

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

DATE: July 7, 2021

TIME: 9:01 a.m.

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

PRESENT: Pat O'Brien, Chairman
David Albrecht, Vice Chairman
Paul Eisen, Secretary
Thomas Borchart
Mike Easker
Gerry Konrad
Kevin Konrad
Doug Nelson

EXCUSED: Susan Locke

ALSO PRESENT: John Rabe, Director of Solid Waste
Cassie Stadtmueller, Office Supervisor
Zach Moureau, Environmental Manager
Kathy Hutter, Operations Manager (9:01 a.m. – 10:20 a.m.)
Jon Doemel, County Executive (9:01 a.m. – 9:45 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 July 7, 2021 agenda, made by D. Albrecht and seconded by G. Konrad. Motion carried 8-0.
3. Public Comments on Agenda Items: None.
4. Announcements/Communications: J. Rabe informed the Solid Waste Management Board (SWMB) that interviews were held on June 25, 2021 for the Solid Waste Associate position. J. Rabe explained that recruitment is in progress and being handled by Human Resources.

J. Rabe informed the SWMB that the Communications/Program Development Specialist recruitment status is on hold.

J. Rabe informed the SWMB that J. Doemel came to the Solid Waste Department on June 21, 2021 to meet with management staff and take a tour of the facility.

J. Rabe informed the SWMB that there will be a second sexually violent 980 (SV980) offender being placed at the trailer between the Transfer Station and Highway Department upon their supervised release. J. Doemel explained that the SV980 offender will be placed at the trailer around August 23, 2021. J. Doemel further explained that there will be more housing units built at that site for additional offenders to be placed in the future. J. Doemel explained that there is a \$1,100 per day fine if the County does not provide housing for the SV980 offenders. J. Doemel informed the SWMB that there will be an increase in traffic from Sheriff's Department patrol vehicles driving past the SV980 housing location.

J. Rabe informed the SWMB that the Outagamie County Solid Waste Director authored a column published in the *Times Villager* on June 30, 2021 in regards to the Brown, Outagamie and Winnebago (BOW) County Agreement and the overall \$48 Million savings for our users.

J. Rabe informed the SWMB that Brown County Solid Waste staff authored an article published in Waste Advantage Magazine in late June 2021 in regards to BOW Collaboration and Brown County South Landfill Construction.

J. Rabe informed the SWMB that there was a recent article in the *Post Crescent* that Neenah Inc. will be shutting down their Appleton mill by the end of September 2021.

Discussion ensued amongst the SWMB.

5. Approval of Minutes – June 16, 2021 Open Session: Motion to approve the June 16, 2021 open session minutes, made by D. Albrecht and seconded by K. Konrad. Motion carried 8-0.
6. County Executive's Welcome Report: J. Doemel explained to the SWMB that he took a tour of the Solid Waste Department facility and thought it was a very nice facility. J. Doemel informed the SWMB that there is potentially a company willing to pay for a solar farm on the south side of the Sunnyview landfill and possibly at the Snell Road Landfill. J. Doemel explained that this company also has turbines that run on low quality landfill gas. J. Doemel further explained there is state funding to help pay for these items.

J. Doemel explained to the SWMB that he has reviewed the SWMB meeting minutes and observed some minor discord within the board. J. Doemel reiterated that exit interviews are offered to all employees that leave the County and it is up to that employee to respond to Human Resources to have that exit interview conducted. J. Doemel reminded the committee members that any issues should be addressed with J. Doemel and the Executive Office or Human Resources.

J. Doemel explained that the role of the County Board and standing Committees/Boards is to provide oversight on policy and budget, and it is up to the Directors and their management staff to oversee the operations of the department.

J. Doemel explained his office is always open and everyone should feel free to contact him if needed.

7. Discussion/Action – 2021 Retained Earnings Fund Allocations: J. Rabe presented the SWMB with the proposed 2021 Retained Earnings Fund Allocation as follows:

Description	Fund Goal Authorized by SWMB	Fund Goal Proposed to SWMB
	2020	2021
Designated Emergency Funds:		
Regulatory Compliance	1,000,000	1,000,000
Remediation/Liability	500,000	500,000
Litigation	200,000	200,000
Interim Construction	1,000,000	1,000,000
Capital Outlay	500,000	500,000
PFAS Mitigation/Leachate Pretreatment & Disposal	500,000	2,000,000
Future Landfill Development/Airspace Aquisition	9,300,000	10,000,000
Operational Cash Flow	1,500,000	1,500,000
Recycling Capital Improvements for Tri-County System	300,000	600,000
Solid Waste - Rate Stabilization	3,500,000	3,500,000
Recycling - Rate Stabilization	700,000	700,000
Research & Development Planning	1,000,000	1,000,000
Snell Road Landfill LTC >20 yrs	6,000,000	6,000,000
Sunnyview Landfill LTC >40 yrs	2,500,000	2,500,000
Landfill End Use Planning/Development/Maintenance	1,000,000	1,000,000
Total	29,500,000	32,000,000
Balance as of December 31	\$ 32,267,007	\$ 32,000,000
Reserved	29,500,000	32,000,000
Current Surplus (Deficit)	\$ 2,767,007	\$ -

J. Rabe explained that the 2020 Financial Report showed a December 31, 2020 balance of \$32,267,007 in the retained earnings fund.

