

**ANOKA COUNTY**

**RECYCLING & RESOURCE SOLUTIONS COMMITTEE**

Chairman Jim Kordiak  
Commissioner Matt Look  
Commissioner Scott Schulte

**AGENDA**

FOR THE MEETING OF AUGUST 9, 2017  
8:30 A.M.

Field Operations Building, Birch Room #113  
1530 Bunker Lake Boulevard NW, Andover, MN

Board Action Items:

1. Consider recommending approval of Resolution 2017-RRS4, Authorization to Sign Closing Documents for the Purchase of 7849 Main Street in Lino Lakes for Expansion of Rice Creek Compost Site. **See attached draft resolution.**

Committee Action Items:

2. Consider notification of Committee recommendation of intent to the Solid Waste Management Coordinating Board (SWMCB) regarding the proposed Joint Powers Agreements presented to the SWMCB on July 26, 2017.
3. Consider recommending approval of proposed Recycling & Resource Solutions Department budget for 2018.

Informational Items:

4. Consider update on small contracts executed by the Recycling & Resource Solutions Department:
  - A. Contract C0005788 with Safety Signs, LLC, for event traffic management services for the 2017 Household Hazardous Waste Collection Events.
  - B. Contract C0004860A, Amendment No. 1 to Purchase of Service Agreement with the Recycling Association of Minnesota, to provide residents to purchase back yard compost bins for a reduced fee.
5. Public Comments – Please Limit to Two Minutes

# BOARD ACTION ITEM

## Recycling and Resource Solutions Committee

Committee Date: August 9, 2017

Board Meeting Date: August 22, 2017

### Action Requested

Consider recommending approval of Resolution 2017-RRS4, Authorization to Sign Closing Documents for the Purchase of 7849 Main Street in Lino Lakes for Relocation and Expansion of Rice Creek Compost Site.

### Previous Committee / County Board Action

On May 9, 2017, the Anoka County Board of Commissioners agreed and ratified the negotiated purchase price of \$345,000.00 for the 27-acre parcel located at 7849 Main Street, Lino Lakes, Minnesota 55038, PIN 10-31-22-24-0001 (County Board Resolution #2017-56).

### Background / Analysis

The County owns the Rice Creek Compost Facility in Lino Lakes for the purposes of collecting yard waste from Anoka County residents. This Compost facility is too small to meet the needs of residents for its purpose. In the fall of 2016, the Recycling & Resource Solutions Department learned of an opportunity to purchase a 27-acre parcel adjacent to the Rice Creek Compost Facility. After receiving Committee authorization to negotiate a purchase offer for this property, the landowner has agreed to a purchase agreement to sell the parcel to the County of Anoka for \$345,000.00 subject to probate court approval.

The prior resolution did not include a provision for the execution of closing documents needed to complete the purchase. Closing is anticipated to take place on or before October 25, 2017.

### Conclusion / Recommendation

Recommend approval of Resolution 2017-RRS4, authorizing and directing the Chair of the County Board and the County Administrator to execute the necessary documents to purchase the Property at 7849 Main Street in Lino Lakes, Minnesota 55038 pursuant to the terms of the Purchase Agreement.

### Supporting Documents

Attached Resolution

### Lead Staff

Brad Fields, Director, Recycling & Resource Solutions  
Kathryn Timm, Assistant Anoka County Attorney

**RESOLUTION #2017-RRS4**

**AUTHORIZATION TO SIGN CLOSING DOCUMENTS FOR THE PURCHASE OF  
7849 MAIN STREET, LINO LAKES FOR RELOCATION AND EXPANSION OF  
RICE CREEK COMPOST SITE**

WHEREAS, the County of Anoka owns the Rice Creek Compost Facility in Lino Lakes for the purposes of collecting yard waste from Anoka County residents. This Compost facility is too small to meet the needs of residents for its purpose; and

WHEREAS, the Recycling & Resource Solutions Department learned of an opportunity to purchase a 27-acre parcel adjacent to the Rice Creek Compost Facility (7849 Main Street, Lino Lakes, Minnesota 55038, PIN 10-31-22-24-4001, hereinafter the "Property"); and

WHEREAS, after receiving R&RS Committee authorization to negotiate a purchase offer for the Property, the landowner has agreed to a purchase agreement to sell the parcel to the County of Anoka for \$345,000.00 subject to probate court approval; and

WHEREAS, the R&RS committee authorization stipulated that the offer was made contingent on Anoka County Board of Commissioners approval; and

