

ADAMS COUNTY PUBLIC WORKS COMMITTEE

**WEDNESDAY, MARCH 12, 2008
LANDFILL, 1420 Hwy 21
FRIENDSHIP, WI 53934**

MEMBERS PRESENT: Larry Babcock, Chair
David Renner, Secretary
Robert Dixon
Florence Johnson

MEMBERS EXCUSED: Dean Morgan, Vice-Chair

OTHERS PRESENT: Myrna Diemert, Solid Waste Director
Everet Johnson

CALL MEETING TO ORDER: The meeting of the Adams County Public Works Committee was called to order by Chair, Larry Babcock, at 7:06 P.M..

WAS THE MEETING PROPERLY ANNOUNCED? YES

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

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 FEBRUARY 12, 2008: *Motion by Johnson, second by Renner, to approve the Open Session minutes as presented for February 12, 2008. All in favor. Motion carried.*

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

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

FINANCIAL REPORT: Ms. Diemert presented and reviewed the February 2008 Financial Report. *Motion by Renner, second by Babcock, to approve the February 2008 Financial Report as presented. All in favor. Motion carried.*

Ms. Diemert next presented information on the 2007 Year End Financial Report. She stated that the budget is approximately \$9,717.27 in the red. This is due to the purchase of the dumpsters needed for the 150 new Waste Management customers. We spent \$51,386 more than budgeted in the Capital Equipment Line Item for the purchase of these dumpsters. Because of this we were not able to make the compactor payment to the General Fund for 2007. *Motion by Dixon, second by Renner, to approve the 2007 Year End Financial Report as presented. All in favor.*

Motion carried.

SITE REPORT: Ms. Diemert handed out and reviewed copies of the Site Report dated March 12, 2008 (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.

UPDATE THE CITY OF ADAMS (COA) CONTRACT EXTENSION: Ms. Diemert stated that she attended the City of Adams Public Works Committee meeting on February 13th to discuss extending the contract for collection services. The new three-year proposal was accepted by the City PW Committee with the surcharge increases and annual COLA increases included.

UPDATE ON LONG TERM CARE REQUEST FOR RELEASE OF FUNDS: Ms. Diemert stated that she submitted additional information to the DNR as requested. There was a staff change at the DNR, therefore, no final decision has been made at this time on the releasing of the funds.

VOUCHERS: Ms. Diemert presented the Check Summary Report, dated 3-4-08, to the Committee for review. Discussion was held. *Motion by Renner, second by Babcock, to approve the Check Summary Report, dated 3-4-08, as presented. All in favor. Motion carried.*

IDENTIFY POSSIBLE UPCOMING AGENDA ITEMS: Ms. Diemert stated that she will give an update on the Gypsy Moth discussion, and options for hiring summer CDL drivers, at the next meeting.

NEXT MEETING DATE AND ADJOURN: The next regular monthly meeting will be held on Wednesday, April 9, 2008 at 7:00 P.M. at the Landfill. *Motion by Johnson, second by Renner, to adjourn until the next meeting. All in favor. Motion carried.*

Meeting adjourned at 8:19 P.M.

Respectfully submitted,

Myrna Diemert, Recording Secretary

THESE MINUTES HAVE BEEN APPROVED BY THE COMMITTEE

SITE REPORT
SOLID WASTE DEPARTMENT
March 12, 2008

TIPPAGE REPORT: 1,440,040 lbs of garbage were brought in which is the **highest** amount ever brought into the landfill for a February.

There were 14 new over-the-scale customers during the month and is typical for this time of year. (Minimum of \$840 in annual revenues if these new customers use the facility one time per month with minimum weight). Since April 1, 1998 we have had 3,945 new customers over the scale.

MEETINGS/SEMINARS/TRAININGS/CONFERENCES: Attended a AROW/SWANA/WCSWMA annual winter conference from February 27-29th in Oshkosh.

Director was on vacation March 3rd through March 7th.

Attended the City of Adams Public Works Committee meeting on February 13th to discuss extending the contract for collection services. The new three-year proposal was accepted by the City PW Committee with the surcharge increases and annual COLA increases included.

Attended Department Head meeting and WI County Mutual training on February 20th.

Met with Town of Rome Chairman to discuss options for the Town of Rome and the Ordinance language regulating where garbage and recyclables generated in Adams County should go.

Plan to attend County Board on March 18th.

Plan to attend a Regional Planning meeting on March 26th to discuss the future of Monroe, Juneau, Adams, Vernon and Jackson Counties Solid Waste operations.

Plan to attend Department Head meeting on March 27th.

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 February/March.

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.

Submitted additional and updated information on the LTC CD to the DNR as requested. Have not yet received the final letter from the DNR on releasing the funds.

A meeting is scheduled for Monday, March 17th to begin planning for the June 14th Hazardous Waste & Pharmaceutical Clean Sweep.

Received and completed the Annual Waste Disposal Tonnage/Capacity Certification Licensing Form due to the DNR.

Received the Vehicle Scale Operator License and posted it visible to customers as required.

Received and started working on the Annual MRF Self-Certification Renewal and Reporting Forms from the DNR. These are due by March 30th.

Received a call regarding Gypsy Moth infestation in wood chips. Contacted DNR and other SW contacts regarding their experience, policies, or procedures regarding Gypsy Moths. No recommendations, requirement, or regulations found. Will continue discussions on this issue. We have very little wood chips going out to customers—mostly compost and the heating process during composting kills all pathogens and eggs that may be in the materials.

Notified a customer in Jackson Township that they could not place multiple bags of garbage from their business in the Town of New Chester at their residence for collection. The customers called and got dumpsters for their business.

Investigated a claim that our Department had purchased multiple socket sets/tool kits. This equipment, along with other materials, were picked up FOR Federal Property, and is not ours. These items will be hauled to the Federal Property facility in Waunakee. We do charge for picking up and transporting equipment and materials for Federal Property.

Also investigated a claim that the new furnace needed to be repaired twice since installation. The furnace was not working on two occasions, once because there was ice on the LP tank regulator. We fixed this ourselves. The other was caused by a loose wire found and fixed by the installer on February 4th. There was no charge for this repair.

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 Feb/March 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 13 new customers since the last report that adds \$2,517.00 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.

Completed the County Inventory updates as requested. New forms completed for new or changed equipment.

Continuing slow progress on the routing software implementation. The computer software system at the landfill will be updated the week of March 24th to be able to better coordinate with the routing program. Staff will need to be trained on this new update.

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

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

Updated the County website with 2008 calendars and notice of the clean sweep.

Amended and modified the contract with FCI regarding the increased tip and surcharge fees for garbage collection.

Contacted Land Information about the upcoming Tree & Shrub sale to be held on Saturday, April 19th. We will be selling bagged compost and handing out recycling information during the sale. We will send a mailing to the pre-order customers about the compost sale.

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

LANDFILL CONSTRUCTION: No additional construction has been done this winter.