1. Waste Reduction & Recycling Board Meeting Agenda
   Documents:
   
   070820 WRRB AGENDA.PNG

2. Waste Reduction & Recycling Board Meeting Packet
   Documents:
   
   070820 WRRB PACKET.PNG
Waste Reduction & Recycling Board
Wednesday, July 8, 2020
Anoka City Hall @ 5:00 p.m.
Worksession Room

AGENDA

1. Call to Order

2. Roll Call

3. Approval of February 12, 2020 Meeting Minutes
   Approval of June 10, 2020 Meeting Minutes

4. Old Business
   a. Recycling Events Updates
      o Paper Shredding Event
      o Book Exchange Event
      o Fix-It Clinics
      o Pumpkin Smash
   b. RAW Newsletter
   c. Marketing Materials Update
   d. Joint Meeting with Park Board
   e. Subcommittees Reports
      o Multi-Family
      o Organics
      o Crayola ColorCycle Program
      o Anoka Halloween
   f. Residential Recycling Contract – Request for Proposals

5. New Business

6. Communications
   a. 2020 Meetings & Activities Schedule
   b. Solid Waste Abatement Advisory Team (SWAAT) Meeting Notes
   c. General Recycling Questions

7. Adjournment
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Memo

To: Waste Reduction & Recycling Board
From: Pam Bowman, Communications & Recycling Manager
Date: July 1, 2020
Re: Wednesday, July 8, 2020 Agenda

1. **Call to Order.** The meeting will be called to order at 5 p.m. in the Worksession Room, 2nd Floor of City Hall. Social distancing measures will be in place; tables will be set up so chairs are 6 feet apart. There will be hand sanitizer and disinfecting wipes available. All surfaces will be disinfected beforehand and immediately following the meeting.

2. **Roll Call.** I will record the names of those present at the meeting.

3. **Approval of February 12, 2020 and June 10, 2020 Meeting Minutes.** I recommend approval of the February 12, 2020 and the June 10, 2020 minutes with any corrections and/or additions. **Action:** Approve minutes. (Attachment 1)

4. **Old Business.**
   a. **Recycling Events Updates.**
      o **Paper Shredding Event.** A Public Services city worker is available to help at this event on Saturday, July 18, 9 a.m. – Noon, at Rick Sorenson Park (2015 State Ave). Thank you to Members Grinde and Dergantz for offering to volunteer, however, volunteers are not needed.
      
      o **Book Exchange Event.** I will provide an update at the meeting.
      
      o **Fix-It Clinics.** It has not yet been determined if the August event in East Bethel will occur.
      
      o **Pumpkin Smash.** This item was tabled last month. A date needs to be determined; Sunday, Nov. 1, Monday, Nov. 2 or Saturday, Nov. 7. We can discuss other details at a later date, prior to advertising. If COVID-19 begins to spike, we will continue to follow state guidelines and cancel this event for safety reasons, if necessary.

   b. **RAW Newsletter.** I had suggested producing the next newsletter for late July/early August, however, since reviewing the topics, I have determined that staying with August/September will work best. Topics will include organics, no plastic bags, fall recycling event, MF article, pumpkin smash, curbside guide, recycling tips.

   c. **Marketing Materials Update.** The utility bill insert will be mailed in the September bills.

   d. **Joint Meeting with Park Board.** City staff has determined it is not necessary at this time to have a joint meeting.
e. Subcommittee Reports. Updates will be provided by subcommittee members as available.

f. Residential Recycling Contract - Request for Proposals. We will review the 2014 RFP from our last proposal round and example RFPs from nearby cities to help us prepare the new RFP. I will have a copy of the marked up 2014 proposal for review at the meeting. Please review the other city documents I sent earlier and come prepared to share your thoughts for the RFP.

5. New Business.

6. Communications.
   a. 2020 Meetings & Activities Schedule. The schedule is updated as needed each month. Changes are marked in red. (Attachment 2)

   b. Solid Waste Abatement Advisory Team (SWAAT) Meeting Notes. I plan to include the meeting notes from the Anoka County SWAAT meetings when I receive them prior to a WRRB meeting. These offer good information which can help spark ideas for our program. The notes are in draft form and have not been officially approved. The group meets every other month. (Attachment 3)

   c. General Recycling Questions. Oftentimes questions come up during the meetings unrelated to the agenda item being discussed. To keep the meeting on track, this item will now be included on each agenda so each of you has an opportunity to ask general recycling questions.

      If you have a topic you wish to discuss at a future meeting, please let me know in advance. **REMINDER:** A topic may not be discussed if it is not on the agenda and the topic should relate to our mission/goals.

7. Adjournment. Let’s adjourn by 6:15 p.m.
CALL TO ORDER The meeting was called to order at 5:05 p.m. in the Committee Room of Anoka City Hall.

ROLL CALL Board members present: Susan Dergantz, Diane Grinde, Marijo Hain, Cheryl Knapek, Eileen Rathbun and Vicki Violet. Absent: Jan Call. Staff present: Pam Bowman, Recycling Manager. Others Present: None.

APPROVAL OF JANUARY 8 MEETING MINUTES Member Grinde made a MOTION to approve the January 8, 2020 meeting minutes; SECONDED by VC Knapek. All in favor. MOTION CARRIED.

