

MINUTES OF THE DUBUQUE METROPOLITAN AREA  
SOLID WASTE AGENCY MEETING  
March 22, 2023

MEMBERS PRESENT: Ric Jones, David Resnick, Harley Pothoff

STAFF PRESENT: Ken Miller, John Klostermann, Bev Wagner, Arielle Swift

OTHERS PRESENT: Will Nicholson, Katie Kinley, Jeff Phillips (Virtual), Brian Harthun (virtual), Chris Olkers (virtual) and Josh Chamberland

The public had the option to view and participate in the meeting at the Municipal Services Center or virtually.

The public could provide in-person, audio, and written input during sections of the agenda where public input is accepted. It is strongly recommended that all members of the public who intend to provide in-person or virtual public input contact the Solid Waste Agency Administrator at [kmiller@cityofdubuque.org](mailto:kmiller@cityofdubuque.org) or by calling 563-589-4354 at least 24 hours prior to the meeting to provide notice of intent to provide public input.

The virtual meeting was presented via GoToMeeting and the public was invited to participate in person or 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#.

Additionally, written public input can be accepted prior to or during the meeting by contacting the DMASWA Board & Staff directly from the Agency's webpage at <https://www.dmaswa.org/about-us/agency-administration/board-staff/>.

Chairman Jones called the meeting of the Dubuque Metropolitan Area Solid Waste Agency to order on Wednesday, March 23, 2023 at 12:02 p.m.

Mr. Jones read the Agency Mission Statement.

Motion by Mr. Resnick seconded by Mr. Pothoff, carried unanimously, to approve the minutes of the February 15, 2023 regular meeting.

Mr. Miller reviewed the Operating Statement and Solid Waste Tonnage Report.

The Operating Statement shows revenue at 78.85% and expenses at 52.6%, through January 2023. Journal entries still need to be done to adjust the operating expenses. Some of those expenses should have been in capital expenses.

Interest rates are stabilizing for Certificates of Deposits. Two Certificates matured on February 2, 2023 for \$400,000 each and renewed for six months with MidwestOne Bank at interest rates of 2.870% and 2.920%, respectively.

The Hauler Tonnage Report shows buried tonnage increased 3.63% from last year at this time but down from February 2022.

On the Diversion, Recycling and Beneficial Use Materials Report appliances, tires (which fluctuate depending on shipping dates), HHM, City of Dubuque organics and compost increased from February 2022. E-scrap, metal, glass and rural recycling and organic materials decreased from this time last year. Rubble and ASR decreased and sand increased from February 2022.

Exception Wastes and County Tonnage show contaminated soil, WR&RC grit and diatomaceous dirt decreased from this time last year. Special waste and asbestos increased from February 2022. County tonnage for Dubuque County, Wisconsin and Jackson County increased and Delaware County, Illinois and Clayton County decreased from February 2022.

Motion by Mr. Pothoff, seconded by Mr. Resnick, carried unanimously, to receive and file the Operating Statement and Tonnage Reports.

Will Nicholson and Katie Kinley from HDR gave a presentation on the Cell 10 feasibility study they conducted. Four Alternatives were given for the location of the Cell.

- Alternative 1 - Explores land west of Cells 1-8 in the vicinity of the current sediment pond
- Alternative 2 - Explores land directly South of the Cell 9 area
- Alternative 3 - Explores land directly west of Cell 9 and south of the compost operations
- Alternative 4 - Explores an option that encompasses areas of the other three alternatives but would require early commitment to the design.

HDR is recommending Alternative 4 as their first choice, Alternative 2 followed by Alternative 3 as their seconded choice. HDR is not recommending Alternative 1.

Motion by Mr. Pothoff, seconded by Mr. Resnick, carried unanimously, to receive and file the documentations submitted by HDR for the Cell 10 feasibility study.

Mr. Miller requested approval of a resolution authorizing an addendum to the engineering and design services agreement for the Scale Improvement Project.

The scale foundation footings, which the weight scale is set on, have degraded since installation in 1976 and have reached the shimming limit to allow the scaled to function properly.

