



Anoka County
HUMAN SERVICES DIVISION
Public Health & Environmental Services

April 2, 2024

Tom Koep
City of St. Francis
4020 St. Francis Boulevard NW
St. Francis, MN 55070

Dear Tom,

We're pleased to inform you that the City of St. Francis has been awarded a 2024 Waste Prevention and Recycling Grant in the amount of \$22,000.00 for parks recycling containers and concrete base pads. **Work related to this project must be completed and project invoices dated no later than December 31, 2024.** Grant funds will be reimbursed upon project completion and receipt of invoice payment documentation for work related to the project. For all communications related to this grant, please reference contract number: C0010765.

Congratulations to you and the City of St. Francis. Anoka County looks forward to continued support of the City of St. Francis.

Best Regards,

A handwritten signature in black ink that reads "Jill Curran".

Jill Curran
Supervisor, Recycling and Resource Solution
Anoka County



Anoka County
HUMAN SERVICES DIVISION

Community Social Services and Behavioral Health

May 14, 2024

City of St. Francis
Attn: Joe Muehlbauer
23340 Cree Street NW
St. Francis, MN 55070

Dear Mr. Muehlbauer:

Enclosed is your 2024 contract with Anoka County. Please review the contract and complete the signature portion using DocuSign. If applicable and ready, please attach the necessary insurance information using the attachment link in the DocuSign document. If insurance is not ready and you will be sending this information at a later date, please send to:

Angela.Rodine@co.anoka.mn.us

or

Angie Rodine
County of Anoka
2100 3rd Avenue, 5th Floor
Anoka, MN 55303

PLEASE NOTE: The following information is required as part of your contract. If the contract is signed and executed without receiving this information in a timely manner, it may be referred to the County Attorney's Office for possible Breach of Contract and/or payments may be withheld until information is received.

CERTIFICATE OF LIABILITY INSURANCE - Required

No insurance information is required for this contract.

CONTRACTOR INFORMATION SHEET - Required

Please update/complete and sign this page and return with your contract.

DocuSign will automatically forward a copy of the signed contract to you, once completed. If you have questions regarding the contract, please call your Contract Manager, Sue Doll, at 763-324-3482.

Sincerely,

Angie Rodine
Administrative Assistant, Planning and Operations Support Services

Anoka County Contract # C0010765

**2024 SUPPLEMENTAL GRANT
FOR
RESIDENTIAL RECYCLING PROGRAM**

THIS GRANT made and entered into on the 2nd day of April, 2024, notwithstanding the date of the signatures of the parties, by the COUNTY OF ANOKA, State of Minnesota, hereinafter referred to as the "COUNTY", to the CITY OF ST. FRANCIS, hereinafter referred to as the "MUNICIPALITY".

WITNESSETH:

WHEREAS, Anoka County will receive funding from the State of Minnesota pursuant to Minn. Stat. § 115A.557 (hereinafter "SCORE funds") and pursuant to Minn. Stat. § 473.8441 (hereinafter "LRDG funds") during 2024. The County also has additional budgeted program funding available to supplement SCORE and LRDG funds for solid waste recycling programs; and

WHEREAS, the County has budgeted \$350,000 for Supplemental Grants for solid waste recycling programs in 2024; and

WHEREAS, the County and Municipality have already executed a grant contract for the Municipality's Residential Recycling Program. The Municipality has identified additional expenses which are eligible for reimbursement under the County program criteria, and the County wishes to reimburse these expenses from remaining available funds.

WHEREAS, Municipality has completed a Supplemental Grant Application and the County has reviewed the Application. The County has available funds from the SCORE/LRDG budget to fund Supplemental Grants; and

NOW, THEREFORE, in consideration of the mutual covenants and promises contained in this Grant, and incorporating the information in the above recitals, the parties mutually agree to the following terms and conditions:

1. **PURPOSE.** The purpose of this Grant is to provide for cooperation between the County and the Municipality to implement solid waste recycling programs in the Municipality.
2. **INCORPORATION OF PREVIOUS AGREEMENT.** The County and the Municipality have entered into an AGREEMENT FOR RESIDENTIAL RECYCLING PROGRAM FOR 2024 Anoka County Contract #C0010122. The terms of that Agreement are incorporated into this additional Supplemental Grant by reference and are binding on the parties as if the terms were set out here in full. This Grant will control only to the extent that it applies to the Supplemental Grant exclusively for any inconsistent terms.
3. **BILLING AND PAYMENT PROCEDURE.** The Municipality shall submit itemized invoices to the County for abatement activities subject to this Supplemental Program Improvement Grant. The invoices shall be paid in accordance with standard County procedures, subject to the approval of the Anoka County Board of Commissioners.

