

**ADAMS COUNTY PUBLIC WORKS COMMITTEE  
JANUARY 14, 2009, 1:00 PM  
COURTHOUSE ROOM A231, FRIENDSHIP, WI**

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

**OTHERS PRESENT:** Myrna Diemert, Solid Waste Director

**CALL MEETING TO ORDER:** The meeting of the Adams County Public Works Committee was called to order by Chair, Larry Babcock at 1:00 P.M.

**WAS THE MEETING PROPERLY ANNOUNCED? YES**

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

**APPROVAL OF OPEN SESSION MINUTES FROM DECEMBER 15, 2008:** *Motion by Renner, second by Babcock, to approve the Open Session minutes as presented for December 15, 2008 meeting. All in favor. Motion carried.*

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

**COMMUNICATIONS/CORRESPONDENCE/OTHER BUSINESS:** Ms. Diemert presented a "Department Head Out-of-Office Report" for her vacation which is scheduled for 1/16/09 through 1/26/09. The Foreman and Office Manager will be available if the Committee has any questions.

Ms. Diemert then presented a letter from Warden Holinka thanking her for the Recycling Business Audit suggestions made for improving the FCI recycling program.

Ms. Diemert next presented a letter from Tomorrow's Home Foundation thanking her for her letter of support which was instrumental in receiving the Manufactured Housing Rehab and Recycling Grant for 2009. More information on the program will be available but this grant will benefit Adams County residents in properly disposing of older mobile homes containing asbestos.

Ms. Diemert next presented a letter from DATCP regarding the possible delay and/or elimination of Clean Sweep grants. There were no other communications, correspondence, or other business to bring before the Committee.

**FINANCIAL REPORT:** Ms. Diemert presented and reviewed the December 2008 Financial Report. *Motion by Keckeisen, second by Renner, to approve the December 2008 Financial Report as presented. All in favor. Motion carried.* Ms. Diemert also presented the December Check Summary Report, dated 1/8/09. *Motion by Morgan, second by Babcock, to approve the December 2008 Check Summary Report as presented. All in favor. Motion carried.*

**SITE REPORT:** Ms. Diemert handed out and reviewed copies of the Site Report dated January 14, 2009 (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.*

**EMPLOYEE UPDATE:** Ms. Diemert reported on the employee status. One driver is still off since October 2007 on a Worker's Comp injury. It is unknown when he will be back. His case was referred to Corporation Counsel/Personnel Director for review. Another driver was off for 4 weeks following a WC injury and knee surgery. He is back to work now with no restrictions. Another driver has been off for about a month due to a non-WC injury and will be coming back to work on Monday now that the Doctor has released him for work with no restrictions.

**APPROVAL OF FOREMAN'S TOOL ALLOWANCE:** Ms. Diemert presented a list of tools that Hank has at the landfill for which he has received an annual \$400 tool allowance in the past. Since this tool allowance is not addressed in the Union contract the Committee needs to approve continuing it from time to time. The Committee reviewed the list of tools. Discussion was held. *Motion by Keckeisen, second by Renner, to approve the annual tool allowance of \$400 for the Foreman. All in favor. Motion carried.*

**APPROVAL OF ANY TRAININGS OR CONFERENCES:** Ms. Diemert presented information regarding reserving rooms at Chula Vista for the winter conference. Ms. Diemert will make room reservations for those staying as this was included in the 2009 budget. Ms. Diemert stated that she had no other training or conference requests.

**UPDATE ON CREDIT CARD IMPLEMENTATION PROJECT:** Ms. Diemert reported that the project is still progressing, training is being scheduled, and we should be up and running this spring.

**DISCUSSION ON SATURDAY SCHEDULE FOR 2009:** Ms. Diemert presented a report showing how many customers used the landfill on Saturdays in March, April, October and November. Only 2 days during these months covered the OT wages & fringes needed for the 2 employees required. Other operating expenses were not included. Lengthy discussion was held and other options were discussed. The Committee felt that they needed more information on the other summer months before they could make a decision. No Saturday hours were budgeted in 2009, therefore, they must look at which months cover the costs of being open. Citizens have other options such as using their town drop-off sites, or renting roll-off containers and dumpsters for their weekend projects. This will be placed on the February meeting agenda.

**IDENTIFY POSSIBLE UPCOMING AGENDA ITEMS:** No other agenda items identified.

**NEXT MEETING DATE AND ADJOURN:** The next regular monthly meeting will be held on Wednesday, February 11, 2009 in the Courthouse at 1:00 PM. *Motion by Renner, second by Johnson, to adjourn until the next meeting. All in favor. Motion carried.*

Meeting adjourned at 2:31 P.M.

Respectfully submitted,  
Myrna Diemert, Recording Secretary

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

**SITE REPORT**  
**January 14, 2009**  
**Solid Waste Department**

**TIPPAGE REPORT:** 1,433,060 lbs of garbage were brought in which is the fifth highest amount ever brought into the landfill for December.

There were 3 new over-the-scale customers during the month and is typical for this time of year. (Minimum of \$180.00 in annual revenues if these new customers use the facility one time per month with minimum weight). Since April 1, 1998 we have had 4,127 new customers over the scale.

**MEETINGS/SEMINARS/TRAININGS/CONFERENCES:** Gave a tour of our facility to Pierce County on December 16<sup>th</sup>.

Attended County Board on December 16<sup>th</sup> at 6:00 PM. Also attended the Landfill Advisory Committee meeting at 7:00 PM immediately following the Public Works Committee meeting.

Attended the Department Head training for Year End Accounting on December 17<sup>th</sup> at 2:00.

Held a staff meeting/safety training on December 18<sup>th</sup>.

The County's Auditor was at Landfill to assist us with out scale computer and to train us on Enterprise System on January 7th.

Will attend the Space Needs Study with Ayres Associates on January 16<sup>th</sup>.

Director will be on vacation from January 16 – 26<sup>th</sup> and will not be available. Office Manager and Foreman will be in charge in there are any questions.

Will attend the Health Insurance Study Committee meeting on January 27<sup>th</sup>.

Will attend the Federal Property Advisory Board meeting in Waunakee on January 28<sup>th</sup>.

Attended other various meetings through the month.

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

**INSPECTIONS:** There were no 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.

Arranged for 2 employees to have random drug testing.

Submitted the Compliance Certification-Landfill License #03150 required by the DNR. 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.

Monona Plumbing was present to perform the quarterly maintenance and testing on the wellhouse pumping system. They are also reporting the high capacity well flow meter reading which is a new requirement.

**ADMINISTRATIVE PROJECTS:** During the month of Dec/January 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 15 new residential/business account customers since the last report which increases our annual revenues by \$5,526.00. However, we also had 11 customers who cancelled service due to going out of business, lack of payment, moved, or price increases. This caused a loss of \$3,318.00 annually. Some of these customers will use the “free” drop-off sites in their townships.

Met with marketing vendors and 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 landfill construction has been performed since the last report. Final calculations for the release of funds from the Long Term Care account are being performed by the engineers with assistance of the Director. Final release of funds letter was sent and we hope to have it back by Feb. 9<sup>th</sup> when the CD comes due. We are also still waiting for the DNR to approve the use of glass aggregate in Cell #4 sub-base construction.

Funding for Cell #4 construction was part of our County’s request for infrastructure funding through the WCA request for stimulus money.