OLD BUSINESS
Residential Recycling Services Contract Update. Ms. Bowman said that although the amendment to the service contract with Republic Services was reviewed and approved by the WRRB and the city attorney, she said that she would like to hold off on eliminating the multi-family properties until the contract expiration of March 31, 2021. She explained that due to other deadlines and workload, she was unable to prepare for this change and said it would be rushed to inform the property owners, switch out the carts/dumpsters, and allow sufficient time for property managers to contract with another hauler, all by this year’s expiration date of March 31, 2020.

Ms. Bowman said that during the RFP preparation, the WRRB can determine to leave multi-family properties out of the proposal request criteria for the new contract. She added that also due to the discussions the City Council is having regarding organized garbage hauling, she believes that is an additional reason to hold off in case anything develops with those discussions. She said that she discussed this with the City Manager and Bev Mathiasen of Republic Services, noting that both did not have any concerns with holding off until the expiration of the current contract. After some discussion, Member Violet made a MOTION to keep multi-family properties in the current contract until expiration on March 31, 2021 and to prepare the RFP accordingly; SECONDED by Member Dergantz. All in favor. MOTION CARRIED.

Holiday Wrap-Up Event Report. Ms. Bowman reported that the winter recycling event at Green Lights Recycling was a success and that 11.6 tons of materials was collected; 15,369 pounds of which was electronics. Chairperson Hain and VC Knapek inquired how many coupons were used. Ms. Bowman said she was not sure, but would find out and report back at the next meeting.

Marketing Materials. Ms. Bowman presented the members with marketing material examples she obtained through RecyclingSimplified.com by Republic Services. She showed examples of a poster, postcard, flyer, brochure, and utility bill insert. After review and discussion, members agreed the posters and utility bill inserts would be most effective.

Member Rathbun said she would like data about plastic bottles included in marketing materials. Ms. Bowman said she would do some research to see if there is anything specific to include. Member Rathbun said it would be good to include in the RAW newsletter as space allows.

2019 SCORE Report (July-December). Ms. Bowman indicated that the expense reimbursement of $32,645.20 recorded in the report was incorrect, as the County revised it to $33,455.20 after Ms. Bowman requested rent funds be included in the reimbursement. She said she explained to the County staff that the recycling supplies and event items take up a large
Also included in the report was the tonnage of 537.89 tons for the second half of the year; combined with the first half of 549.20, the total for 2019 was 1,077.90; the goal is 1,773 tons. Ms. Bowman said tonnage continues to decline and she attributes it to the contamination issues. She said the goal for 2020 increased to 1810 tons.

Ms. Bowman said the final part of the report she submitted to the County included the marketing and educational pieces prepared; such as the RAW newsletter, new residents’ guide, the City View articles, etc.

**Establishment of WRRB and Mission Statement.** Ms. Bowman reminded members that Member Violet had questioned *Section 2.177. Manner of Voting.* – if voting can be by paper ballot for Chairperson and Vice Chairperson. Ms. Bowman apologized noting that she mistakenly included the outdated Code page in last month’s packet. She provided the new page in this month’s packet and assured Member Violet that the voting language was revised last year. Member Violet acknowledged the change.

**City Code Chapter 66 Utilities.** Ms. Bowman reminded members that at the January meeting, Member Violet questioned *Section 66-84; under Disposal generally,* suggesting that the first paragraph is vague and does not clearly define multiple residential dwellings, specifically duplexes and four-plexes, and had asked staff to review it more closely. Ms. Bowman said she spoke with staff in the Planning Department and they indicated that the utilities code defines single-family households of up to four units and five or more units is considered multi-family. Ms. Bowman added that Member Violet may have seen a different definition in the zoning code; as they refer to multi-family with units of 4 or more.

Ms. Bowman acknowledged that Member Rathbun had also requested organics be defined in the code. Members discussed this and determined to add it if the WRRB moves forward with a collection site.

**Organized Solid Waste Collection Update.** Ms. Bowman informed the members that an open house was held on January 23rd at Green Haven to present information on this topic. She thanked VC Knapek for attending it. Ms. Bowman said 42 people were in attendance and that the City Manager gave the presentation and allowed for questions and answers. Attendees were encouraged to fill out a feedback form and submit it to City Hall by a certain date. Those forms were also available online. The open house was video recorded by QCTV and there is a link on the city’s website if members wish to watch it.

Ms. Bowman added that just days after the open house, some haulers mailed letters and postcards to their customers warning them that the city was taking away their right to choose a garbage hauler and encouraged their customers to attend the February 3rd City Council meeting to share their thoughts during the open forum. Ms. Bowman said she was concerned with the inaccuracy of those messages. She said she attended the February 3rd meeting. Although the topic was not listed on the agenda, she said the discussion lasted for 1.5 hours during Open Forum and both citizens and haulers shared their thoughts, whether for or against. She also provided feedback forms at that meeting. Ms. Bowman said she is preparing a citizen feedback report to present to the City Council at their February 24th worksession.

**NEW BUSINESS**

**Republic Services Year End Report.** Ms. Bowman provided a report to the members that she received from Bev Mathiasen of Republic Services. The report included the tonnage collected monthly from single family and multi-family properties, a list of citizen calls, mostly about missed pick up or need of new container, a list of the market end users they work with, a contact list for Republic Services, and a quarterly report for exemption from metropolitan solid waste landfill fees for residue, which showed that Anoka was nearing some of the limits.

