

CITY OF SUNFISH LAKE

DATE: November 30, 2016

TO: Mayor & Council

FROM: Cathy Iago, City Clerk

RE: Adopt Resolution Authorizing Submission of the 2017 Small  
Community Funding Application to Dakota County Requesting Funding  
to Operate a Citywide Recycling Program

Each year Dakota County allots funds to support communities in the promotion, administration and operation of municipal recycling programs. The City of Sunfish Lake annually submits a grant application for funding in the amount of \$1,100 to support the citywide recycling programs.

The promotion and administration of the City of Sunfish Lake's recycling programs by publication of articles in the Quarterly Newsletter and the Arbor Day Green Fair event are dependent upon receiving funding from the Dakota County Board of Commissioners' Solid Waste Enterprise fund.

Attached for your review is a copy of the Joint Powers Agreement and the 2017 Small Community Funding Application requesting funding in the amount of \$1,100 for the Sunfish Lake Citywide Recycling Program.

**ACTION REQUESTED:** Adopt the Resolution Authorizing Submission of the 2017 Small Community Funding Application to Dakota County Requesting Funding to Operate a Citywide Recycling Program.

**JOINT POWERS AGREEMENT  
BETWEEN THE COUNTY OF DAKOTA AND  
THE CITY OF SUNFISH LAKE  
FOR 2017 WASTE ABATEMENT COMMUNITY FUNDING**

This Agreement is between Dakota County (County) and the City of Sunfish Lake (Municipality).

**WHEREAS**, Minn. Stat. § 471.59 authorizes local governmental units to jointly or cooperatively exercise any power common to the contracting parties; and

**WHEREAS**, the County of Dakota (County) and the Municipality are governmental units as that term is defined in Minn. Stat. § 471.59; and

**WHEREAS**, Metropolitan counties are responsible for waste management policy and programs (Minn. Stat. §115A.551); and

**WHEREAS**, counties may require local cities and townships to develop and implement programs, practices, or methods designed to meet waste abatement goals (Minn. Stat. §115A.551); and

**WHEREAS**, Dakota County Solid Waste Ordinance 110 requires each municipality in the County to have a solid waste abatement program that is consistent with the Dakota County Solid Waste Master Plan (Master Plan); and

**WHEREAS**; by Resolution 12-154 (March 27, 2012), the Master Plan (Master Plan) was adopted by the County Board of Commissioners, and was subsequently approved by the Minnesota Pollution Control Agency on May 24, 2012; and

**WHEREAS**, the Master Plan includes multiple strategies to enhance and leverage resources to help the County meet waste management objectives; and

**WHEREAS**, the Master Plan supports performance-based funding for municipalities to develop and implement waste abatement programs, education, and outreach; and

**WHEREAS**, community funding are established by the County Board each year as part of the Environmental Resources Department (Department) budget; and

**WHEREAS**, by Board Resolution #16-423 the County Board approved funding for the 2017 community funding program (Program) as presented to the Physical Development Committee of the Whole on August 16, 2016, contingent upon the availability of funds and subject to funding levels approved by the County Board as part of the 2017 budget; and

**WHEREAS**, the Program continues responsibilities for municipalities to communicate County messages for proper waste management and to promote The Recycling Zone services; to plan and implement recycling and organics diversion practices; and to sustain recycling at municipal buildings, parks, and events/festivals; and

**WHEREAS**, new Program responsibilities for municipalities include hosting a residential shredded paper event, ensuring materials collected at community cleanup days are reused or recycled, and focusing on food waste prevention as a component of the organics diversion priority strategy; and

**WHEREAS**, County responsibilities include providing technical assistance, container labels, and waste educational messages and images; maintaining waste management information on the County website; hosting Master Recycler/Composter classes; and providing best practice strategies and resources for waste diversion measurement, events/festivals, and the food waste prevention and organics diversion priority issue; and

**WHEREAS**, separate Joint Powers Agreements with municipalities identify Municipality and County responsibilities and fund allocations.

**NOW, THEREFORE**, in consideration of the mutual promises and benefits that the County and Municipality shall derive from this Agreement, the County and the Municipality hereby enter into this Agreement for the purposes stated herein.

**SECTION 1  
PURPOSE**

The purpose of this Agreement is to provide for cooperation and funding between the County and the Municipality for the implementation and operation of a local comprehensive landfill abatement program by the Municipality in accordance with this Joint Powers Agreement and the 2017 Dakota County Community Funding Application Packet (attached and incorporated herein as Exhibit 1) that is submitted by the Municipality.

**SECTION 2  
PARTIES**

The parties to this Agreement are the County of Dakota, Minnesota and the City of Sunfish Lake (Municipality).

**SECTION 3  
TERM**

Notwithstanding the dates of the signatures of the parties, this Agreement shall be in effect January 1, 2017, and shall continue in effect until December 31, 2017, or until termination in accordance with the provisions herein. This Agreement may be amended in accordance with Section 12 and incorporation of subsequent years' approved funding application packet.

