



Winnebago County

The Wave of the Future

**SOLID WASTE MANAGEMENT BOARD MEETING MINUTES
WEDNESDAY, MAY 6, 2026**

A. Call to Order

Chair Doug Nelson called the meeting to order at 10:01 a.m.

Members Present: Monica Duebbert, Mike Easker, Frank Frassetto, Kevin Konrad, Howard Miller, Doug Nelson, Tim Paterson, Jeremy Thull, Jim Wise. Members Excused: None.

Also Present at the Meeting:

Kathy Hutter, Director of Solid Waste

Tyler Esslinger, Business Manager

Mary-Anne Mueller, Corporation Counsel

Nathan Bayer, Attorney (10:01a.m.- 12:07 p.m.)

Cassie Stadtmueller, Operations Manager

*Ryan Bieber, Environmental Compliance
Manager*

Tiara Carlson, Assistant Corporation Counsel

B. Public Comments within the Jurisdiction of the Board

None.

C. Communications Shared by Board Members

None.

D. Approval of Minutes

1. Approval of the April 1, 2026 Open Session Meeting Minutes

Motion by M. Duebbert, seconded by J. Wise to Approve the April 1, 2026 Open Session Meeting Minutes, Passed. Yes 9, No 0, Abstained 0.

E. Business Items

Action may be taken on any business items.

1. Election of Officers: Chair, Vice Chair & Secretary

D. Nelson turned the meeting over to K. Hutter for the nomination of Chair.

Motion by K. Konrad to nominate D. Nelson for Chair. Seconded by T. Paterson. No other nominations for Chair were declared. Passed. Yes 9, No 0, Abstained 0.

D. Nelson requested nominations for Vice Chair.

Motion by K. Konrad to nominate H. Miller for Vice Chair. Seconded by D. Nelson. No other nominations for Vice Chair were declared. Passed. Yes 9, No 0, Abstained 0.

D. Nelson requested nominations for Secretary.

Motion by M. Easker to nominate T. Paterson for Secretary. Seconded by K. Konrad. No other nominations for Secretary were declared. Passed. Yes 9, No 0, Abstained 0.

2. Standing Dates & Times for SWMB Meetings

D. Nelson stated that the Solid Waste Management Board (SWMB) in the past, agreed to have their primary monthly meeting on the first Wednesday of each month at 9:00 a.m. and set a placeholder for back-up meetings on the third Wednesday of each month at 9:00 a.m. D. Nelson stated that the SWMB meeting time was adjusted to 10 a.m. to avoid conflict with members on the Aviation Committee. Due to the conflict no longer being a factor, D. Nelson requested a Motion to hold the primary monthly meeting on the first Wednesday of each month at 9:00 a.m. and set a placeholder for back-up meetings on the third Wednesday of each month at 9:00 a.m. Seconded by J. Wise. Passed. Yes 9, No 0, Abstained 0.

3. Approve \$20,000.00 Budget Amendment Request for Landfill Field Sampling and Environmental Monitoring Technical Assistance

K. Hutter stated that with the retirement of Environmental Technician, Marcus Klaeser on April 29, 2026, he will not be on staff to perform the WDNR required May field sampling events for Snell Road Landfill and regulatory reporting. The County will not be able to fill the vacancy before the sampling event. To prepare for this retirement, the Environmental Manager and remaining Environmental Technician job shadowed Marcus during field sampling in spring 2026. They have also worked with Marcus to generate instructions for future field sampling events. The spring field sample events differ significantly from the May field sample events and staff feel that additional training and oversight for the May sampling event will be beneficial to the Department and ensure that regulatory compliance is met.

Foth Infrastructure & Environment, LLC is the Solid Waste Department's contracted environmental consultant/engineer. Foth has provided hourly rates and estimated costs for overseeing field collection and training for the May sampling events. Foth's cost estimate is \$16,500-\$19,500, based on number of hours and availability of personnel. This additional engineering cost has not been included in the 2026 Budget. Staff are requesting a budget amendment of +\$20,000.00 to cover the anticipated, additional costs of engineering/consulting services to assist with the May field sampling events at Snell Road Landfill.

R. Bieber added that M. Busch was confident he knows how to do the sampling, but never performed the tasks independently. R. Bieber also stated that there are different requirements associated with the various stages of testing. Being that May is the largest sampling event, with a combination of quarterly, semi-annual, and annual sampling, the quantity of sampling would be too much for Mitchell to coordinate on his own.

F. Frassetto asked where the \$20,000 would be sourced and whether the unfilled vacancy would generate salary savings.

K. Hutter confirmed the funds would come from the Solid Waste fund and noted the Department would realize \$8,850 in Full-Time Employee labor savings by not filling the vacancy in May.

F. Frassetto questioned whether FOTH provided any guarantees they would meet the county's expectations.

K. Hutter stated that FOTH is very familiar with the Winnebago County Solid Waste grounds and has already evaluated the testing that needs to be done, the number of tests, and personnel skill sets, but there are no other written guarantees.

