



# Memorandum

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**To:** Mayor Nelson and Members of the City Council

**From:** Wanda Brown, Accounting Clerk/Special Projects Coordinator

**Date:** October 11, 2021

**Subject:** Anoka County Agreement for Residential Recycling Program 2022 – Select Committee on Recycling and the Environment (SCORE)

Attached is the copy of the 2022 Residential Recycling Agreement. The agreement must be signed and returned to Anoka County by November 12, 2021, in order to receive the funding for 2022. The 2022 Municipal Reimbursement Funding Allocation allows us to receive reimbursement for eligible expenses, less revenues or other reimbursement received, for eligible activities to the project maximum, which shall not exceed \$60,272.00.

Base Funding Allocation (Includes Labor & Staffing):	\$24,480.00
Drop-off Grant:	\$10,000.00
General Enhancement Grant:	\$ 2,896.00
Organics Grant:	\$ 2,896.00
Additional Grant:	<u>\$20,000.00</u>
Total Contract Award:	\$60,272.00

I recommend approval of the agreement.

Attachment

Anoka County Contract # C0008798

## 2022 AGREEMENT FOR RESIDENTIAL RECYCLING PROGRAM

**THIS AGREEMENT** made and entered into on the 1st day of January 2022, notwithstanding the date of the signatures of the parties, between the COUNTY OF ANOKA, State of Minnesota, hereinafter referred to as the "COUNTY", and the CITY OF SPRING LAKE PARK, hereinafter referred to as the "MUNICIPALITY".

### WITNESSETH:

**WHEREAS**, the County will receive funding from the State of Minnesota pursuant to Minn. Stat. § 115A.557 (hereinafter "SCORE funds") during 2022 which must be used to encourage and improve recycling and a portion must be specifically directed to recycling source -separated compostable materials; and

**WHEREAS**, the County will also receive funding pursuant to Minn. Stat. § 473.8441 (hereinafter "LRDG" funds") during 2022 and

**WHEREAS**, the County also has additional budgeted program funding available to supplement SCORE and LRDG funds for solid waste recycling programs, so that the available amount for the Residential Recycling Program is \$1,618,207.50.

**WHEREAS**, the County Solid Waste Management Master Plan 2018 (Master Plan 2018) and MPCA Metropolitan Solid Waste Management Policy Plan 2016-2036 state that MSW generated in the County that is not reused, recycled or composted, will be processed to the extent that processing capacity is available; and

**WHEREAS**, the Master Plan 2018 was developed with the participation of a representative from the Municipality staff, and the Municipality is required to develop and implement programs, practices, or methods designed to meet waste abatement goals by Minn. Stat. § 115A.551, Subd 2a. (b).

**WHEREAS**, the County wishes to assist the Municipality in meeting recycling goals established by Anoka County by providing said SCORE, LRDG, and County budgeted program funds to cities and townships in the County for solid waste recycling programs.

**NOW, THEREFORE**, in consideration of the mutual covenants and promises contained in this Agreement, the parties mutually agree to the following terms and conditions:

1. **PURPOSE AND CONTRACT DOCUMENTS.** The purpose of this Agreement is to provide for cooperation between the County and the Municipality to implement solid waste recycling programs in the Municipality which will help the County and member municipalities meet the goals set in the current Anoka County Solid Waste Management Master Plan. The County and the Municipality agree that the information provided in the recitals above is to be incorporated into the purpose of this agreement.

The Contract Documents include: the **Anoka County Municipal Waste Abatement Grant Funding Application** submitted by the Municipality for the current contract year,

and the **Grant Funding Award** issued by Anoka County for the current contract year. These documents are incorporated into this agreement by reference and are components of the entire contract package. The order of precedence of these documents in the event of inconsistency or ambiguity shall be resolved in the following order: 1) this **Agreement for Residential Recycling Program**; 2) **Grant Funding Award**; and 3) **Anoka County Municipal Waste Abatement Grant Funding Application**.

2. **TERM.** The term of this Agreement is from January 1, 2022 through December 31, 2022 unless earlier terminated as provided herein.
3. **DEFINITIONS.** Defined terms contained in this Agreement and all the attachments are found in Minn. Stat. §§ 115A.03; 115A.471; and 115A.552. The use of capitalization for defined terms has no special effect. For convenience, a full list of defined terms is included with the Municipal Waste Abatement Grant Funding Application. Additionally:
  - a. "Full-Service Recycling Drop-off Center" means centralized permanent drop-off center that is open at least two times a week and accepts at least four types of materials beyond traditional curbside recyclables, i.e.: mattresses, appliances, scrap metal, furniture, source-separated compostable materials, electronics, etc.
  - b. "Multi-family dwellings" means households within apartment complexes, condominiums, townhomes, mobile homes and senior housing complexes.
  - c. "Quasi-municipal event" means community festivals which appear to the public to be supported and run by the Municipality but in fact are sponsored or co-sponsored by an independent non-profit 501c (3) organization, for example: the Anoka Halloween Parade.
4. **ELIGIBILITY FOR FUNDS.** The Municipality is entitled to receive reimbursement for eligible expenses, less revenues or other reimbursement received, for eligible activities up to the project maximum, which shall not exceed \$60,272.00.

The County reserves the right to reduce the funding provided in the event the Municipality does not complete the additional Grant Projects referenced in the Anoka County Municipal Waste Abatement Grant Funding Application.