**SECTION 4  
COOPERATION**

The County and the Municipality agree to cooperate and use their reasonable efforts to ensure prompt implementation of the various provisions of this Agreement and to, in good faith, undertake resolution of any dispute in an equitable and timely manner.

**SECTION 5  
PROGRAM**

**5.1 PROGRAM PURPOSE.** The Dakota County Board of Commissioners adopted the 2012-2030 Solid Waste Master Plan (Master Plan) on March 27, 2012, as required, to implement the Minnesota Pollution Control Agency's (MPCA) 2010-2030 Metropolitan Solid Waste Management Policy Plan. The Master Plan identifies performance-based funding for municipalities to develop and implement waste abatement programs, education, and outreach. The Community Funding Program purpose includes: ensure that residents and businesses have the opportunity to recycle; and to develop, implement, and maintain projects, programs, practices, and methods to meet waste abatement objectives. The Community Funding Program supports the County's efforts for broad-based education and implementation of local programs and projects for waste reduction, reuse, recycling, hazardous waste management, and organics diversion.

**5.2 ELIGIBILITY.** Eligible municipalities include all cities in Dakota County and the Rural Solid Waste Commission (RSWC) representing the 13 townships, and six small cities in rural Dakota County.

**5.3 ANNUAL APPLICATION, WORK PLAN AND BUDGET.** Annually, each municipality shall submit an Application Packet that includes the annual work plan and budget breakdown for each funding activity to the County by the due date specified in writing by the County and on forms provided by County staff.

**5.4 IMPLEMENTATION.** The Municipality shall develop, implement, and operate a local comprehensive landfill abatement program that complies with the Master Plan, Dakota County Solid Waste Ordinance 110 and Exhibit 1.

**5.5 RECYCLING.** Municipalities must ensure the opportunity to recycle exists for all municipal employees, residents and businesses, including at municipality-controlled public areas such as parks, community centers, and city-sponsored events/festivals; must develop and implement programs to increase residential recycling and organics diversion; and must continue planning to implement community-wide organics diversion.

**5.6 PRIORITY ISSUE PROGRAM.** County staff, with input from municipalities, develops a Priority Issue Program to accomplish during the multi-year Master Plan reporting cycle. The 2017-2020 Priority Issue is organics diversion. The 2017 year Priority Issue focus is on residential food waste prevention education, implementing organics diversion from 2016 planning results including (if applicable) implementation of organics diversion within municipally-owned/operated buildings, and continued progression for organics best practices and diversion at public events. The Priority Issue is subject to change pending Legislation or County strategic planning.

**5.7 PERFORMANCE.** County staff will evaluate the Municipality's performance on a quarterly basis pursuant to responsibilities set forth in Section 7 and Exhibit 1. County staff will notify the Municipality in writing if a Recycling Improvement Plan is needed. Within 30 days of notification, the Municipality shall submit a Recycling Improvement Plan signed by the Municipality's authorized representative. The Recycling Improvement Plan must be negotiated with County staff and specify Municipality activities and a timeframe to achieve compliance.

**5.8 ANNUAL REPORT.** By February 15, 2018, the Municipality shall submit its Annual Report for the year 2017, on the form prescribed by County staff. The Annual Report must be signed by the authorized representative for this JPA or their successor in office.

**5.9 AUDIT.** County staff may audit one or more buildings operated by the Municipality through a waste sort or other means of waste assessment. This data will be used by the Municipality and County to gauge the success of the internal waste management program, which will influence the work plan.

## **SECTION 6 FUNDING**

**6.1 FUNDING AMOUNT.** Communities receive performance-based funding in part from pass-through grants from the State. Funding amounts are contingent upon available State and County funds, and reflect the funding levels presented to the County Board as part of the annual budget. The 2017 funding for the Municipality shall be in an amount not to exceed One Thousand One Hundred Dollars and Zero Cents (\$1,100), as set forth in Exhibit 1.

**6.2 FUNDING PAYMENT.** Contingent upon approval by County staff of the Municipality's Annual Report for the funding year 2016, the County will pay the Municipality the funding amount set forth in paragraph 6.1 above for 2017. Payment will be made in one installment within 30 days of receipt of the Annual Report. Municipalities with a complete work plan and an approved Annual Report receive 100% payment for eligible expenses.

**6.3 ELIGIBLE EXPENSES.** Municipalities may use allocated funds only on eligible items as described below. Eligible expenses are for recycling projects/programs and education and outreach; priority issue activities; and include:

**6.3.1 Administration and Internal Recycling**

- a) Salary and benefits of personnel, both full-time and temporary, and consultant services while working directly on the planning, implementing, and promoting of eligible activities.
- b) Matching funds for other related grants consistent with this program (except for MPCA grants).
- c) Subscriptions, memberships, and training (not including out-of-state travel or lodging) necessary for eligible activities.
- d) Data collection and evaluation for effectiveness, efficiency, and responsiveness of landfill abatement activities.
- e) Oversight of Municipality solid waste policy, ordinance and contracts related to landfill diversion.

