

ADAMS COUNTY PUBLIC WORKS COMMITTEE

WEDNESDAY, JUNE 13, 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

CALL MEETING TO ORDER: The Meeting of the Adams County Public Works Committee was called to order by Chairperson, Larry Babcock, at 7:04 P.M., on Wednesday, June 13, 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 OF MAY 9, 2007: *Motion by Johnson, second by Renner, to approve the Open Session minutes as printed for May 9, 2007. All in favor. Motion carried.*

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

COMMUNICATIONS/CORRESPONDENCE/OTHER BUSINESS: Ms. Diemert presented a report from Dr. Rawlings, UW Platteville, showing the radar aging study of the soils on our property.

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

FINANCIAL REPORT: Ms. Diemert presented and reviewed the May 2007 Financial Report, and three Friday Checks for discussion and approval. *Motion by Morgan, second by Johnson, to approve the May 2007 Financial Report and three Friday checks as presented. All in favor. Motion carried.*

SITE REPORT: Ms. Diemert handed out and reviewed copies of the Site Report dated June 13, 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.

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

RESOLUTION TO REPLACE HVAC SYSTEM: Ms. Diemert presented a 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. Discussion was held. She stated that the resolution had been forwarded to the Administrative Coordinator for review. ***Motion by Johnson, second by Babcock, to approve the resolution pending review, approval, and recommendation by the Administrative Coordinator. We will try to bring this to County Board in July. All in favor. Motion carried.*** Committee members then signed the resolution.

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 Finance. All in favor. Motion carried.*** Committee members then signed the voucher list.

IDENTIFY POSSIBLE UPCOMING AGENDA ITEMS: Ms. Diemert stated that she would present the proposed updated job description for the SW Secretary to the Committee at the next meeting. She stated that she would also have the Administrative Coordinator review it prior to that time.

NEXT MEETING DATE AND ADJOURN: The next regular monthly meeting will be held on Wednesday, July 11, 2007 at 7:00 P.M. at the Solid Waste Department. ***Motion by Renner, second by Morgan, to adjourn until the next meeting. All in favor. Motion carried.***

Meeting adjourned at 8:12 P.M.

Respectfully submitted,

David Renner, Secretary

THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE

SITE REPORT
JUNE 13, 2007
SOLID WASTE DEPARTMENT

TIPPAGE REPORT: 3,523,520 lbs of garbage were brought in which is the second highest amount ever brought into the landfill for May.

There were 69 new over-the-scale customers during the month and is typical for this time of year. (Minimum of \$4,140 annual revenues if these new customers use the facility one time per month with minimum weight). Since April 1, 1998 we have had 3,722 new customers over the scale.

MEETINGS/SEMINARS/TRAININGS/CONFERENCES: Attended the Health Insurance Committee meeting on May 22nd and June 5th.

Attended County Board on May 15th at 6:00 PM and will also attend the June 19th meeting.

Attended the WCSWMA Executive Board meeting on Friday, May 17th in Mosinee.

Attended the Landfill Advisory Committee on Monday, May 21st at 7:00 PM at the Strongs Prairie Town Hall.

Attended the Department Head meeting on May 24th and will attend the June 28th meeting.

Met with Executive Committee & Union on June 11th regarding a grievance. We will present an updated job description for approval during the next negotiating session.

Will attend a regional meeting with Juneau, Monroe, and Vernon Counties on June 20th. Was asked to give a presentation on the value of public sector landfill systems and programs. Committee members are encouraged to attend.

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 May.

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.

Arranged for the annual leachate line jetting as required by the DNR. This was performed on June 6, 2007.

Arranged for the annual inspection & maintenance on the submersible leachate pump that will be done June 19th.

Arranged for one employee to have a pre-employment drug test. Arranged for another to have random CDL drug testing.

Met with other Departments regarding holding a Pharmaceutical Clean-Sweep on September 25th. This may be held in conjunction with the Hazardous Waste Clean-Sweep in the future if possible.

Wrote a letter to a property owner notifying them that their dog bit one of our employees. Loss control officer followed up with notifying Sheriff's Department and filling out an incident report.

Working with DOT and renter regarding irrigation equipment in the road right-of-way.

Completed and submitted the Application for Eligibility to Receive Federal Surplus Property as required.

Requested a letter from the Grand Marsh Bank updating our Letter of Credit with the DNR.

Wrote several letters, responded by telephone and email to customers using black bags and/or having questions.

Received notification by the DNR of the new requirements for DNR inspections and landfill-banned recyclables. This new inspection process is one of the reasons we had to implement our "get-tough" program on clear bags and recycling.

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. The quarterly sprinkler system inspection was performed on May 1, 2007. No problems were encountered.

Arranged for the wellhouse pond pumping & cleaning on May 31st. 500,000 gallons of water is pumped out and the sludge & debris removed. This keeps the pump screens clear and unplugged.

Furnished the annual inspection report to Terrace Homes' insurance agent.

Also arranged for the grass cutting at the wellhouse & median areas.

ADMINISTRATIVE PROJECTS: During the month of May/June 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 34 new customers since the last report that adds \$8,859.00 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 multiple containers at ½ price from Eagle Waste Services. A back-haul was arranged for delivery also saving money.

The Appliance & Tire Round-up was held on Saturday, June 9th. 54 customers were served during the event—some with large semis and trailers full of tires and/or appliances. We brought in 740 lbs of scrap metals, 1740 lbs of garbage, 9.99 tons of tires, and 61 appliances.

Assisted the Town of Rome with re-designing their drop-off site to become more efficient. Foreman also inspected their loader and gave recommendations.

Assisted Eau Claire County in disposing of glass from a private customer in their county.

Submitted a proposal for an extension to City of Adams contract for garbage and recycling collection. The City chose to select the 3 year extension option.

Met with Jan McCarren on placement of a new Experience Works (Green Thumb) participant. He is being trained to assist with Saturday coverage of the desk.

Assisted Jackson Township with producing a handout to assist with recycling at their Lake's Association meeting.

Assisted Dr. Elmo Rawlings, UW Platteville, and a group of scientists with obtaining information and borings on soils on landfill property as part of a grant to determine the age of soils in Wisconsin. Sand dunes and old lake beds could be tested by radar and dated back 20,000 years.

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.