

ADAMS COUNTY PUBLIC WORKS COMMITTEE
December 16, 2009, 1:00 PM
ROOM A231, COURTHOUSE, FRIENDSHIP, WI 53934

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

MEMBERS ABSENT: Mike Keckeisen

OTHERS PRESENT: Myrna Diemert, Solid Waste Director
Barb Morgan
Everett Johnson

CALL MEETING TO ORDER: The meeting of the Adams County Public Works Committee was called to order by Chair, Larry Babcock at 1:04 P.M.

WAS THE MEETING PROPERLY ANNOUNCED? YES

ROLL CALL & APPROVAL OF AGENDA: BABCOCK, MORGAN, JOHNSON, AND RENNER. KECKEISEN ABSENT. *Motion by Johnson, second by Morgan, to approve the Agenda as presented. All in favor. Motion carried.*

APPROVAL OF OPEN SESSION MINUTES FROM NOVEMBER 9, 2009: *Motion by Renner, second by Johnson, to approve the Open Session minutes as printed for the November 9, 2009 meeting. All in favor. Motion carried.*

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

COMMUNICATIONS/CORRESPONDENCE/OTHER BUSINESS: Ms. Diemert had no correspondence to present.

FINANCIAL REPORT: Ms. Diemert presented the Financial Report for November 2009 and discussion was held. *Motion by Morgan, second by Johnson, to approve the Financial Report for November 2009. All in favor. Motion carried.*

She then presented the Monthly Check Summary for November 2009 and discussion was held. *Motion by Johnson, second by Babcock, to approve the Check Summary Report for November 2009. All in favor. Motion carried.*

Ms. Diemert next updated the Committee on the final 2010 Budget following County Board. She explained that she then adjusted the revenues by raising rates, mostly to the drop-off sites. By doing this our tax levy portion is now **\$271,149.00** which is **18.6%** lower than last year. *Motion by Johnson, second by Renner, to approve the price increases that were postponed at the last meeting. All in favor. Motion carried.*

SITE REPORT: Ms. Diemert handed out and reviewed copies of the Site Report dated December 16,

2009 (see attached copy) and discussion was held. *Motion by Renner, second by Morgan, to approve the Site Report as presented. All in favor. Motion carried.*

UPDATE ON LTC RELEASE OF FUNDS: Ms. Diemert explained that she has not been notified that the transfer of funds has taken place.

DISCUSS AND APPROVE OPTIONS FOR CLOSURE ACCOUNT: Ms. Diemert reported on the progress of the Closure Account funding. Mike Harrigan is putting together calculations for our building project, Cell #4 landfill construction, the closure account, and highway projects, as well as other space study needs projects. With current bonds and loans being paid off in 2010 there is hope that we can bond for these projects without increasing the tax levy. Another option is to use part of the sales tax money to fund the landfill closure account. Ayres Associates is calculating different options and payment plans depending on the bulk in-payment using sales tax funds. Continued discussions on these options will take place with Admin & Finance.

USDA ARRA GRANT APPROVAL: Ms. Diemert reported that she was contacted by CWE Inc. regarding the USDA ARRA Grant Program which covers landfill projects through stimulus funds. They are acting as the grant project coordinator for USDA to find Counties who qualify for these projects. There is funding available that could meet many of our construction projects over the next several years, as well as equipment and truck purchases that would make our department more efficient and our landfill last longer. This would allow us to take Juneau County waste without significantly affecting the current life expectancy of our landfill. Ms. Diemert stated that she is asking for significant funding for projects that include truck purchases and dumpsters, landfill Cell #4 construction, setting up a closure account, large grinder and screen for waste volume reduction, leachate recirculation for waste volume reduction, beneficial use of recycled glass aggregate (marketing, testing and equipment) building construction projects based on Ayres space needs study, and finally, the entire planning and approval process for our horizontal and vertical landfill expansion for the next landfill, including construction costs for the first cell. We may hear within the next few weeks whether grant funding will be received and how much, if any, matching funds will be needed. The Committee felt that any matching funds could come from the sales tax account or bonds if needed. In-kind services could also be used. *Motion by Renner, second by Johnson, to approve the Director to continue the process to apply for the USDA ARRA Grant funding. All in favor. Motion carried.*

UPDATE ON STRONGS PRAIRIE/JUNEAU COUNTY WASTE APPROVAL: Ms Diemert stated that she had hear nothing further from Strongs Prairie. Members were reminded of the Landfill Advisory Committee meeting which is scheduled for Monday, December 21, 2009 at 7:00 PM at the Strongs Prairie Town Hall.

