

ADAMS COUNTY PUBLIC WORKS COMMITTEE
August 12, 2009, 6:00 PM
LANDFILL OFFICE, 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
Hank Strohmeyer
Steve Bischoff

CALL MEETING TO ORDER: The meeting of the Adams County Public Works Committee was called to order by Chair, Larry Babcock at 6:03 P.M.

WAS THE MEETING PROPERLY ANNOUNCED? YES

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

APPROVAL OF OPEN SESSION MINUTES FROM JULY 8, 2009: *Motion by Renner, second by Morgan, to approve the Open Session minutes as printed for the July 8, 2009 meeting. All in favor. Motion carried.*

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

COMMUNICATIONS/CORRESPONDENCE/OTHER BUSINESS: Ms. Diemert presented a letter from Warden Holinka from the Community Relations Board describing their energy conservation efforts that include using rain barrels to collect water for their gardens, and using push mowers for mowing.

Ms. Diemert also presented an email describing state funds where \$239 million dollars was taken from to help offset the State deficit. \$37.8 million was taken from the Recycling Fund as well as \$65.8 million from the Transportation Fund. There was no other correspondence to bring before the Committee.

Ms. Diemert then reported that she will be gone from August 20 – 24th out of state, and also will be off from August 25th – 28 on vacation, although she will attend four scheduled meetings during that time.

FINANCIAL REPORT: Ms. Diemert presented the Financial Report for July 2009 and discussion was held. *Motion by Morgan, second by Babcock, to approve the Financial Report for July 2009. All in favor. Motion carried.* She then presented the Monthly Check Summary for July 2009 and discussion was held. *Motion by Johnson, second by Renner, to approve the Check Summary Report*

for July 2009. All in favor. Motion carried.

Next presented and reviewed the 2010 budget, as well as all of the associated forms required to be submitted with the budget. Ms. Diemert stated that the tax levy portion of our budget for 2010 has been **decreased by 4.36%**. She reminded the Committee that we were instructed to increase the budgets no more than 3%. She also explained that she met with the auditor on Monday and will now have to split the Solid Waste Account into several more Accounts and Line Items so the budget that will be submitted will look different than this one, however, the bottom line will remain the same. She also presented a list of proposed price increases for 2010. Discussion was held. ***Motion by Johnson, second by Renner, to approve the 2010 Budget, the proposed price increases for 2010, and all attachments to the 2010 Budget as presented. All in favor. Motion carried.*** Ms. Diemert then reviewed the Department Program & Service Prioritization list and discussion was held. ***Motion by Johnson, second by Morgan, to approve the Department Program & Service Prioritization as presented. All in favor. Motion carried.***

SITE REPORT: Ms. Diemert handed out and reviewed copies of the Site Report dated August 12, 2009 (see attached copy) and discussion was held. ***Motion by Morgan, second by Renner, to approve the Site Report as presented. All in favor. Motion carried.***

UPDATE ON LTC/DNR OPTIONS: Ms. Diemert reported that we have received approval from the DNR to release \$750,000 from our LTC fund. The Auditor, Administrative Coordinator, Treasurer and the bank were all given copies of this letter.

UPDATE ON STRONGS PRAIRIE/JUNEAU COUNTY WASTE APPROVAL: Ms Diemert submitted a letter received from the Strongs Prairie Landfill Advisory Committee asking for further information on Juneau County's waste, as well as her response with the information requested. Discussion was held.

EMPLOYEE UPDATE/LTE HIRING APPROVAL & SELECTION: Ms. Diemert next reported that there has been no change on the employee's status who is still on Worker's Compensation since October, 2007.

APPROVAL OF ANY TRAININGS OR CONFERENCES: Ms. Diemert did not have any new trainings to approve. She did submit a voucher and Expense Report for her meals and mileage for the last 4 months. There was some discussion if the Expense Report is still required for budgeted trainings. ***Motion by Renner, second by Morgan, to approve and sign the Employee Expense Report. All in favor. Motion carried.***

IDENTIFY POSSIBLE UPCOMING AGENDA ITEMS: The following items will be placed on the next agenda: Updates on the Budget, LTC and Strongs Prairie/Juneau County agreement.

NEXT MEETING DATE AND ADJOURN: The next regular monthly meeting will be held on Wednesday, September 9, 2009 at the Landfill at 6:00 PM. ***Motion by Johnson, second by Babcock, to adjourn until the next meeting. All in favor. Motion carried.***

Meeting adjourned at 8:04 P.M.

Respectfully submitted,
Myrna Diemert, Recording Secretary

THESE MINUTES HAVE BEEN APPROVED BY THE COMMITTEE

SITE REPORT
August 12, 2009
SOLID WASTE DEPARTMENT

TIPPAGE REPORT: 2,805,820 lbs of garbage were brought in which is the 4th highest amount ever brought into the landfill for July. Year to date, we are down 13% in tonnage from 2008.