**6.3.2 Outreach and Education**

- a) Production and dissemination of education information to increase awareness and participation in recycling programs
- b) Promotional items (bags, water bottles, t-shirts, etc.) with County staff-approved message and logo.
- c) Education materials for municipal employees, such as signs, trainings and mass communication.

**6.3.3 Waste Abatement Activities and Planning**

- a) Advertising to promote municipality-run clean-ups that accept recyclable or reusable materials.
- b) Collection mattresses, bicycles, and carpet for reuse or recycling.
- c) Compostable bags and products that are needed to ensure a community event/festival collects organic materials.
- d) Design and implementation of projects and programs to enhance residential, park and public area recycling.

**6.3.4 Priority Issue: Organics Recycling**

- a) Advertising (print, online, TV, radio) for residential food waste prevention.
- b) Props and other accessories to help educate residents directly (e.g., materials for booths)
- c) Printing of educational materials related to organics diversion and food waste education.
- d) Items necessary to conduct a food waste prevention pilot project for residents including giveaways.
- e) Collection and hauling services related to organics material management at community events/festivals conducted in partnership with the Municipality to implement best management practices.

**6.3.4 Non-eligible expenses include:**

- a) Expenses related to non-waste abatement waste issues (e.g., energy, water)
- b) Waste collection, transportation or management (i.e., reuse, recycle, disposal), except as provided for in Section 6.3.3(e)
- c) Food or refreshments, unless approved by County staff as compliant with Dakota County Policy 1560.
- d) Payment for collection and management of items that are banned from the landfill (e.g. appliances, hazardous waste, electronics).

Other expenses may be eligible with prior written approval from County staff. Questions about an eligible expense should be directed to County staff.

**6.4 FUNDING PAYMENT ADJUSTMENTS.** The Dakota County Environmental Resources Director (Director) shall have the authority to approve modifications to the Funding Amount as requested by the Municipality in the Application Packet, as long as the amount payable under this Agreement does not exceed the amount approved by the Dakota County Board of Commissioners and so long as the proposed modifications are consistent with Exhibit 1. The Municipality must expend the community fund by the end of the calendar year, unless prior written approval is received from the Director. Municipalities must return unspent funds (the difference between the amount of funds provided and the amount a Municipality reports as expended), must return funds if expenditures or activities are determined by County staff as not consistent with Exhibit 1, and must return funds if County staff determines

performance has not been remedied as identified in the Recycling Improvement Plan pursuant to Section 5.7. If the Municipality fails to fulfill responsibilities, the County may choose to implement activities in the municipality and may recover costs in accordance with Dakota County Solid Waste Ordinance 110.

## SECTION 7 RESPONSIBILITIES OF THE PARTIES

**The Municipality** shall fulfill the following responsibilities under this Agreement:

**7.1 Administration.** Designate a Municipality Liaison responsible for Program planning, implementation, measurement, and reporting. At minimum:

- a. Ensure Liaison attends at least four out of the six Liaison/County staff meetings each year.
- b. Provide measures and reports of completed responsibilities for each of the six Liaison/County staff meetings.
- c. Ensure newly-assigned Liaisons attend the Dakota County Master Recycler/Composter class.
- d. Develop and submit an Annual Application Packet and Annual Report on forms created by County staff.

**7.2 Municipal Facilities Recycling Program.** The Municipality must ensure that facilities under its control, from which municipal solid waste is collected, also collects at least three recyclable materials. At minimum:

- a. Recycling collection at municipality-controlled buildings and public areas including municipal parks and community centers, and municipality-sponsored events/festivals meets best management practices, including:
  - i. Containers are strategically located to service employees and visitors in all facilities under the municipality's control.
  - ii. Color-coded labels must be visible on the top and sides of all recycling, organics, and trash containers.
  - iii. All new exterior container lids or openings must be blue for recycling and green for organics.
  - iv. All new internal recycling lids must have Saturn (round/slit) openings and be no-touch lids for trash and organics. New internal containers and lids must be blue for recycling and green for organics, and grey or black for trash
  - v. All trash containers are paired with recycling containers. If organics collection, organics containers must be strategically located and part of a trash and recycling waste station.
  - vi. Exceptions to best management practices for new purchases must be justified and approved by County staff.
- b. All Municipal employees are educated about recycling, including organics diversion if collected.
- c. Work with County staff to measure and report waste diversion weights for municipality-controlled facilities and public areas.

**7.3 Residential Recycling Program.** The Municipality must ensure the opportunity to recycle exists for residents (single family and multi-unit dwellings). At minimum:

- a. Develop and implement projects and programs to increase residential waste reduction, reuse, and recycling, including:
  - i. Host at least one collection event for residential paper to be shredded and recycled.
  - ii. Modify existing collection events (e.g., cleanup days) to ensure collected mattresses, bicycles, and carpet are reused as a first choice or recycled.
  - iii. Measure and report waste collection weights from each collection event (e.g., cleanup days).
- b. Establish a mechanism for recycling best management practices to be applied at community events/festivals within the municipality.
- c. Provide event/festival organizers and vendors with low-waste recommendations and resources.

