



Monroe County Solid Waste Management

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COMMITTEE MINUTES June 12, 2018

MEMBERS PRESENT: Chair Paul Steele, Vice Chair Keith Giraud. Committee member: Gregg Vinslauski.

MEMBERS ABSENT: James Schroeder

MEMBERS EXCUSED: Nodji Van Wychen. Van Wychen has been reassigned to the Solid Waste Committee and replacing Alan McCoy effective June 12, 2018 due to committee scheduling conflicts.

OTHERS PRESENT: Solid Waste Department: Gail Frie-Manager and Shelly Schulze-Assistant Manager. Riverview Construction: Randy Weinkauf-Owner and Terry Taylor-Equipment Operator. Ayres and Associates: Ryan Shimko P.E. and Michael Leopold-E.E., and Jerry Martell-Owner of Modern Disposal Systems.

1. **MEETING CALLED TO ORDER:** The meeting was called to order at 4:00 pm by Chair Steele at the Solid Waste Office, Norwalk, WI.
2. **PUBLIC COMMENT: Landfill Consultant** Ryan Shimko P.E. discussed the Feasibility Study for the northern expansion of Ridge II landfill, and showed maps of the horizontal and vertical expansion to the committee and guests. Committee had some questions and discussion regarding landfill geology and space limitations, expected years of use at the current site, and where we would expand.
3. **DISCUSSION/ACTION: APPROVE MEETING MINUTES MAY 2018.** Steele asked for a motion to approve the meeting minutes of May 2018. *Motion by K.Giraud/G.Vinslauski to approve and passed on a unanimous voice vote with 3 ayes, Schroeder absent, Van Wychen excused.*
4. **DISCUSSION: LANDFILL AND DEPARTMENTAL OPERATIONS**
TONNAGE/REVENUE/LOAD/LEACHATE REPORT:
 - a. Frie went over the monthly sales graph which detailed percentages of increase/decrease in the listed categories through the month of May YTD, and compared this May YTD to previous years.
We are up 8% YTD in revenue over last YTD, up 3% from last year in number of loads and in tonnage. Leachate hauled for the month was about even, compared to last year.
 - b. Frie went over the May 2018 Financial Report, which shows a facility reserve balance of \$514,482.00 and a checkbook balance of \$331,342.00. Monthly operations showed a balance of \$31,564.00 and a net Solid Waste funds balance for the month of \$128,565.00. Frie said that Schulze made a change to the report to also include booked revenue to-date, which will show the committee informational, outstanding revenue due. Frie said that last week, our reserve account transfer totaling 219,657.00, from December 31, 2017 arrived on the books. We also receive the Recycling Grant from the WDNR of \$144,411.00, per Frie.
5. **DISCUSSION/ACTION: RETIREMENT OF ASSISTANT MANAGER: APPROVAL OF JOB POSTING:** Frie said the purpose of this point is to correct the job descriptions with Personnel, and get an approval to post the job immediately to hire someone to replace Schulze who tendered her retirement May 15, with a final work week of September 30.
 - a. **Discussion/Action of Assistant Manager's job description:** Schulze handed out a packet of job descriptions for Assistant Manager, Manager, and the former Clerk I duties. Steele asked about the purpose of the job description packet. Schulze explained it is to show the committee how the position of Assistant Manager was created, using the Clerk I job description and adding all but a few of the Manager's responsibilities to form the job description. Neither the Manager's, nor the Assistant Manager's job descriptions, are accurate, and need overhauling. The position was changed from Clerk I to a higher Management position to find someone with a higher skillset, WDNR Facility Manager certified, and landfill experience.

