

CARROLL COUNTY SOLID WASTE MANAGEMENT COMMISSION

EXECUTIVE BOARD MEETING-UNOFFICIAL MINUTES

April 11, 2023

Unofficial Minutes

1. The meeting was called to order at 6:32 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 (by phone); Scott Johnson, Board of Supervisor; Dan Snyder, Mayor of Breda; Mary Wittry, Director and Cathy Toms, Office Manager.
2. Dales moved and Snyder seconded to approve the agenda as presented. Motion carried, all voting aye.
3. Dales moved and Snyder seconded to approve the minutes of the March 9, 2023, meeting as presented. Motion carried, all voting aye.
4. Dales reviewed the bills payable -see attached. 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. Beardmore moved and Dales seconded to approve the reports as presented. Motion carried, all voting aye. Anthofer moved and Snyder seconded to authorize staff to contact banks holding CDs at low interest rates and to reinvest the dollars in higher interest rate CDs at longer maturity dates. Motion carried, all voting aye.
6. Snyder moved and Dales seconded to keep the Toro mower for this mowing season. Motion carried, all voting aye.
7. Iowa Communities Assurance Pool (ICAP) performed a cyber security audit and provided 5 recommendations to be completed by the Commission. Dales moved and Beardmore seconded to approve the policies as presented and complete the sender policy framework and to implement program to prevent email spoofing. Motion carried, all voting aye.
8. Staff will continue to look for a used scraper to replace the 1975 John Deere scraper and authorized Wittry to notify the Board immediately if a scraper is found for purchase prior to a regular scheduled board meeting.
9. Two bids were received for 200 ton of clean 2-inch limestone. Snyder moved and Johnson seconded to approve the bid from Arcadia Limestone for \$31.80 delivered. Motion carried, all voting aye.
10. Staff training in Hazard Communication, Fire Extinguisher, Lock out tag out, and Emergency Response and Remedial Action need to be completed for all staff. Beardmore and Snyder seconded to close at noon on a pre-determined day to allow staff to complete the training. Motion carried, all voting aye.
11. A previous employee will be working 2 days per week on the sorting line.
12. Wind closures were discussed, and the policy reviewed. High wind causes safety issues and wind-blown litter. Per the landfill permit, all litter outside of the property boundary must be picked up within 24 hours. Wind closures have affected self-haulers and semis hauling waste from the transfer stations. Snyder moved and Johnson seconded that no-one including local contracted haulers will be allowed to dump if the landfill is closed due to wind. Motion carried, all voting aye.
13. The external audit was reviewed. The board directed Wittry to complete a draft letter to DNR regarding the delay of the baler and the opportunity for improvement related to the delay.

14. Landfill staff are hauling dirt and picking litter. The new 826K compactor will arrive in Fort Dodge this week and will be on site the week of April 17th.
15. Many recycling facilities have or are going to artificial intelligence to sort recyclables. Wittry will bring information regarding opportunities for robotics and optical sorters to a future meeting.
16. Next Executive Board meeting is scheduled for Tuesday, May 9 at 6:30 a.m. at the recycling center.

Respectfully submitted,

Mary Wittry