UPDATE LANDFILL OPERATIONAL ORDINANCE #16-1989: Ms. Diemert stated that she had to retype the Ordinance and started gathering information on language changes. The ARRA grant project and the annual MRF Re-Certification for the DNR took most of the month and were higher priority. She will continue to work on the Ordinance language during the next couple months.

EMPLOYEE UPDATE: Ms. Diemert stated that she has not received any new information on the employee who has been off on a Worker's Compensation claim. She also presented a Personnel Recruitment Form for the scale clerk LTE position that is needed in the absence of the full-time scale clerk who has been off for several weeks to care for an ailing relative. She has filed for FMLA as she will be off for several more weeks. *Motion by Morgan, second by Renner, to approve the hiring of an LTE scale Clerk, sign the Personnel Recruitment Form and forward to Corporation Counsel.*

All in favor. Motion carried.

APPROVAL OF ANY TRAININGS OR CONFERENCES: Ms. Diemert presented information on the AROW/SWANA/WCSWMA Winter Conference in February at Chula Vista. She also stated that this was included in the 2010 budget. *Motion by Morgan, second by Babcock, to approve Committee members to attend this conference. All in favor. Motion carried.* Ms. Diemert will make room reservations and fill out the registrations for those wishing to attend.

IDENTIFY POSSIBLE UPCOMING AGENDA ITEMS: The following items will be placed on the next agenda: Updates on the LTC release of funds, the Strongs Prairie/Juneau County agreement, the Letter of Credit options, updating the Landfill Operational Ordinance, and the USDA ARRA grant.

NEXT MEETING DATE AND ADJOURN: The next regular monthly meeting will be held on Tuesday, January 5, 2010 at the Courthouse at 1:00 PM. *Motion by Morgan, second by Johnson, to adjourn until the next meeting. All in favor. Motion carried.*

Meeting adjourned at 2:26 P.M.

Respectfully submitted,
Myrna Diemert, Recording Secretary

THESE MINUTES HAVE BEEN APPROVED BY THE COMMITTEE

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SITE REPORT

December 16, 2009

SOLID WASTE DEPARTMENT

TIPPAGE REPORT: 2,014,880 lbs of garbage were brought in which is the 5th highest amount ever brought into the landfill for November. Year to date, we are down 11.758% in tonnage from 2008.

There were 6 new over-the-scale customers during the month and is typical for this time of year. (Minimum of \$360.00 in annual revenues if these new customers use the facility one time per month with minimum weight). Since April 1, 1998 we have had 4,256 new customers over the scale.

MEETINGS/SEMINARS/TRAININGS/CONFERENCES: Attended the demonstration of MSW & C&D grinding at the Marathon County Landfill on Tuesday, November 12. Hank also attended. A demonstration of the Highway Dept. equipment was also done on the brush pile at our yard waste composting site.

Attended the Veteran's Day In-Service on November 11th.

Attended the Admin & Finance Committee meeting on November 12 at 9:00 for LTC Release of funds and MIS's request for a new telephone system at the landfill.

Attended County Board on November 17th.

Attended a Route-Smart routing demonstration on November 24th.

Attended Health Insurance Study Committee meeting on December 1st, following this meeting was the Wellness Committee meeting, then followed by Department Head/Year End Accounting Training Meeting at 1:00. Another Dept. Head/Year End Accounting Training will be held on December 15th.

