

RECYCLING COMPOST COMMISSION MEETING

MONDAY SEPTEMBER 19, 2022 @ 4:00 P.M. COUNCIL CHAMBERS, CITY HALL

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 JUNE 2, 2022 MEETING

REVIEW YEAR TO DATE BUDGET ENDING AUGUST 31, 2022

• CURBSIDE PICKUP IMPACT ON INCOME

CITY OF WAUPACA REPORTS:

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

DISCUSSION AND POSSIBLE ACTION ON HOURS OF OPERATION

DISCUSSION AND POSSIBLE ACTION ON WORKER PAY

CLOSING DATES IN 2023

FY2023 BUDGET

RESPONSIBLE UNIT REPORT – TAYLOR SORENSON, RECYCLING COORDINATOR WAUPACA COUNTY

• DISCUSSION ON MUNICIPAL ASSESSMENTS

DISCUSSION AND PROCESS TO LEAVE WRRCC GROUP AND DIVISION OF ASSETS

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

SET/CONFIRM 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.

CITY OF WAUPACA WAUPACA REGIONAL RECYCLING & COMPOST COMMISSION

RESCHEDULED MEETING COUNCIL CHAMBERS, CITY HALL

THURSDAY JUNE 2, 2022 4:02 P.M.

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

Absent: none

Also Present: City of Waupaca Director of Public Works Justin Berrens, Roger Hansen, City of Waupaca Street Superintendent and Taylor Sorenson Waupaca County

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 Ald. Purchatzke, SECONDED by Comm. Jenson to **APPROVE** the agenda as presented. 5 ayes, 0 absent. MOTION CARRIED on a voice vote.

ELECTION OF OFFICERS

MOVED by Ald. Purchatzke, SECONDED by Comm. Gall to **CLOSE THE NOMINATION AND ACCEPT** Mary Trice as the Chairperson. 5 ayes, 0 nays, 0 absent. MOTION CARRIED on a voice vote.

MOVED by Comm. Trice, SECONDED by Comm. Gall to **CLOSE THE NOMINATION AND ACCEPT** Ald. Scott Purchatzke as the Vice Chairperson. 5 ayes, 0 nays, 0 absent. MOTION CARRIED on a voice vote.

ANNUAL REVIEW OF THE CODE OF ETHICS

All members present reviewed the Code of Ethics.

Waupaca Regional Recycling & Compost Commission June 2, 2022

MINUTES FROM THE JANUARY 17, 2022 MEETING

MOVED by Comm. Trice, SECONDED by Comm. Jenson to **APPROVE** the minutes from the January 17, 2022 meeting. 5 ayes, 0 nays, 0 absent. MOTION CARRIED on a voice vote.

YEAR TO DATE BUDGET DISCUSSION

Public Works Director Justin Berrens detailed the pay-by-the-bag revenue summarizing the 2020, 2021 and current first quarter totals. The town of Waupaca indicated they are going to a sole source for garbage pickup effective July 1, 2022, the town of Farmington will be discussing garbage pickup at their next meeting and the town of Lind is also considering garbage pickup.

DISCUSSION ON PAY PER BAG PROGRAM – POSSIBLE ACTION TO ADJUST COST

There was considerable discussion on when the WRRCC last raised the pay-by-the-bag fee to \$3.00/tag and it was decided to increase the fee to \$4.00/tag effective on June 20, 2022. Ms. Sorenson added that other communities have increased their rate annually. Mr. Berrens will inform the Recreation Center, City Hall, Piggly Wiggly and Pick-n-Save that currently sell the tags of the rate increase and notice will be posted at the site. Ms. Sorenson will update the website and flyers to distribute.

MOVED by Comm. Trice, SECONDED by Ald. Purchatzke to **APPROVE** raising the Pay-by-the-Bag Tag Fee to \$4.00/Tag effective Monday, June 20, 2022. 5 ayes, 0 nays, 0 absent. MOTION CARRIED on a voice vote.