**7.4 Residential Education and Outreach.** Provide education and outreach to all existing and new residents about recycling, household hazardous waste, and food waste prevention. At minimum:

- a. Use County-staff developed resources for all residential education and outreach.
- b. Include at least two articles in municipal newsletters
- c. Use social media, if available, to send timely waste management messages to residents
- d. Complete at least ONE of the following for recycling and/or household hazardous waste:
  - Send an additional direct mailer to residents
  - Coordinate a large event (e.g., Earth Day or America Recycles Day Celebration)
  - Conduct at least two booths or presentations at large community events (e.g., school assembly, Pollution Prevention Day, Farmer's Market)
- e. Submit all outreach materials to County staff before publication. Allow at least three business days for review.
- f. Provide funding source credit on all print materials: Partially funded by the Minnesota Pollution Control Agency and Dakota County.
- g. Provide information on the Municipality's website for solid waste collection requirements within Municipality boundaries and direct links to the Dakota County website to ensure residents have access to both solid and hazardous waste management information.

**7.5 Priority Issue: Organics diversion.** Implement and continue planning for community-wide organics diversion. At minimum:

- a. Implement 2016 planning results for municipality-wide organics diversion for residents (e.g., drop sites, education and outreach).
- b. Include food waste prevention in a direct mailer to residents.
- c. Schedule at least one food waste prevention presentation for residents at which County staff will speak.
- d. If applicable, implement organics diversion at municipality-owned/operated buildings.
- e. Provide direct links from the Municipality website to the Dakota County website information for organics and for food waste prevention.
- f. Continue to implement organics best practices and diversion at public events.

**The County**, through its Environmental Resources Department, shall fulfill the following responsibilities under this Agreement:

- a. Administration:
  - i. Manage allocation and recovery of allocated funds.
  - ii. Develop and provide annual templates for the Application Packet and completed Performance Scorecards for each municipality.
  - iii. Host six Liaison/County staff meetings for each municipality.
  - iv. Provide technical assistance for each municipality to apply, plan for, measure, and report on work efforts.
  - v. Monitor and manage performance and compliance with this JPA.
- b. Education and Outreach
  - i. Provide County staff-developed resources, including articles, images, social media posts, and education kits for solid waste management, household hazardous waste, organics, and food waste prevention.
  - ii. Provide color-coded trash, recycling, and organics labels.
  - iii. Develop and maintain solid and hazardous waste information on the County website.
  - iv. Host at least one Master Recycling Composter session each year.
- c. Projects and Programs
  - i. Develop and provide best practices for solid waste management, including terminology for organics and food waste prevention.
  - ii. Provide effective strategies, resources, and support for Municipality to implement the priority issue.
  - iii. Provide resources and support to Municipality for waste diversion measurements (e.g., contracted audit).
  - iv. Develop and provide low- and no-waste resources for event/festival organizers and vendors.

**SECTION 8  
PROPERTY**

Upon termination of this Agreement, any containers, labels and/or necessary infrastructure purchased by the County and provided to the Municipality shall be the sole property of the Municipality.

**SECTION 9  
INDEMNIFICATION**

**9.1 IN GENERAL.** Each party to this Agreement shall be liable for the acts of its officers, employees or agents and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other party, its officers, employees or agents.

**9.2 LIMITATIONS.** The provisions of Minn. Stat. § 471.59, the Municipal Tort Claims Act, Minn. Stat. ch. 466 and other applicable laws govern liability of the County and the Municipality

**9.3 SURVIVORSHIP.** The provisions of this Section shall survive the expiration or termination of this Agreement.

**SECTION 10  
AUTHORIZED REPRESENTATIVES AND LIAISONS**

**10.1 AUTHORIZED REPRESENTATIVES:** The following named persons are designated the Authorized Representatives of the parties for purposes of this Agreement. These persons have authority to bind the party they represent and to consent to modifications, except that the authorized representative shall have only the authority specifically or generally granted by their respective governing boards. Notice required to be provided pursuant to this Agreement shall be provided to the following named persons and addresses unless otherwise stated in this Agreement, or in a modification of this Agreement.

TO THE COUNTY	Georg T. Fischer, Director Environmental Resources Department Director Western Service Center 14955 Galaxie Avenue Apple Valley, MN 55124
TO THE MUNICIPALITY	Molly Park, Mayor (or successor) City of Sunfish Lake 15 Sunnyside Lane Sunfish Lake, MN 55118

In addition, notification to the County regarding termination under Section 11 of this Agreement by the other party shall be provided to the Office of the Dakota County Attorney, Civil Division, 1560 Highway 55, Hastings, MN 55033.

