

CITY OF SUNFISH LAKE

DATE: November 22, 2015

TO: Mayor & Council

FROM: Cathy Iago, City Clerk

RE: Adopt Resolution Authorizing Submission of the 2016 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 206 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 2016 Small Community Funding Application to Dakota County Requesting Funding to Operate a Citywide Recycling Program.

**CITY OF SUNFISH LAKE
DAKOTA COUNTY, MINNESOTA**

RESOLUTION NO. _____

**RESOLUTION AUTHORIZING SUBMISSION OF THE 2016 SMALL COMMUNITY FUNDING
APPLICATION TO DAKOTA COUNTY REQUESTING FUNDING
TO OPERATE A CITYWIDE RECYCLING PROGRAM**

WHEREAS, Dakota County has allotted funds for 2016 to support communities in the promotion, administration and operation of their municipal recycling programs.

WHEREAS, the City of Sunfish Lake is a Dakota County municipality which has started a recycling program and intends to continue to have a recycling program in 2016.

WHEREAS, the promotion and administration of the City of Sunfish Lake's recycling program is dependent upon funding from the Dakota County Board of Commissioners' Solid Waste Enterprise fund.

WHEREAS, the City Council, at its December 1, 2015 meeting reviewed the 2016 Small Community Funding Application for a funding period from January 1, 2016 through December 31, 2016.

WHEREAS, Dakota County will provide funds to the City of Sunfish Lake in the amount of \$1,100 to promote and administer the Sunfish Lake Recycling Program.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF SUNFISH LAKE:

1. The attached 2016 Small Community Funding Application is hereby approved.
2. The City Clerk or Mayor is authorized to submit the attached 2016 Small Community Funding Application to Dakota County requesting an allocation of \$1,100 to operate a citywide recycling program.

Passed and duly adopted by the City Council of the City of Sunfish Lake this _____ day of December, 2015.

Molly Park, Mayor

ATTEST:

Catherine Iago, City Clerk

**JOINT POWERS AGREEMENT
BETWEEN THE COUNTY OF DAKOTA AND
THE CITY OF SUNFISH LAKE
FOR 2016 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 cities and the Rural Solid Waste Commission (RSWC) 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 identifies performance-based funding for Municipalities to develop and implement waste abatement programs, education, and outreach; and

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

WHEREAS, by Board Resolution #15-428, the County Board approved 2016 community funding as presented to the Physical Development Committee of the Whole on August 18, 2015, contingent upon the availability of funds and subject to funding levels approved by the County Board as part of the 2016 budget; and

WHEREAS, the Program continues responsibilities to increase curbside recycling, promote The Recycling Zone services, develop municipality-wide diversion metrics and implement recycling in public gathering areas; and

WHEREAS, new Program responsibilities include reporting documented waste tonnages and developing a plan for organics diversion in 2017 for municipality-owned/operated buildings; and

WHEREAS, the RSWC has an additional responsibility for waste tire activities for residents in rural Dakota County; and

WHEREAS, County responsibilities include providing messages, images, terminology, best practices templates, infrastructure, providing hauler report data and developing resources for organics diversion as a 2017 priority issue; and

WHEREAS, separate Joint Powers Agreements with cities and the Rural Solid Waste Commission identify community and County responsibilities and fund allocations.

NOW, THEREFORE, in consideration of the mutual promises and benefits that the County and cities/Rural Solid Waste Commission shall derive from this Agreement, the County and City of Sunfish Lake 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 2016 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, 2016, and shall continue in effect until December 31, 2016, 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's primary purposes are to: ensure that residents have the opportunity to recycle; and to develop, implement, and maintain projects, programs, practices, and methods to meet waste abatement objectives as described in the Master Plan. 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 as described in the Master Plan.

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, Work Plan, and itemized budget breakdown for each funding activity to the Department by the due date specified in writing by the Department and on forms provided by the Department. Public entities have statutory obligations for waste management that are more restrictive than obligations of the private sector. The Application requires communities to identify the status of compliance during this funding period. If not in compliance, communities must identify a timeline and steps being taken to comply. Referenced statutes include: MN Stat. 115A.151 (internal operations recycling); MN Stat. 115A.552 (programs to meet the County's recycling goal); MN Stat. 115A.552 (providing the opportunity to recycle); and MN Stat. 473.848 and 115A.471 (internal waste management). The Work Plan shall include a description of annual waste abatement and Priority Issue Program activities and actions, completion date, and methods for qualitative and quantitative measurement for each education/outreach and project/program activity.

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.

