

ADAMS COUNTY SOLID WASTE COMMITTEE
October 8, 2012, 5:00 PM
Landfill Office, 1420 Hwy 21, Friendship, WI 53934

MEMBERS PRESENT: Larry Babcock, Chair
Florence Johnson, Vice-Chair
Patrick Gatterman (joined the meeting at 5:28 PM)
James Bays (joined the meeting at 5:45 PM)

MEMBERS ABSENT/EXCUSED: Dean Morgan

OTHERS PRESENT: Myrna Diemert, Solid Waste Director

CALL MEETING TO ORDER: The meeting of the Adams County Solid Waste Committee was called to order by Chair, Larry Babcock at 5:28 P.M.

WAS THE MEETING PROPERLY ANNOUNCED? YES

ROLL CALL: BABCOCK, JOHNSON, GATTERMAN.

APPROVAL OF AGENDA: *Motion by Johnson, second by Gatterman, to approve the Agenda as presented. All in favor. Motion carried.*

APPROVAL OF OPEN SESSION MINUTES FROM SEPTEMBER 12, 2012: *Motion by Johnson, second by Gatterman, to approve the Open Session minutes as presented for the September 12, 2012 meeting. All in favor. Motion carried.*

PARTICIPATION ON AGENDA ITEMS: There was no public participation.

COMMUNICATIONS/CORRESPONDENCE/OTHER BUSINESS: Ms. Diemert brought up for discussion a customer complaint from the Town of Monroe who asked that the landfill be open one day a month during the winter months on Saturday or Sunday for brush and yard waste disposal. Discussion was held. It was the Committee's consensus that the Town could offer this by providing a dump area or a roll-off container at their drop-off site since they are already open on the weekends. There was no other business to present.

FINANCIAL REPORT/2013 BUDGET: Ms. Diemert presented the Financial Report for September 2012 along with the Check Summary Report. Discussion was held. Ms. Diemert next presented the changes made by Trena and Admin & Finance Committee regarding depreciation expenses and revenues. These changes cause a **reduction of 79% to our 2013 tax levy**. The Committee reviewed and discussed the changes. There was concern by the Solid Waste Committee that these changes might cause issues within the enterprise system regarding recouping depreciation expenses. Adjustments may need to be made during the year to accommodate this. *Motion by Gatterman, second by Johnson, to approve the financial report, the monthly check summary and preliminary budget changes as presented. All in favor. Motion carried.*

SITE REPORT: Ms. Diemert handed out and reviewed copies of the Site Report dated October 8,

2012 (see attached copy). *Motion by Gatterman, second by Johnson, to approve the Site Report as presented. Discussion was held. All in favor. Motion carried.*

APPROVE/UPDATE DEPARTMENT JOB DESCRIPTIONS: Ms. Diemert presented revised job descriptions for nine positions within the Solid Waste Department. These still need to be reviewed by Personnel Director. Final approval will be done at the next meeting.

APPROVE ANY VEHICLE/EQUIPMENT OR OTHER PURCHASES OR RENTALS: There were no vehicle or equipment purchases to discuss.

EMPLOYEE UPDATE: Ms. Diemert updated the Committee on the employees and reported that there have been no changes in their current progress.

APPROVAL OF ANY TRAININGS OR CONFERENCES: Ms. Diemert stated that no new training or conferences to present.

IDENTIFY POSSIBLE UPCOMING AGENDA ITEMS: The following items may be placed on the next agenda: Update on department job descriptions, approval of IROW Amendment, and any other updates needed.

NEXT MEETING DATE AND ADJOURN: The next regular monthly meeting will be held on Wednesday, November 14, 2012 at 6:00 PM at the Landfill. *Motion by Johnson, second by Bays, to adjourn until the next meeting. All in favor. Motion carried.* Meeting adjourned at 6:25 P.M..

Respectfully submitted, Myrna Diemert, Recording Secretary

THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE

SITE REPORT - - SOLID WASTE DEPARTMENT
October 8, 2012

TIPPAGE REPORT: 2,702,650 lbs of garbage were brought in which is the 7th highest amount ever brought into the landfill for this month. Year-to-date we are still **down 7.017%** in tonnage compared to 2011 probably due to last year's tornado. Revenues are still up.

For the month we had **32** new route customers totaling **\$3,286.10**. We also had **55** customers who were put on Financial Hold, Winter Hold, or cancelled service for a loss of **-\$2,438.50**. Other changes to types of service lost **\$744.25** for a **total gain of \$103.35 in revenues**.

