



Winnebago County

The Wave of the Future

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

A. Call to Order

Chair Doug Nelson called the meeting to order at 10:06 a.m.

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

Also Present at the Meeting:

Kathryn Hutter, Director of Solid Waste

Tyler Esslinger, Business Manager

Cassandra Stadtmueller, Operations Manager

Ryan Bieber, Environmental Compliance Manager

Koby Schellenger, Executive Assistant

B. Public Comments within the Jurisdiction of the Board

None.

C. Communications Shared by Board Members

None.

D. Approval of Minutes

1. Approval of June 4, 2025 Open Session Meeting Minutes.

Motion by M. Duebbert, seconded by M. Easker to Approve the June 4, 2025 Open Session Meeting Minutes, Passed. Yes 8, 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 purpose 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 2025/2026 Tonnage & Revenue Report, the Brown Outagamie and Winnebago County Partnership Solid Waste and Recycling Operations Financial Information and 2026 Tipping Fees.

Motion made by D. Nelson and seconded by H. Miller at 10:08 a.m. to convene into closed session. Motion carried by 8-0 by roll call vote.

1. 2025/2026 Tonnage & Revenue Report

2. Brown, Outagamie and Winnebago County Partnership Solid Waste and Recycling Operations Financial Information

3. 2026 Tipping Fees

F. Return to Open Session to Resume Regular Business

Motion to return to open session at 11:19 a.m. made by T. Paterson and seconded by M. Duebbert. Motion carried by 8-0 roll call vote.

G. Business Items

Action may be taken on any business items.

1. Proposed 2026 Solid Waste Budget, 2026-2030 Capital Improvement Plan and Authorization to Submit to the County Executive

K. Hutter presented the Proposed 2026 Solid Waste Budget and 2026 -2030 Capital Improvement Plan to the Solid Waste Management Board (SWMB). She informed the board that the initial roll out did not include labor. She directed the Boards attention to a cover sheet including labor costs broken out by origin code. A summary of budgeted revenue and expenses were presented as follows:

*-2026 Budgeted Revenue: \$11,341,100
-2026 Budgeted Expense: \$12,092,455
-2026 Net Fund Surplus/(Deficit): (\$751,255)*

K. Huter covered the variances by category, then provided a 2026 Budgetary Summary.

D. Nelson inquired about possible ways to bring down the expense of running the Landfill Gas Program.

K. Hutter explained the only alternative is to Flare the gas. She also explained that if the SWMB decided to entertain that option, it would affect 1 personnel position.

D. Nelson asked what the expense would be to just run the flare.

K. Hutter explained that there is still an expense to running the equipment that would remain in use for regulatory compliance, such as the gas extraction system and the flare. Capital equipment depreciation would also continue for several more years.

D. Nelson requested a breakdown of the expenses for both options to be presented at a future date.

2026- 2030 Capital Improvement Plan

K. Hutter noted an edit to the original released CIP included in the agenda packet, to rebuild the South Waste Compactor. Adjusted from \$150,000 to \$110,000.

K. Hutter requested a motion to accept the proposed 2026 Solid Waste Budget, 2026-2030 Capital Improvement Plan and Authorization to submit to the County Executive.

Motion by J. Wise, seconded by M. Duebbert to accept the Proposed 2026 Solid Waste Budget, 2026-2030 Capital Improvement Plan and Authorization to Submit to the County Executive. Passed. Yes 8, No 0, Abstained 0.

2. 2026 Tipping Fees and Material Disposal Charges

C. Stadtmueller presented the 2026 Tipping Fees and Material Disposal Charges to the SWMB.

C. Stadtmueller explained the recommendation to increase \$2 per ton (to \$59 per ton) for waste materials, including Household, Commercial, Industrial and Construction Demolition materials. The minimum fee of \$20 per ton will remain unchanged. This will cover loads of 675

pounds or less. The Out of County (OOC) rate will remain unchanged at \$59 per ton. Yard waste will also remain unchanged at \$35 per ton.