[For RSWC only 5.41 COMPLIANCE WITH LAWS/STANDARDS. If a waste tire collection event is conducted, the RSWC shall abide by all federal, state, or local laws, statutes, ordinances, rules and regulations, including management of the waste tires collected.]

5.5 RECYCLING. Municipalities must ensure the opportunity to recycle exists for all residents and businesses. Municipalities must develop and implement programs to increase residential recycling, including at least bi-weekly curbside recyclables collection for single family and multi-family homes. Recyclables collected must include: plastic containers; three colors of glass; metal; and paper. In 2016, municipalities must continue planning to implement community-wide organics diversion. Recycling must be available for city employees. Municipalities must also ensure recycling opportunities exist in public spaces that the municipality has control over including, parks, community centers and city-sponsored events.

5.6 PRIORITY ISSUE PROGRAM. The County, with input from Local Solid Waste Staff, develops a Priority Issue Program to accomplish during the multi-year Master Plan reporting cycle. For 2016, the Priority Issue will continue to be to increase recycling by expanding the opportunity to recycle for public gatherings, including at city-sponsored events, parks and non-administrative facilities (e.g., community centers):

- Recycling collection is offered in municipality-owned non-administrative facilities (e.g., community centers).
- Recycling collection is offered in park shelters and along major trails as well as applicable public gathering areas.
- Recycling collection is offered at city-sponsored events.
- Park, event, public gathering areas and internal recycling and trash collection containers are identified with color-coded signs/labels consistent with the County template.
- Residents and applicable coordinators/staff are educated about recycling in parks, public gathering areas and events.
- Previous year data is submitted to Department staff for recycling, organics (if applicable), and trash in public spaces to ensure recycling is occurring.
- Education of municipal staff and public space visitors about what to recycle and general recycling efforts.

Department staff will identify effective strategies and provide newly-developed materials for municipalities to implement the Priority Issue Program. For 2017-2020, the Priority Issue is focused on organics diversion and multi-family recycling. This is subject to change pending Legislation or County strategic planning.

5.8 PERFORMANCE. The County will evaluate the Municipality's performance pursuant to the criteria set forth in this Section. A Performance Scorecard for each Municipality will be used by Department staff for a

qualitative analysis of municipal programs and activities. The Scorecard is developed annually by Department staff with input from LSWS. The Scorecard will be used to create the Work Plan.

The Master Plan identifies numeric objectives for waste reduction, recycling, organics recovery, resource recovery, and land disposal in five-year increments. Each Municipality's program must be designed to support the Master Plan objectives, as demonstrated cumulatively through annual reporting.

Master Plan Objectives				
	2015	2020	2025	2030
Reduction & Reuse	1-2%	2-4%	3-5%	4-6%
Recycling	45-48%	47-51%	49-54%	54-60%
Organics Recovery	3-6%	4-8%	6-12%	9-15%
Resource Recovery	32-34%	32-33%	30-31%	24-28%
Land Disposal (ceiling)	20%	17%	15%	9%

Monthly updates and metrics must be submitted to the Department for communication activities (e.g., newspaper readership for paid advertising). In preparation for the annual report, it is recommended that monthly or quarterly metrics are also submitted to the Department for waste, recycling and organics (if applicable) tonnages and resulting recycling rate for:

- City-sponsored events
- Parks
- Municipally-owned buildings

Continuing in 2016, the County will provide recycling and waste data gathered from hauler reports to assist each Municipality in identifying a quantitative waste diversion baseline for the community as a whole, and annual community diversion goals to help meet the Master Plan objectives.

5.9 ANNUAL REPORT. By February 15, 2016, the Municipality shall submit its Annual Report for the year 2015, in the form prescribed by the County. The Annual Report is a measure of the Municipality's performance of the activities identified in the Application Packet and described in Section 5.8. **[For RSWC only:** The Annual Report shall include the waste tire management activities and metrics. If a waste tire collection event is conducted, the Annual Report shall identify the location, hauling and disposal costs, and number of tires collected.] Changes in any funding amounts submitted in the Application must be identified in the Annual Report.

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 2016 funding for the Municipality shall be in the total amount not to exceed \$1,100, as set forth in Exhibit 1, Section V.

[For RSWC only: 6.12 WASTE TIRE MANAGEMENT FUNDING. Dakota County shall pay the RSWC an amount not to exceed \$11,040 for waste tire management in 2016 for rural Dakota County residents.]