**The County also reserves the ability to assess the programs and reallocate unused SCORE and/or, LRDG funds mid-year if any participating municipality demonstrates the need for the funding and funds are available.** The Municipality shall be provided documentation of the funding award determination and rationale as indicated by the 2022 Grant Funding Award.

5. **PROGRAM.** The Municipality shall develop and implement a residential solid waste recycling program adequate to meet the Municipality's annual recycling goal of 655 tons of recyclable materials as established by the County. The Municipality shall ensure that the recyclable materials collected are delivered to processors or end markets for recycling.
  - a. The Municipal recycling program shall include the following components:
    - i. Each household (including both single and Multi-family dwellings) in the Municipality shall have the Opportunity to Recycle at least four broad types of

materials, including but not limited to, paper (including cardboard/paperboard cartons), glass, plastic and metal.

- ii. The recycling (including any organics) program shall be operated in compliance with all applicable federal, state, and local laws, ordinances, rules and regulations.
  - iii. The Municipality shall implement a public information program that contains at least the following components:
    - (1) One promotional mailing to each household focused exclusively on the Municipality's recycling and source-separated compostable materials program;
    - (2) One promotional advertisement detailing recycling and organics opportunities available for residents included in the Municipality's newsletter or local newspaper; and
    - (3) Two community outreach activities at Municipal or Quasi-municipal events to inform residents about recycling and source-separated compostable materials opportunities.
  - iv. The public information components listed above shall focus on all recyclable materials and the various opportunities to recycle and compost source-separated compostable materials within the Municipality. The Municipality shall incorporate County/regional/State campaigns and images and use the toolkits provided by the County when preparing promotional materials. The Municipality, on an ongoing basis, shall identify new residents and provide detailed information on the recycling opportunities available to these new residents. The County shall work with the Municipality on promotional materials to coordinate messages. The Municipality shall provide promotional materials to the County for review prior to publication to ensure accuracy.
  - v. The Municipality shall regularly attend the bi-monthly Solid Waste Abatement Advisory Team (SWAAT) meetings per year.
  - vi. The Municipality shall offer a minimum of one spring and/or fall recycling drop-off event(s) where items not normally accepted at the curb are collected for recycling. If the Municipality is hosting a monthly drop-off as described below, the spring/fall recycling drop-off events may be included within that program.
- b. The Municipality is encouraged to expand its recycling program to include one or more of the following components in order to receive additional funding.
- i. Organize monthly/quarterly recycling drop-off events which can be held in conjunction with a neighboring municipality(ies) on a cooperative basis for the citizens of both/all municipalities.
  - ii. Provide a community event recycling program, which at a minimum would consist of providing recycling opportunities at all Municipal sponsored or Quasi-municipal events and festivals as required by Minn. Stat. § 115A.151. The feasibility of

adding organics collection at the event will be explored, and if feasible, implemented as an enhancement to the waste abatement program.

- iii. Provide the opportunity for citizens to engage in recycling activities at Municipal and Quasi-municipal facilities as required by Minn. Stat. § 115A.151 such as athletic fields and public centers.
  - iv. Organize and manage a Full-Service Recycling Drop-off Center.
  - v. Develop enhanced recycling promotion and assistance for Multi-family dwellings.
  - vi. Develop additional opportunities for source-separated compostable materials collection.
  - vii. Develop and implement additional opportunities to recycle bulky and problem materials (e.g. appliances, batteries, carpet pad, electronics, fluorescent lamps, mattresses, oil, scrap metal, etc.) from residents on an on-going basis either curbside or at a drop-off.
- c. If the Municipality's recycling program did not achieve the Municipality's recycling goals as established by the County for the prior calendar year, the Municipality shall work with the County to prepare a plan to achieve the recycling goals set forth in this Agreement.
  - d. The Municipality's recycling program shall be limited to residential programming for funding reimbursements under this Agreement. The County will not reimburse business recycling programming or household hazardous waste programming by the Municipality. Any inquiries or requests regarding these topics should be sent to the County for response.
  - e. In addition to the above requirements designed to increase residential recycling opportunities, the Municipality shall provide recycling opportunities in all municipal buildings including but not limited to, city offices, public meeting rooms and parks, as required by Minn. Stat. § 115A.151. If items collected through the Municipal recycling program prove to be contaminated or not recyclable, those items shall be treated as public entity waste and shall be processed at a resource recovery facility unless the waste has been certified as unprocessable. Minn. Stat. §§ 115A.46, 115A.471 and 473.848. See page 44, 47-48, 51, and p. 67 of the 2018 Anoka County Solid Waste Management Master Plan regarding the requirements for Public Entity Waste.
  - f. If the Municipality requests reimbursement for park/public entity recycling/organics/trash waste systems/containers, the Municipality needs to work with the County before an order is placed to make sure the containers are consistent with the requirements set forth by the County for colors e.g. (blue for recycling, green for organics and gray or black for trash), openings and labels.
  - g. Pursuant to Minn. Stat. §§ 115A. 46, 115A.471 and 473.848, all waste generated by municipal government activities (including city/town halls, public works and public safety buildings, parks, and libraries, and for municipalities that arrange for waste services on behalf of their residents (organized collection)) shall be

delivered to a waste processing plant for disposal as long as capacity is available. Failure to comply with this provision shall constitute a breach of this Agreement resulting in the loss of all Grant Funding unless, pursuant to statute, the Municipality has conferred with the County and developed a plan to comply within a reasonable period of time.

