

**ADAMS COUNTY PUBLIC WORKS COMMITTEE
APRIL 14, 2010, 1:30 PM
ROOM A231, COURTHOUSE, FRIENDSHIP, WI 53934**

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

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 1:31 P.M.

WAS THE MEETING PROPERLY ANNOUNCED? YES

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

APPROVAL OF OPEN SESSION MINUTES FROM MARCH 10, 2010: *Motion by Renner, second by Babcock, to approve the Open Session minutes as printed for the March 10, 2010 meeting. All in favor. Motion carried.*

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

COMMUNICATIONS/CORRESPONDENCE/OTHER BUSINESS: There was no correspondence or other business to present.

FINANCIAL REPORT: Ms. Diemert presented the Financial Report for March 2010 and discussion was held. *Motion by Renner, second by Morgan, to approve the Financial Report for March 2010. All in favor. Motion carried.*

Ms. Diemert next presented the Monthly Check Summary for March 2010 and discussion was held. *Motion by Keckeisen, second by Renner, to approve the Check Summary Report for March 2010. All in favor. Motion carried.*

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 Keckeisen, second by Johnson, 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/loan application. She stated that several financial documents have been gathered and submitted over the past month with the assistance of the Admin & Finance office staff, banks, etc.

UPDATE/ACT ON STRONGS PRAIRIE/JUNEAU COUNTY WASTE: Ms Diemert stated the

Dr. Razvi served as negotiator between the County and Strongs Prairie and a tentative agreement has been reached. A resolution has been prepared and is being reviewed by Corporation Counsel, along with the agreement. When approved by Public Works, the agreement will be forwarded to the Town's Attorney for review and then to the Town for their approval at their monthly meeting in May. Then it will be placed on the County Board Agenda for the May 18th meeting. The Director reviewed the tentative agreement with the Committee members and discussion was held. **Motion by Renner, second by Babcock, to approve the tentative agreement pending final review by Corporation Counsel. All in favor. Motion carried.** The Director will meet with Corporation Counsel to review the key terms of the agreement and a meeting will be scheduled for Tuesday, April 20th at 9:00 AM prior to County Board.

UPDATE LANDFILL OPERATIONAL ORDINANCE #16-1989: Ms. Diemert stated that she has had little time to work on the Operational Ordinance due to workload. Work will continue on revising our Ordinance.

APPROVE FUEL CONTRACT FOR 2010: Ms. Diemert presented information on fuel contract prices for April through November, 2010. Over the years we have saved thousands of dollars by contracting pre-buy fuel and the price is locked in for the specified number of gallons. This, along with patronage check received reduces the price even more. This is an extension of a bid that was done in the past. **Motion by Keckeisen, second by Johnson, to continue pre-buying fuel from the current fuel contractor to lock in the best price possible. All in favor. Motion carried.**

DISCUSSION ON FAIR BOOTH CONTINUATION: Discussion was held on whether or not to continue having a booth in the commercial building at the fair since we do not have staff or funds to man the booth full-time. It was the consensus of the committee that having information available at the booth is important for public education. They also felt that we should continue having the self-service booth and manning it when possible. We will review this again next year.

EMPLOYEE UPDATE: Ms. Diemert updated the Committee on the status of the Union posting for the Scale Clerk position which should be done this week. She also reported on the ad being placed for the LTE Truck Driver/Equipment Operators. Discussion was held on the hiring process and the Committee felt that we should wait until the new policy is approved for hiring.

APPROVAL OF ANY TRAININGS OR CONFERENCES: Ms. Diemert had no trainings or conferences to approve. She reminded the Committee about the Strongs Prairie Advisory Committee meeting which is scheduled for May 17, 2010 at 7:00 PM at the Strongs Prairie Town Hall. She also reported that the NEWCMG Fall Conference will be held on September 29 & 30th in Waupaca.

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, May 12, 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 3:52 P.M.

Respectfully submitted,
Myrna Diemert, Recording Secretary

THESE MINUTES HAVE BEEN APPROVED BY THE COMMITTEE

SITE REPORT
APRIL 14, 2010
SOLID WASTE DEPARTMENT

TIPPAGE REPORT: 1,888,180 lbs of garbage were brought in which is the 4th highest amount ever brought into the landfill for March. Year to date we are up 3.7% in tonnage compared to 2009.

There were 13 new over-the-scale customers during the month which is typical for this time of year. (Minimum of \$780.00 in annual revenues if these new customers use the facility one time per month with minimum weight). Since April 1, 1998 we have had 4,283 new customers over the scale.

OUT-OF-COUNTY TIPPAGE: March 2010-Clark Disposal brought in 50.27 tons of garbage, (\$3,016.20 revenues), and 18.46 tons of recyclables (\$553.80 revenue).

MEETINGS/SEMINARS/TRAININGS: Met with Strongs Prairie on Friday, March 12th at 2:30 regarding continued discussions on our request to take out-of-county waste. Strongs Prairie and their consultant, Dr. Razvi, requested that the SW Director, Committee Chair, and Admin & Finance Director attend the informational meeting. A resolution has been prepared and was reviewed by Corporation Counsel and will go to County Board in April or May.

