

1. Waste Reduction & Recycling Board Regular Meeting

Documents:

[WRRB\\_011426\\_AGENDA.PDF](#)

2. Waste Reduction & Recycling Board Regular Meeting

Documents:

[WRRB\\_011426\\_AGENDA PACKET.PDF](#)



**Waste Reduction & Recycling Board**  
Wednesday, January 14, 2026  
Anoka City Hall | 5:00 p.m. | Worksession Room

**AGENDA**

1. Call to Order
2. Roll Call
3. Oath of Office
4. Election of Officers
5. Review of Mission Statement, Policies, Etc.
6. Approval of November 12, 2025, Meeting Minutes
7. Old Business
  - a. Establish 2026 Subcommittees
  - b. Subcommittees Reports
  - c. Review 2025 Accomplishments & 2026 Goals
  - d. General Updates
8. New Business
  - a. RAW Spring Newsletter
  - b. 2026 Recycling Events
  - c. July-December 2025 SCORE Report
9. Communications
  - a. 2024 Anoka County Solid Waste Master Plan
  - b. Organized Solid Waste Collection
  - c. 2026 Recycling Calendar from ACE Solid Waste
  - d. Environmental Specialist Position
  - e. 2026 Meetings & Activities Schedule
  - f. General Recycling Questions
10. Adjournment



## Memo

To: Waste Reduction & Recycling Board Members  
From: Pam Bowman, Communications & Recycling Manager  
Date: January 9, 2026  
Re: Wednesday, January 14, 2026, Agenda

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***A GROUP PHOTO WILL BE TAKEN IN THE COUNCIL CHAMBERS, JUST PRIOR TO THE START OF THE MEETING.***

1. **Call to Order.** Meeting will be called to order at 5 p.m. in the Committee Room, 2<sup>nd</sup> Floor of City Hall.
2. **Roll Call.** Roll call will be taken.
3. **Oath of Office.** Congratulations to newly appointed member Shawn Weddel and to reappointed members Brenda Belland, Marijo Hain, and Cheryl Knapek. Each of you will take the Oath of Office and sign your individual official form at the meeting.
4. **Election of Officers.** At this meeting, the Chairperson and Vice Chairperson will be elected. The protocol is that the current Chair calls for nominations; a second to each nomination is okay, but not required; Chair asks for any further nominations; hearing none a vote may be taken. If more than one person is nominated for either position, then each nominee should be considered in order of nomination until a nominee obtains a majority vote for the full board. Following the election, the newly elected Chair will assume leadership at the meeting.
5. **Review of Mission Statement, Policies, Etc.** In your packet the following resources are provided to you for your information: WRRB's Mission Statement, Establishing WRRB, Open Meeting Law, Conflict of Interest, and Code of Ethics Policy and Roberts Rules. Please review beforehand and if you have any questions, we will discuss as needed. **(Attachment 1)**
6. **Approval of November 12, 2025, Meeting Minutes.** I recommend approval of the November 12th meeting minutes with any necessary corrections. **Action: Approval of minutes. (Attachment 2)**
7. **Old Business**
  - a. **Establish 2026 Subcommittees.** We will discuss keeping or switching subcommittee members.

b. **Subcommittee Reports.**

- **Alley & Ave Retail Boutique Follow Up.** We will discuss next steps.
- **Multi-Unit Program.** Nothing new to report.
- **Organics Program.** Chair Jones & Vice Chair Dergantz will provide a report.
- **Little Free Library.** Member Belland will provide a report.
- **Citywide Garage Sale.** Discuss initial steps and deadlines.
- **Soles4Souls Program.** Peterson Shoes began the Sneakers4Good program. This program only accepts tennis shoes. To continue Soles4Souls the WRRB would have to approve reimbursement of shipping fees to Peterson Shoes. They indicated it's about \$30-\$50/box and they typically mail 1 box a week, but following spring and fall events, they ship about 10 boxes. I will check with Anoka County to see if this fee is approved with SCORE funds. If not, we cannot do it.
- **Swap/Reuse Committee.** Vice Chair Dergantz and Member Knapek will provide an update. In addition, Chair Jones would like to discuss self-reporting for reuse tonnage.
- **ReCork Program.** Member Belland will provide an update.
- **Closing the Loop on Zero Waste Follow Up.** Vice Chair Dergantz will provide an update.

c. **Review 2025 Accomplishments & 2026 Goals.** Attached are the accomplishments and goals that were determined at your December meeting. You will review and change as needed. Reminder, you still have time to make changes after learning of the City Council's goals in late February. A vote is not required at this meeting, I suggest at your March meeting. **(Attachment 3)**

d. **General Updates:**

- **Holiday Lights Collection Update.** Thank you to Chair Jones and Member Belland for sorting and packing up the first round of holiday lights. The total weight collected so far is 374 pounds. We plan to pack the final collection during the first week of February.
- **Aluminum Can Recycling Trailer Update.** Both trailers continue to be utilized. Public Services continues to monitor and transport as needed.
- **Solid Waste Ordinance Update.** The Anoka County Solid Waste Master Plan is included in the next item. We will review that plan to see if any information may apply to the solid waste ordinance. I suggest we review the plan over the next month and come back in February with any suggested additional changes to the ordinance. **(Attachment 4)**

- **Electronics and Battery Product Stewardship Bill.** Nothing new to report. This item remains on the agenda as a reminder to follow updates.

8. **New Business.**

- a. **RAW Newsletter.** I don't have the deadline yet for the spring edition of the newsletter. We will review the topics suggested at the December meeting and adjust as needed. Please reference the November meeting minutes.
- b. **2026 Recycling Events.** I will have a list available at the meeting for review. Some are noted on the 2026 meeting and activities schedule later in the packet.
- c. **July-December 2025 SCORE Report.** I submitted the year-end SCORE expense report to Anoka County by December 30<sup>th</sup> as required. I am working on the tonnage report which is due at the end of January. I will provide the full report at the February meeting.

