

TO: Mayor & City Council
FROM: Matt Fulton, City Manager
DATE: June 13, 2016
SUBJECT: Recycling Coordinator Program JPA



City of West St. Paul

BACKGROUND INFORMATION: Successful communities recognize the critical need to explore innovative ways to improve our economic viability and service delivery efficiency. This is a discussion that we continue to have and pursue with our neighboring communities.

In August 2016, Susanna Wilson our Community Development Coordinator/ Recycling Coordinator, resigned and required recycling responsibilities were assumed by City Clerk Chantal Doriott. Recycling responsibilities have typically consumed around 15% of a full time position. Because of the time constraints on other City Clerk responsibilities, as well as the redundant nature of recycling activities done by each community, staff began to explore the possibility of a regional and more coordinated approach to accomplish recycling responsibilities. South St. Paul, Mendota Heights and Inver Grove Heights have all participated and are supportive of this idea. There is a similar successful model between Burnsville and Apple Valley. The concept is based on the same philosophy as the successful Volunteer Coordinator position. The four cities have met monthly to outline a program, review a job description and a possible JPA agreement. The JPA has been reviewed by the City Attorney.

Dakota County is strongly in favor of a regional approach and will be present at the City Council's work session.

Similar to the Volunteer Coordinator, the shared Recycling Coordinator would be a West St. Paul employee and equally allocate time to all four cities with West St. Paul being the "home base". We are anticipating the Recycling Coordinator would work 32 hours per week; one full day per week in each city.

Some of this year's duties and events in West St Paul included:

- Annual Shred Event on Earth Day – April 23
- Arbor Day Event – April
- Curbside Appliance Pick-up Event – May 2
- Municipal Open House – May 18
- Art on Avenue – July 23
- 4th Annual Clean-up Day – September
- Appliance and Electronics Recycling Event – October
- Pumpkin Recycle – November 5
- Holiday Lights and Electric Cord Recycle – December

Since Susanna's resignation the recycling program has decreased simply due to lack of time. Some duties and events that are not being addressed include:

- Annual recycling poster contest
- Participation in Kaposia Days events

- Participation in various Parks and Rec programs
- Participation with various police dept. programs especially with Laura Vaughan on community outreach endeavors such as National Night to Unite
- Recycle learning events at the elementary schools
- Working with public facilities on recycle issues

A coordinated regional approach would not only allow for improved recycling programming, it would free up time in each community for those employees who are doing recycling as a secondary part of their jobs.

Finally, all Dakota County cities will be working on organic recycling initiatives next year. This is a priority issue for 2017 and we will need to provide education to the community. All of these important projects and tasks require an experienced individual to run the program and time in which to plan and implement the duties and events.

FISCAL IMPACT:

Recycling activities are funded through a \$25,000 County SCORE grant. These proceeds go toward funding salary and program costs. Under a regional approach, the communities would work together to utilize the collective score grants to fund the joint recycling position and programming.

		Amount
Fund:		
Department:		
Account:		

STAFF RECOMMENDATION: Staff recommends Council discussion and direction regarding the development and participation in a regional recycling program, starting in 2017.