Member Violet said that that customer report still does not provide any significant information about complaints. Member
Grinde reminded the members that they determined this portion of the report was not helpful in the past because of that very reason and referenced a service complaint Member Violet had called in, but it never appeared on the customer call list.

**Book Exchange/Book Upcycling Event.** Ms. Bowman said that Recreation Manager Nickie Jenks would like to partner with the WRRB on a book exchange/upcycling event. Members thought this was a great idea. Ms. Bowman said this would fills Chairperson Hain’s request to collect more books. Ms. Bowman provided the details; scheduled for Wednesday, June 17 from 4-7 p.m. at George Green Park in the pavilion. Volunteers are needed and Ms. Jenks is reaching out to the WRRB, Park Board, City Council and Anoka Ambassadors. There will be work shifts. Ms. Bowman said Ms. Jenks is also partnering with the Rum River Library; librarians will do a story time from 4-4:30 p.m. More story times are requested from volunteers for readings from 5-6:30 p.m. Members inquired if books are needed in advanced for the exchanges and if so, how and when will they be collected. Ms. Bowman said she will ask Ms. Jenks about that and report back at the next meeting.

**Anoka Winterfest.** Chair Hain reported that she attended Anoka Winterfest and helped ArtStart with their craft. She showed a picture of the “snowshoes” she made from reuse materials. She said it was fairly busy; however, since the craft activity was held in a tent, there were fewer attendees and it was cramped. Ms. Bowman said changes will be made in 2021 to accommodate more participants. She said staff estimates 250-300 people attended Winterfest and that staff was very pleased with the outcome. She added that they will be making other changes to enhance the event in 2021.

**Subcommittee Reports.**
- **Multi-Family** – Nothing new to report.
- **Organics** – Member Dergantz said she was preparing an article for the RAW newsletter and meeting with Ms. Bowman in the morning to discuss details.
- **Crayola ColorCycle Program** – VC Knapek reported that she spoke with St. Stephens Catholic School about their efforts and learned that Crayola pays for the shipping. Ms. Bowman reminded members that Anoka County Recycling & Resource Department works with the schools on recycling initiatives and maybe that would be a good place to start – to see what the schools have. Ms. Bowman said the collection box should be near the source – the schools. She said if a collection was held at City Hall, which she prefers to avoid, weight slips would be needed from either Crayola or the WRRB would need to weigh each shipment before mailing. VC Knapek said she would look further into the program and report back if she finds any new information.
- **Anoka Halloween** – nothing new to report. Members Rathbun and Violet are considering participating in the Halloween Grand Day Parade.

**COMMUNICATIONS**

**Joint Meeting with Park Board.** Ms. Bowman said she spoke with Parks staff and it was determined that the joint meeting would be held on April 8, at 6 p.m. She suggested members start thinking about topics of discussion.

**2020 Draft Meetings & Activities Schedule.** Ms. Bowman said the meeting and activities schedule was updated to reflect any changes. Chair Hain and Member Violet both acknowledged that they will not be in attendance at the March meeting.

Ms. Bowman reminded all members to keep track of all the events and meetings that they attend for the year-end report.

**General Recycling Questions.** Member Violet said she is requesting the WRRB meetings go paperless, or at least see some amount of reduction in the use of paper. She noted that the City Council has gone paperless, and believes it is only right that the WRRB, who promotes waste reduction, do the same. She added that she knows not every member has a means to technology, so understands if some papers copies are provided, but she would like to see some reduction.
Chair Hain requested a paper copy of the agenda and memo so she can more easily conduct the meeting and take notes.

Ms. Bowman suggested moving the WRRB meetings to the Worksession Room so she could utilize the Smartboard and members could follow the agenda on the large screen. Members agreed. Ms. Bowman said when she emails the March packet, she will encourage members to go paperless, but will ask members if anyone would like a paper copy. She will check the schedule in the Worksession room to see if the 2020 meetings can be held in there.

**WRRB Photo.** The group photo was taken after the meeting adjourned.

**ADJOURNMENT** The meeting adjourned at 6:43 p.m. on a MOTION by Member and Grinde and SECONDED by Member Violet. All in favor; MOTION CARRIED.
CALL TO ORDER The meeting was called to order at 5:04 p.m. in the Worksession Room of Anoka City Hall.

ROLL CALL Board Members present: Chair Marijo Hain, VC Cheryl Knapek, Susan Dergantz, Jan Call, Diane Grinde and Vicki Violet. Absent: Eileen Rathbun. Staff present: Pam Bowman, Recycling Manager. Others Present: None.

APPROVAL OF MARCH 11, 2020 MEETING MINUTES
One typo was noted “note, should be not” under approval of minutes. With that correction, Member Violet made a MOTION to approve the March 11, 2020 meeting minutes; SECONDED by Chair Hain; all in favor, MOTION approved.

The February meeting minutes were not acted upon at the March meeting because there was no quorum; Ms. Bowman said she mistakenly left them off the June agenda. The February minutes will be reviewed and approved at the July meeting.

