



Waste Reduction & Recycling Board
Wednesday, July 13, 2016
Anoka City Hall @ 5:00 p.m.
Committee Room

AGENDA

1. Call to Order
2. Roll Call
3. Approval of June 8, 2016 Meeting Minutes
4. Old Business
 - a. Intern Projects Report
 - Paper Shredding Events
 - Special Events (Ice Cream Social & Riverfest)
 - Senior Buildings
 - Multi-Family Buildings
 - Special Electronics Events
 - b. Fix It Clinic Update
 - c. Park Benches Update
 - d. Pick A Park Details
 - e. Recycling Winner Update
5. New Business
 - a. Fall Recycling Drop off Day
 - b. Anoka Halloween Parade
6. Communications
 - a. RAW Fall Newsletter
 - b. Monthly Service Log & Tonnage Reports
 - c. 2016 Meeting Schedule
7. Miscellaneous
 - a. August Agenda - Pick A Park Project
8. Adjournment

Memo

To: Waste Reduction & Recycling Board
From: Pam Bowman, Communications/Recycling Coordinator
Date: July 7, 2016
Re: Wednesday, July 13, 2016 Agenda

1. **Call to Order.** Call to order at 5 p.m. in the Committee Room of Anoka City Hall.
2. **Roll Call.** I will record the names of those present at the meeting.
3. **Approval of June 8, 2016 Meeting Minutes.** I recommend approval with any corrections and/or additions. **(Attachment 1) Action: Approve minutes.**
4. **Old Business.**
 - a. **Intern & Projects Report.** Deanna Kelly will provide a report. **Action: Receive report.**
 - b. **Fix-It Clinic Update.** Vice Chairperson Thurston will provide an update. Deanna Kelly may be able to assist on this project. **Action: Update.**
 - c. **Park Benches Update.** The two park benches are being shipped. We should be receiving them soon. I will keep you informed on when they get installed and when the plaques are ordered. **Action: Update.**
 - d. **Pick A Park Update.** We will review and determine specific details for our clean up night on August 10th. See attached. **(Attachment 2) Action: Confirm plans.**
 - e. **Recycling Winner Update.** Thank you to Member Aberwald for gathering addresses for our third winner! The winner was the owner at 920 Oakview Lane. A letter was mailed to the owner with details and utilities were notified for crediting purposes. Member Call is scheduled to collect addresses on either July 14 or July 28.
5. **New Business.**
 - a. **Fall Recycling Drop off Day.** We will begin discussing details of this event. I would also like to discuss a potential partnership with the Anoka High School Alpine Ski Team. Attached is a draft of the flyer. **(Attachment 3)**
 - b. **Anoka Halloween Parade.** Let's determine if we wish to participate in either of the parades this year. We previously mentioned that we could advertise the holiday lights again in the night parade or showcase the Anoka High School can cage in the Grand Day Parade. **Action: Determine participation.**
6. **Communications.**
 - a. **RAW Fall Newsletter.** We will discuss topics to include in the next issue.
 - b. **Monthly Service Log & Tonnage Reports.** I hope to have both reports by the time we meet. **Action: Discuss.**
 - c. **2016 Meeting Schedule.** Attached is the 2016 schedule. **(Attachment 4) Action: Review.**
7. **Miscellaneous.**
 - a. **August Agenda.** Pick-A-Park Project. Let's discuss if we have any need to meet prior or after our parks clean ups.
8. **Adjournment.** Let's plan to adjourn by 6:30 p.m.



**CITY OF ANOKA
WASTE REDUCTION AND RECYCLING BOARD
MEETING MINUTES – June 8, 2016**

CALL TO ORDER The meeting was called to order at 5:00 p.m. in the Committee Room of Anoka City Hall.

ROLL CALL Board members present: Chairperson Vicki Violet, Members Marijo Hain and Tim Aberwald. Absent: Vice Chairperson Thurston and Member Call. Staff present: Pam Bowman, Recycling Coordinator and Deanna Kelly, Recycling Intern. Others present: None.

