



Winnebago County

The Wave of the Future

**SOLID WASTE MANAGEMENT BOARD MEETING MINUTES
WEDNESDAY, JUNE 4, 2025**

A. Call to Order

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

Members Present: Monica Duebbert (via Teams), 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
Ryan Bieber, Environmental Compliance
Manager*

*Tyler Esslinger, Business Manager
Paul Kaiser (via Teams) (10:01 a.m. - 10:26
a.m.)*

B. Public Comments within the Jurisdiction of the Board

None.

C. Communications Shared by Board Members

None.

D. Approval of Minutes

1. Approval of the April 2, 2025 Open & Closed Session Meeting Minutes

Motion by F. Frassetto, seconded by H. Miller to Approve the April 2, 2025 Open and Closed Session Meeting Minutes, Passed. Yes 7, No 0, Abstained 0. M. Duebbert couldn't vote due to County Board Rule 11.6.

E. Business Items

Action may be taken on any business items.

1. Election of Officers: Chair, Vice Chair & Secretary

D. Nelson turned the meeting over to K. Hutter for the nomination of Chair.

M. Easker nominated D. Nelson for Chair. Seconded by H. Miller. No other nominations for Chair were declared.

Motion made by F. Frassetto to close nominations for Chair and cast a unanimous ballot. Seconded by H. Miller. Passed. Yes 7, No 0, Abstained 0. M. Duebbert couldn't vote due to county board rule 11.6.

D. Nelson requested nominations for Vice Chair.

J. Wise stated he will not be seeking the nomination for Vice Chair.

J. Wise nominated K. Konrad for Vice Chair. Seconded by M. Easker. K. Konrad respectfully declined the nomination for Vice Chair.

T. Paterson nominated H. Miller for Vice Chair. Seconded by J. Wise. No other nominations for Vice Chair were declared.

Motion made by D. Nelson to close nominations for Vice Chair and cast a unanimous ballot. Seconded by F. Frassetto. Passed. Yes 7, No 0, Abstained 0. M. Duebbert couldn't vote due to County Board Rule 11.6.

D. Nelson requested nominations for Secretary.

M. Easker nominated K. Konrad for Secretary. Seconded by J. Wise.

K. Konrad nominated T. Paterson for Secretary. Seconded by F. Frassetto. K. Konrad stated he preferred not to hold office.

M. Easker withdrew his nomination for K. Konrad. No other nominations for Secretary were declared.

Motion made by D. Nelson to close nominations for Secretary and cast a unanimous ballot. Seconded by F. Frassetto. Passed. Yes 7, No 0, Abstained 0. M. Duebbert couldn't vote due to County Board Rule 11.6.

2. *Standing Dates & Times for SWMB Meeting*

K. Hutter stated that the Solid Waste Management Board (SWMB) has historically agreed to have their primary monthly meeting on the first Wednesday of each month at 10:00 a.m. and set a placeholder for back-up meetings on the third Wednesday of each month at 10:00 a.m.

D. Nelson asks if anyone would like to change the standing dates and times.

M. Easker asked if there will be any new members to the SWMB.

K. Hutter stated a vacancy for a citizen member remained because she requested that the County Executive prioritize appointing the members that had expired. The County Executive is currently looking to appoint a citizen member.

Discussion ensued among the SWMB.

There was a full consensus among the board to keep the SWMB primary meeting date at 10:00 a.m. on the first Wednesday of every month with a back-up placeholder for the third Wednesday of each month at 10:00 a.m.

3. *Review 2024 Solid Waste Annual Report*

K. Hutter presented the 2024 Solid Waste Annual Report draft to the SWMB.

K. Hutter reviewed 2024 program results contained within the Annual Report.

K. Hutter stated the Winnebago County Solid Waste Management Fund 2024 Financial Report, included in the Annual Report, is incomplete. She spoke with Paul Kaiser, Finance Director, and 2024 Year-end Financials should be ready in early July. She will bring it back to the board as a Director's update when it is finalized.

K. Hutter stated the 2024 Fund Goal Designations included in the Annual Report, were not modified from 2023. The topic was discussed by the SWMB on July 17, 2024 but no action was taken. K. Hutter asked if the SWMB would like to continue to include the Fund Goal Designations in the Annual Report, considering that most of the Department's long-term funding needs would be evident in the Capital Improvement Plan.

Discussion ensued amongst the SWMB.

The SWMB requested a future Agenda Item to discuss the Fund Goal Designation.

K. Hutter requested a motion to approve the draft 2024 Solid Waste Annual Report, understanding that page 8 will be updated as information becomes available, and that a progress update and finalized version will be provided to the SWMB in a future Directors Report prior to the distribution to the Winnebago County Board of Supervisors.

Motion by H. Miller, seconded by T. Paterson for Approval of the draft 2024 Solid Waste Annual Report. Passed Yes 7, No 0, Abstained 0. M. Duebbert couldn't vote due to County Board Rule 11.6.

