

**WAUPACA COUNTY SOLID WASTE MANAGEMENT BOARD**  
**Meeting Minutes – November 14<sup>th</sup>, 2016**  
**Waupaca County Processing & Transfer Facility (PTF)**

Chair Sorensen called the meeting to order at 3:30 p.m. and gave the open meeting statement.

**Roll Call:** Chair Gene Sorensen; Vice-Chair Fred Zaug; Supervisors Carl Kietzmann and Joe McClone; Citizen Members Jeff Dyer, Nancy Koeppen, and Ken Van Dyke. Others present: Joe Barden, John Francis and Debbie Krogwold. Joyce Boyer and Maryann Snider were absent.

**Review and Approve Agenda:** Motion by McClone, seconded by Zaug to approve the agenda. Motion carried without a negative vote.

**Approve Minutes of Previous Meeting:** Motion by Van Dyke, seconded by Koeppen to approve the October 10<sup>th</sup>, 2016 minutes with one correction. Motion carried without a negative vote.

**Public Comment / Correspondence:** Sorensen opened the meeting for public comment. There was none.

**PTF Tour:** Barden gave a brief tour of the facility to all present.

**2017 PTF Brochure and Pricing Update:** Krogwold explained what had changed on the brochure and what pricing changes were recommended for 2017. There was discussion on several issues related to pricing and the brochure. Motion by Zaug, seconded by Koeppen to approve the rates and brochure for 2017. Motion carried without a negative vote.

**DNR 22 September 2016 Inspection Compliance Actions (Plan of Operations Update):** Francis reported that the non-compliance issues from the inspection have been addressed and the facility is now compliant. Francis also reported that there will need to be changes made to the process to meet the 24 hour turn-around time when it gets busy again in the spring. There will likely need to be contracted workers brought in to fill compactor boxes in the evenings after closing to clear the tipping floor each night. There was also discussion on how additions to the building could address this issue without additional staffing requirements. Francis will work with the staff to come up with a plan for these changes and report back to the Board. The plan of operations will be updated this winter as well.

Van Dyke suggested that the Ad Hoc Committee meet after the January meeting to discuss the regulations that require the 24 hour turn-around of materials on the tipping floor. They would like to find out why the regulation is there, what sort of problems have been reported, and what could be done to change it if there is little benefit in having it in place.

**Discuss options for PTF coverage and cost reductions:** The hours of operations for Saturdays were discussed and it was stated that the winter/summer hours were confusing to customers especially due to the closings for December – February. Motion was made by Van Dyke, seconded by Zaug to change the Saturday hours to 7am – Noon March through November. Motion carried without a negative vote.

**PTF Supervisor Update:** Francis reported that Pat is back to work 3 days per week, 4 hours per day for a few weeks to determine if he is feeling well enough to increase his hours to full time again.

**Meetings/Conferences Attended:** None to report.

**Recycling Coordinators Report:**

- a. **Education Outreach:** Krogwold stated she did a presentation on recycling and composting to about 180 4<sup>th</sup> graders at the Waupaca Learning Center October 21<sup>st</sup>.
- b. **Carton Council Update:** Krogwold reported that the amended carton recycling agreement is still under review by the Carton Council. Krogwold further stated that the handling of cartons at the PTF is under discussion as to what would work best with the current layout of equipment given the proposed grant amount being less than what was requested.

**Processing & Transfer Facility:**

- a. **Operations:** Francis reported that the PTF is running relatively smoothly.
- b. **Concrete Repairs for Runway of Compactor Boxes:** Francis reported that the Highway Department replacement of the concrete was complete and cost \$6,890.73 vs. the \$25,000 they were quoted from a private contractor.

**Director Report:**

- a. **Department Activities:** Francis stated this was covered earlier.
- b. **Project Updates:** Francis state this was covered earlier.
- c. **Management Team Update:** No report – there has been no meetings since the budget was being finalized.

**Upcoming Meetings:** The next Solid Waste Management Board meeting was set for Monday January 9<sup>th</sup> at 3:30 p.m. at the Waupaca County Courthouse. \*\*There will be no December meeting unless an emergency requires one.\*\*

**Adjourn:** Motion by McClone, seconded by Koeppen to adjourn. Motion carried without a negative vote.

The meeting adjourned at 4:50 p.m.

Submitted by,

John D Francis  
Parks and Solid Waste Director