WHEREAS, on May 9, 2017 at a regular Board Meeting, the Anoka County Board of Commissioners agreed and ratified the negotiated purchase price of \$345,000.00 for the Property (Resolution 2017-56); and

WHEREAS, the County of Anoka and Sellers of the Property have reached an agreement as to the terms and conditions for the sale of the Property; and

WHEREAS, the Recycling & Resource Solutions Department has been working diligently toward finalizing arrangements for closing the purchase of this property, although a closing date has not been set:

NOW, THEREFORE, BE IT RESOLVED that the Anoka County Board of Commissioners authorizes and directs the Chair of the Anoka County Board of Commissioners and the Anoka County Administrator to execute the necessary documents to purchase the property from the Sellers pursuant to the terms of the Purchase Agreement.

BE IT FURTHER RESOLVED that a copy of this resolution be provided to the title company for purposes of preparing the closing documents for the purchase.

## COMMITTEE ACTION ITEM

### Recycling and Resource Solutions Committee

Committee Date: August 9, 2017

Board Meeting Date: August 22, 2017

#### **Action Requested**

Consider notification to the Solid Waste Management Coordinating Board (SWMCB) on the Committee recommendation of intent, regarding the proposed Joint Powers Agreements presented to the SWMCB on July 26, 2017.

#### **Previous Committee / County Board Action**

On May 10, 2017, the committee considered an update and discussion on SWMCB transition.  
On June 14, 2017, the committee recommended Resolution 2017-RRS3 to the Anoka County Board to terminate the current JPA on December 31, 2017. Resolution #2017-85 was approved on June 27, 2017.

#### **Background / Analysis**

On July 26, 2017, the SWMCB reviewed options for a successor JPA structure, as well as an estimated budget and scope of services. As part of this analysis, each county was asked to inform the SWMCB by September 27, 2017 of their interest in considering joining the new JPA. Two options were discussed:

- First, a successor SWMCB would be created that would deal only with Legislative and Policy issues. This is a very scaled back organization that would rely much more on county staff for day-to-day activities. The estimated budget would be approximately \$126,000 per year.
- The second JPA would be developed for all metro counties to consider, that would provide for a Regional hauler license. This would only require a JPA Board to meet every two years to conduct a public hearing to set the fee.

#### **Conclusion / Recommendation**

The SWMCB has considered these two JPA options and would like each county to inform the SWMCB of their intent toward considering approval of these two options. Staff is requesting direction from the Committee on a recommendation to share with the SWMCB regarding these options.

#### **Supporting Documents**

Proposed Terms for Two New Joint Powers Agreements  
PowerPoint presentation

#### **Lead Staff**

Brad Fields, Director, Recycling & Resource Solutions

**Recycling & Resource  
Solutions Committee  
August 9, 2017**

**Solid Waste Management  
Coordinating Board Transition  
Planning: Proposed Successor  
JPAs**



**Where We Have Been  
with Transition Planning**

On May 31, 2017:

- SWMCB approved recommended regional program functions
- SWMCB directed policy staff to develop a new JPA
- Policy staff worked with the Executive Committee to bring JPA concepts to the full SWMCB Board



## **JPAs for the Following Functions**

### JPA #1

- Legislative & Policy development;
- Official Rethink Recycling Website

### JPA #2

- Hauler Regional Licensing

### Other Regional Operations

### Recommendations



## **Functions that Will Not Be Provided for:**

- Communications and Outreach
- Education/Workshops/Round-tables
- Research



## JPA #1

- Legislative and Policy
  - New JPA
  - SWMCB, by name, will continue but membership may differ
  - Will commence on January 1, 2018



## JPA #1 (cont.)

- Structure:
  - One commissioner appointed by its county to SWMCB
  - MPCA would remain ex-officio
  - One year board terms;
  - Chair and Vice Chair for one year terms
  - All members pay equal dues



## JPA # 1 (cont.)

- Duties of the Board (minimum 2 meetings/year)
  - Provide regional leadership by
    - Adopting annual legislative platform
    - Participating in State's solid waste policy development, rulemaking, and responding to Policy Report and Policy Plan



## JPA #1(cont.)

- **Additional Recognized Duties of the Chair and Vice Chair (restricted to 2 consecutive one year terms)**
  - Provide guidance to legislative team if full board meeting cannot be held.
  - Provide other members with updates on direction given



