



Waste Reduction & Recycling Board
Wednesday, September 14, 2016
Anoka City Hall @ 5:00 p.m.
Committee Room

AGENDA

1. Call to Order
2. Roll Call
3. Approval of July 13, 2016 Meeting Minutes
4. Old Business
 - a. Fix It Clinic Update
 - b. Intern Projects Report
 - Paper Shredding Events Results
 - Multi-Family Buildings Update
 - Senior Buildings Update
 - c. Park Benches Update
 - d. Recycling Winner Update
 - e. Fall Recycling Drop off Day Update
 - f. Light up the Night Halloween Parade Update
 - g. RAW Newsletter Update
5. New Business
 - a. Youth Board Member Discussion
6. Communications
 - a. Chairpersons Communication Board Report
 - b. Monthly Service Log & Tonnage Reports
 - c. 2016 Meeting Schedule
7. Miscellaneous
 - a. October Agenda.
8. Adjournment

Memo

To: Waste Reduction & Recycling Board
From: Pam Bowman, Communications/Recycling Coordinator
Date: September 8, 2016
Re: Wednesday, September 14, 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 July 13, 2016 Meeting Minutes.** I recommend approval with any corrections and/or additions. **(Attachment 1) Action: Approve minutes.**
4. **Old Business.**
 - a. **Fix-It Clinic Update.** Vice Chairperson Thurston will provide an update. **(Attachment 2) Action: Update.**
 - b. **Intern Projects Report.** Deanna Kelly will provide a report on her projects and share an example of the package of information she will be mailing to apartment managers. **Action: Receive report.**
 - c. **Park Benches Update.** The park benches will be installed in mid-September. Plaques will be ordered once installed. **Action: Update.**
 - d. **Recycling Winner Update.** Thank you to Vice Chairperson Thurston for gathering addresses for our final winner at 2740 State Ave. A letter was mailed to the owner with details and utilities were notified for crediting purposes. This concludes this year's program.
 - e. **Fall Recycling Drop off Day.** Let's finalize details for this event. All vendors are secured. The flyer is attached for reference. **(Attachment 3). Action: Finalize details.**
 - f. **Light up the Night Halloween Parade.** I have submitted the attached application for the parade. We need to firm up details and determine who will participate on Oct. 22. Parade begins at 7 p.m. **(Attachment 4) Action: Finalize details and determine volunteers.**
 - g. **RAW Newsletter.** Articles have been submitted for the newsletter. It is in draft stage and will be mailed in late September.
5. **New Business.**
 - a. **Youth Board Member.** At your last meeting, Chairperson Violet suggested a youth/student from Anoka High School join the board meetings. At the meeting, I will share with you what I have learned and we will determine our next step. **Action: Discuss and determine next step.**
6. **Communications.**
 - a. **Chairpersons Communication Board Report.** Chairperson Violet will provide a brief update.
 - b. **Monthly Service Log & Tonnage Reports.** I hope to have both reports by the time we meet.
 - c. **2016 Meeting Schedule.** Attached is the 2016 schedule. **(Attachment 5)**
7. **Miscellaneous.**
 - a. **October Agenda.** Determine items for next agenda.
8. **Adjournment.** Let's plan to adjourn by 6:30 p.m.



**CITY OF ANOKA
WASTE REDUCTION AND RECYCLING BOARD
MEETING MINUTES – July 13, 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, Vice Chairperson Thurston (arrived at 5:08 p.m.), Members Tim Aberwald, Marijo Hain and Jan Call. Absent: None. Staff present: Pam Bowman, Recycling Coordinator and Deanna Kelly, Recycling Intern. Others present: Jim Call, resident.

APPROVAL OF THE JUNE 8, 2016 MEETING MINUTES: Member Call noted a needed spelling correction in the minutes on page 1 under Intern Introduction – the word “grand” should be “grant”. With that noted change, a MOTION to approve the June 8, 2016 meeting minutes was made by Member Call and SECOND by Member Hain. All in favor, MOTION CARRIED.

