



Winnebago County

The Wave of the Future

**SOLID WASTE MANAGEMENT BOARD MEETING MINUTES
WEDNESDAY, AUGUST 6, 2025**

A. Call to Order

Chair Doug Nelson called the meeting to order at 10:01 a.m.

Members Present: Monica Duebbert, Mike Easker, Frank Frassetto, Kevin Konrad (10:01 a.m. - 11:28 a.m.), Howard Miller, Doug Nelson, Tim Paterson, Jim Wise

Also Present at the Meeting:

Kathryn Huttter, Director of Solid Waste

Tyler Esslinger, Business Manager

Cassandra Stadtmueller, Operations Manager

Ryan Bieber, Environmental Compliance Manager

Paul Kaiser, Finance Director

B. Public Comments within the Jurisdiction of the Board

None.

C. Communications Shared by Board Members

None.

D. Approval of Minutes

1. Approval of July 2, 2025 Open Session Meeting Minutes

Motion by F. Frassetto, seconded by K. Konrad to Approve the July, 2 2025 Open Session Meeting Minutes, Passed. Yes 8, No 0, Abstained 0.

E. Business Items

Action may be taken on any business items.

1. 2025 Budget Amendment of +\$255,000 for Snell Road Landfill Leachate Lift Station Rehabilitation Project

K. Hutter presented the 2025 Budget Amendment of +\$255,000 for the Snell Road Landfill Leachate Lift Station Rehabilitation Project. She informed the Solid Waste Management Board (SWMB) that system assessments were conducted by Crane Engineering and Winnebago County Staff in September 2020, resulting in recommendations for relining of interior wet well, replacement of discharge piping, replacing a control panel, and rehab of the metering building flow meter, piping, gaskets and hardware. Foth was brought on in following years to ensure compliance with WDNR regulation for project design, specifications and construction quality assurance.

A pre-bid meeting was conducted on July 8, 2025 and was well attended. Three construction bids were received; The lowest bid being \$398,850.00 and the County has worked with the contractor in the past and feels they are qualified to complete the project.

D Nelson asked what may have caused the cost of the project to increase beyond the budgeted amount of \$245,000.

K. Hutter explained that beyond labor and supplies costs that may have changed over time, the original assessment by consultants may not have factored in the cost of rerouting the leachate during the construction process. She explained that leachate would either have to be pumped and transported to the Oshkosh Wastewater Treatment Plant, be diverted through a temporary bypass, or held onsite. The burden would be on the contractor to manage the leachate during the project, which would involve additional steps, costs and potential risk.

F. Frassetto questioned whether any of these options would be seasonally dependent.

K. Hutter explained that holding the leachate would be seasonal as it could freeze.

Discussion ensued amongst the SWMB.

Motion made by M. Easker, seconded by J. Wise to support the 2025 Budget Amendment Request of +\$255,000 for Snell Road Landfill Leachate Lift Station Rehabilitation Project. Passed. Yes 8. No 0.

2. Solid Waste 2024-2025 Fund Summary Presentation

P. Keiser presented the Solid Waste 2024-2025 Fund Summary to the SWMB. He explained that there are 4 proprietary funds under the Winnebago County umbrella, including the Solid Waste Fund.

F. Frassetto questioned how the investment interest from these funds is allocated.

P. Kaiser stated that interest is dispersed to the individual funds quarterly via Journal Entry.

P. Kaiser explained how the Landfill Closure Long Term Care money of \$14,957,202.59 was allocated amongst the three landfill sites, mentioning that the \$2.3 Million for Snell Road was no longer required per the DNR.

K. Hutter provided further insight, stating that the funds would be designated for the Snell Road Landfill Remediation & Redevelopment Program.

P. Kaiser stated that the Long-term Care Escrow accounts for Sunnyview Co-Disposal and Sunnyview Sludge Sites continued to be held by US Bank. P. Kaiser stated that he planned to work toward moving those funds into the County-managed portfolio, with the passing of 2023 Wsconsin Act 107.

P. Kaiser informed the Board that he will be asking to borrow \$4 Million for the Solid Waste Fund, to pay for a portion of the capital outlay requests. He explained that interest for borrowing is the same as if the money were invested, resulting in a "net-net gain". This will create a history of borrowing for Solid Waste, as they have not had the need to borrow money in the past. This will benefit the County's bond rating as they consider borrowing needs to fund a growing list of capital outlay projects across several departments.

