

# ADAMS COUNTY PUBLIC WORKS COMMITTEE

**SEPTEMBER 9, 2008, 7:00 PM**  
**LANDFILL, 1420 Hwy 21**  
**FRIENDSHIP, WI 53934**

**MEMBERS PRESENT:** Larry Babcock, Chair  
David Renner, Secretary  
Florence Johnson  
Dean Morgan, Vice-Chair  
Joanne Sumpter

**MEMBERS ABSENT/EXCUSED:** Mike Keckeisen

**OTHERS PRESENT:** Myrna Diemert, Solid Waste Director  
Hank Strohmeyer, Foreman  
Greg Kobs  
Ron Chamberlain, Hwy Commissioner  
Pat Pare  
Lloyd Van Beek  
Barb Petkovsek, Administrative Coordinator  
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, JOHNSON, RENNER, MORGAN, SUMPTER SITTING IN FOR KECKEISEN (EXCUSED).

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

**APPROVAL OF OPEN SESSION MINUTES FROM AUGUST 13, 2008:** *Motion by Johnson, second by Renner, to approve the Open Session minutes as presented for August 13, 2008 meeting. All in favor. Motion carried.*

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

**COMMUNICATIONS/CORRESPONDENCE/OTHER BUSINESS:** Ms. Diemert presented a letter from the DNR stating that the previously awarded REI Grants for 2009 will no longer be given out as the \$1.9 million to fund this grant was taken to be used to pay off other State deficits. She also presented emails to and from the Counties bringing glass to us that we would temporarily discontinue our glass aggregate operation because of this reduced funding. She also presented a resolution prepared by Onieda County strongly opposing the revocation of the 2009 Waste Reduction and REI grants to local municipalities.

Ms. Diemert also presented a notice that Bart Sexton, Oneida County Solid Waste Director, was leaving to take a job in the private sector. Ms. Diemert had no other communications, correspondence, or other business to bring before the Committee.

**DISCUSS & CONSIDER INTER-DEPARTMENTAL COOPERATION:** Information was presented to the Committee and audience on the inter-department cooperation being discussed. With existing tax levy limits we have to look at ways that our Departments can save money by possibly sharing resources, equipment & staff. Discussion was held on a county fleet of vehicles for all Departments. Members of the audience were allowed to express their concerns and thoughts on the cooperative efforts. There would have to be discussions between the Unions on how the cooperation and coordination between Departments would work. Suggested cost savings were rental of equipment between Departments, which was already being done. Other suggestions were sharing personnel for hauling & collection, using the Highway Dept. 6 yd vehicles with changeable boxes for our small roll-off boxes, vehicle maintenance at one shop and fabrication in the other so that duplications don't occur. Employees were asked to come up with suggestions on how this could work. A meeting between the Unions was scheduled for 3:00 PM on September 16, 2008 at the Courthouse.

**FINANCIAL REPORT:** Ms. Diemert presented and reviewed the August 2008 Financial Report. Ms. Diemert also presented the August Check Summary Report, dated 9/2/08, and adjustments to the 2009 Budget following the REI Grant revocation, to the Committee for review. Discussion was held. *Motion by Morgan, second by Sumpter, to approve the August 2008 Financial Report, August Check Summary Report, and adjustments to the 2009 Budget as presented. All in favor. Motion carried.*

**APPROVAL OF USED TRUCK PURCHASE AGREEMENT:** Ms. Diemert presented information on a used 1996 Mack DM 1 Roll-off truck for \$14,000.00. The purchase agreement has been approved by Corporation Counsel and Administrative Coordinator and this purchase was budgeted. **Motion by Renner, second by Johnson, to purchase the used 1996 Mack MD1 Roll-off truck. All in favor. Motion carried.**

**SITE REPORT:** Ms. Diemert handed out and reviewed copies of the Site Report dated September 9, 2008 (see attached copy) and discussion was held. *Motion by Sumpter, second by Renner, to approve the Site Report as presented. All in favor. Motion carried.*

**EMPLOYEE UPDATE:** Ms. Diemert reported on the employee status. One driver is still off since October 2007 on a Worker's Comp injury. It is unknown when he will be back. Another will be going in for knee surgery on September 17<sup>th</sup> and it is unknown how long he will be off. The LTE used in the summer reached his 90 day maximum and can only be called back as an on-call employee for 7 days to stay under the 600 hour maximum. The on-call driver that was being used exceeded his 600 hours and was put on as a regular full-time employee as required by the Union contract language. Ms. Diemert is also working to get Union approval to hire an on-call person to perform the FCI Prison route. This route must be performed prior to normal working hours and is overtime for our regular drivers. Ms. Diemert is waiting for written Union approval for this.

**APPROVAL OF ANY TRAININGS OR CONFERENCES:** Ms. Diemert asked which Committee Members were going to attend the NEWCMG/WCSWMA Fall Conference on October 1st & 2nd, and who would need a room. She will reserve the rooms and fill out the registration forms.

**PRESENTATION OF CREDIT CARD IMPLEMENTATION PROJECT:** Ms. Petkovsek updated the Committee on the Vital Check program. She stated that the other Counties that are using it don't offer over-the-counter services (OTC), only charging through the internet. She also stated that we could take OTC credit card transactions if we raised our prices to all customers to cover the costs, or by offering a cash discount. Ms. Petkovsek is still investigating other merchant credit cards and other issues before we can implement using credit cards.

Ms. Petkovsek also updated the Committee on the auditor's recommendations for adding special charges onto tax bills for delinquent accounts per Wis. Stats. Chapter 74. A legal opinion is being sought.

