

Jefferson County Solid Waste & Air Quality Committee

Jefferson County Courthouse
311 S. Center Ave., Room C2003
Jefferson, WI 53549
Agenda

August 6, 2024 – 8:30 A.M.

Members: Joan Callan, Robert Preuss, Mark Groose, Dan Herbst, Matthew Tracy

Place: Jefferson County Courthouse OR Via Zoom Videoconference

Register and Join Meeting via Zoom:

<https://zoom.us/join/zoom/register/tJUqcO2qqDMjE9QtCa6J2E56uD7KKNYKfUDUV>

Meeting ID: 917 7426 8990

Passcode: Waste

1. Call to Order
2. Roll Call (Establish a Quorum)
3. Certification of Compliance with the Open Meetings Law
4. Approval of the Agenda
5. Public Comment *(Not to exceed 15 minutes – Members of the public who wish to address the Committee on specific agenda items must register their request at this time)*
6. Approval of Minutes – June 4, 2024 Solid Waste Committee Meeting
7. Communications
8. Discussion on Solid Waste & Air Quality Committee
9. Departmental Update
10. Discussion on Solid Waste Departmental 2024 Financial Report
11. Discussion on Solid Waste Departmental 2025 Budget
12. Update from Deer Track Park Landfill
13. Update from Waste Collection Partners
14. Discussion and Possible Action on 2024 Clean Sweep/Electronics & Appliance Recycling/Tire Recycling events
 - Recap/Review of June 8 - Electronic & Appliance Recycling Event (Lake Mills)
 - Discuss logistics Upcoming Events
 - i. August 17 - Electronic & Appliance Recycling Event, Jefferson County Fair Park
 - ii. September 13 & 14 – Fall Clean Sweep Event, City of Watertown Street Department
15. Discussion and Possible Action on future Meeting Dates and Possible Agenda Items
16. Next Solid Waste Committee Meetings are scheduled for Tuesdays; October 1, December 3, 2024, at 8:30 A.M.
17. Adjourn

A Quorum of any Jefferson County Committee, Board, Commission, or other body, including the Jefferson County Board of Supervisors, may be present at this meeting. Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator 24 hours prior to the meeting at (920) 674-7101 so appropriate arrangements can be made.

Jefferson County Solid Waste Committee

Jefferson County Courthouse
311 S. Center Ave., Room C2003
Jefferson, WI 53549

June 4, 2024 Minutes

1. **Call to Order** – Meeting was called to order by Matt Zangl at 8:31 a.m.
2. **Roll Call (Establish a Quorum)** – Committee Members: Joan Callan, Bob Preuss and Dan Herbst were present. Mark Goose and Matthew Tracy were absent. Staff Present: Matt Zangl and Kim Buchholz. Dave Schilling, Ixonia Transfer Site was present via Zoom.
3. **Certification of Compliance with the Open Meetings Law** – In compliance per Zangl.
4. **Approval of the Agenda** – Motion by Herbst, seconded by Callan, to approve the agenda as printed. Motion approved, 3-0.
5. **Public Comment** - None
6. **Election of Officers** – Zangl opened nominations for Chair. Callan nominated Preuss. Preuss declined nomination. Preuss nominated Callan for Chair. Callan accepted nomination. No other nominations. Nominations closed and a unanimous ballot cast for Callan to be Chair. Motion approved, 3-0. Callan opened nominations for Vice Chair. Callan nominated Preuss for Vice Chair. Preuss accepted nomination. No other nominations. Nominations closed. Unanimous ballot cast for Preuss to be Vice Chair. Motion approved, 3-0.
7. **Approval of Minutes – March 13, 2024, Solid Waste Committee Meeting** – Motion by Preuss, seconded by Herbst, to approve March 13, 2024, Solid Waste committee meeting minutes with correction as noted. 3-0, approved.
8. **Communications** – None
9. **Discussion on Solid Waste & Air Quality Committee** – Agenda item tabled until next meeting.
10. **Departmental Update** – Buchholz provided the committee with a short update. Grant for 2025 have been submitted: \$10,000 for Agriculture; \$22,000 for Household; \$4800 for unused prescription drugs. Buchholz stated that the Solid Waste Program had a display with information public could take at the Saturday, April 20, Heart of the City event for Earth Day. This event was during our Electronic & Appliance Recycling event being held at the Fair Park. Buchholz also hosted a Drug Take Back Event on Saturday, April 27 with Detective Hefty, Fort Atkinson Police Department at the Fort Atkinson Senior Center. The event was 1.5 hours in length and brought in 1-1.5 weeks' worth of unused drugs that is typically collected in Fort Atkinson's Drop Box. The Wisconsin Drug Take Back Day was also Saturday, April 27. Jefferson County in total collected 1,398 lbs. of unused drugs. Buchholz also attended the Waterloo Elementary Kids Summer Safety Fair with Vanessa Leaders, Drug Free Coalition, and representatives from the Jefferson County Health Department. Education was provided to elementary students and parents on car seat safety, drug administration safety and proper disposal of unused medicines.
11. **Discussion on Solid Waste Departmental Financial Report** – A copy of the 2024 budget to date was included in the agenda packet. Zangl stated that the spring clean sweep cost about \$70,000. Need to continue monitoring costs such as businesses are charged as businesses. Prices continue to increase. May need to discuss increasing consumer prices as the program moves forward. May need to look at