9. **Communications.**

- a. **2024 Anoka County Solid Waste Master Plan.** The 2024 Anoka County Solid Waste Master Plan was recently approved. It is a large document, so I am just including the link. [Here is a link to the report.](#)
- b. **Organized Solid Waste Collection.** An update will be provided.
- c. **2026 Recycling Calendar from ACE Solid Waste.** Mailed to residents in mid-December.
- d. **Environmental Specialist Position.** This new job position should be posted soon. Once the position is filled and the new employee begins, a transfer of duties will occur.
- e. **2026 Meetings & Activities Schedule.** Attached is the draft 2026 schedule. We will review this and adjust as needed throughout the year. **(Attachment 6)**
- f. **General Recycling Questions.** Oftentimes questions come up during the meetings unrelated to the agenda item being discussed. To keep the meeting on track, this item will now be included on each agenda so each of you has an opportunity to ask general recycling questions.

If you have a topic you wish to discuss at a future meeting, please let me know in advance.

**REMINDER:** A topic may not be discussed if it is not on the agenda and the topic should relate to our mission/goals.

10. **Adjournment.** Let's plan to adjourn by 6:45 p.m.



## Waste Reduction & Recycling Board

Wednesday, January 14, 2026

Anoka City Hall | 5:00 p.m. | Worksession Room

### AGENDA

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10. **Adjournment.** Let's plan to adjourn by 6:45 p.m.



## CHAPTER 2. ADMINISTRATION

**ARTICLE VI: Boards and Commissions****DIVISION 7. Waste Reduction & Recycling Board****Section 2-270. Definitions.**

For the purposes of this division, the following words and their derivations shall have the following meanings:

*Board* shall mean the Waste Reduction & Recycling Board of the City of Anoka.

*Chairperson* shall mean the Chairperson of the Waste Reduction & Recycling Board as provided for hereinunder.

*Vice Chairperson* shall mean the individual that will serve as the Chairperson in the absence or incapacity of the Chairperson until such time that the Chairperson is present or in the case of the resignation or death of a Chairperson, until the Board selects a new Chairperson.

*Treasurer* shall mean the City's Finance Director who shall have the care and custody of the funds of the Board and shall deposit them for the use of the Board in such banks or banks as the City directs. The Treasurer/City Finance Director shall keep regular books of accounts showing receipts and expenditures and shall render, when requested, an account of the transactions and the financial condition of the Board.

**Section 2-171. Purpose of Waste Reduction & Recycling Board.**

The City of Anoka is committed to the protection of the health and general welfare of its citizens. The Waste Reduction & Recycling Board serves as an Advisory Board to the City Council regarding the proper collection, handling and disposal of solid waste and recyclables in order to maintain a safe, healthy and clean environment.

**Section 2-172. Composition, Qualifications, Appointments, Terms, Oath of Office, Attendance, Resignations and Vacancies.**

- (a) *Composition.* The Board shall consist of seven (7) members. A quorum shall be four (4) members. Members serve without compensation.
- (b) *Qualifications.* Members of the Board must be residents of the City of Anoka. Members are expected to be interested in solid waste and recycling matters as they relate to the overall general welfare and development of the community.
- (c) *Appointments.* Appointments to the Board shall be as established in the current City Council policy, as amended from time to time; Policy Establishing Procedures for Appointments to Boards and Commissions.
- (d) *Terms.* Appointees shall hold office until their successors are appointed and have qualified.
  - (1) *Full Terms.* Members shall be appointed to serve a two-year (2 yr) term, commencing on January 1<sup>st</sup> and expiring at midnight on December 31<sup>st</sup> of the second year.
  - (2) *Partial Terms.* Members appointed to fill a vacancy/partial term shall begin serving upon being appointed and taking an Oath of Office, and shall serve the remaining balance of their predecessor's term.

- (e) *Oath of Office.* Every appointed member shall, before entering upon the discharge of his duties, for each term appointed, take an oath that he/she will faithfully discharge the duties of office.
- (f) *Attendance.* Members are expected to prepare for and attend meetings of the Commission when held. Any member absent from a total of four (4) regular meetings annually shall be subject to vacation of their office and the Board shall recommend to the City Council that the seat be vacated and a replacement appointed. Members shall participate in a minimum of three recycling events and/or activities per year during their term. Members that do not adhere to this participation shall be subject to vacation of their office as described above.
- (g) *Resignations.* Resignations from the Board shall be submitted to the City in written form for acceptance by the City Council. After City Council acceptance, resignations will be acted upon as established in the current policy, as may be amended from time to time; Policy Establishing Procedures for Appointments to Boards and Commissions.
- (h) *Vacancies.* Vacancies in the Commission will be acted upon as established in the current policy, as may be amended from time to time; Policy Establishing Procedures for Appointments to Boards and Commissions.

**Section 2-173.**

**Removal of Members.**

A member may be removed from the Board, when it is determined by a majority of the City Council, that removal of an individual would be in the best interest of the City.

**Section 2-174.**

**Officers, Meetings, Reports and Expenditures.**

- (a) *Officers.* The Board elect a Chairperson and Vice Chairperson from among its appointed members at their annual meeting each year.
- (b) *Meetings.* All meetings of the Board shall be open to the public and meet the requirements of municipal meeting posting notice as prescribed in Minnesota Statutes.

Annual Meeting. The Board shall meet for their Annual meeting in January of each year at Anoka City Hall.