4. **ELIGIBILITY FOR FUNDS.** The Municipality is entitled to receive reimbursement for program improvement funds in the amount of twenty-two thousand dollars and zero cents (\$22,000.00). The funds are for the specific purpose of: parks recycling containers and concrete base pads. See attachment A –Supplemental Grant Application and Award Letter. All Supplemental Grant monies will be expended no later than December 31, 2024.

IN WITNESS WHEREOF, the County hereunto set its hand as of the dates first written above:

COUNTY OF ANOKA

CITY OF ST. FRANCIS

By: _____
Jonelle Hubbard
PHES Director

By: _____
Joe Muehlbauer
City Mayor

Dated: _____

Dated: _____

By: _____
Kate Thunstrom
City Administrator

APPROVED AS TO FORM:

Dated: _____

By: _____
Kurt C. Deile
Assistant County Attorney

Dated: _____



Anoka County
MINNESOTA

Respectful, Innovative, Fiscally Responsible

2024 Municipal Waste Prevention & Recycling Grant Program Application

Date Application Submitted: 3/21/2024

Application Submitted By: Tom Koep – City of St. Francis

Grant Amount Requested: \$22,000

Date Application Reviewed by Anoka County: 3/7/2024

Date Application Approved by Anoka County: 4/2/2024

Approved Grant Amount: \$22,000.00

Date Application Denied by Anoka County: _____

Grant funding of up to \$25,000 per municipality may be available for municipal waste prevention and recycling projects in Anoka County that are not included in the approved 2024 SCORE grant program. Waste prevention and recycling grant applications will be considered on first-served, case-by-case basis with approval at the discretion Anoka County. **Note that grant requests exceeding \$25,000 may be considered. Contact Jill Curran for further information.**

Submit completed applications and/or grant program questions via email to Jill Curran at jill.curran@co.anoka.mn.us by November 15, 2024. **All projects must be completed and invoiced by the end of day December 31, 2024.**

Eligible Project Expenses

Waste Prevention and Reuse Project Expenses

- New waste prevention or reuse project start-up expenses
 - Project viability study
 - Equipment and supplies
 - Program promotion materials
 - Staff training
- Space remodeling
- New space construction

Organics/Food Waste Project Expenses

- Food waste drop-off start-up expenses
- Food waste enclosure
- Food waste prevention

Problem Materials Project Expenses

- New problem materials collection start-up expenses
- Pop-up event expenses

NEW or Improved Recycling Program Project Expenses

- Mid-calendar year program expansion expenses may be eligible for this grant program if they have not already been approved in the 2024 SCORE grant program application.
- Start-up collection expenses for targeted materials that are not currently being collected may qualify for this grant program.
- Expenses related to reducing contamination may be eligible for this grant program.

Project Description

1. Indicate focus area for project (check one):
 - Waste Prevention or Reuse
 - Organics/Food Waste
 - Problem Materials
 - NEW Recycling
2. Describe in detail the project purpose, scope, design, and detailed project costs. Include in this description how the project will prevent waste, increase materials reuse, improve efficiency, and increase collaboration between communities.

We have identified the need to make it easier for residents to recycle in our parks. By purchasing new recycle stations, this would make it easier for everyone to recycle because the new stations will be clearly labeled and color coordinated. The stations will be almost identical to the previously purchased stations. We have found these stations are effective in clearly identifying the recycle bin from the trash. The total cost of this project will be around \$22,000. This includes 4 recycle stations at a cost of \$2700 ea. and 5 concrete pads at a cost of \$2200 ea. The plan is to include a pad for a recycle station purchased from previous recycling grants.

Project Description, cont.

3. Explain in detail how the project will be sustained over time after the grant funds are depleted.

After the funds are depleted, the stations and pads will be included in our park's maintenance and operations budget. They will be monitored on a weekly basis for maintenance needs.

Project Outcomes

1. Describe in detail the expected project outcomes including materials to be collected for reuse or recycling and estimated annual diversion weight for each material.

We expect to increase our recycling and decrease the contamination. We expect to increase our recycling by 500 lbs. a year total from all 5 recycle stations. The new stations will be more inviting to residents and will encourage people to use them properly. The new stations will coordinate with other parks recycle stations so people can easily recognize what is recycling and what is a trash container. The new recycle stations will be easier for city staff to monitor and remove contamination.

Project Outcomes, cont.

2. For waste prevention and reuse projects, list strategies for promoting and executing these projects. Also list reuse outlets for the materials.

The recycling collected from the stations are brought to a recycle bin at our public works shop and included in all the other parks recycling. It is then emptied on a as needed basis. We promote recycling in our parks with our yearly recycling newsletter and our City newsletters. The City newsletters are sent to the public quarterly.