She recommends that ballasts increase from \$1 to \$2. This increase will help cover the cost of PCB Ballasts.

Tires will increase from \$400 per ton, to \$425 per ton. These rates are in line with BOW Partners' rates. Customers with agricultural tires (any quantity) or loads of more than 5 tires, will be charged a prorated rate based off of the weight of the load.

C. Stadtmueller explained, the vendor that recycles bulbs and ballasts has notified the Department of an increase in their prices. She is recommending an increase from 50 cents to \$1 for straight fluorescent bulbs less than 4 feet, so that all straight fluorescent bulbs are the same rate. She further explains that the two remaining bulb categories would be increased, based on vendor cost increases.

Motion by F. Frassetto, seconded by M. Duebber to approve the 2026 Tipping Fees and Material Disposal Charges. Passed. Yes 8, No 0, Abstained 0.

3. Proposed Long-term Department Planning and Projects
K. Hutter presented the Proposed Long- Term Department Planning and Projects to the SWMB.

Discussion ensued by the SWMB. No action taken.

H. Director's Report

1.
 - Winnebago County Solid Waste Management Board 50th Anniversary Update
 - Fish Survey at Ken Robl Conservation Park (KRCP)
 - Closed Session Meeting Minutes
 - City of Fond du Lac Request for Proposals for Waste & Recycling Services
 - Landfill Gas Equipment Installation Project Update
 - Other Solid Waste Department Projects
 - Department Request for Bids, Proposals, Quotes (RFB/P/Q) Update

K. Hutter presented the Directors' Report to the SWMB.

Winnebago County Solid Waste Management Board 50th Anniversary - Update

K. Hutter informed the SWMB that a date of July 24th has been set for the Cake and Ice Cream Social from 10 a.m. to Noon. She asked that everyone submit their RSVP to T. Esslinger via phone or email.

Fish Survey at Ken Robl Conservation Park

K. Hutter informed the SWMB that Winnebago Parks coordinated a fish survey with the Wisconsin Department of Natural Resources and the Solid Waste Department early June 2025. The KRCP pond was found to be of suitable size, structure and diversity for a small park pond. A final survey will be provided to the County later this summer.

Closed Session Meeting Minutes

K. Hutter explained that at the June 11th, 2025, Department Head Meeting, Mary Anne Mueller, Winnebago County Corporation Counsel, indicated that Meeting Minutes should not be created to document discussions that occurred in Closed Session.

Discussion ensued by the SWMB.

K. Schellenger stated he would follow up with Corporation Counsel to obtain additional information regarding Closed Session Meeting Minutes.

The SWMB was in consensus to follow Corporation Counsel's advice.

City of Fond Du Lac Request for Proposals for Waste & Recycling Services

K. Hutter informed the SWMB that the City of Fond Du Lac advertised a Request for Proposal (RFP) for 10 - year contracts for Municipal Solid Waste Disposal (2025-026) and RFP for Curbside Recycling Collection and Disposal (2025-027) on June 4, 2025 with deadline June 30, 2025. Both RFPs required 5% Bid Bonds (prior to contract signing) and required 100% Performance Bonds and signature within 10 days of award. Solid Waste Staff considered submitting responses to the RFPs to ensure dedicated tonnages for the Brown, Outagamie and Winnebago (BOW) System.

After further RFP review and conversations with Mary Anne Mueller, Corporation Counsel, it was determined that the County Board would need to approve the 10-year contract. After discussion with City of Fond du Lac procurement staff and SWMB Chair Nelson, Director Hutter determined it would not be in the County's best interest to risk the bid bond amount (~\$10,000) or performance bond amount, if the County could not meet the contracting deadlines. BOW Partners were notified of the Staff's conclusion on June 18, 2025.

