



**SPECIAL RECYCLING COMPOST
COMMISSION MEETING
COUNCIL CHAMBERS, CITY HALL
111 S. MAIN STREET, WAUPACA
MONDAY JANUARY 17, 2022
@ 4:00 P.M.**

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 SEPTEMBER 20, 2021 MEETING

DISCUSSION AND ACTION ON TIRE COLLECTION PRICES

DISCUSSION CONCERNING THE WRRCC SITE

SET 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. PLEASE NOTIFY THE CLERK'S OFFICE IF YOU ARE UNABLE TO ATTEND.

This meeting will be held in the Council Chambers, City Hall with the option to attend virtually via video / teleconferencing.

**CITY OF WAUPACA
WAUPACA REGIONAL RECYCLING & COMPOST COMMISSION**

**REGULAR MEETING
COUNCIL CHAMBERS, CITY HALL**

**MONDAY SEPTEMBER 20, 2021
4:00 P.M.**

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

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 nays, 0 absent. MOTION CARRIED on a voice vote.

MINUTES FROM THE MAY 17, 2021 MEETING

MOVED by Ald. Purchatzke, SECONDED by Comm. Jenson to **APPROVE** the minutes from the May 17, 2021 meeting. 5 ayes, 0 nays, 0 absent. MOTION CARRIED on a voice vote.

REVIEW OF THE YEAR-TO-DATE BUDGET ENDING AUGUST 31, 2021

Justin Berrens, Public Works Director reviewed the revenues and expenses ending August 31, 2021. With projections it looks like the ending budget will be around \$-\$30,000. The WRRCC checkbook that is maintained by Summit Accounting shows \$71,385.46 remaining as of August 31, 2021, with that the WRRCC can continue for about 2 years.

DISCUSSION ON MUNICIPAL ASSESSMENTS

After discussion, the WRRCC will wait and see what happens with the City of Waupaca, Town of Waupaca and Town of Lind that are looking into switching to residential garbage pickup. All three municipalities are looking forward to switching and feel it will save their residents money.

DISCUSSION AND POSSIBLE ACTION ON SITE WORKER WAGES

Roger Hansen said he would like to see the site workers receive raises; they work well together and are doing a great job. Their current rate of pay is \$13.80/hour for 26 hours of work each week. It was decided to raise them by \$.30/hour to \$14.10 effective January 1, 2022.

MOVED by Comm. Trice, SECONDED by Ald. Purchatzke to **APPROVE** giving the three site workers a raise of \$.30/hour to \$14.10/hour effective January 1, 2022. 5 ayes, 0 nays, 0 absent. MOTION CARRIED on a voice vote.

DISCUSSION AND APPROVAL OF FY2022 BUDGET

Mr. Berrens said that the budget numbers are the same as last year with the exception of the Pay-by-the-Bag tag program, which has been reduced by 10% since the City of Waupaca and Towns of Waupaca and Lind are considering switching to residential garbage pickup.

MOVED by Comm. Jenson, SECONDED by Comm. Gall to **APPROVE** FY2022 Budget as presented. 5 ayes, 0 nays, 0 absent. MOTION CARRIED on a voice vote.

CITY OF WAUPACA REPORTS JUSTIN BERRENS AND ROGER HANSEN

Mr. Berrens reported that the DNR Permit and the Scrap Iron Permit's are completed and the Worker's Compensation (SOII) information form has been submitted, with no injuries noted. Mr. Berrens reported on the city's residential garbage pickup saying that the city is leaning towards signing a contract with Graichen Disposal and Recycling Services. Their fee would be added to city residents's water billing as a monthly fee. Roger Hansen said that the WRRCC site is running fine and he asked that after the next storm he is requesting that they hold a Special Meeting to open the center for free brush drop off. This would reduce confusion and make sure all municipalities are on the same page and everything is done efficiently.