APPROVAL OF THE MAY 11, 2016 MEETING MINUTES: A MOTION to approve the May 11, 2016 meeting minutes was made by Member Hain and SECOND by Member Aberwald. All in favor, MOTION CARRIED.

OLD BUSINESS

Intern Introduction & Projects Update. Ms. Bowman introduced Deanna Kelly, the new recycling intern. She stated that Deanna will be working throughout the summer and into the fall, dependent on her availability and grant funds. Ms. Kelly shared information about her related background with classes she has and is taking and her experience in advertising which will help with overall marketing and promotion. Members welcome Ms. Kelly noting they were pleased to meet her and excited to have her on board.

Ms. Kelly then reviewed the projects she had already begun. Those included the following:

- Ice cream social – securing an organics dumpster and arranging for 10 compostable containers from Anoka County.
- Has visited 10 apartments – taking photos and notes and talking to residents.
- Reached out to TechDump to set up dates for two special electronics recycling events, one in July and one in August.
- Reached out to Walker Plaza to set up time to meet with property caretaker and discuss recycling program needs.

Ms. Kelly suggested she would like to increase the social media efforts and will be preparing messages for Ms. Bowman to use and post as time allows.

Ms. Kelly also suggested she would like to determine how to praise apartment buildings that are recycling. Chairperson Violet said it would be nice to list in the RAW newsletter those that are recycling well. Members determine more brainstorming is needed to determine other ways in which to praise these efforts.

Hearing about the organics collection at the ice cream social, Member Hain reminded members that Anoka County is offering an organics drop off program. She said she joined and really likes it so far. She would like to know how long the programs will be in place and if she will receive unlimited bags from Anoka County. Ms. Bowman said she would contact Anoka County for the answers.

Fix It Clinic Update. Ms. Bowman said Vice Chairperson Thurston was unable to attend this meeting, but would provide an update at the July meeting. Ms. Bowman reminded the members that we are hoping to coordinate a fix it clinic for a date in October.

Park Benches Update. Ms. Bowman said two park benches made from recycled materials had been ordered. She expected delivery within 3-4 weeks. She said she will order plaques for the benches from a local business, Sterling Trophy.

Pick A Park Update – Ms. Bowman noted the completed application in the meeting packet. She reminded the members to mark their calendars for August 10, as they would be cleaning up both John Ward Park and Grey Ghost Fields (not Sorenson Park as noted in the packet). She said this would be in place of the monthly meeting unless it is determined at the July meeting if there is a need to meet in August. She said all of the details will be reviewed and finalized at the July meeting.

Recycling Winner Update. Ms. Bowman thanked Member Hain for gathering address for the monthly winner selection. The winner was the homeowner at 551 Van Buren St. A letter was mailed to the owner and the utility department was notified so they can apply the credit. Member Aberwald acknowledged he will select addresses on June 15 for the next winner.

Spring Recycling Event Tonnage. Ms. Bowman noted that a total of 29.741 tons of recyclable materials was taken in at the spring event. She said that is slightly lower than the spring of 2015 which totaled 31.226 tons. She noted that over 6 tons of paper and cardboard was collected, which is high. Also, scrap metal tonnage increased from 2015. She noted that electronics was a bit down. Otherwise, most of the tonnage information was similar to 2015.

Anoka County Recycling Recognition Ceremony. Ms. Bowman said the WRRB/City of Anoka received an award at the ceremony acknowledging the city's commitment to recycling. She congratulated and thanked the members for their hard work in 2015.

Ms. Bowman shared that Culver's of Anoka also received an award for their organics efforts at the Anoka location. Plus, a local group was recognized making plastic bags (crochet-type) into sleeping pads for the homeless.

COMMUNICATIONS

Monthly Service Log & Tonnage Reports. Members reviewed the information. No comments.

