

PORT & RESOURCE RECOVERY DEPARTMENT

Brown County

2561 SOUTH BROADWAY
GREEN BAY, WI 54304

PHONE: (920) 492-4950 FAX: (920) 492-4957

DEAN R. HAEN
DIRECTOR

PROCEEDINGS OF THE BROWN COUNTY SOLID WASTE BOARD

A regular meeting was held on **January 19, 2015** at the Brown County Resource Recovery Facility, 2561 S. Broadway, Green Bay, WI.

1. Call to Order

The meeting was called to order by Solid Waste Board Chair John Katers at 1:29 pm.

2. Roll Call

Present: John Katers, Chair
Mark Vanden Busch, Vice-Chair
Norb Dantine, Treasurer
Dave Landwehr
Bud Harris
Ken Pabich
Lisa Bauer-Lotto
Mike Van Lanen

Also Present: Dean Haen, Brown County
Chad Doverspike, Brown County
Mark Walter, Brown County
Dan Michiels, Foth
Chris Anderson, Foth
Al Luberda, City of De Pere Public Works

3. Approval/Modification – *Meeting Agenda*

A motion to approve the agenda was made by Norb Dantine and seconded by Mark Vanden Busch. Unanimously approved.

4. Approval/Modification – *Meeting Minutes of December 1, 2014*

A motion to approve the minutes was made by Dave Landwehr and seconded by Mark Vanden Busch. Unanimously approved.

5. Announcements/Communications – *Update*

Mr. Haen explained that on the Harbor Commission agenda Announcements/Communications was added as a standing item and he thought it made sense to add it on the Solid Waste Board

Agenda as well. This would be an opportunity for board members to talk freely about something that is not on the agenda.

Regarding this agenda item there is an attachment regarding the WIRMC conference from Jodi Meyer about who plans on attending and a reminder to let the department know if a Board member is interested in attending.

Board Chair John Katers announced that he will be attending the WIRMC conference but will not be doing this on County dollars but through the University. Mr. Katers also recapped the Wednesday, January 14 joint meeting between Brown, Outagamie and Winnebago Counties where great information was presented. Things look good on the financial side for the MRF with total unaudited revenues of \$9 million with approximately \$2 million that will be split three ways (Brown will get about 41% based on the overall percentages going to the MRF). There was talk on how the landfill gained another year's worth of capacity based on some operational changes which could push the Brown County South Landfill opening back another year. There was also a tour provided for those interested.

Mr. Haen clarified that the revenue reported was gross revenue, unaudited and may not have fully reflected retained earnings and other BOW accounting measures. Mr. Haen will reach out to Outagamie County to clarify when reporting out financial data.

Board member Bauer-Lotto asked if there were administrative costs that need to still be taken out. Mr. Haen answered that staff is working with Schenk & Associates on putting an administrative cost policy in place; now that Winnebago is closed they are putting in administrative costs. The thought is Outagamie County should actually put administrative costs as well.

6. Brown County Resource Recovery Communication Strategy 2015 – Request for Approval

The Port and airport have successful Public Communication Plans with Leonard & Finco. Resource Recovery is now looking to develop one as well. This communication plan is for Brown County efforts. The BOW has a separate joint marketing and education effort budgeted. The attached draft communication plan meets the 2015 approved budget of \$15,000. The draft plan has \$12,000 in public relations efforts that includes writing press releases, engaging stakeholders, coordinating events and other outreach. The draft plan has \$3,000 for advertising in The Business News and B2B. The draft plan also includes a plan for media topics hitting all programs offered within the department. Another deliverable will be developing a logo for the Resource Recovery Department.

A motion to approve the Brown County Resource Recovery Communication Strategy 2015 was made by Norb Dantine and seconded by Ken Pabich. Unanimously approved.

7. BOW Waste Diversion Technology Committee Technical Report – Request for Approval

As part of the adopted BOW strategic plan, one of the components was to establish a BOW Waste Diversion Technology Committee to do a report once a year. Mr. Katers and Mark Walter are on the committee. The first produced piece is a basic inventory of waste technologies.

Mr. Walter explained that the committee was in charge of looking at technologies, choosing one and focusing on the one to see if there is a cost benefit and feasibility for our area. What came out of one of the first discussions within the committee is everyone had different ideas on technologies and different backgrounds. Mr. Katers had a UWGB student of his take a draft report that was put together and added additional information to get this draft report. The report will continue to grow as the committee goes along. This will be used as a basis to look at a single technology starting this year. The committee met after the BOW meeting on January 14 and established some criteria looking at the different technologies and how the feasibility would be determined. A moderated meeting will take place in April.

