



Anoka County

HUMAN SERVICES DIVISION

Community Social Services and Behavioral Health

March 27, 2025

City of St. Francis
Attn: Tom Koep
23340 Cree Street NW
St. Francis, MN 55070

Dear Mr. Koep:

Enclosed is your 2025 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
Senior Budget Analyst, Planning and Operations Support Services

Anoka County Contract # C0011505

**2025 SUPPLEMENTAL GRANT
FOR
RESIDENTIAL RECYCLING PROGRAM**

THIS GRANT made and entered into on the 27th day of March, 2025, 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 2025. 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 2025; and

WHEREAS, the County and Municipality have already executed a grant contract for the Municipality's Residential Recycling Program (Agreement #C0011025). 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 2025 Anoka County Contract #C0011025. 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 nineteen thousand dollars and zero cents (\$19,000.00). The funds are for the specific purposes of purchasing additional recycling carts for use in city parks shelter and barriers to contain and increase the collection of tree and yard waste generated by city residents. See attachment A – Supplemental Grant Application and Award Letter. All Supplemental Grant monies will be expended no later than December 31, 2025.

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

COUNTY OF ANOKA

By: _____
Jonelle Hubbard
PHES Director

Dated: _____

Approved as to Form:

By: _____
Kurt C. Deile
Assistant County Attorney

Dated: _____

CITY OF ST. FRANCIS

By: ^{DocuSigned by:} Tom Koep
Tom Koep

Its: Recycling Coordinator

Dated: 3/28/2025

By: _____
Kate Thunstrom

Its: City Administrator

Dated: _____

By: _____
Mark Vogel

Its: Mayor

Dated: _____



Anoka County
HUMAN SERVICES DIVISION
Public Health & Environmental Services

March 25, 2025

Tom Koep
Recycling Coordinator
City of St. Francis
4020 Saint Francis Blvd NW
St. Francis, MN 55070

Tom,

We're pleased to inform you that the City of St. Francis has been awarded a 2025 Waste Prevention and Recycling Grant in the amount of \$19,000. The grant funds will be used for new recycling containers for parks, and barriers to build and increase collection of tree and yard waste. Please note the county requires that waste diversion for these projects be tracked and reported via the SCORE grant tonnage reporting process.

Work related to this project must be completed and project invoices dated no later than December 31, 2025. 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: C0011505.

Congratulations to you and the City of St. Francis. Anoka County looks forward to continued support of the City of St. Francis waste and recycling programs. Any questions can be directed to Jill Curran, Supervisor Recycling Programs, jill.curran@anokacountymn.gov, or 763-324-3474.

Best Regards,

Jonelle Hubbard
Director
Public Health & Environmental Services
763.324.4224
Jonelle.Hubbard@anokacountymn.gov



Anoka County
MINNESOTA

Respectful, Innovative, Fiscally Responsible

2025 Municipal Waste Prevention & Recycling Grant Program Application

Date Application Submitted: 3/6/2025

Application Submitted By: Thomas Koep

Grant Amount Requested: \$12,000

Date Application Reviewed by Anoka County: 3/13/2025

Date Application Approved by Anoka County: 3/17/2025

Approved Grant Amount: \$12,000

Date Application Denied by Anoka County: _____

Grant funding of up to \$25,000 per municipality may be available for municipal waste prevention, reuse, and recycling projects in Anoka County that are **not** included in the approved 2025 SCORE grant program.

Waste prevention, reuse, 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@anokacountymn.gov. Applications will be accepted until November 15, 2025. All projects must be completed and invoiced by the end of day December 31, 2025.

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.

The purchase of new Recycle Stations in our Parks. These new stations will replace the park carts and create a more universal message within our parks. These stations will be placed near our Hockey Rink, ball field and our Dog Park. They will be clearly marked for recycling and will continue to send a consistent message. These stations are clearly marked and will be easier to prevent waste from entering the recycle stream. We are looking to purchase 4 recycle stations at a cost of \$2800 each.

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 will be included in our Park's maintenance and operations budget. They will be monitored on a weekly basis.

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 participation and decrease contamination with the new stations. We expect to increase our recycling tonnage by 500lbs a year. The new stations will coordinate with the other recycle stations so people can easily recognize recycling from waste. The new stations will be easier for city staff to monitor and remove contamination.

