

**ADAMS COUNTY PUBLIC WORKS COMMITTEE**

**WEDNESDAY, SEPTEMBER 12, 2007**

**LANDFILL OFFICE**

**1420 HWY 21, FRIENDSHIP, WI 53934**

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

**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 Chair, Larry Babcock, at 7:03 P.M., on Wednesday, September 12, 2007.

**WAS THE MEETING PROPERLY ANNOUNCED? YES**

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

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

**APPROVAL OF OPEN SESSION MINUTES FROM AUGUST 8, 2007:** *Motion by Morgan, second by Renner, to approve the Open Session minutes as printed for August 8, 2007. All in favor. Motion carried. Dixon abstained.*

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

**COMMUNICATIONS/CORRESPONDENCE/OTHER BUSINESS:** Ms. Diemert presented a letter from the United States Government for the Oxford Federal Correctional facility annual monitoring report for waste disposal services at the prison and the camp. For the four categories of Quality of Good/Services, Timeliness of Deliveries/Performances, Business Relations, and Customer Satisfaction we rated a 4 – (Excellent) in all categories. There were no other communications, correspondence, or other business to bring before the Committee.

**FINANCIAL REPORT:** Ms. Diemert presented and reviewed the September 2007 Financial Report. *Motion by Morgan, second by Dixon, to approve the September 2007 Financial Report as presented. All in favor. Motion carried.* Ms. Diemert next presented five Friday checks for review and discussion. *Motion by Renner, second by Babcock, to approve and sign the five Friday checks as presented. All in favor. Motion carried.*

**SITE REPORT:** Ms. Diemert handed out and reviewed copies of the Site Report dated September 12, 2007 (see attached copy) and discussion was held. *Motion by Johnson, second by Renner, to approve the Site Report as presented. All in favor. Motion carried.*

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

**APPROVAL TO USE HAZARDOUS WASTE FUND FOR PHARMACEUTICAL**

**ROUND-UP:** Ms. Diemert presented a request to use the non-lapsing Clean Sweep account to pay the expenses for the upcoming Pharmaceutical Collection on September 25, 2007. She also provided copies of the original resolution establishing the fund. Discussion was held. *Motion by Renner, second by Dixon, to use up to \$2,000 to pay the expenses from the Pharmaceutical collection that will be held on September 25<sup>th</sup>. All in favor. Motion carried.* The Committee felt that the Pharmaceutical Collection met all the criteria to be eligible for funding such as protecting the ground and surface waters, as well as the collection of potentially hazardous materials.

**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 has not received comment from the Corporation Counsel and Administrative Coordinator on this contract. She will report more at the next meeting.

**UPDATE ON RESOLUTION TO REPLACE HEATING/VENTILATION/AIR CONDITIONING (HVAC) SYSTEM:** Ms. Diemert reported that she has not received comment from the Corporation Counsel and Administrative Coordinator on the bid documents. She will report more at the next meeting.

**2008 BUDGET REVIEW AND RECOMMENDED PRICE INCREASES:** Ms. Diemert reported on the Admin. & Finance Committee 2008 budget meeting held earlier in the day. She also presented proposed price increases needed to cover expenses as well as start to repay the deficit that was caused by the landfill compactor loan from the general fund, cost overruns for cell #3 construction, the landfill fire, and the emergency scale replacement. Lengthy discussion was held. *Motion by Dixon, second by Babcock, to approve the price increases as presented by the Department Head and to implement them on January 1, 2008. All in favor. Motion carried.* Ms. Diemert was instructed to notify the Town's immediately as they are in their own budget processes.

**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 the COA contract extension approval, the HVAC bid update, and update on the 2008 Budget process to the October meeting agenda.

**NEXT MEETING DATE AND ADJOURN:** The next regular monthly meeting will be held on Wednesday, October 10, 2007 at 7:00 P.M. at the Solid Waste Department. *Motion by Johnson, second by Dixon, to adjourn until the next meeting. All in favor. Motion carried.*

Meeting adjourned at 9:02 P.M.

Respectfully submitted,

David Renner, Secretary

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

**SITE REPORT**  
**September 12, 2007**  
**Solid Waste Department**

**TIPPAGE REPORT:** 3,101,760 lbs of garbage were brought in which is the third highest amount ever brought into the landfill for August.

There were 23 new over-the-scale customers during the month and is typical for this time of year. (Minimum of \$1,380 in annual revenues if these new customers use the facility one time per month with minimum weight). Since April 1, 1998 we have had 3,828 new customers over the scale.

**MEETINGS/SEMINARS/TRAININGS/CONFERENCES:** Attended County Board on August 21, 2007 and plan to attend the September 18, 2007 meeting.

Attended the Department Head meeting on August 23rd meeting. Will be at a conference when the next Dept. Head meeting will be held.

Attended the meeting at Social Services on August 28<sup>th</sup> regarding the Pharmaceutical Roundup and arranged for LaCrosse County to take our materials.

Met with the new Corporation Counsel and gave him a tour of the landfill, composting, recycling and wellhouse facilities on August 16<sup>th</sup>.

Met with Administrative Coordinator on the truck purchase. Furnished all documentation of that purchase.

Attended the Emergency Govt. exercise on August 15<sup>th</sup> at 6-9 PM.

Took part in the Flu Pandemic Exercise on August 23<sup>rd</sup> at the High School.

Met with Admin. & Finance Committee on September 12<sup>th</sup> to review the 2008 Budget. Chair Babcock also attended.

Will be attending the New Haven Town meeting on September 20<sup>th</sup> at 7:00 PM regarding recycling and the clear bag requirements.

Will be attending the NEWCMG/WCSWMA Fall Conference in Waupaca on September 26 & 27<sup>th</sup>. All Committee members should have received their room reservation information.

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 August.

**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.

Continued to work with the WCSWMA, SHWEC, DNR and Manufactured Home Industry regarding the new asbestos abatement requirements for mobile homes coming into the landfill from commercial businesses. There is a new form that needs to be provided certifying that an asbestos inspection was performed and abatement done where needed. Private citizens are exempt from this requirement. We will be providing a workshop on this at the Winter Conference in Oshkosh. Director is coordinating this workshop.

Will be assisting at the Pharmaceutical Collection at Social Services on September 25<sup>th</sup>.

Assisted Vernon County with hauling 2 loads of leachate during their flood. The wastewater treatment plants in their area were all shut down due to flooding.

Assisted a farmer to get rid of a 55 gallon drum of needles.

Wrote several letters to people who were found to be dumping bags into someone else's dumpsters, not recycling correctly, or using black bags.

Director and staff will be attending the Unity Health education presentations on September 24<sup>th</sup> & 25<sup>th</sup>.

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.

Arranged for the Wellhouse Pond treatment for algae and mowing operations.

**ADMINISTRATIVE PROJECTS: During the month of August/September 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 24 new customers since the last report that adds \$5,397.00 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.

We were also notified that Waste Management had sent letters to all their Adams County business and residential customers that they would no longer be serving them. We have received multiple phone calls & new customers since the letter went out. Almost all of these customers did not recycle but will start now. Ordered more dumpsters to meet the needs of these new customers. September's new customer list should show a significant increase in revenues. Ads were put in all surrounding newspapers to let people know that we do provide this service.

Completed and submitted the 2008 Recycling Standard Grant Application as well as the REI Grant Application by the due date of October 1, 2007.

Assisting Town of Rome with a small trailer for computer recycling.

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. The annual waste volume survey was performed on September 11, 2007 by Ayres. This lets us know how fast the landfill is filling and what compaction rate we are getting.