CITY OF WAUPACA REPORTS: JUSTIN BERRENS, PUBLIC WORKS DIRECTOR AND ROGER HANSEN, STREET SUPERINTENDENT

Justin Berrens said he is continuing to work through scenarios as more communities change to citywide garbage pickup and said there would be more discussion at the next meeting. Roger Hansen reported they are finally receiving some money for the sale of waste oil.

RESPONSIBLE UNIT REPORT – WAUPACA COUNTY

Taylor Sorenson reported that the PTF Household Hazardous Waste Program has just started and she has applied for a grant to help local farmers with pesticides. The recyclable markets are generally doing well.

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

It was mentioned that the WRRCC will be closed on Memorial Day May 30, Triathlon August 19, Labor Day September 5, Christmas Day Eve December 24 and New Year's Eve December 31, 2022. The

Waupaca Regional Recycling & Compost Commission June 2, 2022

Commission discussed receiving paper packets as well as electronic packets and hoped to continue with paper packets in the future.

CLERK'S NOTE: The following email was sent to all members of City Boards, Committees and Commissions: "The city of Waupaca will be officially paperless effective July 1, 2022; this means all meeting packets will be emailed and there will be no more paper agendas/packets mailed to any member of a board, committee or commission. The City's IT Department has upgraded the Council Chambers to be technically user friendly with 12 IPad's available for your use to connect to the Internet to view the meeting packet along with two TV monitors where the packet can be viewed. There is also a printer available for your use to connect to the city's free Wi-Fi and print the agenda/packet if that is what you desire. Additionally, links with electronic versions of the packet will continue to be emailed and uploaded to the city's website (<u>Agenda/Minutes – City of Waupaca, WI</u>) for your convenience. Any board, committee or commission members please feel free to print those electronic documents and bring with you to the meetings if you choose. For those that do not meet in the City's Council Chambers the staff member associated with your meeting will assure the agenda and packet is displayed at your meeting location. You will continue to receive reminder emails and we thank you for your cooperation and continued service to the city."

SET NEXT MEETING DATE

The next regular meeting date will be September 19, 2022 at 4:00 p.m.

MOVED by Comm. Trice SECONDED by Ald. Purchatzke to **APPROVE** the next meeting date of September 19, 2022 at 4:00 p.m. 5 ayes, 0 nays, 0 absent. MOTION CARRIED on a voice vote.

ADJOURNMENT

MOVED by Comm. Gall SECONDED by Comm. Jenson to **ADJOURN** the Rescheduled June 2, 2022 Waupaca Regional Recycling & Compost Commission Meeting. 5 ayes, 0 nays, 0 absent. MOTION CARRIED on a voice vote.

Meeting adjourned at 4:34 P.M.

Commissioner Mary Trice, Chairperson Waupaca Regional Recycling & Compost Commission

SS

Sandy,

Can you please include the attached YTD budget in the WRRCC. Along with the below email with the checkbook balance.

Thanks, Justin

From: Kari Abrahamson <kari@sumtaxes.com>
Sent: Wednesday, September 7, 2022 2:28 PM
To: Justin Berrens <jberrens@cityofwaupaca.org>
Subject: EXTERNAL: RE: WRRCC Budget

Hi Justin,

The current checkbook balance is \$65193.22 as of 8/31/22.

The budget is attached.

Thank You

Ashlie Hoffman Summit Accounting & Tax LLC

201 S. Main St. Waupaca, WI 54981 715-258-4282

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From: Justin Berrens <jberrens@cityofwaupaca.org>
Sent: Wednesday, September 7, 2022 1:51 PM
To: Kari Abrahamson <kari@sumtaxes.com>
Subject: RE: WRRCC Budget

Also need the current check book balance. Thanks!

From: Justin Berrens
Sent: Wednesday, September 7, 2022 1:50 PM
To: Kari Abrahamson <<u>kari@sumtaxes.com</u>>
Subject: WRRCC Budget

Kari,

Can you please get me a year to date budget 2022 for the WRRCC fund. I also need to prepare the 2023 budget. I'll let you know if there will be changes from 2022 to 2023 once I review the current 2022.

