

ADAMS COUNTY PUBLIC WORKS COMMITTEE

WEDNESDAY, JULY 11, 2007
LANDFILL OFFICE
1420 HWY 21, FRIENDSHIP, WI 53934

MEMBERS PRESENT: Larry Babcock, Chairperson
Dean Morgan, Vice-Chairperson
David Renner, Secretary
Florence Johnson

MEMBERS EXCUSED: Robert Dixon

OTHERS PRESENT: Myrna Diemert, Solid Waste Director
Barb Morgan
Steve Bischoff, Ayres
Roger Nelson, Ayres

CALL MEETING TO ORDER: The Meeting of the Adams County Public Works Committee was called to order by Chairperson, Larry Babcock, at 7:00 P.M., on Wednesday, July 11, 2007.

WAS THE MEETING PROPERLY ANNOUNCED? YES

ROLL CALL: BABCOCK, MORGAN, RENNER, JOHNSON. Dixon is excused.

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

APPROVAL OF OPEN SESSION MINUTES FROM JUNE 13, 2007: *Motion by Morgan, second by Johnson, to approve the Open Session minutes as printed for June 13, 2007. All in favor. Motion carried.*

PUBLIC PARTICIPATION ON AGENDA ITEMS: Steve Bischoff and Roger Nelson both expressed to the Committee how well this landfill is run and that they have been told the same by the DNR. There was no other public participation.

COMMUNICATIONS/CORRESPONDENCE/OTHER BUSINESS: Ms. Diemert presented a letter from the DNR relating to Blastomyces dermatitis which is a lung disease caused from acidic conditions from stored pine needles such as yard waste compost piles and has been found in the northern counties. Discussion was held and it was noted that our yard waste composting includes other materials (leaves, grass, other garden debris, etc.) and was tested showing a high Ph. This means that acidic conditions are not present.

Ms. Diemert next presented a summary of the State Budget Bill regarding solid waste and recycling issues. It is not known yet whether there will be increases in the recycling surcharge fees and/or the environmental repair program fund fees. If there are we will have to raise our tip fees accordingly. Unfortunately, it is not anticipated that additional recycling grant funds will be made available due to this increase. Most of it will be transferred to the general fund as has been done in the past. Counties expressed opposition to this transfer of funds from the recycling grant program, as well as the formula for dispersing grant funds.

There were no additional communications, correspondence, or other business to bring before the Committee.

FINANCIAL REPORT: Ms. Diemert presented and reviewed the June 2007 Financial Report, and one Friday Check for discussion and approval. *Motion by Morgan, second by Johnson, to approve the June 2007 Financial Report and one Friday check as presented. All in favor. Motion carried.*

Discussion was also held on the purchase of the used truck in May. Apparently there was some concern expressed by County Board members to the Administrative Coordinator that we had recently purchased a truck. Ms. Diemert reminded the Committee of the used 1999 International Garbage truck that was recently purchased for **\$4,953.00**. Old scrap chassis and compactor boxes were traded in on this vehicle. The Treasurer's office was notified for insurance reasons, the DNR was notified for hauler's licensing, and the County Clerk's office was notified of the inventory changes. The Committee stated that they had not been questioned about this purchase by other County Board members. The Committee had previously approved this purchase and the money is in the Capital Equipment line item that was approved during the budget process.

SITE REPORT: Ms. Diemert handed out and reviewed copies of the Site Report dated July 11, 2007 (see attached copy) and discussion was held. *Motion by Renner, second by Johnson, to approve the Site Report as presented. All in favor. Motion carried.*

APPROVAL OF ANY TRAININGS OR CONFERENCES: Ms. Diemert had no new training requests to present. She reminded the Committee of the Fall NEWCMG/WCSWMA Conference to be held in September in Waupaca. She will have more information on this at the next meeting.

REI GRANT PARTNER AGREEMENT(S): Ms. Diemert had no new REI Grant agreements to present to the Committee.

SW SECRETARY JOB DESCRIPTION APPROVAL: Ms. Diemert presented and reviewed the revised job description for the Secretary/Scale Clerk position as requested by the Executive Committee and the Union. She stated that this has been reviewed by Corporation Counsel's office as well as the Administrative Coordinator. *Motion by Renner, second by Johnson, to approve the revised SW Secretary/Scale Clerk Job Description as presented and forward to the Executive Committee for approval. All in favor. Motion carried.*

APPROVE THE CITY OF ADAMS (COA) CONTRACT EXTENSION: Ms. Diemert presented the three-year contract extension for garbage/recycling services that the City approved at their last meeting. She stated that she met with the Administrative Coordinator to review and discuss the agreement. The Administrative Coordinator recommended that we wait until the new Corporation Counsel is here to review the agreement to extend the contract.

UPDATE ON RESOLUTION TO REPLACE HEATING/VENTILATION/AIR CONDITIONING (HVAC) SYSTEM: Ms. Diemert updated the Committee on the resolution to take \$35,000 out of the General Fund for the replacement of the furnace, air conditioner, and installing a proper ventilation system in the shop area. She stated that she met with the Administrative Coordinator and that she requested to be placed on the Administrative & Finance Committee agenda. The resolution is on the July 17th County Board agenda.

