1. Waste Reduction & Recycling Board Meeting Agenda
   Documents:
   WRRB 081220 AGENDA.PDF

2. Waste Reduction & Recycling Board Meeting Packet
   Documents:
   WRRB 081220 AGENDA PACKET.PDF
Waste Reduction & Recycling Board
Wednesday, August 12, 2020
Anoka City Hall @ 5:00 p.m.
Worksession Room

AGENDA

1. Call to Order
2. Roll Call
3. Approval of July 8, 2020 Meeting Minutes
4. Old Business
   a. Recycling Events Updates
      o Paper Shredding Event
      o Summer Recycling Event
      o Pumpkin Smash / Book Upcycle Event
      o Fix-It Clinics
   b. RAW Newsletter
   c. Subcommittees Reports
      o Multi-Family
      o Organics
      o Anoka Halloween
   d. Residential Recycling Contract – Request for Proposals
   e. Can Collection Trailer
   f. Annual Report to City Council
5. New Business
   a. Fall Recycling Event
6. Communications
   a. Certificate of Recycling from Anoka County
   b. 2020 Meetings & Activities Schedule
   c. General Recycling Questions
7. Adjournment
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Memo

To: Waste Reduction & Recycling Board  
From: Pam Bowman, Communications & Recycling Manager  
Date: August 7, 2020  
Re: Wednesday, August 12, 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. **Masks are required.** 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 July 8, 2020 Meeting Minutes.** I recommend approval of the July 8, 2020 minutes with any corrections and/or additions. **Action: Approve minutes. (Attachment 1)**

4. **Old Business.**
   a. **Recycling Events Updates.**
      o **Paper Shredding Event.** 1.69 tons of paper was shredded/recycled at the event. It was reported that it was very busy in the beginning, then slowed and was steady.
      
      o **Summer Recycling Event.** This was held on Saturday, July 25th at Green Lights Recycling. There were 228 Anoka customers that came through. I’ve learned that over 7 tons of electronics was collected, but I am awaiting on the full tonnage report. This event cost over $13,500 – residents utilized the coupons! SCORE and Enhancement Funds will cover costs.

      o **Pumpkins Smash / Book UpCycle Event.** Reminder – this event is scheduled for Sunday, Nov. 1 at Rick Sorenson Park from 1-4 p.m. Let’s discuss some of the specifics for the Pumpkin Smash. For the Book Upcycle, we will collect books at our fall recycling event and at City Hall until Oct. 16th. We will NOT collect books at the event due to COVID concerns. Leftover books will be upcycled – if you have a suggestion of where to bring them, please share your idea(s). I will have an update on the reusable bags purchase at the meeting.

      o **Fix-It Clinics.** The August event in East Bethel was canceled; I assume the remainder of the events may be canceled this year.

   b. **RAW Newsletter.** I am working on the newsletter. We have already discussed the topics; organics, no plastic bags, fall recycling event, MF article, can collection trailer, pumpkin smash, curbside guide, and recycling tips. This will be mailed on September 8th.

   c. **Subcommittee Reports.** Updates will be provided by subcommittee members as available.
d. **Residential Recycling Contract - Request for Proposals.** I need more time to thoroughly review the draft RFP. If I complete the review prior to our meeting, I will send it via email; regardless, I will have copies for you at the meeting and we will focus most of the meeting on this item. Please refer to your last copy of the draft and if you can think of anything else that should be included (special services, etc.) or additional changes, please share your ideas at the meeting.

e. **Can Collection Trailer.** The new Waterfowl for Warrior signs are completed and city workers will secure them to the trailer which will be parked at Gray Ghost Fields (just north of Anoka High School) soon. This updated program will be announced through several city communication tools.

f. **Annual Report to City Council.** The report is scheduled for Monday, September 21. The meeting begins at 7 p.m. Chairperson Hain will present the report. I will be there in support. I will prepare the presentation in advance for Chairperson Hain. Members are welcome to attend.

