

WAUPACA COUNTY SOLID WASTE MANAGEMENT BOARD
Meeting Minutes – November 13th, 2017
Waupaca County Courthouse – Room 1068

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 Joyce Boyer, Carl Kietzmann and Joe McClone; Citizen Members Jeff Dyer, Maryann Snider, Nancy Koeppen and Ken Van Dyke. Others present: Staff Members Debbie Krogwold, Tom Claussen, and John Francis.

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

Approve Minutes of Previous Meeting: Motion by Van Dyke, seconded by Boyer to approve the October 9th, 2017 minutes. Motion carried without a negative vote.

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

PTF Usage Tracking to the Township Level: Krogwold reported that she had developed a spreadsheet for tracking where PTF users were coming from. She handed out a copy of the results from doing the survey for the week of November 6th-12th. She explained the difference between the numbers of users that we had information for and the total number of users was due to contactors and other users that do not come into the scale office but still use the facility (i.e. recycling and brush). There was discussion on what to do with the data collected and how long it should be collected for. The consensus was that the log should be filled out for as long as possible, perhaps a year, and see what trends emerge. There was discussion that if the data collection becomes too much of a burden during the busy season, that staff would have to make the decision whether to continue or not.

Krogwold also handed out a sheet showing the participants by municipality in the Hazardous Waste Program from 2017 back to 2012. This showed that people from nearly all the municipalities have been using the PTF for this purpose.

Recycling Coordinator Position Overlap: Francis reported that the Recycling Coordinator – Debbie Krogwold will be retiring in March of 2018 and that he would like to have her replacement hired and working with her for a month prior to her departure. This would allow the new person time to see much of what the position requires and become familiar with where to find information and procedures. Francis was told to move forward with hiring the new person on a timeline that would overlap.

PTF Supervisor Update: Claussen reported that the new conveyor is working well, as is the new scale. The LED lighting upgrade went well and is a vast improvement over the old lighting. He also stated that he would like to close the PTF for half a day in January to complete mandatory annual staff training all at once. There was discussion and Tom was directed to move forward with the training day.

Meetings/Conferences Attended: Sorensen reported that he attended the Wisconsin Counties Solid Waste Management Association meeting in Stevens Point. He reported that he is a voting member of the group and that there has been a shift in the role the organization plays. They are focused on being advocates for education by providing scholarships to students pursuing careers in solid waste and recycling as well as funding classroom curriculum, a TV program, and developing a new website.

There was discussion about the annual conference hosted by the three main solid waste and recycling organizations. There were several members of the board that may be interested in attending this year. The staff was directed to see what is in the budget for people to attend and get the information out to the board as soon as possible.

Krogwold reported that she has attended the meetings for the Manawa and Clintonville recycling centers where they set their annual budgets. She also reported that she will be attending a recycling responsible unit meeting/training in Green Bay on Thursday with Claussen and Francis.

Recycling Coordinators Report:

- a. **Education Outreach:** Krogwold reported she did a program at the Waupaca Learning Center for 160 students.
- b. **Program Updates:** Krogwold stated that she is currently working on the final grant reports for the medication and hazardous waste programs due to DATCP in December.

Director Report:

- a. **Department Activities:** Francis handed out copies of the latest budget to actual report for Solid Waste and Recycling and went over the highlights with the board, talking about where the changes were made for the 2018 budget. He also reported on the results of the surplus equipment sale last month.
- b. **Project Updates:** This was covered earlier.

Upcoming Meetings: A December Solid Waste Management Board meeting will not be set unless an urgent need arises. The next regular meeting would be in January of 2018.

Adjourn: Motion by Zaug, seconded by Boyer to adjourn. Motion carried without a negative vote.

The meeting adjourned at 4:30 p.m.

Submitted by,

John D Francis
Parks and Solid Waste Director