VOUCHERS: Ms. Diemert presented the vouchers & voucher list to the Committee for review. Discussion was held. *Motion by Morgan, second by Renner, to approve the vouchers and*

forward on to Administrative & Finance Committee. All in favor. Motion carried. Committee members then signed the voucher list.

IDENTIFY POSSIBLE UPCOMING AGENDA ITEMS: Ms. Diemert stated that she will add an update to the COA contract extension approval, the Preliminary 2008 Budget, and the Comp/Vacation report to the August meeting agenda.

NEXT MEETING DATE AND ADJOURN: The next regular monthly meeting will be held on Wednesday, August 8, 2007 at 7:00 P.M. at the Solid Waste Department. *Motion by Johnson, second by Morgan, to adjourn until the next meeting. All in favor. Motion carried.*

Meeting adjourned at 8:28 P.M.

Respectfully submitted,

David Renner, Secretary

THESE MINUTES APPROVED BY THE COMMITTEE ON 8-8-07

SITE REPORT
July 11, 2007
Solid Waste Department

TIPPAGE REPORT: 2,968,700 lbs of garbage were brought in which is the second highest amount ever brought into the landfill for June.

There were 42 new over-the-scale customers during the month and is typical for this time of year. (Minimum of \$2,520 in annual revenues if these new customers use the facility one time per month with minimum weight). Since April 1, 1998 we have had 3,764 new customers over the scale.

MEETINGS/SEMINARS/TRAININGS/CONFERENCES: Attended the Health Insurance Committee meeting on June 19th, June 29th and July 11th.

Attended County Board on June 19th and plan to attend the July 17, 2007 meeting.

Attended the Department Head meeting on June 28th and will attend the July 26th meeting.

Attended a regional meeting with Juneau, Monroe, Jackson, and Vernon Counties on June 20th. Gave a presentation on the value of public sector landfill systems and programs.

Met with new Administrative Coordinator on July 3rd and gave her a tour of our properties, buildings and Industrial Park.

Took part in a WCSWMA/NEWCMG conference call on July 10th to discuss the joint fall conference.

Attended Town of Adams meeting to discuss proposal for curbside collection.

Will attend the Federal Property Advisory Committee meeting on July 18th in Waunakee.

Will attend the meeting at Social Services on July 24th regarding the Pharmaceutical Roundup.

Will meet with United Heartland on July 24th to do a safety inspection of the property & buildings.

Will attend Loss Control meeting on July 25th at 9:30. Safety Coordinator/Loss Control Officer will also attend.

Will attend a regional meeting on July 26th at Chula Vista regarding new flow control legislation.

Will meet with staff from Practical Cents/Community Programs on July 31st regarding setting up a used furniture collection area at the landfill.

Attended other various meetings through the month.

SITE/EQUIPMENT IMPROVEMENTS: Normal maintenance and repairs were performed during the month.

INSPECTIONS: No inspections were done during June.

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.

The monthly Hazardous Waste inspection was completed as required.

The annual submersible leachate pump inspection and maintenance was performed on June 19th.

Wrote several letters, responded by telephone and email to customers using black bags and/or having questions. Also produced an easy-to-read recycling flyer that was included in all statements going out in June. More copies are on hand to mail to new customers and other with questions.

Completed and submitted the Recycling Fee and License Surcharge Report and Invoice as required to the DNR.

Received a call and a letter from the DOT regarding the irrigation stops in the Hwy 21 right-of-way on our leased land. Contacted the renter via Fax, phone and letter regarding removal of these stops as requested by the DOT.

No other significant loss control/safety issues were seen this month.

***See Site Improvements section for more Loss Control/Safety Issues**

INDUSTRIAL PARK: Regular weekly maintenance continues on the wellhouse pumping system and no problems or defects were identified during these weekly inspections. A battery needed to be replaced.

Arranged for the annual testing of the pumping system that was done on July 11th by Monona Plumbing. Also forwarded the agreement for services to Property Committee to select which level of service they would like to continue the required quarterly and annual testing.

ADMINISTRATIVE PROJECTS: During the month of June/July the Director performed the following duties: Arranged shipments of tires, baled recyclables, tin, fluorescent light bulbs, corrugated, appliances, and scrap metals as needed.

Continued to coordinate new curbside and residential route customer orders. We had 22 new customers since the last report that adds \$5,493.00 in annual revenues to the department. Many other inquiries and order changes have been received. Ordered containers, dumpsters, signs & labels for business/residential customers as new customers sign up for the program. Was able to purchase more used containers at ½ price from Eagle Waste Services and again arranged for a back-haul with Poynette Iron Works to save money on the delivery charge.

Sent a letter to Marlin Schneider expressing opposition to the increase in Recycling Surcharge Fees as well and asked for support to the 50,000 ton exemption if the Recycling Surcharge Fees did increase.

Submitted a proposal for the Town of Adams for garbage and recycling collection. Went to the Town meeting on Tuesday, July 10th to explain the proposal and answer questions. The Town Board decided to discuss this further and possibly put this on a Town referendum.

Met with marketing vendors, placed ads regarding various advertisements around the county.

Submitted monthly recycling report to the City of Adams as required.

Working with LaCrosse County and Don Genrich, UWEX, on the 2008 Hazardous Waste Clean-Sweep grant application.

Furnished hours for W-2, Probation, Parole & Huber workers and coordinated new placements.

LANDFILL CONSTRUCTION: No new construction was performed.