

**ADAMS COUNTY SOLID WASTE COMMITTEE**  
**December 11, 2011, 5:30 PM**  
**LANDFILL, 1420 HWY 21, FRIENDSHIP, WI 53934**

**MEMBERS PRESENT:** Larry Babcock, Chair  
Dean Morgan, Vice-Chair  
Florence Johnson  
Patrick Gatterman  
Mike Keckeisen  
Alexandria Beckman, SAYL  
Nick Theisen, SAYL

**OTHERS PRESENT:** Myrna Diemert, Solid Waste Director  
Al Sebastiani, County Board Chair  
Erik Lietz, Ayres Associates  
Barb Morgan  
Everett Johnson

**CALL MEETING TO ORDER:** The meeting of the Adams County Solid Waste Committee was called to order by Chair, Larry Babcock at 5:30 P.M.

**WAS THE MEETING PROPERLY ANNOUNCED? YES**

**ROLL CALL & APPROVAL OF AGENDA:** BABCOCK, MORGAN, JOHNSON, GATTERMAN, KECKEISEN, BECKMAN AND THEISEN. *Motion by Keckeisen, second by Gatterman, to approve the Agenda as presented. All in favor. Motion carried.*

**APPROVAL OF OPEN SESSION MINUTES FROM NOVEMBER 15 & 16, 2011:** *Motion by Morgan, second by Johnson, to approve the Open Session minutes as presented for the November 15 and November 16, 2011 meetings. All in favor. Motion carried.*

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

**COMMUNICATIONS/CORRESPONDENCE/OTHER BUSINESS:** None.

**FINANCIAL REPORT:** Ms. Diemert presented the Financial Report for November 2011 along with the Check Summary Report for November, 2011. Discussion was held. *Motion by Gatterman, second by Johnson, to approve the Financial Report and the Check Summary Report for November 2011. All in favor. Motion carried.*

**SITE REPORT:** Ms. Diemert handed out and reviewed copies of the Site Report dated December 14, 2011 (see attached copy). *Motion by Gatterman, second by Morgan, to approve the Site Report as presented. Discussion was held. All in favor. Motion carried.*

**DISCUSS AND APPROVE CONTRACTS/AGREEMENTS/LEASES:** Ms. Diemert updated the Committee on the progress with IROW. We have met a couple times to discuss contract language. We will continue with this project and report back at the next meeting.

Ms. Diemert reported that there have been no further updates on regionalizing Adams, Monroe and Juneau Counties.

Ms. Diemert also reported that she met with the Village of Coloma to discuss curbside services. We will be providing collection service for the 1<sup>st</sup> quarter on a time and materials basis.

**RESOLUTION TO PURCHASE INTERNET SERVICE:** Ms. Diemert presented a resolution to authorize the purchase of internet service through Frontier Communications. A better internet connection is needed at the landfill since multiple connection problems are kicking employees out of the computers and we are out of commission for hours at a time. All our computers are connected to a server connected via internet to the Courthouse network. Our routing program will also not work without internet connection. *Motion by Keckeisen, second by Johnson, to approve the purchase of internet service through Frontier Communications pending review of the resolution by Corporation Counsel. Discussion was held. All in favor. Motion carried.* Committee members will sign the final resolution drafted by Corporation Counsel.

**RESOLUTION TO ENTER INTO DELINQUENT ACCOUNT COLLECTION SERVICE:** Ms. Diemert presented a resolution to enter into a contract with Professional Placement Services to provide delinquent account collections services. We are currently using them to provide this service and their commission has decreased from 25% to 19%. *Motion by Gatterman, second by Babcock, to approve using Professional Placement Services for our delinquent account collection services and to sign the resolution following Corporation Counsel's review. Discussion was held. All in favor. Motion carried.*

**APPROVE ANY VEHICLE/EQUIPMENT OR OTHER PURCHASES OR RENTALS:** Ms. Diemert reported that the two trucks discussed last meeting did not meet our needs and that Hank is continuing to search for trucks. No additional equipment or vehicles were purchased.

**EMPLOYEE UPDATE:** Ms. Diemert updated the Committee on the two employees that are still out with injuries. One is a Worker's Comp injury and the other is not. No other employee updates were presented.

