



**Waste Reduction & Recycling Board  
Wednesday, November 9, 2016  
Anoka City Hall @ 5:00 p.m.  
Committee Room**

**AGENDA**

1. Call to Order
2. Roll Call
3. Approval of October 12, 2016 Meeting Minutes
4. Old Business
  - a. Fix It Clinic Report
  - b. Internship Final Report
  - c. Park Benches Update
  - d. Fall Recycling Drop off Day Report
  - f. Light up the Night Halloween Parade Report
  - g. Holiday Lights Collection
  - h. Recycling at Special Events
5. New Business
  - a. Goals & Accomplishments
6. Communications
  - a. Board Membership
  - b. Monthly Service Log & Tonnage Reports
7. Miscellaneous
  - a. December Meeting Cancelled
  - b. January 2017 Agenda
8. Adjournment

# Memo

**To:** Waste Reduction & Recycling Board  
**From:** Pam Bowman, Communications/Recycling Coordinator  
**Date:** November 3, 2016  
**Re:** Wednesday, November 9, 2016 Agenda

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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 October 12, 2016 Meeting Minutes.** I recommend approval with any corrections and/or additions. **(Attachment 1) Action: Approve minutes.**
4. **Old Business.**
  - a. **Fix-It Clinic Report.** Thank you to VC Thurston and Ms. Kelly for organizing and attending the first Fix It Clinic. Attached is VC Thurston's report. Ms. Kelly may also have comments. **(Attachment 2) Action: Receive Report.**
  - b. **Internship Final Report.** Copies of Ms. Kelly's final report will be handed out at the meeting. She will review additional information from her initial report in October and help us determine our next steps. Her last day of the internship is Nov. 17. She has offered to come back to help at events as a volunteer. Let's thank her for her hard work. **Action: Report, determine next steps.**
  - c. **Park Benches Update.** Our Public Services has repaired the concrete pads that were vandalized. The benches were installed. Plaques will be ordered. Let's discuss the potential to order more benches in 2017. **(Attachment 3) Action: Update.**
  - d. **Fall Recycling Drop off Day Report.** I will have tonnage information at the meeting. **Action: Report.**
  - e. **Light up the Night Halloween Parade Report.** Thank you to Chairperson Violet and Member Hain for all of the coordination of the float and all that went into participation in the parade! They will provide a brief report at the meeting. **(Attachment 4) Action: Report.**
  - f. **Holiday Lights Collection.** The collection at City Hall is Nov. 1 through January 30, 2017. RAM is no longer providing service to pick up the lights. I will share options at the meeting. I do not plan to have a collection at the annual Holiday in Lights at Anoka County Fairgrounds. Our collection at City Hall is very successful; this will cause less confusion for customers.
  - g. **Recycling at Special Events.** I am collecting recycling tonnage information from the Anoka Classic Car Show, the Halloween parades, and the Anoka Lions tent events.
5. **New Business.**
  - a. **Goals & Accomplishments.** Because we will not meet in December, we will need to develop a list of accomplishments for 2016 and goals for 2017 and then vote in January. Attached for reference are the lists from last year. **(Attachment 5) Action: Determine lists.**

6. **Communications.**

- a. **Board Membership.** Terms expire in December for Members Aberwald, Call, and Vice Chairperson Thurston. Member Call and Vice Chairperson Thurston have both re-applied for appointment. Member Aberwald is not seeking re-appointment to the WRRB. Please join me in thanking him for his time, insight, and commitment of 16 years on the WRRB!
- b. **Monthly Service Log & Tonnage Reports.** I hope to have both reports available at the meeting.

7. **Miscellaneous.**

- a. **December Meeting Cancelled.** Our next meeting will be on January 11, 2017.
- b. **January 2017 Agenda.** Determine items for January agenda. The 2017 draft schedule is attached for reference. **(Attachment 6)**

8. **Adjournment.** Let's plan to adjourn by 6:30 p.m.

**CITY OF ANOKA  
WASTE REDUCTION AND RECYCLING BOARD  
MEETING MINUTES – October 12, 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: Vice Chairperson Thurston, Members Tim Aberwald, Jan Call and Marijo Hain. Absent: Chairperson Vicki Violet. Staff present: Pam Bowman, Recycling Coordinator and Deanna Kelly, Recycling Intern.

**APPROVAL OF THE SEPTEMBER 14, 2016 MEETING MINUTES:** A MOTION to approve the September 14, 2016 meeting minutes was made by Member Call and SECOND by Member Hain. All in favor, MOTION CARRIED.