HOLIDAY CLOSING DATES 2022

New Year's Day 2022
Memorial Day May 30, 2022
July 4, 2022
August 20, 2022 only until 11:00 a.m. for the Triathlon
Labor Day September 5, 2022

Waupaca Regional Recycling & Compost Commission
September 20, 2021

Christmas Eve December 24, 2022
New Year's Eve December 31, 2022

MOVED by Comm. Trice, SECONDED by Ald. Purchatzke to **APPROVE** the 2022 Holiday Closing Dates as listed. 5 ayes, 0 nays, 0 absent. MOTION CARRIED on a voice vote.

RESPONSIBLE UNIT REPORT – TAYLOR SORENSON, WAUPACA COUNTY

Taylor Sorenson, Waupaca County reported on the Waupaca County Annual meeting to be held in Manawa on September 30, 2021 and said that Alderperson Scott Purchatzke and Mayor Brian Smith would be attending. Ms. Sorenson said that the assessments are expected to be less than last year and the Tire Roundup at Manawa PFT is October 4 through October 8, 2021. Ms. Sorenson said that the tire pricing is increasing and suggested that the WRRCC look into their prices at its next meeting adding they most likely should be increased to \$6.50 each. Tom Klaussen is retiring from the PTF on January 3, 2022 and Joe Barden is moving into that position.

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

The WRRCC will plan an extra meeting in January 2022 to review the tire revenues and expenses and set new pricing.

SET NEXT MEETING DATE

It was determined that the WRRCC will hold an extra meeting in January 2022 to review tire revenue and expenses and set new pricing if needed.

The next special meeting date will be January 17, 2022 at 4:00 p.m. and the regular meeting on May 16, 2022 at 4:00 p.m.

ADJOURNMENT

MOVED by Ald. Purchatzke, SECONDED by Comm. Trice to **ADJOURN** the Regular September 20, 2021 Waupaca Regional Recycling & Compost Commission Meeting. 5 ayes, 0 nays, 0 absent. MOTION CARRIED on a voice vote.

Meeting adjourned at 4:56 P.M.

Commissioner Mary Trice, Chairperson
Waupaca Regional Recycling & Compost Commission
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WRRCC Tire acceptance and disposal costs

Year	2019	2020	2021
Revenue	\$ 682.50	\$ 726.00	\$ 853.00
Expense	\$ 887.10	\$ 744.50	\$ 1,494.20
Difference	\$ (204.60)	\$ (18.50)	\$ (641.20)

Current site fees

WRRCC	20" and under = \$6.00 w/o rim, \$12.00 with rim (limit 10)
PTF	16" and under \$7.00 w/o rim, \$14.00 with rim over 16" are \$310/ton

Waupaca Regional Recycling Center
M-T-D/Y-T-D Budget to Actual Report
For the Twelve Months Ending December 31, 2019