## **JPA #1 (cont.)**

- **County Staff Time (6 meetings/year)**
  - Will take lead in developing draft policy and legislative platform
  - Research and prepare issues for Board
  - Develop memorandum on issues, develop testimony and materials for legislation



## **JPA #1**

- Contract Services needed:  
Administrative and lobbying
- Rethink Recycling remains official website preserving trademark;  
Continuation of Business Recycling Guide
- Termination: Notice by September 30 for termination end of year



## Estimated Budget

- Estimated website service needs:  
\$8,000
- Lobbyist: \$68,500
- Administrator (limited scope)  
\$40,000- \$50,000

TOTAL ESTIMATE: \$126,500



## JPA #2

- Regional hauler license-open to all metropolitan counties
- Board meets once every 2 years to set license fee in public hearing
- Fee to have contractual escalator apply to license (two year term licenses)



## **Other Regional Operations Recommendations**

- Hazwoper training-County staff continue to plan; each participating county rotates annual funding responsibility
- Business Waste Recycling and Disposal Guide- Separate contract for management to share with all metro counties regardless of SWMCB membership



### **• Recommendation:**

Consider notification to the Solid Waste Management Coordinating Board (SWMCB) on the Committee recommendation of intent regarding the proposed Joint Powers Agreements presented to the SWMCB on July 26, 2017.





## **Proposed Terms for Two New Joint Powers Agreements to Establish a New Successor Organization for SWMCB and A Regional Licensing Authority**

### **1) Legislative and Policy Joint Powers Agreement**

#### **Purpose:**

The new Joint Powers Agreement would establish a Board to continue as a successor and be known as the Solid Waste Management Coordinating Board. The new JPA would focus on regional leadership related to solid waste management legislation as well as State solid waste administrative activities including but not limited to participating in rulemaking, monitoring of the State's product stewardship and other legislative program implementation efforts, responding to the State's Policy Report and Plan, and permit enforcement.

#### **Term:**

The term of this Agreement would commence on January 1, 2018 and continue in full force and effect until terminated by the parties pursuant to \_\_\_\_\_

#### **Duties of the Board:**

The Board shall provide regional leadership to fulfill the purposes of the new JPA including developing a legislative platform and contracting for lobbying services and for administrative services needed for the Board to achieve its purposes.

In evaluating Board policy initiatives, the Board shall consider individual county as well as regional solid waste management goals.

#### **Solid Waste Management Coordinating Board Structure:**

##### Composition:

A joint powers board is established for the purposes contained herein with the powers and duties set forth in this Agreement. The Board shall consist of one county commissioner from each of the member counties. The Board of Commissioners of each county shall appoint by resolution its representative and one or more alternates. In the event the county representative is not available for a meeting, the county shall send the alternate. A representative from the Minnesota Pollution Control Agency shall sit as a non-voting, ex-officio member of the Board.

##### Member Terms:

Each county representative and alternate shall be appointed for a one year term.

##### Vacancies:

If an appointment of any representative or alternate is vacated before the end of the term, the vacancy shall be filled by an appointment by the appropriate appointing board of commissioners.

##### Chair and Vice Chair:

The Board shall elect a chair and vice chair from its membership for a one year term. A chair or vice chair has the potential to be elected to serve a second year term. After two consecutive years as chair or vice

chair, no re-election shall be possible for at least a year. (There would appear to not be a need for a secretary/treasurer)

Meetings:

The Board shall meet a minimum of two times a year including an organizational meeting in the spring to include providing legislative direction, and a second meeting in the fall to set the next year's legislative platform. Special meetings may be held on reasonable notice by the Chair or any two members upon terms and conditions as the Board may determine. The presence of a majority of the member counties shall constitute a quorum.

Voting:

Each full county member shall be entitled to one vote. In the absence of a representative, the alternate may cast the vote for its county. The Board shall function with actions requiring a majority vote of the county representatives present.

Powers of the Chair and Vice Chair:

For direction or clarification during the legislative session on the Board's positions on SWMCB's annually adopted Legislative Platform, the chair or vice chair, if the chair is not available, shall have Board authorization to provide guidance to SWMCB's legislative team if a meeting of the Board is not practical. Other members shall be provided with an update as soon as possible on any such direction given. (No Executive Committee shall be included in the new JPA.)