5. **New Business.**
   a. **Fall Recycling Event.** We are set to hold our fall event on Saturday, September 26th from 8 a.m. – Noon. Please let me know if you are willing to volunteer for the event. We will have COVID safety measures in place. Are there any changes you would like to make? What about refreshments? I am preparing the information for advertising and hope to have it ready for our August meeting. We can make any necessary changes at that point. To date, all vendors are still secured and the Anoka Lions are still planning to attend. **Action: Discuss details.**

6. **Communications.**
   a. **Certificate of Appreciation from Anoka County.** Attached is the memo and certificate of appreciation we received from Anoka County regarding our recycling efforts in 2019. (Attachment 2)

   b. **2020 Meetings & Activities Schedule.** The schedule is updated as needed each month. Any changes will appear in red. I would like to discuss changing the September meeting date from September 9th to September 16th. (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. **REMEMBER:** A topic should not be discussed if it is not on the agenda, unless approved by the Chairperson, 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 5:10 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, Eileen Rathbun and Diane Grinde. Absent: Vicki Violet. Staff present: Pam Bowman, Recycling Manager. Others Present: None.

APPROVAL OF FEBRUARY 12, 2020 MEETING MINUTES
Member Grinde made a MOTION to approve the February 12, 2020 meeting minutes, SECONDED by Member Call, all in favor, MOTION carried.

APPROVAL OF JUNE 10, 2020 MEETING MINUTES
Member Grinde made a MOTION to approve the June 10, 2020 meeting minutes, SECONDED by Member Dergantz, all in favor, MOTION carried.

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

- **Paper Shred Event.** Ms. Bowman thanked Members Dergantz and Grinde for offering to help at the event, but said that one to two Public Services crew members will be there and therefore volunteers are not needed. She reminded the members it is on Saturday, July 18th from 9 a.m. - Noon at Rick Sorenson Park.

- **Book Exchange Event.** Ms. Bowman reported that the Parks staff decided to hold the event, but do so in collaboration with the WRRB’s Pumpkin Smash. She said book collections will be held at City Hall and at the Fall Recycling Event to start collecting, then people can still bring books to the event or just come and take a book or more. Members agreed to combine the two events.
  
  Member Rathbun asked if reusable bag could be purchased and sold at the event. Ms. Bowman said this has been done in the past at other events and it would be possible to hand them out for free. VC Knapek suggested an imprint for the bag. Member Rathbun asked that the message be positive vs. “don’t”… Ms. Bowman said she would provide examples at the August meeting. She said there would be sufficient time to order the bags and have them in time for the Pumpkin Smash/Book Exchange event.

- **Fix-It Clinics Update.** Ms. Bowman said she had not yet heard if the August 1 event at East Bethel Senior Center had been canceled. She said she will keep members informed if she receives information.

- **Pumpkin Smash.** Ms. Bowman reminded members that this item was tabled at the last meeting and that a date for the event must be determined at this meeting. She said the three dates to choose from are: Sunday, Nov. 1, Monday, Nov. 2 or Saturday, Nov. 7.

  Members Call and Grinde said Nov. 7th is too late. After much discussion (including what might be best for the Book Exchange) it was determined to hold it on Sunday, Nov. 1 from 1 p.m. – 4 p.m. in the afternoon. Ms.
Bowman said the only downside is having an empty dumpster vulnerable to contamination over the Halloween weekend, but that she will plan accordingly in case cleaning of the dumpster that morning is necessary.

Member Grinde asked if signs could be placed around the dumpster noting it is for the Pumpkin Smash in hopes that people will not use it as a garbage dumpster. Chair Hain said signs were put up last year around the dumpsters. Ms. Bowman said signs would again be placed around it this year. Members inquired about a cover. Ms. Bowman said the type of dumpster that is used does not have a cover and a tarp would not necessarily prevent people from dumping into it.

RAW Newsletter. Ms. Bowman said she would like to switch back to the original distribution time of the newsletter which is late August/early September. She said this will be better timing for the fall recycling event and the pumpkin smash.

Member Call asked if Member Dergantz’s organics information will be included. Ms. Bowman confirmed it will be included.

Marketing Materials Update. Ms. Bowman said the insert that she had planned to put with utility bills for September was halted because she noticed that “glass” was not an acceptable item listed. She said Republic Services has two versions of the insert because some states they operate in do not allow glass for recycling. Ms. Bowman said she was able to obtain the correct piece and it will still make a late fall billing cycle.