6. **REPORTING.** The Municipality shall submit the following reports semi-annually to the County no later than the third Friday in July 2022 and the second Friday in January 2023.
  - a. An accounting of the amount of waste which has been recycled as a result of the Municipality's activities and the efforts of other community programs, redemption centers and drop-off centers. For recycling programs, the Municipality shall certify the number of tons of each recyclable material which has been collected and the number of tons of each recyclable material which has been marketed. For recycling programs run by other persons or entities, the Municipality shall also provide documentation on forms provided by the County showing the tons of materials that were recycled by the Municipality's residents through these other programs. The Municipality shall keep detailed records documenting the disposition of all recyclable materials collected pursuant to this Agreement. The Municipality shall also report the number of cubic yards or tons of yard waste and source-separated compostable materials collected for composting, chipping, or land spreading, together with a description of the methodology used for calculations. Any other material removed from the waste stream by the Municipality, i.e. tires and used oil, shall also be reported separately.
  - b. Information regarding any revenue received from sources other than the County for the Municipality's recycling programs, i.e. revenue taken in from the sale of recyclables and fees collected from residents, shall be reported.
  - c. Copies of all promotional materials that have been prepared by the Municipality during the term of this Agreement to promote its recycling and organics collection programs.
  - d. The Municipality agrees to support County efforts in obtaining hauler reports by ensuring compliance through ordinance, contract or license requirements and the ability to exercise punitive actions, if needed.
  - e. The Municipality agrees to furnish the County with additional reports in form and at frequencies requested by the County for financial evaluation, program management purposes, and reporting to the State of Minnesota.
7. **BILLING AND PAYMENT PROCEDURE.** The Municipality shall submit itemized invoices semi-annually to the County for abatement activities no later than the third Friday in July 2022 and the second Friday in January 2023. The invoices shall be paid in accordance with standard County procedures, subject to the approval of the Anoka County Board of Commissioners.
8. **PUBLICATIONS.** The Municipality shall acknowledge the financial assistance of Anoka County on all promotional materials, reports and publications relating to the activities funded under this Agreement, by including the following acknowledgement: "Funded by the Anoka County Board of Commissioners and State SCORE (Select Committee On

Recycling and the Environment) funds.” The Municipality shall provide copies of all promotional materials funded by this grant.

The County shall provide all printed public information pieces about County programs. A Municipality shall not modify County publications related to business recycling, household hazardous waste management or the County compost sites.

Information about the County’s business recycling program, household hazardous waste management program or County compost sites that a Municipality plans to publish in a Municipal communication, printed or electronic, shall be provided to the County for review and approved by the County prior to publication to ensure accuracy and consistency.

9. **INDEMNIFICATION.** The County agrees to indemnify, defend, and hold the Municipality harmless from all claims, demands, and causes of action of any kind or character, including the cost of defense thereof, resulting from the acts or omissions of its public officials, officers, agents, employees, and contractors relating to activities performed by the County under this Agreement.

The Municipality agrees to indemnify, defend, and hold the County harmless from all claims, demands, and causes of action of any kind or character, including the cost of defense thereof, resulting from the acts or omissions of its public officials, officers, agents, employees, and contractors relating to activities performed by the Municipality under this Agreement.

The provisions of this subdivision shall survive the termination or expiration of the term of this Agreement.

10. **GENERAL PROVISIONS.**

- a. In performing the provisions of this Agreement, both parties agree to comply with all applicable federal, state or local laws, ordinances, rules, regulations or standards established by any agency or special governmental unit which are now or hereafter promulgated insofar as they relate to performance of the provisions of this Agreement. In addition, the Municipality shall comply with all applicable requirements of the State of Minnesota for the use of SCORE funds provided to the Municipality by the County under this Agreement. The Municipality shall also comply with all relevant portions of the current Anoka County Solid Waste Management Master Plan and shall participate in the preparation of the successor Master Plans.
- b. If the Municipality utilizes the services of a subcontractor for purposes of meeting requirements herein, the Municipality shall be responsible for the performance of all such subcontracts and shall ensure that the subcontractors perform fully the terms of the subcontract. The agreement between the Municipality and a subcontractor shall obligate the subcontractor to comply fully with the terms of this Agreement.
- c. It is understood and agreed that the entire agreement is contained herein, and that this Agreement supersedes all oral and written agreements and negotiations between the parties relating to the subject matter hereof.

- d. Any amendments, alterations, variations, modifications, or waivers of this Agreement shall be valid only when they have been reduced to writing, duly signed by the parties.
  - e. The provisions of this Agreement are severable. If any paragraph, section, subdivision, sentence, clause or phrase of this Agreement is for any reason held to be contrary to law, such decision shall not affect the remaining portion of this Agreement.
  - f. Nothing in this Agreement shall be construed as creating the relationship of co-partners, joint venturers, or an association between the County and the Municipality, nor shall the Municipality, its employees, agents or representatives be considered employees, agents, or representatives of the County for any purpose.
  - g. The Municipality shall maintain financial and other records and accounts in accordance with requirements of the County and the State of Minnesota. The Municipality shall maintain strict accountability of all funds and maintain records of all receipts and disbursements. Such records and accounts shall be maintained in a form which will permit the tracing of funds and program income to final expenditure. The Municipality shall maintain records sufficient to reflect that all funds received under this Agreement were expended in accordance with Minn. Stat. § 115A.557, Subd. 2, for residential solid waste recycling purposes. The Municipality shall also maintain records of the quantities of materials recycled. All records and accounts shall be retained as provided by law, but in no event for a period of less than five years from the last receipt of payment from the County pursuant to this Agreement.
  - h. Pursuant to Minn. Stat. § 16C.05, the Municipality shall allow the County or other persons or agencies authorized by the County, and the State of Minnesota, including the Legislative Auditor or the State Auditor, access to the records of the Municipality at reasonable hours, including all books, records, documents, and accounting procedures and practices of the Municipality relevant to the subject matter of the Agreement, for purposes of audit. In addition, the County shall have access to the project site(s), if any, at reasonable hours.
11. **TERMINATION.** This Agreement may be terminated by mutual written agreement of the parties or by either party, with or without cause, by giving not less than seven (7) days' written notice, delivered by mail or in person to the other party, specifying the date of termination. If this Agreement is terminated, assets acquired in whole or in part with funds provided under this Agreement shall be the property of the Municipality so long as said assets are used by the Municipality for the purpose of a landfill abatement program approved by the County.