**10.2 LIAISONS.** To assist the parties in the day-to-day performance of this Agreement, to ensure compliance, and provide ongoing consultation, a liaison shall be designated by the County and the Municipality. The County and the Municipality shall keep each other continually informed, in writing, of any change in the designated liaison. At the time of execution of this Agreement, the following persons are the designated liaisons:

County Liaison:	Jenny Kedward Telephone: (952) 891-7043 Email: jenny.kedward@co.dakota.mn.us
-----------------	--

Municipality Liaison:

Cathy Iago  
Telephone: 651-768-7542  
Email: cjiago@comcast.net

**SECTION 11  
TERMINATION**

**11.1 IN GENERAL.** Either party may terminate this Agreement for cause by giving seven days' written notice or without cause by giving thirty (30) days' written notice, of its intent to terminate, to the other party. Such notice to terminate for cause shall specify the circumstances warranting termination of the Agreement. Cause shall mean a material breach of this Agreement and any supplemental agreements or amendments thereto. Notice of Termination shall be made by certified mail or personal delivery to the authorized representative of the other party. Termination of this Agreement shall not discharge any liability, responsibility or right of any party, which arises from the performance of or failure to adequately perform the terms of this Agreement prior to the effective date of termination.

**11.2 TERMINATION BY COUNTY FOR LACK OF FUNDING.** Notwithstanding any provision of this Agreement to the contrary, the County may immediately terminate this Agreement if it does not obtain funding from the Minnesota Legislature, Minnesota Agencies, or other funding source, or if its funding cannot be continued at a level sufficient to allow payment of the amounts due under this Agreement. Written notice of termination sent by the County to the Municipality by email or facsimile is sufficient notice under this section. The County is not obligated to pay for any services that are provided after written notice of termination for lack of funding. The County will not be assessed any penalty or damages if the Agreement is terminated due to lack of funding.

**SECTION 12  
MODIFICATIONS**

Any alterations, variations, modifications, or waivers of the provisions of this Agreement shall only be valid when they have been reduced to writing, approved by the parties' respective Boards, and signed by the Authorized Representatives of the County and the Municipality.

**SECTION 13  
MINNESOTA LAW TO GOVERN**

This Agreement shall be governed by and construed in accordance with the substantive and procedural laws of the State of Minnesota, without giving effect to the principles of conflict of laws. All proceedings related to this Agreement shall be venued in the County of Dakota, State of Minnesota.

**SECTION 14  
MERGER**

This Agreement is the final expression of the Agreement of the parties and the complete and exclusive statement of the terms agreed upon and shall supersede all prior negotiations, understandings, or agreements.

**SECTION 15  
SEVERABILITY**

The provisions of this Agreement shall be deemed severable. If any part of this Agreement is rendered void, invalid, or unenforceable, such rendering shall not affect the validity and enforceability of the remainder of this Agreement unless the part or parts that are void, invalid or otherwise unenforceable shall substantially impair the value of the entire Agreement with respect to either party.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date(s) indicated below.

COUNTY OF DAKOTA COUNTY

\_\_\_\_\_  
Georg Fischer, Director  
Environmental Resources Department  
Date of Signature: \_\_\_\_\_

CITY OF SUNFISH LAKE

\_\_\_\_\_, Mayor  
Molly Park  
Date of Signature: \_\_\_\_\_

APPROVED AS TO FORM:  
/s/Helen R. Brosnahan 11/29/16  
Assistant County Attorney/Date  
KS-16-362-005

County Board Res. No. 16-423  
Dakota County Contract C0028570

Attest \_\_\_\_\_  
\_\_\_\_\_  
Date of Signature: \_\_\_\_\_ (title)



Dakota County, Physical Development Division  
 Environmental Resources Department  
 Jenny Kedward, 952-891-7043, [jenny.kedward@co.dakota.mn.us](mailto:jenny.kedward@co.dakota.mn.us)  
 Application process: Joan Cooksey, 952-891-7965,  
[joan.cooksey@co.dakota.mn.us](mailto:joan.cooksey@co.dakota.mn.us)

## City of Sunfish Lake

### 2017 Dakota County Community Funding Application Packet

Application Packet and JPA Submittal Date: November 1, 2016  
 Funding Period: January 1, 2017 - December 31, 2017  
 2017 ANNUAL REPORT DUE DATE February 15, 2018

Submit completed Application Packet by:

1. Uploading to the Dakota County Local Solid Waste Staff (LSWS) SharePoint web site  
 URL: <https://extranet.co.dakota.mn.us/sites/lsws>
2. Sending electronically to [jenny.kedward@co.dakota.mn.us](mailto:jenny.kedward@co.dakota.mn.us)
3. Mail to:  
 Jenny Kedward  
 Dakota County Physical Development Division  
 14955 Galaxie Avenue  
 Apple Valley, MN 55124

#### Main Contact for Municipality

Designated Liaison: Cathy Iago Title: City Clerk/Administrator  
 E-mail: cjiago@comcast.net Phone: 651-768-7542  
 Mailing Address: 7378 Jordon Ave So City/State/Zip: Cottage Grove, MN 55016

#### Secondary Contact for Municipality

Designated Back-up: Shari Hansen Title: Master Recycler - Resident  
 E-mail: sharihansen@yahoo.com Phone: 651-554-0535

#### Communications contact

Name: Holly Divine Title: Editor – Sunfish Lake Newsletter  
 E-mail: hldivine@outlook.com Phone: 612-840-2520

**List of documents and information required as part of the Joint Powers Agreement for Community Funding.**

**1. Copy of the Official Resolution or Minutes of the Proceedings**

Attach an official action from the governing body (e.g., City Council or Commission) requesting the funding allocation OR a certified copy of the official proceedings of the governing body approving the funding allocation.

