WASTE COMMISSION OF SCOTT COUNTY
COMMISSION MEETING

Scott Area Recycling Center
5640 Carey Avenue
Davenport, IA. 52807

October 2, 2025

Members Present: Ken Beck (Scott County), Anthony Heddlesten (Riverdale), and Sally Rodriguez (Buffalo).
Member Present via Zoom: Tim Kelly (Davenport)

Ken Beck called the meeting to order at 5:00 p.m. Anthony Heddlesten moved to approve the minutes of August 7, 2025. Sally Rodriguez seconded. Motion carried unanimously.

Heddlesten moved to approve the Treasurer's Report. Stalcup noted a fund balance of $11.5 million at the end of August, which is on pace with the budget. He reported that overall revenue is above budget, while total expenses are on target with budget projections. Stalcup shared that Electronics revenue has increased due to a business contract. Operating expenses are higher, but primarily due to timing and quarterly rent payments. Beck asked for clarification on administrative expenditures, specifically whether they include only personnel costs. Stalcup explained that while the administrative budget is currently down, it also covers insurance, IT, studies, and other items, many of which have not yet been billed or paid yet for the year. Rodriguez seconded. Motion carried unanimously.

Rodriguez moved to approve the invoices. Stalcup reviewed several large invoices and provided highlights. He reported payments to Altorfer Machinery Company for the purchase of two electric forklift trucks, Closed Loop for cart and optical payments, Foth Infrastructure & Environment, LLC for RFP development related to landfill cell construction, Nelson Tire Recycling, LLC for tire grinding services, and RILCO Environmental, LLC for leachate hauling management. Beck asked for clarification on the payment to 309 Equipment, LLC for building maintenance. Brian Seals, Deputy Director, explained that this was for the purchase of a small cargo container for the working face at the landfill. Beck also inquired about Caroline Software for technology support, and Stalcup reported that this is the scale software used for processing scale tickets. Beck then asked about E3 Solutions, LLC for recycling and disposal costs. Stalcup explained that this covers a rented evaporator unit currently in pilot at the Scott Area Landfill lagoons to help manage leachate. Beck inquired about Eurofins Environmental Testing North Central, LLC, and Seals noted that the company was formerly Test America and is used for groundwater testing. Beck also asked about MSS, LLC, and Stalcup reported that it is a CP Equipment sister company that provided a motherboard replacement for the 2019 optical sorter. Beck inquired about R&R Repair, LLC for equipment maintenance, and Stalcup reported that this was for maintenance completed on the Excel Baler at the Scott Area Recycling Center. Heddlesten seconded. Motion carried unanimously.

Stalcup presented the monthly operations and facility reports, noting that progress remains on track for the 2025 priorities and operations are consistent overall. Stalcup noted that auto shredder residue volumes remain high and continue to be used for beneficial purposes at the Scott Area Landfill. Stalcup reported that staff are closely monitoring the quantities being received, as the material generates strong revenue but must be balanced to ensure it does not encroach on available landfill space. Stalcup shared that the recycling market has dropped below the average and continues to be monitored. Stalcup noted that customers may begin to see processing costs as market values decline; however, a cost will not be applied to local communities at this time. Stalcup reported reuse sales continue to increase with the shift of a business customer. Stalcup shared the Household Hazardous Materials facility remains active, serving a higher number of residents than the previous year. Heddlesten asked if there is more material, would the recycling center be able to manage it. Stalcup reported capacity remains. Stalcup highlighted Waga Energy and a grand opening for the RNG project. Stalcup shared that a ribbon-cutting will be planned for the community within the next month. Nolan Moore, EHS Manager, provided an update on Commission projects across six component areas, all of which are on target with the Environmental Management System in coordination with the Iowa DNR. Moore highlighted several initiatives, including safe battery disposal drop-offs**,** water quality improvements through prairie planting**,** litter containment with new recycling drop-off boxes**,** transplanting 42 trees at the Scott Area Landfill to support greenhouse gas reduction and carbon sequestration**,** installation of an aerosol can machine to remove flammable liquids for fuel blending and to crush aerosol cans for metal recycling at the Household Hazardous Material facility, and organics management, noting efforts to reduce waste being sent to the landfill by diverting clean wood for recycling into animal bedding and textile recycling program**,** which partners with Greenzone Recycling through a local drop-off box.

