



Winnebago County

The Wave of the Future

**SOLID WASTE MANAGEMENT BOARD MEETING MINUTES
WEDNESDAY, NOVEMBER 5, 2025**

A. Call to Order

Chair Doug Nelson called the meeting to order at 10:04 a.m.

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

Also Present at the Meeting:

Kathryn Hutter, Director of Solid Waste

Tyler Esslinger, Business Manager

Cassandra Stadtmueller, Operations Manager

Ryan Bieber, Environmental Compliance Manager

Mary-Anne Mueller, Corporation Counsel (10:35 a.m. - 11:57 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 October 1, 2025 Open Session Meeting Minutes

Motion by J. Wise, seconded by K. Konrad to Approve the October 1, 2025 Open Session Meeting Minutes, Passed. Yes 5, No 0, Abstained 0.

E. Director's Report

- 1.

- WDNR 2025 Recycling Excellence Awards Notification
- In the Media
- Ken Robl Conservation Park - Tree Plantings
- Other Solid Waste Department Projects
- Department RFB/P/Qs

WDNR 2025 Recycling Excellence Awards Notification

K. Hutter shared with the Solid Waste Management Board (SWMB) that both Tri-County Recycling and First United Methodist Church have been selected to receive a 2025 Recycling Excellence Award.

D. Nelson inquired as to whether the Green Team for the United Methodist Church volunteered on behalf of Tri-County Recycling.

K. Hutter explained that a Green Team member had graduated from the Tri-County Recycle Right Master Class and applied what they learned to coordinate volunteers in their

community. The example demonstrates that the Recycle Right Master Class is working as designed.

In the Media

K. Hutter provided the SWMB with copies of the ABC's of Recycling Right book, explaining that the book has received media attention in a Waste Advantage magazine article. The book also received attention on WFRV Local 5 news in an interview conducted at the Tri- County Recycling Facility.

D. Nelson inquired about the cost to print each copy, stating that they should be provided throughout the state of Wisconsin for a purchase price equivalent to the printing cost.

K. Hutter stated that the book is also available in PDF format and online in an E-Book format.

D. Nelson requested that the SWMB be informed on the print cost of the ABC's of Recycling Right Books at the next SWMB Meeting.

Discussion ensued amongst the SWMB.

Ken Robl Conservation Park — Tree Plantings

K. Hutter informed the SWMB that Solid Waste Personnel worked with the Parks Department to coordinate a tree order for the Ken Robl Conservation Park in October 2025. Solid Waste paid for the cost of the trees and planted them.

Other Solid Waste Department Projects

K. Hutter informed the SWMB that the Operational Plan Mod for Snell Road Landfill, submitted August 20, 2025, to reduce the quantity of groundwater wells monitored was deemed incomplete by the Wisconsin Department of Natural Resources (WDNR). The WDNR requested more information on specific wells. Due to other ongoing projects, such as the Remediation and Redevelopment (R&R) program, it was decided to put this project on hold for now as the wells need further evaluation for suitability in groundwater monitoring tasks.

K. Hutter informed the SWMB of the other various Solid Waste Department projects.

Departments RFB/P/Qs

K. Hutter informed the SWMB that Liberty Tire was awarded the RFP for Tire Recycling for Hauling and Recycling of Tires collected at Brown, Outagamie, and Winnebago Counties. Vendor cost are expected to remain within the 2026 Budgeted amount.

Discussion ensued amongst the SWMB.

F. Business Items

Action may be taken on any business items.

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

K. Hutter updated the SWMB on the Supplemental Site Investigation Report (SIR) that was submitted to WDNR on July 23, 2025, with a formal request for review. WDNR reviewed the combined reports and responded with a Non-Approval Letter on October 2, 2025. In the Non-Approval Letter, WDNR stated that the SIR was not in compliance with NR 716 and requested additional work, including:

- Additional groundwater monitoring wells to be installed on site and off site.
- An additional round of PFAS testing.
- An additional round of 1-4 Dioxane testing.
- An additional round of vapor intrusion sampling in the maintenance shop.
- Soil sampling under and around the maintenance shop.

- Documentation of utilities and any substance stored within the maintenance shop that may affect sampling efforts.
- Additional semi-annual well sampling in soils above the contamination level (bedrock) and at new wells.
- Revision of the plume model, groundwater flow maps and tables to be compliant with state statutes.
- Re-submission with an additional review fee.

D. Nelson requested clarification on the Vapor Intrusion sampling in the maintenance shop.

R. Bieber stated that the WDNR wants to better define the source of the contaminants in the soil samples from under the maintenance shop. More testing has been requested to determine if the contaminants present in testing are a result of material used and stored in the maintenance shop, or a result of the contamination plume located in that area.