Regular Meetings. Regular meetings shall be held monthly at a time and date as designated by the Board. Regular meetings may be held at such other places than Anoka City Hall as the Board, by resolution, designates.

Special Meetings. The Chairperson or Acting Chairperson may, when deemed necessary, verbally call for a Special Meeting. A Special Meeting may also be called by written request of any two members of the Board for the purpose of transacting the business designated in the call. The call for a Special Meeting shall designate the date, time and place of the meeting and business to be transacted. Said call may be delivered by mail through USPS or via electronic mail, to each member of the Board at least two (2) days prior to the date of such Special Meeting. Said call shall be mailed to the address on file with the City. At such Special Meeting, only business designated in the call shall be discussed.

- (c) *Reports.* Upon request by the City Council, the Board shall render annually a full report of its work to the City Council.
- (d) *Expenditures.* Expenditures of the Board shall be within amounts appropriated for the purpose of the City Council.

**Section 2-175.**

**Staff.**

The Board shall receive the staff services of the City's Communications & Recycling Manager and other personnel as recommended by the City Manager within the means provided for by appropriations made therefore by the City Council.

**Section 2-176.**

**Order of Business.**

At the Regular Meetings of the Board, the following shall be the order of business:

1. Call to order.
2. Roll Call.
3. Approval of meeting minutes.
4. Old Business.
5. New Business.
6. Communications.
7. Adjournment.

**Section 2-177.**

**Manner of Voting.**

The voting on all questions coming before the Board shall be by voice vote.

**2-178 through 2-189.**

**Reserved.**





## **Waste Reduction & Recycling Board Mission Statement**

The Waste Reduction & Recycling Board oversees the residential recycling and waste reduction program funded by the State SCORE (Select Committee on Recycling and the Environment) funds.

The Board will serve in an advisory capacity to the City Council on residential recycling and waste reduction initiatives.

Specific duties include:

- Negotiating the residential curbside recycling contract.
- Developing and implementing of marketing initiatives and special events.
- Assuring proper collection, handling, and disposal of recyclables.
- Enhancing the organics recycling program.
- Providing education, promotions, and resources to improve recycling and reuse habits in the reduction of residential waste.

*Revised in May 2018*

*Revised in June 2022*



## DIVISION 6. - WASTE REDUCTION AND RECYCLING BOARD

Footnotes:

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**Editor's note**— Ord. No. 2019-1707, § 1(Exh. A), adopted March 4, 2019, added provisions as Div. 7, insofar as keeping with the style of the Code, and at the editor's discretion, these provisions have been designated as Div. 6, §§ 2-245—2-252.

### Sec. 2-245. - Definitions.

For the purposes of this division, the following words and their derivations shall have the following meanings:

*Board* shall mean the waste reduction and recycling board of the City of Anoka.

*Chairperson* shall mean the chairperson of the waste reduction and recycling board as provided for hereinunder.

*Vice chairperson* shall mean the individual that will serve as the chairperson in the absence or incapacity of the chairperson until such time that the chairperson is present or in the case of the resignation or death of a chairperson, until the board selects a new chairperson.

*Treasurer* shall mean the city's finance director who shall have the care and custody of the funds of the board and shall deposit them for the use of the board in such banks or banks as the city directs. The treasurer/city finance director shall keep regular books of accounts showing receipts and expenditures and shall render, when requested, an account of the transactions and the financial condition of the board.

( Ord. No. 2019-1707, § 1(Exh. A), 3-4-2019)

### Sec. 2-246. - Purpose of waste reduction and recycling board.

The City of Anoka is committed to the protection of the health and general welfare of its citizens. The waste reduction and recycling board serves as an advisory board to the city council regarding the proper collection, handling and disposal of solid waste and recyclables in order to maintain a safe, healthy and clean environment.

( Ord. No. 2019-1707, § 1(Exh. A), 3-4-2019)

### Sec. 2-247. - Composition, qualifications, appointments, terms, oath of office, attendance, resignations and vacancies.

- (a) *Composition*. The board shall consist of seven members. A quorum shall be four members. Members serve without compensation.

- (b) *Qualifications.* Members of the board must be residents of the City of Anoka. Members are expected to be interested in solid waste and recycling matters as they relate to the overall general welfare and development of the community.
- (c) *Appointments.* Appointments to the board shall be as established in the current city council policy, as amended from time to time; policy establishing procedures for appointments to boards and commissions.
- (d) *Terms.* Appointees shall hold office until their successors are appointed and have qualified.
  - (1) *Full terms.* Members shall be appointed to serve a two-year term, commencing on January 1st and expiring at midnight on December 31st of the second year.
  - (2) *Partial terms.* Members appointed to fill a vacancy/partial term shall begin serving upon being appointed and taking an Oath of Office, and shall serve the remaining balance of their predecessor's term.
- (e) *Oath of office.* Every appointed member shall, before entering upon the discharge of his duties, for each term appointed, take an oath that he/she will faithfully discharge the duties of office.
- (f) *Attendance.* Members are expected to prepare for and attend meetings of the commission when held. Any member absent from a total of four regular meetings annually shall be subject to vacation of their office and the board shall recommend to the city council that the seat be vacated and a replacement appointed. Members shall participate in a minimum of three recycling events and/or activities per year during their term. Members that do not adhere to this participation shall be subject to vacation of their office as described above.
- (g) *Resignations.* Resignations from the board shall be submitted to the city in written form for acceptance by the city council. After city council acceptance, resignations will be acted upon as established in the current policy, as may be amended from time to time; policy establishing procedures for appointments to boards and commissions.
- (h) *Vacancies.* Vacancies in the commission will be acted upon as established in the current policy, as may be amended from time to time; policy establishing procedures for appointments to boards and commissions.