OLD BUSINESS
Recycling Events. Ms. Bowman reviewed the following events and provided updates accordingly.

- **Summer Recycling Event.** Scheduled for Saturday, July 25 from 9 a.m. – Noon at Green Lights Recycling. Coupon will be in the City View, to be mailed on June 19th. Volunteers are not needed. Carpeting is no longer accepted; Brotex is not collecting it anymore. No furniture because it will not be recycled. Member Violet said it is very expensive to trash furniture. Ms. Bowman said she doesn’t want the recycling events to turn into garbage collection events. Additional advertising through website communications and notifications.

- **Fall Recycling Event.** September 26, 8 a.m. – Noon at 501 Pierce St. Volunteers needed. Safety measures will be in place – gloves, masks, social distancing, and sanitizer. Member Violet said any Anoka Lions that have concerns with COVID-19 will not participate, but that there should be enough Lions to assist as usual. Ms. Bowman said she would like to discuss the food at a later date noting that might be a bit more challenging if COVID is still a concern.

- **Paper Shredding Event.** Set for Saturday, July 18. Ms. Bowman said she was lucky enough to get a date due to other cancelations. It will be held from 9 a.m. – Noon at Rick Sorenson Park, 2015 State Ave. She said either one volunteer, herself, or a city crew member is needed to assist with traffic/the line. Both Member Grinde and Dergantz offered to help if needed. Ms. Bowman said she will first see if a city crew member is available to work it. Ms. Bowman said she has advertised it in the City View and multiple communication channels.

- **Book Exchange Event Update.** Canceled due to COVID concerns. However, some of the restrictions have eased since it was canceled. Ms. Bowman said she would inquire again with the Parks staff to see if they have any intent to reschedule it for 2020.

- **Fix-It Clinics Update.** Clinics have been canceled to date. Ms. Bowman is waiting on word for the
August one to be held in East Bethel. She said the others planned are October/Columbia Heights, November/Fridley, and December/Ham Lake. Ms. Bowman said she will keep the members informed.

- **Pumpkin Smash.** Ms. Bowman reminded members that at the March meeting this item was tabled because there was not a quorum. She said she talked with a representative from Anoka Halloween and staff from the Parks Department, who suggested that the WRRB consider switching the date of the Pumpkin Smash to earlier in the week. She said they felt November 7th was too long after Halloween for people to hold onto their pumpkins for composting. Ms. Bowman said she agreed with them and would prefer to hold the event on the afternoon of Sunday, November 1 or the evening of Monday, November 2. She added that an evening event would work as well since Rick Sorenson Park has field lights. Ms. Bowman said that she didn’t know the state of Anoka Halloween activities due to COVID-19, but feels that the Pumpkin Smash can occur because there would be social distancing. She said due to safety concerns, she wasn’t sure if refreshments could be provided.

Chair Hain noting this was Anoka Halloween’s 100th year anniversary, suggested prizes be awarded to the person smashing the 100th, 200th, and 300th pumpkin.

Member Violet suggested this item be tabled to allow people to think about a date and details since there is still time before planning begins. Ms. Bowman said she would add it to the July meeting agenda.

**Annual Report to City Council.** Chair Hain said she is available to attend and present the report to the Council at its Monday, September 21st meeting noting that would be just before the fall recycling event. Ms. Bowman said that would be an ideal date and said she would prepare the PowerPoint presentation.

**Organized Solid Waste Collection Update.** Ms. Bowman provided an update noting that the City Council discussed this topic at is April 27th worksession. At that meeting it was determined that a question would be formed for the 2022 election allowing the public to decide via vote. Ms. Bowman said city staff is seeking one member of the WRRB to participate on a subcommittee which will consist of city staff, a councilmember, and others who will conduct research and participate in meeting to help with compiling information to distribute to the public prior to the 2022 election. Ms. Bowman said the subcommittee meetings would not be a significant time commitment. Member Violet said she would like to be a member of the subcommittee. Ms. Bowman thanked her and said she would keep her informed as information arises.

**Marketing Materials Update.** Ms. Bowman said as a follow-up to the discussion at the last meeting, she will place an order for 250 posters unless members have an alternative suggestion. Member Grinde said that it might be wise to hold off on ordering the Republic Services posters and go with a poster from Anoka County due to the March 31, 2021 contract expiration with Republic Services and the initiation of the Request for Proposals. Ms. Bowman said she would review both posters. She also inquired if the members still wanted a utility bill insert to be mailed. She said this would go to all residents. Members agreed it was okay to send out the utility bill insert.

**Joint Meeting with Park Board Update.** Ms. Bowman said this meeting has been canceled and she did not know when or if it would be rescheduled. She said members should consider topics of interest and bring ideas to the July meeting.

Ms. Bowman said that initially the two groups were going to meet to discuss the recycling in the parks program and other things such as the book exchange and the potential for additional joint efforts. Ms. Bowman said the WRRB took the initiative to implement recycling into city parks a few year ago, which is mandated by the state. Member Violet said that the goal was to use SCORE funds to help the Park Board get started on the program. Ms. Bowman said while the WRRB was able to accomplish that, it was not in the position to monitor nor manage the program in the parks. Member Grinde
inquired if the containers were the ones with the holes in the top. Ms. Bowman said yes and that they were problematic in that they collected rain water. She said she and Lisa LaCasse are looking into new containers for the parks. Member Dergantz asked if there are currently recycling containers in the city parks. Ms. Bowman said there were not because contamination had gotten out of control.

