

ADAMS COUNTY PUBLIC WORKS COMMITTEE

**TUESDAY, DECEMBER 11, 2007
COURTHOUSE, ROOM A231
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
Everet Johnson

CALL MEETING TO ORDER: The meeting of the Adams County Public Works Committee was called to order by Chair, Larry Babcock, at 9:00 P.M..

WAS THE MEETING PROPERLY ANNOUNCED? YES

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

APPROVAL OF AGENDA: *Motion by Renner, second by Dixon, to approve the Agenda as presented and to do the vouchers immediately following the financial report so that the vouchers could be turned in to the Administrative Office staff. All in favor. Motion carried.*

APPROVAL OF OPEN SESSION MINUTES FROM NOVEMBER 14, 2007: *Motion by Johnson, second by Morgan, to approve the Open Session minutes as corrected for November 14, 2007. All in favor. Motion carried.*

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

COMMUNICATIONS/CORRESPONDENCE/OTHER BUSINESS: Ms. Diemert announced that Bill Frisch, Juneau County Public Works Director, passed away on Monday from an ATV accident. Ms. Diemert had no other communications, correspondence, or other business to bring before the Committee.

FINANCIAL REPORT: Ms. Diemert presented and reviewed the November 2007 Financial Report. *Motion by Dixon, second by Renner, to approve the November 2007 Financial Report as presented. All in favor. Motion carried.* Ms. Diemert next presented one Friday check for review and discussion. *Motion by Dixon, second by Johnson, to approve and sign the Friday check as presented. All in favor. Motion carried.*

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.

SITE REPORT: Ms. Diemert handed out and reviewed copies of the Site Report dated December 11, 2007 (see attached copy) and discussion was held. *Motion by Dixon, second by Johnson, to approve the Site Report as presented and that the Committee recommends hiring for the Truck Driver/Equipment Operator position through County-wide posting, per Section 6.09 of the AC Personnel & General Administrative Policies Manual adopted by County Board on January 16, 2007. We have qualified and trained on-call staff available to fill the FTE position and we need to fill this position immediately due to staff shortages. All in favor. Motion carried.*

APPROVAL OF ANY TRAININGS OR CONFERENCES: Ms. Diemert presented information on the AROW/SWANA/WCSWMA Winter Conference in Oshkosh in February. Discussion was held on the workshops, tours, and track sessions that would be helpful to Committee members. She also stated that this conference was included and approved in the 2007 Budget. *Motion by Johnson, second by Renner, to approve Committee members and the Director to attend this conference. All in favor. Motion carried.* Ms. Diemert had no other trainings or conferences to approve. Ms. Diemert will make the necessary room reservations and conference registrations.

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

APPROVE THE CITY OF ADAMS (COA) CONTRACT EXTENSION: Ms. Diemert stated that she received word back from the City of Adams Public Works Director that since the County is not going to honor the verbal agreement to extend the three year contract as proposed, they will be re-bidding the contract. She will update the Committee at the next meeting.

HVAC BID REVIEW AND SELECTION: Ms. Diemert reported that Reigel Plumbing & Heating will be working on the system this week and next and will be finished by the end of December.

UPDATE ON LONG TERM CARE REQUEST FOR RELEASE OF FUNDS: Ms. Diemert reported that she has not heard from the DNR on the release of funds, although we have been notified that a Plan Modification is required at a cost of \$1500. Ms Diemert will check with the Treasurer on any penalties for withdrawing money from the CD before the renewal date.

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

IDENTIFY POSSIBLE UPCOMING AGENDA ITEMS: Ms. Diemert stated that the COA contract update, the HVAC installation update, the update on the LTC Release of Funds process, options for the Letter of Credit, and the Credit Card agreement will be added to the January meeting agenda.

NEXT MEETING DATE AND ADJOURN: The next regular monthly meeting will be held on Tuesday, January 8, 2008 at 9:00 A.M. at the Courthouse. The Committee preferred to

continue with the day meetings during the winter months. *Motion by Johnson, second by Dixon, to adjourn until the next meeting. All in favor. Motion carried.*

Meeting adjourned at 10:26 A.M.

Respectfully submitted,

David Renner, Secretary

THESE MINUTES HAVE BEEN APPROVED BY THE COMMITTEE

SITE REPORT
December 11, 2007
Solid Waste Department

TIPPAGE REPORT: 2,191,860 lbs of garbage were brought in which is the 4th highest amount ever brought into the landfill for November.

There were 21 new over-the-scale customers during the month and is typical for this time of year. (Minimum of \$1,260 in annual revenues if these new customers use the facility one time per month with minimum weight). Since April 1, 1998 we have had 3,919 new customers over the scale.

MEETINGS/SEMINARS/TRAININGS/CONFERENCES: Attended County Board meeting on November 13, 2007 County Board meeting.

Attended Department Head meeting on November 29th.

Attended Union Negotiation meetings on November 15th, November 19th, and December 5th, 2007. A tentative agreement has been reached with the Operating Engineers Local 139. This will have to be ratified by the Local 139 landfill employees and County Board.

Met with Dr. Razvi from UW Stevens Point, College of Natural Resources, to assist him in setting up curriculum for a 1 week class on Recycling for an Environmental Studies class. Arranged speakers & tours.

Attended the Regional Municipal Landfill meeting in Monroe County on November 30th in Norwalk.

Plan to attend the Landfill Advisory Committee meeting on Monday, December 17, 2007 at 7:00 PM at the Strongs Prairie Town Hall.

Attended other various meetings through the month.

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

INSPECTIONS: No inspections were conducted during October/November.

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 December.

Received and posted the State of Wisconsin Department of Commerce Permit to Operate for the underground diesel tank & pumping system.

Attended Management Training on December 4th regarding Human Resources.

Director and Loss Control Officer met with Dan Folmer from United Heartland Insurance. A review of previous loss control issues was performed. Some have been taken care of and others still need attention.

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.

ADMINISTRATIVE PROJECTS: During the month of Nov/Dec 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 14 new customers since the last report that adds \$3,882.00 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.

Submitted the Position Vacancy form to Corp. Counsel & Administrative Coordinator for the Secretary/Scale Clerk position that was vacated on November 30th. A Union posting was done and one person posted into the position and testing is scheduled for December 12th. The person will need to give 2 weeks notice if they pass the test and accept the transfer. There will be an approximate start date of January 17th. There is a 30 working day probationary period for union transfers. During this time we are utilizing existing staff and on-call employees.

Notified the Corp. Counsel's office to post the truck driver vacancy position. Over the past several weeks we have had as many as 50% of our drivers ill each day making it extremely hard to complete the routes. With the injury to one driver who will be having surgery and will be out for 6-8 weeks, we are extremely shorthanded. We had originally planned to hold off this hiring to save some money, however, that is not possible.

Assisted RCC with information on a baler.

Submitted a proposal to the Town of Adams for town-wide services. They will be putting this on a referendum and will probably be for 2009 services.

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

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

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

LANDFILL CONSTRUCTION: No new construction was performed. We are waiting for word on the release of LTC funds. DNR notified us that a Plan Modification is required and there would be a fee of \$1,500 for the Plan Modification. We will need to check with the bank on the CD renewal date.