- **FACILITY MANAGER VS. DEPARTMENT MANAGER TITLE** Administrator Bialecki called to discuss Schulze's retirement with her. Schulze recommended he consider reclassifying both positions from 'department manager' to 'facility manager' with the vast responsibilities involved in running the 170 acre landfill facility and its set of liabilities with monitoring and controlling methane gas and leachate, accidents and injuries with people, equipment and vehicles, landfill fires and special waste risks. 'Facility Manager' is more appropriate to the job workload/responsibilities.
- **ASBESTOS INSPECTOR** This function appears on the Assistant Manager's job description, but it does not appear anywhere on the Manager's Job description. Frie does asbestos inspections in the County, and we pay to have him schooled and recertified yearly. Steele asked why we do asbestos inspecting: What do we get out of it? Frie said it is to help out the Monroe County municipalities to train fire fighters (Asbestos needs to be removed before the fire department can burn down a house.) Frie stated he does only those properties tied to volunteer fire department burn practice sites, and there seems to be fewer calls. Schulze stated it costs the Solid Waste Department thousands of dollars per year in training, mileage, analytical testing, office supplies and time. Frie did say it probably should end, as it carries liability for the County if asbestos is missed on an inspection, and this happened last year. Frie would discuss with Personnel when rewriting job descriptions.
- **ACCOUNTING** Schulze said her position has full accounting responsibilities (Accounts Receivables) from billing to posting and collections. An accounting degree or some business accounting classes and/or previous experience with accounting should be added to the Assistant Manager's job description. If the Clerk I job is revisited, that should also be reclassified to a higher level as the bookkeeping is more than data entry as stated, and requires accounting abilities.
- **ACCOUNTING SOFTWARE** The landfill is over a \$2,000,000.00 operation, and uses no financial software to manage billing. QuickBooks, and Advanced Weighing Systems (AWS) accounting software were discussed. Frie said he looked into it, and it would cost \$4500.00 for AWS software. Schulze said QuickBooks costs much less, at about \$600.00. Giraud and also Martell both use QuickBooks in their business operations, and agreed with Schulze as to the lower cost and its ease of use. All agreed regardless of cost it was necessary to have an Accounting program.
- **ADDITIONAL STAFF** At this time, the increase in business, the expansion of the landfill, and the addition of the leachate treatment facility, it is becoming apparent that the department should consider adding personnel.
 - We are up 30% in business volume in the past three years.
 - Maintenance duties: changing filters and monitoring tanks and outflow required with the new leachate treatment facility.
 - Frie mentioned that many outside activities have been overlooked, such as trimming, mowing and repairs.
 - Schulze mentioned it is difficult to attend training with one person left behind at the office. The office should never be left unmanned, and frequently is when one person is gone and the other has outside responsibilities within the landfill—turning on pumps, inspecting loads, loading and unloading equipment or banned from landfill items from customers, assisting the operator etc.
 - Our WDNR Engineer has mentioned to us that no other Solid Waste facility operates with a staff of two people. Management has to be the role of clerical, accounting, technician, and maintenance. Typically not management duties, Frie said he changes out leachate pumps and works on the flare. Frie stated he'll be installing pumps and electrical in the next couple of weeks on the side slope risers. Schulze added that TEC and Olson Electric, our licensed plumbing mechanical and electrical contractors, will be working with Frie.
 - Chair Steele asked if there was enough work for another full-time position or if this would be a part-time position we'd be looking at. Frie would like to consider a full-time technician as the additional person, but not until the 2020

budget.

Frie would like to have the advertisement out in July, with interviews August. Steele asked how we could even post this job properly, if the job description isn't complete. Frie is meeting with Personnel Director Smudde to make changes this week, so it can be posted ASAP. Steele asked how the committee would be able to approve the job description timely. Frie stated this was Personnel Department's duty, not that of the Committee. Steele asked for a motion to post Assistant Manager's job: *Motion by K.Giraud/G.Vinslauski to approve and passed on a unanimous voice vote with 3 ayes, Schroeder absent, Van Wychen excused.*

