

ADAMS COUNTY PUBLIC WORKS COMMITTEE

**TUESDAY, FEBRUARY 12, 2008
COURTHOUSE, ROOM A160
FRIENDSHIP, WI 53934**

MEMBERS PRESENT: Larry Babcock, Chair
Dean Morgan, Vice-Chair
David Renner, Secretary
Robert Dixon
Florence Johnson

OTHERS PRESENT: Myrna Diemert, Solid Waste Director

CALL MEETING TO ORDER: The meeting of the Adams County Public Works Committee was called to order by Chair, Larry Babcock, at 9:02 A.M..

WAS THE MEETING PROPERLY ANNOUNCED? YES

ROLL CALL: BABCOCK, MORGAN, RENNER, DIXON, JOHNSON.

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

APPROVAL OF OPEN SESSION MINUTES FROM JANUARY 8, 2008: *Motion by Dixon, second by Renner, to approve the Open Session minutes as presented for January 8, 2008. All in favor. Motion carried.*

PUBLIC PARTICIPATION ON AGENDA ITEMS: There was no public participation.

COMMUNICATIONS/CORRESPONDENCE/OTHER BUSINESS: Ms. Diemert had no other communications, correspondence, or other business to bring before the Committee.

FINANCIAL REPORT: Ms. Diemert presented and reviewed the preliminary Year End 2007 and the January 2008 Financial Reports. She stated that the 2007 Year End report is not complete yet as the books will officially be closed on February 29, 2008. She also explained the new Enterprise Fund accounting process for the Solid Waste Department. She will be working with the Highway Department to install and train on the CHEMS System for the Solid Waste Department. She next explained the new process for vouchers. Vouchers will now be paid weekly, therefore, there will no longer be Friday checks. *Motion by Renner, second by Morgan, to approve the January 2008 Financial Report as presented. All in favor. Motion carried.*

SITE REPORT: Ms. Diemert handed out and reviewed copies of the Site Report dated February 12, 2008 (see attached copy) and discussion was held. *Motion by Morgan, second by Renner, to approve the Site Report as presented.*

APPROVAL OF ANY TRAININGS OR CONFERENCES: Ms. Diemert had no trainings or conferences to approve.

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

UPDATE THE CITY OF ADAMS (COA) CONTRACT EXTENSION: Ms. Diemert stated she and Corporation Counsel met with the City of Adams Public Works Director and Mayor. They explained the reasons why we had to submit a new proposal for collection services with a COLA increase built in. They also discussed the Landfill Operational Ordinance that states “the collection and disposal of all garbage and refuse and recyclables shall be the responsibility of, and conducted under the supervision, direction, and control of, Adams County in strict conformity with the provisions of this ordinance and with such additional rules and regulations as may be adopted from time to time by the Adams County Solid Waste Committee.” Ms. Diemert will attend the City Public Works Committee meeting on Wednesday, February 13th to discuss the extension of the contract.

DISCUSSION ON CLOSURE ACCOUNT LETTER OF CREDIT: Ms. Diemert reported on her discussion with the bank regarding the Closure Account Letter of Credit. This is not a “Line of Credit” but is actually a “Letter of Credit” where the money specified is actually set aside for this specific use. There is usually a 2% fee paid semi-annually for the letter of credit, however, we are only charged 1%. The only other option would be to set up an account holding the \$400,000 for the Landfill Closure.

UPDATE ON LONG TERM CARE REQUEST FOR RELEASE OF FUNDS: Ms. Diemert reported that she received notice that the DNR changed staff and the new person needed additional and updated information to proceed with the releasing of funds. The information was furnished to the DNR. No official letter of release has been received from the DNR. Ms. Diemert also reported on her meeting with Admin & Finance Committee where discussion was held on leaving the money in the account until the renewal date of February 2009 so that we would earn another year’s interest as well as not having to pay the early withdrawal penalty. A resolution will be drawn up by the Administrative Coordinator prior to the County Board Re-organizational meeting in April.

CREDIT CARD AGREEMENT APPROVAL: Ms. Diemert explained that no further action has taken place on the Credit Card Agreement due to staffing shortages.

VOUCHERS: Ms. Diemert presented the vouchers & voucher list to the Committee for review. She explained the new process for paying vouchers weekly and the new forms being used. Discussion was held. *Motion by Johnson, second by Dixon, to approve the vouchers. All in favor. Motion carried.* Committee members then signed the voucher list.

IDENTIFY POSSIBLE UPCOMING AGENDA ITEMS: Ms. Diemert stated that updates on the COA contract, the LTC Release of Funds process.