**IDENTIFY POSSIBLE UPCOMING AGENDA ITEMS:** A resolution would be prepared and presented opposing the revocation of the REI Grant Funding. Continued discussions on credit/debit cards, as well as an update on the auditor's recommendations for delinquent accounts, would be placed on the next agenda. There were no other agenda items identified at this time.

**NEXT MEETING DATE AND ADJOURN:** The next regular monthly meeting will be held on Wednesday, October 8, 2008 at 7:00 P.M. at the Landfill. *Motion by Morgan, second by Renner, to adjourn until the next meeting. All in favor. Motion carried.*

Meeting adjourned at 9:29 P.M.

Respectfully submitted,  
Myrna Diemert, Recording Secretary

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

**SITE REPORT**  
**September 9, 2008**  
**SOLID WASTE DEPARTMENT**

**TIPPAGE REPORT:** 2,670,660 lbs of garbage were brought in which is the fifth highest amount ever brought into the landfill for August.

There were 24 new over-the-scale customers during the month and is typical for this time of year. (Minimum of \$1,440 in annual revenues if these new customers use the facility one time per month with minimum weight). Since April 1, 1998 we have had 4,067 new customers over the scale.

**MEETINGS/SEMINARS/TRAININGS/CONFERENCES:** Attended County Board meeting on August 19<sup>th</sup>.

Met with Administrative Coordinator and Corporation Counsel regarding an employee issue on August 22<sup>nd</sup>.

Met with Administrative Coordinator and Highway Commissioner regarding cooperative efforts between Departments on August 25<sup>th</sup>. On August 28<sup>th</sup> further discussion was held including Corporation Counsel.

Met with Health Insurance Study Committee on August 26<sup>th</sup>. Also met with MIS and GIS staff to discuss how the County mapping system will help with routing. Sample routes and route lists were printed and discussed.

Attended the Department Head Meeting on August 28<sup>th</sup>.

Attended the Wellness Committee meeting on Friday, September 5, 2008.

Plan to attend the meeting with Finance Committee on Monday, September 15<sup>th</sup> at 2:30 regarding the 2009 budget. Chair Babcock will also attend.

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

Plan to attend the Health Insurance Study Committee meeting on September 23<sup>rd</sup>.

Plan to attend Department Head meeting on September 25<sup>th</sup>.

Plan to attend the NEWCMG Conference in Waupaca on September 30 – October 2<sup>nd</sup>.

Attended other various meetings through the month.

Will be out of the office on Wednesday through Friday, September 10<sup>th</sup> – 12<sup>th</sup>.

**SITE/EQUIPMENT IMPROVEMENTS:** Normal maintenance and repairs were performed during the month.

**INSPECTIONS:** No other inspections were conducted during August/September.

**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.

Director and Loss Control officer met with Dan Folmer, United Heartland, to review our Worker's Comp claims, and safety inspection items. Most items have been addressed. Those that have been can't be done until more space is available in our buildings and other budget constraints.

Arranged for the semi-annual groundwater monitoring on September 8 & 9 that we completed by MSA Professionals.

Assisted the City of Adams in the proper disposal of asbestos waste from a demolition project they were doing in the City. This waste was hauled to the Cranberry Creek Landfill in Wisconsin Rapids for proper disposal.

Assisted 1 business and 1 resident with proper disposal of hazardous materials that they found.

A staff/safety meeting was held on August 27, 2008. Discussion was held on using an on-call person for the prison route when we receive written approval from the Union, Saturday scheduling, rumors being heard about a merger of Departments, Veterans Day Welless/Safety Program and how we can rearrange our schedule so that most employees can attend, and helping in the Recycling Building because of staff shortages there.

Arranged for 2 employees to have random drug testing.

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:** Monona Well & Fire Protection performed the annual maintenance & testing on the pumping system on August 13<sup>th</sup>. There was a problem with the water pump overheating and staff was called to repair the pump. After repairs were made, Monona Well & Fire Protection returned to complete the inspection and testing, which passed all requirements.

Arranged for the United Liquid Waste to treat the algae in the wellhouse pond on August 28<sup>th</sup>.

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 August/Sept. 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 77 new account customers since the last report. 65 were new customers getting roll-off containers for clean-up or construction projects. 12 were for residential/business service that adds \$3,261.00 in annual revenues to the department. Many other inquiries and order changes have been received. We are currently billing \$497,400.00 annually for this service. More containers, dumpsters, signs & labels for business/residential customers as new customers sign up for the program.

Arranged for the Master Gardeners to get bulk compost on Saturday, September 13<sup>th</sup> and October 11<sup>th</sup>. By offering certain days for compost the loading is much more efficient.

Continuing to coordinate the disposal/donation of mattresses and sofa sleepers from Chula Vista. Practical Cents will take the bulk of the 400 sets of queen & king size mattress sets and 80 sofa sleepers to be given away. The project has been put on hold for a few weeks as Chula is not quite ready to make the replacements.

Began working on the Recycling Grant which is due October 1<sup>st</sup>. Collection & Volume records, current market data, vehicle information, and financial data for 2008 and 2009 is needed for the grant.

Notified other Counties that we would no longer take their glass after receiving notice of the REI Grant funding being discontinued for 2009. Also had several discussions with the DNR on how this funding affects our program and how we could continue our glass aggregate operation without this funding for one year.

Completed and submitted the Vehicle Maintenance Report to the Admin & Finance Office.

Worked with the FCI Warden and the employee Union to set up a proper recycling program for the inmate commissary which is producing a large amount of aluminum cans not currently being recycled.

Met with marketing vendors and 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:** Work continues on the preparation of the sub-base for Cell #4 as well as the clay capping of Cell #2.