Ms. Bowman said if there are any topics members wish to discuss with the Park Board, please share them at the July meeting and she will work with staff to see if a future joint meeting is feasible.

Subcommittee Reports.

- **Multi-Family** – Member Grinde said she visited Dellwood Estates and while their recycling was overflowing, she said it still appeared to be fairly clean and a significant improvement since their initial visit with the staff. Ms. Bowman said that the industry overall is seeing overflow with both recycling and garbage because more people are home during COVID-19. Ms. Bowman suggested the subcommittee members meet with her to discuss their next steps. She said she would arrange a meeting.

- **Organics** – Member Dergantz said she prepared the second education article for the next RAW newsletter and explained that the article addresses how she does her own organics recycling at home. Member Grinde asked if that could be shared with the members. Ms. Bowman said she would send it to the members.

- **Crayola ColorCycle Program** – VC Knapek reminded members that at an earlier meeting it was questioned if Anoka County works with the schools to collect/promote the marker recycling program. Ms. Bowman said she would contact county staff to see if they are involved with that program at the schools or if they are encouraging schools to use the program.

  Ms. Bowman suggested the collection could be held at our fall event. Members Grinde and Violet agreed with that and Member Violet suggested we determine how to get information to students beforehand. VC Knapek inquired if there is still an option to hold a collection at City Hall. Ms. Bowman said that could be arranged, much like the holiday lights collection.

  Member Dergantz suggested local businesses also be informed of any collections. Ms. Bowman said if/when the program is up and running, she will reach out to the Anoka Area Chamber of Commerce and request information be placed in their newsletter and/or Monday Morning Emails.

  VC Knapek said she would prepare an article for the upcoming RAW newsletter.

- **Anoka Halloween** – Member Violet said there is nothing new to report.

**NEW BUSINESS**

**RAW Newsletter – August/September Edition.** Ms. Bowman said that the schedule for the next edition is set for August/September, however, she said it might be timely to have one come out at the end of July instead to cover the end of summer and all of fall, since the final one of the year doesn’t come out until December. Members agreed. Ms. Bowman said she would inquire with the design company if this would be possible. If so, she said she would plan accordingly. This edition would include the organics article Member Dergantz referred to during her update about organics.

**Request for Proposals.** Ms. Bowman reminded the members that the residential recycling contract with Republic Services expires on March 31, 2021. Because of that, she requested members discuss a timeline for the RFP. She said an example RFP and the current contract were included in the packet and asked the members to review both over the next month and
come back with suggestions for a new RFP.

Member Grinde encouraged the members to retain these documents for future use to eliminate the need for additional printed copies.

After discussion the following timeline was determined:
1. July meeting – draft RFP
2. August meeting – finalize RFP
3. Early September – distribute RFP
4. October – review questions and follow up with haulers
5. November – choose hauler for new contract
7. December – award contract
8. If new vendor is awarded the contract, begin discussion and process of cart collection/distribution and marketing initiatives.

COMMUNICATIONS

2020 Meetings & Activities Schedule. Ms. Bowman said the meeting and activities schedule was updated to reflect any changes. She said that because of COVID-19 and all of the cancelations of meetings and events, she assured the members not to be concerned with meeting their required participation levels this year. She said she would like to meet in July, August and December, noting that oftentimes some of those meetings are canceled because of recycling events and activities. She said the members could consider canceling the November meeting since it falls on Veterans Day, or to change it to November 18th. Member Violet suggested this decision be made at a future meeting based on agenda items.

General Recycling Questions. Member Call inquired if residents can recycle all numbered plastics at the curb. Ms. Bowman said that haulers are only accepting numbers 1, 2, & 5. VC Knapek said there is confusion in that because some items are marked with those numbers, but are not recyclable – an example is black food trays. She also questioned yogurt containers noting that they are advertised in our marketing pieces, but that not all of them are recyclable. Ms. Bowman said that the education is the difficult part of all of this and that not every single item can be addressed.

ADJOURNMENT The meeting adjourned at 6:27 p.m. on a MOTION by Chair Hain and SECONDED by Member Call. All in favor; MOTION CARRIED.
# DRAFT 2020 WRRB Meetings & Activities Schedule