Rodriguez moved for consideration of approval for the Employee Handbook. Stalcup reported that the employee handbook needed to be updated to ensure legal compliance, reflect recent organizational changes, and provide greater clarity, engagement, and information for Commission staff. He noted that the handbook was reviewed by legal counsel and community partners, including Scott County, Davenport, and Bettendorf. Kristine Stone from Ahlers and Cooney, the legal counsel who reviewed the handbook, was available via Zoom to answer questions. Stalcup opened the discussion for questions. Heddlesten asked whether the handbook aligned with County employee policies and benefits. Stalcup confirmed that the policies do align and were reviewed during the update process. Kelly asked why the employee handbook required board approval, and Stalcup, along with Attorney Stone, explained that approval ensures the employee policies are binding and enforceable. Heddlesten asked if there was any guidance or conduct written for Commissioners. Discussion followed and addressed the 28E agreement, what it includes regarding the Commission's role, and the potential recommendation to work on including bylaws. Heddlesten seconded. Motion carried unanimously.

Heddlesten moved for consideration of the Financial Management Policy. Stalcup reported that the policy was reviewed and updated to ensure legal compliance and reflect best practices. Stalcup noted that the policy was reviewed by legal counsel and community partners, including Scott County, Davenport, and Bettendorf. Stalcup highlighted the following updates: spending within the purchasing policy only requires board approval if an item is not included in the approved Commission budget, exceeds $25,000 in unbudgeted expenses, or is required by law through horizontal or vertical infrastructure investment. Other scenarios in which approval is or is not required were discussed, utilizing guidance from the policy. Stalcup also noted that all expenses are presented to the Commission for approval at the regularly scheduled meetings. Stalcup covered fees during community disasters, explained that charges will follow the normal pricing structure to preserve eligibility for potential state and federal funding to the communities. Heddlesten asked about the review process for the policy in light of inflation. Stalcup responded that the policies will continue to be monitored, and updates will be brought forward as necessary. He further noted that the Investment Policy now includes a competitive investment requirement and diversification options, both of which have been followed in practice in the past. Rodriguez seconded. Motion carried unanimously.

Heddlesten moved for the consideration of Equipment GPS Recommendation. Seals reported GPS is utilized in compactor, bulldozers, and the rover system, and is critical to daily operations. Seals shared the need to update existing RDO Carlson GPS equipment with the most up-to-date technology. Seals is recommending the upgrade of the RDO system for both bulldozers, the compactor, and a handheld rover unit for $120,275.20 using the Minnesota Department of Transportation government purchasing agreement. Beck asks for clarification on the Minnesota purchasing agreement. Seals reported that the base is out of Minnesota and was utilized in previous purchases due to competitive pricing. Rodriguez seconded. Motion carried unanimously.

Rodriguez moved for the consideration of notice of public hearing on proposed plans, specifications and form of contract for the construction of a lined landfill cell. Stalcup reported the public hearing would be requested to be held at the next Commission meeting in December, and an advertisement for bid for construction for the cell will be released, and bids will be due in early December. Heddlesten seconded. Motion carried unanimously.

Stalcup reported that the December meeting will include the Executive Director evaluation, and information regarding the evaluation will be sent to all Commissioners. Heddlesten noted that the City of Riverdale will be renewing its solid waste contract and will be reaching out to the Commission to review the contract.

The next regularly scheduled meeting is Thursday, December 11, 2025, at the Scott Area Recycling Center. There was no public comment.

Heddlesten moved to adjourn. Rodriguez seconded. Motion carried unanimously.