

(CORRECTED)

ADAMS COUNTY PUBLIC WORKS COMMITTEE

**WEDNESDAY, OCTOBER 10, 2007
LANDFILL OFFICE
1420 HWY 21, FRIENDSHIP, WI 53934**

MEMBERS PRESENT: Dean Morgan, Vice-Chairperson
David Renner, Secretary
Robert Dixon
Florence Johnson

MEMBERS EXCUSED: Larry Babcock, Chairperson

OTHERS PRESENT: Myrna Diemert, Solid Waste Director
Merle Anderson

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

WAS THE MEETING PROPERLY ANNOUNCED? YES

ROLL CALL: MORGAN, RENNER, DIXON, JOHNSON.

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

APPROVAL OF OPEN SESSION MINUTES FROM SEPTEMBER 12, 2007: *Motion by Renner, second by Johnson, to approve the Open Session minutes as printed for September 12, 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 October 2007 Financial Report. *Motion by Johnson, second by Dixon, to approve the October 2007 Financial Report as presented. All in favor. Motion carried.* Ms. Diemert next presented one Friday check for review and discussion. *Motion by Johnson, 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 October 10, 2007 (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.*

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 has received comment from the Corporation Counsel on this contract, however with the influx of new customers this month and the secretary being gone she has not had time to finalize the agreement. She will report more at the next meeting.

HVAC BID REVIEW AND SELECTION: Ms. Diemert reported that only one company asked for a bid packet following advertising for two weeks. One bid was received in the amount of \$31,558.00 and does not include electrical. \$45,000 was included in the 2008 budget for the project for the HVAC and required electrical updates. The bid was received from Reigel Plumbing & Heating from Marshfield and was deemed to be the lowest responsible bidder. ***Motion by Dixon, second by Johnson, to accept the bid from Reigel Plumbing & Heating in the amount of \$31,558 with work to be completed per the bid specifications. All in favor. Motion carried.***

2008 BUDGET UPDATE: Ms. Diemert updated the Committee on her last meeting with Admin. & Finance Committee. She also presented information on the changes made in the 2008 budget based on the price increases. Ms. Diemert next discussed the proposed charges to the Town of Strongs Prairie for servicing their drop-off site. The tippage fees will remain free per the negotiated Agreement, however, the costs for the drop-off site have not been recovered from the Town in the past. She stated, with the current discussions on recovering our costs from our customers, that she had presented the information to the Town representatives and had invited them to attend this meeting. Discussion was held. **Motion by Dixon, second by Johnson, to implement the proposed charges to the Town of Strongs Prairie for labor and trucking to service the drop-off site. All in favor. Motion carried.**

Ms. Diemert next discussed the affects of increased charges to the other town drop-off sites. She has not received notice that any of the drop-off sites will be closed, although she is unsure whether the Town of Rome has discussed this yet.

Discussed next was the report by Ayres Associates on the annual waste volume calculations which show improvement in the compaction rates over last year. Currently our facility is at 50% capacity with approximately 14 years site life remaining. This includes cell #4 that will need to be built in the next 4-5 years. Ms. Diemert next updated the Committee on the LTC calculations which show there may be up to \$571,000 able to be released from the DNR account. The DNR will need to do their own calculations and probably will release some of the money, but not all. ***Motion by Renner, second by Dixon, to authorize Ayres Associates to submit to the DNR the request for the release of funds from the LTC account. All in favor. Motion carried.*** This money will be used to pay off the landfill compactor, as well as the deficit in the account caused by landfill construction costs, the landfill fire, and the emergency scale replacement. If there are any funds left they will be used to purchase additional dumpsters or trucks needed for new customers, and any additional funds could be set aside for starting the construction of cell #4.

DISCUSSION ON CLOSING SATURDAYS: Ms. Diemert next presented information on the possibility of closing Saturdays in the winter months. With recent budget cuts we are trying to cut overtime expenses wherever we can. Ms. Diemert presented information on the cost of having employees work on Saturday along with the actual revenues received which shows that the cost of labor is not being covered by the number of paying customers during the winter months. Discussion was held. It was the consensus of the Committee that the landfill should closed on Saturdays between December 1st and **the end of February** this winter and that customers be notified of this change. The subject will be reviewed at a future date to determine if we should continue with this schedule.

