



Winnebago County

*The Wave of the Future*

**SOLID WASTE MANAGEMENT BOARD MEETING MINUTES  
WEDNESDAY, AUGUST 21, 2024**

**A. Call to Order**

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

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

*Also Present at the Meeting:*

*Kathy Hutter, Director of Solid Waste*

*Mike Elder, Director of Facilities*

*Cassie Stadtmueller, Office Supervisor*

**B. Public Comments within the Jurisdiction of the Board**

*None.*

**C. Communications Shared by Board Members**

*None.*

**D. Approval of Minutes**

1. August 7, 2024 Open and Closed Session Meeting Minutes

*Motion by F. Frassetto, seconded by J. Konrad to Approve August 7, 2024 Open and Closed Session Meeting Minutes. Passed. Yes 6, No 0, Abstained 1 (J. Wise)*

**E. Business Items**

*Action may be taken on any business items.*

1. 2025 Solid Waste Budget Discussion

*K. Hutter reviewed the Surplus/Deficit 5-year Summary with the Solid Waste Management Board (SWMB).*

*Discussion ensued amongst the SWMB.*

*K. Hutter presented the draft 2024 Retained Earnings Reservations to the SWMB.*

*K. Hutter presented the following changes to the Retained Earnings Reservations to the SWMB as follows:*

- *Increase of \$1 Million to Tri-County Single Stream Recycling Facility Upgrade due to the costs to maintain and upgrade current equipment*
- *Increase of \$1 Million to Closed Landfill Long-term Care/Beyond WDNR Escrow due to increased costs for remedial needs*

- Increase of \$2 Million to PFAS Impacts to Leachate/Groundwater/Surface Water due to upcoming WDNR/EPA regulations

*Discussion ensued amongst the SWMB.*

*Motion by M. Duebbert, seconded by J. Konrad to Approve the Surplus/Defecit 5-year Summary to submit to the County Executive. Passed. Yes 7, No 0, Abstained 0*

*No action taken on Retained Earnings Reservations.*

2. 2025-2029 Solid Waste Capital Improvement Plan  
*K. Hutter presented the 2025-2029 Solid Waste Capital Improvement Plan to the SWMB.*

*Discussion ensued amongst the SWMB.*

*Motion by J. Konrad, seconded by M. Duebbert to Approve the 2025-2029 Solid Waste Capital Improvement Plan to submit to the County Executive. Passed. Yes 7, No 0, Abstained 0*

3. Review 2023 Solid Waste Annual Report  
*K. Hutter reviewwed the 2023 Solid Waste Annual Report with the SWMB as follows:*

- *An introduction page that included a summary of solid waste and recycling programs offered by the Solid Waste Department and a brief synopsis of the Tri-County Regional Partnership.*
- *A list of SWMB Members and the 2023 Organizational Chart.*
- *Individual articles that highlight Landfill/Transfer Operations, Diversion Programs, Enhanced Recycling Services, Landfill Gas Collection & Utilization, Closed Landfill Environmental Monitoring & Maintenance, Household Hazardous Materials Facility, Rechargeable Batteries, Sharps Disposal Program, Social Media Success, UW-Oshkosh Biogas System Partnership, Holiday String Light Recycling Program and Used Cooking Oil Program.*
- *2022-2023 Financial Reports (Comparative Statement of Revenues, Expenses and Changes in Net Position and Retained Earnings Reservation).*
- *2022-2023 Tonnage Summary*
- *Better Bin app and Waste Wizard tool*
- *Memoriam for Patrick O'Brien*
- *Facility contact information*

*Discussion ensued amongst the SWMB.*

*Motion by T. Paterson, seconded by J. Konrad to Approve the 2023 Solid Waste Annual Report to submit to the County Executive. Passed. Yes 7, No 0, Abstained 0*

## **F. Director's Report**

1. Update - Operations Manager Recruitment Status  
*K. Hutter informed the SWMB that she received multiple applications for the Operations Manager position. K. Hutter explained that four top candidates were selected and interviews will be conducted on August 27, 2024, by herself and a representative of the Human Resources Department.*

## **G. Items for Next Agenda**

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

*D. Nelson would like the Solid Waste employees to meet the SWMB members during a SWMB meeting. T. Paterson suggested a lunch with employees and SWMB members.*

*M. Duebbert would like an update on feedback from the municipalities in regard to the SSR rate increase for 2025-2026.*

**H. Next Meeting Date**

*T. Paterson requests the next SWMB meeting be pushed to a later time due to a scheduling conflict with the Aviation meeting on September 4, 2024. The Aviation Committee has a standing meeting day of the first Wednesday of the month at 8:00 AM. Two SWMB members also serve on the Aviation Committee.*

*K. Hutter explained that she would reach out to M. Easker and K. Konrad to get their input on the time change of the meeting. The consensus of present SWMB members was in agreement to move the meeting start time to 10:00 a.m. on September 4, 2024.*

*The next SWMB meeting is scheduled for September 4, 2024 at 10:00 a.m.*

**I. Adjourn**

*Motion by F. Frassetto, seconded by J. Konrad to Adjourn at 10:01 am. Passed. Yes 7, No 0, Abstained 0*

*Respectfully Submitted,*

*Cassie Stadtmueller  
Office Supervisor*

*Approved by SWMB - September 18, 2024*