

**ADAMS COUNTY PUBLIC WORKS COMMITTEE  
MARCH 10, 2010, 1:30 PM  
ROOM A160, COURTHOUSE, FRIENDSHIP, WI 53934**

**MEMBERS PRESENT:** Larry Babcock, Chair  
David Renner, Secretary  
Florence Johnson  
Mike Keckeisen

**MEMBERS ABSENT/EXCUSED:** Dean Morgan, Vice-Chair

**OTHERS PRESENT:** Myrna Diemert, Solid Waste Director  
Everett Johnson  
Steve Bischoff, Ayres Associates  
Ben Peotter, Ayres Associates

**CALL MEETING TO ORDER:** The meeting of the Adams County Public Works Committee was called to order by Chair, Larry Babcock at 1:31 P.M.

**WAS THE MEETING PROPERLY ANNOUNCED? YES**

**ROLL CALL & APPROVAL OF AGENDA:** BABCOCK, JOHNSON, RENNER, KECKEISEN. Morgan-absent/excused. *Motion by Keckeisen, second by Renner, to approve the Agenda as presented. All in favor. -Motion carried.*

**APPROVAL OF OPEN SESSION MINUTES FROM FEBRUARY 9, 2010:** *Motion by Renner, second by Johnson, to approve the Open Session minutes as printed for the February 9, 2010 meeting. All in favor. Motion carried.*

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

**COMMUNICATIONS/CORRESPONDENCE/OTHER BUSINESS:** Ms. Diemert presented information on the purchase of a 2000 Freightliner Garbage Truck, and a McNeilus 20 yard rear load box that will go on one of our chassis. These purchases were approved and signed by Admin & Fin. Director. The truck and compactor box will be paid from the 2010 budget as well as LTC funds. Ms. Diemert also presented information on 3 pickups that are being scrapped. These trucks are not able to be sold because of their poor condition. There was no other correspondence or other business to present.

**FINANCIAL REPORT:** Ms. Diemert presented the Financial Report for February 2010 and discussion was held. Revenues are up compared to last year and expenses are down. She then presented the Monthly Check Summary for February 2010 and discussion was held. *Motion by Keckeisen, second by Johnson, to approve the Financial Report and Check Summary Report for February 2010. All in favor. Motion carried.*

Ms. Diemert next presented the 2009 Year End Report and discussion was held. We will end 2009 with a deficit of \$15,902.81. This is despite the fact that we were \$3,886.54 short in Recycling grant

funds due to state budget cuts, as well as the poor recycling markets which left a deficit in the sale of processed recyclables of \$117,049.00.

**SITE REPORT:** Ms. Diemert handed out and reviewed copies of the Site Report dated March 10, 2010 (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.*

**USDA ARRA GRANT APPROVAL:** Ms. Diemert reported on the progress of the grant. She stated that a second site inspection was done by the USDA staff person and appropriate paperwork is being completed. Admin & Finance Director has reviewed the forms and will be signing them when we get the originals. After the application is submitted and a determination is made how much grant vs. low interest loans are awarded, we will take this to County Board to determine which projects we will accept. Discussion was held on CWE performing the grant writing for us since the process is so complex. **Motion by Keckeisen, second by Babcock, to authorize \$15,000 to be spent on the grant application process. All in favor. Motion carried.** These funds will come from the LTC funds available for use and is reimbursable by the grant/loan.

**PRESENTATION ON TURBINE GENERATED LANDFILL POWER:** Steve Bischoff and Ben Peotter gave a presentation on turbine generated landfill power, construction costs, landfill closure process, installation of gas wells and equipment, power generation, and uses such as heating and electrifying landfill buildings. Feasibility studies have been done for Monroe County and Marinette/Oconto County landfills.

**UPDATE/ACT ON STRONGS PRAIRIE/JUNEAU COUNTY WASTE APPROVAL:** Ms. Diemert gave an update on the negotiations with Strongs Prairie and Adams County. Dr. Aga Razvi and the Advisory Committee have requested the attendance of the landfill Director, PW Committee Chair and the Finance Director at their next meeting which will be held on Friday, March 12, 2010 at 2:30 at the Strongs Prairie Town Hall.

**UPDATE LANDFILL OPERATIONAL ORDINANCE #16-1989:** Ms. Diemert stated that she has received several requests for copies of the current Operational Ordinance and supporting documents. These requests are being made by Town officials, LaCrosse County, and one attorney. Work will continue on revising our Ordinance.

