

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

DATE: April 19, 2023

TIME: 9:00 a.m.

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

PRESENT: Pat O'Brien, Chairman  
Doug Nelson, Vice Chairman  
Jim Wise, Secretary  
Mike Easker  
Paul Eisen  
Kevin Konrad  
Howard Miller  
Shanah Zastera

PRESENT BY ZOOM: Jerry Konrad

ALSO PRESENT: John Rabe, Director of Solid Waste  
Cassie Stadtmueller, Office Supervisor  
Kathy Hutter, Operations Manager  
Jessica Hanson, Communications & Program Development  
(9:20 a.m. – 9:35 a.m.)

1. Call to Order: P. O'Brien called the meeting to order at 9:00 a.m.
2. Approve Agenda: Motion to approve the April 19, 2023 agenda, made by K. Konrad and seconded by H. Miller. Motion carried 8-0. J. Konrad couldn't vote due to County Board Rule 11.6.
3. Public Comments on Agenda Items: None.
4. Communications Shared by Solid Waste Management Board Members: None.
5. Approval of Minutes – April 5, 2023, Open and Closed Session: Motion to approve the April 5, 2023 Open and Closed Session, made by J. Wise and seconded by K. Konrad. Motion carried 8-0. J. Konrad couldn't vote due to County Board Rule 11.6.
6. Discussion/Action – Annual Election of Officers: J. Rabe informed the Solid Waste Management Board (SWMB) that at the April 18, 2023 County Board meeting, Supervisors J.

Wise and S. Zastera, were re-appointed to the SWMB and citizen members J. Konrad and M. Easker were re-appointed to the SWMB.

J. Rabe asked the SWMB to consider nominations for Chair, Vice Chair and Secretary Officer Positions.

Motion made by P. Eisen and seconded by M. Easker to elect P. O'Brien as Chairman, D. Nelson as Vice Chairman and J. Wise as Secretary. Motion carried 8-0. J. Konrad couldn't vote due to County Board Rule 11.6.

7. Discussion/Action – 2023 Recyclable Waste Program Services and Rates: K. Hutter presented the 2023 Recyclable Waste Program Services and Rates to the SWMB as follows:

- Request made at March 15, 2023 SWMB meeting to discuss Municipal Discounts for Universal Wastes (i.e. e-waste, tires, appliances, etc.).
- Considerations made when setting fees:
  - Vendor expenses
  - Labor involved to package/load materials, schedule logistics, inspect collection sites to ensure compliance with state regulations and manage contracts.
  - Surge control/regional market conditions – ensuring programs remain available to all users while complying with state regulations.
- Revenues generated from Universal Waste programs are used to subsidize our "free" programs, including:
  - Clean Sweep
  - Household Hazardous Materials Facility
  - Rechargeable battery recycling
  - Cooking oil recycling
  - Plastic film drop-off
  - Seasonal collections (Deer carcass disposal, holiday light recycling, pumpkin/Christmas tree disposal).
  - Community Education and Outreach Events
- Recommend: No change to current rates/fee structure.
- Focus on benefits where Signing Municipalities receive the greatest financial gain:
  - Shared Material Recovery Facility (MRF) revenues – based on community's tonnage contribution. Approximately \$4.2 Million returned to Signing Municipalities since 2005. Nearly \$354,000 since 2019.
  - Monthly Signing Municipal waste credit – based on community's tonnage contribution. Approximately \$458,000 savings to Signing Municipalities since 2019. (Older records were not readily available.)

D. Nelson stated he agrees with staff recommendation to leave the current rates as is.

Discussion ensued amongst the SWMB.

No action taken.

8. Discussion – Countywide Office Recycling Campaign: J. Hanson presented the Countywide Office Recycling Campaign to the SWMB as follows:
- Requested by the County Executive – seeing inconsistencies in department recycling awareness/habits
  - Slogan – "We all win with a clean bin!"
  - Focus on office & cafeteria items – categories of paper, plastic, metal, glass + beyond the bin items
  - 3 phases over 1-2 years: planning, implementation, & continued engagement/evaluation
  - Multimedia approach – videos, office/café signage, Intranet announcements, office visits/audits, presentations/tours
  - First deliverable: two 1-minute office recycling videos created by the end of April to be shared with County employees
  - Next steps: meet with Facilities to develop collaborative approach before distributing additional resources
  - Buy-in from Facilities will be key to a successful campaign

P. O'Brien asked if it is the intent that the Facilities Department will fund containers. J. Rabe explained that would need to be discussed with Facilities when we meet with them.

K. Konrad asked what the impact would be on our budget. J. Hanson explained that as of now, this is more of a roll-out of information to educate and get employees on board about what they can recycle in their office.

K. Konrad asked if the recycling campaign is successful, will we venture out to local private businesses. J. Hanson explained that we will use the information gathered for press releases to share the success of our program and we would look into the possibilities of doing more outreach with local businesses.

Discussion ensued amongst the SWMB.

D. Nelson stated he feels this is a lot of work to just use this campaign for the county offices. D. Nelson explained our goal should be to reach out to larger local businesses in the future.

P. Eisen stated he supports the concept and believes the Solid Waste Department should use their funds to support the countywide program.

S. Zastera stated she likes the concept and it is a good feeling to get others recycling their items properly.

J. Wise stated once we get the county on board with recycling properly, it would be good to get local businesses on board as well.

Discussion ensued amongst the SWMB.

9. Director's Report on Department Operations: J. Rabe presented the Director's Report on Department Operations to the SWMB as follows:

- Waste and recycling hauling from the transfer station (TS) continue – BEST and SWMB Staff are doing a great job; WisDOT weight limits remain in effect (started on March 13, 2023)
- WPS Revenue Summary: \$83,294 in March 2023; YTD 2023 total = \$219,901 (\$356,595 YTD in 2022)
- Landfill Gas (LFG) to Energy operations continue running two engines when LFG is available (500-700 cfm); running one engine if LFG quality declines/off-peak hours; periodic flare operation continues when necessary
- WPS equipment lockout due to a transfer trip on April 17, 2023 PM that damaged a 24-volt power supply at the PUB; replacement part ordered and hope to repair on April 19, 2023; currently having to flare LFG – can't run compressors until repair is made.

Discussion ensued amongst the SWMB.

J. Wise asked if there was any movement on the drawdown event settlement negotiations. J. Rabe explained that a response letter was sent to AECOM on April 17, 2023.

D. Nelson asked if our current LFG Mechanical Technician gets any assistance. J. Rabe explained that Clint Baier our current LFG Mechanical Technician will ask for assistance on occasion, and we will begin the hiring process for a second LFG Mechanical Technician soon.

Discussion ensued amongst the SWMB.

10. Future Agenda Items: None at this time.

11. Set Next Meeting Date: The next SWMB meeting date is scheduled for May 3, 2023 at 9:00 a.m.

12. Adjournment: Motion to adjourn made by D. Nelson and seconded by H. Miller. Motion carried 8-0. Meeting was adjourned at 9:43 a.m. J. Konrad couldn't vote due to County Board Rule 11.6.

Respectfully Submitted,

Cassie Stadtmueller  
Office Supervisor

**Approved by SWMB – May 17, 2023**