4. Approval of the 2024 Signing Municipal Recycling Financial Report

K. Hutter explained that Winnebago County (WC) has an Intergovernmental Recycling Agreement with 16 Winnebago County Municipalities.

K. Hutter explained that the Tri- County Recycling Facility was opened in 2009 and was designed to operate competitively for 10-15 years. During that timeframe, Winnebago County refunded its municipalities ~\$2,910,000 in revenue, making the program a success.

K. Hutter further explained that an annual signing municipal Financial report is prepared each year, based on County earnings from the Tri-county Recycling Program.

K. Hutter explained that in 2024, due to factors such as aging equipment, rising labor costs, and reduced tonnages due to a competitor opening a regional Material Recovery Facility, there was a Municipal deficit of \$79,062 and the County program had a profit of \$70,414.

K. Hutter stated that historically, in years when the Municipality Program ran at a loss, the SWMB absorbed the loss.

D. Nelson recommended absorbing the cost for the municipalities, paired with appropriate communication to help them prepare for future program expenses and increases in tipping fees.

Discussion ensued among the SWMB.

M. Easker asked if the Material Recovery Facility in Outagamie County has its own profit/ loss separate from Outagamie County.

K. Hutter stated that the Tri-County Recycling Financials are reported separately from Outagamie County's Financials.

M. Easker stated he would like to see those numbers in a report to get a bigger picture of losses.

K. Hutter stated that she can provide a report, and it can be covered in Closed Session in a future SWMB meeting.

Discussion ensued among the SWMB.

K. Hutter requested a motion to approve the 2024 Signing Municipal Recycling Financial Report and to offset the Municipal deficit with County SWMB revenue.

Motion by M. Easker, seconded by F. Frassetto to approve the 2024 Signing Municipal Recycling Financial Report. Passed. Yes 7, No 0, Abstained 0. M. Duebbert couldn't vote due to County Board Rule 11.6.

F. Director's Report

1.

- 2026 Budget Schedule
- Winnebago County Solid Waste Management Board 50th Anniversary
- Landfill Gas Equipment Installation Project Update
- Other Landfill Department Projects
- Request for Bids, Proposals, Quotes (RFB/P/Q) Update

K. Hutter presented the Director's Report to the SWMB.

2026 Budget Schedule

K. Hutter reviewed key budget dates with the SWMB and stated that draft budget packets would be provided prior to the July 2, 2025, SWMB Budget Workshop.

J. Wise asked if the Board Chair will be involved in the September Budget Workshop.

K. Hutter stated that County Administration has indicated Chairs will be invited.

Winnebago County Solid Waste Management Board 50th Anniversary

The Winnebago County Solid Waste Management Board, solid waste management system and associated Ordinances were established by the Winnebago County Board of Supervisors on July 15, 1975. K. Hutter is working with the Solid Waste Department's Leadership Team and County Executive Team to develop a plan to recognize the SWMB's achievements over the past 50 years.

D. Nelson stated he would like to invite the County Board to attend the celebratory social event when it is scheduled.

Landfill Gas (LFG) Equipment Installation Project Update

K. Hutter shared photos of the removal of the old gas equipment and the installation of the new equipment. She stated that R. Bieber and herself have been attending weekly construction meetings to stay up to date on the project's progress. The project is expected to run through late July, with no ability to earn revenue from electrical production during that time.

Other Landfill Department Projects

K. Hutter covered a summary of miscellaneous ongoing landfill gas projects being handled by Department Staff.

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

K. Hutter updated the SWMB on the progress of department RFB/P/Q's.

K. Hutter requested a motion to approve the Director's Report as presented. Motion by K. Konrad, seconded by H. Miller to Approve the Director's Report. Passed. Yes 7, No 0, Abstained 0. M. Duebbert couldn't vote due to County Board Rule 11.6.

G. Items for Next Agenda

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

D. Nelson confirmed with K. Hutter that there will be a Closed Session at the next SWMB.

D. Nelson stated the SWMB should further discuss the concerns raised by M. Easker regarding the Fund Goal Designations and the Tri- County Recycling Facility Financials.

D. Nelson asked for the department tour to be rescheduled to 9 a.m. on July 2, 2025.

H. Next Meeting Date

The next SWMB meeting date is scheduled for July 2, 2025, at 10:00 a.m.

I. Adjourn

Motion made by K. Konrad, seconded by F. Frassetto to Adjourn at 11:47 a.m. Passed. Yes 7, No 0, Abstained 0. M. Duebbert couldn't vote due to County Board Rule 11.6.

J. Tour Winnebago County Solid Waste Sunnyview and Snell Road Sites

Following the meeting, a quorum of the Solid Waste Management Board may be present to tour 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.

Tour will be moved to July 2, 2025, at 9:00 a.m.

Respectfully Submitted,

*Tyler Esslinger
Business Manager*

Approved by SWMB - July 2, 2025

[MIN_FOOT]