<table>
<thead>
<tr>
<th>MONTH</th>
<th>MEETING DATES/ITEMS</th>
<th>EVENT &amp; ACTIVITIES DATES</th>
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<tbody>
<tr>
<td>APRIL 14</td>
<td>Canceled due to COVID-19 Joint Meeting with Park Board</td>
<td>Thurs., April 16 - Board Appreciation Dinner Monday, April 20 – Report to City Council Sat., April 25 - Spring Recycling Event</td>
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<tr>
<td>MAY 8</td>
<td>Canceled due to COVID-19 General Updates &amp; Subcommittee reports Discuss Recycling Hauler Contract (RFP) RAW Newsletter</td>
<td>Saturday, May 2 – Fix-It Clinic</td>
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<tr>
<td>JUNE 10</td>
<td>General Updates &amp; Subcommittee reports RFP Discussion &amp; Timeline Subcommittee reports Events Updates</td>
<td>Wed., June 4 - Chairpersons Communication Board Canceled due to COVID-19</td>
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<tr>
<td>JULY 8</td>
<td>General Updates &amp; Subcommittee reports Draft RFP Pumpkin Smash Riverfest</td>
<td>Sat., July 18 – Paper Shred Event – Rick Sorenson Park 9 a.m. - Noon Sat., July 25 – Summer Recycling Event at Green Lights - no help is needed</td>
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<td>AUGUST 14</td>
<td>General Updates &amp; Subcommittee reports RAW Newsletter &amp; Fall Recycling Event Finalize RFP Riverfest Discussion</td>
<td>Wed., August 26 – End of Summer Bash (Ice Cream Social/composting). Volunteers needed! TENTATIVE</td>
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<td>SEPT. 11</td>
<td>General Updates &amp; Subcommittee reports Fall Recycling Day Pumpkin Smash SCORE Report</td>
<td>Wed., Sept. 4 - Chairpersons Communication Board Sat., September 26 - Fall Recycling Event</td>
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<tr>
<td>OCT. 9</td>
<td>General Updates &amp; Subcommittee reports 2019 SCORE Funding Pumpkin Smash</td>
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<tr>
<td>NOV. 18</td>
<td>(NOTE DATE CHANGE OR CANCEL?) General Updates &amp; Subcommittee reports</td>
<td>Sat., November 7 – Pumpkin Smash</td>
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<tr>
<td>DEC. 9</td>
<td>Worksession 2020 Accomplishments and 2021 Goals 2020 Activities Reports</td>
<td>Wed., Dec. 4 Chairpersons Communication Board</td>
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February 26, 2020
Three hundred seventy-seventh meeting

Team Members and Municipal Representatives Present: Sarah Morgan, City of Andover; Pam Bowman, City of Anoka; Lorie Spangler, City of Columbus; Colleen Sinclair, City of Coon Rapids; Cindy Hillyard and Dallas Jelmberg, City of East Bethel; Rachel Workin, City of Fridley; Jennifer Bohr, City of Ham Lake; Connor Kvendru, City of Lino Lakes; Ed Kramer, Linwood Township; Chris Anderson, City of Ramsey; Tom Koep, City of St. Francis

Anoka County Representatives Present: Alison Peterson, Sue Doll, Ahnika Hesbjerg, Karla Risvold, Katie Stelzner, Karla Risvold, Amy Ulbricht and Robin Wodziak with Recycling & Resource Solutions (R&RS) and Jacquel Hajder, Community Development

Industry Representatives Present: Sig Scheurle, Minnesota Pollution Control Agency (MPCA)

Guests Present: Elizabeth Showalter, City of Blaine; Peter Hellegers, City of Andover; John Sullivan, Lino Lakes Environment Board (Chair); Jon Klapperich, Minnesota Waste Wise

1. Co Facilitator Colleen Sinclair called the meeting to order at 2:05 p.m. and welcomed everyone.

2. Attendees and guest participants introduced themselves. Ahnika Hesbjerg, Anoka County’s new Problem Materials Program Specialist, joined Recycling & Resource Solutions a few weeks ago. She previously was with the University of Minnesota with experience in C & D and the reuse program.

3. There were no changes requested to the agenda.

4. The meeting notes from December 18, 2019 were approved as typed.

5. Minnesota Waste Wise (MWW) – Jon Klapperich, Program Manager – Overview of Trends, Multi-Unit Recycling and Recycling Education Toolkit

   A. MWW has been working with Anoka County to expand commercial and non-residential recycling. Their outreach campaign focused on 423 businesses in 2019. Outreach continues to grow and increased in 2019.

   There was an uptick in referrals that came from Anoka County, the MWW website and other business grant recipients. There were fewer participants in 2019, but many of them engaged in expanding their recycling programs.

   Follow-up calls are important to bringing in new participants. There were 42 grant recycling applicants in 2019, an increase from 2018 but on trend. In 2019, cost savings to participants increased dramatically.

   The top 3 of 6 industries MWW worked with in 2019 were Food & Beverage (19%); Manufacturing (13%) and Places of Worship (12%). The average 2019 grant award amount was $3,736, with the smallest awards going to small dental offices and the largest recipient was the National Sports Center, a very devoted participant. Color-coded bins are the most frequently requested item.

   Waste diversion measurements can be somewhat challenging. Estimates come from numerous sources, but MWW uses only verified volumes. In 2019, annual diversion for Organics, Single Stream Recycling, Paper/Cardboard and Source Reduction pounds totaled 499,093. One business in particular saved approximately $45,732 in annual costs as the result of assistance and changes.
Top five barriers for businesses to start recycling in 2019 were: 1) lack of information or knowledge; 2) cost; 3) hassle of separation; 4) space, and 5) tenant or staff participation. Colleen Sinclair asked if there are standards participants are to meet. MWW maintains a lot of contact with participants but they don’t enforce any penalties. Jon stated that if there are recipients that are falling well short of improvement, serious discussion would be needed to find some sort of solution. Anoka County Recycling & Resource Solutions is not a regulatory or enforcement entity.

MWW has found that most businesses are already in compliance with the 2016 commercial recycling mandate. If a business doesn’t collect up to 4 cubic yards of waste, they don’t fall under the ordinance.