M. Easker asked for clarification on borrowing rules.

P. Kaiser explained that borrowed funds must be expensed within 3-years.

Discussion ensued amongst the SWMB.

The primary purpose was to inform the SWMB and no action was requested.

3. 2025 Solid Waste Fund Reservation & Planning Goals

K. Hutter explained that historically, the SWMB felt it was helpful to have a Solid Waste (SW) Fund Reservation document where allotted portions of the SW Fund were assigned to future projects/potential department needs. K. Hutter further explained that the SW Fund Reservation worksheet may no longer be relevant, as with the current budgeting process, a

significant number of department projects are included in the Capital Improvement Plan (CIP) as part of budget planning and approvals.

K. Hutter asked the SWMB if they feel the SW Fund Reservation worksheet is still helpful or necessary.

F. Frassetto asked how long it takes the administration to prepare the document.

K. Hutter explained that for document editing, SWMB Agenda preparation, SWMB discussion and SWMB approval purposes, it takes approximately 8 hours of staff time to prepare, present and finalize. She explained that the SW Fund Reservation worksheet is a duplicate of CIP details, and historically, with duplicate data sources, it can complicate verification of numbers and consistency in reporting. Having one document will help reduce preparation time and potential data sources.

M. Easker stated that while he questioned the use and need of the SW Fund Reservation worksheet in the past, the worksheet does highlight future landfill long-term needs and responsibilities better than any other data resource. M. Easker further explained that, as an Enterprise Fund, the department and SWMB have to consider costs that may extend 20–30 years. He stated it is important to discuss and memorialize that fiscal responsibility on an annual basis.

J. Wise suggested adding future funding years to the worksheet.

K. Hutter asked the SWMB to consider the document that was presented at the July 2, 2025 SWMB Open Session Meeting, which was created to summarize long-term department planning and preparation for the 2026 budget showing the 2026-2030 Capital Improvement Plan (CIP) breakdown of projects, funding years, and additional recurring Department Capital Outlay projects.

K. Hutter explained she could combine important aspects of both into one document.

M. Duebbert stated she likes the layout of the SW Fund Reservation worksheet and would like to see the two reports combined.

K. Hutter stated that the general categories included in the SW Fund Reservation worksheet could include sub-categories. This, along with a long-term outlook in place of a historical outlook, and supporting details, would merge the information from the two documents. She stated the SW Fund Reservation is currently included in the SW Annual Report, and with some additional modifications, the new design may continue to be included in that publication.

K. Hutter stated that she would introduce the newly formatted document at a future SWMB meeting.

The primary purpose was to inform the SWMB and no action was requested.

4. 2026 Priority Based Budgeting - Program Review

K. Hutter presented the edits to the Solid Waste 2026 Priority-Based Budget Program Inventory & Definitions. K. Hutter explained to the SWMB that the edits eliminated duplication, further defined important program aspects that were previously omitted, and to reflect staff responsibilities that had changed from the previous year. K. Hutter stated she would submit the revised details to County Administration as the Priority-Based Budgeting process continues.

No discussion. The primary purpose was to inform the SWMB and no action was requested.

F. Director's Report

1.

- Snell Road Landfill NR 700 Remediation & Redevelopment (R&R) Program Update
- Signing Municipal 2024 Tonnages, Financial Report & Program Update
- Landfill Gas (LFG) Equipment Installation Project Update
- Other Solid Waste Department Projects
- Department Request for Bids, Proposals, Quotes (RFB/P/Q) Update

Snell Road Landfill NR 700 Remediation & Redevelopment (R&R) Program Update

K. Hutter informed the SWMB that she, R. Bieber, and Foth Infrastructure & Environmental (Foth) personnel met with Wisconsin Department of Natural Resources (WDNR) staff on July 23, 2025, to discuss a proposed revision to the Snell Road Landfill groundwater monitoring plan. This meeting was held for preliminary discussions regarding a groundwater monitoring Plan Mod and WDNR review of the Supplemental Site Investigation Report (SIR) and Addendum for formal review and response. The SIR Addendum was uploaded for WDNR review on August 1, 2025.