a price difference for small carload versus truck/trailer load. Buchholz stated that to date, we have received \$5,750 donations. No other questions.

12. **Update from Deer Track Park Landfill (Joe Hackbarth)** – Hackbarth was unable to attend. Buchholz stated that he wanted the committee to know that they are doing a cap project. This provides a great time to view the landfill and how they are lined and capped. It is a project that is weather dependent. Buchholz asked the committee if there was interest in visiting the facility. The committee asked Buchholz to communicate information with them when viewing would be available. Hackbarth will attend the August 6 meeting to provide an annual update for the landfill.
13. **Update from Waste Collection Partners** – None
14. **Discussion and Possible Action on 2024 Clean Sweep/Electronics & Appliance Recycling/Tire Recycling events** –
 - **Recap/Review of April 5 & 6 Clean Sweep Event** – Buchholz distributed a summary of the surveys collected for the event. 145 participants on Friday and 100 participants on Saturday. Callan thought Saturday went smoother than Friday, although she did not hear complaints. Preuss stated there were comments and grumbling while people were in line (i.e., I had this time, and it will be an hour before I get through the line) and they did a lot of explaining and apologizing in the line of cars. Buchholz shared several changes discussed within the office are having 2 lines; 1 for general household and 2nd one for large truck/trailers; have businesses come at 2:30 p.m. and make sure Veolia is aware of their start time; event must start on time; schedule less people per time slot (we currently are doing 5 people every 5 minutes). Buchholz recommends dropping that to 3 people every 5 minutes, especially on Friday. Discussion occurred. Preuss said that we need to make sure Veolia has the people to staff two lines; otherwise, two lines will not help. He also would like to further discuss increasing charges for large trailers. Buchholz added that Friday seems to be the preferred day. If that trend continues, the committee may need to adjust hours to accommodate.
 - **Recap/Review of April 20 Electronic & Appliance Recycling Event** – Summary of surveys collected for event was distributed. Buchholz felt the event went well. There was traffic the whole time. Wait times seemed to be between 15 to 25 minutes when the line got backed up.
 - **Discuss Logistics for June 8 Electronic & Appliance Recycling Event (Lake Mills)** – Buchholz reminded the committee of the event this Saturday. Preuss can be there. The event has been advertised in the local papers, social media, yard signs and Facebook advertising. Buchholz has some additional yard signs if any committee members would like to post some.
 - **Future Event Dates: August 17 (Electronic/Appliance Recycling); September 13-14 (Clean Sweep)** – Callan can work at the August 17 event but not in September. Preuss can work both events.
15. **Discussion and Possible Action on future Meeting Dates and Possible Agenda Items** – Discussion on Solid Waste & Air Quality Committee; Deer Track Park Landfill Annual Report.
16. **Next Solid Waste Committee Meetings** – Tuesday, August 6; October 1 and December 3, 2024 at 8:30 a.m.
17. **Adjourn** – Motion by Preuss, seconded by Herbst to adjourn meeting at 9:11 a.m.