News You Can Use – CCB Meeting Notes. Included in the packet were the notes from the April CCB meeting. It was noted that Chairperson Violet reviewed these notes at the previous meeting, but Ms. Bowman provided the finalized notes for information. Chairperson Violet gave a brief update about the June 1st CCB meeting. Ms. Bowman said the City Clerk would be preparing those meeting notes and they would be included in an upcoming meeting packet when available.

2016 Meeting Schedule. Members reviewed the meeting schedule.

MISCELLANEOUS

Determine July 13, 2016 Meeting Agenda. Members reviewed the draft agenda. It was suggested that fall recycling be added to the agenda and the Anoka Halloween parade discussion.

ADJOURNMENT The meeting adjourned at 6:15 p.m. on a MOTION by Member Hain and SECONDED by Member Aberwald. All in favor; MOTION CARRIED.

ADOPT-A-PARK, PICK-A-PARK, SPONSOR-A-PARK, OR PARK PROJECT**Name of Chapter, Group, or Organization going to do work:**

Waste Reduction & Recycling Board

Date May 25, 2016**Names of contact person, leader, or chairpersons in charge of group:**Name Pam Bowman

Name _____

Address City Hall

Address _____

Phone 763-576-2725

Phone _____

Scope of work to be performed:Clean up garbage and recycling in parks.**Location:**

ADOPT-A-PARK _____

PICK-A-PARK John Ward Park and Grey Ghost FieldsPARK PROJECT Donation of two park benches made from recycled materials

SPONSOR-A-PARK _____

The City of Anoka reserves the right to refuse, cancel, or revise this agreement if in its sole judgment the nature of the group or its symbol is political, controversial, or in questionable taste, or if the group is not meeting the terms and conditions of this agreement. By signing this agreement, the group acknowledges the hazardous nature of the work and agrees to comply with the terms and conditions herewith to the satisfaction of the City of Anoka.

The volunteers or their agents shall assume all liability for, and save the City of Anoka, its agents and employees, harmless from any and all claim for damages, actions, or causes of action arising out of the work to be done herein.

Any and all volunteers of the group, or other persons while engaged in the performance of any work or service performed under this agreement, shall not be considered employees of the City of Anoka, and any and all claims that may or might arise under the Workers' Compensation Act of Minnesota on behalf of said employees or other persons while so engaged, and any and all claims made by any third party of the group's volunteers or other persons while so engaged on any of the work or services to be rendered, shall in no way be the obligation or responsibility of the City of Anoka.

I HAVE READ AND UNDERSTAND AND WILL OBSERVE THE SAFETY TIPS SHEET AND TERMS AND CONDITIONS:

Pam Bowman

Chairperson or Responsible Individual_____
Greg Lee
Public Services Director

SCOPE OF WORK

ADOPT-A-PARK (Litter pickup two – three times per year)

Description of Contribution:

City Support:

PICK-A-PARK (Litter Pickup one time per year)

Description of Contribution:

WRRB will clean up litter and recyclables and separate accordingly into proper containers.

We will cover both John Ward Park and Grey Ghost Fields on Wed., Aug. 10 from 5 p.m. - ?

City Support:

We have our own bags, vests, and gloves, but would like "metal pickers/grabbers" if any are available.

SPONSOR-A-PARK (Ongoing financial and/or labor and/or real property support for development and maintenance of park)

Description of Contribution:

City Support:

PARK PROJECT (Specific one-time park improvement – financial, labor or real property)

Description of Contribution: Donation

Two park benches made of recycled materials to be placed in Mississippi River

Community Park - with plate inscribed acknowledging WRRB and SCORE funds and materials.

City Support:

Help with installation and any materials needed to secure benches to pavement.