County Staff Involvement:

Member counties shall provide lead staff to support the work of the Board in developing policy and legislative positions for Board consideration. It is anticipated that lead staff will meet no less than 6 times a year and more frequently, as needed, to prepare issues for the Board's consideration, draft a legislative platform and propose regional positions for the Board to consider on State administrative activities related to solid waste management. In addition, the provision of legal and financial services required of this JPA shall be provided by one or more member counties that volunteer to provide those services, and with any time for the provision of these needed services being reimbursed out of the Board's budget.

Legislative Platform, Contracts and Budget:

Policy positions, legislative platform and a Board budget shall be developed annually for Board discussion and adoption in the fall. Contracts for services needed by an annual work plan shall be adopted.

Contract Services (See Exhibit 1 for Scope of Services)

The following services shall be provided by one or more outside contractors:

- Lobbying and legislative support
- Board administrative services and coordination support for lead staff work on regional solid waste issues
- Website hosting, security and maintenance.

Official Website

Rethink Recycling™ ([www.rethinkrecycling.com](http://www.rethinkrecycling.com)) is designated the official website for public notices of SWMCB meetings. SWMCB may host additional approved content.

### Business Waste Recycling and Disposal Guide

Maintenance and continuous improvement of the Business Waste and Recycling Disposal Guide, currently hosted by SWMCB on the Rethink Recycling™™ website, will be conducted through separate arrangements by counties. The SWMCB, at its discretion, may continue to host the Business Guide content.

### Special Projects

In the event a member county wishes to participate in a special project that benefits all or a subset of the members in addressing solid waste management policies, such special projects may be offered during any Board meeting and approval and costs associated therewith allocated by an assessment formula set by the unanimous vote of those members participating in the special project. Non-participating counties shall not vote on or be assessed any portion of a special project. Participating members in Special Projects shall provide staffing and procurement needed outside services.

### County Assessments:

By February 28 of the each fiscal year, each member county shall have paid an assessment. Assessments will be in equal amounts for each member calculated based upon the annual budget divided by the number of county members on the Board.

### Termination:

A member county may withdraw from the Board effective December 31 of that year by providing written notice to the Board by September 30 of any year. The county shall confirm that all applicable membership contributions have been paid in full for the current membership year. Following September 30, if the remaining members of the Board determine that the work of the Board is no longer viable due to lack of sufficient counties participating, the JPA may be terminated at the end of that calendar year by a majority vote of the counties remaining who have not given notice of withdrawal.

## **2) Regional Hauler Licensing Joint Powers Agreement:**

### **Purpose:**

To continue the regional hauler licensing program created originally by SWMCB, a new Joint Powers Agreement to be known as the "Regional Hauler Licensing Joint Powers Agreement" will establish an authority to issue the regional hauler license.

### **Term:**

The term of this Agreement shall commence on January 1, 2018 and extend for six years. If mutually agreed upon by the parties, such term could be extended.

### **JPA Terms and Conditions**

A regional hauler license and fee would be agreed to and included in this new JPA. The basic structure of the regional licensing system would continue as it now exists, with one major change: It is recommended that base hauler and operating licenses have a two-year term (currently annual). Staff is studying the appropriate fee and insurance coverage for MSW haulers as both have not been adjusted for 22 years. Legal guidance is being sought related to fees increasing annually based upon an inflation index such as an appropriate Consumer Price Index (CPI) for this industry, and the requirements of a public hearing for setting the initial fee.

### **Regional License Budget Estimate: 0**

Truck decals required for Regional Licenses total approximately \$2,500. One JPA member can purchase tabs and counties can reimburse that county for tabs required for trucks driven by the base haulers and trucks in their county.

### **Actions of the Regional Licensing Authority:**

By March of 2018 and every two years following, an elected official from each participating member of the JPA will participate in a public hearing to set a regional license fee to be in effect for two years commencing July 1 of each year and terminating two years later on June 30.

## **3) Other Regional Operations Recommendations:**

### **a. Hazwoper Training**

No agreement is needed to continue Hazwoper training currently offered by SWMCB. Hazwoper training includes providing two full day classes for up to 100 staff each day. The current budget for this program is \$7,500. Staff recommends cooperating to keep the program going and rotating the lecturer contract, hosting and seminar costs associated with this program year to year. Nothing additional would be needed to continue to provide this regional operation.