Joint Meeting with Park Board Update. Ms. Bowman said a joint meeting has been put on hold and will not occur this year. She said it will be discussed again next year. Members agreed there is no immediate need to meet.

Subcommittee Reports.

- **Multi-Family** – Chair Hain said she, Member Grinde, and Ms. Bowman met recently to discuss the next steps. Member Grinde said they determined the next step is to mail a letter to all MF property managers/owners to offer recycling resources, a visit, or a presentation. She said a different (follow-up) letter will be mailed to the 5 or 6 buildings they had already visited. Ms. Bowman said they realized with COVID-19, it may be difficult to enter buildings based on their safety measures, etc., primarily senior buildings.

- **Organics** – Nothing new to report.

- **Crayola ColorCycle Program** – VC Knapek said she and Ms. Bowman learned through various sources that while Crayola may be collecting these for recycling, they may not actually be recycling them, but possibly burning them; therefore, they recommend not moving forward with this program. Ms. Bowman added that they also learned that the program is only available in schools.

- **Anoka Halloween** – Member Rathbun said due to the uncertainty of Anoka Halloween activities, this item needs no further discussion and could be removed from future agendas if also approved by Member Violet.

Residential Recycling Contract - Request for Proposals. Members reviewed the information and made the following suggestions:

- Member Grinde asked to better define “bi-weekly”. Chair Hain said to include it in the definitions of the contract.
- Chair Hain also noted that plastics #1 was missing throughout the document.
- Member Dergantz said something needs to be included indicating that the label on the top of the containers
must be durable and weather-resistant and should be replaced as needed.

Ms. Bowman said she will include these suggestions and the corrections and provide an updated draft to them prior to the next meeting so they have additional time to review it allowing them to finalize at the August meeting to stay on track.

**NEW BUSINESS**

Ms. Bowman requested two items be added to the agenda that came up after the agenda was prepared. All agreed to add the following to items for discussion.

**Can Collection Trailer.** Ms. Bowman said she received an email from personnel at Anoka High School that they would like to cancel the contract with the WRRB for the collection trailer, noting that they do not have any volunteers to help transport it when it needs to be emptied.

Having notified the WRRB members prior to the meeting, she explained this situation to them and asked for ideas of how to keep this program running. Two suggestions were having it placed at the Anoka County Fairgrounds or asking the Anoka American Legion if they would like to utilize it and possibly have it placed at Rick Sorenson Park, adjacent to the property. Ms. Bowman said she inquired with the Public Services Department if the trailer could be placed there. Discussing that, a new idea was suggested by Public Services Administrator, Lisa LaCasse - to use the collection cage for the City’s Waterfowl for Warriors (WFW) program which is seeking ways to raise money to support the hunts and lunches for the participating veterans, each fall. After discussion, the WRRB members agreed to move forward to benefit the WFW program.

**Garbage Collection Program.** Ms. Bowman shared information about a garbage clean-up program Councilmember Skogquist suggested the WRRB look into which has been successful in Brooklyn Park and organized by a resident. She said it provides/organizes volunteers to clean up city streets where there are public sidewalks, supplies are donated by a local store, safety vests are borrowed from the city, and collected materials are deposited in garbage containers within city parks. At the end of the year, the city is presented with a tonnage report of collected garbage.

During discussion, Member Grinde said that this type of project is not part of the WRRB’s mission or 2020 goals and believes the WRRB should maintain focus on recycling efforts. She also said that the WRRB has participated several times in a similar program, Adopt-A-Park, which appears to be a successful program.

VC Knapek said she and her neighbors have long cleaned up their neighborhood and other trails within the city during their walks. She said adding more garbage to city parks containers through this project might be problematic in that those containers are filling up more frequently and tend to overflow. She said she has called the Parks Department occasionally to inform them of the overflowing containers. She also said that she uses her own garbage bags for this task and wondered if she could receive some from the city. Ms. Bowman thanked her for her efforts and said she would get some bags to her.

Ms. Bowman said she had spoken with Public Services personnel and they feel the programs and events they already have in place are filling the need and do not see a need to add a similar one at this time.

From the discussion, the WRRB members decided to pass on this project and focus on recycling initiatives.