Attended Admin & Finance Committee meeting on March 16th regarding the USDA grant. Also met with Personnel Director & Admin Coordinator on employee vacancies and Dept. needs. Also attended County Board at 6:00 PM.

Met with Admin. Coordinator on March 17th regarding audits and fixed assets reporting. Another meeting was held on April 6th to review the 2009 audit preparation and 2010 enterprise fund.

Attended a tour of the Hutchinson property on March 18th to inspect the amount and type of waste on the property. Photographed the site for documentation. Furnished information regarding suggested methods to handle the waste.

Also attended a meeting on March 18th with CWE Engineers and the Administrative Coordinator regarding the USDA grant application forms to be signed. Also met with the Personnel Director regarding job description and testing requirements for the Scale Clerk position that is vacant.

Attended Management training for Worker's Comp and accident investigation provided by United Heartland on March 23rd. Also attended a CHEMs demonstration at the Highway Dept.

Met with Dr. Razvi, UWSP on March 24th regarding marketing to bring in out-of- county waste.

Attended Dept. Head meeting on March 25th. Also attended a Hazardous Waste Clean Sweep meeting with other departments to start preparing for the advertising and planning for the June 26th Clean Sweep. Work continues on the 2010 Hazardous Waste Clean Sweep which is scheduled for Saturday, June 26th. Extension and Public Health, along with the Solid Waste Department work together to plan this event.

Attended a Wellness Committee meeting on March 30th.

Attended a meeting on March 31st regarding the Hutchinson property clean-up.

Attended an Admin & Finance Committee meeting on April 8th regarding a resolution transferring funds from General Fund and designated reserved account for compensated absences. This is for 2009 depreciation and accumulated compensated sick leave funds for the solid waste enterprise fund creation.

Attended the WCSWMA Executive Board meeting in Stevens Point on April 9th. Also gave a presentation to the Adams County Municipalities Association on April 9th at 7:00 PM on the new electronics law and how the drop-off sites should handle it at their sites.

Plan to attend the County Board Reorganizational meeting on April 20th.

Will give tours to alternative High School students on April 19th and April 22nd. Will also give a presentation at the middle school on April 23rd. This is for Earth Week.

Plan to attend Dept. Head meeting on April 22nd.

Plan to be at the Tree & Shrub sale on Friday April 23rd & Saturday April 24th to sell compost. Arranged for Huber people to assist with the bags and handouts.

Plan to attend the WIRMC Conference Committee meeting that will be held on April 29th. This is to review the February 2010 conference and begin making plans for the 2011 Conference in Green Bay.

Plan to attend the MRA Executive Board meeting on April 29th in Eau Claire.

Plan to attend the April 30th County Board meeting.

Attended other various meetings through the month.

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

INSPECTIONS: DNR made an inspection of our site on March 10. No violations or corrections were noted. There were no inspections performed for the month.

Completed and submitted the 2009 MRF Self Certification by the due date of March 30th. Also completed and submitted the DNR 2009 Final Annual Recycling Report which was due April 30th.

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 required septic pumping report was received and will be performed on April 15th.

INDUSTRIAL PARK: Regular weekly maintenance continues on the wellhouse pumping system and no problems or defects were identified during these weekly inspections.

Met personnel from the Master Gardeners at the planted areas in the median. The Master Gardeners are going to weed and thin the daylilies at the site in trade from compost.

ADMINISTRATIVE PROJECTS: During the month of March/April the Director performed the following duties: Arranged some shipments of tires, baled recyclables, computers, fluorescent light bulbs, corrugated, appliances, and scrap metals as needed. Tin, aluminum, 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 12 new residential/business account customers since the last report which increases our annual revenues by \$4,497.00. We also had 11 customers who cancelled service because they are moving, lack of payment, or couldn't afford, creating an annual loss of \$4,077.00. We also had 39 new roll-off container customers.

The landfill was closed at 11:00 on March 26, 2010 and will be closed at 11:00 on April 23, 2010 for layoffs.

Worked with a DNR Glass Workgroup to investigate options for glass recycling and beneficial reuse. Meetings were held on March 16th and April 1st. Another teleconference was held on April 8th regarding an EPA grant available for using construction & recycled materials in road construction. The amount of this grant did not warrant the work involved.

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

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

Developed a set of written drop-off site guidelines for Preston following requests and issues with new employees at the site. This should help users and attendants know exactly where items should be placed.

Working with a grade school to write a grant using recycled tire materials on their walking path.

Arranged for Highway Dept. staff to train us on the CHEMs system on April 26th & 27th. This will help with the Enterprise Fund changeover. This system will make it easier to handle inventory, labor, and fuel allocations.

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. Multiple reports have been forwarded to USDA for review. We are currently working on projected budgets for 2011, 2012, 2013 for these grant/loan projects. Letters were also forwarded to the local banks for their assistance with banking forms.

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. The annual Waste Volume calculations were performed on March 26th. We are currently compacting at 1,603 lbs/cy which is an improvement of 15.6% since the last survey. The better compaction will allow more space for waste which brings in more revenue.

Also worked with Ayres on the US EPA Mandatory Greenhouse Gas Reporting Requirements. Ayres has determined that our annual carbon dioxide emissions are below the 25,000 metric ton/year reporting threshold levels.