



Winnebago County

The Wave of the Future

**SOLID WASTE MANAGEMENT BOARD MEETING MINUTES
WEDNESDAY, JUNE 19, 2024**

A. Call to Order

Chair Doug Nelson called the meeting to order at 9:00 AM.

Members Present: Mike Easker, Monica Duebbert, Jerry Konrad, Kevin Konrad, Frank Frassetto, Howard Miller, Tim Paterson, Doug Nelson, Jim Wise

Also Present at the Meeting:

Kathryn Hutter, Director of Solid Waste

Cassie Stadtmueller, Office Supervisor

Mike Elder, Director of Facilities

Ethan Hollenberger, Executive Assistant (9:00 AM - 9:48 AM)

B. Public Comments within the Jurisdiction of the Board

None.

C. Communications Shared by Board Members

D. Nelson informed the Solid Waste Management Board (SWMB) that K. Hutter was appointed as the Director of Solid Waste by J. Doemel at the June 18, 2024, County Board of Supervisors meeting.

D. Approval of Minutes

1. May 15, 2024 Meeting Minutes

*Motion by F. Frassetto, seconded by J. Konrad to Approve May 15, 2024, Meeting Minutes.
Passed. Yes 9, No 0, Abstained 0*

E. Business Items

Action may be taken on any business items.

1. Budget Amendment to Add \$40,045 to the Solid Waste Capital Outlay Budget Category for Pit Truck Scale Replacement

K. Hutter explained to the SWMB that the 2024 Capital Budget included \$250,000 for the project, "Replacement 10'x80' Sunnyview Landfill Scale & Kiosk (52801-58004)". The bid for this project (RFB #SW04-24) came in over budget and Staff requests an additional \$40,045 (5% contingency included) to move forward with the project. The option to utilize County Board Rule 24.9(5)(B) to request a transfer of up to \$40,000 from the Contingency Fund to the Solid Waste Department for this project was discussed. The Solid Waste Department Reserved Fund would reimburse the Contingency Fund. Staff support this option.

M. Easker asked for clarification of the approval process of contingency funds.

E. Hollenberger explained that by County Board Rule, the \$300,000 contingency fund is controlled by the P & F Committee. E. Hollenberger further explained that by rule, Enterprise

Funds are required to reimburse their use of contingency funds. E. Hollenberger explained there is a limit of \$40,000 per request.

Discussion ensued amongst the SWMB.

Motion by M. Easker, seconded by J. Konrad to request appropriation of \$40,000 from the County Contingency Fund for the Pit Truck Scale Replacement Project (RFB #SW04-24) through the P & F Committee. Passed. Yes 9, No 0, Abstained 0

2. **Municipal Recycling Agreement Expiration, Revision & Renewal Options**

K. Hutter explained to the SWMB that the SWMB/Winnebago County has a Municipal Recycling Agreement with 16 Winnebago County (WC) municipalities, where the municipalities support WC investments in recycling infrastructure through tonnage commitments. The original 1993 Municipal Recycling Agreement and associated Extensions and Amendment are up for renewal on December 31, 2024. Terminology is outdated and costs have changed since the original Agreement, Extensions and Amendment were executed. An automatic, 5-year renewal will take place if notification to Amend and Restate does not occur within 180 days of expiration.

Discussion ensued amongst the SWMB.

D. Nelson asked if there is a difference in fees for Signing Municipalities. K. Hutter explained that the Signing Municipalities receive a rebate for trash that is brought to Winnebago County approved facilities and a lower, stabilized rate for recycling. Excess revenues generated by the sale of Signing Municipality recyclables is distributed to participants at the end of the year.

F. Frassetto stated, from a Town perspective, this agreement is very valuable.

K. Hutter explained that the County would like to develop and present municipalities with an Amended and Restated Municipal Recycling Agreement that represents the current single-stream recycling program, processes, costs and material value.

M. Easker asked if there will be discussion with the municipalities who are not part of the current agreement. K. Hutter explained that she will reach out to all Winnebago County municipalities with the amended agreement.

