a Federal loan or if the loan will be in addition to any Federal loans the business may receive.

M. Harris explained that the COVID-19 small business loan is a small unsecured loan that is able to get out to the recipients much quicker. M. Harris further explained that the loans are 3-year terms at a 2% interest rate in the amount of \$1,000, \$2,500, \$5,000 or \$10,000. This is intended to keep the businesses from folding so they are able to pay rent or maintain employment. The COVID-19 small business loans are issued through the Greater Oshkosh Economic Development Corporation, Oshkosh Chamber of Commerce and the Fox Cities Regional Partnership.

Discussion ensued amongst the SWMB.

J. Rabe explained that Supervisor Norton has sent numerous email requests to M. Harris and V. Fitzgerald requesting that \$250,000 from Solid Waste reserve funds also be used for this purpose; Excerpt from Supervisor Norton’s March 26, 2020 email “...take it from the huge reserve that Solid Waste has, they make money from tipping fees that our residents and businesses pay for. This is what I would attempt to do on the County Board floor.” J. Rabe further explained that follow-up emails from Supervisor Norton requesting details about the Solid Waste reserve fund/balance and County Board access to these funds.

J. Rabe explained that he and P. O’Brien discussed a possible \$250,000 SWMB contribution since SWMB was previously part of the IDB revolving loan program; J. Rabe further discussed with M. Harris and discovered more details of the County’s \$750,000 offering from IDB; loans for many “hospitality industry” businesses would not be guaranteed (not like the normal IDB process); M. Harris suggested that the SWMB hold off participating now as the County may get asked for more money and then we could discuss using SWMB funds at that time. J. Rabe further stated he is unsure if Supervisor Norton has received a proper answer to his questions.

J. Rabe explained that the purpose of this agenda item would be to work with Corporation Counsel to prepare a formal response to this inquiry (if authorized by the SWMB). Outline the legal organizational structure of the SWMB under Section 59.70 (2) WI Statutes and Chapter 15 of WC General Code. The SWMB is a quasi-independent Board with authority to tax, purchase equipment, employ personnel and accept funds which is independent of the County. As an independent financial entity, the SWMB budget is included as an Appendix in the Executive Budget for informational purposes only.

J. Rabe further explained that in the future, if the SWMB chooses to contribute funds to the COVID-19 small business loans program currently in place, a meeting would be held, a

resolution would be drafted and action would be taken by the SWMB. If approved, the resolution would then be forwarded to County Board for approval, the same process as when the SWMB was part of IDB program.

P. Eisen asked why this decision would go to the County Board since the SWMB makes their own decisions.

J. Rabe stated he would need to further discuss details with M. Harris and M. Mueller if the SWMB would participate in the COVID-19 small business loan program..

P. O'Brien suggested having a SWMB member temporarily sit on the IDB to monitor the funds if we choose to contribute.

Discussion ensued amongst the SWMB.

Motion by P. O'Brien and seconded by D. Nelson, to have J. Rabe and P. O'Brien to enter into further discussions with M. Harris regarding possible future SWMB participation in the COVID-19 small business loan program, then come back at a future SWMB meeting with a detailed report. P. Eisen, G. Konrad, D. Albrecht, S. Locke and T. Borchart also voiced their support for this motion. Motion carried 7-0 by roll call vote.

7. Discussion – Operational Program Updates: J. Rabe presented the Operational Program Updates to the SWMB as follows:

Landfill/Transfer Station:

- Solid Waste staff are following Winnebago County (WC) Public Health COVID-19 guidelines put in place. Management staff are part-time telecommuting to limit potential office exposure. Operation/administrative staff are working at the office and practicing social/physical distancing guidelines and sanitizing common office area regularly.
- New procedure for customers at the attended scale implemented on March 20, 2020. Scale doors locked to eliminate face-to-face contact and customers must use cell phone and credit/debit card only (no cash/checks) to complete the transaction with the scale associate. Signage placed along the scale entrance for customers to understand the new procedure in place. Most customers understand our concerns and safety for all.
- Front door access to the Landfill office have been closed. Signage placed with instructions on how to access staff for deliveries, vendors and contractors doing work at the landfill.
- Equipment operators are using designated loaders for weekly operations and taking breaks in their loaders as needed. We are not switching out equipment operators for lunch breaks. Loaders are regularly sanitized by the equipment operators during their shifts.
- Road weight restrictions ended on April 10, 2020 so we are back to normal hauling 30 ton loads of MSW. No extra hours needed at Outagamie County.

Recycling, Universal Waste and HHW Program:

- 2020 systemwide single stream recycling (SSR) tonnages are on track with 2019 tonnages. Sorting staff are able to keep up with incoming material while following CDC guidelines to minimize potential exposure of COVID-19.
- WC's universal waste vendors continue to service our facility collections with no delays/disruption of services.
- WC Staff are drafting the Electronic Waste Recycling Request for Proposal for WC and Outagamie County (OC) programs (term starts July 1, 2020); staff anticipate it will be on the street before the end of the month.
- COVID-19 Operational Changes/Cancellations:
 - 2020 Responsible Unit (RU) Financial Meeting postponed until further notice (typically held in April or May)
 - WC Staff cancelled several in-person recycling presentations and school visits in March/April. OC cancelled all MRF Tours and presentations.
 - WC's Agriculture & Household Hazardous Waste Clean Sweep events in Winneconne and Fox Crossing scheduled for April 24, 2020 have been cancelled.
 - WC's Household Hazardous Waste Facility opening may be postponed.

Landfill Gas (LFG)/Long-Term Care (LTC) Updates:

- Energy revenue from March (\$163,940) increased from February (\$145,762). Grand total January through March of \$472,147 which is on track to meet our budgeted revenue of \$1,800,000 for 2020.
- New turbocharger has been installed on Engine #3.
- All engines are available to run. Currently running three engines with occasional overnight shutdown.
- Plan to perform decoke of Engines #4 and #5 this month or early next month.
- Bidding documents for the Sunnyview Landfill Maintenance Project to be issued next week. Bids due in mid-May and construction to start in mid-June.
- No significant impacts to LFG and LTC operations from COVID-19.
- Two Environmental Technicians are now working in separate office areas (social distancing) with one at the Snell Road Landfill office and the other at the Sunnyview Office.
- Two Mechanical Technicians continue to work in separate areas (one typically at Engines #4 & #5 and the other at Engines #2R & #3).

8. Future Agenda Items: J. Rabe informed the SWMB of Future Agenda Items as follows:

- Award Engineering Services for Sunnyview Public Park Site Evaluation (May 2020)
- Award Engineering Services for Snell Road Landfill HGWES Plan Modification Action Items (May 2020)
- Award 2020 Sunnyview Landfill Maintenance project for landfill gas/long-term care site improvements (May 2020)

9. Set Next Meeting Date: To be determined.

10. Adjournment: Motion to adjourn made by D. Albrecht and seconded by G. Konrad. Motion carried 7-0. Meeting was adjourned at 10:05 a.m.

Respectfully Submitted,

Cassie Stadtmueller
Administrative Associate

Approved by SWMB – May 6, 2020