She next presented a Personnel Recruitment Form and Job Description for the Part-Time Scale Clerk/Secretary position that was created in the 2012 Budget process. *Motion by Johnson, second by Morgan, to sign the Personnel Recruitment Form, approve the job description, and forward to Personnel Director for filling. Discussion was held. All in favor. Motion carried.*

Ms. Diemert next presented a Personnel Recruitment Form and Job Description for a Part-Time Truck Driver/Laborer position that is needed for the two new hauling contracts. This was not created in the 2012 Budget as we did not have confirmation of the new curbside contracts at that time. The new contracts will pay for this position and no additional money will be added to the tax levy. This will need to go to Executive Committee and County Board prior to filling the position. *Motion by Johnson, second by Morgan, to sign the Personnel Recruitment Form, approve the job description,*

*and forward to Personnel Director and Executive Committee for approval. Discussion was held. All in favor. Motion carried.*

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

**IDENTIFY POSSIBLE UPCOMING AGENDA ITEMS:** The following items may be placed on the next agenda: Any updates needed.

**NEXT MEETING DATE AND ADJOURN:** The next regular monthly meeting will be held on Wednesday, January 11, 2012 at 5:30 PM at the Courthouse. *Motion by Gatterman, second by Johnson, to adjourn until the next meeting. All in favor. Motion carried.*

Meeting adjourned at 8:12 P.M..

Respectfully submitted,  
Myrna Diemert, Recording Secretary

**THESE MINUTES HAVE BEEN APPROVED BY THE COMMITTEE**

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**SOLID WASTE DEPARTMENT  
SITE REPORT  
December 14, 2011**

**TIPPAGE REPORT:** 2,999,581 lbs of garbage were brought in which is the **highest** amount ever brought into the landfill for this month. Year-to-date we are up **20.56%** in tonnage compared to 2010.

For October we had 39 new route customer accounts totaling **\$1,246.50**. We also had 41 lost accounts (many of these are winter holds) totaling **\$2,123.25**. Other changes to accounts total **-\$94.00** for a total monthly **loss** of **-\$970.75** in net revenues.

**OUT-OF-COUNTY TIPPAGE:** **NOVEMBER 2011-** Juneau County 118.91 tons = **\$7,134.60**; Marquette County 30.58 tons = **\$1,834.80**; Other County 19.64 tons = **\$1,178.40**. Sauk County 2.83 tons = **\$169.80**; Waushara County 19.09 tons = **\$1,145.40**. 1 -10yd container haul fees = **\$150.00**. 7 - 20yd container haul fees - **\$1,225.00**. 7 - 30yd container haul fees = **\$1,225.00**.

Comingled-Recyclables brought in **22.59** tons = **\$667.70**.

All Out-of-County container haul fees, garbage & recyclables for the month = **\$14,740.70 (annualized \$176,888.40)**.

**MEETINGS/SEMINARS/TRAININGS:** Attended County Board on November 15th.

Attended Dept. Head meeting on November 17th.

Attended MRA Executive Board Annual and quarterly meetings via telephone on December 1<sup>st</sup>.

Will attend WCSWMA Executive Board Meeting on Dept. Head on December 15<sup>th</sup>.

Will attend the mandatory YE Financial Admin meeting on Dept. 16<sup>th</sup>.

Will attend the Landfill Advisory Committee meeting on Monday, December 19<sup>th</sup> at 7:00 PM at the Strongs Prairie Town Hall.

Attended other various meetings through the month.

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

***INSPECTIONS:*** There were no inspections performed for 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 inspection of the submersible leachate pump.

Arranged for the annual jetting & scoping of our leachate lines.

***INDUSTRIAL PARK:*** Regular weekly maintenance continues on the wellhouse pumping system and no problems or defects were identified during these weekly inspections.

***ADMINISTRATIVE PROJECTS:*** **During the month of Nov/Dec 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. 3-5 semi loads of glass are being shipped to Strategic Materials by East Troy and St. Paul.

Completed and submitted monthly fuel reporting to Admin & Finance office.

Sent hauler permit renewal approvals and stickers for 2012. 2 new haulers signed up for permits.

Further discussion with Strategic Materials has taken place on the glass sorting operations. Other counties were polled to find out potential volumes of recyclables expected.

Contacted Carton Council on possible funding for system upgrades for taking cartons for recycling.

Continued to work with IROW on a plan to expand the current recycling building. Added language to the contract and will be reviewed by their attorney as well as Corporation Counsel.

Continued to work with Village of Oxford as well as Village of Coloma on their new curbside collection which begins 1/1/12. Calendars and bins were delivered.

Working with the contractor for the Adams Grade School demolition project on waste from that project coming to the County Landfill per Ordinance #15-2011. Hauler applied for permits to bring the waste to the County Landfill.

Working with MIS to correct internet connection problems that are causing the routing software not to perform correctly. A resolution is being drawn up to go to County Board in January.

Arranged for three employees to have random CDL drug & alcohol testing.

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:*** Final work is being done on Cell #4. Jetting and scoping of the new line was done and submittal of documents to the DNR will be done shortly after that. Work on the new roadway is also being done.