***(SIGNATURE PAGE TO FOLLOW)***



**IN WITNESS WHEREOF**, the parties hereunto set their hands.

**CITY OF SPRING LAKE PARK**

**COUNTY OF ANOKA**

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Cindy Cesare, Division Manager  
Anoka County Human Services Division

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

Municipality's Clerk

By: \_\_\_\_\_

Rhonda Sivarajah  
County Administrator

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Approved as to form and legality:

Approved as to form and legality:

By: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

Kathryn M. Timm  
Assistant County Attorney

Date: \_\_\_\_\_

# ANOKA COUNTY MUNICIPAL WASTE ABATEMENT GRANT FUNDING APPLICATION

ANNUAL | 2021

City of Spring Lake Park

Once you have saved this form, you can export and print it. Click on the "Export" button found on the top right corner of the form and select your preferred export option. Click [here](#) for more details on Exporting your Survey responses. See below for General Instructions and User Tips.

## Applications are due August 1, 2021.

City of Spring Lake Park is requesting the following funding for their 2022: Anoka County municipal waste abatement program efforts.

### General Instructions

This application is provided to each municipality in Anoka County for the purpose of applying for Select Committee on Recycling and the Environment (SCORE) funds to support and increase recycling activities and programs within the municipality.

The funds allocated in this application are based on the number of households in the municipality. The number of households is determined using the most current Met Council household data available. For calendar year 2022, 2019 Met Council has been used to determine the number of households for this application.

There are three sections in this SCORE funding application:

- Base Funding
- Enhancement Funding
- Supplemental Funding

The Enhancement Funding section of the application also has three parts:

- Drop-off
- General Enhancement
- Organics Program Funding

Please complete each section of the grant application. A number value must be entered in each field before submitting the application. If no funds are being requested for any given field, enter a zero. If a completed funding application isn't submitted by August 1, 2021, the municipality will not be eligible for SCORE funding.

In a separate Re-TRAC form, reimbursement requests will be submitted twice a year.

### USER TIPS

To contact support from within this form: Click "Support" at the top of the screen or "Program Support Request" in the green bar at the top of the form.

To print this form: Click the "Export" button found on upper top right corner of the form. You must save the form before you can export it.

To see eligible expenses within each section: Click "view eligible expense" in each section.

To print a full list of the eligible expenses: Select the "click here for more details on Exporting your Survey responses" option.

To save this form while working on it: Click "Save" at the bottom of the form and select "Save as Draft".

To submit this form: Click "Save" at the bottom of the form and if there are no errors, click the "Mark as Complete" option. Note that once you mark the form as complete, you cannot make changes to it.

### Eligible Expenses

The following items are examples of eligible expenses allowed for reimbursement.

Collection Expenses: If residents are charged recycling fees for curbside or recycling events, waste abatement funds will reimburse the difference between the fees collected and the cost of recycling or composting the materials.

Equipment: The cost to purchase, maintain and repair equipment that is used exclusively to operate the recycling or composting program.

Containers: The cost for recycling or organics containers.

Promotion: The entire cost of a publication if totally dedicated to waste reduction, recycling or composting information or a percentage of the cost for the portion of a municipal publication dedicated to waste management information.

Staffing: Salary and labor directly related to recycling program administration and implementation may be funded up to 75% of total SCORE funding allocation. See staffing & labor section below for more information.

### Ineligible Expenses

The following general operating expenses should NOT be submitted for reimbursement.

Standard Operational Expenses/Building Overhead: Since most of the municipal recycling coordinators are part-time positions and staff serve multiple roles at the municipality, standard operating expenses including office space rental, leasing office equipment and general office supplies, are not eligible for reimbursement.

Project Expenses: Specific to transportation, energy or ground water protection.

Collection Costs: The costs for general waste and recycling collection at municipal buildings, trash costs when advertised as being accepted at a recycling/cleanup day, and costs associated with road side cleanup of illegally dumped materials should not be included in this application.

General Municipal Staff: Staff time related to standard municipal operations (city administrator, office administration, facilities management, finance and legal staff) are not eligible for reimbursement. If municipal staff do not assist the recycling coordinator directly on activities to help the municipality achieve its recycling goal, e.g. communications and collecting, processing or marketing recyclable materials and organics, their time will not be reimbursed.

Click [here](#) to download the full Eligible Expenses document.

### 2022 Total Funding Allocation

 MANAGE ONLY

Your Community has access to the following funds for \$ 40,272.00 (An additional \$20,000 in discretionary funds may be available through the 2022: Supplemental Funding section.)

