

**OPEN SESSION MINUTES  
WINNEBAGO COUNTY BOARD OF SUPERVISORS  
SOLID WASTE MANAGEMENT BOARD**

DATE: December 6, 2023

TIME: 9:00 a.m.

LOCATION: Solid Waste Administration Office  
100 W. County Road Y  
Oshkosh, WI

PRESENT: Doug Nelson, Vice Chairman  
Jim Wise, Secretary  
Mike Easker  
Paul Eisen  
Jerry Konrad  
Kevin Konrad  
Howard Miller

EXCUSED: Shanah Zastera

ALSO PRESENT: Kathy Hutter, Operations Manager  
Cassie Stadtmueller, Office Supervisor  
Adam Brest, Parks Director (9:00 a.m. – 9:46 a.m.)  
Kyle Vergin, Parks Manager (9:00 a.m. – 9:46 a.m.)  
Steve Binder, County Board Supervisor (9:00 a.m. – 9:46 a.m.)

1. Call to Order: D. Nelson called the meeting to order at 9:00 a.m. D. Nelson informed the Solid Waste Management Board (SWMB) that long time SWMB member, Chairman P. O'Brien passed away on November 30, 2023, after a short battle with cancer. D. Nelson asked for a moment of silence to honor P. O'Brien.
2. Approve Agenda: Motion to approve the December 6, 2023 agenda, made by K. Konrad and seconded by J. Konrad. Motion carried 7-0.
3. Public Comments Within Jurisdiction of the Solid Waste Management Board: S. Binder informed the SWMB that there was an article in the Wisconsin Counties magazine about the Ken Robl Conservation Park (KRCP). S. Binder feels the KRCP is run down. S. Binder explained he went to County Executive, Jon Doemel, with this information and asked for additional money in the budget for the Parks Department (Parks) to maintain the park and was told by J. Doemel that the KRCP belongs to the Solid Waste Department (Solid Waste) and no money will be given to Parks to help maintain the KRCP. S. Binder explained there are dead trees throughout the park, there are weeds on the trail and the pond is so overrun with weeds and

there's no way anyone could catch fish in it. S. Binder would like this issue to be resolved today.

4. Communications Shared by Solid Waste Management Board Members: D. Nelson informed the SWMB that J. Rabe will not be at the meeting due to a family emergency.

P. Eisen stated that P. O'Brien was an active member on the SWMB and County Board for nearly 40 years. P. Eisen explained that P. O'Brien has a presence bigger than life, he respected his actions on the board and he will be missed.

5. Approval of Minutes – November 15, 2023, Open Session: Motion to approve the November 15, 2023 Open Session, made by K. Konrad and seconded by J. Konrad. Motion carried 6-0. D. Nelson abstained.
6. Discussion/Action – Ken Robl Conservation Park Operation & Maintenance Update: A. Breest, Director of Parks introduced himself and K. Vergin, Parks Manager to the SWMB.

A. Breest presented the Ken Robl Conservation Park Operation & Maintenance Update to the SWMB as follows:

- Similar maintenance work to past years
- Current projects:
  - Spraying for weeds on walking trail
    - Regular schedule throughout the year
  - Repairing washout by the embankment
  - Mow throughout the season

A. Breest showed pictures to the SWMB of the walking trail, trees, and washout area.

D. Nelson asked if a concrete pad can be placed to fix the washout area. K. Vergin explained that since this park is used year-round, it may create problems with the walkway being icy. K. Vergin stated a possible solution would be to put in a stone ditch across the trail and placing wood walkway over the top of it. K. Vergin further explained this would allow the water to cross and they would ditch out a path for the water to flow directly into the pond to stop the water from running down the path washing it out.

M. Easker asked what is used to level out the walking trail from issues with washout and regular wear and tear from being used. A. Breest explained that the material used for the path was supposed to be low maintenance and minimize weed growth. A. Breest further explained that creating a plan to grade the trail once a year and recompacting it would help minimize the erosion and pothole areas. K. Vergin explained to the SWMB that in 2024 they have budgeted the purchases of a trail groomer. K. Vergin explained that they may have to widen the trails at KRCP if we were to use that equipment.

D. Nelson stated it makes sense to widen the trail so they can easily maintain the trail with their new equipment.

A. Breest explained to the SWMB that Parks is looking into placing concrete pads under all benches to provide a solid base and eliminate weeds under and around the bench.