( Ord. No. 2019-1707, § 1(Exh. A), 3-4-2019)

Sec. 2-248. - Removal of members.

A member may be removed from the board, when it is determined by a majority of the city council, that removal of an individual would be in the best interest of the city.

( Ord. No. 2019-1707, § 1(Exh. A), 3-4-2019)

Sec. 2-249. - Officers, meetings, reports and expenditures.

- (a) *Officers.* The board elect a chairperson and vice chairperson from among its appointed members at their annual meeting each year.
- (b) *Meetings.* All meetings of the board shall be open to the public and meet the requirements of municipal meeting posting notice as prescribed in Minnesota Statutes.

*Annual meeting.* The board shall meet for their annual meeting in January of each year at Anoka City Hall.

*Regular meetings.* Regular meetings shall be held monthly at a time and date as designated by the board. Regular meetings may be held at such other places than Anoka City Hall as the board, by resolution, designates.

*Special meetings.* The chairperson or acting chairperson may, when deemed necessary, verbally call for a special meeting. A special meeting may also be called by written request of any two members of the board for the purpose of transacting the business designated in the call. The call for a special meeting shall designate the date, time and place of the meeting and business to be transacted. Said call may be delivered by mail through USPS or via electronic mail, to each member of the Board at least two days prior to the date of such special meeting. Said call shall be mailed to the address on file with the city. At such special meeting, only business designated in the call shall be discussed.

- (c) *Reports.* Upon request by the city council, the board shall render annually a full report of its work to the city council.
- (d) *Expenditures.* Expenditures of the board shall be within amounts appropriated for the purpose of the city council.

( Ord. No. 2019-1707, § 1(Exh. A), 3-4-2019)

#### Sec. 2-250. - Staff.

The board shall receive the staff services of the city's communications and recycling manager and other personnel as recommended by the city manager within the means provided for by appropriations made therefore by the city council.

( Ord. No. 2019-1707, § 1(Exh. A), 3-4-2019)

#### Sec. 2-251. - Order of business.

At the regular meetings of the board, the following shall be the order of business:

- (1) Call to order.
- (2) Roll call.

(3) Approval of meeting minutes.

(4) Old business.

(5) New business.

(6) Communications.

(7) Adjournment.

( Ord. No. 2019-1707, § 1(Exh. A), 3-4-2019)

Sec. 2-252. - Manner of voting.

The voting on all questions coming before the board shall be by voice vote.

( Ord. No. 2019-1707, § 1(Exh. A), 3-4-2019)

Secs. 2-253—2-270. - Reserved.



## CITY OF ANOKA CODE OF CONDUCT POLICY

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### **I. PURPOSE**

The City Council of the City of Anoka determines that a Code of Conduct for its members, as well as the members of the Boards and Commissions of the City of Anoka, is essential to uphold the integrity of public affairs. By providing clear standards for conduct in City matters, this policy aims to promote public confidence and trust in City government, as well as establishing professional conduct at meetings, and in communications of City business. As elected or appointed officials, members' behavior represents the City and the community. Sharing personal strengths and perspectives builds a dynamic representation of the community, and each member is relied upon to represent themselves with dignity and respect of the role as part of a deliberative body.

### **II. DEFINITIONS**

*Family Member* is defined as a Member's parent, spouse, domestic partner, sibling, child or step-child, or the spouse, partner or domestic partner of a child or step-child.

*Member(s)* means the Mayor, City Councilmembers and members of a City Board or Commission.

### **III. DISSEMINATION AND REVIEW OF CODE OF CONDUCT POLICY.**

- A. Once elected or appointed, all Members are provided with the Code of Conduct Policy and are asked to sign an acknowledgement of receipt of the policy. A Member's signature on this document serves only as an acknowledgement that the Member has received the Code of Conduct Policy.
- B. The Code of Conduct Policy shall be reviewed by the City Council on a biennial basis in the month of June during odd numbered years, or when a review is requested by a majority vote of all Councilmembers.

### **IV. ESTABLISHED ROLE**

- A. As elected or appointed officials of the City and as stewards of City resources, Members are charged with finding common ground and working toward the best interests of the City as a whole.
- B. All Members have equal voting powers and have committed to serve in the role of an elected or appointed official. All Members of each body should be treated with equal respect.

#### **IV. STANDARDS OF RESPONSIBILITY**

All Members are expected to:

1. Fully participate in City Council and/or Board and Commission meetings and other public forums while demonstrating respect, consideration, and courtesy to their colleagues on the City Council and/or Boards and Commission, the public, and City staff. It is not acceptable to show antagonism or hostility, lie or mislead, speak recklessly, spread rumors, or unnecessarily stir up divisiveness or controversy at City Council meetings, Board and Commission meetings, other public forums, or through social media outlets.
2. Practice fiscal responsibility with public funds.
3. Be attentive and act efficiently during public meetings.
4. Serve as a model of civility to the community.
5. Conduct all City matters openly and in accordance with the Minnesota Open Meeting Law. (MS §13D).
6. Serve the public interest with honesty, integrity, impartiality, and accountability.
7. Recognize the role of the Mayor as the official spokesperson on behalf of the City, the City Council and Boards and Commissions as a public body, while individual Members speak on behalf of their individual capacity as a member of the City Council, Board or Commission.

#### **V. STANDARDS OF CONDUCT**

- A. Members should maintain decorum and set an example of good conduct when the Member represents the City. Members should conduct themselves so as to not bring disgrace or embarrassment upon the City or any other Member representing the City.
- B. Members should always represent that opinions stated are the Member's own and do not necessarily represent those of the City Council, Board or Commission unless the City Council, Board or Commission has voted and passed an ordinance, resolution or motion that so states the expressed policy. This also pertains to a Member's use of social media.
- C. A Member should not divulge the discussions held in an executive session until or unless;
  1. The executive session topic has become public information pursuant to Minnesota State Law; or
  2. The City Council, or Board or Commission has made the discussion public.