Landfill Gas (LFG) Equipment Installation Project Update

K. Hutter informed the SWMB that the project is still on schedule.

She informed the board that CO#3 and CO#4 have been updated since the distribution of the Agenda Item Report. Change orders to-date of meeting are as follows:

- 1. CO#1 -- Provide and install a new Allen Bradley PanelView Plus 10" touch screen to replace the existing PanelView in the Master Control Panel. The old PanelView will not be able to communicate with the new Perennial equipment software. +\$7,490.00*
- 2. CO#2 -- Restore the existing eastern concrete pad to accept the new equipment by cutting and repairing the existing pad, filling voids and pouring a level surface. The unlevel condition of the existing pad was discovered after a steel protective plate was removed. +\$5,985.00*
- 3. CO#3 -- Provide and install conduit and wiring for additional landfill gas (LFG) control valve. +\$4,973.00*
- 4. CO#4 -- Equipment building heating needs were re-evaluated and a final recommendation/decision was made to replace existing heaters in lieu of supplementing them (20+ year-old heaters with questionable effectiveness/longevity). \$15,000 allowance included in bid award. +\$12,338.70 to cover heaters and installation costs in addition to bid allowance.*

K. Hutter explained that the projected costs through Change Order #4 = \$2.084M, Budget is \$2.268M.

Other Solid Waste Department Projects

K. Hutter informed the SWMB on other Solid Waste Department Projects ongoing or planned for future dates.

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

C. Stadtmueller informed the SWMB that after the publication/distribution of the SWMB Meeting Agenda Packet, the Electronics Recycling (E-waste) RFP concluded and the Solid Waste Administration Staff accepted the proposal from Redemption Recycling. She stated that this was a switch from the long-term historical service provider, Dynamic Lifecycle Innovations (LaCrosse, WI). C. Stadtmueller stated that Dynamic had provided excellent services, but provided less competitive pricing than Redemption Recycling in their proposal. Redemption Recycling has sorting facilities in Sheboygan and Green Bay and likely has lower transportation costs to cover in their pricing. Brown County also uses Redemption Recycling for e-waste, and overall, has had a positive experience. C. Stadtmueller further explained that Redemption Recycling offers a credit for many of the materials collected in the e-waste program and they also have a lower rate for collecting battery-containing devices, making the overall cost much less than the previous contract. The contract's initial term will be through December 31, 2026, with an option to renew for up to 5 years.

R. Bieber informed the SWMB of the RFB for the Snell Road Leachate Lift Station Rehab Project. It will consist of fixing leachate drains, redoing the seals and updating the control building. The Pre-bid meeting will be July 8, 2025. Bids are due July 22, 2025.

K. Hutter explained that an RFQ for Landfill Gas Engine Lubricants is anticipated to go out in July- August 2025. This is for the bulk orders of oil used in Engines 2R & 3. The 2025 budget allowed is \$70,000.

K. Hutter requested a motion to approve the Directors Report as presented. Motion by M. Duebbert, seconded by H. Miller to accept the Directors' Report. Passed. Yes 8, No 0, Abstained 0.

I. Items for Next Agenda

*Suggestions from committee members for items to be addressed on a future agenda
None.*

J. Next Meeting Date

The next SWMB meeting date is scheduled for August 6, 2025 at 10:00 a.m.

K. Adjourn

Motion made by M. Easker, seconded by F. Frassetto to adjourn at 12:15 p.m. Passed. Yes 8, No 0, Abstained 0.

L. 9:00 AM - Tour Winnebago County Solid Waste Sunnyview and Snell Road Sites

Prior to the meeting start time, a quorum of the Solid Waste Management Board may be present for a 9:00 a.m. tour of the Sunnyview and Snell Road sites operated by the Winnebago County Solid Waste Department. The tour will include reviewing operations at 100 W County Road Y, 105 W County Road Y and 3390 Walter Street, Oshkosh and is anticipated to take 45 minutes.

F. Frassetto and T. Paterson joined K. Hutter for the Solid Waste Facility Site Tour that was conducted prior to the SWMB Meeting.

Respectfully Submitted,

*Tyler Esslinger
Business Manager*

Approved by SWMB - August 6, 2025