OLD BUSINESS

Intern Projects Update. Ms. Kelly provided an update on the following:

- **The Ice Cream Social** was a success. Ms. Kelly was able to talk to several people, many of whom seemed interested to learn of organics recycling and that the bowls, straws and spoons were compostable. Some were eager to learn if organics would be available curbside. Additional signage is needed next year to emphasize which container to place in. Ms. Bowman said each receptacle is marked so maybe it is a matter of placing a volunteer at each station. Ms. Bowman said there was also an issue with the audio and the announcement didn't come through as well as in the past. Ms. Bowman will work with the parks department to make sure that issue is resolved in the future. Ms. Kelly said 100 pounds of compostables were collected.
- **Anoka Riverfest & Craft Fair** on July 9 was successful. There was a lot of foot traffic and the booth was consistently busy. Many questions came up about different materials. Ms. Kelly said it was both educational to the customers and helpful to her. Ms. Kelly suggested having a notepad for next year to write down questions that are unable to be answered and to call the customer back. She said that inspired her to think maybe an “Ask the Intern” notice could be placed in the RAW newsletter providing her contact information and challenging people to contact her with difficult recycling questions. Ms. Kelly said a bigger table and sign would be needed if the sorting game would be held next year. She thought the game caused some confusion because it appeared all the materials were recyclable, when in fact, they were set out as a game and people needed to place them in the appropriate container. The paper fans and the reusable bags were a hit. These would be recommended for next year versus smaller trinkets. An umbrella for the table would be helpful. Also, if a goal is to monitor recycling containers around the event, then at least two people would be needed to work the event.
- **Paper Shredding Events** – scheduled for July 18 from 5-7 p.m. and Aug. 13 from 9-11 a.m. Advertising will be in the Anoka Shopper, the city reader board, website, and social media. Ms. Bowman announced that the Anoka High School Alpine Ski Team wished to partner with the WRRB by adding a clothing drive to the Aug. 13 event. She said the city would retain the tonnage while the ski team would use this opportunity as a fundraiser. Ms. Bowman suggested this would be a win-win for both groups. Members agreed to move forward.
- **Multi-Family Electronics Recycling Special Events.** Ms. Kelly said she had not had any luck in coordinating an electronics event at a multi-family residence. She said she had touched base with several property managers; some were not interested, some said they would get back to her, and some couldn't work it into their schedules for reasons such a parking lot paving, etc. She said she cancelled the July date and will cancel the August date with

TechDump.

- **Multi-Family Recycling Maintenance Project.** Ms. Kelly said she continues to visit multi-family residences to inventory containers, contamination, etc. She said she will have a full report ready at the end of her internship.
- **Senior Buildings** - Ms. Kelly said she has reached out to Walker Plaza and Bridge Square Apartments and will have more information at the September meeting.

Fix It Clinic Update. Vice Chairperson Thurston said she talked with the recycling coordinator from the City of Andover and learned that a morning event would be best. She asked Ms. Bowman if October 8 or 15 would work. Ms. Bowman said she would check on the Community Room availability and let Vice Chairperson Thurston know which date will work. Vice Chairperson Thurston said Andover's recycling coordinator told her not to have high expectations for the first event. Chairperson Violet suggested maybe the city co-host this event every other year with the City of Coon Rapids. Ms. Bowman also suggested partnering with the City of Ramsey. Vice Chairperson Thurston said Coon Rapids has held this event, but that both cities are something to consider. Ms. Bowman said the flyer for the Fix It Clinic should be handed out at the fall recycling event on Sept. 24. Ms. Bowman said she appreciates Vice Chairperson Thurston's lead on the event, and said Ms. Kelly will help coordinate event details and Ms. Bowman will help with the advertising and promotion.

Park Benches Update. Ms. Bowman said the park benches had been received and she will let the members know when they are installed. She said she still has yet to order the plaques.