F. Frassetto stated that this is a great learning opportunity for staff.

R. Bieber stated that Mitchell will be shadowing the FOTH engineer throughout the process.

K. Konrad asked about the approval timing versus the timeframe of when the work need to be completed.

K. Hutter stated that the adjustment of the May Personnel and Finance committee meeting did

not allow staff to present this to the SWMB before Personnel and Finance and make the May regulatory dates. The funds will come from the Solid Waste Operational Budget and will be replenished by the Solid Waste Fund if Personnel and Finance approves it in June 2026. If they do not approve it, the Operational Budget may fall short later in the year and other adjustments will need to be made.

Discussion ensued amongst the Board.

Motion by M. Duebbert, seconded by T. Paterson to Approve \$20,000.00 Budget Amendment Request for Landfill Field Sampling and Environmental Monitoring Technical Assistance. Passed. Yes 9, No 0, Abstained 0.

4. Landfill Gas Equipment Replacement Project Status

K. Hutter informed the Board that this topic was last discussed by the SWMB as an Agenda Item on April 1, 2026 in Open Session. At that time, the SWMB considered project progress that occurred between March 5, 2026, and March 31, 2026. Project progress from April 1, 2026, through April 24, 2026, is as follows:

- *Perennial's Technician worked through vibration issues (Unit #2, Blower 302) to resolve vibration shutdowns.*
 - *On April 1, 2026 Perennial reported the vibration issues were resolved.*
 - *County staff observed and reported vibration spikes with system alarms on April 6, 2026. Details were reported to Perennial & Foth. Perennial stated it was likely caused by resonance through other components of the system installed by the County's installation vendors.*
 - *The RFP terms were reaffirmed with Perennial and Foth has requested that Perennial propose additional vibration analysis to be completed on the equipment to identify and resolve the issue.*
 - *Perennial proposed County personnel work through motor controllers/frequency drive adjustments with Perennial's remote service team to determine if vibrations were caused by the variable frequency drive. The Department's Mechanical Technician started this process in late-April.*

D. Nelson sought clarification that Perennial was placing blame on the company that installed the unit.

K. Hutter stated that yes, whether it be August Winter or Pieper Power.

R. Bieber stated the term they used frequently was resonance. Meaning their main argument was that the vibrations resonating through the piping made the vibrations worse.

- *Perennial's technician adjusted the system's inter stage pressure from 1.4 psi to 2.3 psi to address concerns over pressure drop in the pipeline. This adjustment would change operational design, but it was able to provide a fairly consistent supply of gas above 6 psi at engines.*
 - *Upon request, Perennial provided Lone Star's performance curves for operating the system with an inter-stage pressure of 2.3 psi.*
 - *Lone Star indicated that the 15 HP motor on Unit #1 will run at overload condition and a 20 HP motor is recommended to operate the system at the increased inter stage pressure.*
 - *The Request for Proposal (RFP) terms were reaffirmed with Perennial and Foth has requested that Perennial come up with a plan to resolve the system performance concerns and give clear instructions about what inter stage pressure the County should operate the system at to achieve required performance.*

M.A. Mueller questioned if the increased PSI would affect the lifespan of the equipment.

K. Hutter stated yes, it could shorten the life of the equipment.

R. Bieber stated that the 2.3 PSI was deemed too much pressure without upgrading the motor to 20 HP. Therefore, Perennial and Winnebago County staff are attempting to make the system function at 1.4 PSI.

M.A. Mueller questioned if this increased pressure was part of the Request for Proposal (RFP).

R. Bieber stated that the original RFP requested a system that would operate at 1 PSI. Perennial then suggested an increase to 1.4 PSI, which was approved by the design team. Currently, the system is not meeting the output parameters at 1.4 PSI.

K. Hutter reminded the Board of air permit deviation that was originally believed to have been caused by a malfunction of an auto-shut-off valve in Perennial's flare. It was originally thought that the manual shut off valve did not seal correctly. Upon further evaluation, staff discovered a flare condensate drain line had a manual shut-off valve that was open. An employee error left the condensate line open, allowing gas to flow backwards and up into the flare. Checking the Flare Condensate line has now been added to the daily tasks of the Gas Mechanical Technician. The findings were reported to the Wisconsin Department of Natural Resources (WDNR) on April 13, 2026.

- *K. Hutter informed the SWMB that the RFP terms were reaffirmed with Perennial and Foth requested Perennial to propose methodology to measure gas venting from Unit #2, Blower 301.*
 - *Per Lone Star, the carbon ring seals are not 100% leakproof and a nitrogen purge system is required to make it a leak-proof design.*
 - *A nitrogen purge system can be added, at an additional cost of \$25,517.*
 - *Perennial has stated that the County's air permit was not included in the original bid document, so Perennial could not incorporate the nitrogen purge system into the design.*
 - *Perennial has held firm on the statement that the blower, as designed, remains in full compliance with the original project specification.*
 - *The RFP language states that the vendor is responsible for assuming and acknowledging full suitability of design and all equipment must meet all applicable local, state and federal requirements.*
 - *Communications between Perennial and Foth regarding this matter continue. The County's Corporation Counsel has been updated. Additional details will be covered in closed session.*
 - *Other concerns with float switches, gas temperature alarms and chiller faults were brought to Perennial's attention on April 14, 2026. County personnel continue to work through those issues through Perennial's remote service team.*

D. Nelson questioned if Unit #1 is functioning on an acceptable parameter.

R. Bieber stated there are still a variety of concerns with Unit #1, which is being assessed with continued grease sampling, but the majority of issues seen with the Landfill Gas Equipment have been from Unit #2.

