

ADAMS COUNTY PUBLIC WORKS COMMITTEE

**TUESDAY, JANUARY 8, 2008
COURTHOUSE, ROOM A160
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

CALL MEETING TO ORDER: The meeting of the Adams County Public Works Committee was called to order by Chair, Larry Babcock, at 9:05 P.M..

WAS THE MEETING PROPERLY ANNOUNCED? YES

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

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

APPROVAL OF OPEN SESSION MINUTES FROM DECEMBER 11, 2007: *Motion by Renner, second by Morgan, to approve the Open Session minutes as corrected for December 11, 2007. All in favor. Motion carried.*

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

COMMUNICATIONS/CORRESPONDENCE/OTHER BUSINESS: Ms. Diemert announced that she will be on vacation next week and will not be at County Board. Ms. Diemert had no other communications, correspondence, or other business to bring before the Committee.

FINANCIAL REPORT: Ms. Diemert presented and reviewed the December 2007 Financial Report. *Motion by Morgan, second by Renner, to approve the December 2007 Financial Report as presented. All in favor. Motion carried.* Ms. Diemert had no Friday checks to present.

SITE REPORT: Ms. Diemert handed out and reviewed copies of the Site Report dated January 8, 2008 (see attached copy) and discussion was held. *Motion by Johnson, second by Dixon, to approve the Site Report as presented.*

APPROVAL OF ANY TRAININGS OR CONFERENCES: Ms. Diemert had no trainings or conferences to approve. Ms. Diemert handed out the room reservation confirmations for the

AROW/SWANA/WCSWMA Conference in Oshkosh in February.

REI GRANT PARTNER AGREEMENT(S): Ms. Diemert had no new REI Grant agreements to present to the Committee.

UPDATE & APPROVE THE CITY OF ADAMS (COA) CONTRACT EXTENSION: Ms. Diemert stated that she has had discussion with Corporation Counsel on the Landfill Operational Ordinance that 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 with 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.” Corporation Counsel suggested setting up a meeting with the City of Adams and the Town of Rome to discuss how this wording affects contract bidding and performance.

HVAC BID REVIEW AND SELECTION: Ms. Diemert reported that Reigel Plumbing & Heating has completed the installation of the HVAC system.

UPDATE ON EMPLOYEE HIRING: Ms. Diemert reported that the new scale clerk started on January 2nd and is doing well.

She also reported that we are waiting on the paperwork to be finished on hiring of the truck driver position. We had one person post in through the County-wide posting. This is an existing on-call employee who is qualified to fill the vacant position.

DISCUSSION ON CLOSURE ACCOUNT LETTER OF CREDIT: Ms. Diemert reported that preliminary discussions have been made on other options for the Letter of Credit. She will report more on this topic at the next meeting.

UPDATE ON LONG TERM CARE REQUEST FOR RELEASE OF FUNDS: Ms. Diemert reported that she received preliminary approval from the DNR to release funds from the LTC account. She was also notified that the \$1500 review fee for the Plan of Operation Modification was waived by the DNR. Ms. Diemert checked with the Treasurer on any penalties for withdrawing money from the CD before the renewal date of February 2009. She stated that the usually penalty of \$16,158.60 was reduced to \$8,079.30 by the Bank President for early withdrawal. Discussion was held. It was the Committee’s consensus that if we left the money in the account until the CD renewal date we would earn another year’s interest as well as not having to pay the penalty. The Committee felt that one more year of the Solid Waste account being in the red would not change the overall operation. The Committee also discussed that the loan from the General Fund to purchase the landfill compactor at 0% interest was in the best interest of the County and the Department, and had been approved by Finance Committee as well as the full County Board. It was also discussed that our account would continue to show as a deficit until the loan was paid off. Ms. Diemert was instructed to discuss this with the DNR, the Administrative Coordinator, the Auditor, as well as the County Treasurer and report back at the next meeting.

CREDIT CARD AGREEMENT APPROVAL: Ms. Diemert explained that no further action has taken place on the Credit Card Agreement due to staffing shortages.

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 as well as the Employee Reimbursement forms for Diemert, Rhinehart, and Strohmeyer.