### 2022 BASE Funding Allocation

All municipalities are eligible for base waste abatement grant funding. When completing this application, base funding requests should fall under one of the following categories:

- regular curbside collection,
- general operations of a drop-off center,
- costs for spring and fall recycling days,
- basic promotion,
- yard waste collection and

- percentage of time the recycling coordinator spends on waste abatement activities.

Base Funding is \$10,000.00 base, plus \$5.00/household (household counts are based on 2019 Met Council estimates)

Municipality Name: City of Spring Lake Park

 MANAGE ONLY

# of households	2,896
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Base Funding (minimum)	\$ 10,000.00
Base Funding Additional (based on \$5/household)	\$ 14,480.00
Base Funding Allocation (Max Amount Available)	\$ 24,480.00

### Curbside Collection

Complete ALL required fields below, if value is zero, enter "0.00".

Collection Service Provider Expenses *	\$ 130,950.00
Contamination Fees *	\$ 720.00
Containers *	\$ 0.00
Curbside Collection Expense Subtotal	\$ 131,670.00
<a href="#">View Eligible Expenses</a>	
Estimated Revenue *	\$ 147,949.32
Curbside Collection Expenses	\$ -16,279.32

### General Operations of a Drop-Off Center/Spring or Fall Recycling Day(s)

Complete ALL required fields below, if value is zero, enter "0.00".

Collection Service Provider Expenses *	\$ 22,000.00
Equipment *	\$ 0.00
Facility Expenses *	\$ 0.00
<a href="#">View Eligible Expenses</a>	
Please enter Labor & Staffing expenses in Labor & Staffing section below.	
General Operations of a Drop-off Expense Subtotal	\$ 22,000.00
Estimated Revenue *	\$ 5,262.10
General Operations of a Drop-off Expenses	\$ 16,737.90

### Promotion -- Base Funding

Complete ALL required fields below, if value is zero, enter "0.00".

Printing *	\$ 2,100.00
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Postage *	\$	2,500.00
Advertising *	\$	5,178.00
Volunteer Incentives *	\$	0.00
Educational Entertainment *	\$	0.00
<a href="#">View Eligible Expenses</a>		
Promotion -- Base Funding Expenses	\$	9,778.00

### Yard Waste/Tree Waste

Complete ALL required fields below, if value is zero, enter "0.00".

Collection Service Provider Expenses *	\$	2,100.00
Equipment *	\$	0.00
<a href="#">View Eligible Expenses</a>		
Yard Waste/Tree Waste Expenses Subtotal	\$	2,100.00
Estimated Revenue *	\$	0.00
Yard Waste/Tree Waste Expenses	\$	2,100.00

### Problem Materials

Complete ALL required fields below, if value is zero, enter "0.00".

Collection Service Provider Expenses *	\$	371.00
<a href="#">View Eligible Expenses</a>		
Estimated Revenue *	\$	0.00
Problem Material Expenses	\$	371.00

### Program Administration -- Base Funding

Complete ALL required fields below, if value is zero, enter "0.00".

Office supplies *	\$	150.00
Training *	\$	15.00
Mileage *	\$	150.00
Membership Dues, Periodicals *	\$	20.00
Professional Services *	\$	0.00
<a href="#">View Eligible Expenses</a>		

Please enter Labor & Staffing expenses in Labor & Staffing section below.

Program Administration- Base Funding Expenses	\$	335.00
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Total BASE Funding requested \$ 13,042.58

**2022 ENHANCED Funding Allocation**

The purpose of the Anoka County Municipal Waste Abatement grant funding program is to increase recycling and organics diversion and help the County achieve the State mandated goal of 75% recycling/composting by 2030. The County recognizes that this funding is needed to support established infrastructure costs that exceed the Base and each communities funding. To be eligible for grant funds, municipalities must apply for these funds. Applicants must itemize expenditures within each of the three grant sections, Drop-off, General Enhancement and Organics Program, below and calculate the total grant request for each category.

**Drop-off Grant**

This grant is allocated to cover additional drop-off center costs or events beyond the regularly scheduled spring and fall recycling days.

The grant maximum for this section is \$10,000.00 for municipalities with up to 4,999 households and \$15,000.00 for municipalities with household counts 5,000 and over.

Examples of materials that can be collected for reuse, recycling or composting:

Standard Reusable or Recyclable Materials Collected at Drop-off Centers or Events:

Appliances, Electronics, Automotive Products, Fluorescent Bulbs, Bicycles\*\*, Household Batteries, Carpet Pad, Mattresses\*, Clothing\*\*, Scrap Metal, and Confidential Papers

Additional Items:

Block n Shape Polystyrene, Film Plastics, Furniture\*, Small Household Goods\*, Source Separated Organics, and Yard Waste

\* None of these materials should be advertised as being collected on a Recycling Day and then disposed of as trash

\*\* Items that should be evaluated for reuse prior to recycling

**MANAGE ONLY**

Drop-off Grant Maximum Amount Available	\$ 10,000.00
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**Permanent Drop-off Center Improvements**

Complete ALL required fields below, if value is zero, enter "0.00".

Collection Service Provider Expenses *	\$ 0.00
New Equipment & Supplies *	\$ 0.00
New Construction *	\$ 20,000.00

View Eligible Expenses

Please enter Labor & Staffing expenses in Labor & Staffing section below.

Permanent Drop-off Center Improvements Expenses	\$ 20,000.00
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**Monthly or Quarterly Drop-off Events**

Complete ALL required fields below, if value is zero, enter "0.00".

