



Winnebago County

The Wave of the Future

**SOLID WASTE MANAGEMENT BOARD MEETING MINUTES
WEDNESDAY, APRIL 2, 2025**

A. Call to Order

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

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

Also Present at the Meeting:

*Kathy Hutter, Director of Solid Waste
Tyler Esslinger, Business Manager*

*Cassie Stadtmueller, Operations Manager
Ryan Bieber, Environmental Compliance
Manager*

*Mike Elder, Director of Facilities
Sara Beine, Foth Infrastructure & Environment*

*Ethan Hollenberger, Executive Assistant
Chris Anderson, Foth Infrastructure &
Environment*

B. Public Comments within the Jurisdiction of the Board

None.

C. Communications Shared by Board Members

None.

D. Approval of Minutes

Meeting Minutes – one edit – K. Reyer's attendance will be changed to 11:11 a.m. – 11:20 a.m. (p.m. is in error).

1. Approval of the March 5, 2025 Open Session Meeting Minutes
Motion by M. Duebbert, seconded by F. Frassetto to Approve the March 5, 2025 Open Session meeting minutes, Passed. Yes 6, No 0, Abstained 0.

E. Closed Session

Pursuant to Section 19.85(1)(e), Wisconsin Statutes, at this point in the meeting the Board shall consider a motion to convene into closed session for the purposes of deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, in relationship to the following items:

Motion by J. Wise, seconded by F. Frassetto at 10:04 a.m. to convene into closed session. Motion carried 6-0 by roll call vote.

1. Landfill Siting Study

F. 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 11:38 a.m. made by M. Duebbert, seconded by J. Wise.
Motion carried by 6-0 roll call vote.*

G. Business Items

Action may be taken on any business items.

1. Landfill Siting Study - Next Steps

K. Hutter explained that \$95,000 is budgeted in 2025 to continue research for a Landfill Siting Study. Solid Waste has contracted with Foth under RFP# SW08-24 for Landfill Professional & Technical Consulting Services. To continue this study, Foth will complete the following: Foth will provide an analysis of Solid Waste Facilities, including the solid waste and recycling transfer station, maintenance building, and residential drop-off facilities to plan for the future location of these facilities. Preliminary opinions on changes to the waste shed and operating costs will be included for each option. This analysis will look into options for the location of these facilities at Snell Road Landfill, new Landfill Site, and existing Sunnyview Site. The analysis will be presented at a future SWMB Meeting. Alignment with County Master Planning and Strategic Plan will be considered as the research continues. Solid Waste Staff recommends continuing the landfill siting process as discussed in Closed Session and with considerations summarized in Open Session.

Motion by M. Duebbert, seconded by J. Wise to proceed with the landfill siting process as discussed in Closed Session. Passed. Yes, 6, No 0, Abstained 0.

2. Future of Landfill Gas to Energy Program

After being presented with options for the future of the landfill gas to energy program in the March 5, 2025 SWMB Meeting, the SWMB requested additional information regarding environmental/emissions factors for use of engines vs. use of flare and for utilities regulations, if Brown, Outagamie and Winnebago (BOW) partners had interest in potential legislative action.

K. Hutter updated the SWMB stating that further emissions research and discussions with Jeff Vandenbusch, Lead Environmental Scientist, Foth Infrastructure & Environment, revealed there is limited data available for an equal comparison of the actual outputs for WC operation. K. Hutter reviewed the 2024 LFG Emissions Factors with the SWMB. K. Hutter explained that the use of existing landfill gas methane to produce electricity essentially offsets non-renewable natural gas or coal for the same electricity. K. Hutter also explained that neither OC nor BC are currently producing electricity from their landfill gas programs. Based on this information and discussions with OC & BC Staff, BOW partners are unlikely to support legislative action to request more competitive pricing in the regulated market.

SW Staff are recommending SWMB to support the option to continue a Two-Engine Operation using existing engines until engines are obsolete (based on gas quantity, gas quality or catastrophic failure of engine). K. Hutter stated the SWMB will be notified if there are significant changes in operations or program costs.

Discussion ensued by the SWMB.

Motion by T. Paterson, seconded by H. Miller to continue operations as-is and take adverse action that leads to the eventual sunset of the Landfill Gas to Energy Program. Passed. Yes 6, No 0, Abstained 0

H. Director's Report

1. Department Updates from Director Kathryn Hutter

- New Environmental Compliance Manager Introduction
- Landfill Gas (LFG) Equipment Installation Project Update

- Request for Bids, Proposals, Quotes (RFB/P/Q) Updates - Advertised, under consideration or awarded since last meeting

New Environmental Compliance Manager Introduction

Ryan Bieber has accepted the position of Solid Waste Environmental Compliance Manager. Ryan will be overseeing the Environmental Monitoring and Landfill Gas Programs and leading a team of 3 technicians. Ryan will also assist our Team with the Snell Road Landfill Remediation and Redevelopment, and other projects associated with closed landfill maintenance.

