

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

DATE: May 4, 2016

TIME: 9:02 a.m.

LOCATION: Sunnyview Landfill
100 W. County Road Y
Oshkosh, WI

PRESENT: Pat O'Brien, Chairman
Paul Eisen, Secretary
Mike Easker
Jerry Finch
Gerry Konrad
Susan Locke
Doug Nelson

EXCUSED: Ken Robl, Vice Chairman
David Albrecht

ALSO PRESENT: John Rabe, Director of Solid Waste
Kathy Hutter, Confidential Secretary
Kurt Pernsteiner, Facility Manager
John Fink, County Executive Assistant

1. Call to Order: P. O'Brien called the meeting to order at 9:02 a.m.
2. Approve Agenda: Motion to approve the May 4, 2016 agenda, made by J. Finch and seconded by S. Locke. Motion carried 7-0.
3. Public Comments on Agenda Items: None.
4. Announcements/Communications: P. Eisen notified the Solid Waste Management Board (SWMB) that an Invitation to Bid for Compactor Installation at the Winnebago County Solid Waste/Recycling Transfer Station was published in the April 26, 2016 print edition of the Oshkosh *Northwestern*. Bids are due by May 10, 2016.

J. Rabe explained to the SWMB that J. Semrau's last day will be May 13, 2016. A going-away luncheon will be held on May 10, 2016 and a card/donation envelope is being circulated.

J. Rabe notified the SWMB that the Recycling Coordinator position was posted by Human Resources on April 27, 2016 and applications will be accepted through May 11, 2016.

5. Approval of Minutes – April 20, 2016 Open Session: Motion to approve the April 20, 2016 open session minutes, made by J. Finch and seconded by G. Konrad. Motion carried 7-0.
6. Discussion – 2017 Budget Schedule: J. Rabe presented the SWMB with the 2017 Budget Schedule as follows:
 - 2017 Budget kickoff was issued on April 26, 2016 by the Finance Director.
 - SWMB Staff have target dates to submit internal requests for Labor Allocations, New Positions, Technology Replacements and Remodeling for the budget process by the end of June 2016; an SWMB agenda item will be added to discuss the 2017 Budget Table or Organization/New Position requests.
 - Mission, program description, accomplishments and goals due to Human Resources on July 14, 2016.
 - Staff will review and develop individual cost center budgets in July 2016.
 - Draft budget packets will be mailed to the SWMB in late July 2016.
 - The SWMB budget workshop will be held on August 3, 2016, 9:00 a.m. – Noon; August 17, 2016 will be a backup workshop date.
 - The final Executive Budget meeting will be held during the week of August 29 – September 2, 2016.
 - County Board budget deliberations will be held October 31 – November 3, 2016.

Discussion ensued amongst the SWMB.

7. Discussion – Transfer Station Hauling/Compactor Installation Project Update: J. Rabe presented the SWMB with the Transfer Station Hauling/Compactor Installation Project Update as follows:

Transfer Station Hauling

- Kreilkamp Trucking (contracted hauler) continues daily solid waste, recycling and construction & demolition (C&D) hauling activities (20-25 loads per day solid waste/C&D; 3-5 loads per day recycling); The hauling contract is in place through December 31, 2016.
- SWMB Staff plan to develop a Request for Bid (RFB) for hauling services for compactor and open top trailers and issue in June 2016.
- Transfer station operation will be added as an optional bid item for consideration.

Compactor Installations

- An RFB was issued on April 19, 2016 for Compactor Installation at the Solid Waste/Recycling Transfer Station (one waste compactor and one recycling compactor).
- A pre-bid meeting was held on May 3, 2016; Addendum #1 will be issued by May 5, 2016 and bids are due on May 10, 2016.
- Bids will be presented for consideration/award at the May 18, 2016 SWMB Meeting.