### **b. Rethink Recycling's Business Waste Recycling and Disposal Guide**

The Business Waste Recycling and Disposal Guide on SWMCB's Rethink Recycling™ website is used extensively by county and MPCA staff, cities and businesses. There is no equivalent resource in the region and it is recommended that the counties continue to offer this Guide, expand the business listings, continually update information and make improvements for businesses to access the information. As a regional resource, it is anticipated all counties will want to participate in covering the costs of preserving and enhancing this resource. A specific mechanism will be identified to provide the

needed Business Guide content as well as technology modifications. The SWMCB would have the discretion to host the Business Guide on the Rethink Recycling™ website, [www.rethinkrecycling.com](http://www.rethinkrecycling.com).

Exhibit 1  
Contract Scopes of Services and Estimated Budget

The New JPA anticipates certain contract services to complement the additional work to be performed by county staffs.

Administrative Services:

Experience:

Continue to contract for administrative services with a provider who can demonstrate background knowledge or experience in:

- Solid waste and a general understanding of the roles and relationships of the public and private sectors in integrated solid waste management
- Solid Waste policy and planning
- Familiarity with the Legislative process
- Organizing meetings
- Strong communications skills
- Managing work plans and budgets
- General public process and public meeting preparation

Scope of Services:

- Under the direction of Policy Staff, organize, prepare agenda materials and staff two SWMCB Board meetings/year
- Coordinate and support Policy Staff for no less than 6 policy staff meetings
- Coordinate policy staff's preparation of testimony, letters and memorandum to support the legislative and policy work of the SWMCB
- Coordinate research and design fact sheets for legislative platform
- Provide a central contact for SWMCB matters and direct issues to the appropriate member or staff
- Respond to emails and other communication from SWMCB members, staff and contractors providing needed information and direction to another source that can respond to the inquiry
- Convey lobbyists' information and updates to the board members and staff
- Administer certain business functions of the SWMCB, such as coordinating contract development with the county staff providing financial and legal services
- Ensure official business website postings required by the Open Meeting Law

Lobbyist Services (additional services from current contract in red)

- Attend a minimum of two SWMCB and no less than six Policy Staff meetings. Provide strategy for implementing SWMCB's legislative principles.
- Develop strategies for issues that may be raised by the SWMCB in the course of policy development.
- For any SWMCB initiated legislation, identify and secure bill authors.
- Work with key legislative committee chairs, members and staff to advance SWMCB legislative initiatives.

- Assist Policy Staff with the preparation and dissemination of background materials related to SWMCB legislative issues
- Identify commissioners and review testimony developed by Policy Staff on solid waste issues impacting the SWMCB. Attend hearings with testifiers.
- Coordinate with SWAA and other organizations as appropriate on SWMCB legislative issues and work to reach consensus with Greater Minnesota Counties
- Communicate and coordinate, as appropriate, with lobbyists working with metropolitan counties on solid waste issues that are not a part of the SWMCB legislative platform.
- Work with the Reviser's office on language and develop support for changes desired
- Under direction of the Policy staff, serve as a central contact on SWMCB legislative issues for stakeholder sectors including MPCA, AMC, other counties and Governor's office
- Working with Policy Staff, attend meetings on legislative issues with other stakeholders
- Share SWMCB legislative platform specifics with Governor's office staff and appropriate Administration officials.
- Work with other stakeholders and develop coalitions, as necessary, to advance the SWMCB's legislative platform.

Website Services:

Rethink Recycling™ will remain the official website and source of public notices for SWMCB activities. Hosting should remain with the current vendor, Pantheon; security, maintenance and domain registrations/renewals will need to be managed by a separate contractor.

**JPA Contract Services Budget Estimate for 2018 (Exclusive of reimbursements to counties providing SWMCB financial and legal services):**

Lobbyist: \$68,500

Administrator: \$40,000- \$50,000

Basic Website Service Needs: \$8,000

**Total Budget Estimate: \$126,500**

## COMMITTEE ACTION ITEM

### Recycling & Resource Solutions Committee

Committee Date: August 9, 2017

County Board Date: August 22, 2017

#### Action Requested

Consider recommending approval of proposed Recycling & Resource Solutions Department budget for 2018.

#### Previous Committee / County Board Action

Annual committee review process

#### Background / Analysis

As part of the 2018 budget process, Anoka County departments have been asked to review their 2018 budget highlights with their committees of jurisdiction.

#### Highlights

The 2018 Recycling & Resource Solutions department proposed budget is \$5,551,483. This represents a 1.6 percent increase from the approved 2017 budget.