- D. Members should keep the common good as their highest priority and focus on achieving constructive solutions for the public benefit.
- E. Members should avoid conduct which is divisive or harmful to the City of Anoka.

## **VI. CONDUCT GUIDANCE**

### **A. Member Conduct with Colleagues.**

- 1. Practice civility and professionalism in discussions and debate.
- 3. Be aware of potential public disclosure of written notes, voicemail messages, email, text messages, "tweets", and social media posts and comments.
- 4. Robust legislative debates and differences of opinion will occur and should center on policy, actions, and ideas; refrain from criticizing an individual person.

### **B. Specific to the City Council; City Council Conduct with City staff.**

- 1. The City Council's role is to set legislative policy, goals, and provide overall direction for the City. The City Manager is responsible for overseeing day-to-day operations, implementing policy decisions, and managing City staff. Councilmembers should focus on setting policy and providing oversight rather than becoming involved in operational matters.
- 2. Pursuant to Anoka City Charter Section 2.09, except for the purpose of an inquiry, the Council and its individual Councilmembers shall deal with and control the administrative service of the City solely through the City Manager or his/her designee. Neither the Council nor any member thereof shall give orders to any of the subordinates of the City Manager, either publicly or privately.
- 3. Councilmembers are expected to refrain from:
  - (a). Repeated requests for information or assistance from City staff without a legitimate purpose or beyond what is necessary for policy-making or oversight.
  - (b). Engage in micromanaging City operations or staff duties.
  - (c). Overburden City staff with frequent, redundant, or non-urgent requests that divert resources from critical city functions.
  - (d). Communication with City staff that may create a hostile work environment, or communication with other Councilmembers, City Manager, or City staff which may be seen as demeaning or disrespectful to a City staff member(s).
- 4. Councilmembers may not use City staff resources for political campaigning purposes.

**C. Pertinent to the City Council and City Boards and Commissions; Conduct with City staff.**

1. Treat all City employees as professionals, communicating with them professionally, respectfully, and ethically.
2. Keep in mind the professional boundary necessary to allow employees to complete tasks associated directly with their employment.
3. Must not solicit political support, either financially or other, from City staff during business hours or on City property.
4. Must not use, request, or suggest City staff to perform unauthorized tasks or activities (e.g., personal tasks, social events not attended on behalf of the City Council, or work to benefit a Member or their Family Members personally).

**D. Pertinent to all Members; Public Meetings.**

1. Be welcoming to speakers and treat them with respect.
2. Actively listen to presenters and commenters with an open mind. Avoid arguing with the public during the meeting.
3. Demonstrate effective problem-solving approaches.
4. Strive to be succinct and keep comments and debate relative to topics discussed.
5. Be fair and equitable in allocating public speaking time to individual speakers. Adhere to the rules of the open forum.
6. In public meetings use formal titles, honor the role of the Mayor or Chairperson in maintaining order and recognition of the selected speaker. Members should be aware that the Mayor or Chairperson is responsible for acknowledging a speaker before a Member speaks. Statements should be directed to the Mayor or Chairperson, who may then defer to another Member, City staff, or legal counsel for a response, when necessary.
7. Disagreements with the public will occur; comments and questions should center on policy, ideas, and actions; refrain from criticizing an individual person.
8. Within the Public Forum of a City Council meeting:
  - The Open Forum in a public meeting is for members of the public to address the Members regarding items not already listed on the agenda. This is for members of the public to inform the Members of a concern, an idea or a suggestion. The Open Forum is not a dialogue opportunity between the public member speaking and the Members, or individual Members thereof, City staff or the City Attorney. This is not a question/answer opportunity. If the item brought up is worthy of further discussion, the item should be placed on a future agenda. Members should refrain from responding to items brought up within the Open Forum.
  - Members of the public are given 3-5 minutes per person to speak within the Open Forum, the time allotted is at the discretion of the Mayor or Chairperson.

- The Council or Board/Commission cannot take action or vote on any topic brought up within the Open Forum.
- All public statements should be posed to the Members as whole body and not directed at any individual Member.

**E. Conduct in Public or Other Public and Professional Settings, including Social Media Outlets.**

1. As an individual of a deliberative body, do not make promises or assurances on behalf of the City Council, Boards or Commissions, or the City.
2. Refrain from making or sharing personal attacks on other Members.
3. In dealing with the public or other public agencies or in state legislative meetings, be clear in communications that you are either leadership representing the City or are representing your personal interests or beliefs.

**F. Member Conduct while Traveling on City Business. (Travel paid for with taxpayer funds)**

1. Taxpayer funds pay for Members' travel, conferences, seminars, training, and meetings to benefit the City through the Members' enrichment opportunity. When registering for an event that requires travel, strive to participate in the event to make the most of the available opportunities.
2. Be professional and act according to the setting of the activity.
3. When traveling, be mindful that you are a representative of the City and comments or positions you take may be attributed to you or the City.

**VII. Non-Retaliation.**

No Member shall intimidate, threaten, coerce, discriminate against, or take any adverse action against any individual, including but not limited to City employees, officials, or members of the public, for reporting in good faith an actual or suspected violation of the City's Code of Conduct Policy. Reports of retaliation shall be investigated promptly by an outside service, and individuals found to have engaged in retaliatory conduct shall be subject to appropriate sanctions as determined by the City Council.

