

CITY OF SUNFISH LAKE

DATE: November 24, 2014

TO: Mayor & Council

FROM: Cathy Iago, City Clerk

RE: Adopt Resolution Authorizing Submission of the 2015 Small Community Funding Application to Dakota County Requesting Funding to Operate a Citywide Recycling Program & Authorize the Mayor or City Clerk to Execute the Joint Powers Agreement

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 2015 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 2015 Small Community Funding Application to Dakota County Requesting Funding to Operate a Citywide Recycling Program.



Dakota County, Physical Development Division
Environmental Resources Department
Jenny Kedward, 952-891-7043, jenny.kedward@co.dakota.mn.us
Application process: Joan Kowski, 952-891-
7965, joan.kowski@co.dakota.mn.us

Sunfish Lake

2015 Dakota County Community Funding Application Packet

Application Packet and JPA Submittal Due Date: November 15, 2014
Funding Period: January 1, 2015 - December 31, 2015
2014 ANNUAL REPORT DUE DATE February 15, 2015
Date Application Submitted November 24, 2014

Submit completed Application Packet by:

1. Uploading to the Dakota County Local Solid Waste Staff (LSWS) SharePoint web site
URL: <http://sharepoint.co.dakota.mn.us/LSWS/default.aspx>
2. Or by sending to jenny.kedward@co.dakota.mn.us or by mail to:
Jenny Kedward
Dakota County Physical Development Division
14955 Galaxie Avenue
Apple Valley, MN 55124

Contact Information for Municipality

Designated

Municipality Liaison : Cathy Iago Title: City Clerk/Administrator

E-mail: cjiago@comcast.net

Mailing Address: 7378 Jordon Ave So City/State/Zip: Cottage Grove, MN 55016

Phone: 651-768-7542 FAX Number: N/A

Municipality: Sunfish Lake

Funding Year: 2015

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. Workplan

Attach a Work Plan that includes activities, timeline, and deliverables.

3. Requested Budget

Fill in the summary below and attach an itemized budget in Part VI.

	<i>Fund Request</i>	<i>County Fund Eligibility</i>
Admin, Outreach/Education, Priority Issue	\$1,100	\$1,100
LNIF, if allocated	N/A	\$10,631
TOTAL	\$1,100	

4. Compliance with Public Entity Laws

	Yes	No*
MN Stat. 115A.151 (internal recycling programs for facilities under the municipality's control)	X	
MN Stat. 115A.552 (community recycling programs in place)	X	
MN Stat. 115A.552 (residents have the opportunity to recycle)	X	
MN Stat. 473.848 and 115A.471 (management of solid waste collected under contract from municipal operations)	N/A	

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

I certify that this 2015 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 2014 Annual Report demonstrating compliance with this application will be submitted to the Department by February 15, 2015.

Catherine Iago

Name of person completing document
City Clerk/Administrator

Title

Signature (electronic signature acceptable)
November 24, 2014

Date

2015 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 municipality's designated Municipality Liaison must plan to attend at least four out of the following six LSWS meetings per year.

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

2015 Dates	
☐ January 8	☐ July 9
☐ March 12	☐ September 10
☐ May 14	☐ November 12

Internal Recycling Activities

GOAL: Promote recycling and waste reduction in the municipality's administrative buildings.

List the activity, general message, date and type of measurement (e.g., attendees to a presentation, number of labels placed on bins) for each internal outreach activity.

REPORT: Update the table with actual measurement when submitting the annual report.

Activity/event/ Communication	Message	Date	Type of Measurement	Actual Metric
<i>Example: Presentation at Parks Dept. staff meeting</i>	<i>What to recycle</i>	<i>3/14/15</i>	<i>Number of attendees</i>	<i>21 attendees (84% of staff);</i>
N/A – The City of Sunfish Lake has no City Hall or public buildings				

II. Waste Abatement & Residential Recycling

Website content

GOAL: Consistent recycling and waste abatement messaging through 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 of waste abatement opportunities and household hazardous waste services at The Recycling Zone.