**OLD BUSINESS**

**Fix It Clinic Update.** Vice Chairperson Thurston said there will be 6-7 volunteers working at the event. Noting clothing was listed in the event information, Member Hain inquired about a volunteer to repair clothing. Vice Chairperson Thurston said she may have one available and will follow up with that person. Ms. Kelly said she may also have a potential volunteer to help with that. Vice Chairperson Thurston reviewed the list of supplies that are needed that she and Ms. Bowman will provide. Ms. Kelly said she has the log sheets and the waivers. It was discussed that set up would occur on Friday afternoon/evening. Ms. Bowman suggested that Vice Chairperson Thurston and Ms. Kelly meet with her in the Community Room after the meeting to discuss access, the set up, and more specific details. Member Hain said she would also be attending the event.

**Intern Projects Update.** Ms. Kelly provided a detailed draft report of her findings and accomplishments from the projects she worked on through the internship. The report included photographs and discussed the following projects:

- Multi-unit housing – inventory and communication (detailed spreadsheets)
- Special events (ice cream social, Riverfest, paper shredding, and electronics collections)
- Senior housing – inventory and communication
- City parks recycling – evaluation
- Additional tasks: social media, brainstorming ideas, fall recycling day, and the Fix It Clinic

Ms. Kelly said the final version of the report would be completed following the Fix It Clinic so that information can be included. Ms. Bowman said she will include the final report with the November meeting agenda.

Ms. Kelly said this would be her last WRRB meeting; however, she included that she would be willing to work more hours if the budget allowed or would be willing to volunteer to continue to work on some projects occasionally. Ms. Bowman said she would look into this and let her know what may be possible.

Members said they appreciated Ms. Kelly's hard work and thanked her for the thorough report.

**Park Benches Update.** Ms. Bowman said the concrete slabs were poured last Friday for the benches; however, she said she just received a photo from the public services administrator showing that the slabs were vandalized between Friday night and Saturday morning. She said someone etched marks and letters into it while it was wet. Members said that was disappointing. Vice Chairperson Thurston asked how it could be fixed. Ms. Bowman said she would follow up with the Public Services Department.

**Fall Recycling Drop off Day Report.** Ms. Bowman said she had not received tonnage information from several of the

vendors yet so she asked to present the information at the November meeting. Vice Chairperson Thurston and Member Call agreed that was fine.

**Light up the Night Halloween Parade Update.** Ms. Bowman said Chairperson Violet will be leading the coordination. She inquired who was all attending. Member Hain said she has another commitment during the day, but hoped to be there by 6 p.m. Vice Chairperson Thurston said she would be there. Ms. Bowman said she is unable to attend. Ms. Bowman said she is working to arrange pick-up and delivery of the trailer from the high school. She also said the Chairperson Violet seems to have all the details under control. Ms. Bowman said she would ask Chairperson Violet to contact both of them to provide more details.

Member Call asked what type of float would be used. Ms. Bowman said the can collection container would be pulled behind Chairperson Violet's pick-up truck and that the "recycled your holiday lights" sign would be strapped to the top of the trailer – so this would promote both the recycling of cans for the high school and recycling of holiday lights. She added that both units would need to be lit up well, in order to be in the parade.

**RAW Newsletter.** Ms. Bowman said the newsletter was distributed in early October.

### **NEW BUSINESS**

**Anoka Winterfest Sponsorship.** Ms. Bowman requested the board vote to approve the WRRB's sponsorship for Anoka Winterfest. She said she would like the WRRB to sponsor ArtStart at the event again, which takes place on Saturday, January 28, 2017. She said the cost would be approximately \$600-\$700. In addition, to promote recycling and reuse she requested the board vote to approve the purchase of either biodegradable bags or reusable bags to hand out to each child that attends Anoka Winterfest.

A MOTION was made by Vice Chairperson Thurston and a SECOND by Member Call to approve the sponsorship of ArtStart at Anoka Winterfest 2017 and for the purchase of biodegradable or reusable bags for the event. All in favor; MOTION CARRIED.

**Holiday Lights Collection.** Ms. Bowman said that the collection program for holiday lights would begin on November 1, 2016 and continue through January 31, 2017. The collection will take place in the lobby of Anoka City Hall during regular business hours.

Member Call said she is pleased that we continue to offer this program.

### **COMMUNICATIONS**

**Anoka County Success Stories.** Ms. Bowman said although the WRRB focuses only on residential recycling, she wanted to share with them some of the unique things the commercial side is doing to help reduce waste.

**Monthly Service Log & Tonnage Reports.** Ms. Bowman reported that tonnage among multi-family was up about one ton for the month of September, but single-family remained consistent. Vice Chairperson Thurston suggested maybe the work Ms. Kelly had done with the multi-family buildings has already helped.

Ms. Bowman said she had not yet received the service log for September.

**2016 Meeting Schedule.** Members reviewed the meeting schedule.

### **MISCELLANEOUS**

**November Agenda.** Ms. Bowman said she would refer to the schedule for topics and would include Ms. Kelly's final report along with a follow up on the Fix It Clinic and the parade. She reminded members if they have an item they wish to include on an agenda, to please let her know prior to agenda preparation.