**Policy History**

Initially Adopted: 11.03.2025



**ACKNOWLEDGEMENT OF RECEIPT  
CITY OF ANOKA  
CODE OF CONDUCT POLICY**

I, \_\_\_\_\_, a member of the Anoka \_\_\_\_\_  
(printed first and last name) (name of City Council, Board or Commission)

hereby acknowledge that I received a copy of the City of Anoka Code of Conduct Policy.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Please return this signed receipt to the City Administration office, Attn: Assistant City Manager.**

*Note: If a Member refuses to sign and submit this page to the City Administration office, City staff will make a notation in the Members file detailing the date and method the document was provided to the Member and their refusal to sign and return the document to the City Administration office.*





## **CODE OF ETHICS POLICY**

### **I. PURPOSE**

The purpose of this policy is to establish guidelines for ethical standards of behavior for City elected and appointed officials. The City of Anoka upholds, promotes, and demands the highest standards of ethics from all City representatives. City representatives should maintain high standards of personal integrity, truthfulness, honesty, and fairness in carrying out public duties; avoid any improprieties in their roles as public servants including the appearance of impropriety; and never use their position or power for improper personal gain. In establishing an ethics policy, the City of Anoka desires to protect the public against decisions that are affected by undue influences, or conflicts of interest, as well as ensuring ethical and transparent governance while promoting and strengthening the confidence of the public in their governing body.

### **II. DEFINITIONS**

*City representatives* is defined as City elected officials and appointed officials as members of the City's Boards and Commissions.

*Family Member* is defined as a Member's parent, spouse, domestic partner, sibling, child or step-child, or the spouse, partner or domestic partner of a child or step-child.

*Interested person* is defined as a person or a representative of a person or association that has a direct financial interest in a decision that a local official, elected or appointed, is authorized to make.

*Non-legal Conflict of Interest* is defined as having a personal interest, financial or otherwise, in a matter before the City, that could compromise a Members official duties and be perceived by other Members or the public that a potential, apparent or actual conflict of interest exists.

*Legal Conflict of Interest* is defined as having a personal interest, financial or otherwise, in a matter before the City, that would compromise a Member's official duties and would constitute an actual conflict with the interests of the City.

*Member(s)* is defined as the Mayor, City Councilmembers and Members of a City Board or Commission.

*Personal gain* is defined as a benefit, advantages, or profit (financial or otherwise), that an individual receives or stands to receive.

### **III. DISSEMINATION AND REVIEW OF CODE OF ETHICS POLICY.**

A. Once elected or appointed, all Members are provided with the Code of Ethics Policy and are asked to sign an acknowledgement of receipt of the policy. A Member's signature on this document serves only as an acknowledgement that the Member has received the Code of Ethics Policy.

- B. The Code of Ethics Policy shall be reviewed by the City Council on a biennial basis in the month of June during odd numbered years, or when a review is requested by a majority vote of all Councilmembers.

#### **IV. ETHICAL STANDARDS**

No Member may knowingly:

1. Violate the Open Meeting Law (MS §13D).
2. Participate in discussions or decisions, in any matter that violates the City Charter or Minnesota Statutes regarding conflicts of interests.
3. Use their public position to secure special privileges, exemptions, or personal gain for the person or others.
4. Solicit or accept personal gifts, favors, or benefits using their public position, except as specifically permitted under Minn. Stat. § 471.895.
5. Represent private interests before the City Council or any City Board or Commission, or agency in a way that creates a conflict of interest.
6. Act as an agent or attorney for another before the City Council or a Board or Commission in a matter where a conflict of interest exists or may exist.
7. Solicit or accept or pay to a public official or employee, compensation or expense reimbursement for the performance of the person's public duties from any sources other than:
  - a. compensation and expenses paid by the City;
  - b. compensation and expenses from other employment, if the person happens to conduct public business while being paid for the other employment and if the other employment does not interfere with, influence, or compromise the person's public position;
  - c. compensation and expenses paid by another governmental agency or municipal association to a Member who serves as a City representative for that agency, but only if the City does not also pay the Member for the same activity.
8. Use public money, time, personnel, facilities, or equipment for private use or gain or political campaign activities except when:
  - a. the use is required or authorized by law; or
  - b. the use is not greater than that allowed for members of the general public.

This section does not prohibit correspondence at any time to individual residents in response to the resident's specific inquiries.

9. Disclose to the public or use for the private gain of self or others, information that was gained by reason of the official's public position and that is not public data. Further, a Member must not disclose information received, discussed, or decided in conference with the City Council's,

Board's or Commission's attorney that is protected by the attorney/client privilege, unless a majority of the Council, Board or Commission has authorized that disclosure.

10. Enter into a contract with the City of Anoka, unless authorized by law. A Member who has a proprietary interest of 10 percent (10%) or more in an agency doing business with the City must make known that interest in writing to the City Council and the City Clerk.
11. Intentionally violate a provision of the City Charter or the City ordinances.

**V. IDENTIFYING AND ADDRESSING CONFLICTS OF INTERESTS**

1. ***Identifying Legal Conflicts of Interest.*** A legal conflict of interest exists when, in the discharge of official duties, a Member is authorized to participate in a governmental decision and the matter before them for consideration:
  - a. affects the Member's financial interests or those of a business with which the Member is associated, unless the effect on the Member or business is no greater than on other members of the same business classification, profession or occupation; or
  - b. affects the financial interests of an organization in which the Member participates as a member of the governing body, unless the person serves in that capacity as the City's representative.
2. ***Identifying Financial Interests.*** A financial interest is any interest, including loans, which shall yield, directly or indirectly, a monetary or other material benefit to the Member (other than monetary or material benefits authorized by the City). A financial interest of a Member's employer (other than the City of Anoka), his or her associated business, Family Member and their employers or associated businesses shall also be considered a financial interest of the Member.