Each municipality is required to produce at least one written and electronic (if applicable) communication to every new and existing household for each of the following topics:

- Recycling (e.g., curbside and drop-off), waste reduction and/or reuse
- The Recycling Zone services

List the means of outreach, general message, date produced and type of measurement (e.g., number of newsletters distributed) for each activity.

REPORT: Update the table with actual measurement when submitting the annual report.

Outreach mechanism	Message	Date	Type of Measurement	Actual Metric
<i>Example: Postcard to new residents</i>	<i>Carton recycling</i>	<i>5/1/15</i>	<i>Readership</i>	<i>1 postcard 30 new residents</i>
City Newsletter Sent 4 times per year	Recycling tips	Jan, May, Sept, Dec	All households	188 Households 4 times a year

Required Outreach (Large Communities only)

Required of the Rural Solid Waste Commission and communities with over 1,000 households.

GOAL: Education of residents including schools and businesses to increase recycling and waste reduction.

Each municipality must complete at least FOUR eligible educational activities not covered in the above tables. Suggestions are listed below but other activities may be approved by Department. List the type of measurement (e.g., attendees to a presentation, number articles published).

REPORT: Update the table with actual measurement when submitting the annual report

Outreach mechanism	Message	Date	Audience	Type of measurement	Actual Metric
<i>Example: Promote recycling at annual River Clean Up Day Event</i>	<i>What to recycle curbside</i>	<i>5/5/15</i>	<i>Residents</i>	<i>Event attendance</i>	<i>60 attendees</i>
N/A					

Eligible Educational Activities

- Sponsor an event for Earth Day, America Recycles Day or Pollution Prevention Week
- Coordinate an event for a school(s) about recycling, waste reduction or HHW
- Distribute an additional printed or electronic outreach piece about recycling or waste reduction
- Presentation/activity to community group (minimum 10 attendees)
- Staff a booth at a community event with waste abatement information (minimum 50 attendees)
- Post social media messages (posts must be at least monthly)

- Other educational activity as approved by Department staff as part of the work plan meeting

Waste Abatement Events and Activities

GOAL: Increase residential recycling in Dakota County

Each municipality must develop programs to increase residential recycling. Use the table to list events and activities where materials are collected to be recycled or reused (not disposal). Activities that do not fit into the table requirements should be listed in the narrative below.

REPORT: Update the table with actual measurement when submitting the annual report. Update the narrative with activity outcomes.

Collection Events and Activities

List the event or activity, date conducted, how it was promoted and the type of measurement (e.g., attendees to an event, weight or volume of material collected). **Event promotion may also be used in residential outreach and education (above)** if the activity also communicates general recycling, waste reduction and reuse knowledge. Activities that are not associated with a date should be described in the narrative questions below.

Event/activity Name	Date	Promotion of activity	Type of Measurement	Actual Metric
<i>Example: "Recycle Your Holiday Lights" drop-off at Burnsville Ice Center</i>	<i>12/1/15-1/31/16</i>	<i>Facebook posts Website Newsletter article</i>	<i>Pounds of lights collected</i>	<i>47 lbs. of string lights</i>
Arbor Day/Clean Up Day	May, 2015	Newsletter & City website		

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

NARRATIVE: Describe other waste abatement activities and/or program development conducted by municipality, such as managing bulky waste.

III. 2015 Waste Abatement Planning

1. Describe efforts to identify a quantitative waste diversion baseline and annual goal for your municipality (e.g., pounds recycled per household).

The City of Sunfish Lake will work with Dakota County to establish goals.

2. Describe planning efforts to implement municipality-wide organics diversion.

The City of Sunfish Lake will work with Dakota County to establish goals.

IV. Priority Issue

GOAL: Provide consistent recycling opportunities for public gathering areas, including parks, public areas, events and in municipally-owned non-administrative buildings.