Discussion ensued amongst the SWMB.

SWMB consensus is to support staff's request to work with Corporation Counsel and the Executive Office to make appropriate notice to Signing Municipalities, amend the current Municipal Recycling Agreement, and present it to the SWMB.

F. Director's Report

1. **2025 Budget Key Dates**

K. Hutter presented the 2025 Budget Schedule to the SWMB as follows:

- June 3, 2024 – Staff Budget Kickoff Meeting*
- June 7, 2024 – Labor Worksheets from HR to Dept Heads*
- June 26, 2024 – Labor Worksheets to HR for Cost Allocations*
- June 26, 2024 – Interfund charges provided to Department Heads*
- July 11, 2024 – Labor uploaded by Finance*
- July 17, 2024 – Tentative: Winnebago County SWMB Investment Fund Status Presentation, 2024 Retained Earnings Allocations, 2025 SWMB Budget Priorities, Goals and Policy Discussion*

- July 24, 2024 – ERP budget final entry
- July 29, 2024 – Budget Meetings Week 1
- August 5, 2024 – Budget Meetings Week 2
- **August 7, 2024 – Tentative: 2025 SWMB Budget - vote**
- August 12, 2024 – Budget Meetings Week 3
- September 6, 2024 – Final changes due from County Executive

K. Hutter explained to the SWMB at the July 17, 2024, SWMB meeting, there will be a presentation from the Finance Department on the Solid Waste Investment Fund and Staff will review the 2024 Retained Earnings allocations, and coordinate open discussion for 2025 SWMB budget priorities, goals and policy. This will allow the SWMB members to voice department goals and policy concerns to help with the preparation of the budget.

K. Hutter explained to the SWMB at the August 7, 2024, SWMB meeting, Staff will review the 2025 SWMB Budget Packet, generated with considerations from the July 17, 2024, SWMB meeting, and request a vote for approval to present to the County Executive.

Discussion ensued amongst the SWMB.

2. Landfill Gas Engine #4

K. Hutter reported to the SWMB, decommissioning of engine #4 started the week of June 3, 2024. Staff are following County Policy to dispose of/liquidate the asset. Pipeline abandonment to this engine will take place in 2025.

M. Duebbert asked if engine 4 is essential to daily operations. K. Hutter explained that our gas flows are decreasing and on occasion we do need to flare when having high gas flows but are typically able to maintain the system with engines 2R and 3 running.

Discussion ensued amongst the SWMB.

3. Plastic Film Recycling Event

K. Hutter reported to the SWMB that the one-time Boat Shrink Wrap Recycling Event was held on June 1, 2024, at Becher Plastics, Neenah. K. Reyer, Solid Waste Education and Outreach Specialist, coordinated and attended the event. Over 1,032 sq. ft. of plastic boat wrap was brought in by five participants. Staff feel that the cool, rainy weather impacted participation, but the event created awareness that connected producers of this waste with a local outlet for recycling.

D. Nelson stated he heard some concerns about the preparation of the plastic to be acceptable, which was time-consuming for someone who had large amounts.

T. Paterson asked if we advertised to promote his program. K. Hutter explained that K. Reyer created Facebook promotions including ads and video for our page and contacted local marinas.

Discussion ensued amongst the SWMB.

G. Items for Next Agenda

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

K. Hutter explained that there will be a presentation from the Finance Department on the Solid Waste Investment Fund, and discussion on the 2024 Retained Earnings allocations, and 2025 SWMB budget priorities, goals and policy.

H. Next Meeting Date

The next SWMB meeting date is scheduled for July 17, 2024, at 9:00 a.m.

I. Adjourn

Motion by K. Konrad, seconded by J. Konrad to Adjourn at 10:05 a.m.. Passed. Yes 9, No 0, Abstained 0

Respectfully submitted,

*Cassie Stadtmueller
Office Supervisor*

Approved by the SWMB - July 17, 2024