08/02/2024
13:13:45

Jefferson County
FLEXIBLE PERIOD REPORT

FROM 2024 01 TO 2024 12

ACCOUNTS FOR: 100	General Fund	ORIGINAL APPROP	TRANFRS/ ADJUSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
12902 Solid Waste Program								
12902	411100	General Property Taxes	1,040	.00	1,039.96	606.62	433.34	58.3%
12902	421001	State Aid	-20,000	.00	-20,000.00	.00	-20,000.00	.0%
12902	421001	12902 State Aid	0	.00	.00	.00	.00	.0%
12902	421001	12903 State Aid	0	.00	.00	.00	.00	.0%
12902	421001	12904 State Aid	0	.00	.00	.00	.00	.0%
12902	421001	12905 State Aid	0	.00	.00	.00	.00	.0%
12902	421003	State Aid GPR	0	.00	.00	.00	.00	.0%
12902	451009	Deer Track Park Charges	-90,000	.00	-90,000.00	.00	-90,000.00	.0%
12902	458011	Public Solid Waste Char	-6,000	.00	-6,000.00	-2,867.55	-3,132.45	47.8%
12902	458011	12903 Public Solid wast	0	.00	.00	.00	.00	.0%
12902	458011	12904 Public Solid wast	0	.00	.00	.00	.00	.0%
12902	472007	Municipal Other Charges	-20,000	.00	-20,000.00	.00	-20,000.00	.0%
12902	472007	12903 Municipal other c	0	.00	.00	.00	.00	.0%
12902	472007	12904 Municipal other C	0	.00	.00	.00	.00	.0%
12902	472007	12905 Municipal other C	0	.00	.00	.00	.00	.0%
12902	481001	Interest & Dividends	0	.00	.00	.00	.00	.0%
12902	485100	Donations - Unrestrict	-4,000	.00	-4,000.00	-5,250.00	1,250.00	131.3%
12902	486014	Sale Recycling Material	0	.00	.00	.00	.00	.0%
12902	511210	Wages-Regular	30,418	.00	30,417.75	17,371.07	13,046.68	57.1%
12902	511220	Wages-Overtime	290	.00	290.20	.00	290.20	.0%
12902	511310	Wages-Sick Leave	0	.00	.00	.00	.00	.0%
12902	511320	Wages-Vacation Pay	0	.00	.00	.00	.00	.0%
12902	511330	Wages-Longevity Pay	0	.00	.00	.00	.00	.0%
12902	511340	Wages-Holiday Pay	0	.00	.00	.00	.00	.0%
12902	511350	Wages-Miscellaneous(Com	0	.00	.00	.00	.00	.0%
12902	512141	Social Security	2,297	.00	2,297.05	1,328.93	968.12	57.9%
12902	512142	Retirement (Employer)	2,180	.00	2,180.26	1,077.93	1,102.33	49.4%
12902	512144	Health Insurance	5,734	.00	5,733.64	.00	5,733.64	.0%
12902	512145	Life Insurance	8	.00	7.92	8.45	-.53	106.7%
12902	512150	FSA Contribution	0	.00	.00	.00	.00	.0%
12902	512151	HSA Contribution	291	.00	290.72	.00	290.72	.0%
12902	512152	Limited FSA Contributio	0	.00	.00	.00	.00	.0%
12902	512153	HRA Contribution	0	.00	.00	.00	.00	.0%
12902	512173	Dental Insurance	310	.00	309.60	284.79	24.81	92.0%
12902	529299	Purchase Care & Service	85,000	.00	85,000.00	1,330.38	83,669.62	1.6%
12902	529299	12902 Purchase Care & S	0	.00	.00	.00	.00	.0%
12902	529299	12903 Purchase Care & S	0	.00	.00	62,628.78	-76,027.76	.0%
12902	529299	12904 Purchase Care & S	0	.00	.00	6,324.29	-10,000.00	.0%