**EMPLOYEE UPDATE/LTE HIRING APPROVAL/SCALE CLERK RESIGNATION & APPROVAL TO FILL VACANCY:** Ms. Diemert stated that she has not received any new information on the employee who has been off on a Worker's Compensation claim. Ms. Diemert contacted the new Personnel Director for more information.

Ms. Diemert next presented a Personnel Recruitment Form for LTE Truck Drivers/Equipment Operators for summer help and discussion was held. These positions are budgeted. *Motion by Keckeisen, second by Renner, to hire up to 4 LTE Truck Drivers/Equipment Operators depending on summer workload and landfill construction. All in favor. Motion carried.* Committee members then signed the Personnel Recruitment Form.

Ms. Diemert next presented a Personnel Recruitment Form for the Scale Clerk/Secretary position following Penny Maleski's resignation effective March 15, 2010. Discussion was held. Committee members felt that this should be filled as soon as possible to allow for some training before the busy summer season. Ms. Johnson also suggested that a school co-op student could be found to assist with

some of the clerical work. *Motion by Keckeisen, second by Johnson, to accept the resignation and fill the Scale Clerk/Secretary vacancy. All in favor. Motion carried.* Committee members then signed the Personnel Recruitment Form.

Discussion was then held on extending the current Scale Clerk LTE position to 213 days as allowed in the Personnel & General Administrative Policy Manual Section 2 (2.06). This will allow time for posting the position and training the new person. *Motion by Johnson, second by Keckeisen, to extend the Scale Clerk LTE's position to 213 days. All in favor. Motion carried.* Committee members then re-signed the Personnel Recruitment Form that they originally signed in December.

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

**IDENTIFY POSSIBLE UPCOMING AGENDA ITEMS:** The following items will be placed on the next agenda: Updates on each item.

**NEXT MEETING DATE AND ADJOURN:** The next regular monthly meeting will be held on Wednesday, April 14, 2010 at the Courthouse at 1:30 PM. *Motion by Johnson, second by Keckeisen, to adjourn until the next meeting. All in favor. Motion carried.*

Meeting adjourned at 4:13 P.M.

Respectfully submitted,  
Myrna Diemert, Recording Secretary

**THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE**

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## SITE REPORT March 10, 2010

### SOLID WASTE DEPARTMENT

**TIPPAGE REPORT:** 1,132,120 lbs of garbage were brought in which is the 5th highest amount ever brought into the landfill for February. Year to date we are up 1.1% in tonnage compared to 2009.

There were 4 new over-the-scale customers during the month and is typical for this time of year. (Minimum of \$240.00 in annual revenues if these new customers use the facility one time per month with minimum weight). Since April 1, 1998 we have had 4,270 new customers over the scale.

**MEETINGS/SEMINARS/TRAININGS/CONFERENCES:** Attended the annual WIRMC Conference on February 24-26<sup>th</sup>. Several conference calls were held through the month with AROW & SWANA staff regarding the Winter Conference at Chula Vista on February 24<sup>rd</sup> – 26<sup>th</sup>.

Several discussions were held throughout the month with Dr. Razvi regarding our request to Strongs Prairie to take out-of-county waste. For February 2010 Clark Disposal brought in 23.78 tons of garbage, (\$1,426.80), and 17 tons of recyclables (\$510.00). Will meet with Strongs Prairie on Friday, March 12<sup>th</sup> at 2:30 regarding continued discussions on our request to take out-of-county waste.

Strongs Prairie and their consultant, Dr. Razvi, have requested that the SW Director, Committee Chair, and Admin & Finance Director attend the informational meeting.

Met with CWE and USDA staff on February 19th for continued discussions on our USDA ARRA Stimulus Grant Application. Grant paperwork is being completed and will be reviewed by Corporation Counsel and Admin & Finance Director when completed. After we have submitted the grant and received notice of award amounts, it will need to go to County Board for acceptance or amendment.

Met with staff from Ehlers, Hwy Commissioner and Admin & Fin Director in Madison on February 24<sup>th</sup> at the WCA office regarding bonding for construction projects. The USDA Grant/Loan and this preliminary bonding process is being done simultaneously because Cell #4 construction needs to be done immediately and we are looking for the best financial option for the County.

Met with Admin & Fin. Director and Personnel Director on March 9<sup>th</sup> regarding the USDA Grant/Loan, truck purchases, Strongs Prairie meeting, and employee vacancies.

Will meet with Admin & Finance Committee on March 11<sup>th</sup> to give a brief description of the USDA Grant/Loan.

Plan to attend County Board on March 16<sup>th</sup>.

