



Winnebago County

The Wave of the Future

**SOLID WASTE MANAGEMENT BOARD MEETING MINUTES
MONDAY, JANUARY 13, 2025**

A. Call to Order

Chair Doug Nelson called the meeting to order at 10:00 AM.

Members Present: 6 Frank Frassetto, Kevin Konrad, Howard Miller, Doug Nelson, Tim Paterson, Jim Wise. Members Excused: Monica Duebbert, Mike Easker.

Also Present at the Meeting:

Kathy Hutter, Director of Solid Waste

Cassie Stadtmueller, Operations Manager

Tyler Esslinger, Business Manager

Ethan Hollenberger, Executive Assistant

*Cassie Gregor, Winnebago County Deputy Clerk
(10:00 AM - 10:30 AM.)*

B. Public Comments within the Jurisdiction of the Board

None.

C. Communications Shared by Board Members

K. Konrad stated that K. Reyer did well on her interview on Christmas light recycling on Channel 2 WBAY news.

Discussion ensued amongst the SWMB.

D. Approval of Minutes

1. Approval of the December 18, 2024 Open Session Meeting Minutes

Motion by F. Frassetto, seconded by K. Konrad to Approve December 18, 2024 Open Session Meeting minutes. Passed . Yes 6, No 0, Abstained 0

E. Presentations

1. Solid Waste Department Facility Master Planning

K. Hutter presented the Solid Waste Department Facility Master Plan to the Solid Waste Management Board (SWMB) as follows:

- *She explained, Director John Rabe coordinated Landfill Property and Facility Developmental Planning with Foth Infrastructure & Environment, LLC. (Foth) in summer 2023. The report was finalized by current Director, K. Hutter in fall 2024.*

- *Project goals:*

1. Interview Solid Waste Department staff to evaluate existing conditions/operations.
2. Have Foth personnel consider needs and develop potential options for future operations/space/buildings/traffic flow for the department, based on experience with developing other facilities and staff feedback.
3. Develop a final report to be used to guide discussion for future operational decisions and cost planning

▪ *Topics considered for this study:*

1. Environmental Landscaping – mitigate debris, noise, create no-mow "naturalized" areas to reduce turf maintenance needs.
2. Transportation/Traffic Flow – additional (minimal) paving, signage, dedicated staging areas to improve traffic flow.
3. Existing Transfer Station – what works/doesn't work with the existing design, location and traffic.
4. Resource Recovery Area – what works/doesn't work with the existing yard layout and access.

K. Hutter stated that this is a starting point to consider as long-term Department planning discussions occur for the next 10 years.

E. Hollenberger stated that the County is completing a County-wide Facilities Master Plan and would ultimately like to consider all Department Master Plans for long term planning needs.

Discussion ensued amongst the SWMB.

F. Business Items

Action may be taken on any business items.

1. Commendation for Gerald "Jerry" Konrad
Motion by J. Wise, seconded by K. Konrad to approve the Commendation for Gerald "Jerry" Konrad. Passed. Yes 6, No 0, Abstained 0.

D. Nelson stated he was on the SWMB with G. Konrad for 12-14 years and he used a great deal of common sense and brought stability to the SWMB.

G. Director's Report

1.
 - Staffing Update - Recruitment Status for Environmental Compliance Manager
 - RFB/P/Q Updates - Under consideration or awarded since 12/18/24
 - Solid Waste Department Budgetary Carryovers
 - Landfill Gas Equipment Installation Project Update
 - Notice of upcoming report regarding 2023 Wisconsin Act 107 - WDNR alternative method of establishing owner financial responsibility (OFR) at municipally owned solid waste disposal facilities.
 - Notice of upcoming report regarding Snell Road Landfill Supplemental Site Investigation
 - Wisconsin Integrated Resource Management Conference (WIRM-C), February 26-28, 2025 at Chula Vista, WI Dells

K. Hutter presented a staffing update for the position of Environmental Compliance Manager. She stated: Recruitment is ongoing for the Environmental Compliance Manager. Indeed, SWANA Badger Chapter, Federation of Environmental Technicians and LinkedIn were all

used to advertise the job. Few applications have been received. Solid Waste staff are working closely with Human Resources to re-evaluate strategy.