The following assets shall not be considered a financial interest for purposes of this section.

- a. Ownership of shares in a diversified mutual fund.
- b. Membership in a pension plan or employee benefit plan.
- c. Ownership of bonds or publicly traded securities with a market value of less than two thousand five hundred dollars (\$2,500.00).
- d. Ownership of a whole life insurance policy.

All other situations which may be perceived as potential conflicts of interest, that do not fit within the definition of a "legal conflict of interest" as stated above, shall be referred to as "non-legal conflicts of interests".

### 3. *Addressing Conflicts of Interest.*

- a. When a legal conflict of interest exists, except as permitted by law, a Member must disclose the potential conflict of interest for the public record and refrain from participating in the discussion and from voting on the matter and restate the conflict at every subsequent Council, Board or Commission session addressing the topic. To participate or participation, for the purposes of this policy, means making the decision, taking action, entering into a transaction, providing advice or a recommendation, introducing, debating, voting on, approving, and investigating the decision, action, or transaction.
- b. A Member shall not participate in making or attempt to use his or her position to influence any City governmental decision, action, or transaction in which the Member knows or has reason to know that he or she has a legal conflict of interest.
- c. A Member may participate in a City governmental decision, action, or transaction involving an organization or entity when the Member, or his or her Family Member is an officer, director, board member, or trustee, if the Member does not have a legal conflict of interest involving a financial interest in the governmental decision, action, or transaction. However, the Member must disclose his or her affiliation with the organization or entity as though it were a conflict of interest.
- d. A Member may participate in a City governmental decision involving a related person, other than his or her Family Member, if the Member does not have a legal conflict of interest involving a financial interest in the governmental decision, action, or transaction. However, the Member must disclose his or her relationship with the related person as though it were a conflict of interest.

## **VI. Disclosure of All Conflicts of Interest.**

If a Member, in the discharge of his or her official duties, recognizes that his or her participation would create a conflict of interest, the Member shall disclose the conflict of interest as follows:

1. The Member shall disclose the conflict of interest to the other Members and the City Manager, as soon as they become aware of the conflict and restate the conflict at every subsequent Council, Board or Commission session addressing the topic. If such Member becomes aware of a conflict during a meeting, the Member shall immediately disclose the conflict of interest orally. The Mayor, Chairperson or Member shall also prepare, on a form prescribed by the City Clerk, a written statement describing the matter requiring action or decision and the nature of his or her conflict of interest. The written statement shall be distributed to the Mayor, Chairperson and other Members and filed with the City Clerk. After the first time the Member has orally disclosed a conflict of interest and filed the form, the Member may subsequently orally disclose the conflict by referring to the form. Because the Member may not attend all meetings, oral disclosure may consist of the written statement being read into the record by the presiding officer at the first regular meeting after the form has been filed.
2. All initial written statements required by this section shall be filed and distributed within one (1) week after the Member becomes aware of the conflict of interest.

3. If the local official is a Member of the City Council or the Mayor, the local official shall not participate in any discussion or vote on any matter involving a legal conflict of interest. Although the Mayor or City Councilmember must abstain from voting on the matter, he or she shall be counted present for the purposes of establishing a quorum to carry on the business of the City council, but shall be considered disqualified for the purpose of establishing the number of votes necessary to pass motions or resolutions.

## **VII. Non-Retaliation.**

No Member shall intimidate, threaten, coerce, discriminate against, or take any adverse action against any individual, including but not limited to City employees, officials, or members of the public, for reporting in good faith an actual or suspected violation of the City's Code of Ethics Policy. Reports of retaliation shall be investigated promptly by an outside service, and individuals found to have engaged in retaliatory conduct shall be subject to appropriate sanctions as determined by the City Council.

### **Policy History**

Initially Adopted: 05.02.2025

Revised: 08.08.2008

Revised: 11.03.2025



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**ACKNOWLEDGEMENT OF RECEIPT  
CITY OF ANOKA  
CODE OF ETHICS POLICY**

I, \_\_\_\_\_, a Member of the Anoka \_\_\_\_\_  
*(printed first and last name)* *(name of Council position, Board or Commission)*

hereby acknowledge that I have received a copy of the City of Anoka Code of Ethics Policy.

\_\_\_\_\_  
Signature

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## Purpose of Open Meeting Law

*To promote openness in governmental proceedings.*



## Why have Open Meeting Laws?

- *To assure the public's right to be informed.*
- *To detect improper influence.*
- *To afford the public an opportunity to present its views to the board.*



## Basic Requirement of OML

- *Provide advance notice of meeting(s).*
- *Ensure meetings are open to the public.*



## What is a “meeting” ?

*\*OML does not define “meeting”*

**MN Supreme Courts defines meeting as:**

*“A quorum or more of a public body governed by OML where the public body discusses, decides or receives information on issues relating to the public body’s official business.”*