Mr. Katers said that he did a comparison to the Green Bay Metropolitan Sewerage District and NEW Water when they were comparing the different technologies that were being evaluated. Ultimately, they started out with 74 different alternatives, brought together some groups, narrowed it down to 20, came up with different criteria and finally narrowed it down to three or four technologies that they analyzed more in detail. The other document that has been out there is the Council on Recycling in Wisconsin looking historically at all the different material and ranking those materials on whether the opportunity that existed was high, medium or low. Mr. Katers will provide the information that he uses in his Waste Management Course and get that out to the BOW Technology group.

A motion to approve the BOW Waste Diversion Technology Committee Technical Report was made by Dave Landwehr and seconded by Mark Vanden Busch. Unanimously approved.

8. South Landfill/Resource Recovery Park Project by Foth Companies – Update

A. Mixed Waste MSW Processing Facility Options Memo #3

Mr. Haen noted that there have been previously provided documents and memos from Foth as part of the South Landfill work including Guiding Principles, Unsolicited Proposals and Memo #1. In today's packet is Memo #3. The memos are coming out of order because of the time necessary to complete. All of these documents and future memo will be incorporated into a final report. Memo #3 is regarding the focus and the potential for a MSW processing facility located at the south landfill. The memo looks at the different types mixed municipal solid waste processing facilities. It also looks at if the department would have one, what that would mean. This memo establishes some of the assumptions that are used to generate the financials moving towards the end of the memo. The memo supplied many graphs, how many acres would be needed and cost.

B. Project Status Presentation – Foth Companies

Mr. Anderson gave a presentation on the project status. He explained that there will be five memos; Memo #1 Looking at the South Landfill and what was going to be done there, Memo #2 Landfill Features, Memo #3 MSW Processing, Memo #4 Construction Demolition Waste and Memo #5 Organics and Digestion. Each memo will have summarized technologies and costs based on these assumptions. Mr. Anderson showed maps of the property and explained certain aspects.

C. Letter of Support for Marquette University Project

Marquette University is doing some work similar to the Resource Recovery Park and technologies. Mr. Haen wrote a letter of support for the research proposal to determine the feasibility of pyrolysis of organic waste. The scope of work was also provided.

9. Recycling Compactor Building Expansion – Update

Mr. Doverspike explained the RFP is to Purchasing, and that he worked with Foth the past five months putting together the expansion for the compactor on the south side of the building. The RFP will be posted Monday January 19th. It will be advertised two times with a bid opening on February 10th; it will come back to the Solid Waste Board February 16th; go to Planning & Development on February 23rd and the County Board on March 18th. After all the approvals are given, Mr. Doverspike is hopeful they will break ground April 1st.

10. Wisconsin Clean Sweep Grant – Update

Mr. Walter updated the Board regarding two grants that the department applied for to the Wisconsin Department of Agriculture, Trade and Consumer Protection for HHW and Ag Collections and Unwanted Prescription Drug Collections. The department received award notices which have to go to the County Executive for signature. The dollar amounts go down each year but the department still receives high dollar amounts because of the participation with a variety of different entities. Waupaca County is part of both of the grants and also partnered with Marinette County and Oconto County on the drug grant.

11. Director's Report – Update

Mr. Haen updated the board that Jodi Meyer is leaving the department and going to Public Safety Communications & Emergency Management. The department is hoping to fill her position within the next couple months.

Mr. Doverspike is leading an effort collectively with BOW to recycle shingles. The Department's current shingle recycling contract has been a success. Brown County's contractor has a recycling operation across the street from the current Brown County refuse transfer station.

12. Such other Matters as Authorized by Law

No other matters as authorized by Law.

13. Closed Session:

Pursuant to Wis. Stat. § 19.85(1)(e), any meeting of a governmental body may be convened in closed session for purposes of deliberating or negotiating the purchasing of public properties, the investing of public funds, or the conducting of other specified public business, whenever competitive or bargaining reasons require closed session.

A motion to go into closed session was made by Dave Landwehr and seconded by Ken Pabich. Unanimously approved. A roll call vote followed with the following Board members voting "aye": John Katers, Mark Van Den Busch, Norb Dantine, Dave Landwehr, Bud Harris, Ken Pabich, Lisa Bauer-Lotto and Mike Van Lanen voting. There were no "nay" votes; the

motion was passed. The purpose of the closed session was for discussion, strategy, representation and possible action regarding existing contracts.

A motion was made by Dave Landwehr and seconded by Mike Van Lanen to return to open session. Unanimously approved. A roll call followed with the following Board members voting “aye”: John Katers, Mark Van Den Busch, Norb Dantine, Dave Landwehr, Bud Harris, Ken Pabich, Lisa Bauer-Lotto and Mike Van Lanen. There were no “nay” votes; the motion was passed. **No action was taken.** The Board continued with agenda items in open session.

14. Adjourn

A motion to adjourn was made by Norb Dantine and seconded by Dave Landwehr. Unanimously approved. Meeting adjourned at 3:20 pm.

John Katers, Chair
Solid Waste Board

Dean Haen, Director
Port & Resource Recovery Department