- *Ryan has a Bachelor of Science degree in Environmental Science from the University of Missouri, Columbia with focus in land management.*
- *Ryan previously worked with McHenry-Lake County Soil & Water Conservation Department as an Urban Conservation Specialist. In this role, Ryan conducted storm water pollution prevention plan inspections and reviewed erosion control plans. Ryan acted as a regulatory intermediary between Federal, State, County and contracted stakeholders.*
- *Ryan also has familiarity with landfill construction contracts, landfill material procurement, safety oversight and quality assurance of abatement projects from previous employment.*

Landfill Gas (LFG) Equipment Installation Project Update

The Landfill Gas Equipment Installation Project was initiated in August 2023 with equipment manufacturing RFPs SW 02-2023 and SW 03-2023, awarded to Perennial Energy, LLC, West Plains, MO. Original installation was expected August – September 2024, however, as of May 2024 Perennial continued to run behind schedule and the project installation phase was budgeted for 2025. RFB SW05-24 Landfill Gas Equipment Installation Project, seeking services of a mechanical contractor was announced in July 2024 and awarded to August Winter & Sons for the 2025 Budget year. Progress summary as of time of this report:

- *PJ Kortens (systems integrator, subcontracted through Pieper Electric/August Winter & Sons) was on site during the week of March 10, 2025 to troubleshoot SCADA data collection telemetry issues.*
- *Foth (contracted Project Engineer) was on site with an Electrical Engineer on March 14, 2025 to review electrical plans for the transition from existing breaker/panel setup to new equipment breaker/panel setup.*
- *August Winter & Sons Project Manager (contracted Mechanical services) was on site on March 19, 2025 to develop plans for construction work that could be completed prior to equipment delivery.*
- *Primary LFG treatment and flare equipment delivery date is yet to be determined, based on March 24, 2025 email communication from Perennial Energy (PEI, equipment manufacturer), "After review with the team this morning, we are needing a cable for the intrinsically safe components and this cable has a crazy lead time. I'll look into this today and let you know." A March 25, 2025 email stated PEI tried two sources for the cable, one is unable to fulfill the order and the other stated it is a week out. PEI is also consulting a specialist to assist with expediting the equipment electrical work. A March 31, 2025 email from PEI stated that the cable order was canceled and PEI is looking into other routes.*
- *The Solid Waste Department continues to rent a chiller unit to keep the Landfill Gas to Energy Program operational; monthly cost ~\$8,800 for the rental. Revenues generated from the sale of electricity to Wisconsin Public Service (WPS) continues to cover the cost of the chiller rental.*
- *An operational plan to release rental chiller as soon as possible will be developed after a firm delivery date is provided by PEI.*
- *Solid Waste staff are coordinating side projects to utilize contractor resources for the Landfill Gas Program as we continue to wait for delivery of the primary equipment. Side projects include:*

1. Replacement of the Snell Road Flare Thermocouple – replacement and repositioning of a sensor that monitors flame, for regulatory compliance. (August Winter & Sons and Pieper will complete the work when the appropriate parts are received – no competitive quotes required based on professional services limit).
2. Removal/sale of Landfill Gas Engine 4 & Engine 5 components and containers, located behind the Sheriff's Office. The engines are currently non-operational/irreparable. Crane and rigging work has been quoted; auction listings/sales are in progress. Work will be awarded after sale/scrap of equipment is determined. It is the Department's intent to earn enough revenue to offset the cost of removal of this equipment.
3. Snell Road Landfill Flare panel annunciator error code issues. PEI technician will be utilized for the software/hardware updates when they are on site for the primary landfill gas equipment installation project.

Request for Bids, Proposals, Quotes (RFB/P/Q) Update

- Competitive quotes were received from three brokerage firms for 2023 and 2024 vintage Renewable Energy Certificates (RECs), earned by the County via renewable power production in the Landfill Gas to Energy Program. Draft sales terms will be reviewed by WC Corporation Counsel and County Administration. The County will also develop a formal method to sell future RECs.
- RFPs for electronic waste (e-waste) and tire recycling vendors will occur in 2nd quarter 2025.
- RFB for Leachate Lift Station Rehab project will occur in 2nd quarter 2025.
- Additional research taking place for Transfer Station exhaust system replacement project, generator replacement project and Snell Road office remodel project – all budgeted projects for 2025.

I. Items for Next Agenda

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

K. Hutter stated D. Nelson, H. Miller and K. Konrad's appointments will expire on April 15, 2025 and that they will have to be re-appointed prior to the next SWMB Meeting. If appointments/re-appointments are made, the May 7, 2025 SWMB Meeting will be organizational, with Officer Elections and discussion to determine future meeting dates/times. There may also be communications from the Executive's Office and a Solid Waste Facility Tour for SWMB Members on the next meeting Agenda. D. Nelson stated SWMB Members may forward additional agenda topics to K. Hutter.

J. Next Meeting Date

Wednesday, May 7, 2025 at 10:00 a.m.

The next meeting will take place on Wednesday, May 7, 2025 at 10:00 a.m.

K. Adjourn

Motion by H. Miller, seconded by M. Duebbert to Adjourn at 12:03 p.m. Passed. Yes 6, No 0, Abstained 0.

Respectfully Submitted,

*Tyler Esslinger
Business Manager*

Approved by SWMB - June 4, 2025