



Winnebago County

The Wave of the Future

**SOLID WASTE MANAGEMENT BOARD MEETING MINUTES
WEDNESDAY, DECEMBER 17, 2025**

A. Call to Order

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

Members Present: Monica Duebbert, Frank Frassetto, Kevin Konrad, Howard Miller, Doug Nelson, Tim Paterson, Jeremy Thull, Jim Wise (10:00 a.m. - 11:26 a.m.). Members Excused: Mike Easker

Also Present at the Meeting:

*Kathy Hutter, Director of Solid Waste
Tyler Esslinger, Business Manager*

*Cassie Stadtmueller, Operations Manager
Ryan Bieber, Environmental Compliance
Manager*

Mary-Anne Mueller, Corporation Counsel (10:00 a.m. - 11:26 a.m.) Koby Schellenger, Executive Assistant (10:00 a.m. - 11:26 a.m.)

*Tiara Carlson, Assistant Corporation Counsel
(10:00 a.m. - 11:26 a.m.)*

B. Public Comments within the Jurisdiction of the Board

None.

C. Communications Shared by Board Members

K. Konrad shared that he read an article in the Oshkosh Herald about the ABCs of Recycling Right book created by the Tri-County team.

F. Frassetto stated that Lakeside Elementary, located in the Town of Black Wolf, was doing a special plastic bag recycling event.

D. Approval of Minutes

1. Approval of November 5, 2025 Open Session Meeting Minutes

Motion by J. Wise, seconded by T. Paterson to Approve the November 5, 2025 Open Session Meeting Minutes, Passed. Yes 8, No 0, Abstained 0.

E. Business Items

Action may be taken on any business items.

1. Landfill Gas Equipment Replacement Project Status

K. Hutter provided a background summary of the Landfill Gas Equipment Replacement Project to inform the new citizen member of key information leading to the current project status.

R. Bieber presented photos and updated the Solid Waste Management Board (SWMB) with an update on developments since the December 5, 2025, meeting.

Perennial and Lonestar Technicians continued to work on the vibration issues and complete

warranty work on the Gas Conditioning Skid (GCS) blower bearings. To date, the system has yet to test out for substantial completion.

Discussion ensued amongst the SWMB.

F. Closed Session

Pursuant to Section 19.85, Wisconsin Statutes, at this point in the meeting, the Board shall consider a motion to convene into closed session for the purposes of: (1)(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, in relationship to Landfill Gas Equipment Replacement Project Status.

Motion by T. Paterson, seconded by K. Konrad at 10:33 a.m. to convene into closed session. Motion carried 8-0 by roll call vote.

1. Landfill Gas Equipment Replacement Project Status

G. Return to Open Session to Resume Regular Business

Roll-call vote to be conducted to return to Open Session.

Motion to return to open session at 11:26 a.m. made by M. Duebbert and seconded by F. Frassetto. Motion carried by 8-0 roll call vote.

1. Landfill Gas Equipment Replacement Project Status

D. Nelson recommends the SWMB members take time to evaluate the options presented by Corporation Counsel, noting that the Landfill Gas Equipment Project can be further discussed during the January 7, 2025 SWMB Meeting.

Motion by M. Duebbert, seconded by T. Paterson to further discuss the Landfill Gas Equipment Replacement Project Status during the January 7, 2025 SWMB meeting. Passed. Yes 7, No 0, Abstained 0.

H. Director's Report

- 1.

- The ABC's of Recycling Right - Update
- 2023 WI Act 107, Alternative Method of OFR & Long-Term Care Funds
- Snell Road Landfill Remediation & Redevelopment (R&R) Program Update
- Other Solid Waste Department Projects

The ABC's of Recycling Right - Update

K. Hutter updated the SWMB on the print cost of the ABC's Recycling Right Book.

Discussion ensued amongst the SWMB.

2023 Wisconsin Act 107, Alternative Method for OFR & Long-Term Care Funds

- *K. Hutter informed the SWMB that the county submitted the appropriate paperwork to WDNR to take advantage of 2023 Wisconsin Act 107 to use an Alternative Method to demonstrate Owner Financial Responsibility (OFR) for Sunnyview Landfill Long-Term Care costs. The approval process and release of escrow funds could take up to 90 days.*

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

K. Hutter informed the SWMB that Solid Waste personnel and Foth met with WDNR R&R program personnel on November 24, 2025, to review a draft Work Plan in response to WDNR's October 2, 2025 – Site Investigation Incomplete Letter. Future monitoring of well locations, emerging containment evaluation, quantity and location of new monitoring wells, and steps to further investigate potential vapor sources in the Snell maintenance shop were discussed.

- Next steps: Finalize the Workplan for Addendum #2 and submit to WDNR with a review fee.
- Monitoring well installation can occur after WDNR approval (tentatively 1st – 2nd quarter 2026). Project(s) will likely require a Request for Bid (RFB) and award.
- Intermediate Remedial Options or test Remedial Options may be considered as data continues to be collected for the Site Investigation.

Discussion ensued amongst the SWMB.

Other Solid Waste Department Projects

- Snell Road Landfill Leachate Lift Station Rehab Project (RFB 063-2025)–
 - R.Bieber informed the SWMB that significant progress was made on the project in late November. Work will continue upon delivery of the new control panel (early-December). The project was started November 10, 2025, with an expected completion date of December 18, 2025. The project is on time and under budget.
- Backup Power Generators–
 - C. Stadtmueller updated the SWMB on the progress of the installation of the backup power generator. She stated the project started the week of December 8th for the installation of the backup power generator at the Transfer station. Replacement of the backup generator at the main office/scales will follow. The project may be carried over into January 2026. The project is under budget and on time.
- NR 500 Wisconsin Administrative Code changes
 - Effective October 1, 2025, and related to environmental monitoring are under review by staff. This will have minimal impact on groundwater sampling steps. However, staff will have to ensure sample testing and reporting are updated to the new regulatory code. WDNR states that they will work with landfill operators/owners to give enough time to make the necessary testing, reporting and edits to paperwork.
- BOW Recycling Program Operations
 - Brown, Outagamie and Winnebago (BOW) Recycling Administrative personnel continue to discuss and evaluate recycling program operations, revenues and expenses. Outagamie County's Recycling Administrator and Director will be on the February 4, 2026 SWMB Meeting Agenda to present details regarding MRF operations and expenses.

- Brownfield Grants
 - *Grant options were explored by County Administration by working with Solid Waste to assist with evaluating potential Brownfields Cleanup Site grant options for the Snell Road Landfill R&R Program. Winnebago county Solid Waste is not eligible for EPA Brownfield Clean-up grants.*

Discussion ensued amongst the SWMB.

I. Items for Next Agenda

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

J. Next Meeting Date

Wednesday, January 7, 2026 at 10:00 a.m.

K. Adjourn

Motion by K. Konrad, seconded by M. Duebbert to Adjourn at 11:50 a.m. Passed. Yes 7, No 0, Abstained 0.

Respectfully Submitted,

*Tyler Esslinger
Business Manager*

Approved by the SWMB — January 7, 2026

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