

ADAMS COUNTY PUBLIC WORKS COMMITTEE

**WEDNESDAY, NOVEMBER 14, 2007
LANDFILL OFFICE
1420 HWY 21, FRIENDSHIP, WI 53934**

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

OTHERS PRESENT: Myrna Diemert, Solid Waste Director
Hank Strohmeier, Foreman
Brenda Rhinehart, Office Mgr/Loss Control & Safety Officer
Roger Nelson, Ayres Associates
Everet Johnson
Barb Morgan

CALL MEETING TO ORDER: The meeting of the Adams County Public Works Committee was called to order by Chair, Larry Babcock, at 7:00 P.M..

WAS THE MEETING PROPERLY ANNOUNCED? YES

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

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

APPROVAL OF OPEN SESSION MINUTES FROM OCTOBER 10, 2007: *Motion by Renner, second by Morgan, to approve the Open Session minutes as printed for October 10, 2007. All in favor. Motion carried.*

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

COMMUNICATIONS/CORRESPONDENCE/OTHER BUSINESS: Ms. Diemert had no communications, correspondence, or other business to bring before the Committee.

FINANCIAL REPORT: Ms. Diemert presented and reviewed the November 2007 Financial Report. *Motion by Morgan, second by Johnson, to approve the November 2007 Financial Report as presented. All in favor. Motion carried.* Ms. Diemert next presented one Friday check for review and discussion. *Motion by Renner, second by Dixon, to approve and sign the Friday check as presented. All in favor. Motion carried.*

SITE REPORT: Ms. Diemert handed out and reviewed copies of the Site Report dated November 14, 2007 (see attached copy) and discussion was held. *Motion by Dixon, second by Johnson, to approve the Site Report as presented. All in favor. Motion carried.*

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

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 she sent the revised contract extension to the COA Public Works Director and has not heard back. The revised proposal included COLA increases for the 2nd & 3rd years of the contract. She will update the Committee at the next meeting.

HVAC BID REVIEW AND SELECTION: Ms. Diemert reported that Reigel Plumbing & Heating received the notice to proceed and should have the project completed by the end of December.

UPDATE ON LONG TERM CARE REQUEST FOR RELEASE OF FUNDS: Ms. Diemert Reported that the request for release of funds letter went out on October 24th and we preliminary information is that it looks favorable for the release of some of the funds.

AUTHORIZATION TO FILL VACANCY: Ms. Diemert presented a letter of resignation from the Solid Waste Secretary and that her last day would be November 30th. Ms. Diemert presented the Personnel Recruitment Form to fill the position which would be posted to the Union. *Motion by Johnson, second by Renner, to approve the refilling of this position per Section 6.01 of the Adams County Personnel & General Administration Policy, sign the Position Authorization Form, and forward to Corporation Counsel. All in favor. Motion carried.*

VOUCHERS: Ms. Diemert presented the vouchers & voucher list to the Committee for review. Discussion was held. *Motion by Dixon, second by Morgan, 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 update, the HVAC installation update, the update on the LTC Release of Funds process, and the Credit Card agreement will be added to the December meeting agenda.

NEXT MEETING DATE AND ADJOURN: The next regular monthly meeting will be held on Tuesday, December 11, 2007 at 9:00 A.M. at the Courthouse. The Committee preferred to switch to a day meeting during the winter months. *Motion by Renner, second by Dixon, to adjourn until the next meeting. All in favor. Motion carried.*

Meeting adjourned at 8:10 P.M.

Respectfully submitted,

David Renner, Secretary

THESE MINUTES HAVE BEEN APPROVED BY THE COMMITTEE

SITE REPORT
November 14, 2007
Solid Waste Department

TIPPAGE REPORT: 3,167,380 lbs of garbage were brought in which is the highest amount ever brought into the landfill for October.

There were 37 new over-the-scale customers during the month and is typical for this time of year. (Minimum of \$2,220 in annual revenues if these new customers use the facility one time per month with minimum weight). Since April 1, 1998 we have had 3,898 new customers over the scale.

MEETINGS/SEMINARS/TRAININGS/CONFERENCES: Attended County Board on October 16, 2007 as well as the November 13, 2007 County Board meeting..