**COMMUNICATIONS**

**2020 Meetings & Activities Schedule.** Ms. Bowman said no major updates were made to the schedule. She reminded the members they will need to determine if they wish to move their November meeting to the 18th (instead of the 11th which is Veterans Day) or canceling the November meeting. Chair Hain said this decision can be done at a later date.
VC Knapek noticed errors in the dates on the schedule. Ms. Bowman said she would make those corrections.

**Solid Waste Abatement Advisory Team (SWAAT) Meeting Notes.** Ms. Bowman said she added these notes to the agenda as a source of information. She said she will continue to include them as a resource because the notes might spark some new ideas or answer some general questions. Chain Hain said she found them interesting and this set answered some questions for her.

**General Recycling Questions.** Member Call inquired if a small pill bottle and an Ensure carton were recyclable. Members said no to the pill bottle noting of its small size and were unsure of the Ensure carton, although cartons are recyclable, it has a metal-appearing coating on the inside.

**ADJOURNMENT** The meeting adjourned at 6:29 p.m. on a MOTION by Member Grinde and SECONDED by VC Knapek. All in favor; MOTION CARRIED.
July 1, 2020

Dear Recycling Coordinators and staff that contribute to the recycling program,

This year, due to COVID-19, the Minnesota Pollution Control Agency (MPCA) extended our annual reporting deadline to May 1st instead of the usual April 1st. All the closures made it difficult to reach businesses and compile the information required for the report. This, plus the fact we haven’t had any face-to-face meetings since February, has delayed me in distributing your certificate of tonnage achieved for 2019 and I apologize for that.

As your certificate states, Anoka County residents and businesses recycled 213,333 tons in 2019. Your constant commitment collecting recyclables and organics has contributed to this amount. The County wants to acknowledge all the effort put forth, from dedicated city and township staff, to provide convenient and varied recycling opportunities for your residents.

Please accept the enclosed certificate as appreciation for all you do to assist residents reduce, reuse, recycle and compost in Anoka County. We appreciate collaborating with your community and the many creative ways you are serving residents during this difficult time.

Sincerely,

Sue Doll
Solid Waste Specialist
Anoka County
THE ANOKA COUNTY BOARD OF COMMISSIONERS

Acknowledges with great appreciation the commitment to recycling of the

City of Anoka

In 2019, Anoka County residents and businesses recycled 213,333 tons of materials.

Anoka contributed 1099.90 tons from your curbside and drop-off programs.

Thank you for helping us achieve our recycling goals, serve the community and conserve natural resources.

Matt Look
District #1

Julie Braastad
District #2

Robyn West
District #3

Mandy Meisner
District 4

Mike Gamache
District #5

Jeff Reinert
District #6

Scott Schulte
District #7
# DRAFT 2020 WRRB Meetings & Activities Schedule

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<th>MONTH</th>
<th>MEETING DATES/ITEMS</th>
<th>EVENT &amp; ACTIVITIES DATES</th>
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<tr>
<td>APRIL 14</td>
<td>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>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>Canceled due to COVID-19</td>
<td><strong>NOTE DATE CHANGE OR CANCEL?</strong></td>
<td>Wed., June 4 - Chairpersons Communication Board Board Mtg. Canceled due to COVID-19</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 Board Mtg. 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</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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<tr>
<td>AUGUST 12</td>
<td>General Updates &amp; Subcommittee reports RAW Newsletter &amp; Fall Recycling Event Finalize RFP Pumpkin Smash Details</td>
<td>Wed., August 26 – End of Summer Bash (Ice Cream Social/composting). Volunteers needed! TENTATIVE</td>
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<td>Change to Sept. 16?</td>
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<tr>
<td>OCT. 7</td>
<td>General Updates &amp; Subcommittee reports RFP Update SCORE Funding Pumpkin Smash</td>
<td>Oct. 1 – RFPs due Oct. 7 – Review RFPs</td>
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<tr>
<td>NOV. 18</td>
<td>General Updates &amp; Subcommittee reports</td>
<td>Sun., Nov. 1 – Pumpkin Smash</td>
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<td>(NOTE DATE CHANGE OR CANCEL?)</td>
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<tr>
<td>DEC. 9</td>
<td>Worksessions</td>
<td>Wed., Dec. 4 Chairpersons Communication Board</td>
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