- Net county share is \$0
- Provides funding to continue efforts to recycle 75% by 2030, as required in state law
- Maintains municipal recycling grants
- Maintains non-residential recycling assistance and grants
- Provides funding to evaluate future HHW program expansion

#### Conclusion / Recommendation

Consider recommending approval of the proposed 2018 Recycling & Resource Solutions Department budget.

#### Supporting Documents

PowerPoint presentation

#### Lead Staff

Brad Fields, Director, Recycling & Resource Solutions

# 2018 Budget Presentation

Parks and Community Services Division  
 Recycling & Resource Solutions Department  
 August 9, 2017

## Program Name

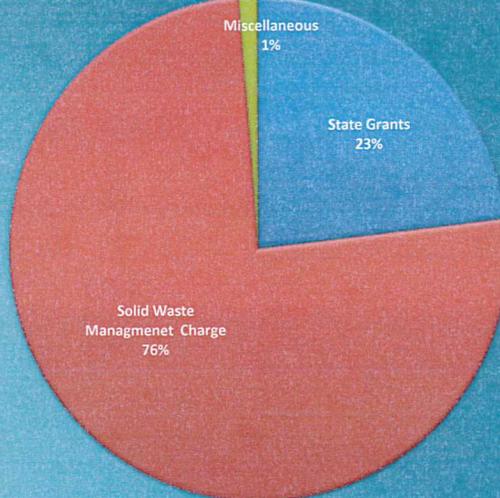
	2017 Adopted Budget	2018 Requested Budget
Gross Budget	\$5,464,483	\$5,551,483
Net County Share*	0	0
Target	0	0
FTE	9.95	9.95

\*Recycling & Resource Solutions is not funded with county levy dollars, therefore no county share is indicated.

## Program Highlights

- Net county share is \$0
- Provides funding to continue efforts to recycle 75% by 2030, as required in state law
- Maintains municipal recycling grants
- Maintains non-residential recycling assistance and grants
- Provides funding to evaluate future HHW program expansion

## Funding Sources – 2018 Budget



## 2018 New Purchasing Policy Items

- Printing of Residential Recycling informational pieces (\$55,000)
- Printing of Household Hazardous Waste informational piece (\$20,000)
- Printing of Organics Recycling information (\$20,000)
- Advertising (\$19,000)

# Thank you!

Parks and Community Solutions Division  
Recycling & Resource Solutions Department  
August 9, 2017

## COMMITTEE INFORMATION ITEM

### Recycling & Resource Solutions Committee

**Committee Date: August 9, 2017**

<b>Action Requested</b>  Consider for information an update on Contract No. C0005788 with Safety Signs, LLC, for event traffic management services for the 2017 Household Hazardous Waste Collection Events.
<b>Previous Committee / County Board Action</b>  None
<b>Background / Analysis</b>  The 2017 contract is for the same services that Safety Signs provided at the 2015 and 2016 HHW Collection Events through its two previous contracts with the county. Purchasing staff solicited quotes and prepared the resulting 2017 contract with Safety Signs, LLC, of Lakeville, MN.
<b>Conclusion / Recommendation</b>  The contract with Safety Signs places the responsibility for traffic management at the 2017 events in the hands of professionals. The contract amount is \$5,616.50 for the two events.
<b>Supporting Documents</b>  None
<b>Lead Staff</b>  Amy Altman, Problem Materials Program Specialist

## COMMITTEE INFORMATION ITEM

### Recycling & Resource Solutions Committee

Committee Date: August 9, 2017

<b>Action Requested</b>  Consider for information, recent execution of Amendment No. 1 to 2017 Purchase of Service Agreement with the Recycling Association of Minnesota (RAM), Contract No. C0004860A, effective March 1, 2017.
<b>Previous Committee / County Board Action</b>  None
<b>Background / Analysis</b> This is an amended contract continuing the program that began in 2016, to provide a reimbursement grant of up to \$10,000 to the Recycling Association of Minnesota (RAM) to offset the purchase price paid by County residents for compost bins. As a result, County residents were able to purchase compost bins for \$44. RAM conducted on-line sales of compost bins (and rain barrels) on the RAM website beginning March 1, 2017. Purchased items were distributed at events in the cities of Anoka and Lino Lakes, and in conjunction with the Green Expo at the National Sports Center in Blaine.
<b>Conclusion / Recommendation</b>  Informational
<b>Supporting Documents</b>  None
<b>Lead Staff</b>  Amy Ulbricht, Commercial Waste Management Specialist