Thank you,

Justin Berrens, Director of Public Works

City of Waupaca 111 S. Main Street • Waupaca, WI 54981 715.258.4420

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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, 2022

		<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>				
Revenues									
4050	Oil	500.00	380.00	380.00	120.00				
4802	Brush	3,000.00	2,787.00	2,787.00	213.00				
4803	Chips	1,500.00	0.00	0.00	1,500.00				
4804	Glass	500.00	0.00	0.00	500.00				
4805	Aluminum	2,500.00	2,161.10	2,161.10	338.90				
4806	Tin Cans	700.00	590.42	590.42	109.58				
4808	Newspaper	50.00	0.00	0.00	50.00				
4809	Tires	800.00	809.00	809.00	(9.00)				
4812	Garbage Tags	31,000.00	17,216.00	17,216.00	13,784.00				
4813	Compost / Mulch	750.00	1,082.00	1,082.00	(332.00)				
4817	Sheet Iron	1,500.00	595.00	595.00	905.00				
4818	Paint	0.00	24.00	24.00	(24.00)				
4950	Other Misc Income	0.00	27.00	27.00	(27.00)				
9110	Interest Income	5.00	3.68	3.68	1.32				
9110	interest meome				1.32				
	Total Revenues	42,805.00	25,675.20	25,675.20	17,129.80				
F									
Expe									
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	0.00	200.00				
6020	Rent - Property	2.00	2.00	2.00	0.00				
6070	Contract Services	14,000.00	4,139.79	4,139.79	9,860.21				
6089	Workmens Comp	2,000.00	0.00	0.00	2,000.00				
6090	Insurance	6,000.00	5,007.00	5,007.00	993.00				
6110	Legal and Accounting Fees	4,200.00	3,200.00	3,200.00	1,000.00				
6120	Licences and Fees	300.00	150.00	150.00	150.00				
6140	Contingency-Misc.	500.00	142.00	142.00	358.00				
6141	Tire Disposal	1,300.00	0.00	0.00	1,300.00				
6142	Paint Disposal	100.00	0.00	0.00	100.00				
6143	Oil Filter Disposal	100.00	0.00	0.00	100.00				
6150	Office Expense	150.00	15.38	15.38	134.62				
6151	Secretary Pay	400.00	0.00	0.00	400.00				
6160	Equipment Rental	5,000.00	5,600.00	5,600.00	(600.00)				
6161	Heat	800.00	177.07	177.07	622.93				
6162	Electricity	1,000.00	640.46	640.46	359.54				
6170	Repair and Maintenance Equ	1,400.00	5.00	5.00	1,395.00				
6171	Maintenance Facility	2,000.00	90.00	90.00	1,910.00				
6200	City Payroll	15,000.00	2,611.56	2,611.56	12,388.44				
6201	Site Payroll	19,000.00	11,084.84	11,084.84	7,915.16				
6202	Secretary Pay	0.00	335.44	335.44	(335.44)				
6207	Payroll Tax Expense	1,400.00	847.98	847.98	552.02				
6230	Recycling Supplies	100.00	0.00	0.00	100.00				
	Total Expenses	75,202.00	34,048.52	34,048.52	41,153.48				
	Net Income (Loss)	(32,397.00)	(8,373.32)	(8,373.32)	(24,023.68)				

Waupaca Regional Recycling Center

2023 Proposed Budget

		2023 Budget
		<u>Amount</u>
Reven	ues	
4050	Oil	500.00
4800	Garbage Tag Commissions	00.00
4802	Brush	3,000.00
4803	Chips	0.00
4804	Glass	500.00
4805	Aluminum	2,500.00
4806	Tin Cans	700.00
4808	Newspaper	0.00
4809	Tires	800.00
4812	Garbage Tags	25,000.00
4813	Compost / Mulch	750.00
4814	FILTERS	0.00
4815	PAINT BOXES	00.00
4816	Mulch	0.00
4817	Sheet Iron	1,500.00
4950	Other Misc Income	0.00
9110	Interest Income	5.00
	Total Revenues	35,255.00
		03,230.00
T		
<u>Expen</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
6160	Equipment Rental	5,000.00
6161	Heat	800.00
6162	Electricity	1,000.00
6164	Telephone	0.00
6170	Repair and Maintenance Equip	1,400.00
6171	Maintenance Facility	2,000.00
6180	Salaries Administrative	400.00
6200	City Payroll	15,000.00
6201	Site Payroll	19,000.00
6202	Secretary Pay	0.00
6203	VOLUNTEERS	0.00