**2. Work Plan**

Complete the Work Plan that includes activities, timeline, deliverables, and anticipated measurements.

**3. Requested Budget**

Attach an itemized budget in Part V using the fund request below.

	<i>Fund Request</i>	<i>County Fund Eligibility</i>
Admin, Outreach/Education, Priority Issue	\$1,100	Filled in by County
Waste Tire Activities (RSWC Only)	N/A	Filled in by County
<b>TOTAL</b>	\$1,100	Filled in by County

**4. Compliance with Public Entity Laws**

<i>Attach appropriate documentation</i>	Yes	No*
MN Stat. §115A.552 (community recycling programs in place)	X	
MN Stat. §115A.552 (residents/businesses have the opportunity to recycle) PROVIDE CODE LANGUAGE	N/A	
MN Stat. §115A.151 (internal recycling programs for facilities under the municipality’s control) PROVIDE COPY OF HAULER CONTRACT	N/A	
MN Stat. §473.848 and §115A.471 (management of solid waste collected under contract from municipal operations)	X	

\*If no, identify the timeline and steps being taken to obtain compliance.

**5. This work plan incorporates recommendations from the annual Scorecard submitted to the Municipality by County staff.**

**I certify that this 2017 Community Funding Application Packet was prepared under my direction or supervision, and that the information is true, accurate, and complete to the best of my knowledge. I certify that a 2017 Annual Report demonstrating compliance with this application will be submitted to the Department by February 15, 2018.**

Catherine Iago

\_\_\_\_\_  
 Name of person completing document  
  
 City Clerk/Administrator  
 \_\_\_\_\_  
 Title

\_\_\_\_\_  
 Signature (electronic signature acceptable)  
  
 November 1, 2016  
 \_\_\_\_\_  
 Date

# 2017 Work Plan/Annual Report

## I. Administration

### Local Solid Waste Staff (LSWS) Meetings

GOAL: Open communications to share activities and results between County and Municipal staff. The designated Municipality Liaison must plan to attend at least **FOUR** out of the six LSWS meetings per year. Prior to each meeting and regardless of attendance, a report must be submitted identifying completed work plan progress and measurements. **NOTE:** newly-assigned Liaisons must attend a Dakota County Master Recycler Composter class.

REPORT: When submitting the Annual Report, check each box next to the meetings attended.

REPORT: 2017 Dates and reports								
	Attended	Submitted report		Attended	Submitted report		Attended	Submitted Report
<b>January 12</b>	<input type="checkbox"/>	<input type="checkbox"/>	<b>May 11</b>	<input type="checkbox"/>	<input type="checkbox"/>	<b>September 14</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>March 9</b>	<input type="checkbox"/>	<input type="checkbox"/>	<b>July 13</b>	<input type="checkbox"/>	<input type="checkbox"/>	<b>November 9</b>	<input type="checkbox"/>	<input type="checkbox"/>

## II. Municipal Facility Recycling Program

### Internal Recycling Rates

GOAL: Demonstrate compliance with MN Stat §115A.151 to ensure recycling program for facilities under the municipality's control meet best management practices.

REPORT: At the end of 2017, waste diversion tons will be required for report submission. It is suggested to keep track of this information monthly or quarterly. Work with your municipal representative that handles contracts and/or invoices from the hauler.

City-operated Facility <ul style="list-style-type: none"> <li>• Buildings</li> <li>• Parks</li> <li>• Community centers</li> </ul>	Best Management Practices	2017 REPORT		
	Mark X if completed See JPA 7.2 a.	Annual recycling weight (tons)	Annual waste processing weight (tons)	Recycling rate*
<b>N/A</b>				

\*Recycling rate = recycling weight / (recycling weight + waste weight)

NOTE: to add more rows, click in the last box in the table and hit the TAB key.

### Internal Recycling Education and Activities

GOAL: Promote recycling to all staff in the municipality's administrative buildings and promote organics recycling to applicable staff to help reach recycling rate goal.

REPORT: Update narrative to explain what occurred for employee education.

**How do you plan to educate employees within your government offices and buildings about recycling?**

2017 PLAN: N/A

### III. Waste Abatement Activities and Planning

GOAL: Increase residential waste reduction, reuse, and recycling in Dakota County.

REPORT: Update the table with actual measurements when submitting the annual report. Update the event/activity narrative with activity outcomes and describe efforts completed waste planning narrative.