ADOPT-A-PARK and PICK-A-PARK

TERMS AND CONDITIONS

1. The group agrees to pick up litter at an agreed upon site after consultation with the City of Anoka Parks Department. Certain areas may not be eligible due to safety considerations.
2. The groups shall review the safety training materials before each pick up to alert participants to the hazards and precautions of working on a street right-of-way.
3. The group shall pick up litter during daylight hours only. Pickups may not be allowed at certain times, such as on or near holidays.
4. The group shall provide adequate supervision to participants 18 years of age or younger. Unless specifically permitted, children 11 or younger shall not participate.
5. When working on street right-of-ways, work may not be done on medians or in the road itself.
6. The groups shall arrange litter pick up date(s) in advance with the Parks Supervisor, or his/her designee. The group shall obtain its supplies during business hours (7:00 a.m. to 3:30 p.m.) Monday through Friday.
7. The group shall place filled trash bags at agreed upon sites. The City of Anoka will arrange to pick up the bags. Groups are encouraged to recycle appropriate materials for their own benefit.
8. Borrowed or unused supplies shall be returned to the City of Anoka within one week.

THE CITY OF ANOKA AGREES TO:

1. Provide high visibility vests if necessary, trash bags, safety training materials, and temporary traffic warning signs, when necessary, as determined by the city.
2. Arrange to remove filled trash bags from the adopted area.
3. Arrange to remove large, heavy or hazardous materials from the adopted park, street, or ravine.
4. Coordinate publicity with the group to solicit local media coverage.
5. Allow a sign in recognition of the group's cleanup efforts. Signs shall be only for groups that agree to "Adopt-A-Park" or "Sponsor-A-Park". The city reserves the right to approve and/or edit names or acronyms and location of the sign(s).

SAFETY TIPS

REMEMBER . . .

Along a roadway is a dangerous place to be. Every crewmember should possess these qualifications:

- ☉ At least 12 years of age, unless otherwise permitted
- ☉ Mentally alert; good common sense
- ☉ Good physical condition, including sight and hearing
- ☉ Sense of responsibility for safety of self and others
- ☉ Supervision for workers under age 18

PLAN AHEAD . . .

- ☉ Review safety precautions, and take them seriously.
- ☉ Assign work teams and leaders before you reach the site. Distribute trash bags beforehand. Estimate the amount of time for you pick up, and agree on a meeting place when you are done.
- ☉ Bring along an adequate first aid kit. Identify the nearest hospital and know how to get there in an emergency.
- ☉ Don't overexert yourself. Bring along a supply of drinking water and take breaks.
- ☉ Work only during daylight hours during good weather.
- ☉ Do not crush collected trash to make more room in the bag; broken or jagged objects could cause accidental injuries. Do not put syringes or hypodermic needles in the trash bag, as they can easily puncture the bag and cause serious injury. Take care to dispose of them properly.

WORK AROUND STREETS . . .

- ☉ Carpool to the site to reduce the number of vehicles along the road. Park vehicles on the shoulder in advance of the area that crews are working.
- ☉ Work one side of the road at a time. Do not cross the road to get to your vehicle.
- ☉ Whenever possible, face oncoming traffic. Stay alert and be prepared to move out of the way in an emergency. Stay with your team.
- ☉ Do not wear headsets, which could prevent your hearing traffic or other hazards.
- ☉ Do not horse around or do anything to purposely distract drivers.

WHAT TO AVOID . . .

- ☉ Stay away from construction sites, mowing activities, open water, bridges, overpasses, or retaining walls that could be dangerous for pedestrians.
- ☉ Avoid poison ivy or other noxious weeds. Stay away from recently applied herbicides.
- ☉ Never try to pick up heavy, large, or hazardous materials. Notify the City of Anoka for pick up.

WHAT TO WEAR . . .

- ☺ Heavy gloves
- ☺ Heavy leather shoes or boots
- ☺ Light-colored clothing; brightly colored cap
- ☺ Hat and long sleeves for sunburn; sunscreen; insect or tick repellent
- ☺ High visibility vests (for work around streets)

Date August 10, 2016 - 5 p.m.