- The recycling compactor portion of the project will need to meet the Brown, Outagamie, and Winnebago (BOW) County Policy for return on investment (ROI) to allow for reimbursement from BOW recycling operations.

Discussion ensued amongst the SWMB.

8. Discussion/Action – Snell Road Landfill End Use Planning Update: J. Rabe explained to the SWMB that the next steps/key decisions for the Snell Road Landfill End Use Planning include:
- SWMB discussion/action to consider programming features for initial development of the Ken Robl Conservation Park (KRCP) and determine how much to spend for this development. SmithGroupJJR (SGJJR) will design features to match funding and SWMB development preferences.
 - SWMB and Winnebago County (WC) Parks Department combined efforts to develop a Memorandum of Understanding (MOU) for KRCP management.
 - SWMB discussion/action to develop guidance for acceptable programming so it is clear to WC Parks Department what features and activities can/cannot be considered.
 - Grant funding opportunities can be researched/developed for future implementation; combining efforts with WC Parks Department to have accepted activities added to the WC Recreation Plan may facilitate grant funding.

J. Rabe explained to the SWMB that his current work load does not allow for the dedicated time and attention necessary to facilitate the initial planning/development steps for the KRCP. J. Rabe stated that employing a consultant to assist him in working through initial planning/development steps would help keep the KRCP development on track. On April 20, 2016, J. Rabe, P. O'Brien and M. Easker had a preliminary meeting with Eileen McCoy, retired Neenah Parks and Recreation Department Director, to discuss potential use of her expertise to facilitate KRCP implementation; E. McCoy showed interest in assisting the SWMB. J. Rabe also discussed options for hiring E. McCoy as a consultant with WC Purchasing Department and J. Bodnar, Corporation Counsel and found that E. McCoy must qualify as an independent contractor before she can be hired as a consultant; another employment option would be to hire E. McCoy through Human Resources as a Limited Term Employee (LTE).

Discussion ensued amongst the SWMB.

The consensus of the SWMB was that hiring a consultant with specialized park planning experience would be useful to facilitate the next KRCP planning/development steps. J. Rabe indicated that he will continue to research employment options and will schedule a discussion/action agenda item for Snell Road Landfill End Use Planning at the next SWMB meeting.

No action taken by the SWMB.

9. Discussion – Sludge Site Operations Update: J. Rabe presented the SWMB with the Sludge Site Operations Update as follows:

- Continue to accept papermill sludge from Appleton Coated and Clearwater Paper for disposal at the Sludge Site (approx.. 100-150 tons per day).
- Continue to accept fly ash from Weston and Pulliam to mix with sludges to provide stabilization/daily cover at the Sludge Site (approx.. 250 tons per day); stockpiling Weston fly ash and bottom ash to proceed with 1' stabilization to areas where final grades are reached.
- Riverview Construction (Riverview) is providing 1 day per week operational assistance with sludge/ash mix grading, 1' stabilization layer placement and installation of interior drainage piping and sumps.
- Odors, stability and interior drainage are no longer issues.

J. Rabe explained to the SWMB that airspace volume calculations show filling activities are expected to be complete at the end of August 2016 (at the current weekly tonnages); J. Rabe notified Appleton Coated and Clearwater Paper accordingly. J. Rabe stated he will work with WC sludge customers to divert material to Outagamie County Northeast Landfill for disposal.

Discussion ensued amongst the SWMB.

10. Future Agenda Items: J. Rabe indicated that the Boiler Replacement Project bid consideration/award, Compactor Installation Project bid consideration/award, and the KRCP update will be scheduled for the next meeting.

11. Set Next Meeting Date: The next SWMB meeting date is scheduled for May 18, 2016 at 9:00 a.m.

12. Adjournment: Motion to adjourn made by J. Finch and seconded by G. Konrad. Motion carried 7-0. Meeting was adjourned at 10:15 a.m.

Respectfully Submitted,

Kathy Hutter
Confidential Secretary

Approved by SWMB – May 18, 2016