K. Vergin explained to the SWMB that if the trail is widened it may cost more due to the current material used to construct the trail (crushed granite with organic binder). A. Breest explained that a limestone trail material could be used going forward which is more cost effective.

D. Nelson asked why we chose the trail material that is at the KRCP. K. Hutter explained that was what was recommended by the hired park design consultant. K. Hutter further explained that she questioned it when it was first presented and ultimately, the SWMB chose to use the current material. A. Breest explained it may have been chosen because of the color, whereas Parks looks at cost effectiveness.

A. Breest explained to the SWMB that he and J. Rabe had an aquatic biologist look at the pond to remedy the weed situation. A. Breest explained that due to the timing, the Wisconsin Department of Natural Resources (WDNR) denied the permit for fall and would only issue a permit for late spring/early summer 2024. A. Breest further explained that with using Sonar A.S. it is a longer process and will take approximately 90 days to see a reduction in weed growth.

M. Easker asked why the WDNR denied the permit. A. Breest explained that if they treat the pond too late or early in the year, it can harm wildlife/spawning periods.

A. Breest informed the SWMB that J. Rabe agreed to have Solid Waste cover the cost of the weed remediation in the pond and it will be approximately \$1,500.

A. Breest explained that live trees have been tubed for protection and they will work on removing any dead trees throughout the park.

D. Nelson suggested fencing the current/new trees until they are established, but also keeping the dead trees for the deer to rub on to try and deter them from wrecking the smaller trees.

Discussion ensued amongst the SWMB.

S. Binder explained to the SWMB that Parks gets grants to stock their ponds so that may be something to look into for the KRCP pond, provided the weed situation is taken care of.

A. Breest stated he feels there is a good partnership between Parks and Solid Waste.

D. Nelson stated it appears a lot of the issues at the KRCP are already being addressed by Parks and Solid Waste staff.

M. Easker asked how the sharing of costs are being determined. M. Easker stated previous discussion was that the cost would be shared 50/50. A. Breest explained that is what needs to be determined by both the Parks and Solid Waste.

Discussion ensued amongst the SWMB.

M. Easker stated that Solid Waste spent over \$1 Million dollars on the KRCP, and he wants to ensure it is being properly maintained and utilized by the community.

A. Breest explained that the KRCP is definitely being used. A. Breest further explained that Parks does advertise on their website, and they also had a few events at the KRCP for the Be Active Go Outside (BAGO) program in 2023.

A. Breest explained he thinks the KRCP is a great example on what land can be utilized for after a landfill.

M. Easker would like to see a new cooperative between Parks and Solid Waste to maximize the use of the KRCP.

Discussion ensued amongst the SWMB.

D. Nelson stated he was told the entrance gate to the KRCP does not close. K. Hutter explained that the gate is on an automatic timer to close at 11:00 p.m. but she will look into it to ensure it is functioning properly.

P. Eisen stated that a hired contractor/engineer was utilized in the creation of the KRCP. P. Eisen explained it may be necessary to bring them back to re-evaluate the park to assess the needs.

D. Nelson stated he trusts that Parks staff are fully capable of assessing the KRCP needs and performing the operation and maintenance work.

J. Konrad stated he agrees with D. Nelson and feels that A. Breest and J. Rabe can work together to remedy the issues as they arise.

P. Eisen stated he gets the sense that the maintenance at the KRCP is a burden on the budget and labor for Parks.

S. Binder stated the resistance to maintaining the KRCP is due to budget restrictions. S. Binder explained if Solid Waste was willing to fund these projects, the Parks would be able to maintain the KRCP.

Discussion ensued amongst the SWMB.

No action taken at this time.