Waupaca Regional Recycling Center

2023 Proposed Budget

		2023 Budget
		Amount
6207	Payroll Tax Expense	1,400.00
6230	Recycling Supplies	100.00
	Total Expenses	75,202.00
	Net Income (Loss)	(39,947.00)

MUNICIPALITY COOPERATION AGREEMENT FOR WAUPACA REGIONAL RECYCLING/COMPOSTING CENTER

THIS AGREEMENT made and entered into this 31st day of July, 1990, by And between the following Municipalities. Revised June 24, 2010:

City of Waupaca	Waupaca County, Wisconsin
Town of Farmington	waupaca County, Wisconsin
Town of Dayton	Waupaca County, Wisconsin
Town of Waupaca	Waupaca County, Wisconsin
Town of Lind	Waupaca County, Wisconsin

together, said Municipalities shall hereinafter be referred to as 'the Municipalities."

The parties hereto, all of which are Municipalities organized and existing under the laws of the State of Wisconsin, acting pursuant to the provisions of Section 66.30 of the Wisconsin Statutes, do hereby enter into this Cooperative Agreement for the purpose of joining together in recycling of items in the waste stream that can be recycled. Further, if it is within the best interest any or all of the cooperating Municipalities may engage in any other activity that may be involved in handling or disposal of any forms of waste.

- 1) The name of the cooperative organization shall be the "waupaca Regional Recycling/Composting Center".
- 2) The parties to this Agreement do hereby form a commission to be known as the waupaca Regional Recycling/Composting Center Commission, hereinafter referred to as "the Commission".
- 3) The purpose of this Commission is:
 - A) To protect the interests of the taxpayer constituencies of the Municipalities executing this Agreement and to insure that solid waste generated within these Municipalities are properly recycled or disposed of according to the laws of the State of Wisconsin, the Wisconsin Department of Natural Resources and the Environmental Protection Agency, when applicable.
 - B) To determine the need, provide the plan, establish an equitable funding, accounting or profit distribution system, and to make recommendations to the Municipalities executing this Agreement concerning the method of operation and cost of providing waste recycling and composting service to the citizens of the respective Municipalities.
 - C) The Commission may enter into agreements with other Municipalities such as counties or private enterprise for the purpose of expediting the recycling/composting efforts.
 - D) The Commission shall operate independent of councils and town boards, but within budgets approved by Municipalities executing this Agreement.
- 4) The Commission shall consist of one (1) delegate and one (1) alternate appointed from each Municipality executing this Agreement. The participating Municipalities shall name their delegates within thirty (30) days of executing this Agreement. Delegates shall serve until the Municipality removes them.

- 5) A quorum of the Commission is two-thirds (2/3) or three (3) of its five (5) members present at a meeting. Any action by the Commission requires a fifty-one percent (51%) affinative vote of members present. The chair and vice-chair of the Commission shall be elected from the delegates of the Commission at the annual meeting in May. The chair will have voting rights.
- 6) The Commission shall hold meetings as follows:
 - A) Regular meetings shall be held biannually in the months of May after Elections and September after Labor Day.
 - B) The annual meeting of the Commission shall be held in May.
 - C) Special meetings may be called by the chair of the Commission or by written request of three (3) of the members of the Commission.

7) Parliamentary practices:

A) The Commission may adopt its own rules for the conduct of meetings. In the absence of such rules, Robert's Rules of Orders as revised will prevail.