Attended Department Head meeting on October 25th. Also attended Dept. Head meeting on November 1st. Plan to attend the next Department Head meeting to be held on November 29, 2007.

Attended a 2007 Conference Committee meeting on October 15th in Oshkosh.

Attended Union Negotiation meetings on October 29th, November 7th, and November 8th. Others are scheduled for November 15th, November 19th, and December 5th, 2007.

Attended an Ag Plastics meeting with DNR, DATCP, Columbia County, farmers and AGSI Plastics in Portage on November 5th. DNR & DATCP requested this meeting to begin a pilot project for ag plastics.

Attended a MRA meeting with Monroe, Juneau, Vernon, and Jackson Counties on Tuesday, November 6th to discuss strategy for regional recycling grants for 2007 & 2008.

Was asked to meet with Professor Razvi from UW Stevens Point, College of Natural Resources, to assist him in setting up curriculum for a 1 week class on Recycling for an Environmental Studies class.

Will attend the Regional Municipal Landfill meeting in Monroe County on November 30th in Norwalk.

Plan to attend the Landfill Advisory Committee meeting on Monday, December 17, 2007 at 7:00 PM at the Strongs Prairie Town Hall.

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 September/October.

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 random Drug & Alcohol testing for 4 employees on November 13th.

Received a Refrigerant Recover From Salvaged or Dismantled Refrigeration Equipment certificate from D&K Recycling Enterprises. Also received a Certificate of Liability Insurance for D&K Recycling.

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.

Quarterly testing & maintenance was done on October 23, 2007.

ADMINISTRATIVE PROJECTS: During the month of Oct/Nov the Director performed the following duties: Arranged shipments of tires, baled recyclables, computers, fluorescent light bulbs, corrugated, appliances, and scrap metals as needed.

Continued to coordinate new curbside and residential route customer orders. We had 47 new customers since the last report that adds \$16,546 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. Because of all the new customers signing up for service due to Waste Management's pulling out of the area, several small dumpsters were purchased, as well as labels & stickers for the dumpsters. This will cause our Capital Equipment line item to be in the red but the cost of the dumpsters will be recovered within 3 years. We are also trying to defer some of the payments to the 2008 budget. Ads were also placed in all surrounding newspapers to let people know that we do provide this service. Notices were also placed in monthly statements regarding Winter Snow Removal, New Saturday Hours, the Holiday Schedule and Notice of Cost Increases.

Placed ads in the newspapers for our new Saturday hours and holiday closings. The billboard sign and gate signs were updated to reflect the new Saturday schedule.

Received notice from the DNR that the Recycling Surcharge and Environmental Fee Surcharges will increase \$2.10 effective 11/1/07.

Provided new 2008 calendars to City of Adams and Jackson Township for inclusion into the tax bills.

Provided new calendar to FCI and employees for 2008 pick-up.

Consulted with Corporation Counsel regarding Ordinance #16-1989-Ordinance Relating to Operational Requirements For the Adams County Landfill. Section 6-Operational Responsibility states "The collection and disposal of all garbage and refuse and recyclables shall be the responsibility of, and conducted under the supervision, direction, and control of, Adams County in strict conformity of the provisions of this ordinance and with such additional rules and regulations as may be adopted from time to time by the Adams County Solid Waste Committee." This may be helpful when municipalities within the County try to bid out their waste hauling

services to an out-of-County hauler. Waiting a ruling from Corporation Counsel on how to enforce this Ordinance.

Placed an ad for No Hunting on Landfill Property.

Gave a tour of the landfill, composting and recycling areas, as well as the leased farmland, clay borrow site, and Industrial Park Wellhouse to the two new County Board Supervisors on October 25, 2007.

Director, Office Manager, and MIS Consultant have been investigating options for accepting credit cards at the landfill.

Coordinated Community Service youth to pick up windblown paper at the landfill.

Met with marketing vendors, 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 new construction was performed. Ayres has submitted the request for release of LTC funds to the DNR and asked that this be expedited. DNR notified us that a Plan Modification is required and there would be a fee of \$1,500 for the Plan Modification.