Met with Administrative Coordinator's staff, Mike Harrigan, and Highway Commissioner on December 4th regarding bonding for road construction, landfill cell construction, space needs study recommendations and other projects. Several scenarios were done showing how bonding could be done without adding to the tax levy.

Attended the Department Head meeting scheduled for December 16th.

The Landfill Advisory Committee meeting will be held on Monday, December 21st 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: No other problems, areas of concern, or regulatory issues were encountered. There were no other 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.

A Fire Inspection was performed on December 3rd and it was noted that the storage of files, shop supplies, and office supplies that are being stored up to the ceiling on shelving will need to be removed. This is another example of the shortage of space here.

A Department Appliance Tracking Form was completed for the two kitchen areas that we have.

Received notice that the LaCrosse County mobile hazardous waste & pharmaceutical unit may not continue offering services to outlying counties since the manager took another job. Several counties sent a letter to the LaCrosse County Solid Waste Commission requesting that they continue as this will significantly affect our ability to hold hazardous waste clean sweeps and pharmaceutical collections.

Called Digger's Hotline and had property marked for the trenching of the new phone system lines on November 19th.

Arranged for the Cathodic testing on our underground diesel tank. This was performed on November 30th. Results were forwarded to DATCP as requested.

***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 November/December the Director performed the following duties: Arranged some shipments of tires, baled recyclables, computers, fluorescent light bulbs, corrugated, appliances, and scrap metals as needed. Some materials are being stockpiled due to the very poor market conditions.

Continued to coordinate new curbside and residential route customer orders. We had 17 new residential/business account customers since the last report which increases our annual revenues by \$3963.00. We also had 17 customers who cancelled service because they are moving, lack of payment, or couldn't afford, creating an annual loss of \$5490.00. We also had 4 new customers renting roll-off containers. We are currently billing \$537,390 annually for this service which is down from \$552,501 due to lost customers as well as winter holds.

The landfill was closed at 11:00 on November 20th and December 4th for mandatory layoffs.

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

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

Two state fuel tax refund requests were submitted during the month.

Worked on the DNR MRF Self-Certification which is normally due in March. The DNR moved this up to December 18th. This is the annual mandatory certification of our recycling operation.

Gave a tour of the recycling operation to Northstar Services. Discussions continue with staff regarding electronics recycling.

Working on new language for the Landfill Operational Ordinance. Reviewing other agreements for wording suggestions. New language will provide for a penalty for waste going out-of-county as well as requiring a permit to haul waste and recyclables in Adams County. This permit will allow us to make haulers aware of their responsibilities to make their customer recycle, to provide volumes to the County, and make them aware that they must use the County Landfill site.

Working on a USDA ARRA Stimulus grant which may bring in funding for the Closure Account, new trucks and containers, Cell #4 construction, large grinder and screen for waste reduction & compaction, leachate recirculation plan, building expansion proposed by Ayres Space Needs Study, and feasibility study, initial site report, plan of op for the next landfill expansion.

Received notice that the new law (SB107) on electronics disposal will be taking place on January 1st. As of September 1, 2010 electronics will be banned from landfills. Electronics banned include computers & peripherals, Video Display devices (TVs, monitors, scanners, data storage devices, desktop printer, combo printer/fax/scanner/copiers, fax machines, DVD players, VCRs, servers. Cellphones, and pagers. Summary and Guidance sheets will be coming from the DNR and we will furnish this information to the Town drop-off sites. Working with Marathon, Juneau, Monroe, Vernon Counties on an RFP for electronics collection services. The Dept of Correction will no longer be allowed to pick up our electronics because they are not eligible for credits.

More legislation was passed on Oil Filters & Absorbent Materials banned from landfills effective December 2010.

Met with Experience Works (previously Green Thumb/Older Workers) staff and two potential candidates were interviewed. One is for office help and the other in the recycling building. This program pays the wages and worker's comp for these employees. We are to provide training and work experience for these older workers.

Work continues on the new phone system. The underground lines were trenched in as well as wiring inside the building is under way. Language for the automated attendant is being developed.

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

LANDFILL CONSTRUCTION: No further work has been done on Cell #4.