Will meet with Admin & Fin. Director and Personnel Director at on March 17<sup>th</sup> to discuss the employee vacancy at the landfill.

Plan to attend Dept. Head meeting on March 25<sup>th</sup>.

Attended other various meetings through the month.

Director was on vacation from February 27 – March 7<sup>th</sup>.

***SITE/EQUIPMENT IMPROVEMENTS:*** Normal maintenance/repairs were performed.

***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.

Furnished information to Land Conservation regarding closure of old town dumps located within the Duck Creek Watershed. 3 town dumps fall within the watershed.

A safety training was held on Wednesday, February 17<sup>th</sup>. Agenda items included: Temporary Heating Devices; battery safety, aggressive dog policy, hand-foot & vision protection; route safety; air brake maintenance; new phone system instructions; 2010 layoff dates; use of floating holidays; proper filling out of required paperwork (work orders, gas logs, etc.).

A safety training is also scheduled for Wednesday, March . Agenda items include: annual blood borne pathogens; hazard communication; lockout/tagout; noise exposure; respiratory protection; fire facts & policy; slip & fall.

Received and posted the Oversize Permits from the Hwy Dept. for all our Class B trucks.

Received and posted the Vehicle Scale Operator License.

Received notice of Septic Maintenance Verification from Planning & Zoning Dept. Our installer was notified and will perform the pumping & inspection in April.

Submitted the Solid Waste Tonnage/Capacity Recertification/License Renewal form by the due date as required by the DNR.

Revised the landfill calendar to include 4 layoff days for the Operating Engineers employees. We will be closed at 11:00 am on the following Fridays: March 26, 2010, April 23, 2010, October 8, 2010, and November 19, 2010. Employees were given notice of layoff and recall. Signs, handouts, press releases and website updates will be done so that customers are aware of this.

**\*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 February/March 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. Cardboard and plastics have come up this past month. No market has been found yet for the comingled bales, although, commitments have been received from at least one vendor for the future.

Continued to coordinate new curbside and residential route customer orders. We had 11 new residential/business account customers since the last report which increases our annual revenues by \$3,327.00. We also had 12 customers who cancelled service because they are moving, lack of payment, or couldn't afford, creating an annual loss of \$4,026.00.

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

Received the proper documentation from the Bank and the DNR regarding the new Escrow Account set up for Closure. The new escrow account has been approved by the DNR and meets the regulations regarding financial responsibility for Closure.

Arranged for extension of scale clerk LTE following resignation of full-time employee.

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

Continued discussions with Strongs Prairie regarding taking out-of-county waste. A meeting has been scheduled for Friday, March 12<sup>th</sup> at 2:30 to discuss this further. The PW Chair, Director and Admin & Finance Director have been invited to attend.

Work continues on the 2010 Hazardous Waste Clean Sweep which is scheduled for Saturday, June 26<sup>th</sup>. Meetings will need to be held in the near future to start planning. Extension and Public Health,

along with the Solid Waste Department work together to plan this event. A meeting will be set for early April to discuss logistics.

Worked on new Electronics Law notification to towns. A flyer was developed and copies will be sent to drop-off sites to hand out. Director continues to find low-cost disposal so that we do not have to charge our customers the current rates. Director will speak at the meeting of municipalities on Friday, April 9<sup>th</sup> at 7 PM. to discuss the new law and how it affects the landfill as well as the town drop-off sites.

Work continues on the Enterprise Fund changeover. New manual inventory, labor, and fuel allocation systems are being developed.

Continued to work on new language for the Landfill Operational Ordinance. Requests from towns and one attorney were received for our current ordinance language with supporting documentation. Through Corporation Counsel, this was submitted as requested.

Continued to work 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. A second visit by USDA staff was done on February 19<sup>th</sup> and additional information was requested.

Continued work on the DNR WI Glass Workgroup and was assigned Chair of the Beneficial Reuse Group because of our work with glass aggregate. Several Counties, DNR staff, members of the Glass Recycling Institute and other glass markets, and private haulers are on this workgroup. Director developed a survey and sent to all WI counties for additional information. The survey will be compiled and meetings will continue with the DNR Workgroup.

DNR 2009 Materials Recovery Facility (MRF) annual report is due on March 30<sup>th</sup>. Preliminary work has begun on this project.

DNR 2009 Final Annual Report is due April 30<sup>th</sup> and work will begin on this project.

Monitored Experience Works (previously Green Thumb/Older Workers) workers and submitted paperwork as necessary.

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

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