Pick A Park Update. Ms. Bowman reminded the members of the clean-up on August 10 of both John Ward Park and Grey Ghost Fields and suggested they read the guidelines in the agenda packet. It was determined that Chairperson Violet, Member Call, resident Jim Call, and Ms. Bowman would clean up John Ward Park and Vice Chairperson Thurston, Members Aberwald and Hain, and Ms. Kelly would meet at Grey Ghost Fields for cleanup. Ms. Bowman said she would supply gloves, trash bags, bottled water, and grippers. Member Call said she will bring her own grippers. Ms. Bowman asked all to arrive at the parks at 5 p.m. Chairperson Violet said that QCTV would be there to tape the cleanups.

Recycling Winner Update. Ms. Bowman thanked Member Aberwald for gathering addresses for the monthly winner selection. The winner was the homeowner at 920 Oakview Lane. A letter was mailed to the owner and the utility department was notified so they can apply the credit. Member Call said she would select addresses on July 14 for the July winner.

NEW BUSINESS

Fall Recycling Drop off Day. Ms. Bowman provided a copy of the flyer for review and noted that all vendors are confirmed. She said she would like to partner again with the Alpine Ski Team at next year's spring and fall events for the collection of clothing and accessories. She said she is under an agreement with USAgain to collect these items at this fall's event. Ms. Bowman said final details will be determined at the September meeting.

Anoka Halloween Parade. Ms. Bowman said parade applications will be available in early August. She inquired if the members were interested in participating in either the Light up the Night parade or the Grand Day parade. She suggested if so, that pulling the Anoka High School can cage would be an idea. Chairperson Violet offered the use of her truck for the Light up the Night parade. She said if the can cage was used, she had ideas for costumes (soda cans), hula hoops, etc. Ms. Bowman asked if it would be possible to light up the cage and the truck? And could the Recycle Holiday Lights sign be placed on the truck or used somehow? Chairperson Violet said that would be possible. Ms. Bowman said the night parade is Saturday, October 22. Chairperson Violet, Vice Chairperson Thurston and Member Hain all said they would participate. Ms. Bowman said she would complete the application and further discussion will be held at the September meeting to confirm participation and discuss the details.

COMMUNICATIONS

RAW Fall Newsletter. Topics were discussed of which to include the in the newsletter; Fix It Clinic, Pick A Park, Guide, Holiday Lights, etc.

Monthly Service Log & Tonnage Reports. Members reviewed the information. Ms. Bowman noted that the month of June had a very high tonnage collection.

2016 Meeting Schedule. Members reviewed the meeting schedule. No comments.

MISCELLANEOUS

August Agenda. Ms. Bowman reminded members there would be no meeting in August, instead members will be cleaning up two parks.

ADJOURNMENT The meeting adjourned at 6:25 p.m. on a MOTION by Member Aberwald and SECONDED by Vice Chairperson Thurston. All in favor; MOTION CARRIED.

Fix It Clinic

Anoka City Hall, 2015 First Avenue North
Community Room - Lower Level

Date: October 15, 2016 Time: 9am - 12pm



Why fix it? Bring your broken items back to life!

Our Fix It Clinic brings many benefits to you, including:

- Saving you money.
- Meeting new people.
- Preserving old items that may be of value to you.
- Reducing waste in your community.

Bring in your broken small household appliances, clothing, electronics and more. We will provide free guided assistance to disassemble, troubleshoot and fix your item. No pre-registration required. Items must be carry-in and under 40 pounds. No oversized items.

This event is funded by the Anoka County Board of Commissioners & State SCORE fund (Select Committee on Recycling and the Environment)

Volunteer at this event! Contact: Cindy Thurston cindy806@gmail.com



FALL RECYCLING DROP OFF EVENT

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.



**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.

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



The General Festival Committee cordially invites your organization to participate in this year's festivities. This marks our 96th year as *Halloween Capital of the World™* and we are busy getting ready for our celebration. A list of all of our events can be found on our website at anokahalloween.com.