J. Rabe suggested that the following fund goal changes could be made to meet future needs:

- Increase PFAS Mitigation/Leachate Pretreatment & Disposal funds from \$500,000 to \$2,000,000
- Increase in Future Landfill Development/Airspace Aquisition from \$9,300,000 to \$10,000,000
- Increase Recycling Capital Improvements for Tri-County System from \$300,000 to \$600,000
- Increase in Total Allocation from \$29,500,000 to \$32,000,000.

Discussion ensued amongst the SWMB.

P. Eisen asked what the status was of the old Georgia Pacific Sludge Landfill located in the Town of Vinland. J. Rabe explained he would look into the status of the landfill and this topic can be discussed at a future SWMB closed session meeting.

Discussion ensued amongst the SWMB.

M. Easker stated it should be documented in a footnote that the WI Department of Natural Resources required long-term care Escrow account funds are not included in the retained earnings balance.

P. Eisen stated the total retained earnings should stay at \$29,500,000 due to the continued increase in the retained earnings balance.

P. O'Brien stated that there are factors such as the power purchase agreement and future hauling to the Brown County South Landfill that will deplete the retained earnings at a rapid rate in the future that should be considered.

J. Rabe stated that much of the retained earnings account increases have come from our landfill gas-to-energy operations since 2008, and this revenue stream will be declining and eventually going away. J. Rabe also reminded the SWMB that beginning in 2022, two BOW regional landfills will be operational which will also increase costs for the department and deplete the retained earnings amount balance for a period of time.

Discussion ensued amongst the SWMB.

M. Easker suggested that in the future, staff should relook at how the retained earnings are used/presented to show the money cycling back into the budget and show it's being used for the intended purpose.

Discussion ensued amongst the SWMB.

J. Rabe presented the Monthly Financial Highlights document prepared by the Finance Department and distributed to Executive/County Board. J. Rabe stated he would like to work with the Finance Department to better explain future needs for the SWMB cash reserve balance referenced in this document.

Discussion ensued amongst the SWMB.

Motion made by G. Konrad and seconded by D. Nelson to accept the proposed 2021 Retained Earnings Fund Allocations as presented by SWMB Staff. Motion carried 7-1 (P. Eisen nay).

8. Discussion/Action– 2021 Budget Adjustments: K. Hutter presented the 2021 budget adjustment as follows:

- 52801-Tires Batteries Account
 - 2021 Original Budget = \$25,000
 - 2021 anticipated costs:
 - Loader tires (1 set) ~\$23,500 per year (purchased)

- Pickup truck tires (1 set) ~\$1,000 per year
- Hook truck tires (partial set) ~\$4,000 per year (purchased)
- Trucks, tractor, and equipment batteries ~\$1,000 per year
- 2021 YTD actual expenses = \$27,296
- 2021 Requested budget adjustment +\$5,000
- 2021 Revised budget = \$30,000

K. Hutter requested a budget adjustment increase of \$5,000 to the 52801-54018 Tires Batteries account in the 2021 Budget.

Motion to approve the \$5,000 increase to the 52801-54018 Tires and Batteries 2021 Budget made by, P. Eisen and seconded by D. Albrecht. Motion carried 8-0.

J. Rabe presented the 2021 budget adjustments as follows:

- 52813 – Transfer Station Floor Replacement Capital Project
 - Original Project Budget Amount = \$200,000 (Originally Budgeted in 2020)
 - Award Amount = \$164,500
 - MJI Total Amount = \$167,624 (2 change orders for +\$3,124)
 - 2021 Carryover Amount = \$175,000 (Error – did not capitalize engineering)
 - Foth Total Amount = \$31,133
 - Total Capital Amount = \$198,757
 - Requested Budget Adjustment = +\$25,000 (52813-58002-5095)
 - Total Adjusted Project Budget = \$200,000

J. Rabe explained that the planned 2021 blacktop paving capital project at the Transfer Station is being scaled back to cover this budget adjustment.

D. Nelson asked why the engineering costs were so much higher than originally expected. J. Rabe explained that Foth was more involved with the on-site inspection and change order reviews, due to the staffing vacancy.

Motion to approve the \$25,000 increase to Capital account 52813-58002-5095 for the Transfer Station Floor Replacement project made by, P. Eisen and seconded by D. Albrecht. Motion carried 8-0.

9. Closed Session:

- a. Pursuant to Section, 19.85(1)(e), Wisconsin Statutes, at this point in the meeting the Board shall consider a motion to convene into closed session for the purposes of deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, in relationship to the Power Purchase Agreement with Wisconsin Public Service Corporation

Motion made by P. Eisen and seconded by M. Easker at 10:20 a.m. to convene into closed session. Motion carried 7-0 by roll call vote.

10. Return to Open Session to Resume Regular Business: Motion to return to open session at 10:51 a.m. made by D. Nelson and seconded by G. Konrad. Motion carried 8-0 by roll call vote.
11. Future Agenda Items: D. Nelson would like to discuss potential future landfill sites at a future SWMB meeting.
12. Set Next Meeting Date: The next SWMB meeting date is scheduled for July 21, 2021 at 9:00 a.m.
13. Adjournment: Motion to adjourn made by G. Konrad and seconded by M. Easker. Motion carried 8-0. Meeting was adjourned at 10:57 a.m.

Respectfully Submitted,

Cassie Stadtmueller
Office Supervisor

Approved by SWMB – July 21, 2021