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

They recycling collected from these new stations are brought to a central recycle bin and is then included with the rest of the parks recycling. The larger container is emptied on a weekly basis. We promote recycling in our parks with our newsletters, city website and social media. The city newsletters are sent out quarterly and the recycling newsletters are sent out biannually.



Anoka County
MINNESOTA

Respectful, Innovative, Fiscally Responsible

2025 Municipal Waste Prevention & Recycling Grant Program Application

Date Application Submitted: 3/6/2025

Application Submitted By: Thomas Koep

Grant Amount Requested: \$7000

Date Application Reviewed by Anoka County: 3/13/2025

Date Application Approved by Anoka County: 3/17/2025

Approved Grant Amount: \$7,000

Date Application Denied by Anoka County: _____

Grant funding of up to \$25,000 per municipality may be available for municipal waste prevention, reuse, and recycling projects in Anoka County that are **not** included in the approved 2025 SCORE grant program.

Waste prevention, reuse, 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@anokacountymn.gov. **Applications will be accepted until November 15, 2025. All projects must be completed and invoiced by the end of day December 31, 2025.**

Eligible Project Expenses

Waste Prevention and Reuse Project Expenses

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- Food waste enclosure
- Food waste prevention

Problem Materials Project Expenses

- New problem materials collection start-up expenses
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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.

The city is starting to accept recycling throughout the year by appointment from residents. The city currently has recycle events that accepts multiple types of recycling material. With the increasing program costs, we are looking to accept material and store them for longer periods of time. We then call vendors and have them pick up material less often to save money. The city is looking at add material bins to store items in between events and to help keep events organized. We are looking to purchase concrete blocks to create material bins. We are looking for purchase 36 blocks at \$125ea. The total cost would be \$7000 including delivery of the blocks. They city would install and arrange the blocks to create at least 2 storage bins. By accepting material throughout the year, we project to increase our yearly tonnage by 3 tons.

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

The concrete barriers will be maintained by public works and will be added to our Facility and maintenance budget.

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.

The city will be accepting materials by appointment from residents in between events. We expect an increase in yearly tonnage from appliances, yard waste and motor oil by a total of 3 tons.

Last year I applied and received a yard waste permit through the county and mpca to store and compost yard waste. We are currently using the public works material bins for the yard waste collected at recycle events but the supervisors are telling me they need the bins for other uses.

We haven't used the compost yet but we plan on using the compost for parks and trails. If we have a large amount of compost then we would consider opening it up to residents to come and take compost.

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

We will be promoting through our city and recycling newsletters. We will also be promoting through our city website and social media. With the tree waste collected, we have those chipped and then reused in our parks and trails. We can also reuse the compost created from yard waste in our parks.

We would advertise and tell residents over the phone that it's for residents only. We are in a fenced in facility so it's only available to drop off during events or when they call ahead.

IN WITNESS WHEREOF, the parties hereunto set their hands.

CITY OF St. Francis

COUNTY OF ANOKA

By: Tom Koep

By: Jill Curran

Name: [Signature]

Name: Jill Curran _____

Title: Recycling Coordinator

Title: Supervisor _____

Date: 3/17/25

Date: 3/17/2025

**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 3rd Ave, Suite 500
Anoka, MN 55303

LEGAL NAME FOR CONTRACTOR: St. Francis, City of
(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: St. Francis, City of

Business/Corporate Address: 3750 Bridge Street NW

St. Francis, MN 55070

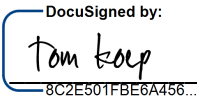
National Provider Identification (NPI) #: _____

Federal Tax Identification #: 41-0901105

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: Tom Phone: Koep Fax: 7632335205 Email: tkoop@stfrancismn.gov

Signature (Required):  _____ **Date:** 3/28/2025

Insurance Agency: _____ **Name of Agent:** _____

Telephone Number of Insurance Agent: _____

Person Completing this Form:

Name: Tom Koep Title: Recycling Coordinator

Phone: 7632335200 Fax: 7632335205 Email: tkoop@stfrancismn.gov

Certificate Of Completion

Envelope Id: 151B8308-2C2C-43E3-8F8A-6B96264817EC
Subject: City of St. Francis SCORE Supplemental C0011505
Source Envelope:
Document Pages: 15
Certificate Pages: 4
AutoNav: Enabled
Envelopeld Stamping: Enabled
Time Zone: (UTC-06:00) Central Time (US & Canada)