8) Budget and fiscal year:

- A) The fiscal year shall be the calendar year.
- B) An annual budget for the coming fiscal calendar year shall be adopted at the September meeting for presentation to the individual Municipalities in the Commission.
- c) The budget shall conform to accepted practices in municipal accounting.
- D) The budgeted costs shall be paid by each Municipality in a per capita basis.
- 9) All management and fiscal operations of the Commission shall be coordinated through one (1) of the Municipalities executing this Agreement as determined by the Commission. The coordinating clerical support staff shall be responsible for the fiscal management operational functions. The coordinating Municipality shall also be responsible for all necessary accounting and legal procedures. The coordinating Municipality shall charge the Commission for services rendered on a cost basis.
- 10) This Cooperative Agreement shall be in force on a continuing basis and run with the calendar year. Any Municipality wishing to withdraw from this Agreement shall notify all other participating members in writing and shall forward a certified copy of the resolution for withdrawal. The notice of the resolution shall be filed with the Commission at least eighteen (18) months prior to the beginning of a fiscal year. Any Municipality withdrawal will continue to pay its budgeted share during the eighteen (18) months prior to the date of its withdrawal. By withdrawal, a Municipality forfeits all rights it then has or thereafter may claim, to any assets or benefits known or unknown at the time of such withdrawal. Services provided by the Commission will cease at the time of withdrawal by a member Municipality.
- 11) Any Municipality not a party to this Agreement may be admitted to the Agreement by a two-thirds (2/3) affirmative vote of the Commission at any meeting of the Commission. New members must contribute a pro rata share of the capitalized value of the Waupaca Regional Recycling/Composting Center.

City of Waupaca

Brian Smith, Mayor Dated ______ 20, 2010___

Town of Farmington

Henry Veleker, Clerk Dated JULY 20 2010

Dale Trinrud, Chair Dated Sandy Grenlie, Clerk Dated

Town of Dayton

Jim Peglow, Chair Dated_____ Judy Suhs, Clerk Dated

Town of Waupaca

Mike Orr, Chair Dated Arden Sellin, Clerk Dated

Town of Lind

Lance Penney, Chair Dated

City of Waupaca

Brian Smith, Mayor Dated

Town of Farmington

Dale Trinrud, Chair

Dated <u>2-16-10</u>

Town of Dayton

Henry Veleker, Clerk Dated

Sandy Grenlie, Clerk

Dated 8/16/2010

Jim Pegl	low,	Cha	ir
Dated			

Judy Suhs, Clerk Dated

Town of Waupaca

Mike Orr, Chair Dated Arden Sellin, Clerk Dated

Town of Lind

Lance Penney, Chair Dated

City of Waupaca

Brian Smith, Mayor Dated Henry Veleker, Clerk Dated

Town of Farmington

Dale Trinrud, Chair Dated Sandy Grenlie, Clerk Dated

Town of Dayton

Jim Peglow, Chair

Dated 9-12-10

Town of Waupaca

Judy Suhs Judy Suhs Clerk Dated 9-29-10

Mike Orr, Chair Dated

Arden Sellin, Clerk Dated

Town of Lind

Lance Penney, Chair Dated

.

City of Waupaca

Brian Smith, Mayor Dated_____ Henry Veleker, Clerk Dated

Town of Farmington

Dale Trinrud, Chair Dated Sandy Grenlie, Clerk Dated

Town of Dayton

Jim Peglow, Chair Dated Judy Suhs, Clerk Dated

Town of Waupaca

Mike Orr, Chair 2010 Dated Oller

Arden Sellin, Clerk

Dated <u>F - 2 - 10</u>/0

Town of Lind

Lance Penney, Chair Dated

City of Waupaca

Brian Smith, Mayor Dated Henry Veleker, Clerk Dated

Town of Farmington

Dale Trinrud, Chair Dated Sandy Grenlie, Clerk Dated

Town of Dayton

Jim Peglow, Chair Dated Judy Suhs, Clerk Dated

Town of Waupaca

Mike Orr, Chair Dated Arden Sellin, Clerk Dated

Town of Lind

Lance Penney, Chair Dated 8-10.10

Colleen McCoy, Clerk Dated & 10 n مرحق م