08/02/2024
13:13:46

Jefferson County
FLEXIBLE PERIOD REPORT

PAGE 2
glflxrpt

FROM 2024 01 TO 2024 12

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	ACTUALS	ENCUMBRANCES	AVAILABLE	PCT
100 General Fund	APPROP	ADJSTMTS	BUDGET			BUDGET	USED
12902 529299 12905 Purchase Care & S	0	.00	.00	.00		.00	.0%
12902 531301 Office Equipment	0	.00	.00	.00		.00	.0%
12902 531303 Computer Equipmt & Soft	0	.00	.00	310.00		-310.00	.0%
12902 531311 Postage & Box Rent	100	.00	100.00	22.91		77.09	22.9%
12902 531312 Office Supplies	500	.00	500.00	515.13		-15.13	103.0%
12902 531312 12903 Office Supplies	0	.00	.00	.00		.00	.0%
12902 531312 12904 Office Supplies	0	.00	.00	.00		.00	.0%
12902 531312 12905 Office Supplies	0	.00	.00	.00		.00	.0%
12902 531313 Printing & Duplicating	1,000	.00	1,000.00	225.78		774.22	22.6%
12902 531313 12902 Printing & Duplic	0	.00	.00	.00		.00	.0%
12902 531313 12903 Printing & Duplic	0	.00	.00	.00		.00	.0%
12902 531313 12904 Printing & Duplic	0	.00	.00	.00		.00	.0%
12902 531313 12905 Printing & Duplic	0	.00	.00	.00		.00	.0%
12902 531314 Small Items Of Equipmen	0	.00	.00	.00		.00	.0%
12902 531314 12902 Small Items Of Eq	0	.00	.00	.00		.00	.0%
12902 531322 Subscriptions	100	.00	100.00	87.96		12.04	88.0%
12902 531324 Membership Dues	250	.00	250.00	245.00		5.00	98.0%
12902 531326 Advertising	1,700	.00	1,700.00	743.11		956.89	43.7%
12902 531326 12902 Advertising	0	.00	.00	.00		.00	.0%
12902 531326 12903 Advertising	0	.00	.00	554.83		-554.83	.0%
12902 531326 12904 Advertising	0	.00	.00	552.01		-552.01	.0%
12902 531326 12905 Advertising	0	.00	.00	.00		.00	.0%
12902 531334 Educational Initiative	5,000	.00	5,000.00	207.98		4,792.02	4.2%
12902 532325 Registration	400	.00	400.00	385.00		15.00	96.3%
12902 532332 Mileage	0	.00	.00	.00		.00	.0%
12902 532335 Meals	100	.00	100.00	31.28		68.72	31.3%
12902 532336 Lodging	270	.00	270.00	98.00		172.00	36.3%
12902 532339 Other Travel & Tolls	0	.00	.00	.00		.00	.0%
12902 533225 Telephone & Fax	20	.00	20.00	.00		20.00	.0%
12902 535242 Maintain Machinery & Eq	500	.00	500.00	.00		500.00	.0%
12902 571004 IP Telephony Allocation	241	.00	241.00	220.88		20.12	91.7%
12902 571005 Duplicating Allocation	84	.00	84.00	77.00		7.00	91.7%
12902 571006 Solid Waste Charges	0	.00	.00	.00		.00	.0%
12902 571006 12902 Solid Waste Charg	0	.00	.00	.00		.00	.0%
12902 571009 MIS PC Group Allocation	1,479	.00	1,479.00	1,355.75		123.25	91.7%
12902 571010 MIS Systems Grp Alloc(I	462	.00	462.00	423.50		38.50	91.7%
12902 591519 Other Insurance	295	.00	295.10	265.32		29.78	89.9%
12902 594813 Capital Office Equip	0	.00	.00	.00		.00	.0%
12902 594950 Operating Reserve	326,712	9,544.57	336,256.14	.00		336,256.14	.0%
12902 699700 Resv Applied Operating	-326,780	-9,544.57	-336,324.34	.00		-336,324.34	.0%
12902 699800 Resv Applied Capital	0	.00	.00	.00		.00	.0%
12902 699999 Budgetary Fund Balance	0	.00	.00	.00		.00	.0%

08/02/2024
 13:13:47

 Jefferson County
 FLEXIBLE PERIOD REPORT

 PAGE 3
 glflrpt

FROM 2024 01 TO 2024 12

ACCOUNTS FOR: 100	General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL General Fund		0	.00	.00	89,165.13		-106,239.82	.0%
	TOTAL REVENUES	-465,740	-9,544.57	-475,284.38	-7,510.93		-467,773.45	
	TOTAL EXPENSES	465,740	9,544.57	475,284.38	96,676.06		361,533.63	

08/02/2024
13:13:47

Jefferson County
FLEXIBLE PERIOD REPORT

FROM 2024 01 TO 2024 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	0	.00	.00	89,165.13		-106,239.82	.0%