6.2 FUNDING PAYMENT. Contingent upon receipt (by February 15, 2016) and approval by Department staff of the Municipality's Annual Report for the funding year 2015, the County will pay the Municipality the funding amount set forth in paragraph 6.1 above for 2016. Payment will be made in one installment within 30 days of receipt of the Application and Annual Report receipt. Municipalities with a complete Application 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; **[for RSWC only:** waste tire management education and, if necessary, a waste tire collection event] and include:

6.3.1 Administration

- a) Salary and benefits of personnel, 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.
- f) Design and implementation of projects and programs to enhance residential curbside collection programs, park and public gathering area recycling.
- g) Other expenses with prior written approval from the Department.

6.3.2 Education and Outreach

- a) Production and dissemination of education information to increase awareness and participation in recycling programs **[for RSWC only:** including for waste tire management].
- b) Promotional items (bags, water bottles, t-shirts, etc.) with Department-approved message and logo.
- c) Education materials for municipal employees, such as signs, trainings and mass communication.
- d) Other expenses with prior written approval of the Department.

6.3.3 Eligible Expenses Specific to Priority Issue **[for RSWC only:** and Waste Tire Management]

- a) Containers for parks, events, and non-administrative municipality-owned buildings.
- b) Special event displays and signage.
- c) Bin recycling/organics/waste labels and signs for park, arena, community center and event containers.
- d) Permanent or reusable banners and posters for buildings, parks and events.
- e) Services related to recycling and organics material management at public events using County-defined best management practices.
- f) **[For RSWC only:** Hauling and disposal of waste tires collected at a waste tire collection event for rural Dakota County residents.]
- g) Other expenses with prior written approval from the Department.

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 the Department as compliant with Dakota County policy 1560.

Questions about an eligible expense should be directed to Department staff.

6.4 FUNDING PAYMENT ADJUSTMENTS. The Dakota County Physical Development Director shall have the authority to approve modifications to the Funding Amount as requested by the Municipality in the Application, 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. Municipalities must expend the community fund by the end of the calendar year, unless prior written approval is received from the Department. Municipalities must return unspent funds (the difference between the amount of funds provided and the amount a Municipality reports as expended) and must return funds if expenditures or activities that are determined by Department staff as not consistent with the Application and Work Plan.

6.5 FUNDING SOURCE ACKNOWLEDGEMENT. All community printed public education/communication materials shall credit the Dakota County Board of Commissioners and the Minnesota Pollution Control Agency as funding sources. Any use of the Dakota County logo and Dakota County website references must use style guidelines as prescribed by the Dakota County Communications Department.

SECTION 7 RESPONSIBILITIES OF THE PARTIES

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

- Administer Community Funding Program through this Joint Powers Agreement.
- Develop and provide annual templates for the Application, Work Plan/Annual Report and Performance Scorecard.
- Provide technical assistance for each Municipality to apply, plan for, and report on work efforts.
- Develop and complete a Performance Scorecard for each Municipality.
- Provide messages (e.g., for print pieces and electronic media), templates, and images for use in community education and outreach efforts for waste abatement and for the Recycling Zone.
- Provide preferred terminology based on Regionally-approved language.
- Ensure municipalities are familiar with and have access to all new materials in multiple ways, including electronically.
- Provide equivalent support (e.g., technical assistance, messages, templates, images, materials) for the Priority Issue Program.
- Develop and maintain waste management information on the County website.
- Provide effective strategies, best practice approaches and infrastructure support (e.g., containers, labels, among others) for Municipalities to implement the Priority Issue Program.
- Provide community waste and recycling hauling data based on hauler reports.
- Evaluate Municipality performance.
- Allocate, manage and distribute funds.

7.2 The Municipality shall include the following responsibilities under this Agreement:

- Develop, implement, and maintain a comprehensive landfill abatement program.
- Ensure the opportunity to recycle exists for residents and businesses in the Municipality.
- Ensure curbside recycling services are provided for all single- and multi-family residents.
- Designate a Municipality Liaison responsible for Community Funding Program implementation.
- Ensure the Municipality Liaison or designee attends at least four out of six Municipality/County meetings each year.
- Develop and submit an annual Application, Work Plan and itemized budget.
- Conduct waste abatement education for Municipal operations.
- Develop and submit an Annual Report to the Department.
- Follow the Dakota County style guidelines for logo and website references, and use terminology and images developed by the Department.
- Ensure Municipality website content for recycling and household hazardous waste link to the respective Dakota County web pages.
- Develop and distribute at least one written communication to every new and existing household about recycling [**for RSWC only:** including waste tire management], waste reduction and/or reuse.
- Develop and report quantitative and qualitative measurements for each communication and outreach activity, waste abatement project/program activity and event.
- Except for municipalities with 1,000 housing units or less, implement at least four additional education activities from a menu of options developed by the Department.
- Develop and distribute at least one written communication to every new and existing household about The Recycling Zone services.
- Submit all print materials to the Department for review prior to distribution.

