

**WAUPACA COUNTY SOLID WASTE MANAGEMENT BOARD**  
**Meeting Minutes – June 8<sup>th</sup>, 2020**  
**Waupaca County Courthouse – Room LL42**

Director Francis called the meeting to order at 3:30 pm and gave the open meeting statement.

**Roll Call:** Supervisors Fred Zaug, Joe McClone, Joyce Boyer, Janet Lehrer, and Sue Golding. Citizen Members Jeff Dyer and Nancy Koeppen were present while Ken Van Dyke and Maryann Snider attended remotely. Others present: Staff Members Taylor Sorenson, Tom Claussen, and John Francis.

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

**Approve Minutes of Previous Meeting:** Motion by Lehrer, seconded by Koeppen to approve the March 9<sup>th</sup>, 2020 minutes. Motion carried without a negative vote.

**Election of Solid Waste Management Board Chair and Vice Chair:** Francis called for nominations for the Waupaca County Solid Waste Board Chair position. Supervisor McClone nominated Supervisor Zaug. There were no other nominations.

Motion by Dyer, seconded by Koeppen to close nominations and cast a unanimous ballot to elect Zaug as Chair. Motion passed without a negative vote.

The meeting was turned over to Chair Zaug.

Zaug called for nominations for Vice Chair. Supervisor Lehrer nominated McClone for Vice Chair. There were no other nominations.

Motion by Dyer, seconded by Koeppen to close nominations and cast a unanimous ballot to elect McClone as Vice Chair. Motion passed without a negative vote.

**Update on Covid-19 Impacts to PTF and Office Operations/Facilities:** Claussen talked about the changes put in place at the PTF including limiting the number of customers in the scale office, installation of a plexi-glass shield for the counter and various other small changes. He stated that it would be nice to be able to offer credit card payment options to people, as cash handling is a weak point in staff protection at the site. Claussen stated that it has been very busy since the pandemic started. Sorenson and Francis talked about how the office in the Courthouse has been run and that they are waiting on some plexi-glass shields for the counter before they open the doors to the public again.

**Capital Projects Update:** Francis went through a list of projects for the next 5 years or so focusing on this and next year's projects more closely. Claussen explained the scope of some of the larger upcoming capital projects. There was some discussion about some of the projects. Francis stated that he will be bringing an updated 5-year capital plan to the next meeting for approval so it can be passed onto Finance.

**Extended Hours Trial Period – Review results and determine if it should continue:** Claussen stated that they had been open until 5pm on the third Thursday of the month from February to May so far. February, March, and April saw no customers in the extended open period. May had one customer for a total revenue of \$10. The extended hours were advertised on the website, Facebook, and via radio ads. There was discussion as

to why people were not using the added time. Claussen stated that the hours had remained basically the same for about the last 25 years, so people are used to that. Boyer stated that it was important that we tried.

Motion by Lehrer, seconded by Boyer to terminated the extended hours trial after the June 18<sup>th</sup> date. Motion passed without a negative vote.

**PTF Supervisor Update:** Claussen reported that it has been very busy. He gave out the following numbers to support that:

Users for the following months

	Solid Waste transactions In 2019	Solid Waste transactions In 2020	Recycling transactions In 2019	Recycling In transactions 2020
February Transactions	170	217	31	40
March Transactions	271	404	99	173
April Transactions	286	493	57	52
May Transactions	622	757	296	254

Claussen reported that there have been elevated numbers of appliances and tires dropped off recently compared to a normal year. There have been three loads of tires hauled off the site since March. He also talked about the possibility of ordering dumpster bottoms to repair some of the dumpsters at the drop off sites. This work can be done by staff as a fill-in job if there is a slow day. The bottoms cost about \$230 each vs about \$1,400 each to replace the whole dumpster.

**Meetings/Conferences Attended:** There were none to report.

**Recycling Coordinators Report:**

- a. **Education Outreach:** Sorenson reported that while she hasn't been able to do any in person presentations since March she created a virtual presentation on composting for kids for public libraries to use in partnership with UW Extension. She plans on doing another on in August focused on recycling. Sorenson reported that she has been working on updating the PTF brochure for 2021. Radio advertisements in partnership with the DNR and USDA Forest Service have been airing on 92.7 promoting composting over burning and giving information on the burning laws in Waupaca County.
- b. **Program Updates:** Sorenson stated a call from a citizen had prompted discussion on our scrap metal policy. After reviewing the ordinance, it was determined that removing scrap metal from the pile would be considered a prohibited activity. There was some discussion on the pros and cons of this policy. Sorenson reported that compost bins have been doing extremely well and that we are already almost sold out of the bins for 2020. Sorenson handed out 2019 Annual Report numbers, explaining that we met the collection standard for 2019 as well as some of the differences in numbers from 2018. She also reported that the medication take back that usually takes place in April was cancelled. At this time, all Police Departments are still collecting unwanted prescription

medication. She also mentioned that all recycling centers have also been very busy during the COVID-19 pandemic.

**Director Report:** Francis stated that the Department Head Group has been meeting twice a week via Zoom to discuss various issues related to Covid-19. He stated that there is to be an Executive Board meeting after the June County Board meeting to discuss the County's policies on how staff should interact with the public while the pandemic continues. There was some discussion about how various levels of government are dealing with the issues that come up.

**Upcoming Meetings:** The next meeting was scheduled for July 13<sup>th</sup>, 2020 at 3:30 pm at the Courthouse.

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

The meeting adjourned at 4:28 pm

Submitted by,

John D Francis  
Solid Waste Director