A list of businesses that have received grants for the last 4 years, prepared by Amy Ulbricht, was circulated for attendees to review.

MWW also prepares success stories. TE Connectivity, a technology company in Andover, implemented a successful program in 2019 utilizing grant funds to purchase containers, labels and signage. (A printed copy of 2019 stories were circulated for attendees to review.)

In conclusion, Jon stated that we need as many people as possible to be aware of the non-residential grant program. The more that know about it, the better for our waste reduction and recycling efforts. Send business referrals directly to Jon at MWW. Recycling & Resource Solutions has brochures available.

B. Multi-Family Recycling – MWW has been working with other counties to increase multi-family recycling. MWW will do cold calling, door knocking and meet with building representatives. They provide materials directly to residents if permitted by property managers. They have worked with complexes ranging from 17 to 300 units.

In the buildings, recycling and waste containers are set up in common spaces such as laundry areas and mail rooms which need to be emptied daily. Dual enclosures have been installed to expand the size of chute rooms.

In some buildings, a second chute for recycling has been added.

In older buildings, trash collection areas are outside. In the other counties, some properties installed CCTV security cameras using allowable grant funds, to allow managers to identify violators.

Hennepin, Dakota and Ramsey Counties provide both recycling bags and rigid totes for tenants to collect recyclables and empty into hauler containers.

Keeping bags out of the recycling bins calls for building custodians to open and empty bagged recyclables. This does pose an issue for custodians because it can be a very dirty job. Bags must be kept out of the recycling to prevent property owners from being charged contamination fees.

C. Recycling Education Toolkit
MWW hosts a link on their website to the Recycling Education toolkit. MWW partnered with the MPCA and The Recycling Partnership (TRP) in the development of the toolkit. It is accessible to anyone, free-of-charge.

Site users need to use the registration and password readily available in the MWW website to access the toolkit. A webinar on how to use the site is available for users. Once into the site, educational messages, customizable labels and tags are available in multiple languages. There are also school recycling activities, quizzes and other resources that are easy to work with on most any platform. The sign builder program may not be of the quality that we prefer to use.

For social media, The Recycling Partnership has blog posts available for use in your public information messaging.

Please contact Minnesota Waste Wise if you have any questions.
6. Possible Connections – Sue Doll asked participants if there were other business gatherings where information could be provided about the commercial recycling grant program in Anoka County.

Jacquel Hajder, Economic Development Specialist with Anoka County, will provide contacts and meeting schedules for many of the county’s local business councils.

Amy Ulbricht advised that referrals provided to Anoka County need to include the name of a contact person within the business or organization.

Lorie Spangler knew of a couple of business groups that meet periodically in Columbus. Peter Hellegers, with Andover, thought the program would be suitable at meetings where business retention and expansion projects are discussed. He also noted that newer developments are usually easier to work with than older established entities.

The issue of trash and recycling enclosures was raised. Jon Klapperich emphasized that business recycling grants are specifically for purchasing materials that increase recycling. It helps if grant applicants specify why an enclosure would increase recycling if the enclosure is somehow seen as a barrier to recycling.

Updates

A. Cities/Townships

**Andover** – Sarah Morgan – Their Spring Recycling Day is scheduled for Saturday, April 25.

**Anoka** – Pam Bowman (by e-mail) –

- 11.6 tons of materials were collected at the holiday wrap-up recycling event on January 25, at Green Lights Recycling. (This was a joint event with participants from Ham Lake.)
- ArtStart participated in Anoka Winterfest with a reuse craft activity; snowshoes made from construction paper and other reused materials were incorporated.
- Anoka extended their contract with Republic Services for one more year, effective through March 31, 2021.
- City Council has been looking into organized collection, which was discussed at work sessions and an Open House. Council is now considering bringing it to residents for a vote in the 2020 election.
- Working on the RAW newsletter, adding one more edition annually in spring, summer and fall.
- Working with the city’s Parks Department for a Book Exchange/Book Upcycling event in June.
- Planning a joint meeting with the Park & Recreation Board in April.
- Preparing for our spring recycling event on April 25.
- Hosting a Fix-It Clinic on May 2.
- Starting to educate residents on organics recycling in 2020, with hopes of implementing a drop-off site in 2021.

**Columbus** – Lorie Spangler – On April 2, the Climb Theatre will present a program that includes organics education to elementary students. Their spring recycling events include a Bikes for Kids collection on May 6, followed by a collection event with All Appliance Disposal on May 9, where one item will be accepted free of charge. They are going with a new paper shredding vendor, Pro Shred.

**Coon Rapids** – Colleen Sinclair – Preparing to fully implement daily acceptance of electronics, appliances and mattresses. Planning for staffing and fine-tuning operations and gearing up for a busy season. The appliances are being collected by J.R.’s Advanced Recyclers and Green Lights Recycling will recycle the electronics. Evergreen Recycling is taking the mattresses.

**East Bethel** – Cindy Hillyard and Dallas Jelmberg – A spring city meeting takes place April 23 at 6 pm where a table with recycling brochures and informational items will be set up. Spring recycling day is April 25 from 8-noon at the East Bethel Ice Arena.