- Provide funding source credit from the Dakota County Board of Commissioners and the Minnesota Pollution Control Agency in all printed materials.
- Coordinate with Department staff to identify a quantitative waste diversion baseline and annual goal.
- Develop and implement collection events of materials to be recycled.
- Develop and implement projects and programs to increase residential recycling.
- Implement planning for community-wide organics diversion.
- Ensure recycling opportunities exist in public spaces owned and/or managed by Municipality.
- Establish a recycling rate goal and report tonnages and recycling rates for municipality-owned and/or operated facilities.
- Develop municipality-wide diversion metrics.
- Complete Priority Issue Program for public gathering areas:
 - Coordinate with stakeholders to identify opportunities and improvements for recycling in public gathering areas, including parks and non-administrative buildings (e.g., community centers). Expand or initiate collection of recyclables and/or organics at special events and other away-from-home locations.
 - Ensure all trash, recycling and organics containers for parks, public gathering areas and events have consistent messages, images and colors, and follow best practices, as defined by the Department.
 - Provide education materials to Municipality employees such as signs, trainings and mass communication to implement the Priority Issue.
- Report quantitative measurements for recycling, organics (if applicable), and trash for public spaces, internal operations, and city-sponsored events.

SECTION 8 PROPERTY

Upon termination of this Agreement, any containers, labels and/or necessary infrastructure purchased by the County and provided to the participating 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

Steve Mielke, Director (or successor)
Physical Development Division
Western Service Center
14955 Galaxie Avenue
Apple Valley, MN 55124

TO THE MUNICIPALITY

_____ Mayor (or successor)

In addition, notification to the County regarding termination 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 and 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:

Name: _____
Telephone: _____
Email: _____

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 _____

_____, Mayor
Date of Signature: _____

Attest _____

Date of Signature: _____ (title)

APPROVED AS TO FORM:

Assistant County Attorney/Date
____-15-____

County Board Res. No. 15-_____



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

2016 Dakota County Community Funding Application Packet

Application Packet and JPA Submittal Due Date: November 30, 2015
Funding Period: January 1, 2016 - December 31, 2016
2016 ANNUAL REPORT DUE DATE February 15, 2016
Date Application Submitted December 3, 2015, 2015

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
3. Mail to:
Jenny Kedward
Dakota County Physical Development Division
14955 Galaxie Avenue
Apple Valley, MN 55124

Main Contact for Municipality

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

Secondary Contact for Municipality

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

Communications contact (if applicable)

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

Main Park Contact for Priority Issue (if applicable)

Name:	<u>Jim Naves</u>	Title:	<u>City Forester</u>
E-mail:	<u>jim@LSTreecare.com</u>	Phone:	<u>612-803-9033</u>

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 (below) that includes recycling rate goals, activities, timeline, deliverables and anticipated measurements.

3. Requested Budget

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

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

4. Compliance with Public Entity Laws

	Yes	No*
MN Stat. 115A.151 (internal recycling programs for facilities under the municipality's control)	N/A	
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 2016 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 2016 Annual Report demonstrating compliance with this application will be submitted to the Department by February 15, 2017.

Name of person completing document

Signature (electronic signature acceptable)

Title

Date

2016 Work Plan/Annual Report

I. Administration and Internal Recycling

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.

2016 Dates	
☐ January 14	☐ July 14
☐ March 10	☐ September 8
☐ May 12	☐ November 10

Internal Recycling Rates

GOAL: Show compliance with MN Stat 115A.151 to maintain recycling program for facilities under the municipality's control. Also, communicate effectiveness of waste diversion activities in municipal operations to County.

List each building the municipality owns and/or operates and the recycling rate goal for each.

REPORT: At the end of 2016, a recycling rate will be required for report submission. This can be obtained by asking your hauler what the trash and recycling tonnages were for each building. 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.

2016 PLAN		2016 REPORT		
City Building	Recycling Rate Goal	Annual recycling weight (tons)	Annual waste processing weight (tons)	Recycling rate*
N/A				

**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 and waste reduction in the municipality's administrative buildings to help reach recycling rate goal.

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

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

Activity/event/ Communication piece	Date of activity	What will you measure?	2016 REPORT: Actual Metric
<i>Example: Presentation at Parks Dept. staff meeting</i>	<i>3/14/16</i>	<i>Number of attendees</i>	<i>21 attendees (84% of staff)</i>
Presentation at City Council Meeting	April, 2016	Number of Attendees	

II. Outreach and Education

Website content

GOAL: 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 and household hazardous waste services at The Recycling Zone.