	<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>
<u>Revenues</u>				
4050 Oil	500.00	721.70	721.70	(221.70)
4800 Garbage Tag Commissions	2,900.00	0.00	0.00	2,900.00
4802 Brush	3,000.00	4,946.50	4,946.50	(1,946.50)
4803 Chips	1,500.00	68.00	68.00	1,432.00
4804 Glass	500.00	353.05	353.05	146.95
4805 Aluminum	2,500.00	2,553.75	2,553.75	(53.75)
4806 Tin Cans	700.00	468.68	468.68	231.32
4808 Newspaper	100.00	0.00	0.00	100.00
4809 Tires	800.00	682.50	682.50	117.50
4812 Garbage Tags	33,000.00	37,720.00	37,720.00	(4,720.00)
4813 Compost / Mulch	750.00	633.00	633.00	117.00
4814 FILTERS	0.00	10.25	10.25	(10.25)
4815 PAINT BOXES	100.00	0.00	0.00	100.00
4816 Mulch	0.00	46.00	46.00	(46.00)
4817 Sheet Iron	1,000.00	1,328.50	1,328.50	(328.50)
4950 Other Misc Income	0.00	356.25	356.25	(356.25)
9110 Interest Income	5.00	25.01	25.01	(20.01)
Total Revenues	47,355.00	49,913.19	49,913.19	(2,558.19)
<u>Expenses</u>				
6010 Advertising	150.00	0.00	0.00	150.00
6011 Printing	100.00	0.00	0.00	100.00
6013 Postage	200.00	119.00	119.00	81.00
6020 Rent - Property	2.00	0.00	0.00	2.00
6070 Contract Services	14,000.00	5,369.45	5,369.45	8,630.55
6089 Workmens Comp	3,200.00	0.00	0.00	3,200.00
6090 Insurance	6,000.00	4,387.00	4,387.00	1,613.00
6110 Legal and Accounting Fees	4,200.00	4,800.00	4,800.00	(600.00)
6120 Licences and Fees	300.00	290.00	290.00	10.00
6140 Contingency-Misc	500.00	85.56	85.56	414.44
6141 Tire Disposal	1,300.00	887.10	887.10	412.90
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	256.94	256.94	(106.94)
6160 Equipment Rental	6,800.00	5,500.00	5,500.00	1,300.00
6161 Heat	800.00	196.25	196.25	603.75
6162 Electricity	1,200.00	973.31	973.31	226.69
6164 Telephone	900.00	0.00	0.00	900.00
6170 Repair and Maintenance Equ	1,400.00	0.00	0.00	1,400.00
6171 Maintenance Facility	2,700.00	227.99	227.99	2,472.01
6180 Salaries Administrative	400.00	0.00	0.00	400.00
6200 City Payroll	15,000.00	6,379.50	6,379.50	8,620.50
6201 Site Payroll	18,000.00	16,346.46	16,346.46	1,653.54
6202 Secretary Pay	4,800.00	0.00	0.00	4,800.00
6203 VOLUNTEERS	500.00	0.00	0.00	500.00
6207 Payroll Tax Expense	1,400.00	1,250.53	1,250.53	149.47
6230 Recycling Supplies	100.00	0.00	0.00	100.00
Total Expenses	84,302.00	47,069.09	47,069.09	37,232.91
Net Income (Loss)	(36,947.00)	2,844.10	2,844.10	(39,791.10)

Prepared by: Brian Smith, Smith & Radtke, LLC

Waupaca Regional Recycling Center
M-T-D/Y-T-D Budget to Actual Report
For the Twelve Months Ending December 31, 2020

	<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>
<u>Revenues</u>				
4050 Oil	500.00	954.25	954.25	(454.25)
4800 Garbage Tag Commissions	2,900.00	0.00	0.00	2,900.00
4802 Brush	3,000.00	6,365.00	6,365.00	(3,365.00)
4803 Chips	1,500.00	390.00	390.00	1,110.00
4804 Glass	500.00	282.20	282.20	217.80
4805 Aluminum	2,500.00	1,339.85	1,339.85	1,160.15
4806 Tin Cans	700.00	313.74	313.74	386.26
4808 Newspaper	100.00	50.00	50.00	50.00
4809 Tires	800.00	726.00	726.00	74.00
4812 Garbage Tags	33,000.00	38,731.00	38,731.00	(5,731.00)
4813 Compost / Mulch	750.00	981.00	981.00	(231.00)
4814 FILTERS	0.00	40.00	40.00	(40.00)
4815 PAINT BOXES	100.00	0.00	0.00	100.00
4817 Sheet Iron	1,000.00	1,467.65	1,467.65	(467.65)
9110 Interest Income	5.00	7.15	7.15	(2.15)
Total Revenues	47,355.00	51,647.84	51,647.84	(4,292.84)
<u>Expenses</u>				
6010 Advertising	150.00	0.00	0.00	150.00
6011 Printing	100.00	0.00	0.00	100.00
6013 Postage	200.00	64.00	64.00	136.00
6020 Rent - Property	2.00	2.00	2.00	0.00
6070 Contract Services	14,000.00	6,490.39	6,490.39	7,509.61
6089 Workmens Comp	3,200.00	0.00	0.00	3,200.00
6090 Insurance	6,000.00	4,573.00	4,573.00	1,427.00
6110 Legal and Accounting Fees	4,200.00	4,800.00	4,800.00	(600.00)
6120 Licences and Fees	300.00	280.00	280.00	20.00
6140 Contingency-Misc.	500.00	55.00	55.00	445.00
6141 Tire Disposal	1,300.00	744.50	744.50	555.50
6142 Paint Disposal	100.00	30.00	30.00	70.00
6143 Oil Filter Disposal	100.00	0.00	0.00	100.00
6150 Office Expense	150.00	365.98	365.98	(215.98)
6160 Equipment Rental	6,800.00	5,200.00	5,200.00	1,600.00
6161 Heat	800.00	212.03	212.03	587.97
6162 Electricity	1,200.00	1,041.63	1,041.63	158.37
6170 Repair and Maintenance Equ	1,400.00	5.00	5.00	1,395.00
6171 Maintenance Facility	2,700.00	67.50	67.50	2,632.50
6180 Salaries Administrative	400.00	0.00	0.00	400.00
6200 City Payroll	15,000.00	5,595.37	5,595.37	9,404.63
6201 Site Payroll	19,000.00	17,216.14	17,216.14	1,783.86
6202 Secretary Pay	4,800.00	1,190.50	1,190.50	3,609.50
6207 Payroll Tax Expense	1,400.00	1,317.10	1,317.10	82.90
6230 Recycling Supplies	100.00	0.00	0.00	100.00
Total Expenses	83,902.00	49,250.14	49,250.14	34,651.86
Net Income (Loss)	(36,547.00)	2,397.70	2,397.70	(38,944.70)

