



Winnebago County

The Wave of the Future

**SOLID WASTE MANAGEMENT BOARD MEETING MINUTES
WEDNESDAY, MAY 15, 2024**

A. Call to Order

Vice Chair Doug Nelson called the meeting to order at 3:06 PM.

Members Present: Monica Duebbert, Jerry Konrad, Kevin Konrad (3:06 pm - 3:35 pm), Doug Nelson, Tim Paterson (3:22 pm - 4:37 pm), Jim Wise Members Excused: Mike Easker, Frank Frassetto, and Howard Miller

Also Present at the Meeting:

Kathy Hutter, Interim Director

Cassie Stadtmueller, Office Supervisor

Ethan Hollenberger, Executive Assistant

Mary Anne Mueller, Corporation Counsel

Mike Elder, Facilities Director (3:36 pm - 4:37 pm)

Paul Kaiser, Finance Director

B. Public Comments within the Jurisdiction of the Board

None.

C. Communications Shared by Board Members

None.

D. Approval of Minutes

1. Action Item: April 3, 2024 Meeting Minutes

Motion by Jerry Konrad, seconded by Jim Wise to Approve April 3, 2024 Meeting Minutes.

Passed. Yes 5, No 0, Abstained 0

E. Business Items

Action may be taken on any business items.

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

K. Hutter asked the SWMB to consider nominations for Chair, Vice Chair and Secretary Officer Positions.

Motion by Jim Wise, seconded by Jerry Konrad to elect Doug Nelson as Chair. Passed. Yes 5, No 0, Abstained 0

Motion by Doug Nelson, seconded by Kevin Konrad to elect Jim Wise as Vice Chair. Passed. Yes 5, No 0, Abstained 0

Motion by Jerry Konrad, seconded by Kevin Konrad to elect Mike Easker Secretary. Passed. Yes 5, No 0, Abstained 0

Discussion ensued amongst the SWMB.

2. Solid Waste Management Board Administration and Budget Roles

M. Mueller explained that administrative and budget authority of the Solid Waste Management Board (SWMB) was discussed at the April 3, 2024, SWMB meeting. M. Mueller explained that she has reviewed 50 years of the SWMB history, Wisconsin State Statutes, Winnebago County Code Chapter 15, and the Attorney General Opinion to determine the authority of the SWMB. M. Mueller distributed a memo of her legal opinion of the administrative and budget authority of the SWMB.

M. Mueller also distributed copies of Wisconsin State Statutes 59.17, 59.70, and 65.90, Winnebago County Code Chapter 15, and Attorney General Opinion 77 Op. Att'y Gen. 98, 98(1988), which are referenced in her memo.

M. Mueller explained it is determined that the SWMB has no administrative duties and is an advisory and policy making body. M. Mueller further explained that the administration of the Solid Waste Department is the responsibility of the County Executive.

Discussion ensued amongst the SWMB.

M. Duebbert asked if the Solid Waste Department's retained earnings can only be used for Solid Waste purposes or if it can be used by any department in the County. E. Hollenberger explained that the County Executive is not willing to move enterprise funds into the County general fund.

J. Wise asked for a brief summary of how the SWMB was operating wrong and what it should be doing going forward. E. Hollenberger explained previously the SWMB was referred to as being quasi-independent, which is the biggest mistake in the previous analysis. E. Hollenberger further explained that the SWMB is wholly part of the Winnebago County organization.

Discussion ensued amongst the SWMB.

3. Action Item: SWMB Resolution: Commendation for Paul Eisen

D. Nelson stated P. Eisen was an informed member of the SWMB and feels he is very deserving of this commendation.

Motion by Jim Wise, seconded by Tim Paterson to Approve SWMB Resolution: Commendation for Paul Eisen. Passed. Yes 5, No 0, Abstained 0

4. Action Item: Naming the Solid Waste Administration Building Conference Room for Patrick O'Brien

D. Nelson stated P. O'Brien was a long-standing member and Chairman of the SWMB.

Ethan Hollenberger stated line 5 is incorrect in the presented resolution.