Collection Service Provider Expenses *	\$ 36,000.00
New Equipment & Supplies *	\$ 0.00

User Coupon Incentives \* \$ 0.00

[View Eligible Expenses](#)

Please enter Labor & Staffing expenses in Labor & Staffing section below.

Monthly or Quarterly Drop-off Events Expense \$ 36,000.00  
Subtotal

Estimated Revenue \* \$ 0.00

Monthly or Quarterly Drop-off Event Expenses \$ 36,000.00

Total Drop-off Grant Requested \$ 56,000.00

### General Enhancement Grant

The grant maximum for this section is \$1.00/household.

General Enhancement Grant Maximum Amount Available \$ 2,896.00

### Park Recycling

Complete ALL required fields below, if value is zero, enter "0.00".

Collection Service Provider Expenses \* \$ 0.00

Recycling Containers \* \$ 0.00

Recycling Bags \* \$ 0.00

[View Eligible Expenses](#)

Please enter Labor & Staffing expenses in Labor & Staffing section below.

Park Recycling Expenses \$ 0.00

### Special Municipal Event Recycling - Please list any organics expenses in organics section.

Complete ALL required fields below, if value is zero, enter "0.00".

Collection Service Provider Expenses \* \$ 0.00

Supplies & Containers \* \$ 0.00

[View Eligible Expenses](#)

Please enter Labor & Staffing expenses in Labor & Staffing section below.

Special Municipal Event Recycling Expenses \$ 0.00

### Special Curbside Recycling Pickups

Complete ALL required fields below, if value is zero, enter "0.00".

Collection Service Provider Expenses \* \$ 0.00

Subsidy to Resident \* \$ 0.00

[View Eligible Expenses](#)

Special Curbside Recycling Expenses \$ 0.00

### Multi-Family Recycling Outreach

Complete ALL required fields below, if value is zero, enter "0.00".

Supplies & Containers \* \$ 8,855.00

[View Eligible Expenses](#)

Please enter Labor & Staffing expenses in Labor & Staffing section below.

Multi-Family Recycling Outreach Expenses \$ 8,855.00

### Promotion -- Enhanced Funding

Complete ALL required fields below, if value is zero, enter "0.00".

Printing \* \$ 0.00

Postage \* \$ 0.00

Advertising \* \$ 2,250.00

Volunteer Incentives \* \$ 0.00

Educational Entertainment \* \$ 0.00

[View Eligible Expenses](#)

Promotion -- Enhanced Funding Expenses \$ 2,250.00

Total General Enhancement Grant Requested \$ 11,105.00

### Organics Program Grant

The grant maximum for this section is \$0.50/household if additional curbside or drop-off grant programs are not offered to residents or \$1.00/household if curbside or drop-off organics programs are offered to residents.

Does your municipality offer curbside or drop-off organics programs to your residents? \*

Yes

No

Maximum Amount Available \$ 2,896.00

### Organics/Food Waste Program Expenses

Complete ALL required fields below, if value is zero, enter "0.00".

Collection Service Provider Expenses \* \$ 0.00



Organics Equipment \* \$ 3,600.00

Organics Only - Promotion \* \$ 1,800.00

[View Eligible Expenses](#)

Please enter Labor & Staffing expenses in Labor & Staffing section below.

Organics/Food Waste Program Expenses \$ 5,400.00

**Supplemental Funding Request**

Supplemental grant funding is currently available to help support municipal waste abatement programs and/or new program development. Supplemental funding, however, should not be depended on for long-term program sustainability. Before requesting supplemental additional grant program dollars, it is critical that your municipality is willing to support and sustain the services before implementation.

Please be aware that there is a limited amount of supplemental funding available for this section. If the County receives more funding requests than funds, the funds may be reduced or denied for a municipalities supplemental funding request. Grants will be evaluated based on which projects best help the County meet the State mandated goal of 75% by 2030.

The maximum supplemental grant available may be up to \$20,000.00 per municipality.

Do you need additional funds to grow existing waste abatement programs? \*

Yes  No

In the box below, please include the following information:

- Identify need for supplemental funding;
- Describe project scope and design;
- Describe how the project may benefit multiple municipalities or the County as a whole;
- Note key stakeholders participating in project activities, including project collaborators;
- Quantify and list expected outcomes, such as, new materials to be collected, projected amount to be collected, percentage increase of currently collected materials if supplemental grant funding is approved.

We would like to relocate our current recycling drop-off site to the other side of the parking, which would require us to lay asphalt pad, and build new walls to house 5-6 containers, and to put gates around the doors as per our City COde.

**Project Budget**

List all project elements that require funding. Use the ADD button to add elements to the chart.

PROJECT ELEMENT *	EXPENSE *
6 feet high walls for containers (5-6 containers)	19,875.00
educational postcard on the new drop-off area and what is accepted and what is not accepted and the hours	1,700.00

Total Supplemental Funding Requested \$ 21,575.00

**Labor & Staffing (All Programs)**

Salary and labor directly related to recycling program administration and implementation may be funded up to 75% of total SCORE funding allocation.