**Fridley** – Rachel Workin – The city collected 400 pounds of holiday lights. Newer staff at the city are
very proactive about recycling at community events. On Thursday (tomorrow) an event takes place at the Fridley Campus where information will be tabled, and information will be presented to room renters about organics collection at the new facility. Also, preparations are underway for the annual Environmental Fun Fair and 4H-ers are going to participate, once again, in this year’s event.

Ham Lake – Jennifer Bohr – The city held their joint Green Lights Recycling event in January. They have had some problems with residents putting larger, unrecyclable items in the single stream roll-off, so they changed the size of the container opening. Organics collection is gaining momentum.

Lino Lakes – Conner Kvendru – Held a Fix-It Clinic on February 1, where about 40 items were brought in. Of the items brought to the event, about 93 percent were fixed, equating to 250 lbs. of waste diversion. The monthly recycling day in January had to be canceled because of a snowstorm. At February’s event, paper shredding was not available because the truck had a breakdown. The city’s annual spring recycling day will be on May 16.

Linwood – Ed Kramer – The recycling center is still open but there’s much less activity during winter months. A spring flyer will be going out soon.

Ramsey – Chris Anderson – They will be adding another 96-gallon cart for organics collection, in addition to the 6 carts already available.

St. Francis – Tom Koep – They’re working on the next newsletter which will be sent in the next week or two. Their planning for their April 25, spring recycling day event.

Spring Lake Park – Wanda Brown (by e-mail) –
- Maggie Yauk was asked to develop a postcard to promote the Fix-It Clinic in June.
- It was recently discovered that residents are putting items in the organics container that are not compostable. This calls for more monitoring.
- The January recycling event was much larger than expected which may be due to providing residents with free drop off of four items.
- A new vendor has been identified to purchase compostable materials (napkins, plates, cups); their current vendor could not fulfill their order.
- 4-H volunteers have agreed to help with Tower Days events on Sunday, June 7.
- Spring recycling day will be on April 25, from 8-12 pm. By hosting the event later in April, they hope to reduce the chance of being snowed out, which happened at their spring 2019 event.
- They will determine if they’ll provide leaf collection for residents who were unable to dispose of their bags at the end of last season.

B. Industry Representatives

Minnesota Pollution Control Agency – Sig Scheurle

The Governor’s bonding bill includes the Coon Rapids Recycling Center to expand the center and change the layout for material collection areas. Other solid waste projects are also included.

Next month, the MPCA will be issuing an RFP for food rescue programs for churches, hospitals, schools and private entities.

A grant program is in the works for market development to expand recycling markets (large scale, only).

Hennepin County has made it mandatory that food establishments collect organics back of house and will be contracting with large food waste generators to divert the material.

Most MMSW (Mixed Municipal Solid Waste) generated in Goodhue County goes to a resource recovery facility in Red Wing. However, since it isn’t at capacity, Hastings and Farmington direct
MMSW generated in their cities to Red Wing so that it can be processed at that facility. Dakota is looking at subsidizing transportation costs for those cities.

No buyer yet for the Elk River Resource Recovery Plant since Great River Energy (GRE) stopped operations in January 2019. GRE has negotiated with several firms to sell the facility.

Ramsey and Washington counties are proposing to expand the two-County Recycling and Energy Center in Newport. The project is seeking a grant from the state government bonding bill. The expansion would pull bagged organics and more recyclables from the trash. The Newport Facility is proposing to add an extra line to process the additional materials.

Pope-Douglas counties have a project to add a Source Separated Organics (SSO) composting facility and the counties plan to expand their Waste-to-Energy (WTE) facility to add preprocessing to recover more recyclables. The counties also plan to expand their HHW facility next to the WTE facility and recycling center. The counties are seeking to obtain grant funding in the state bonding bill.

Hennepin, Ramsey and Washington counties have formed a partnership on Waste and Energy they are calling WE. Hennepin and Ramsey/Washington Recycling & Energy are both researching methods of anaerobic digestion (AD). Anaerobic digestion is a process in which biodegradable (i.e. organic) material is placed into a container deprived of air. Microorganisms break down the organic material and produce biogas and digestate. Biogas drawn from waste can be used for energy and the digestate can be made into fertilizer or a soil amendment.

C. County Representatives

Katie Stelzner – prepared the schedule for the 2020 Fix-It Clinics. New flyers are available, and postcards will be mailed to surrounding households prior to each event. The last clinic held in Andover was incredibly busy!
Katie is also conducting waste educator training sessions in 2020.

Litin is no longer selling compostable food service supplies due to the state requirements. Katie and Rachel Workin mentioned that Twin Port Papers still carries some products. Both Litin and Twin Ports are on the state contract for compostable products. Connor Kvendru indicated that Eco Products also sells certified compostable products.

Sue Doll – Both compost sites have had four-yard containers on site for SSO collection. Due to higher volumes being received at the Bunker Hills site during the holiday season, in January an additional two-yard container was added to handle the overflow. On April 1, hours will expand at the two sites as well as at the Household Hazardous Waste facility. Recycling & Resource Solutions staff are also working on completing their annual State reports, including SCORE.

Maggie Yauk (by email) asked the municipal representatives to let her know if their cities have any new ordinances in effect.

7. Adjournment – Colleen Sinclair adjourned the meeting at 4:03 p.m.