In addition, a Remedial Actions and Options Report (RAOR), proposing remedial design and remediation activities, will be finalized and submitted to WDNR Remediation and Redevelopment Program personnel following approval of the SIR. K. Hutter stated that she is working with Foth to develop the RAOR and it is likely there will be up to eight options to consider for remediation. Solid Waste Administrative staff will negotiate with the WDNR about what makes sense environmentally and financially. Solid Waste Staff will provide a full update to the SWMB when WDNR responds to the SIR and remedial design expectations are clear; the anticipated timeframe for WDNR response is 3rd quarter 2025. The 2026 department Budget includes funding for anticipated testing, engineering and construction activities.

Signing Municipal 2024 Tonnages, Financial Report & Program Update

C. Stadtmueller refreshed the Board on the Signing Municipal 2024 Tonnages presented during the June 4, 2025 SWMB Open Session Meeting. She summarizes that MRF expenses were higher, being spread over fewer incoming tonnages. She further explained that BOW lost 23% of inbound material to the Green for Life (GFL) Material Recovery Facility (MRF) that came online in late-2023. These factors led to reduced revenues, higher processing costs and ultimately, Signing Municipality recycling falling short to a deficit of \$7.09 per ton. The SWMB voted on a motion to absorb that deficit at the June 4, 2025 SWMB Meeting.

M. Easker asked what the total tonnages of recycling and landfill waste were from all 3 counties combined.

C. Stadtmueller stated it is roughly 80,000 tons total recycled. K. Hutter added that roughly 700,000 tons of waste was landfilled.

M. Easker stated that it equates to roughly 10% of the total materials being recycled.

K. Hutter said that is correct for single-stream recycling, but that number does not reflect other waste recovery programs that the Tri-County partnership utilizes.

C. Stadtmueller further informed the SWMB that the Material Sorting Robots implemented at the Outagamie County MRF are proving their value. With the use of robots, the MRF was able to reduce staff headcount by 5 per shift, while also increasing PET (plastic water and soda bottles) output by 1.08%, which equals 756 tons or 38 semi-loads for 2025. Year to date, the material sorted by the robots has had 0 contamination reductions.

Landfill Gas Equipment Installation Update

R. Bieber informed the SWMB of several delays by the equipment vendor Perennial Energy (PEI) with the cleaning and handling equipment they provided. Since delivery, PEI has had 2 rounds of technical personnel onsite with the intention of assisting with the start-up of the equipment. This time has instead been spent working on repairs to faulty parts and fittings. These repairs have pushed the project past the initial project completion date. Solid Waste administrative staff are working on solutions with PEI to make the County whole.

M. Dubbert stated that the issues listed seem to go beyond corrosion caused by outdoor storage and questioned if this was a manufacturing issue.

K. Hutter stated that the County has made PEI aware of the lost revenue and the condition that the equipment was received. PEI is also aware they are responsible for the repairs/replacement, and they have started to take steps to resolve the matter.

Other Solid Waste Department Projects

K. Hutter updated the Board on ongoing projects.

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

K. Hutter updated the Board on the ongoing Requests for Bids, Proposals, and Quotes.

Discussion ensued amongst the SWMB Members. The primary purpose was to inform the SWMB and no action was requested.

G. Items for Next Agenda

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

M. Duebbert stated that, considering how low recycling rates are and the likelihood that more recyclables could be removed from the waste stream, she would like to have information presented regarding the potential of hiring a consultant to complete a waste characterization study for waste materials received at the transfer station.

T. Paterson requested a detailed explanation of the Tri-County Recycling Facility's purchased service expenses, which have shown a significant increase in recent years. K. Hutter stated that the breakdown of the Purchased Services is in progress. She informed the SWMB that the BOW partners have hired a financial consultant to go over the recycling finances for not only the MRF, but also the transferring counties. She anticipates a report will be available by the end of the year.

H. Next Meeting Date

The next Solid Waste Management Board Meeting will be Wednesday, September 3, 2025 at 10:00 a.m.

I. Adjourn

Motion made by J. Wise, seconded by T. Paterson to adjourn at 11:36 a.m. Passed. Yes 7, No 0, Abstained 0.

Respectfully Submitted,

*Tyler Esslinger
Business Manager*

Approved by SWMB - September 3, 2025

[MIN FOOT]