NEXT MEETING DATE AND ADJOURN: The next regular monthly meeting will be held on Wednesday, March 12, 2008 at 7:00 P.M. at the Landfill. *Motion by Renner, second by Johnson, to adjourn until the next meeting. All in favor. Motion carried.*

Meeting adjourned at 10:22 A.M.

Respectfully submitted,

Myrna Diemert, Recording Secretary

THESE MINUTES HAVE BEEN APPROVED BY THE COMMITTEE

SITE REPORT
SOLID WASTE DEPARTMENT
FEBRUARY 12, 2008

TIPPAGE REPORT: 1,675,940 lbs of garbage were brought in which is the 2nd highest amount ever brought into the landfill for January.

There were 5 new over-the-scale customers during the month and is typical for this time of year. (Minimum of \$300 in annual revenues if these new customers use the facility one time per month with minimum weight). Since April 1, 1998 we have had 3,931 new customers over the scale.

MEETINGS/SEMINARS/TRAININGS/CONFERENCES: Met with Admin & Finance Committee on January 9th to discuss strategy for releasing funds from the LTC account.

Attended a WCSWMA Executive Board meeting on Friday, January 11, 2008 in Mosinee.

Director was on vacation January 14 – 18th

Attended Dept. Head meeting on Thursday January 24th.

Attended a training on the new Budget & Accounting Policy on January 29, 2008.

Met with Corporation Counsel on Feb. 4th to discuss strategy for City of Adams contract.

Met with Corporation Counsel and City of Adams on February 5th.

Met with Administrative Coordinator on February 8th to begin strategy for changing the Solid Waste Department to an Enterprise Fund and training for Full Cost Accounting. This will show our assets as well as our deficits and will better represent the financial situation of the Solid Waste Department. We will continue discussions with the Highway Department to implement the CHEMS System for use in our Department if possible.

Will attend the City of Adams Public Works Committee meeting on February 13th to discuss extending the contract for collection services.

Will attend County Board meeting on February 19th.

Will attend Department Head/WI County Mutual meeting on February 20th.

Will attend the AROW/SWANA/WCSWMA Winter Conference February 27th – 29th in Oshkosh.

Attended other various meetings through the month.

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

INSPECTIONS: State Fuel Tank inspection was done on January 23rd. There were no violations noted or citations given. All records were in order for the past 2 years requested. No other inspections were conducted during January/February.

The gas probe monitoring report was received and submitted to the DNR by MSA Professional Services. No methane gas was detected.

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 random Drug & Alcohol testing for 2 employees for February. Also arranged for pre-employment Drug & Alcohol testing, as well as physical, back xrays, and baseline audiogram.

Contacted digger's hotline for installation of new sign for recycling building.

Assisted FCI-Oxford with proper disposal of 4 cases of botulism contaminated foods. Special disposal methods were followed per DNR instructions.

Discussed the Overdue Account Policy with the auditor. Will be re-writing the policy and will place uncollectible accounts on the property taxes as allowed by State Statutes. This will save our staff and the Corporation Counsel's staff time and postage for the several notices that we are currently doing. Also discussed the scale computer system and how it tracks cash transactions.

Discussed options for the Closure Account Letter of Credit with the bank. This is not a "Line of Credit" but is actually a "Letter of Credit" where the money specified is actually set aside for this specific use. There is usually a 2% fee paid semi-annually for the letter of credit, however, we are only charged 1%.

Submitted volume information to other County RU's that utilize our facility for recycling processing or collection. This is a requirement of the Self-Certification and DNR Recycling Grant process.

Submitted the Compliance Certification for Landfill License #03150 to the DNR as required by the due date.

Submitted additional and updated information on the LTC CD to the DNR as requested.

Completed and submitted the Recycling Fee and License Fee Surcharge Report and Invoice to the DNR by the due date. The report was split into two separate forms because of the surcharge and fee increases went into affect in the middle of the quarter .

Received and completed the Annual Waste Disposal Tonnage/Capacity Certification Licensing Form that was submitted by the DNR.

Received the Annual MRF Self-Certification Renewal and Reporting Forms from the DNR. These are due by March 30th.

The monthly Hazardous Waste inspection was completed as required.

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.

Quarterly testing & maintenance of the well & pumping system was done by Monona Plumbing on January 23rd.

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

Continued to coordinate new curbside and residential route customer orders. We had 9 new customers since the last report that adds \$3,033.00 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. \$444,128 is billed annually for this service.

Scheduled the FLYGT Submersible Pump inspection & maintenance for the summer of 2008.

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

Took part in a website study for Foth & Van Dyke on January 23rd.

Submitted monthly recycling report to the City of Adams as required. Also scheduling a meeting with Corporation Counsel and the City of Adams to discuss their contract and the Ordinance requiring all garbage and recyclables to come to the County Landfill.

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

LANDFILL CONSTRUCTION: