



RECYCLING COMPOST COMMISSION MEETING
COUNCIL CHAMBERS, CITY HALL
111 S. MAIN STREET, WAUPACA
MONDAY SEPTEMBER 20, 2021
@ 4:00 P.M.

AGENDA

CALL TO ORDER

OPEN MEETING STATEMENT: This meeting and all other meetings of this Commission are open to the public. Proper notice has been posted and given to the press, in accordance with Wisconsin Statutes, so that the citizens may be aware of the time, place, and agenda of this meeting.

ROLL CALL

APPROVE OR AMEND AGENDA

MINUTES FROM THE MAY 17, 2021 MEETING

REVIEW OF THE YEAR-TO-DATE BUDGET ENDING AUGUST 31, 2021

DISCUSSION ON MUNICIPAL ASSESSMENTS

DISCUSSION AND POSSIBLE ACTION ON SITE WORKER WAGES

DISCUSSION AND APPROVAL OF FY2022 BUDGET

CITY OF WAUPACA REPORTS:

- **JUSTIN BERRENS, PUBLIC WORKS DIRECTOR**
- **ROGER HANSEN, STREET SUPERINTENDENT**

HOLIDAY CLOSING DATES 2022

RESPONSIBLE UNIT REPORT – TAYLOR SORENSON, WAUPACA COUNTY

ANY OTHER BUSINESS, WHICH MAY COME BEFORE THE COMMISSION AND IS ALLOWED BY LAW

SET NEXT MEETING DATE

ADJOURNMENT

Commissioner Mary Trice, Chairperson

PLEASE ADVISE THE CITY CLERK'S OFFICE IF YOU REQUIRE SPECIAL ACCOMMODATIONS. THE CITY OF WAUPACA PROVIDES EQUAL OPPORTUNITIES FOR PUBLIC MEETINGS. PLEASE NOTIFY THE CLERK'S OFFICE IF YOU ARE UNABLE TO ATTEND.

This meeting will be held in the Council Chambers, City Hall with the option to attend virtually via video / teleconferencing.

**CITY OF WAUPACA
WAUPACA REGIONAL RECYCLING & COMPOST COMMISSION**

**REGULAR MEETING
COUNCIL CHAMBERS, CITY HALL**

**MONDAY MAY 17, 2021
4:00 P.M.**

Present: Commissioners Mary Trice, Chairperson, Town of Waupaca, Mark Jenson, Town of Farmington, Ald. Scott Purchatzke, City of Waupaca and Jeff Barlow, Town of Dayton

Absent: Andy Jensen, Town of Lind

Also Present: City of Waupaca Director of Public Works Justin Berrens, Roger Hansen, City of Waupaca Street Superintendent, Taylor Sorenson, Waupaca County, Ald. Collin Dykstra, City of Waupaca Alternate Commissioner and Jay Moe, Johnson Insurance Agency

ROLL CALL

CALL TO ORDER

OPEN MEETING STATEMENT

Chairperson Mary Trice read the following statement: "This meeting and all other meetings of this Commission are open to the public. Proper notice has been posted and given to the press, in accordance with Wisconsin State Statutes, so that the citizens may be aware of the time, place, and agenda of this meeting."

APPROVE OR AMEND AGENDA

MOVED by Comm. Barlow, SECONDED by Ald. Purchatzke to **APPROVE** the agenda as presented. 4 ayes, 0 nays, 1 absent. MOTION CARRIED on a voice vote.

ELECTION OF OFFICERS

Comm. Barlow nominated Mary Trice for Chairperson.

The nominations for Chairperson were **CLOSED** and Mary Trice was elected and declared the Chairperson. 4 ayes, 0 nays, 1 absent. MOTION CARRIED on a voice vote.

Commissioner Trice nominated Ald. Scott Purchatzke for Vice Chairperson.

The nominations for Vice Chairperson were **CLOSED** and Ald. Scott Purchatzke was elected and declared the Vice Chairperson. 4 ayes, 0 nays, 1 absent. MOTION CARRIED on a voice vote.

ANNUAL REVIEW OF THE CODE OF ETHICS

The Code of Ethics were reviewed by all members present and placed on file.

MINUTES FROM THE SEPTEMBER 21, 2020 MEETING

MOVED by Comm. Barlow, SECONDED by Comm. Jenson to **APPROVE** the minutes from the September 21, 2020 meeting. 4 ayes, 0 nays, 1 absent. MOTION CARRIED on a voice vote.