WORKER'S LIST

GROUP OR ORGANIZATIONS

City of Anoka's Waste Reduction & Recycling Board

| <u>Name</u> | <u>Address</u> | <u>Phone</u> | <u>Guardian's Signature</u> (If under 18) |
|----------------|----------------|--------------|--|
| Tim Aberwald | | | |
| Pam Bowman | | 763-576-2725 | Lisa L. has personal cell |
| Jan Call | | | |
| Marijo Hain | | | |
| Deanna Kelly | | | |
| Cindy Thurston | | | |
| Vicki Violet | | | |

ADOPT-A-PARK OR SPONSOR-A-PARK

Name to appear on signage:



FALL RECYCLING DROP OFF EVENT

DRAFT



**SATURDAY,
SEPT. 24, 2016
8 A.M.—NOON
501 PIERCE ST.,
ANOKA
(PUBLIC WORKS FACILITY)**



FREE PAPER SHREDDING ON-SITE! (5 box/bag limit)

Mixed paper (no laminated or carbon), envelopes, and file folders.
Paper clips and staples are fine.
NO 3-ring binders.

NOT ACCEPTED AT EVENT

- No child car seats
- No furniture or household goods
- No garbage
- No compost materials
- No building materials or construction debris
- No household hazardous waste (paint, oil, propane, etc.).

Household Hazardous Waste is NOT accepted. For proper disposal options, call Anoka County's Recycling & Resource Solutions Dept. at 763-323-5730.

We reserve the right to refuse items.

The following items will be accepted from residents residing in Anoka County. Small businesses within the City of Anoka may bring up to a pick-up truck load of accepted materials under the same following terms and conditions.

Accepted for FREE

- **Appliances (major household).** Such as refrigerator, freezer, washer, dryer, stove, microwave, dishwasher, water heater/softener, dehumidifier, & air conditioner. No commercial units. *Sponsored by AMU and WRRB.*
- **Batteries.** Lead acid (car, boat, and motorcycle).
- **Bicycles.** Any condition.
- **Carpeting (residential only).** Must be dry (cover as needed during transport) and rolled, maximum 6 ft. width. Rolls must be bound with duct tape, string or twine. Separated urethane foam padding accepted. *NO rubber backed carpet/pad, carpet tile, scraps/trimmings, tacks, nails, staples, etc.*
- **Cell Phones, Eyeglasses, Ink Cartridges, and Hearing Aids.** Cell phone chargers accepted, no other accessories. Collected by the Anoka Lions.
- **Clothing and Accessories.** Clothing in any condition, shoes, hats, belts, purses, etc.
- **Computer towers (CPU), laptops, tablets, keyboards, mice, wires, cables & cords.**
- **Fluorescent Lamps, Bulbs, Ballasts.** Limit of 30 FREE (\$.40-\$1.00 ea. thereafter). Do NOT tape lamps together.
- **Scrap Metal.** Remove all non-metal parts. No auto hulks.
- **Single-sort Materials.** Cardboard, mixed papers, plastic food/beverage containers #1-#7, boxboard, aluminum/tin cans, glass food and beverage bottles/jars and phone books.

Accepted for a FEE

- **Electronics.** Cash or check payable to Green Lights Recycling.
 - \$20 ea. = TV & computer monitors up to 28"
 - \$35 ea. = TV & computer monitors 29" and over
 - \$40 ea. = Console TVs
 - \$20 ea. = Treadmill
 - \$10 ea. = Desk top printers; \$35 large printers (over 40 lbs.)
 - \$5 ea. (additional) = Wooden TVs
 - \$5 ea. = DVD/VCR/CD players, stereos, record players, small copiers speakers, vacuums, small kitchen appliances, game consoles, etc.
- **Household Batteries.** \$1.25/lb.
- **Carbon Monoxide Detectors.** \$1.00
- **Mattresses/Box Springs.** \$10 ea. Cash or check payable to City of Anoka. Any condition, but MUST be dry, cover during transport if needed.
- **Tires.** Cash or check payable to First State Tire Disposal.
 - \$1 ea. = Passenger up to 16" on/off rims
 - \$1 ea. = ATV or motorcycle tires on/off rim
 - \$2.50 ea. = 16"&17" (light truck) tires on/off rims
 - \$6/\$7 ea. = Semi-truck off rims/on rims
 - Extra charge for larger/specialty tires