Municipalities must coordinate to offer recycling in public areas by the end of 2015. Fill out the following workplan by selecting the activities under each Goal that your municipality will accomplish during 2015. For the checked activities, identify when the activity will be completed (timeline). Expand on activity details if needed.

REPORT: Fill in the 2015 Results column with outcomes and/or actual diversion measurements.

NOTE: If you completed tasks in 2014, mark “completed” under Timeline column.

Public Area Recycling		Timeline	2015 Results
Objective 1: Provide recycling collection in park shelters and along major trails, and applicable public areas			
Organize	☒ Form a team of stakeholders	Completed 2014	Worked with Dakota County to Complete the objective
	☒ Review goals and expectations		
	☒ Get community input		
Evaluate	☒ Evaluate parks, public areas	Completed 2014	Worked with Dakota County to Complete the objective
	☒ List characteristics/ challenges of each park		
	☒ Prioritize parks, public areas		
	☐ Conduct a waste sort (if needed)	N/A	
	☒ Determine needs for each park		
Implement	☒ Request labels/signs/bins from department	Jan 2015	
	☒ Post labels/signs	Spring 2015	
	☐ Relocate existing bins	N/A	
	☒ Place new bins	Spring 2015	See Attached Email to Jackson Becker- marked as Item “A”
	☐ Identify maintenance improvements	N/A	
Communicate	☒ Announce changes to municipal staff	January 2015	
	☒ Announce changes to public	Throughout the year	Articles in City Newsletter 4 times per year
	☐ Place signs explaining program at parks	N/A	

Objective 2: Provide recycling collection in municipally-owned and operated buildings			
Organize	☐ Form a team of stakeholders	N/A	The City of Sunfish Lake has no City Hall or any public buildings
	☐ Review goals and expectations		
	☐ Get input (e.g., vendors, community)		
Evaluate	☐ Evaluate buildings		
	☐ List characteristics/ challenges of each		
	☐ Assess waste collected (e.g., waste sort)		
	☐ Determine needs for each building		
Implement	☐ Request labels/signage from County		
	☐ Post labels/signage		
	☐ Relocate existing bins (if needed)		
	☐ Place new bins (if needed)		
	☐ Maintenance improvements		
Communicate	☐ Announce changes to municipal staff		
	☐ Announce changes to public		
	☐ Place signs explaining program at buildings		

Objective 3: Provide recycling and/or organics collection at municipality-run and municipality-sponsored events				
Name of Event	Date(s) of event	Estimated Attendance	Recycling, Organics, or both?	Event location
Arbor Day/Clean-Up	May, 2015	50	Recycling	Harmon Park

PLEASE NOTE: The City of Sunfish Lake is a very small residential Community. With the exception of four churches, the entire city is zoned single-family residential. There is no commercial development in the city. There are no full-time City Employees, staff are consultants, and no direct city services. There are no developed parks in the city. If at some time parks are developed, the city will include recycling in the development process.

V. Local Negotiated Initiative Funding

Is your municipality applying for LNIF: ☐ Yes ☒ No

The 2015 Local Negotiated Initiative Fund (LNIF) focuses on organics diversion from residents and business recycling outreach. LNIF projects and programs are negotiated with Environmental Resources Department staff prior to submittal of the Application. Department approval is required to receive funding.

Eligible LNIF projects:

- Education and operation expenses supporting and promoting organics diversion for residents.
- Recycling and/or organics diversion education/communication program for businesses.
- Recognition program for businesses that implement waste reduction, reuse, recycling and/or organics diversion.
- Organics diversion at municipality-sponsored events, such as parades, municipal celebrations, or other short-duration events.
- Priority Issue development/completion.
- OTHER activity that enhances organics diversion or business recycling or organics diversion

LNIF Work Plan and Annual Report: Please identify and describe the proposed activities that your municipality will undertake in the current application year. Please note that LNIF project results must be included in the 2015 Annual Report and include all the below information:

1. Identify the cost and type of LNIF project from the above list of eligible projects that your municipality would like to complete.