IDENTIFY POSSIBLE UPCOMING AGENDA ITEMS: Ms. Diemert stated that updates on the COA contract, the LTC Release of Funds process, options for the Letter of Credit, and the Credit Card agreement will be added to the next meeting agenda.

NEXT MEETING DATE AND ADJOURN: The next regular monthly meeting will be held on Tuesday, February 12, 2008 at 9:00 A.M. at the Courthouse. The Committee preferred to continue with the day meetings during the winter months. *Motion by Renner, second by Johnson, to adjourn until the next meeting. All in favor. Motion carried.*

Meeting adjourned at 10:31 A.M.

Respectfully submitted,

David Renner, Secretary

THESE MINUTES HAVE BEEN APPROVED BY THE COMMITTEE

SITE REPORT
SOLID WASTE

January 8, 2008

TIPPAGE REPORT: 1,417,140 lbs of garbage were brought in which is the 5th highest amount ever brought into the landfill for December.

There were 7 new over-the-scale customers during the month and is typical for this time of year. (Minimum of \$420 in annual revenues if these new customers use the facility one time per month with minimum weight). Since April 1, 1998 we have had 3,926 new customers over the scale.

MEETINGS/SEMINARS/TRAININGS/CONFERENCES: Attended County Board meeting on December 18, 2007 County Board meeting. The Local 139, Operating Engineers contract for 1/1/08 – 12/31/10 was approved.

Attended the Landfill Advisory Committee meeting on Monday, December 17, 2007 at 7:00 PM at the Strongs Prairie Town Hall. We will do a presentation on the benefits of regionalizing with other Counties.

Registered Committee members for the upcoming AROW/SWANA/WCSWMA Annual Winter Conference in February. Arranged rooms for those staying overnight.

Attended training on January 3rd for online ordering supplies and printing through Office Depot.

Will attend a WCSWMA Executive Board meeting on Friday, January 11, 2008 in Mosinee.

Will attend Dept. Head meeting on Thursday January 24th.

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 December/January.

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 staff/safety meeting was held on Friday, December 21st.

Arranged for random Drug & Alcohol testing for 2 employees for December.

Notified a customer that their permit was revoked because they are not recycling.

Discussed the Overdue Account Policy with the auditor. Will be re-writing the policy and will place uncollectible accounts on the property taxes as allowed by State Statutes. This will save our staff and the Corporation Counsel's staff time and postage for the several notices that we are currently doing. Also discussed the scale computer system and how it tracks cash transactions.

Had an employee back into a remotely located well pipe that was not properly marked. An incident report was completed and the well installer will determine the extent of the damage in the spring. An insurance claim will be filed, if necessary, at that time.

Had an electrical problem when an underground electric wire going to the recycling building shorted out, burning the telephone wire that ran along side it. This caused extensive damage to our telephone system, overhead doors, and other electrical equipment from the power surge. The power company repaired the wire after locating the damaged area. The telephones were also temporarily repaired and a private company is using old parts from the UWEX system to get our system up and running. Power was out for about 4 hours.

Received and forwarded Certificates of Insurance for Northern Bay and FCI.

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.

ADMINISTRATIVE PROJECTS: During the month of Dec/Jan 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 7 new customers since the last report that adds \$1,467.00 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.

Created all 2008 calendars for Prison & Saturday schedules for employees, as well as price lists and landfill information sheets & calendars for customers. The County website was updated with all 2008 calendars and information on the June 14, 2008 Hazardous Waste Clean Sweep, Pharmaceutical Collection, and the ½ price Appliance & Tire Round-up. Also included a 2008 Landfill Information Sheet with price increases on the website.

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

Submitted monthly recycling report to the City of Adams as required. Also scheduling a meeting with Corporation Counsel and the City of Adams to discuss their contract and the Ordinance requiring all garbage and recyclables to come to the County Landfill.

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

LANDFILL CONSTRUCTION: Receive preliminary confirmation from the DNR that the funds (\$621,490.00) can be released from our LTC account. A separate letter from the Bureau of Waste & Materials Management will be issued approving the release of the long-term care funds. County Treasurer is check on how we will get money from the 2-year CD, and if there would be any penalty for early withdrawal. She is also checking on the Letter of Credit options.

Hank and Myrna met with Steve Bischoff, Ayres Associates, on planning for 2008.