#### Collection Events and Activities

List the event or activity, date conducted, attendees to an event, weight or volume of material collected). Activities that are not associated with a date should be described in the narrative question. **NOTE:** mattresses, bicycles, and carpet must be reused or recycled. **NOTE:** submit invoices to demonstrate costs for material recycling (mattresses, bicycles, carpet) and for the shred event.

Collection Event/activity Name	Date of activity	2017 REPORT: Actual Metric (tons and attendees)
Paper shredding event (required)	Spring or Fall, 2017	

NOTE: to add another row, click in the last box of the table and press TAB.

Describe other waste abatement activities and/or program development conducted by municipality.

2017 PLAN:

REPORT:

#### Community festivals/events

Community festivals and events are defined as special events at a non-residential location that draw large crowds of people for multiple hours.

What mechanism will you establish to ensure recycling best management practices are applied at community events/festivals within the municipality? Describe both the mechanism (i.e., systemic changes) and outreach provided to event/festival organizers and vendors.

2017 PLAN: Recycling is available in the only city park. All events at this park have access to recycling.

REPORT:

List community events/festivals that municipality will assist in 2017.

Name of Event	Date(s) of event	Recycling, Organics, or both?	Will you need County resources? (E.G., X-frames, bags)	Event location	2017 REPORT	
					Weights (recycling, organics, trash), lbs	Waste diversion rate* (%)
N/A						

\*Waste diversion rate = (recycling weight + organics weight) / (recycling weight + organics weight + trash weight)

## IV. Outreach and Education

### Website content

GOAL: Local collection information and consistent recycling and waste abatement messaging throughout the County.

- I verify that all information on the municipal website regarding solid waste reduction, reuse, recycling, organics diversion and household hazardous waste links to applicable County webpages.

### Required Communication

GOAL: Inform residents about curbside recycling opportunities, household hazardous waste services at The Recycling Zone, and food waste prevention. Each municipality is required to:

**All municipalities:** Include two articles in city newsletters on curbside recycling and The Recycling Zone residential services.

**Large municipalities** (Rural Solid Waste Commission and communities with over 1,000 households):

- Complete at least ONE of the following for recycling and/or household hazardous waste:
  - Send an additional direct mailer to residents
  - Coordinate a large event to celebrate recycling (e.g., Earth Day or America Recycles Day Celebration)
  - Conduct at least two booths or presentations at large community events (e.g., school assembly, Pollution Prevention Day, Farmer's Market)
- Include food waste prevention in a direct mailer to residents (newsletter articles can count)
- Schedule a presentation for food waste prevention

**For RSWC only:** Provide education and outreach to rural Dakota County residents about waste tire management activities.

### Check or highlight the articles you will use in city newsletters:

- |   |  |
|---|--|
| <input type="checkbox"/> Curbside recycling                           | <input checked="" type="checkbox"/> Fix-It Clinics   |
| <input checked="" type="checkbox"/> Master Recycler/Composter classes | <input type="checkbox"/> Fluorescent light recycling   |
| <input type="checkbox"/> The Recycling Zone                           | <input checked="" type="checkbox"/> Food waste prevention  |
| <input checked="" type="checkbox"/> Backyard composting               | <input type="checkbox"/> Recycling Association of Minnesota compost bin sale (1 <sup>st</sup> quarter) |
| <input type="checkbox"/> Electronics recycling                        |  |
| <input type="checkbox"/> Public space recycling                       |  |

Are there additional toolkits/topics you would like County staff to provide?

### Pumpkin recycling or composting

Are there additional print or electronic pieces you would like County staff to develop? If so, when would you like each piece?

List social media that the city uses, if any, including the audience.

REPORT: Update the table with actual measurement when submitting the annual report. Provide any additional activities related to residential recycling education and outreach

Outreach mechanism and topic	Date or season	2017 REPORT: Actual Metric <ul style="list-style-type: none"> <li>• Date of activity</li> <li>• Number of residents reached</li> </ul>
<i>Example: City newsletter-recycle everywhere in the home</i>	<i>Spring</i>	<i>Spring newsletter (April), 13,853 residents</i>
<b>Recycling Educational Event</b>	Spring or Fall, 2017	
<b>Newsletter article-recycling at home</b>		
<b>Newsletter article-Recycling Zone</b>		

NOTE: to add another row, click in the last box of the table and press TAB.

## V. Priority Issue: Organics Recycling

GOAL: To increase awareness of organics recycling for residents; decrease the amount of food thrown away in households; and, increase the recycling rate with organics collection.

**Based on 2016 work plan results, what municipality-wide organics diversion for residents will be implemented?**

2017 PLAN: Advertise Thompson Park organics drop-off and how to register

REPORT:

**Describe additional planning efforts to implement municipality-wide organics diversion for residents.**

2017 PLAN: Survey interest in organics recycling via City newsletter

REPORT:

**Based on 2016 work plan results, what municipal buildings will you start collecting organics recycling?**

2017 PLAN: N/A

REPORT:

## VI. 2017 Community Funding Budget and Expense Form

Municipalities must submit an attached a budget sheet. Municipality contributions are not mandatory but help the Department identify needs for this program. Funding from budgets MAY be carried over to the next year for specific projects.

