

MINUTES OF THE DUBUQUE METROPOLITAN AREA  
SOLID WASTE AGENCY MEETING  
January 20, 2021

MEMBERS PRESENT: David Resnick, Ric Jones, Harley Pothoff

STAFF PRESENT: Ken Miller, John Klostermann, Bev Wagner

OTHERS PRESENT: Robert Schiesl, Bridget Ransford

Due to social distancing guidelines related to the COVID-19 pandemic, the DMASWA Board Members and Staff participated by webinar and did not meet in person. The virtual meeting was presented via GoToMeeting and the public was invited to participate by logging into the Web Link: <https://global.gotomeeting.com/join/417726221> or by calling (877) 568-4106 and entering Access Code: 417-726-221#.

Vice-Chair Resnick called the meeting of the Dubuque County Metropolitan Solid Waste Agency to order on Wednesday, January 20, 2021 at 9:03 a.m. at the Municipal Services Center, 925 Kerper Court, Dubuque, Iowa.

Mr. Resnick read the DMASWA Mission Statement

Motion by Mr. Jones seconded by Mr. Pothoff, carried unanimously, to approve the minutes of the December 16, 2020 regular meeting.

Mr. Miller discussed the Operating Statement with the Agency Board for December 2020. Year-to-Date revenue is at 63.3% and expenses at 40.6%. Three Certificate of Deposits mature this month. One matured on January 11, 2021 with DuTrac and was renewed at 0.38% for six months with DuTrac. The other two CD's mature January 29, 2021.

On the Hauler Tonnage Report, tonnage is down 12.69% from last year at this time. Diversion and Beneficial Use Materials show appliances, e-waste, metal recycling, HHM, rubble and organic materials have decreased and tires, rural recycling and sand show an increase from this time last year. ASR fell to zero. Glass recycling continues to be successful with 15 to 16 tons collected per month. Exceptional Wastes and County Tonnage show contaminated soil, WR&RC Grit and Diatomaceous Dirt have increased and special waste and asbestos have decreased. All county tonnage is down from last year at this this time except for Delaware County.

Motion by Mr. Pothoff, seconded by Mr. Jones, carried unanimously to approve the Operating Statement and Tonnage Report for December 2020.

Mr. Miller requested the Board's approval of a resolution authorizing Progress Payment #1 in the amount of \$61,282.10, minus the 5% retainage in the amount of \$3,064.10 to Temperley Excavating, Inc. This payment of \$58,218.00 is for mobilization, excavation, directional drilling, traffic control and various materials to complete the project. This payment represents 95% of the project.

Motion by Mr. Jones, seconded by Mr. Pothoff, carried unanimously, to authorize the Chairperson to sign Resolution 2021-40 approving Progress Payment #1 in the amount of \$58,218.00 to Temperley Excavating, Inc. for the Water Main Extension Project – Phase 1.

Mr. Miller requested approval from the Agency Board to adopt a resolution authorizing the Glass Recycling Station Agreement with Dubuque Hy-Vee #2. The proposed term of this Agreement is for five (5) years and one (1) automatic five-year extension. The proposed Agreement includes the same \$200 annual host fee (paid in the form of \$50 each quarter) as the Recycling Station Agreement. The estimated cost to service the container for the remainder of FY2021 is \$1,265 which is not provided for in the current FY2021 budget. However, staff feels there will be adequate funding available in FY2021 to support this additional cost. This cost was planned for the FY2022 approved budget for this service.

Motion by Mr. Pothoff, seconded by Mr. Jones, carried unanimously, to authorize the Vice-Chairperson to sign Resolution 2021-41 approving the Glass Recycling Station Agreement with Dubuque Hy-Vee #2.

A grant application was received from Key City Creative Center for waste diversion and reuse in the amount of \$13,118. The Grant Committee met and discussed the application. The Committee recommended an approved budget in the amount of \$11,637.50. The recommendation includes a reduction in print advertising funds. The Committee felt the types of print ads requested in the application were unnecessary to achieve project results.

Motion by Mr. Pothoff, seconded by Mr. Jones, carried unanimously, to adopt Resolution 2021-42 approving the Grant Application from Key City Creative Center in the amount of \$11,637.50.

Mr. Miller requested the approval of a Request for Proposal for Appliance Transportation and Management Services, Electronics Scrap Management Services, Waste Tire Management and Website Design Services. The current agreement is set to expire June 30, 2021.

Request for Proposals, which staff is requested to be released, for establishing recycling and waste management services agreements for:

1. Providing services for the management of hazardous and non-hazardous waste originating in appliances collected at the facility. This agreement is valued at approximately \$13,500 annually.
2. Providing services for the management of hazardous and non-hazardous waste originating in electronics collected at the facility. This agreement is valued at approximately \$77,200 annually.
3. Providing services for the management of hazardous and non-hazardous waste originating in tires collected at the facility. This agreement is valued at approximately \$82,500 annually.

Proposals are scheduled to be received by March 4, 2021, with staff providing a recommendation at the March 17, 2021 meeting.

Request for Proposals, which staff is requested to be released, for Website Design services agreement for:

1. Provide hosting services and content management tools to DMASWA for redesign of DMASWA.org as a website that is compatible for mobile use. DMASWA will require hosting and content management tools for the site. The current website content is accurate, but staff feels

it is time to have the information presented with a refreshed look and add new content features with easy navigation for both residential and business customers. The goal of this project is to design a mobile-friendly site through the appearance of the website on mobile devices with a layout that functions well for this medium, build in simple content management, and increase traffic to the website through search engine optimization. This request is valued at approximately \$20,000. DMASWA has received a grant from the IDNR for up to \$15,000 to offset some of the cost related to this project.

Proposals are scheduled to be received by February 25, 2021, with staff providing a recommendation at the March 17, 2021 meeting.

Motion by Mr. Jones, seconded by Mr. Pothoff, carried unanimously, to receive and file the documents and authorize the Solid Waste Agency Administrator to release the Request for Proposals to potential vendors.

Correspondence presented to the Board for their review were EMS 10 Year Impact Stories and EMS External Audit Report.

Motion by Mr. Pothoff, seconded by Mr. Jones, carried unanimously to receive and file the correspondence.

The following staff reports were submitted: Waste Minimization Grant Status Report, Education and Communication Coordinator's Monthly Report and Gas Project Update.

Mr. Miller requested direction on the election of a new Chairperson to replace former Chairperson Dave Baker who was not re-elected as a Dubuque County Supervisor and who was a representative for Dubuque County on the DMASWA Board. Mr. Harley Pothoff is the new Agency Board member representing the County. Mr. Resnick will stay as Vice-Chair for the February and March meetings.

Motion by Mr. Jones, seconded by Mr. Pothoff, carried unanimously, to receive and file the staff reports.

No public comments were received.

The next meeting of the DMASWA is scheduled for Wednesday, February 17, 2021 at 9:00 a.m.

Meeting was adjourned at 10:00 a.m.

Respectfully submitted,



Mona Manternach  
Agency Secretary

