CARROLL COUNTY SOLID WASTE MANAGEMENT COMMISSION EXECUTIVE BOARD MEETING-UNOFFICIAL MINUTES

March 8, 2022

1. The meeting was called to order at 6:35 a.m. by Chair Jeff Anthofer, Mayor of Coon Rapids at the Recycling Center. Others in attendance were: Scott Johnson, Carroll County Board of Supervisor; Dan Snyder, Mayor of Breda; Harvey Dales, City of Manning; and Mark Beardmore, Mayor of Carroll; Mary Wittry, Director; Cathy Toms, Office Manager and Dan Bacehowski, HDR (virtually).

2. Dales moved and Beardmore seconded to approve the amended agenda with the addition of landfill inspection, tour of recycling center and Regional Director Position. Motion carried, all voting aye.

3. Snyder moved and Johnson seconded to approve the minutes of February 8, 2022 meeting as presented. Motion carried, all voting aye.

4. Dales reviewed the bills payable -see attached. Wittry discussed the following bills: Foth Infrastructure and Environment –$12,729.26, general consulting, Annual Water Quality Report, DNR correspondence and general consulting; Northwest Manufacturing - $3,547.95, dumpsters for cardboard recycling and Ziegler - $5,686.22, Parts, preventative maintenance and repairs. Dales moved and Beardmore seconded to approve the bills as presented. Motion carried, all voting aye.

5. Toms presented the financial report, review of set aside accounts and market prices. Dales moved and Snyder seconded to approve the financial report, review of set aside accounts and market prices as presented. Motion carried, all voting aye.

6. A proposal for succession planning was discussed with Dan Bacehowski, HDR who attended the meeting virtually. Tasks, time frame and deliverables were discussed. Snyder moved and Beardmore seconded to enter into an agreement (as proposed) with HDR for succession planning. Motion carried, all voting aye. Bacehowski left the meeting at 7:00 a.m.

7. Two proposals were considered from Wasteworks for a new future version of the software program along with an email module. The current software version was purchased in 2001 and will no longer by serviced as of July 1, 2022. The email module will allow statements to be emailed versus the cost of mailing them each month. Cost for new software and the email module and annual maintenance for the first year is $10,680. The annual maintenance will be $3,200 after the first year. Dales moved and Johnson seconded to approve the new software, email module and annual maintenance as proposed. Motion carried, all voting aye.

8. Disposal of trees from the Carroll Cemetery was discussed. No action taken.

9. Wittry reported on a situation with the inmates from North Central Correction Facility. No action taken.

10. Information regarding the planning area’s Environmental Management System (EMS), differences in an EMS and Comprehensive Planning and goal progress calculation was presented. No action taken.

Anthofer left the meeting at 7:30 a.m. and Snyder resumed chair duties.

 11. Updates were given on baler purchase, compactor purchase, rebuilding the Tarpomatic machine, and staff.

12. The Annual Water Quality Report for the Western Expansion Area has been submitted to the DNR. Due to the Environment Covenant for the closed area, the water quality report is no longer required. The annual Financial Assurance Report will be submitted to DNR by the April 1, 2022 deadline.

DNR staff from Field Office #4 completed a landfill inspection with no non-compliance issues noted,

13. The consensus of the Board was to plan a tour in the near future for staff to see the new single stream processing facility in Grimes,

14. Wittry will serve a second two year term on the Board of Directors for the Solid Waste Association of North America representing Iowa, Nebraska, Missouri, Kansas and Minnesota. Next meeting is Monday, April 11, 2022 at 6:30 a.m. at the Recycling Center.

15. Johnson moved and Beardmore seconded to adjourn the meeting at 7:55 a.m. Motion carried.

Respectfully submitted:

Mary Wittry