



Winnebago County

The Wave of the Future

**SOLID WASTE MANAGEMENT BOARD MEETING MINUTES
WEDNESDAY, SEPTEMBER 3, 2025**

A. Call to Order

Chair Doug Nelson called the meeting to order at 9:59 a.m.

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

Also Present at the Meeting:

Kathryn Hutter, Director of Solid Waste

Tyler Esslinger, Business Manager

Cassandra Stadtmueller, Operations Manager

Ryan Bieber, Environmental Compliance Manager

*Kelly Reyer, Education & Outreach Specialist
(9:59 a.m.-10:31 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 August 6, 2025 Open Session Meeting Minutes

Motion by J. Wise, seconded by T. Paterson to Approve the August, 6 2025 Open Session Meeting Minutes, Passed. Yes 7, No 0, Abstained 0.

E. Presentations

1. Solid Waste Education & Outreach Update

K. Reyer presented the Solid Waste Education & Outreach Update to the Solid Waste Management Board (SWMB).

The following outreach activities occurred in 2025:

- 6 Exhibition events
- 7 community presentations, including the Wisconsin Integrated Resource Management Conference.
- Multiple 101, 201, and 301 Recycle Right Master Classes.
- The first Recycle Right Master Class graduation ceremony and recap of volunteer projects.
- A near final version of Tri-County Recycling's ABC's of Recycling Book to be published in fall 2025.

Discussion ensued amongst the SWMB.

F. Business Items

Action may be taken on any business items.

1. 2026-2030 Solid Waste Department Strategic Capital Planning (Fund Reservation)
K. Hutter presented the updated Solid Waste Department Strategic Capital Planning Document to the SWMB. During the August 6, 2025 SWMB Meeting, the SWMB requested that the Solid Waste Fund Reservation Document be expanded to include detailed projects. Solid Waste Staff have applied SWMB Member comments and combined long-term care planning, department long-term capital costs and Capital Improvement Projects a single document, renamed "Solid Waste Department Strategic Capital Planning 2026-2030" which includes:

- General categories
- Specific projects/capital needs in each category
- Descriptions of each project/capital need
- Anticipated funding for each project/capital need
- Timeframe of each project/capital need

Staff are requesting SWMB Members to review, discuss and approve the presented document. In addition, this document will be updated and presented for consideration during future SWMB Budget planning sessions.

Discussion ensued amongst the SWMB.

Motion made by J. Wise and seconded by T. Paterson to accept the 2026-2030 Solid Waste Department Strategic Capital Planning Document as presented. Passed. Yes 7, No 0, Abstained 0.

2. Landfill Gas Equipment Replacement Project Update
K. Hutter presented the Board with a formal agenda item update on the Landfill Gas Equipment Project. She provided background on key dates and vendors, noting that a landfill gas treatment skid, gas handling skid, and flare were ordered from Perennial Energy in November 2023 for \$1,090,300, with installation and system start-up by July 31, 2025. To date, the project continues to be delayed, resulting in no ability to generate power or earn revenue (lost revenue is ~ \$1,050 per day). She reported that the project delays are due to a series of equipment issues provided by Perennial Energy.

K. Hutter noted this is a formal update with no action requested, and asked the Board for input and open discussion.

R. Bieber presented photos and summarized the following issues:

- Gas conditioning skid horizontal valve was shipped separately and required on-site assembly for operation.
- Gas conditioning skid had a missing cable; additional conduit and wiring were required to complete the connection.

- Gas conditioning skid motors showed corrosion and rust on internal mechanical components and under the seals.
- Gas conditioning skid condensate drip line was loose; unions were seized, causing a leak. The system was not pressure tested and was leaking. An oil leak from the reservoir and metal shavings in the reservoir were resolved by a Perennial Energy technician during a two-week startup session in July 2025.
- Gas conditioning skid explosion-proof electrical junction boxes contained ponded water.
- Gas handling skid motor and blower shafts showed rusting and pitting.
- Gas handling skid was not pressure tested prior to delivery; loose bolts and leaks were corrected on site.
- Chiller skid had glycol leaking from piping.

F. Frassetto asks how many bids were considered for this RFB.

K. Hutter stated that three proposals were reviewed. Perennial was selected as the best fit for the Solid Waste Department's needs, both in terms of cost and based on the department's prior working relationship with the company.

M. Easker asked if being left in the elements was the main genesis of these issues.

R. Bieber clarified that while Perennial (PEI) is the main vendor, they sourced the motors and blowers from Lonestar. The motors were protected from the elements while stored at Winnebago County. PEI and Lonestar storage has not been ascertained. Water is the contributing factor of damage in the warranty repair report.

T. Paterson asks who is responsible for ongoing maintenance throughout the lifespan of this equipment.

K. Hutter states that it is part of the contract for PEI to provide training to Solid Waste staff. Maintenance will then be performed on site by Solid Waste staff.

M. Easker asked when the system would go online if all repairs proceed as planned.

R. Bieber stated that if all repairs proceed as planned, the engines could go online as early as Thursday, September 11, 2025.

Discussion ensued amongst the SWMB.

G. Director's Report

1.