K. Hutter explained that she will look into the dates and correct before sending to the Facilities Committee for approval.

Motion by Jerry Konrad, seconded by Jim Wise to Approve the Naming the Solid Waste Administration Building Conference Room for Patrick O'Brien. Passed. Yes 5, No 0, Abstained 0

5. Budget Amendment Action Item: Landfill Gas Chiller Emergency Rental and Budget Adjustment

M. Elder explained that the current landfill gas project is a flare and chiller upgrade. M. Elder further explained that on February 19, 2024, the chiller cooling the gas to the generators failed on low refrigerant. The leak was investigated and located to the cooling coil and it was determined that the leak was not repairable. M. Elder further explained that without the chiller, the generators would not be able to operate. A rental chiller was located and installed to get

the generators back into operation. The new chiller is planned for delivery mid to late July. Expediting the delivery of the new chiller is not an option.

M. Elder explained that the rental chiller cost is \$7,571.00 per month, 5 month rental is approximately \$37,855.00, delivery and return charges are approximately \$2,684.00, and equipment insurance (refundable at the return of the chiller) is approximately \$1,390.05. The total cost is approximately \$41,929.05. M. Elder explained that he is requesting a budget adjustment of \$60,000 which includes an additional amount to cover any delays in delivery of the new chiller. M. Elder explained that funding will be from retained earnings or landfill revenues, depending on operational surplus/deficit status at year end.

Motion by Jerry Konrad, seconded by Monica Duebbert to Approve Landfill Gas Chiller Emergency Rental and Budget Adjustment for \$60,000. Passed. Yes 5, No 0, Abstained 0

F. Director's Report

K. Hutter presented the Director's Report to the SWMB as follows:

- *Sonic treatment for milfoil and curly-leaf pond weed at Ken Robl Conservation Park took place on May 7, 2024*
- *RFP SW03-24 Hauling and Processing of Organic Waste Materials awarded:*
 - *Brush/branches material awarded to TLB (Seymour)*
 - *Plant materials/leaves awarded to Zillges (Oshkosh)*
 - *Anticipated expenses with this award are budgeted*
- *SWMB staff continue to research return on investment and program costs to replace landfill gas engine 4, which experienced catastrophic failure in February 2024*
- *Information request from M. Duebbert - Winnebago County Code Chapter 15, Intergovernmental Agreements for Solid Waste & Recycling Services packets are being provided to new SWMB Members. Confidential document status under review by M. Mueller. Additional copies can be arranged through C. Stadtmueller or K. Hutter.*
- *Associated Recyclers of Wisconsin (AROW) - Group membership for the Solid Waste Department and SWMB members has 3 open spots. Notify K. Hutter by May 31, 2024 if you would like to become a member.*

G. Items for Next Agenda

Suggestions from committee members for items to be addressed on a future agenda

Doug Nelson suggested a tour of the Winnebago County Solid Waste Facility/Closed Landfills and Tri-County Material Recovery Facility for the SWMB members.

H. Next Meeting Date

- *Determine Next Meeting Date and Standard Meeting Schedule*

K. Hutter informed the SWMB that she discussed the future meeting schedule with excused members, Mike Easker, Kevin Konrad and Howie Miller and they would like to continue having SWMB meetings at 9:00 am on the first and third Wednesday of each month.

Discussion ensued amongst the SWMB.

The consensus of the SWMB in attendance, including Monica Duebbert, Jerry Konrad, Doug

Nelson, Tim Paterson, and Jim Wise is to continue SWMB meetings at 9:00 am on the first and third Wednesday of each month.

K. Hutter explained she will reach out to confirm Frank Frassetto is in agreement with this time.

The next SWMB is scheduled for June 19, 2024, at 9:00 am or 3:00 pm depending on Frank Frassetto's preference on meeting times.

I. Adjourn

Motion by Jerry Konrad, seconded by Jim Wise to Adjourn at 4:37pm. Passed. Yes 5, No 0, Abstained 0

Respectfully Submitted,

*Cassie Stadtmueller
Office Supervisor*

Approved by the SWMB 06.19.2024