Name of project:

Total cost:

2. Summarize in two or three paragraphs the work that your municipality would like to perform in this LNIF project area. Include a brief description of why you chose the specific project area, including a discussion of the municipal need.
3. Complete the Work Plan below for each approved initiative. The 2015 results column must be completed at the end of the year.

LNIF Activity	Timeline	Materials produced (if applicable)	Cost	2015 Results
Goal 1:				
N/A				
Goal 2 (if applicable):				
Goal 3 (if applicable):				

REPORT: Answer the following questions when submitting the Annual Report.

4. Describe challenges encountered and possible solutions learned with the project.

5. Briefly describe how the LNIF project will be sustainable after this funding period.

VI. 2015 Community Funding Budget and Expense Form

Municipalities must enter estimated costs per line item based on the total community allocation. LNIF allocations are identified separately. Please list all municipality contributions (i.e., financial, staffing, other). Use another table if necessary. Municipality contributions are not mandatory but help the Department identify needs for this program. The total County share may not exceed the “amount of funds eligible for” provided by County staff in the application. Funding from budgets may not be carried over to the next year.

	County Funds	Municipality Funds/In-Kind Funds/Staff	Total Expense (County + Municipality)
Salary			
Mileage			
Training/Subscription/Membership			
Consultant/temporary help			
Design/printing	\$400	\$400	\$800
Distribution/mailing	\$500	\$500	\$1000
Advertisement			
Promotional Items			
Special events fees	\$200	\$200	\$400
Data collection/evaluation			
Containers			
LNIF			
TOTAL*	\$ 1,100	1,100	\$ 2,200

*NOTE: To update formulas, press Ctrl + A, then press F9

Please identify the total percent FTE for your municipality to coordinate this program: ,02 %

2015 Community Funding Performance Scorecard

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

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.

Administration	Work needs to be done 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>		
Designated Municipal Liaison attended at least 4 out of 6 municipality/county meetings per year.		
Municipality participated in and submitted annual Work Plan, with Budget		
Waste abatement efforts in municipal operations continued	N/A	
Annual report is complete and submitted on time		
Waste Abatement & Residential Recycling	Work needs to be done to meet goals	Meets goals
Communications & Outreach		
Municipality uses resources from the Residential and Business Toolkits (articles, images, etc.), provided by the Department		
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.		
The municipality website content for solid waste management and household hazardous waste links to the County's respective webpages.		
At least one written and electronic (when applicable) communication is distributed to every <u>existing</u> household about recycling, waste reduction and/or reuse.		
At least one written and electronic (when applicable) communication is distributed to every <u>new</u> household about recycling, waste reduction and/or reuse.		
At least one written and electronic (when applicable) communication is distributed to every <u>existing</u> household		

about The Recycling Zone services.		
At least one written and electronic (when applicable) communication is distributed to every <u>new</u> household about The Recycling Zone services.		
At least four additional education activities accomplished from a menu of options developed by the Department (large communities only).	N/A	
Accuracy of information is verified with Department staff before distribution.	N/A	
Printed materials identify funding source.	N/A	
Quantitative and qualitative measurements related to Master Plan objectives for each communication and outreach activity are provided.	N/A	
Operations, Programs & Recycling Events		
A municipality waste diversion baseline and annual goal for municipality is developed.	N/A	
Programs to increase residential recycling are developed and implemented.	N/A	
Planning is underway to implement municipality-wide organics diversion.	N/A	
Quantitative and qualitative measurements related to Master Plan objectives for each project/program activity is provided.		
Priority Issue	Work needs to be done to meet goals	Meets goals
Recycling collection is offered in municipality-owned non-administrative facilities (e.g., community centers).	N/A	
Recycling collection is offered in park shelters and along major trails as well as applicable public areas.		
Recycling collection is offered at municipality-sponsored events.		
Follow best practices provided by the Department.		
Park, event, public space and internal recycling and trash collection containers are labeled with signs/labels provided by the Department.		
Residents and applicable coordinators/staff are educated about recycling in parks, public areas and events.		