OUT-OF-COUNTY TIPPAGE: SEPT 2012:

Village of Coloma	–	8.45 tons	= \$507.00
Columbia County	–	16.21 tons	= \$351.60
Juneau County	-	96.67 tons	= \$5,800.20
Marquette County		20.28 tons	= \$1,216.80
Other County	–	1.43 tons	= \$85.60
Village of Oxford	–	12.89 tons	= \$773.40
Sauk County	–	6.42 tons	= \$385.20
Waushara County		31.43 tons	= \$1,885.80

3 - 10yd container haul fees - **\$450.00**. 5 – 20yd container haul fees = **\$750.00**. 14-30yd container haul fee = **\$2,100.00**.

Comingled-Recyclables brought in 27.08 tons = **\$812.40**.

All Out-of-County container haul fees, garbage & recyclables for the month = **\$15,118.20 (annualized = \$181,418.40)**.

MEETINGS/SEMINARS/TRAININGS: Attended Health Insurance Study Committee on Sept. 11th.

Met with Trena regarding Sept. 13th regarding the 2013 budget. Also met with Admin & Finance Committee on 9/14 to review our proposed budget.

Took part in a WCSWMA phone conference on September 17th.

Attended WEA Trust insurance meeting on Sept. 20th. Coordinating the employee applications for the new insurance.

Attend Dept. Head meeting on September 20th.

Met with IROW staff on Sept. 24th.

Attended Wellness Committee meeting on Sept. 25th. Also attended the Quarterly Wellness training on Sept. 27th.

Attended 5 Rapid Learning Institute sessions which are required for Department Heads.

Attended the Federal Property Advisory meeting on October 3rd in Waunakee.

Attended the Strategic Planning session on October 4th at the Community Center.

Will attend the NEWCMG/WCSWMA Fall Conference on Oct. 10 & 11, 2012.

Will be on vacation from October 12th through October 16th. May not be back in time for County Board depending on flights.

Will attend Dept. Head meeting on October 18th. Will attend the WIRMC conference call on October 18th.

Will attend Wellness Committee meeting on October 23rd.

Will attend the County Employee Adopt-a-Highway cleanup on October 25th. Our section of road is on Hwy 13 from Cty F to the railroad tracks in the Adams.

Attended other various meetings through the month.

SITE/EQUIPMENT IMPROVEMENTS: Normal maintenance/repairs were performed.

INSPECTIONS: MSA performed the semi-annual gas monitoring and found no methane gas in either of the monitor wells. No other inspections were done during the month.

LOSS CONTROL/SAFETY/STAFF ISSUES: Performed various daily office management and personnel duties including accident reports for minor injuries to employees. There were no other major injuries reported.

Arranged for the Annual Cathodic Protection Testing on the diesel fuel system required by the State of WI.

Submitted the quarterly Recycling and Environmental Fees to DNR in the amount of \$31,917.60.

INDUSTRIAL PARK: Regular weekly maintenance continues on the wellhouse pumping system and no problems or defects were identified during these weekly inspections. Received quotes and scheduled Highway Dept. to perform grubbing and clearing of trees and brush that are encroaching on the wellhouse pond area.

ADMINISTRATIVE PROJECTS: During the month of Sept/Oct the Director performed the following duties: Arranged some shipments of tires, baled recyclables, computers, fluorescent light bulbs, corrugated, electronics, appliances, and scrap metals as needed. Tin, aluminum, cardboard and plastics have come up this past month. Comingled bales were shipped through IROW.

We will be submitting a proposal for the Westfield school system for waste & recyclables collection.

Received notice that FCI will start hauling their waste into the landfill effective 11/1/12. They were to start 10/1 however, they did not get their compactor running in time.

Met several times with Cory/IROW to discuss how the transition is going. Staff met with our staff to help facilitate the change.

Worked with the Sheriff and the Town of Preston Chair regarding people using their site after hours. They have installed a camera system and one person was identified through their license plate and notified to stop trespassing.

Working on updating employee job descriptions in preparation for wage study that is proposed. Committee approval of all job descriptions is required every 3 years.

Monitored Experience Works (previously Green Thumb/Older Workers) workers and W-2 Employees and submitted paperwork as necessary. Furnished hours for W-2, Probation, Parole & Huber workers and coordinated new placements.

LANDFILL CONSTRUCTION: Hank has been getting cells #1 and #2 ready for the first lift of clay. He has been working on preparing the grading layer and existing clay for tie-in with the new clay. It now needs to be documented so that clay placement can begin. Ayres was here today to document the grading layer so that clay work can begin.

Hank has also been working on clearing property to the east in preparation for future expansion. We will also need to place 4' of waste over cell #4 liner by December 1st to protect it from freeze/thaw.

SITE REPORT
October 8, 2012
SOLID WASTE DEPARTMENT

TIPPAGE REPORT: 2,702,650 lbs of garbage were brought in which is the 7th highest amount ever brought into the landfill for this month. Year-to-date we are still **down 7.017%** in tonnage compared to 2011 probably due to last year's tornado. Revenues are still up.

