

**MINUTES OF THE DECATUR COUNTY  
SOLID WASTE MANAGEMENT BOARD**  
Tuesday, January 28th, 2025 at 5:00 pm

The meeting of the Decatur County Solid Waste Management District Board was called to order by Chairman Kenny Hooten on Tuesday, January 28th, 2025, at 5:01pm at the Decatur County Solid Waste Office.

**MEMBERS PRESENT:** County Councilman Kenny Hooten, Commissioner Jeremy Pasel, Commissioner Brian Wenning, Mayor Josh Marsh, and City Council Vietta McKenzie

**MEMBERS ABSENT:** Westport Town Council Jennifer Hryb, Commissioner Gabriel Nobbe

**OTHERS PRESENT:** Director Stephanie Westbrook, Rumpke Representative Dean Ferrier

**FUTURE PLANNING:** Josh presented the revised edited version of the Lease Agreement for 200 S Monfort Street. Attached is the edited lease. The Board all agreed on the changes and will sign an official unedited lease at our next Board Meeting on March 25<sup>th</sup>, 2025. Jeremy made a motion to sign the lease. Viette seconded and motion carried.

Kenny & Stephanie will meet with Caldwell Environmental to review the layout/blueprints to operate the new facility. We will discuss what equipment is needed & renovation needs. The Board agreed we will focus on collecting HHW items & Electronics to eliminate our events at the Fairgrounds. We will offer document shredding with Shares Shredding service. We will collect cardboard to bail & sell. Also offer comingled mixed recycling with either Rumpke or Best Way.

After the meeting we will then start working on a bid for the scope of work to be completed at the new facility.

**BOARD ORGANIZATION:** Welcomed new Board Members Brian Wenning & Gabriel Nobbe. Motion was made by Brian to keep Board leadership the same with Kenny Hooten as Chairman, Jeremy Pasel as Vice Chair and Josh Marsh as Board of Finance. Jeremy seconded and the motion was carried.

**BOARD FINANCE/BANK DESIGNATION:** The designated bank for operating expenses, checking, and credit card is First Financial Bank. JC Bank holds a Money Market account with a variable of 4.27%. Napoleon State Bank holds 2 CD's worth \$1,179,830.81. Motion was made by Jeremy to keep the bank designation. Viette seconded and the motion was carried.

**ANNUAL RESOLUTIONS & POLICIES:** All board members reviewed and signed the following: Prepayment Resolution 2025-01, Credit Card Usage Resolution 2025-02, Anti-Nepotism Policy, Internal Controls Training, Cancellation of Warrants old outstanding checks, 2025 Salary Resolution, Current contracts reviewed.

**APPROVAL OF MINUTES:** Motion was made by Kenny to approve the December 2024 meeting minutes. Josh seconded and motion carried.

**APPROVAL OF CLAIMS:** Motion was made by Jeremy to approve claims for December 2024. Brian seconded and motion carried.

Moving forward Josh recommended having a second approval for payroll & personal checks for the executive director. Stephanie will reach out to Boyce for a form to email the Chairman or Financial Chairman weekly or when writing and signing their own personal check.

**DIRECTOR'S REPORT:**

Stephanie is working on gathering all the totals to input into the Re-track report. Upload all the End of the year financials into Gateway for SBOA & DLGF by March 1<sup>st</sup>.

Stephanie is working with the Board of Health to coordinate a stop smoking & Vape recycling program. Also coordinating a Cig. Butt cleanup day possible around Earth Day.



Stephanie met with the Emergency Management Agency to review and update the Disaster Debris Management Plan. Informed board members of what DCSWMD's role is in the planning. It is stated that we will put together a task force, meet at the DCSWMD office, and help communicate logistics to the community. We should have a list of volunteers to call on & a list of resources or vendors to utilize. Stephanie will create a resource list and keep on file with the Debris Plan.

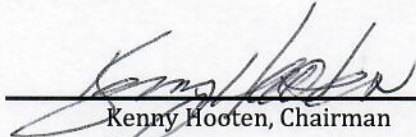
The Norma Bainbridge Scholarship for 2025 is open. It has been shared with all high Schools guidance counselors to post on their schools' portal. I have added it to our website & will continue to share it on Facebook. The Career Expo is a great opportunity to create awareness, it is scheduled for Feb. 26<sup>th</sup>. Stephanie will be out of the office that week for scheduled surgery. She will reach out to CAC members to help attend the event. The deadline for the scholarship is April 25<sup>th</sup>. Stephanie will schedule a meeting with CAC to select the winners.

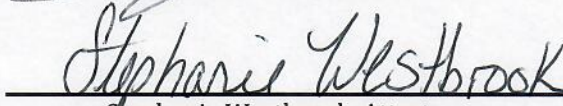
Our next Electronic & Paper event is scheduled for March 15<sup>th</sup> 9am-11am. Donations to the community Health clinic. All vendors have been confirmed. If anyone can volunteer that day, please let Stephanie know. This event is usually the busiest since it is the first one of the year. Help spread the word and share the advertisements.

Our next Board meeting is Tuesday March 25<sup>th</sup>, 2025 at 5pm

**No other public comment.**

**Motion was made by Jeremy to adjourn the January meeting. Kenny seconded. The motion carried. Meeting was adjourned at 6:10 pm**

  
Kenny Hooten, Chairman

  
Stephanie Westbrook, Attest