Status: Sent

Envelope Originator:
Angie Rodine
Anoka County Government Center
2100 3rd Avenue
Anoka, MN 55303
angela.rodine@anokacountymn.gov
IP Address: 156.98.106.233

Record Tracking

Status: Original 3/27/2025 2:51:57 PM	Holder: Angie Rodine angela.rodine@anokacountymn.gov	Location: DocuSign
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: HS-Public Health & Environmental Services	Location: Docusign

Signer Events

Tom Keep
tkeep@stfrancismn.org
Security Level: Email, Account Authentication
(None)

Signature

DocuSigned by:

8C2E501FBE8A456...

Signature Adoption: Pre-selected Style
Using IP Address: 199.249.109.13

Timestamp

Sent: 3/27/2025 2:59:07 PM
Viewed: 3/28/2025 9:10:37 AM
Signed: 3/28/2025 9:18:23 AM

Electronic Record and Signature Disclosure:
Accepted: 3/28/2025 9:10:37 AM
ID: a41e18f9-63f8-4052-95bf-b1db42ceb195
Company Name: Anoka County

Kate Thunstrom
kthunstrom@stfrancismn.org
Security Level: Email, Account Authentication
(None)

Sent: 3/28/2025 9:18:25 AM

Electronic Record and Signature Disclosure:
Accepted: 11/7/2024 8:45:53 AM
ID: 693d9e28-5d6d-4d95-916b-d46d38f7781a
Company Name: Anoka County

Mark Vogel
Mvogel@stfrancismn.gov
Security Level: Email, Account Authentication
(None)

Electronic Record and Signature Disclosure:
Not Offered via Docusign

Jonelle Hubbard
Jonelle.Hubbard@anokacountymn.gov
Security Level: Email, Account Authentication
(None)

Electronic Record and Signature Disclosure:
Accepted: 8/15/2023 11:03:57 AM
ID: 47d727a5-d430-4d62-9531-c12496a4ed96
Company Name: Anoka County

Kurt Deile
Kurt.Deile@anokacountymn.gov
Security Level: Email, Account Authentication
(None)

Signer Events	Signature	Timestamp
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Electronic Record and Signature Disclosure:

Accepted: 2/2/2023 10:41:39 AM
ID: d9e5e25e-2da7-4076-90b4-c0aef4e53110
Company Name: Anoka County

In Person Signer Events	Signature	Timestamp
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Editor Delivery Events	Status	Timestamp
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Angie Rodine
angela.rodine@anokacountymn.gov
Security Level: Email, Account Authentication
(None)
Electronic Record and Signature Disclosure:
Accepted: 1/8/2021 1:44:58 PM
ID: 6e2d50ad-740c-4672-beb3-aa4bab51e013
Company Name: Anoka County

Agent Delivery Events	Status	Timestamp
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Intermediary Delivery Events	Status	Timestamp
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Certified Delivery Events	Status	Timestamp
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Carbon Copy Events	Status	Timestamp
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Emily Peterson
Emily.Peterson@anokacountymn.gov
Security Level: Email, Account Authentication
(None)
Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Katie Hanson
Katie.Hanson@anokacountymn.gov
Security Level: Email, Account Authentication
(None)
Electronic Record and Signature Disclosure:
Not Offered via DocuSign

For Record Purposes
RS-Atty-Civ-Contracts@anokacountymn.gov
Security Level: Email, Account Authentication
(None)
Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	3/27/2025 2:59:07 PM
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Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

The following information constitutes Anoka County's (we, us or Company) written notices or disclosures relating to your use of DocuSign in relation to Anoka County's license. Described below are the terms and conditions for providing notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (30 days) after the documents are first sent to you. At any time, if you request paper copies of any documents, you may be charged a fee. You may request paper copies from us by following the procedure described below.

Withdrawing your consent

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.

All notices and disclosures will be sent to you electronically

Upon your acceptance to receive electronic notifications, all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you will be provided electronically through the DocuSign system. All of the required documents will be provided to you at the address that you have given us.

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.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- 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.