- b. **Discussion/Action of Manager's job description:** Frie told the committee that the Personnel Director is updating all outdated job descriptions for each department, and *no action needed at this time*—this is not a function of Committee.
6. **DISCUSSION: 2019 BUDGET (Partial Final Cap):**
- Frie handed out a map with a 3.5 acre area highlighted, scheduled for final cap in 2019. Final caps limit leachate production, and aid in gas collection. The leachate issue will be mitigated with the leachate treatment project, and we are not beneficially using the landfill gas, so this \$600,000.00 cap could be postponed for a year.
 - Another budget consideration is the \$85,000.00 truck scale installation.
 - We just paid the WDNR \$235,696.34 in environmental fees which is many times what was budgeted.
 - Frie said he would have a draft of the 2019 budget for the committee by the July meeting.
7. **DISCUSSION: LEACHATE PROJECT PROGRESS: Construction/Lease Meetings in May**
- Frie met with Mid America Lease Corporation and firmed up the down payment to be made of \$650,000.00 on the equipment lease.
 - Pipe and pumps have been delivered for the project, to the landfill. June 26 pumps installed.
 - Second week in July for construction to commence on leachate treatment building.
 - Chair Steele asked about the equipment, where it was being built and when it was being delivered. Frie was unsure where it was built. Schulze stated it is being built overseas in the Orient, and the hold up on getting it here is the amount of time to get through customs/shipping via a port in California in August sometime. Schulze could not find the manufacturer location overseas online when checking. The technology we are putting in is from Corn Cob II, very similar technology to the original equipment tested from Clark, but a different manufacturer. Some discussion regarding why the change was made through Apex, the consultant for the project.
8. **DISCUSSION: WDNR ENVIRONMENTAL FEES:** Frie discussed this at length in points six and seven. The budgeted line item amount for environmental fees had a substantial shortfall. This was due to last year's fee being significantly less.
9. **DISCUSSION/ACTION: EQUIPMENT LEASE (LEACHATE) DOWN PAYMENT:** *No action* needed at this time. This action item was put on the agenda just in case the down payment on the lease, needed to be reduced because of the budgeting shortfalls. This reduction would take full board action as the lease payment already passed full board approval.
10. **DISCUSSION/ACTION: PAYMENT TO EARTH CLUB FOR STUDENT'S WORK AT CLEAN SWEEP \$200.00:** Four students assisted with the Clean Sweep. These kids are a pleasure to have assisting us, and are hard-working and very responsible. The agreed fee is \$50.00 per student/advisor for the day. Frie also mentioned it costs us nearly \$600.00 for the use of one Highway department employee for Clean Sweep. *Motion by K.Giraud/G.Vinslauski to approve and passed on a unanimous voice vote with 3 ayes, Schroeder absent, Van Wychen excused.*
11. **DISCUSSION/ACTION: CLEAN SWEEP YES/NO TO OCTOBER EVENT? REVIEW EXPENSES APRIL 2018:** Frie advised the committee that effective with the billings for Spring Clean Sweep, we are out of grant money for the Fall event, and again, we are overspent on the Spring Clean Sweep by approximately \$2,268.00. The bill from Veolia, the hazardous waste contractor, was \$11,745.00. Our grant eligible expenses were \$10,253.90. The grant totaled \$7,985.00. Our shortfall was (\$2,268.00).
- **HISTORY:** Since 2009, two Clean Sweep events have been held for the community on the last Saturday in April, and the first Saturday in October. We've received grant money to

hold these temporary events. Until recently, there was enough grant money to cover most of two events. The grant money has been reduced over the years, and the cost of disposal has been increasing every year. The grant is STRICTLY for hazardous waste: lawn, household and farm chemicals—although banned items are also collected at this time.

- **UNACCEPTABLES WITH FEES:** Banned from landfill items or unacceptables, such as the tires, computers, TVs, and lightbulbs collected at Clean Sweeps are separate waste streams, and 100% funded by fees assessed to citizens.
- The customer count for both events do not change much: Remaining at about the same number of customers showing up at each event, yet the costs for disposal ever increasing.
- Funding needed for the Fall Clean Sweep is expected to be at least \$12,000.00. Frie thought we'd have the funds for this, although the budget is tight.
- Schulze stated the Clean Sweep collection is not a landfill liability and suggested strongly that we look at handling hazardous waste collection as La Crosse County has: Add fifty cents to the tax levy per capita and increase as needed to cover the shortfall. La Crosse has requested and been granted a stepping levy of an additional quarter over the next three years, for a total levy of \$1.25 per capita on year four. This will cover this expenses, as this collection is not the landfill's liability and should be funded by disposing customers or the public. Chair Steele felt this was a great idea to cover these expenses, and as a citizen felt that fifty cents was more than a reasonable amount to pay for the services rendered. Then if the grant was no longer available, we would be set up to continue running the program. Terry Taylor of Riverview said he fought his local township committee from levying him a garbage rate, since he doesn't use it. Steele wanted this put back on the next agenda.

