

ADAMS COUNTY PUBLIC WORKS COMMITTEE

**WEDNESDAY, AUGUST 8, 2007
LANDFILL OFFICE
1420 HWY 21, FRIENDSHIP, WI 53934**

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

MEMBERS ABSENT: Florence Johnson-Excused

OTHERS PRESENT: Myrna Diemert, Solid Waste Director
Brenda Rhinehart, Office Super/Loss Control/Safety Officer

CALL MEETING TO ORDER: The Meeting of the Adams County Public Works Committee was called to order by Chair, Larry Babcock, at 7:02 P.M., on Wednesday, August 8, 2007.

WAS THE MEETING PROPERLY ANNOUNCED? YES

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

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

APPROVAL OF OPEN SESSION MINUTES FROM JULY 11, 2007: *Motion by Morgan, second by Renner, to approve the Open Session minutes as printed for July 11, 2007. All in favor. Motion carried. Dixon abstained.*

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

COMMUNICATIONS/CORRESPONDENCE/OTHER BUSINESS: There was no communications, correspondence, or other business to bring before the Committee.

FINANCIAL REPORT: Ms. Diemert presented and reviewed the July 2007 Financial Report, and two Friday Check for discussion and approval. *Motion by Renner, second by Dixon, to approve the July 2007 Financial Report and two Friday checks as presented. All in favor. Motion carried.*

SITE REPORT: Ms. Diemert handed out and reviewed copies of the Site Report dated August 8, 2007 (see attached copy) and discussion was held. *Motion by Renner, second by Babcock, to approve the Site Report as presented. All in favor. Motion carried.*

APPROVAL OF ANY TRAININGS OR CONFERENCES: Ms. Diemert presented the registration form for the Fall NEWCMG/WCSWMA Conference to be held September 26th & 27th in Waupaca and the agenda was reviewed. *Motion by Dixon, second by Renner, to allow the Director and Committee members attend. All in favor. Motion carried.* Ms. Diemert will fill out the registration forms and make hotel reservations for those needing them.

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 the Corporation Counsel and Administrative Coordinator met today to discuss 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 had met with the Admin & Finance Committee and they recommended that the resolution be pulled at County Board and put into the 2008 budget process. They also recommended that this work be let out for bids with installation this fall, with payment coming from the 2008 budget. Ms. Diemert reported that she prepared bid documents and forwarded them on to Corporation Counsel and Administrative Coordinator for review and comment. She will report more at the next meeting.

EMPLOYEE COMP TIME/VACATION REVIEW: Ms. Diemert presented a report of the employee accrued comp time and vacation time through the last payroll. Discussion was held. There are no employees in violation of the County policy.

PRELIMINARY 2008 BUDGET REVIEW: Ms. Diemert presented the preliminary 2008 budget for Committee's review. Ms. Diemert also presented and reviewed the numerous budget documents that need to be approved by the Committee. Discussion was held. *Motion by Dixon, second by Morgan, to approve the 2008 Budget with minor adjustments as discussed. All in favor. Motion carried.* Committee members then signed the 2008 Budget-Committee Approval form.

VOUCHERS: Ms. Diemert presented the vouchers & voucher list to the Committee for review. Discussion was held. *Motion by Morgan, second by Dixon, 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 September meeting agenda.

NEXT MEETING DATE AND ADJOURN: The next regular monthly meeting will be held on Wednesday, September 12, 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 9:00 P.M.

Respectfully submitted,

David Renner, Secretary

**THESE MINUTES HAVE BEEN APPROVED BY THE COMMITTEE ON
9/12/07**

SITE REPORT
August 8, 2007
Solid Waste Department

TIPPAGE REPORT: 2,744,320 lbs of garbage were brought in which is the third highest amount ever brought into the landfill for July.

There were 41 new over-the-scale customers during the month and is typical for this time of year. (Minimum of \$2,460 in annual revenues if these new customers use the facility one time per month with minimum weight). Since April 1, 1998 we have had 3,805 new customers over the scale.

MEETINGS/SEMINARS/TRAININGS/CONFERENCES: Attended Admin/Finance Committee meeting regarding the HVAC resolution. It was decided that this should be written into the 2008 budget and put out on bids for installation this fall. The resolution will be pulled.

Attended County Board on July 17, 2007 and plan to attend the August 21, 2007 meeting.

Attended the Special Department Head/Budget meeting on July 19th.

Attended the Department Head meeting on July 26th and plan to attend the August 23rd meeting.

Attended a regional meeting with several counties on July 26th on Flow Control and Open Records.

Attended the Federal Property Advisory Committee meeting on July 18th in Waunakee.

Attended an AROW/WCSWMA/SWANA Joint Conference meeting in Plover on July 23rd.

Attended the meeting at Social Services on July 24th regarding the Pharmaceutical Roundup.

Met with United Heartland on July 24th to do a safety inspection of the property & buildings.

Met with MIS, Advanced Weigh Systems, and consultant regarding the routing software project on July 24th. Slow progress is being made. We are hoping to have the software installed and training to be held this fall. Some updating still needs to be done with the Transact Scale Software.

Attended Loss Control meeting on July 25th at 9:30 with the Safety Coordinator/Loss Control Officer.

Attended a training in Stevens Point on July 30th regarding WCA hearings on arbitrations & negotiations.

Met at the Town of Rome drop-off site on July 31st to continue discussions on making their drop-off site more efficient and meet their future needs.

Attended WCSWMA Executive Board meeting on August 3rd in Mosinee.

Attended the Health Insurance Committee meeting on August 7, 2007.

Will set up and staff the fair booth on Thursday, August 9th.

Will meet with and new Corporation Counsel and give a tour of the landfill, composting, recycling and wellhouse facilities on August 16th.

Will attend the Emergency Govt. exercise on August 15th at 6-9 PM. Will also take part in the Flu Pandemic Exercise on August 23rd.

Will be attending the NEWCMG/WCSWMA Fall Conference in Waupaca September 26 & 27th.

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 July.

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.

Provided training, along with pictures, to landfill truck drivers & staff regarding the stolen radioactive device. Also forwarded information to Highway and Parks Departments.

Received notice from the DNR 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.

Supplied our Landfill Compaction Policy & Procedures to Ayres Associates for use in Juneau County.

The monthly Hazardous Waste inspection was completed as required.

Wrote several more letters (including some 2nd notices), responded by telephone and email to customers using black bags and/or having questions.

Arranged for the landfill gas probe monitoring at the landfill. No methane gas was detected.

Arranged for 3 employees to have random CDL drug & alcohol testing.

Notified a contractor that waste oil was not to be put into a roll-off container.

Completed and submitted the Underground Storage Tank System Use Permit Application 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. A battery needed to be replaced.

ADMINISTRATIVE PROJECTS: During the month of July/August 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 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.

Submitted a letter regarding our proposal for the Town of Adams for garbage and recycling collection. The Town Board is contemplating bidding this out and the letter expressed our concern over this after our best proposal was made public. Also discussed liability issues and the need to support the County owned landfill.

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

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

Continued to work with the DNR on the "Learn Not to Burn - Waste Disposal Alternatives" ad campaign.

Assisting the pipeline company to get rid of 10,000 bales of wet/muddy straw.

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

LANDFILL CONSTRUCTION: No new construction was performed.