Waupaca Regional Recycling Center
M-T-D/Y-T-D Budget to Actual Report
For the Twelve Months Ending December 31, 2021

	<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>
<u>Revenues</u>				
4050 Oil	500.00	0.00	619.00	(119.00)
4802 Brush	3,000.00	34.00	5,488.75	(2,488.75)
4803 Chips	1,500.00	0.00	241.00	1,259.00
4804 Glass	500.00	0.00	0.00	500.00
4805 Aluminum	2,500.00	798.15	3,072.47	(572.47)
4806 Tin Cans	700.00	0.00	984.25	(284.25)
4808 Newspaper	50.00	0.00	0.00	50.00
4809 Tires	800.00	109.00	853.00	(53.00)
4812 Garbage Tags	34,000.00	3,451.50	39,379.65	(5,379.65)
4813 Compost / Mulch	750.00	0.00	387.00	363.00
4817 Sheet Iron	1,500.00	0.00	2,890.50	(1,390.50)
9110 Interest Income	5.00	0.00	6.56	(1.56)
Total Revenues	45,805.00	4,392.65	53,922.18	(8,117.18)
<u>Expenses</u>				
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	55.00	145.00
6020 Rent - Property	2.00	0.00	0.00	2.00
6070 Contract Services	14,000.00	665.82	7,917.37	6,082.63
6089 Workmens Comp	2,000.00	0.00	1,906.00	94.00
6090 Insurance	6,000.00	0.00	3,298.00	2,702.00
6110 Legal and Accounting Fees	4,200.00	400.00	4,800.00	(600.00)
6120 Licences and Fees	300.00	0.00	110.00	190.00
6140 Contingency-Misc.	500.00	0.00	76.00	424.00
6141 Tire Disposal	1,300.00	1,494.20	1,494.20	(194.20)
6142 Paint Disposal	100.00	0.00	30.00	70.00
6143 Oil Filter Disposal	100.00	0.00	0.00	100.00
6150 Office Expense	150.00	0.00	0.00	150.00
6151 Secretary Pay	400.00	0.00	0.00	400.00
6160 Equipment Rental	5,000.00	0.00	0.00	5,000.00
6161 Heat	800.00	0.00	680.34	119.66
6162 Electricity	1,000.00	91.35	1,060.57	(60.57)
6170 Repair and Maintenance Equ	1,400.00	0.00	110.00	1,290.00
6171 Maintenance Facility	2,000.00	0.00	0.00	2,000.00
6200 City Payroll	15,000.00	8,005.64	13,004.13	1,995.87
6201 Site Payroll	19,000.00	1,370.75	17,389.60	1,610.40
6207 Payroll Tax Expense	1,400.00	104.87	1,330.31	69.69
6230 Recycling Supplies	100.00	365.98	365.98	(265.98)
Total Expenses	75,202.00	12,498.61	53,627.50	21,574.50
Net Income (Loss)	(29,397.00)	(8,105.96)	294.68	(29,691.68)