There were 17 new over-the-scale customers during the month and is typical for this time of year. (Minimum of \$1,020.00 in annual revenues if these new customers use the facility one time per month with minimum weight). Since April 1, 1998 we have had 4,206 new customers over the scale.

MEETINGS/SEMINARS/TRAININGS/CONFERENCES: Toured the Brown-Outagamie-Winnebago Recycling Processing tour in Appleton on July 13th. Larry Babcock also attended.

Attended a Department Head/Budget meeting on July 14th. Also attended meetings on the cleaning contract as well as the tobacco signage this same day.

Attended the WCSWMA/SWANA Summer Conference in Wausau on July 16th & 17th. This is for CEU credits for Landfill Manager Certification. Also gave a presentation on Saving Money by Using Alternative Funding Sources (Federal Property Successes).

Met with Administrative Coordinator to discuss how furloughs would affect this department.

Attended County Board on July 21st.

Attended Federal Property Advisory Board meeting in Wauanakee on July 22nd.

Attended Dept. Head on July 23rd.

Attended Health Insurance Study Committee on July 28th. Wellness Committee meeting followed.

Attended County Board tour o July 30th.

Attended a Long Range Planning/Bonding Meeting on August 6th.

Gave a tour of our facility and met with the new Portage County Solid Waste Director. Also will give a tour on August 13th to Veolia who operates the Portage County Recycling MRF. We are discussing the glass aggregate operation and how they can set up a similar operation at their facility or resume bringing their scrap glass here to be processed. They will purchase our aggregate material and do a backhaul. We are also discussing the possibility of taking our comingled bales as our market went out of business and we've been stockpiling the bales.

Met with the County Auditor on August 10th to continue work on the Enterprise Fund creation and assign new line item #s to new items.

Attended other various meetings through the month.

Will set up the Fair booth. Again, this year we will not be manning the booth to keep staffing costs down.

Will attend the Business After 5:00/Chamber meeting on August 17th.

Will attend the Health Insurance Study and Wellness Committee meetings on August 25th.

Will attend the Dept. Head meeting on August 27th.

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.

Received the results of the landfill gas probe monitoring that was done on June 3rd. No methane gas was detected in the two wells.

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.

Furnished information to Joe Lally on the new mobile home recycling regulations for asbestos inspections. He is working with Amy Bliss and the Tomorrow's Home Foundation for properly disposing of old mobile homes in the County. Discussion was held on setting up a mobile home recycling program utilizing their asbestos inspector, which would decrease the costs.

***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 annual wellhouse pond & pumping system maintenance and annual test on July 23rd.

ADMINISTRATIVE PROJECTS: During the month of July/August the Director performed the following duties: Most of the month was dedicated to the numerous required budget forms. Will meet with Admin & Finance Committee on September 21st at 2:30 PM. Chair Babcock is invited to attend.

Responded to the Strongs Prairie SW Advisory Committee letter asking for information on Juneau County's waste.

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 21 new residential/business account customers since the last report which increases our annual revenues by

\$7,038.00. We also had 6 customers who cancelled service because they are moving, lack of payment, or couldn't afford, creating an annual loss of \$2,169.00. We also had 18 new customers renting roll-off containers. We are currently billing \$577,461 annually for this service.

Continued working with BOW (Brown, Outagamie, Winnebago Counties) and Portage Counties to take our co-mingled bales of recyclables.

Received information on LP pre-buy from the WI River Co-op and called the other local supplier. The pre-buy price offered by the WI River Co-op was well below the other quoted price. We also received an equity revolvment check in the amount of \$1282.92, in addition to the \$4,474.35 dividend check we already received in March. Therefore, purchasing LP from the WI River Co-op was deemed the best option for LP. 12,000 gallons of LP were pre-bought for the 2009/2010 heating season.

Working with the Village of Friendship to improve their recycling rate as it is well below the average for other municipalities within the County. Educational materials will be going out in the near future to each household as well as to the Village and landfill employees.

Arranged for Winnebago County to chip our brush pile.

Arranged for Master Gardeners to get compost & wood chips.

Furnished information to the Town of Rome on prices for dumpsters at their Town Hall and the requirement to make sure that recycling is being done and that the waste is coming to our landfill.

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

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

Arranged for 6 employees to have random CDL drug testing.

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

LANDFILL CONSTRUCTION: Surveyors marked the sub-base grades. Staff worked on cutting the sub-base grade in Cell #4 area so that we can begin to place glass aggregate in this area. Cost projections were done for our Long Range Planning. Bonding will be needed for Cell #4 construction that must be done in 2010.

We have received a letter from the DNR dated August 5, 2009 approving the request for LTC release of funds in the amount of \$750,000.00. We will be getting a formal letter for the bank. The bank has been notified that this will be coming and the County Treasurer will need to submit paperwork for the transfer. This money will pay off the budget deficits from unbudgeted items in 2005, as well as the landfill compactor loan from the general fund. The excess funds will be used to update the landfill fleet and other unbudgeted items and building improvements, etc.