D. Nelson confirmed that Unit #2 is not essential for the Landfill to remain in regulatory compliance.

K. Hutter stated that was correct.

F. Closed Session

Pursuant to Section 19.85, Wisconsin Statutes, at this point in the meeting, the Board shall consider a motion to convene into closed session for the purpose of: (1)(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, in relationship to Landfill Gas Equipment Replacement Project Status.

Motion made by M. Duebbert and seconded by J. Wise at 10:38 a.m. to convene into closed session. Motion carried by 9-0 by roll call vote.

1. Landfill Gas Equipment Replacement Project Status

G. Return to Open Session to Resume Regular Business

Roll-call vote to be conducted to return to Open Session.

Motion to return to open session at 11:55 a.m. was made by M. Easker and seconded by T. Paterson. Motion carried by 9-0 roll call vote.

1. Landfill Gas Equipment Replacement Project Status

Motion by F. Frassetto, seconded by T. Paterson to retain a third party consultant to produce a report regarding the functionality of the Landfill Gas Handling and Conditioning System, not to exceed \$20,000. Passed. Yes 9, No 0, Abstained 0.

H. Director's Report

- 1.

- Snell Road Landfill Remediation & Redevelopment Program Update
- 2025 Wisconsin Acts Signed by Governor Evers
- Highlights — Department Quarterly Budget Update Q1/2026
- Commendation for Marcus Klaeser, Environmental Technician
- April Flood Event & Storm Debris Management

Snell Road Landfill Remediation & Redevelopment Program Update

K. Hutter updated the Board on the status of the Snell Road Landfill Remediation & Redevelopment Program.

2025 Wisconsin Acts Signed by Governor Evers

K. Hutter informed the Board of the various 2025 Wisconsin Acts signed by Governor Evers that impact Solid Waste & Recycling, including:

- Assembly Bill 605, now 2025 Wisconsin Act 169
- Assembly Bill 713, now 2025 Wisconsin Act 170
- Assembly Bill 911, now 2025 Wisconsin Act 171
- Assembly Bill 130, now 2025 Wisconsin Act 200
- Assembly Bill 131, now 2025 Wisconsin Act 201

K. Hutter mentioned that the PFAS bills provided a deadline to be actively pursuing a Leachate Pre-treatment System or showing that there is no Leachate Pre-Treatment for our system by the end of 2032.

Highlights – Department Quarterly Budget Update Q1/2026

K. Hutter provided a summarized version of the Executive's Budget Update.

Commendation for Marcus Klaeser, Environmental Technician

Marcus Klaeser, Environmental Technician, retired on April 29, 2026, after 34 years in service to the Solid Waste Department. Throughout his career, Marcus demonstrated exceptional dedication to the job and consistent attention to detail. He was a valued employee with a strong work ethic, committed to ensuring the Department met landfill environmental standards. While we honored Marcus' request to forgo a retirement party, we have submitted a commendation for him, to be presented at a County Board of Supervisor's meeting in May or June 2026, after approval through Personnel & Finance.

April Flood Event & Storm Debris Management

K. Hutter informed the Board that The Solid Waste Department has been working closely with Winnebago County Emergency Management and local communities to determine the impact of localized flooding and the waste that may be generated from it. Solid Waste has put together waste disposal guidelines for communities to reference as they coordinate cleanup efforts.

D. Nelson mentioned communities were separating items of value.

K. Hutter stated that the Solid Waste Department provided Municipalities with two vendor contacts that the department uses to offer remote service for materials such as scrap metal, electronics, and appliances and that the Municipalities will be able to keep any revenues generated from these special collections.

K. Hutter requested a motion to approve the Directors Report as presented. Motion by M. Duebbert, seconded by M. Easker to accept the Directors' Report. Passed. Yes 9, No 0, Abstained 0.

I. Items for Next Agenda

Suggestions from committee members for items to be addressed on a future agenda. - Review 2025 Solid Waste Department Annual Report - Proposed 2027-2031 Solid Waste Department Strategic Capital Planning - Facility Tour for SWMB Members

J. Next Meeting Date

The next Solid Waste Management Board meeting is Wednesday, June 3, 2026 at 10:00 a.m.

M. Easker requested that the next SWMB meeting scheduled for June 3, 2026, be held at 10 a.m. to allow sufficient time for the site tour. Board members unanimously agreed.

K. Adjourn

Motion made by J. Wise, seconded by M. Duebbert to adjourn at 12:09 p.m. Passed. Yes 9, No 0, Abstained 0.

Respectfully Submitted,

*Tyler Esslinger
Business Manager*

Approved by the SWMB - June 3, 2026.

[MIN FOOT]