7. Discussion/Action – 2024 Standard Solid Waste & Recycling Rate Schedule: K. Hutter presented the 2024 Standard Solid Waste & Recycling Rate Schedule to the SWMB as follows:
  - Out of County solid waste tipping fee
    - \$58/ton, loads over 700 lbs.
    - Change:
      - This is a new rate being added to our rate sheet for any out of county material being brought to our facility
      - Outagamie County (OC) currently has an out of county rate and Brown County (BC) will be starting an OOC rate in 2024

- Yard waste tipping fee recommended changes:
  - \$35/ton, loads over 500 lbs. (increase from \$34/ton).
  - Change:
    - Due to our previous vendor UW-Oshkosh Biodigester shutting down operations, our costs are expected to rise.
- Late Unloading Fee
  - Late Unloading Fee will be charged to facility users who are unloading or who return to the scale for weigh-out, later than 15 minutes past closing hours
    - The fee is assessed in 15-minute increments and will be rounded up
  - Staff suggests a \$25 or \$50/per 15-minute fee
  - This is a new suggestion due to an increase in large loads coming in close to close and taking up to an hour to unload past our closing time of 3:00 p.m. during the week and 12:00 p.m. on Saturday
- Latex Paint
  - \$1/gallon
  - This is a new program being added to our rate sheet for residential customers
  - This program will start April 1, 2024
- Computers/Electronics
  - Added miscellaneous accessories to items with no fee
- Accepted Materials
  - Out of County
    - Any general refuse, construction and demolition and shingle waste sourced from outside of Winnebago, Outagamie, and Brown Counties
  - Late Unloading Fee
    - Will outline the guidelines the SWMB determines
- Facility Information
  - No longer accepting boats and various oversized items
    - This material damages equipment and semi-trailers

M. Easker stated he would like previous years rates on the rate sheet so changes can easily be recognized.

J. Konrad asked if employees have to stay due to late customers, do they get paid hourly or a set amount like 2 hours of pay for staying past their scheduled time. C. Stadtmueller explained they are paid hourly for time they stay after their scheduled shift.

D. Nelson explained that he thinks a \$50 per 15-minute fee is excessive and feels a \$25 per 15-minute fee is sufficient.

Discussion ensued amongst the SWMB.

Consensus of board is to have a \$25 per 15-minute late fee and begin enforcing the late fee April 1, 2024, to allow time to educate customers about the change.

J. Wise suggested increasing the tarp fee to \$10 per tarp. J. Wise explained that it is County Ordinance to have your vehicle tarped so the fee should be a penalty.

Discussion ensued amongst the SWMB.

Motion to approve the 2024 Standard Solid Waste & Recycling Rate Schedule as presented by the board with provisions of a \$25 per 15-minute late fee and \$10 tarp fee, made by M. Easker and seconded by J. Wise. Motion carried 7-0.

8. Discussion/Action – 2022 Solid Waste Management Board Annual Report: K. Hutter presented the draft 2022 Solid Waste Management Board Annual Report to the SWMB and explained that it included:
- An introduction page that included a summary of solid waste and recycling programs offered by the Solid Waste Department and a brief synopsis of the Tri-County Regional Partnership.
  - A list of SWMB Members and the 2021 Organizational Chart.
  - Individual articles that highlight Landfill/Transfer Operations, Diversion Programs, Enhanced Recycling Services, Landfill Gas Collection & Utilization, Closed Landfill Environmental Monitoring & Maintenance, Household Hazardous Materials Facility, Sharps Disposal Program, Holiday String Light Recycling Program, Used Cooking Oil Program Launched, 2022 Municipal Recycling Audits, and UW-Oshkosh Biogas System Partnership.
  - 2021-2022 Financial Reports (Comparative Statement of Revenues, Expenses and Changes in Net Position and Retained Earnings Reservation).
  - 2021-2022 Tonnage Summary
  - Facility contact information.

Discussion ensued amongst the SWMB.

M. Easker suggested to distribute the Annual Report to City Halls and libraries. K. Hutter stated she will look into this and distribute.

Motion to approve the 2022 Solid Waste Management Board Annual Report made by H. Miller and seconded by J. Konrad. Motion carried 7-0.

9. Future Agenda Items: J. Wise would like an update on the Ken Robl Conservation Park, P. Eisen would like an update on the Vespene proposal and M. Easker would like to discuss a dedication/memorial for P. O'Brien at a future SWMB meeting.
10. Set Next Meeting Date: The next SWMB meeting date is scheduled for December 20, 2023, at 9:00 a.m.

11. Adjournment: Motion to adjourn made by M. Easker and seconded by K. Konrad. Motion carried 7-0. Meeting was adjourned at 10:29 a.m.

Respectfully Submitted,

Cassie Stadtmueller  
Office Supervisor

**Approved by SWMB – December 20, 2023**