- Ken Robl Conservation Park - Spur Trail Erosion Issue Addressed
- Snell Road Landfill NR 700 Remediation & Redevelopment (R&R) Program Update
- County Budget Workshops for Supervisors and Citizen Board/Committee Members
- Other Solid Waste Department Projects

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

Ken Robl Conservation Park - Spur Trail Erosion Issue

K. Hutter stated that erosion of a Spur Trail at Ken Robl Conservation Park has been an ongoing issue. The trail was modified a few years ago, but the installed water bars were ineffective at preventing runoff.

After consulting with the Winnebago County Parks Department, it was decided that the best solution was to remove the trail and seed the area with grass. The work was completed in July by Solid Waste staff, and photos were presented. Parks will continue to maintain a mowed path where the Spur Trail was removed.

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

K. Hutter informed the Board that she submitted a Supplemental Site Investigation Report (SIR) Addendum to the Wisconsin Department of Natural Resources, which was receipted on August 13, 2025.

K. Hutter further explained to the Board that Solid Waste staff met with Foth representatives on August 18, 2025, to discuss preliminary options for the Remedial Actions and Options Report (RAOR). A draft RAOR, including remedial design and remediation activities, will be reviewed by Solid Waste staff, finalized, and submitted to WDNR R&R Program personnel following WDNR feedback on the SIR. The tentative timeframe for submittal is mid-October 2025. A discussion topic will be included on a future SWMB agenda once additional details are available.

D. Nelson questioned if one of the options included a potential treatment injection process.

K. Hutter stated that it was considered as the most likely option and project funding was included in the Capital Improvement Plan (CIP).

County Budget Workshops for Supervisors and Citizen Board/Committee Members

K. Hutter informed the Board of upcoming County Budget Workshops hosted by Gordon Hintz and Administrative staff. County supervisors and citizen members are invited to attend.

Other Solid Waste Department Projects

K. Hutter provided an update on various ongoing Solid Waste Department projects. She noted that staff met with Foth on August 19, 2025, to discuss a potential Waste Characterization Study, which had been requested by M. Duebbert at the August 6, 2025, SWMB meeting.

An email with additional details and cost estimates from Foth was included. The criteria provided to Foth included the following:

- 17 municipalities would be included in the study.
- 3 sample loads (~250 lbs. each) would be sorted from each municipality, totaling 51 samples.
- 8 general categories were proposed by Winnebago County. Organics were proposed as a separate category with additional cost, as separating organics requires more time than other categories.

- *Estimate assumes 4 Foth staff conducting the waste sort. Costs could be reduced if subcontractors (e.g., nonprofits or university students) assist.*
- *Estimated timeline: ~7 working days (excluding organics) or ~10 working days (including organics) to complete the 51 samples.*

Estimated Costs

- *Waste Sort Preparation & Execution: \$43,900*
- *Include Organics in Waste Sort: \$3,800*
- *Data Preparation & Methodology Statement: \$2,400*

K. Hutter requested the Board's input on how they would like to proceed given the updated estimate.

M. Easker asked what the eight proposed categories of waste were.

K. Hutter provided the following list:

- 1. SSR – based on Tri-County Recycling's acceptable materials list (attached).*
- 2. Scrap metal – general scrap/small appliances recyclable through a scrap yard.*
- 3. Appliances – banned from landfill disposal.*
- 4. E-waste and battery-containing devices.*
- 5. Automotive/trailer tires.*
- 6. Construction and demolition (non-metal building/demo materials).*
- 7. Compostable organics (yard waste/food waste).*
- 8. All other waste.*

D. Nelson asked if the estimate included commercial waste.

K. Hutter clarified that the estimate only pertained to waste placed in residents' curbside garbage bins. The inclusion of commercial waste would increase costs.

D. Nelson questioned what would be accomplished through the Waste Characterization results, noting that subsequent actions could be difficult to enforce.

K. Hutter responded that the most effective next steps would likely involve outreach and education directed either to residents or municipalities, which the Solid Waste Department already provides.

K. Hutter explained that the funds had not been budgeted for 2025. They can be added to the 2026 budget through a resolution should the Board choose to pursue the study.

It was the consensus of the Board to table the Waste Characterization Study due to the estimated cost.

K. Hutter informed the Board that Solid Waste Department staff met with Mike Konecny, CPA, Managing Member of MWK, LLC, on August 11, 2025, for a preliminary discussion regarding the current financial state of the Tri-County Single Stream Recycling Program and related partner concerns. Mr. Konecny has provided financial consulting services to the Brown, Outagamie, and Winnebago County Solid Waste Program for several years and is familiar with the partnership. He will be meeting with each county individually to review transfer and program costs, tonnages, MRF operational costs, and tipping fees, and will provide staff with recommendations to improve efficiencies and reduce costs across the Tri-County Recycling Program. Solid Waste staff anticipate completion of the report in the fourth quarter of 2025, with details to be presented to the SWMB at a later date.

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.

Motion by M. Easker, seconded by K. Konrad to approve the Directors Report. Passed. Yes 7, No 0, Abstained 0.

H. Items for Next Agenda

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

I. Next Meeting Date

October 1, 2025 at 10:00 a.m.

The next Solid Waste Management Board Meeting will be Wednesday, October 1, 2025, at 10:00 a.m.

J. Adjourn

Motion made by F. Frassetto, seconded by H. Miller to adjourn at 11:53a.m. Passed. Yes 7, No 0, Abstained 0.

Respectfully submitted,

*Tyler Esslinger
Business Manager*

Approved by SWMB - October 01, 2025

[MIN FOOT]