K. Hutter presented RFB/P/Q updates as follows:

RFB/P/Q Update

- RFP08-24 Landfill Professional & Technical Consulting – Awarded to: Foth Infrastructure & Environment, LLC., based on evaluation of three potential candidates by review panel (Solid Waste Environmental/Landfill Gas personnel, Director of Solid Waste, Facilities Director). Foth has a significant amount of experience working with municipal waste/recycling facility and with Winnebago County Solid Waste. Foth also proposed transitioning to a different Client Manager (Sara Beine, Environmental Engineer) and new Project Manager (Marissa Michalkiewicz, Project Environmental Scientist) for our site. The award is for an initial 1-year term (2025) with established pricing for up to 2 additional 1-year renewals. All respondents had similar pricing.
- RFP-001-2025 Trash and Recycling Compactor Fines Cleaning – Awarded to: Speedy Clean. Contracted services are for monthly removal of fines that collect in the confined space areas of waste/recycling compactors. Speedy Clean has worked for the County on the same project in 2024, completed the work satisfactory and has competitive pricing.
- RFP-007-2025 Environmental Laboratory Services – In-progress – Posted 1/10/2025. Contracted services are for groundwater, leachate and surface water samples testing required by WI Department of Natural Resources (WDNR) Regulation.

D. Nelson asked if the SWMB would be presented prices for the RFB/P/Q awards. K. Hutter explained that the RFP services were budgeted in 2025. The SWMB approves the budget. Considering RFP awards are an Administrative function, completed by staff, following the County's Procurement Policies. The SWMB no longer needs to consider pricing, unless projected costs will go over budget.

D. Nelson, seeking clarification, stated that they will no longer see the price, but requested review of the budget to know the parameters. K. Hutter agreed.

Department Budgetary Carryovers

K. Hutter stated that Per Finance Policy:

- Type 1 carryovers arise when contracts or purchase orders have been approved and or mailed prior to

K. Hutter stated that there will only be two Type 1 carryovers requested by Solid Waste and no Type 2 carryovers.

The Type 1 carryovers are:

PO 20230505 Perennial Energy LLC, Landfill Gas Extraction Blower/Flare Equipment – delivery expected late January-early February. \$121,428.30 open as of December 31, 2024

PO 20230506 Perennial Energy LLC, Landfill Gas Compressor/Treatment Equipment – delivery expected late January-early February. \$205,661.70 open as of December 31, 2024

K. Hutter explained that delivery for this Landfill Gas Treatment and Flare equipment is expected Late January/Early February 2025.

Discussion ensued amongst the SWMB.

Notice of Upcoming Report on 2023 Wisconsin Act 107:

K. Hutter explained that under 2023 Wisconsin Act 107, the State Legislature has allowed

WDNR to develop an alternative method of establishing owner financial responsibility for municipal owned waste facilities.

- *WDNR Board Order Draft was published in November 2024, which allows municipalities with acceptable financial tests to forgo the use of escrow accounts for Long-Term-Care (LTC) funds.*
- *Potential for Winnebago County to move existing Sunnyview LTC dollars out of escrow and move into County managed investment portfolio. Potential outcome – reduced investor fees, some gains on interest earned.*
- *Director of Finance and SW Director met with US Bank Portfolio Investor on 1/10/25 to discuss current investment strategy, policy and County's role in developing liquidity strategy.*
- *County staff to continue internal discussions to develop a recommendation for Board consideration.*

D. Nelson questioned if it was more beneficial to earn interest outside of an Escrow account than through WDNR. K. Hutter explained the Sunnyview LTC escrow accounts managed by U.S. Bank are invested similar to County managed investment funds. There may be some differences in liquidity and return rates, and potential savings to investor costs if the County decides to move LTC funds out of escrow and self-manage the investments.

Discussion ensued amongst the SWMB.

K. Hutter explained that Foth personnel have been invited to virtually attend the February 5, 2025 SWMB meeting to present an update on the Snell Road Landfill Site Investigation Report. The Report was submitted to WDNR on 12/23/2024.

K. Hutter explained that the Wisconsin Integrated Resource Management Conference (WIRM-C) will be held at Wisconsin Dells, February 26-28. The Department has budgeted for up to 4 Solid Waste personnel and 2 SWMB Members to attend. Interested SWMB Members should contact K. Hutter no later than January 31, 2025 to coordinate registration.

Motion by H. Miller, seconded by K. Konrad to approve the Directors Report as presented by Solid Waste Staff. Passed. Yes 6, No 0, Abstained 0

H. Items for Next Agenda

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

I. Next Meeting Date

Wednesday, February 5, 2025 at 10:00 a.m.

The next SWMB meeting is scheduled for February 5th, 2025 at 10:00 am.

J. Adjourn

Motion by J. Wise, seconded by K. Konrad to Adjourn at 11:11 a.m. Passed. Yes 6, No 0, Abstained 0

Respectfully submitted by,

*Tyler Esslinger
Business Manager*

Approved by SWMB - February 5, 2025