BUSINESS INSURANCE RENEWAL AND POLICY REVIEW

Mr. Jay Moe, Johnson Insurance Agency explained the WRRCC insurance policy renewal to the commission saying they provide premises liability coverage on the property and auto coverage and have found a possible problem with the premises liability coverage. Mr. Moe said there is no pollution liability coverage currently being provided to the WRRCC and suggested the commission pursue a policy known as the Waste Facilities Pollution Liability coverage that would cover \$3 million each occurrence and \$3 million aggregate. Taylor Sorenson said she would check with the Processing and Transfer Facility in Manawa to see if they have this insurance coverage. After a lengthy discussion, the commissioners decided to table this until the September 2021 meeting.

MOVED by Chairperson Trice, SECONDED by Ald. Purchatzke to **TABLE** this discussion until the September 2021 meeting. 4 ayes, 0 nays, 1 absent. MOTION CARRIED on a voice vote.

YEAR TO DATE BUDGET DISCUSSION

Justin Berrens, Public Works Director said that year to date the budget is tracking well and the WRRCC should make approximately \$46,000 in revenues this year and will work stay under on budgeted expenses of \$75,000. Even if expenses do go higher than expected, the WRRCC should still be able to operate for few years on current funds. The checkbook is currently showing \$66,568.99 in it.

DISCUSSION ON 2021 CLOSING DATES AT THE RECYCLING CENTER

Roger Hansen listed the following dates that fall on Holidays or area events and suggested closing the center:

- Memorial Day May 31, 2021
- Waupaca Area Triathlon, August 21, 2021
- Labor Day, September 6, 2021
- Christmas Day December 25, 2021
- New Year's Day, January 1, 2022

CITY OF WAUPACA REPORTS

Roger Hansen said that compost is selling and the wood chips were ground last week and would be hauled out later this week. Excess wood chips would be hauled away for free and a pile left for area residents to purchase. Justin Berrens said that the Scrap Dealer permit was renewed, and the 2021 Survey of Occupational Injuries and Illnesses report was submitted. Justin stated he will be making a presentation to the City Council on garbage pickup within the city and encouraged the commissioners to watch the presentation.

RESPONSIBLE UNIT REPORT – WAUPACA COUNTY

Taylor Sorenson, Waupaca County discussed the city's tin shipment and said that a check for \$434.61 will be sent to the WRRCC. Ms. Sorenson said that the PTF changed their Saturday hours to be 7:00 a.m. – 11:00 a.m. and provided a garbage and recycling update regarding curbside pickup stating the Town of Farmington tabled discussion but Town of Lind is interested in a program.

ANY OTHER BUSINESS, WHICH MAY COME BEFORE THE COMMISSION AND IS ALLOWED BY LAW - none

SET/CONFIRM NEXT MEETING DATE – MONDAY SEPTEMBER 20, 2021 AT 4:00 P.M.

The Commissioners confirmed and set their next regular meeting date for Monday, September 20, 2021 at 4:00 p.m.

MOVED by Comm. Trice, SECONDED by Comm. Barlow to **SET** the next meeting date for Monday, September 20, 2021 at 4:00 p.m. 4 ayes, 0 nays, 1 absent. MOTION CARRIED on a voice vote.

ADJOURNMENT

MOVED by Comm. Barlow, SECONDED by Comm. Jenson to **ADJOURN** the Regular May 17, 2021 Waupaca Regional Recycling & Compost Commission Meeting. 4 ayes, 0 nays, 1 absent. MOTION CARRIED on a voice vote.

Meeting adjourned at 4:31 P.M.

Commissioner Mary Trice, Chairperson
Waupaca Regional Recycling & Compost Commission

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Waupaca Regional Recycling Center
M-T-D/Y-T-D Budget to Actual Report
For the Eight Months Ending August 31, 2021

