

ADAMS COUNTY PUBLIC WORKS COMMITTEE

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

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

OTHERS PRESENT: Myrna Diemert, Solid Waste Director
Hank Strohmeyer, Foreman
Barbara Morgan
Everet Johnson

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

WAS THE MEETING PROPERLY ANNOUNCED? YES

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

APPROVAL OF AGENDA: Ms. Diemert asked that the Check Summary Report be moved to follow the Financial Report as it deals with vouchers and expenses. *Motion by Dixon, second by Renner, to approve the Agenda as adjusted. All in favor. Motion carried.*

APPROVAL OF OPEN SESSION MINUTES FROM MARCH 12, 2008: *Motion by Renner, second by Johnson, to approve the Open Session minutes as presented for March 12, 2008. All in favor. Motion carried.*

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

COMMUNICATIONS/CORRESPONDENCE/OTHER BUSINESS: Ms. Diemert stated that she has questioned why the Solid Waste minutes are missing from County Board packet on a regular basis even though they are submitted within 5 days of the meeting as required.

Ms. Diemert also presented the Contract Extension letter for the City of Adams. No action was required since the Committee has already approved the three-year extension. The letter was reviewed by Corporation Counsel and his recommendations for calculating the annual CPI increase was included for clarification.

Ms. Diemert had no other communications, correspondence, or other business to bring before the

Committee.

FINANCIAL REPORT: Ms. Diemert presented and reviewed the March 2008 Financial Report. *Motion by Renner, second by Babcock, to approve the March 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 Admin & Finance Committee asked that the 2007 Compactor payment be taken out of 2007 to accurately reflect the budget. This creates a \$48,606.16 deficit for 2007 due to the unbudgeted purchases of containers for the 150 new customers from Waste Management. The Capital Equipment line item was -\$51,386 which caused the deficit. All of the previous annual compactor payments, each in the amount of \$38,888.89, had been made. Excess funds in the Long Term Care (LTC) account will be used to cover this deficit.

VOUCHER/CHECK SUMMARY REPORT FOR MARCH: Ms. Diemert presented the Check Summary Report, dated 4-4-08, to the Committee for review. Discussion was held. *Motion by Johnson, second by Renner, to approve the Check Summary Report, dated 4-4-08, as presented. All in favor. Motion carried.*

SITE REPORT: Ms. Diemert handed out and reviewed copies of the Site Report dated April 9, 2008 (see attached copy) and discussion was held. *Motion by Renner, second by Morgan, 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: Ms. Diemert presented a new REI Grant Agreement to the Committee. This Agreement was between Jackson County, Adams County, Monroe County, Vernon County, and Midwest Recycling Association and will focus on education & recycling of agriculture silage bag plastics. This Agreement qualifies us for REI Grant funds. *Motion by Dixon, second by Renner, to approve the REI Grant Agreement as presented. All in favor. Motion carried.*

DISCUSSION OF GYPSY MOTH EGGS IN WOOD CHIPS: Ms. Diemert reported that she is continuing to work on the Gypsy Moth egg potential in wood chips. After consulting with UW Extension, DNR and DATCP for suggestions and recommendations the following actions have been taken: A sign will be placed at the wood chip pile alerting customers that gypsy moth eggs may be present in the wood chips, and that compost is safe to use; Alerted staff that no wood chips will be sold or released from the property until mid June when the egg hatch will be over; Received traps from DATCP to place around the brush and yard waste areas so see if gypsy moths are a problem; Requested that staff expand the area between wood chip pile and our woods to reduce the chance of infesting our woods; and, to monitor the site for signs of gypsy moth caterpillars.

KNIGHTS OF COLUMBUS/FAIRGROUNDS REQUEST: Discussion was held on the Knights of Columbus request for free containers and/or tippage for a demolition project at the Fairgrounds. It was the consensus of the Committee that, although we would like to be able to do this, we cannot give special consideration to some customers. If we give a discount to one we will be bombarded with similar requests.. With the tax levy freeze and with the current County

budget situation we cannot justify this, or other requests to reduce or negotiate fees.

UPDATE ON LONG TERM CARE REQUEST FOR RELEASE OF FUNDS: Ms. Diemert stated that she received the letter from the DNR and forwarded it to the Administrative Coordinator for further action. The letter was quite vague because the exact amount that can be released won't be available until the interest is applied to the account after December 31, 2007. An additional \$120,000 in interest will be earned by leaving the money in the account until the CD renewal date, as well as no penalties for early withdrawal. There is currently over \$2,000,000 in the account and the excess will be used to pay off the balance of the landfill compactor loan, the construction costs for cell #3, the landfill fire, and the emergency scale replacement.

SUMMER HELP/CDL DRIVERS: Ms. Diemert presented a Personnel Recruitment Form for CDL Drivers and Equipment Operators for the Summer. She stated that there is approximately \$32,000 available in the budget for LTE and on-call help. Notification was given to the Union, as required in the Local 139 Contract, that we will be hiring LTE's and on-call help again this year. **Motion by Renner, second by Morgan, to approve the hiring of summer help, per past practice, sign the Personnel Recruitment Form, and forward to the Personnel Director. All in favor. Motion carried.**

IDENTIFY POSSIBLE UPCOMING AGENDA ITEMS: There were none identified at this time.