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

- Curbside recycling
- The Recycling Zone services

List the outreach method, 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 and topic	Date	What will you measure?	2016 REPORT: Actual Metric
<i>Example: City newsletter identifies curbside recycling materials</i>	<i>9/1/16</i>	<i>Readership</i>	<i>1 page of newsletter 13,853 residents 10 new residents</i>
<i>City Newsletter - Promote Recycling Zone and Composting,</i>	<i>4 per year</i>	<i>Readership</i>	

Required Outreach (Large Communities only)

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

GOAL: Education 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 of articles published).

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

Outreach mechanism	Message	Date	What will you measure?	2016 REPORT: Actual Metric
<i>Example: Host a booth at the annual Arbor Day Event</i>	<i>What to recycle curbside</i>	<i>5/5/16</i>	<i>Event attendance</i>	<i>60 attendees</i>
Promote Recycling at Arbor Day Event	What to recycle	May, 2016	Event Attendance	

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

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 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

III. Waste Abatement Activities and Planning

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 the table.

REPORT: Update the table with actual measurements when submitting the annual report. Update the event/activity narrative with activity outcomes and describe efforts completed and actions in the 2017 waste planning narrative.

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 question.

Event/activity Name	Date of activity	Promotion of activity	What will you measure?	2016 REPORT: 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>
Recycle Pumpkins & Holiday Lights	Oct-Dec 2016	Newsletter Article	Lbs. collected	

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.

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).**

Will work with Dakota County to establish Goals

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

Will Work with Dakota County to establish Goals – Possible City-wide Survey

- 3. Describe what actions will be taken and an estimated timeline to implement organics collection at city-owned/operated buildings, beginning in 2017. List city administrative buildings and the types of areas within each building that have potential for organics diversion (e.g., break rooms, kitchens).**

N/A – No City Owned Buildings

IV. Priority Issue: Public Space Recycling

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 2016.

REPORT: Fill in the 2016 Report columns with actual diversion measurements.

Parks and public non-administrative buildings

Parks/Recreation Centers with recycling	Number of recycling bins	Best Management Practices (mark X if completed)			2016 REPORT	
		All bins paired	Bins labeled	Labels have pictures	Recycling weight (lbs)	Recycling Rate* (%)
Musser Park	1	X	X	X		

*Recycling rate = recycling weight / (recycling weight + trash weight)

What will you need to complete the BMPs for each of these parks in 2016?

City-sponsored events

Name of Event	Date(s) of event	Estimated Attendance	Recycling, Organics, or both?	Event location	2016 REPORT	
					Weights (recycling, organics, trash), lbs	Waste diversion rate* (%)
N/A						

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

What will you need to complete the BMPs for each of these events in 2016?

V. 2016 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. For the RSWC, the total County share will include waste tire activity funds.

REPORT: Update the table and % FTE with actual data when submitting the annual report.

	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

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

Community Funding Performance Scorecard

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

Community: _____ **Year reviewed:** _____

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>		
Designated Municipal Liaison or Back-up attended at least 4 out of 6 municipality/county meetings per year.		
Municipality participated in and submitted annual Work Plan and Budget.		
Recycling efforts in municipal operations.		
Education to municipal employees about recycling and waste reduction.		
Annual report is complete and submitted on time.		
Report quantitative measurements for recycling, organics (if applicable), and trash for internal operations.		
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.		
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 communication is distributed to every <u>new</u> and <u>existing</u> household about recycling, waste reduction and/or reuse.		

At least one written communication is distributed to every <u>new</u> and <u>existing</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).		
Accuracy of information is verified with Department staff before distribution.		
Printed materials identify funding source.		
Report quantitative and qualitative measurements related to Master Plan objectives for each communication and outreach activity.		
Operations, Programs & Recycling Events		
A municipality waste diversion baseline and annual goal for municipality is developed.		
Programs to increase residential recycling are developed and implemented.		
A plan to implement organics diversion in City-owned/operated facilities in 2017 is developed.		
Planning is underway to implement municipality-wide organics diversion.		
Report quantitative and qualitative measurements related to Master Plan objectives for each project/program activity.		
Priority Issue	Work needs to be done in this funding year to meet goals	Meets goals
Recycling collection is offered in <u>municipality-owned non-administrative facilities</u> (e.g., community centers) following best practices.		
Recycling collection is offered in <u>parks</u> and along major trails as well as applicable public areas following best practices.		
Recycling collection is offered at municipality-sponsored <u>events</u> following best practices.		
Recycling and trash 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.		