For the month we had 32 new route customers totaling \$3,286.10. We also had 55 customers who were put on Financial Hold, Winter Hold, or cancelled service for a loss of -\$2,438.50. Other changes to types of service lost \$744.25 for a total gain of \$103.35 in revenues.

OUT-OF-COUNTY TIPPAGE: SEPT 2012:

Village of Coloma –	8.45 tons =	\$507.00
Columbia County –	16.21 tons =	\$351.60
Juneau County -	96.67 tons =	\$5,800.20
Marquette County	20.28 tons =	\$1,216.80
Other County –	1.43 tons =	\$85.60
Village of Oxford –	12.89 tons =	\$773.40
Sauk County –	6.42 tons =	\$385.20
Waushara County	31.43 tons =	\$1,885.80

3 - 10yd container haul fees - \$450.00. 5 – 20yd container haul fees = \$750.00. 14-30yd container haul fee = \$2,100.00.

Comingled-Recyclables brought in 27.08 tons = \$812.40.

All Out-of-County container haul fees, garbage & recyclables for the month = **\$15,118.20 (annualized = \$181,418.40)**.

MEETINGS/SEMINARS/TRAININGS: Attended Health Insurance Study Committee on Sept. 11th.

Met with Trena regarding Sept. 13th regarding the 2013 budget. Also met with Admin & Finance Committee on 9/14 to review our proposed budget.

Took part in a WCSWMA phone conference on September 17th.

Attended WEA Trust insurance meeting on Sept. 20th. Coordinating the employee applications for the new insurance.

Attend Dept. Head meeting on September 20th.

Met with IROW staff on Sept. 24th.

Attended Wellness Committee meeting on Sept. 25th. Also attended the Quarterly Wellness training on Sept. 27th.

Attended 5 Rapid Learning Institute sessions which are required for Department Heads.

Attended the Federal Property Advisory meeting on October 3rd in Waunakee.

Attended the Strategic Planning session on October 4th at the Community Center.

Will attend the NEWCMG/WCSWMA Fall Conference on Oct. 10 & 11, 2012.

Will be on vacation from October 12th through October 16th. May not be back in time for County Board depending on flights.

Will attend Dept. Head meeting on October 18th. Will attend the WIRMC conference call on October 18th.

Will attend Wellness Committee meeting on October 23rd.

Will attend the County Employee Adopt-a-Highway cleanup on October 25th. Our section of road is on Hwy 13 from Cty F to the railroad tracks in the Adams.

Attended other various meetings through the month.

SITE/EQUIPMENT IMPROVEMENTS: Normal maintenance/repairs were performed.

INSPECTIONS: MSA performed the semi-annual gas monitoring and found no methane gas in either of the monitor wells. No other inspections were done during the month.

LOSS CONTROL/SAFETY/STAFF ISSUES: Performed various daily office management and personnel duties including accident reports for minor injuries to employees. There were no other major injuries reported.

Arranged for the Annual Cathodic Protection Testing on the diesel fuel system required by the State of WI.

Submitted the quarterly Recycling and Environmental Fees to DNR in the amount of \$31,917.60.

INDUSTRIAL PARK: Regular weekly maintenance continues on the wellhouse pumping system and no problems or defects were identified during these weekly inspections. Received quotes and scheduled Highway Dept. to perform grubbing and clearing of trees and brush that are encroaching on the wellhouse pond area.

ADMINISTRATIVE PROJECTS: **During the month of Sept/Oct the Director performed the following duties:** Arranged some shipments of tires, baled recyclables, computers, fluorescent light bulbs, corrugated, electronics, appliances, and scrap metals as needed. Tin, aluminum, cardboard and plastics have come up this past month. Comingled bales were shipped through IROW.

We will be submitting a proposal for the Westfield school system for waste & recyclables collection.

Received notice that FCI will start hauling their waste into the landfill effective 11/1/12. They were to start 10/1 however, they did not get their compactor running in time.

Met several times with Cory/IROW to discuss how the transition is going. Staff met with our staff to help facilitate the change.

Worked with the Sheriff and the Town of Preston Chair regarding people using their site after hours. They have installed a camera system and one person was identified through their license plate and notified to stop trespassing.

Working on updating employee job descriptions in preparation for wage study that is proposed. Committee approval of all job descriptions is required every 3 years.

Monitored Experience Works (previously Green Thumb/Older Workers) workers and W-2 Employees and submitted paperwork as necessary. Furnished hours for W-2, Probation, Parole & Huber workers and coordinated new placements.

LANDFILL CONSTRUCTION: Hank has been getting cells #1 and #2 ready for the first list of clay. He has been working on preparing the grading layer and existing clay for tie-in with the new clay. It now needs to be documented so that clay placement can begin. Ayres was here today to document the grading layer so that clay work can begin.

Hank has also been working on clearing property to the east in preparation for future expansion. We will also need to place 4' of waste over cell #4 liner by December 1st to protect it from freeze/thaw.