NEXT MEETING DATE AND ADJOURN: The next regular monthly meeting will be held on Wednesday, May 14, 2008 at 7:00 P.M. at the Landfill. **Motion by Morgan, second by Dixon, to adjourn until the next meeting. All in favor. Motion carried.**

Ms. Diemert, Mr. Strohmeyer, and Committee Members expressed thanks and appreciation to Bob Dixon for his time serving on the Solid Waste Committee and wished him luck in the future.

Meeting adjourned at 8:16 P.M.

Respectfully submitted,

Myrna Diemert, Recording Secretary

THESE MINUTES HAVE BEEN APPROVED BY THE COMMITTEE

SITE REPORT
SOLID WASTE DEPARTMENT
APRIL 9, 2008

TIPPAGE REPORT: 1,704,640 lbs of garbage were brought in which is the fifth highest amount ever brought into the landfill for a March. Heavy snow accumulation is probably the reason there has been a slow start to the spring cleanup projects.

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 3,959 new customers over the scale.

MEETINGS/SEMINARS/TRAININGS/CONFERENCES: Attended County Board on March 18th.

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

Attended Accounting Training and Department Head meeting on March 27th.

Plan to attend County Board on April 15, 2008.

Plan to attend the Federal Property Advisory Committee meeting in Waunakee on April 16th.

Plan to attend the Hazardous Waste Clean Sweep Grant meeting in LaCrosse on April 17th.

Will be selling bagged compost and assisting Land Conservation Department during the Tree & Shrub sale on Saturday, April 19th.

Will give a tour of the recycling operation, landfill & composting area to the Alternative High School students on April 23rd.

Will attend Department Head meeting on April 24th.

Will give an Earth Day presentation to the 5th grade class on Friday, April 25th.

Remind the Committee of the Landfill Advisory Committee meeting at the Strongs Prairie Town Hall on Monday, May 19th at 7:00 PM.

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 March/April.

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 further information on the LTC CD to the DNR as requested. Received the letter from the DNR on releasing the funds, however, it is very vague and may not be enough for a resolution.

Attended a meeting on Monday, March 17th to begin planning for the June 14th Hazardous Waste & Pharmaceutical Clean Sweep. Started the advertising and preparations for the event.

Contacted a business in the Town of Jackson that they were exceeding the 5 bag limit for garbage and needed to get dumpsters.

Contacted a rental property owner in the Town of New Haven that he is responsible to make sure that recycling needs to be done at the rental property.

Contacted a contractor and insurance agent regarding suspicious loads possibly containing asbestos. Following an investigation it was found that there was no asbestos containing materials (ACM) in the materials. Information was provided to the contractor about Cranberry Creek's landfill who is licensed to take ACM and provided manifest forms and instructions to the contractor.

Notified a customer that their dog bit our employee.

Scheduled the Underground Diesel Tank system monitoring and Cathodic Protection Test.

Scheduled the annual maintenance of the balers in the recycling building.

Arranged for Community Service people to pick up litter along the roadways and landfill.

Completed and submitted the Annual MRF Self-Certification Renewal and Reporting Forms from the DNR by the deadline date.

A safety meeting was held on March 18th to review BBP, Hepatitis B, Hepatitis C, HIV/AIDS, exposure means, preventative measures/PPE's/limitations, signs/labels, sharps containers, blood spill kits, and vaccinations.

Assisted the Town of Rome with cost savings options for their drop-off site.

Updated the CDL Random Selection List.

Continued work on the Gypsy Moth egg potential in wood chips. Contacted UW Extension, DNR and DATCP for their suggestions and recommendations. A sign will be placed at the wood chip pile alerting customers that gypsy moth eggs may be present in the wood chips, and that compost is safe to use. Alerted staff that no wood chips will be sold or released from the property until mid June when the egg hatch will be over. Received traps from DATCP to place around the brush and yard waste areas so see if gypsy moths are a problem. Also requested that

staff expand the area between wood chip pile and our woods to reduce the chance of infesting our woods, and to monitor the site for signs of gypsy moth caterpillars.

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 March/April the Director performed the following duties: Arranged shipments of tires, baled recyclables, computers, fluorescent light bulbs, corrugated, appliances, and scrap metals as needed. Also assisted Juneau County with 2 semi loads of plastics that needed to be removed. Adams County will receive the revenue from these 2 loads.

Continued to coordinate new curbside and residential route customer orders. We had 7 new customers since the last report that adds \$1,821.00 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.

Gave a tour of the recycling building and operations to Juneau County staff.

Completed and submitted the State Fuel Tax Refund application form.

Completed and submitted the Recycling Fee Surcharge Report to the DNR by the deadline.

Continuing slow progress on the routing software implementation. The computer software system at the landfill will be updated the week of April 14th to be able to better coordinate with the routing program. Staff will need to be trained on this new update.

Started working on the Recycling Grant Final Report & Audit that is due on April 30, 2008.

Gave an interview and tour to a newspaper reporter on our recycling operation.

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

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

Working with Land Information on 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 sent 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 other than repairing the roadway into the cell.