12. **MANAGER'S REPORT:**

- a. **Recycling Flyer:** Education of the public is a requirement of the Recycling Grant, and Schulze prepared a recycling flyer to be distributed to the public. Schulze and Frie have had discussions with Kyle Evans of The Monroe County Herald about sending this flyer out as a double sided insert in a County-wide free newspaper the third week of July, with a cost of approximately \$4500.00. The second side is the Clean Sweep flyer. Steele asked about using brighter neon paper to make it stand out. There was discussion about losing some of the pictures on the flyer on a non-white bright background. Giraud ask about making a half page colored newspaper ad instead, in this weekly issue of the newspaper. Schulze suggested also printing out flyers to be distributed at all County buildings.
- b. **Wood and Mattress Grinding:** Nothing to report: Everyone too busy to grind, per Gail.
- c. **Leachate Riser Pumps:** They are in and awaiting installation.
- d. **Leachate Hauling Bids:** The contract is renewable automatically, unless either party opts out.

13. **SET NEXT MEETING DATE:** Tuesday, July 10, 2018 at 4:00 pm, at the Solid Waste Dept. 20448 Junco Road, Norwalk, WI, 54648

14. **PUBLIC COMMENT:**

- Jerry Martell of Modern Disposal Systems, updated the committee on the bleak outlook of the recycling markets. The cost is rising to ship recycling to our recyclers, and the future is not stable as to whether we will continue to have a place to go with our recycling as several overseas countries have stopped processing recycling. Discussion as to how the recycling grant payments worked to cover shipping of Monroe County recycling to market, and how that fluctuates based on what Modern is charged for dropping off these recyclables. There have been times where recycling was profitable but now it is costing us \$29 per ton. Questions were asked such as: What is our worst case scenario, and the answer was landfilling recyclables again.
- Terry Taylor, Operator for Riverview Construction, stated he would like to see the compaction survey (Density Study) recalculated, by adding in omitted cover materials to the totals in the future. He said they are being penalized for doing the job the right way, in that the way landfill materials used for cover and roads are excluded from the survey. All tonnage going into the landfill equal mass, and he demonstrated by stacking one book (cover materials) on top of another book (waste) to equal actual total density. Frie told the committee all landfills remove cover materials from density studies as a practice. Not

achieving full bonus is a reflection on the Operator not doing his job, and he feels the cause can be found in the addition of the missing materials into the survey. Taylor suggested writing in a clause to the contract if the Operator is found to be wasting cover materials, he is penalized. He mentioned he knows for a fact the landfill compaction is higher than stated because the heavy off-road trucks were barely sinking in during the winter covering of parts of the landfill. Frie stated that an adjustment was made at the contract midway point to pay out incremental percentages to the contractor, verses penalizing a full 10%.

- River View Owner Randy Weinkauff asked for the difference in cover tonnage to total tonnage. Schulze brought out the tonnage report from earlier in the meeting, and stated the total tonnage to-date is reported as 17,092 tons to 15,668 less cover materials. Weinkauff figured in his head that difference to be around 8% and that could make quite a bit of difference. Frie discussed with the committee and guests the history of the landfill and its previous contractor's use of too much cover. He stated this formula for payment was good for both the landfill and the contractor. Steve Bichoff of Ayres Associates and Frie developed this when he was hired, and both felt this was a good way to ensure overuse of cover materials.

15. **ADJOURNMENT:** Chair Steele adjourn the meeting at 6:45 pm.

Recorded by: Shelly Schulze