2017 BUDGET (attach)

Include itemized Administrative expenses. Include total itemized expenses to accomplish the required tasks within each category: Municipal Facility Recycling, Outreach and Education, Waste Abatement Activities and Planning, and Priority Issue.

REPORT: Submit a completed budget sheet with actual expenses.

Total percent FTE for your municipality to coordinate this program: .02 %

	County Funds	Municipality Funds/In-Kind Funds/Staff	Total Expense (County + Municipality)
Salary			
Mileage			
Training/Subscription/Membership			
Consultant/temporary help	\$400	\$400	\$800
Design/printing	\$300	\$300	\$600
Distribution/mailing	\$300	\$300	\$600
Advertisement			
Promotional Items			
Special events fees	\$100	\$100	\$200
Data collection/evaluation			
Software/Misc.			
LNIF			
<b>TOTAL*</b>	<b>\$1,100</b>	<b>\$1,100</b>	<b>\$2,200</b>

# 2016 Community Funding Performance Scorecard

To be filled out by County staff to aid communities in completing annual work plan.

Community: \_\_\_\_\_ Representatives: Cathy Iago, Jenny Kedward, Gena Gerard

Date reviewed: \_\_\_\_\_ Final version sent: \_\_\_\_\_

The Community Funding Program enables each municipality to work with Department staff to develop and implement projects and programs for waste abatement towards achieving Master Plan objectives.

I. Administration and Internal Recycling	Work needs to be done in this funding year to meet goals	Meets goals
Residential Curbside Recycling Services Provided <i>Residents have access to curbside recycling through a private hauler or municipality-sponsored program.</i>		X
Designated Municipal Liaison or Back-up attended at least 4 out of 6 municipality/county meetings per year.		X
Municipality participated in and submitted annual Work Plan and Budget.		X
Recycling efforts in municipal operations.		N/A
Education to municipal employees about recycling and waste reduction.		N/A
Annual report is complete and submitted on time.		X
Report quantitative measurements for recycling, organics (if applicable), and trash for internal operations.		N/A
II. Waste Abatement & Residential Recycling	Work needs to be done in this funding year to meet goals	Meets goals
Communications & Outreach		
Municipality uses resources from the Residential Toolkits (articles, images, etc.) provided by the Department.	X	MRC
Printed and electronic recycling resources for residents follow the Dakota County style guidelines for logo and website references, and use terminology and/or images provided by the Department.		X
The municipality website content for solid waste management and household hazardous waste links to the County's respective webpages.	X-no recycling info	
At least one written communication is distributed to every <u>new</u> and <u>existing</u> household about recycling, waste reduction and/or reuse.		X Winter: plastic bags
At least one written communication is distributed to every <u>new</u> and <u>existing</u> household about The Recycling Zone services.		X Arbor Day: RZ pg

At least four additional education activities accomplished from a menu of options developed by the Department (large communities only).		N/A Summer: MRC Recycling presentation
Accuracy of information is verified with Department staff before distribution.		X
Printed materials identify funding source.		X
Report quantitative and qualitative measurements related to Master Plan objectives for each communication and outreach activity.		X
<b>Operations, Programs &amp; Recycling Events</b>		
<del>A municipality waste diversion baseline and annual goal for municipality is developed.</del>		
Programs to increase residential recycling are developed and implemented.	X	
A plan to implement organics diversion in City-owned/operated facilities in 2017 is developed.		N/A
Planning is underway to implement municipality-wide organics diversion.		X-advertise WSP drop
Report quantitative and qualitative measurements related to Master Plan objectives for each project/program activity.		
<b>Priority Issue</b>	<b>Work needs to be done in this funding year to meet goals</b>	<b>Meets goals</b>
Recycling collection is offered in <u>municipality-owned non-administrative facilities</u> (e.g., community centers) following best practices.		N/A
Recycling collection is offered in <u>parks</u> and along major trails as well as applicable public areas following best practices.		X Musser
Recycling collection is offered at municipality-sponsored <u>events</u> following best practices.		X Halloween Party Holiday Party
Recycling and trash containers are labeled with signs/labels provided by the Department.		X
Residents and applicable coordinators/staff are educated about recycling in parks, public areas and events.		N/A

## **RECOMMENDATIONS for 2017 Work Plan**

- Website update: create a recycling page to link back to the Green Guide and Recycling Zone.
- Offer shredding event in conjunction with other organization/city
- Plan newsletter articles at the beginning of the year
- Ask county if articles/ads are needed

### Priority Issue: Organics Recycling

- Include a food waste article in a newsletter or create a separate direct mailer
- Schedule a presentation on food waste reduction with County staff and advertise event
- Discussions with residents to voluntarily organize hauling on certain streets