K. Hutter further explained that Solid Waste wants to move forward with meeting with WDNR personnel to clarify expectations and create a revised work plan so the county can provide the data WDNR requires. Solid Waste Administration wants to do what is best for the community and our neighbors by addressing the most pressing issues first, and creating a stepped plan for the SWMB to review. Administration feels this will be the most effective way to move forward in both cost savings and remediation effectiveness.

Discussion ensued amongst the SWMB.

K. Hutter reviewed Amendment No. 8 from the Solid Waste Capitol Improvement Project to display the funds that were added to the Solid Waste budget for 2026. She noted that future planning for the years 2027 and 2028 were marked "TBD" as these are currently unknown until a plan is established with the WDNR and next steps are defined.

K. Hutter asked the SWMB to formally accept the Director's decision to request a 2026 budget amendment to address the WDNR non-acceptance letter and the Environmental Engineer cost estimates associated with it.

Motion by J. Wise, seconded by H. Miller to approve the Snell Road Landfill NR 700 Remediation & Redevelopment (R&R) Program Update and associated 2026 Budget Amendment of \$365,000. Passed. Yes 5, No 0, Abstained 0.

2. Tri-County Recycling Operations Update

C. Stadtmueller updated the SWMB on the Tri-County Recycling Operations.

C. Stadtmueller informed the SWMB that Solid Waste personnel met with Brown and Outagamie partners on October 9, 2025 to discuss the Tri-County Recycling Facility operations, expenses, tonnages and pricing structure along with any suggestions that Mike Konecny, CPA, has upon his review of the financial state of the Tri-County Single Stream Recycling Program and partner concerns.

1. Topics Discussed:

- Purchased services increase in costs
- County Staffing adjustments
- Reconsider tipping fee calculation (based on Mike K. recommendation)

D. Nelson spoke of several benefits of hiring a staffing agency.

C. Stadtmueller stated that this year the staffing agency, Leadpoint, has consistently maintained full sorting staffing for the Material Recycling Facility (MRF) and is meeting expectations.

T. Paterson asked for clarification on the rise from ~2 million to ~6 million on purchased services as he did not see that represented in the figures presented.

C. Stadtmueller clarified that Purchase Services in 2023 were \$5.7 million and \$6.6 million in 2024 and 2025 projected at \$6.5 million.

K. Hutter clarified that purchase services represented included not only staffing but other figures such as maintenance, and others included in C. Stadtmuellers report.

T. Paterson stated that the figures represented in the Tri-County Recycling Operations update do not appear to reflect the large percentage increases presented to the SWMB earlier in the year.

D. Nelson requested a Business Item be added to the next SWMB agenda to obtain further information on the increases in purchase services.

3. Budget Transfer — Capital Outlay Substitution-Dumpsters

C. Stadtmueller stated she will be requesting a budget transfer for Solid Waste Capital Outlay for 2 dumpsters. She informed the SWMB that throughout the year, prices have continued to increase, resulting in the lowest quote being \$930 more than what was budgeted.

C. Stadtmueller further explained that other Capital Outlay projects in 2025 have come in under budget, allowing funds to be re-allocated, per Ordinance #72-794, section 3.01 of Winnebago County's General Code.

C. Stadtmueller requested a motion to approve a Budget Transfer — Capital Outlay Substitution — Dumpsters moving \$930.00 of the remaining unused funds from the Litter Vacuum to the Dumpsters.

Motion by J. Wise, seconded by T. Paterson to Budget Transfer — Capital Outlay Substitution—Dumpsters. Passed. Yes 5, No 0. Abstained 0.

4. Landfill Gas Equipment Replacement Project Update

K. Hutter updated the SWMB on the ongoing Landfill Gas Equipment Replacement Project.

R. Bieber presented photos and summarized the unresolved concerns with the Gas Conditioning Skid (GCS).

Discussion ensued amongst the SWMB.

H. Miller offered to provide observations and insights for future meetings and technician site visits for the Landfill Gas Equipment Replacement Project, stating he has 45 years experience designing industrial machinery as a Mechanical Engineer.

M.A. Mueller requested that H. Miller attend the next Landfill Gas Equipment meeting to provide additional expertise in the field.

K. Konrad requested a Closed Session for the SWMB meeting on December 17, 2025, based on the expectation that Lonestar and Perennial will have technicians on site during the first week of December to further evaluate the equipment.

M.A. Mueller suggested the December SWMB meeting be moved to the third Wednesday of December to ensure enough time to collect information on the project. The SWMB agreed.

G. Items for Next Agenda

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

H. Next Meeting Date

Wednesday, December 3, 2025 at 10:00 a.m.

The SWMB agreed to move the next meeting date to Wednesday, December 17, 2025.

I. Adjourn

Motion by J.Wise, seconded by H. Miller to Adjourn at 11:57 a.m. Passed. Yes 5, No 0, Abstained 0.

Respectfully Submitted,

*Tyler Esslinger
Business Manager*

Approved by SWMB - December 17, 2025.

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