Attached to this letter you will find separate applications for our parades. If you are requesting to participate in each event you must fill out both. Each application is reviewed separately.

DEADLINE FOR BOTH PARADES: SEPTEMBER 15TH, NO EXCEPTIONS

Applications will be processed using a lottery system by the Anoka Halloween committee. Exceptions will be made for our designated community partners and sponsors. Anoka Halloween Inc. reserves the right to decline or refuse any application. Applications must be mailed. No email entries will be accepted. **Acceptance and denial notification no later than October 1st, 2016.**

Below are the following parade participation guidelines:

- Creativity required.
- **No** blood, gore or violent Halloween themes allowed. This is a kid friendly parade.
- **No** political groups or political campaigning allowed in or on parade route.
- Traditional trucks or cars will not qualify as a parade entry.
- **No** RV's, Buses or Enclosed trailers.
- Walking groups limited to 25 people. Minimum age requirement is 12 years old.
- Anoka Halloween does not provide vehicles.
- Float length no more than 30' long and 13'5" tall. Combined total for pull vehicle and float no more than 55' long.
- No animal pickup provided.
- Alcohol prohibited in all parade areas.
- All handouts must be pre-approved, including candy. *GRAND DAY PARADE ONLY.*
- **No handouts for the Light Up the Night Parade.**
- **Light Up the Night Parade floats must be illuminated.**
- Photo or Pencil sketch of float required with application.
- Proof of Insurance required. Clear copies of policy or card are acceptable.

Thank you for your interest in our festival and we look forward to celebrating with you in October!

Happy Halloween,
Liz McFarland
Parade Chair
100% Volunteer Organization

LIGHT UP THE NIGHT PARADE

SATURDAY, OCTOBER 22, 2016 7:00PM

***Non-Royalty Application/Business/Non-Profit ***

ORGANIZATION NAME City of Anoka - Waste Reduction & Recycling Board

MAIN CONTACT NAME Pam Bowman EMAIL (required) pbowman@ci.anoka.mn.us

ADDRESS 2015 First Ave No

CITY Anoka STATE MN ZIP 55303

MAIN CONTACT PHONE # 763-576-2725

UNIT DESCRIPTION (CHECK ONE):

FLOAT WALKERS NOVELTY ANIMAL

NUMBER OF PEOPLE 4-6 NUMBER OF ANIMALS 0

FLOAT LENGTH (INCLUDE TOW VEHICLE) 27' WIDTH Approx. 6' HEIGHT 6.3'

MUSIC (CHECK ONE):

NONE LIVE RECORDED NAME OF SONG: _____

FLOAT OR NOVELTY INCLUDE WITH APPLICATION (CHECK ONE):

PHOTO SKETCH

MAIL COMPLETED APPLICATION TO:

ANOKA HALLOWEEN, INC

P.O. BOX 128

ANOKA, MN 55303

***NO PARTICIPATION FEE FOR THE LIGHT UP THE NIGHT PARADE**

City of
ANOKA

501 PIERCE

754

974-002

Aluminum Can RECYCLING



Supporting
Anoka High School Activities

Collection days and times: sponsored by the City of Anoka's Waste Reduction & Recycling Board via a recycling subscription program through Anoka County. Days coordinated by City of Anoka Public Services Department.

Cans only...no bags, please!

This trailer will be pulled with a Ford F150 Extended Cab truck (not the truck shown). We will have walkers alongside the trailer with the flap and a reflective sign with lights will be on the truck as well promoting holiday lights recycling.



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 (<i>Pick A Park cleanup</i>) 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 Fall Recycling Day Halloween Parade Chairpersons Communications Board Meeting Update
Saturday, September 24	<i>Fall Recycling Drop off Day – 8 a.m. - Noon</i>
October 12	General Updates & Service Reports Anoka Winterfest – ArtStart Holiday Lights Recycling
November 9	General Updates & Service Reports Discuss 2017 Publications
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.