An additional site evaluation meeting was held to assess integrity of the existing sawtooth wall utilized for small loads customer convenience area. The sawtooth wall has deteriorated significantly since the last initial site evaluation last fall. Project Engineer, Foth's Brian Harthun, is recommending the replacement of the existing wall, which will improve the function of the customer convenience area by allowing for improvements to the stormwater drainage around the area, before the area is repaved.

Design and replacement of the sawtooth wall was not included in the initial engineering scope of services for the project. The additional work related to the design of this improvement requires an addendum to the engineering service agreement. The estimated cost for the additional service required is \$17,500, which brings the total estimated cost for the engineering and design services, including

construction services to \$148,200.00. All fees are estimated, and services will be billed on a time and material basis at the rate identified in the original agreement.

Motion by Mr. Resnick, seconded by Mr. Pothoff, carried unanimously, to authorize the Chairperson to execute Resolution 2023-34 approving the addendum to the agreement with Foth Infrastructure and Environment, LLC for engineering and design services for the Scale Improvement Project.

Mr. Miller requested approval of a Request for Qualifications for Site Planning, Design, Engineering and Project Management services for the Customer Convenience Center Project.

Staff is requesting the release of the Request for Qualifications. The RFQ aligns the goals established by the Board of Directors during the March 2020 Strategic Planning Session and affirmed by the allocation of funding in the FY2023 and FY2024 approved budgets. The location of the new customer convenience center is targeted for utilized land located in the northeast corner of the Agency's landfill site, next to the existing Dubuque Gas Producers facility, along Airborne Road. Total approved funding for the project to include the scope of services defined in the RFQ and construction costs are \$5.525 million.

The tentative schedule of the RFQ requires proposals to be received by May 3, 2023, with staff providing a recommendation at the June 21, 2023 meeting.

Motion by Mr. Resnick, seconded by Mr. Pothoff, carried unanimously, to receive and file the RFQ and authorize the Solid Waste Agency Administrator to release the RFQ to potential firms.

Information was provided and the Board was requested to authorize the Chairperson to endorse the Notice of Renewal letter to T&W Grinding and Compost Service, LLC (T&W), for the Yard Waste Management Service Agreement. The current agreement is set to expire June 30, 2023.

In June 2020, the Yard Waste Management Service Agreement was executed with the original term expiring June 30, 2023. However, the Agreement allows the Agency to unilaterally renew the agreement for two (2) one-year terms.

The Agreement provides for the grinding of organic materials, placing the materials into static piles, and providing screened compost with services billed on a per ton received basis. The fee per ton for these services is \$35.00

Staff is recommending approval of the Notice of Renewal letter to T&W extending the service agreement to June 30, 2024. There will be one (1) additional one-year extension remaining on this agreement.

Motion by Mr. Resnick, seconded by Mr. Pothoff, carried unanimously, to approve Resolution 2023-35 authorizing the Chairperson to endorse the Notice of Renewal letter to T&W Grinding and Compost Service, LLC.

Correspondence presented to the Agency Board were: Article - NAHMMA CORNER: Establishing Operations; Letter of Support - City of Dubuque Community Project Funding request for the High Strength Waste Receiving and Storage Project.

Motion by Mr. Resnick, seconded by Mr. Pothoff, 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 Campus Sustainability Coordinator's Monthly Report and Social Media - LinkedIn.

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

Information was provided regarding the recent Chairperson and Vice-Chairperson appointments and the Board was requested to make appointments for the 2023-2024 term beginning April 1, 2023 through March 31, 2024.

Motion by Mr. Resnick, seconded by Mr. Jones, carried unanimously, to appoint Harley Pothoff as Chairperson for the April 1, 2023 through March 31, 2024 term.

Motion by Mr. Pothoff, seconded by Mr. Jones, carried unanimously, to appoint David Resnick as Vice-Chairperson for the April 1, 2023 through March 31, 2024 term.

No public comments were received.

The next meeting of the DMASWA is scheduled for Wednesday, April 19, 2023 at 12:00 p.m.

Meeting was adjourned at 2:40 p.m.

Respectfully submitted,



Mona Manternach  
Agency Secretary