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

March 9, 2023

Unofficial Minutes

1. The meeting was called to order at 6:33 a.m. at the Recycling Center by Chair Jeff Anthofer, Mayor of Coon Rapids. Others present were Harvey Dales, City of Manning; Mark Beardmore, Mayor of Carroll (6:55 a.m.); Dan Snyder, Mayor of Breda; Mary Wittry, Director and Cathy Toms, Office Manager.
2. Wittry requested to add cyber security audit and Sac County landfill under other. Dales moved and Snyder seconded to approve the amended agenda. Motion carried, all voting aye.
3. Dales moved and Snyder seconded to approve the minutes of the February 14, 2023, meeting as presented. Motion carried, all voting aye.
4. Dales reviewed the bills payable -see attached. Dales moved and Snyder 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. Snyder moved and Dales seconded to direct staff to research certificate of deposits with low interest rates including penalties for early withdrawal and future investment opportunities. Motion carried, all voting aye. Dales moved and Snyder seconded to approve the reports as presented. Motion carried, all voting aye.
6. Four bids were received for a new 72-inch commercial grade zero turn mower. Snyder moved and Dales seconded to table the discussion until the April meeting and to direct staff to bring back information regarding leasing options. Motion carried, all voting aye.
7. Staff issues, staffing needs, and recycling were discussed. Wittry provided information on the Commission’s Probation policy and the need to update the policy manual. Consensus was to hire an additional production sorter and to explore carton recycling and redemption services.
8. The internal and external audits for the Environmental Management System (EMS) have been completed with the external audit report forthcoming.
9. The washer/dryer hookup will be completed by Drees Heating and Plumbing. The staff have had no success in locating a used scraper to replace the 1975 John Deere Scraper. The 826 Compactor is scheduled for delivery in April. The 973D track loader was sold and picked up by the purchasers. The Commission will have a new landfill inspector due to a staffing change at Field Office 4 in Atlantic. The landfill permit will be renewed next fiscal year.
10. ICAP conducted a cyber security audit and has provided a list of recommendations to be completed in 60 days. A Sac County landfill update was provided. The next board meeting will be Tuesday, April 11, 2023, at 6:30 a.m. at the recycling center.
11. Beardmore moved and Snyder seconded to adjourn the meeting at 7:43 a.m.

Respectfully submitted,

Mary Wittry