	<u>Y-T-D Budget</u> <u>Amount</u>	<u>M-T-D Actual</u> <u>Amount</u>	<u>Y-T-D Actual</u> <u>Amount</u>	<u>Y-T-D Budget</u> <u>Remaining</u>
<u>Revenues</u>				
4050 Oil	500.00	70.00	349.00	151.00
4802 Brush	3,000.00	588.00	3,692.25	(692.25)
4803 Chips	1,500.00	0.00	130.00	1,370.00
4804 Glass	500.00	0.00	0.00	500.00
4805 Aluminum	2,500.00	0.00	1,255.75	1,244.25
4806 Tin Cans	700.00	0.00	984.25	(284.25)
4808 Newspaper	50.00	0.00	0.00	50.00
4809 Tires	800.00	50.00	411.00	389.00
4812 Garbage Tags	34,000.00	3,189.00	24,323.40	9,676.60
4813 Compost / Mulch	750.00	9.00	277.00	473.00
4817 Sheet Iron	1,500.00	0.00	1,114.40	385.60
9110 Interest Income	5.00	0.00	4.01	0.99
Total Revenues	45,805.00	3,906.00	32,541.06	13,263.94
<u>Expenses</u>				
6010 Advertising	150.00	0.00	0.00	150.00
6011 Printing	100.00	0.00	0.00	100.00
6013 Postage	200.00	0.00	55.00	145.00
6020 Rent - Property	2.00	0.00	0.00	2.00
6070 Contract Services	14,000.00	664.82	5,250.34	8,749.66
6089 Workmens Comp	2,000.00	0.00	1,906.00	94.00
6090 Insurance	6,000.00	0.00	3,298.00	2,702.00
6110 Legal and Accounting Fees	4,200.00	400.00	3,200.00	1,000.00
6120 Licences and Fees	300.00	0.00	110.00	190.00
6140 Contingency-Misc.	500.00	0.00	76.00	424.00
6141 Tire Disposal	1,300.00	0.00	0.00	1,300.00
6142 Paint Disposal	100.00	0.00	30.00	70.00
6143 Oil Filter Disposal	100.00	0.00	0.00	100.00
6150 Office Expense	150.00	0.00	0.00	150.00
6151 Secretary Pay	400.00	0.00	0.00	400.00
6160 Equipment Rental	5,000.00	0.00	0.00	5,000.00
6161 Heat	800.00	0.00	0.00	800.00
6162 Electricity	1,000.00	87.06	704.89	295.11
6170 Repair and Maintenance Equ	1,400.00	0.00	110.00	1,290.00
6171 Maintenance Facility	2,000.00	0.00	0.00	2,000.00
6200 City Payroll	15,000.00	794.61	4,998.49	10,001.51
6201 Site Payroll	19,000.00	1,323.55	11,377.50	7,622.50
6207 Payroll Tax Expense	1,400.00	101.25	870.39	529.61
6230 Recycling Supplies	100.00	0.00	0.00	100.00
Total Expenses	75,202.00	3,371.29	31,986.61	43,215.39
Net Income (Loss)	(29,397.00)	534.71	554.45	(29,951.45)

Waupaca Regional Recycling Center
M-T-D/Y-T-D Budget to Actual Report for 2022

		<u>Y-T-D Budget</u>
		<u>Amount</u>
<u>Revenues</u>		
4050	Oil	500.00
4802	Brush	3,000.00
4803	Chips	1,500.00
4804	Glass	500.00
4805	Aluminum	2,500.00
4806	Tin Cans	700.00
4808	Newspaper	50.00
4809	Tires	800.00
4812	Garbage Tags	31,000.00
4813	Compost / Mulch	750.00
4817	Sheet Iron	1,500.00
9110	Interest Income	5.00
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Total Revenues		42,805.00
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<u>Expenses</u>		
6010	Advertising	150.00
6011	Printing	100.00
6013	Postage	200.00
6020	Rent - Property	2.00
6070	Contract Services	14,000.00
6089	Workmens Comp	2,000.00
6090	Insurance	6,000.00
6110	Legal and Accounting Fees	4,200.00
6120	Licences and Fees	300.00
6140	Contingency-Misc.	500.00
6141	Tire Disposal	1,300.00
6142	Paint Disposal	100.00
6143	Oil Filter Disposal	100.00
6150	Office Expense	150.00
6151	Secretary Pay	400.00
6160	Equipment Rental	5,000.00
6161	Heat	800.00
6162	Electricity	1,000.00
6170	Repair and Maintenance Equip	1,400.00
6171	Maintenance Facility	2,000.00
6200	City Payroll	15,000.00
6201	Site Payroll	19,000.00
6207	Payroll Tax Expense	1,400.00
6230	Recycling Supplies	100.00
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Total Expenses		75,202.00
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Net Income (Loss)		(32,397.00)
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Waupaca Regional Recycling Center
M-T-D/Y-T-D Budget to Actual Report for 2022