Directions to Public Works Facility - 501 Pierce St. (East of the Anoka Northstar Station)
 From East/West: Hwy. 10 to 7th Ave., No. to Pierce St., turn left
 From South of Hwy. 10: 7th Ave., No. to Pierce St., turn left
 From North of Hwy. 10: 7th Ave., So. to Pierce St., turn right
 We appreciate your patience—lines are longest at 8 a.m.

Thank you to our dedicated volunteers: The Anoka Lions, the Waste Reduction & Recycling Board, students of Anoka High School! We appreciate your help.



CONTACT BEFORE 12 p.m. on Friday, Sept. 23, 2016
Phone: 763-576-2725 E-mail: pbowman@ci.anoka.mn.us



2016 WRRB MEETING SCHEDULE

(Agenda items tentative/change as needed)

| MEETING DATE | AGENDA ITEMS |
|---|--|
| Wed., January 13 | Oath of Office Election of Officers 2015 Accomplishments & 2016-17 Goals 2016 SCORE Agreement & Funding Spring Recycling Drop off Day Winterfest Sponsorship Service Report 2016 Schedule |
| Wed., February 10 | General Updates & Service Reports July-Dec 2015 SCORE Report Spring Recycling Drop off Day Parks, MF, and Senior Bldgs., Special Events (Riverfest) RAW Newsletter Topics |
| Wed., March 9 | General Updates & Service Reports City Council Report (April 18) Parks, MF & Senior Buildings Projects Special Events Recycling & Earth Day Event |
| Wed., April 6 | <i>Chairpersons Communication Board</i> |
| Wed., April 13 | General Updates & Service Reports Anoka Lions Appreciation Parks, MF & Senior Buildings Projects & Special Events Intern Update Adopt-A-Park/Pick-A-Park/Hwy Cleanup |
| Thurs., April 14 | <i>Board Appreciation Dinner (5:15 p.m.)</i> |
| Monday, April 18 | <i>Chairperson Report to City Council (7 p.m.)</i> |
| Tues., April 26 | <i>Anoka Lions Donation Presentation (6:30 p.m.)</i> |
| Sat., April 30 | <i>Spring Recycling Drop off Day – 8 a.m. - Noon</i> |
| Wed., May 11 | General Updates & Service Reports Parks, MF & Senior Buildings Projects Republic Services Annual Report |
| Wed., June 1 | <i>Chairpersons Communication Board</i> |
| Wed., June 8 | General Updates & Service Reports Intern Introduction & Projects Update Parks – benches and Pick A Park Fix It Clinic |
| Wed., July 13 Electronics Collection at Apartment Bldg. | General Updates & Service Reports Intern Updates RAW fall newsletter topics |
| Wed., August 10 (Pick A Park cleanup) Electronics Collection at Apartment Bldg. | Pick A Park – split group up at John Ward & Grey Ghost Fields for clean-up. |
| Wed., September 7 | <i>Chairpersons Communication Board</i> |
| September 14 | General Updates & Service Reports Anoka Winterfest-ArtStart Fall Recycling Day Halloween Recycling & Holiday Lights |
| Saturday, September 24 | <i>Fall Recycling Drop off Day – 8 a.m. - Noon</i> |
| October 12 | General Updates & Service Reports Chairpersons Communications Board Meeting Update |
| Sunday, October 30 | Pick-A-Park – clean up Sorenson Park following parade |
| November 9 | General Updates & Service Reports Discuss 2017 Publications Holiday Lights Collection at City Hall |
| Wed., December 7 | <i>Chairpersons Communication Board</i> |
| December 14 | 2016 Accomplishments/2017 Goals |

*Chairperson to attend CCB meetings or appoint another board member to attend.