**ADJOURNMENT** The meeting adjourned at 6:10 p.m. on a MOTION by Member Aberwald and SECONDED by Member Hain. All in favor; MOTION CARRIED.

Fix It Clinic  
October 14, 2016  
City of Anoka

216 pounds handled  
12 fixed items out of 23  
16 people, 19 counting Cindy, Mary Jo and Deanna, brought in items

6 Volunteers  
John Gamble and Nu  
Jim M (Maggie's dad)  
Gary B (experienced at other clinics)  
Don (saw flyer)  
Florence (seamstress)

People heard about it through:

City newsletter: 6  
Local papers/Raw: 5  
Facebook: 1  
Word of mouth: 1  
Flyer: 2

2 people had been to one before, 11 had not

Reasons:

Free assistance: 3  
Didn't want to throw away: 5

Wait times:

5 minutes or less: 9  
10 minutes or more: 4 (one of those waited 30 mins, that was the longest)

Satisfaction:

Very satisfied, great. A+...13 people had comments like that, there were no negative comments

Suggestions:

Have someone that knows newer technology  
Have more often (Gary said that if they're on a regular basis there is better turn out, he suggested first Saturdays as other volunteers may come out if they're not booked in other counties)  
He also suggested it should have its own facebook page and that we should visit Henn or Ramsey County when they do it

# FIX IT CLINIC

## OCTOBER 15, 2016



ATTACHMENT 3

**PARK BENCHES MADE FROM  
RECYCLED MATERIALS  
DONATED TO  
MISSISSIPPI RIVER COMMUNITY PARK  
FALL 2016**



# LIGHT UP THE NIGHT PARADE—2016







## WASTE REDUCTION & RECYCLING BOARD

*Below are the 2015 accomplishments and 2016 goals.*

*At your November 2016 meeting you will develop a new list for each and vote to approve. The new list of accomplishments and goals will be shared with the City Council at their annual goals meeting in early 2017.*

### **2015 Accomplishments**

1. Constructed and donated recycling collection cage to AHS
2. Implemented recycling and/or organics collections at additional events
3. Increased multi-units electronics collection events
4. Enhanced promotion of holiday lights collection
5. Enriched educational and promotional efforts

### **2016 Goals**

1. Create multi-unit recycling improvement plan
2. Develop senior building recycling programs
3. Increase awareness of recycling in city parks
4. Expand opportunities for organics at special events
5. Enhance marketing and education efforts



## 2017 WRRB MEETING SCHEDULE

(Agenda items tentative/change as needed)

MEETING DATE	AGENDA ITEMS
Wed., January 10	Oath of Office Election of Officers 2016 Accomplishments & 2016-17 Goals 2017 SCORE Agreement & Funding Winterfest Sponsorship Service Report
Wed., February 8	General Updates & Service Reports July-Dec 2016 SCORE Report Spring Recycling Drop off Day Parks, MF, and Senior Bldgs., Special Events (Riverfest) RAW Newsletter Topics Climb Theatre
Wed., March 8	General Updates & Service Reports City Council Report (April 17) Parks, MF & Senior Buildings Projects Special Events Recycling
Wed., April 5	Chairpersons Communication Board
Wed., April 12	General Updates & Service Reports Anoka Lions Appreciation Parks, MF & Senior Buildings Projects & Special Events Adopt-A-Park/Pick-A-Park/Hwy Cleanup
Thurs., April ???	Board Appreciation Dinner (5:15 p.m.)
Monday, April 17	Chairperson Report to City Council (7 p.m.)
Tues., April 25	Anoka Lions Donation Presentation (6:30 p.m.)
Sat., April 29	Spring Recycling Drop off Day – 8 a.m. - Noon
Wed., May 10	General Updates & Service Reports TBD Republic Services Annual Report
Wed., June 7	Chairpersons Communication Board
Wed., June 14	General Updates & Service Reports TBD Adopt-A-Park/Pick-A-Park/Hwy Cleanup Fix It Clinic
Wed., July 12	General Updates & Service Reports TBD RAW fall newsletter topics
Wed., August 9 ( <i>Pick A Park cleanup</i> )	Pick A Park cleanup.
Wed., September 6	Chairpersons Communication Board
September 13	General Updates & Service Reports Fall Recycling Day Halloween Parade Chairpersons Communications Board Meeting Update
Saturday, September 30	Fall Recycling Drop off Day – 8 a.m. - Noon
October 11	General Updates & Service Reports
Sat., October 14– FIX IT CLINIC?	Anoka Winterfest – ArtStart
Sat., October 21 – Light up the Night Parade?	Holiday Lights Recycling
November 8	General Updates & Service Reports 2017 Accomplishments/2018 Goals
Wed., December 6	Chairpersons Communication Board
December 13	NO MEETING

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