AUTHORIZATION TO FILL VACANCY: Ms. Diemert presented a letter of resignation/retirement by Henry W. Strohmeier effective November 1, 2007 along with the Personnel Recruitment Form. We will need to pay out Mr. Strohmeier in excess of \$14,000 for accrued sick time and vacation time so we plan to refill the position in the late winter in time to train a person for the busy season. *Motion by Renner, second by Morgan, 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 Renner, 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 extension approval, the HVAC installation update, and update on the LTC Release of Funds process to the November meeting agenda.

NEXT MEETING DATE AND ADJOURN: The next regular monthly meeting will be held on Wednesday, November 14, 2007 at 7:00 P.M. at the Solid Waste Department. *Motion by Johnson, second by Dixon, to adjourn until the next meeting. All in favor. Motion carried.*

Meeting adjourned at 8:26 P.M.

Respectfully submitted,

David Renner, Secretary

THESE MINUTES HAVE BEEN APPROVED BY THE COMMITTEE

SITE REPORT
October 10, 2007
Solid Waste Department

TIPPAGE REPORT: 2,539,080 lbs of garbage were brought in which is the 4th highest amount ever brought into the landfill for September.

There were 23 new over-the-scale customers during the month and is typical for this time of year. (Minimum of \$1,380 in annual revenues if these new customers use the facility one time per month with minimum weight). Since April 1, 1998 we have had 3,861 new customers over the scale.

MEETINGS/SEMINARS/TRAININGS/CONFERENCES: Attended County Board on September 18, 2007 and plan to attend the October 16, 2007 meeting.

Attended the Special Department Head meeting on September 24th regarding the 2008 budget. Plan to attend the next Department Head meeting to be held on October 25, 2007.

Attended the New Haven Town meeting on September 20th at 7:00 PM regarding recycling, drop-off site increases, and the clear bag requirements.

Attended a Health Insurance Study Committee meeting on September 20th to review the employee education materials presented by AFG and Unity Insurance.

Attended the employee education session for health insurance on September 25th.

Assisted at the Pharmaceutical Collection at Social Services on September 25th. Also arranged for stop signs, safety vests & orange cones to be delivered.

Attended the NEWCMG/WCSWMA Fall Conference in Waupaca on September 26 & 27th.

Attended a meeting with the Local 1168 Union and Corporation Counsel dealing with employee issues.

Plan to attend a 2008 Conference Committee meeting on October 15th in Oshkosh.

Plan to attend Federal Property Advisory Committee meeting in Waunakee on October 24th.

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.

Assisted at the Pharmaceutical Collection at Social Services on September 25th.

Plan to attend the FEMA training in Madison as recommended by Emergency Govt.

Wrote several letters to people who were found to be dumping bags into someone else's dumpsters, not recycling correctly, or using black bags.

Arranged for the annual truck scale inspection & testing on September 20th.

Arranging for the dates for the 2008 Hazardous Waste Clean Sweep with other partners. We will also be collecting Pharmaceuticals at the same time.

Assisted Juneau County with information for replacement and maintenance regulations on their submersible leachate pump.

Placed an ad in the paper for the HVAC Bid following Corporation Counsel's review of the documents. Bids that were received by October 10th at 3:00 PM were then opened publicly.

Received the State of WI DNR Transporter Service License for our garbage & recycling collections trucks.

Updated the inventory information for the County Treasurer.

Director and staff attended the Unity Health education presentations on September 24th & 25th.

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 Sept/Oct 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 85 new customers since the last report that adds \$75,600 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.

Gave a tour of the facilities to the Alternative High School students & teachers on September 19th.

Sent letters to all the Townships with drop-off sites notifying them of the increases in charges.

Assisted Marathon County with bid documents for garbage & recyclables curbside collection.

Furnished Town of New Chester with a bid for curbside collection.

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. The annual waste volume survey was completed and report received from Ayres. This lets us know how fast the landfill is filling and what compaction rate we are getting. We are currently at 50% filled and compaction rates show an improvement in density over last year by approximately 6%. Current compaction rate is approximately 1200 lbs/cy. There is an estimated 14 years of site life remaining at the current rates.