General Program Administration \* \$ 20,136.00 50% of Max Available Funding (Not including Supplemental Funding)

Program Implementation \* \$ 5,800.00 25% of Max Available Funding (Not including Supplemental Funding)

[View Eligible Expenses](#)

Labor & Staffing (All Programs) Expenses \$ 25,936.00

### Summary of Funding Requested

Base Funding Requested \$ 13,042.58

### Enhancement Funding Requested

Drop-off Grant Requested \$ 56,000.00

General Enhancement Grant Requested \$ 11,105.00

Organics Grant Requested \$ 5,400.00

Total Enhancement Funding Requested \$ 72,505.00

Supplemental Funding Requested \$ 21,575.00

Labor & Staffing Funding Requested \$ 25,936.00

Total Funding Requested \$ 133,058.58

Date: \* 07/30/2021

Name: \* Wanda Brown

Title: \* Accounting Clerk/Special Projects Coordinator

### Total Funding Granted

 MANAGE ONLY

Base Funding Granted 13,042.58

 MANAGE ONLY

Drop-off Funding Granted \$ 10,000.00

 MANAGE ONLY

General Enhancement Funding Granted \$ 2,896.00

 MANAGE ONLY

Organics Funding Granted \$ 2,896.00

 MANAGE ONLY

Supplemental Funding Granted	\$ 20,000.00
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MANAGE ONLY

Labor & Staffing Funding Granted	11,437.42
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<b>Total Funding Granted</b>	<b>\$ 60,272.00</b>
------------------------------	---------------------

MANAGE ONLY

**\*\*\*Office Use Only\*\*\***

Received By: Sue Doll

Date: 07/30/2021

Manager Notes for Reporters:

Had to reduce staffing costs by \$14,498.58 to not exceed total funding available.

Response created on: Jul 1, 2021 at 08:36 AM CDT by Robin.Wodziak@co.anoka.mn.us

Response last updated on: Sep 10, 2021 at 01:23 PM CDT by Jill.Curran@co.anoka.mn.us

## 2022 Anoka County Municipal Waste Abatement Grant Funding Award Letter

The Municipality of Spring Lake Park is eligible for a total of \$40,272.00 for their Municipal program abatement efforts in 2022, plus if awarded upon request up to an additional \$20,000.00.

The total funding for the 2022 Residential Recycling Program is based on the budgeted amounts stated in the Municipal Waste Abatement Grant Funding Application.

Check one below:

(08-02-2021) The grant application was received on or before August 2, 2021.

The grant application was not received on or before August 2, 2021.

Therefore, the municipality is only eligible for the Base Funding Allocation.

The Grant Funding Award for Spring Lake Park is as follows:

	Amount Eligible	Amount Requested	Amount Awarded
Base Funding Allocation	\$ 24,480.00	\$ 13,042.58	\$ 13,042.58

Beginning in 2022, expenses for Labor and Staffing will only be allowed up to 75% of total program grant. See the calculation matrix in the application packet: the amount requested by the Municipality of Spring Lake Park for Labor and Staffing was \$25,936.00, the amount allowed is \$25,936.00.

Enhancement Funding Grant			
	Amount Eligible	Amount Requested	Amount Awarded
Drop-off Grant	\$ 10,000.00	\$ 56,000.00	\$ 10,000.00
General Enhance-ment Grant	\$ 2,896.00	\$ 11,105.00	\$ 2,896.00
Organics Grant	\$ 2,896.00	\$ 5,400.00	\$ 2,896.00
Additional Grant	\$ 20,000.00	\$ 21,575.00	\$ 20,000.00
Labor & Staffing			\$ 11,437.42
<b>TOTAL</b>			\$ 47,229.42

<b>Total Funding Award (Base + Enhancement Funding)</b>	<b>\$ 60,272.00</b>
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To the extent that the Municipality requested funds in excess of the total eligible amount, the excess amount in any category is denied.

Reviewed by: Jill Curran

Dated: 09/10/2021

Approved by: Alison Peterson

Dated: \_\_\_\_\_

Contract # C0008798

Contract# \_\_\_\_\_

**ANOKA COUNTY HUMAN SERVICES  
CONTRACTOR INFORMATION SHEET**

**Please review the following information for accuracy and completeness, indicate any changes, sign and return to:**

Angie Rodine  
Anoka County Human Services  
2100 3<sup>rd</sup> Ave, Suite 500  
Anoka, MN 55303

**LEGAL NAME FOR CONTRACTOR:** \_\_\_\_\_  
*(Legal name and name on Certificate of Insurance must be exactly the same in order for County Signatures to be obtained on the Contract.)*

**Doing Business As:** \_\_\_\_\_

**Business/Corporate Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**National Provider Identification (NPI) #:** \_\_\_\_\_

**Federal Tax Identification #:** \_\_\_\_\_  
*NOTICE: Federal Business Tax ID/Social Security Number is needed for tax purposes as mandated by Section 1211 of the Tax Reform Act of 1976 and Minn. Stat 270.66. This information will be shared with the Minnesota Department of Revenue, the Minnesota Department of Human Services, the Internal Revenue Service, and the U.S. Department of Health, Education and Welfare for the purposes of administering the income tax, child support obligation and social security tax programs.*

**Individual who Contractor is designating to receive notice under the contract and to act as the responsible authority for data requests under the Minnesota government data practices act (Minn. Stat. Chap. 13):**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Signature (Required):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Insurance Agency:** \_\_\_\_\_ **Name of Agent:** \_\_\_\_\_

**Telephone Number of Insurance Agent:** \_\_\_\_\_

**Person Completing this Form:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

## Certificate Of Completion

Envelope Id: D1B7ADD823204F71A915816A845CD00E

Status: Sent

Subject: City of Spring Lake Park SCORE C0008798

Source Envelope:

Document Pages: 21

Signatures: 0

Envelope Originator:

Certificate Pages: 5

Initials: 0

Angie Rodine

AutoNav: Enabled

Anoka County Government Center

EnvelopeId Stamping: Enabled

2100 3rd Avenue

Time Zone: (UTC-06:00) Central Time (US & Canada)

Anoka, MN 55303

angela.rodine@co.anoka.mn.us

IP Address: 156.98.106.233

## Record Tracking

Status: Original

Holder: Angie Rodine

Location: DocuSign

10/4/2021 10:01:58 AM

angela.rodine@co.anoka.mn.us

Security Appliance Status: Connected

Pool: StateLocal

Storage Appliance Status: Connected

Pool: HS-Public Health & Environmental Services

Location: DocuSign

## Signer Events

## Signature

## Timestamp

Daniel Buchholtz

Sent: 10/4/2021 10:09:39 AM

DBuchholtz@slpmn.org

City Administrator

City of Spring Lake Park

Security Level: Email, Account Authentication (Optional)

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Bob Nelson

rnelson@slpmn.org

Security Level: Email, Account Authentication (Optional)

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

John Thames

john.thames@carsoncs.net

Security Level: Email, Account Authentication (Optional)

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Cindy Cesare

Cindy.Cesare@co.anoka.mn.us

Security Level: Email, Account Authentication (Optional)

**Electronic Record and Signature Disclosure:**  
Accepted: 10/1/2021 2:49:25 PM  
ID: 23d7da49-0551-47d2-999a-04424cbef967  
Company Name: Anoka County

Rhonda Sivarajah

Rhonda.Sivarajah@co.anoka.mn.us

Security Level: Email, Account Authentication (Optional)

**Electronic Record and Signature Disclosure:**  
Accepted: 2/16/2021 11:11:49 AM  
ID: c34328cc-2ab0-46f4-a66e-f9c54cf527c4  
Company Name: Anoka County

Signer Events	Signature	Timestamp
Kathryn Timm Kathryn.Timm@co.anoka.mn.us Security Level: Email, Account Authentication (Optional) <b>Electronic Record and Signature Disclosure:</b> Accepted: 10/4/2021 10:10:47 AM ID: 3dda99ca-cc15-488e-9bb6-9c6bf9f1475f Company Name: Anoka County		

In Person Signer Events	Signature	Timestamp

Editor Delivery Events	Status	Timestamp
Angie Rodine angela.rodine@co.anoka.mn.us Security Level: Email, Account Authentication (Optional) <b>Electronic Record and Signature Disclosure:</b> Accepted: 1/8/2021 1:44:58 PM ID: 6e2d50ad-740c-4672-beb3-aa4bab51e013 Company Name: Anoka County		

Agent Delivery Events	Status	Timestamp

Intermediary Delivery Events	Status	Timestamp

Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
Wanda Brown wbrown@slpmn.org Security Level: Email, Account Authentication (Optional) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<b>COPIED</b>	Sent: 10/4/2021 10:09:38 AM Viewed: 10/4/2021 10:25:30 AM

Jill Rykhus  
 Jill.Rykhus@co.anoka.mn.us  
 Security Level: Email, Account Authentication (Optional)  
**Electronic Record and Signature Disclosure:**  
 Not Offered via DocuSign

Jill Rykhus  
 Jill.Rykhus@co.anoka.mn.us  
 Security Level: Email, Account Authentication (Optional)  
**Electronic Record and Signature Disclosure:**  
 Not Offered via DocuSign

Glenna Anderson  
 Glenna.Anderson@co.anoka.mn.us  
 Security Level: Email, Account Authentication (Optional)  
**Electronic Record and Signature Disclosure:**  
 Not Offered via DocuSign

Robin Wodziak  
 Robin.Wodziak@co.anoka.mn.us  
 Security Level: Email, Account Authentication (Optional)  
**Electronic Record and Signature Disclosure:**

<b>Carbon Copy Events</b>	<b>Status</b>	<b>Timestamp</b>
Not Offered via DocuSign		
<b>Witness Events</b>	<b>Signature</b>	<b>Timestamp</b>
<b>Notary Events</b>	<b>Signature</b>	<b>Timestamp</b>
<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
Envelope Sent	Hashed/Encrypted	10/4/2021 10:09:38 AM
<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>
<b>Electronic Record and Signature Disclosure</b>		



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If you decide to receive notices, disclosures and documents from us electronically, you may change your mind and tell us that going forward you want to receive documents only in paper format. Please note, processing time will be slowed down dramatically as we will be required to print and send the document through the mail and await your return of the documents. The process to change the method of receipt is described below.

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### **How to contact Anoka County:**

You may change your preferred method of contact whether electronically, or paper copies, or change your email address. You may also request paper copies of certain information from us, or withdraw your prior consent to receive documents. Please use the contact information below for your request and in the body of your correspondence, identify your desired action. If you are

changing an email address, please include your prior email address as well as your new address. If you no longer wish to receive future documents in electronic format, please include that request in the body of your email.

Email: helpdesk@co.anoka.mn.us  
Phone: (763) 324-4110  
Address: Anoka County Government Center  
Attn: Information Technology, #300  
2100 3rd Avenue  
Anoka, MN 55303

### **Required hardware and software**

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

### **ACKNOWLEDGEMENT**

To confirm your access to the electronic notices and disclosures, which will be similar to other electronic notices and disclosures that we may provide to you, please acknowledge that you have read this ERSD by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

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- You can access and read this Electronic Record and Signature Disclosure; and
- You can print this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Anoka County as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Anoka County during the course of your relationship with Anoka County.