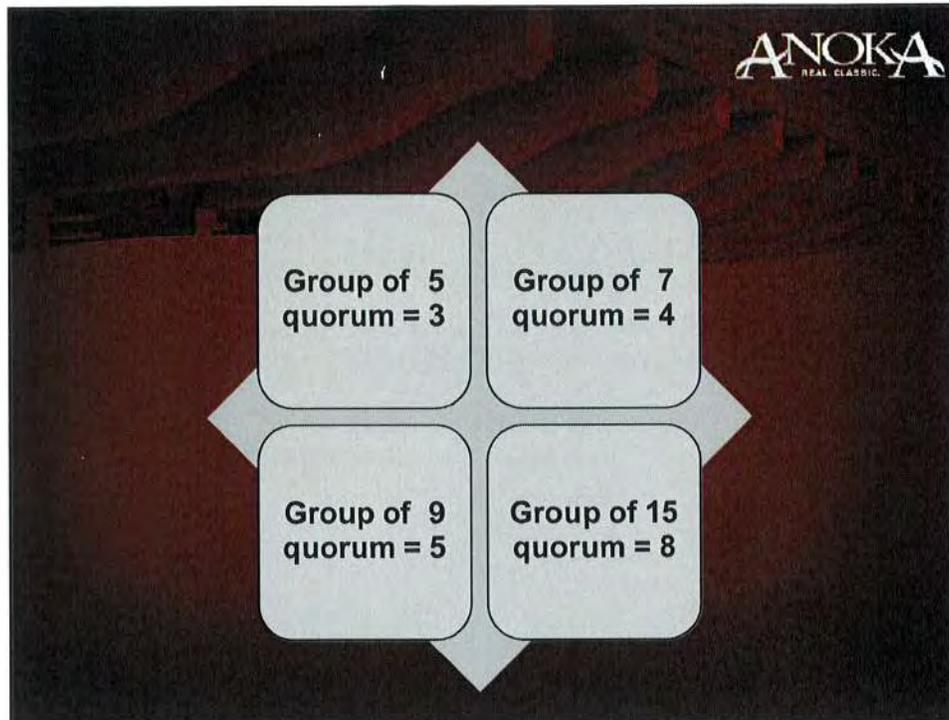
## Who must comply?

- *Governing public bodies and their boards, commissions, committees, and sub-committees.*
- *Recommended that any group that is established by the City Council, its members are appointed by the Council and has been assigned specific tasks or duties, should follow OML requirements.*



## What is a Quorum?

*The minimum number of voting members who must be present at the meeting to conduct business*



The slide has a dark background with a faint image of a building. The text is centered and includes a title, a description of a scenario, a conclusion, and a citation. The 'ANOKA REAL CLASSIC' logo is in the top right corner.

**Example 1**

*A quorum of members attend a training program for City officials. There is no discussion of City business.*

*This would not fall under the requirements of OML.*

*(Ag. Op 63a-5, February 5, 1975)*

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## Example 2

*The Board/Commission meeting is officially adjourned. While members are gathering up their belongings to leave, a quorum of members casually discuss what transpired at the meeting.*

**POSSIBLE OML VIOLATION !!!**



## Example 3

*A quorum of a board/commission members decide to attend a City Council meeting where a City issue is being discussed. Members of that board/commission participate in the discussion.*

*(the mtg was not posted for the board/commission)*

**POSSIBLE OML VIOLATION !!!**



*Unless the board/commission posted that a quorum of members would be attending the meeting and participating in the discussion, this is not appropriate.*

*Topics of mutual interest to boards, commissions & the Council needS to be held in an open meeting that has been properly noticed for each board and commission that is participating.*



### **Example 4**

***A Councilmember attends a Board or Commission meeting, observes but does not participate. Other Councilmembers serve on the committee, thus a quorum of the City Council exists because the additional Councilmember is in attendance. Proper notice of the meeting was provided, but no notice of a City Council meeting was provided.***



This may **NOT** be a violation of OML, as long as the additional Councilmember (who does not serve on the committee), did not participate in the discussion or deliberation.

*(Ag. Op 63a-5 - Aug 28, 1996)*



### What is NOT a meeting?

- *Individual contacts or conversations.*
- *Conferences or seminars.*
- *Other organization or community group's open and publicized meetings (where you are not attending as a City official and are not discussing official business of your board/commission).*
- *Purely social or ceremonial events.*
- *Attendance as an observer at another board/commission meeting.*



## Serial Meetings

*Member "A" talks to member "B" about a City issue.*

*Member "B" then talks to member "C" about the same issue.*

*Member "C" then talks to member "A" about the issue.*

**POSSIBLE OML VIOLATION !!!**



## Email between members

*Member "A" emails member "B" about a City issue.*

*Member "B" then forwards email and comments to member "C".*

*Even if member "C" doesn't reply to member "B" or "A", the 3 members have still communicated about City business outside a public meeting.*

**POSSIBLE OML VIOLATION !!!**



## TYPES OF COMMUNICATION?

- *Talking in person.*
- *Telephone conversation(s).*
- *Email.*
- *Texting.*
- *Social Media (i.e. Facebook, MySpace, Twitter, Blogs, etc.).*



## Emails from the public

*A citizen sends an email to all members of a particular board or commission.*

*If you choose to respond, DO NOT HIT "REPLY ALL" and do not copy your other board members on your response.*



*If you would like the members to know your response, please send it through City staff and request that it be distributed to the other members.*



### **City's Preference**

*Members refrain from communicating to members of City boards and commissions using electronic mail. Instead, use electronic communication as a way to distribute & receive information through City staff.*



## **DATA PRACTICES & EMAIL**

Email communication by members is subject to the laws related to Data Practices & Retention.



## **Communication from personal technology**

If your communication is sent in the capacity of a City official, those documents are no longer private. They are subject to the data practices and retention guidelines and public access rules as provided for in State Law.



## General Correspondence

If communication transmitted through your personal device relates to specific City business, the transmission content must be retained for 3 years.

*(saving this information is the responsibility of the member)*

This includes email through your personal computer, phone, etc !



## City Staff Assistance

*Sending information to City staff requesting it be shared with other members:*

- Helps to prevent OML violations.*
- Helps to keep all members equally informed.*
- Helps to keep staff informed and able to effectively and efficiently perform their job.*



## PENALTIES FOR OML VIOLATIONS

*Reasonable costs, disbursements, and attorney fees up to \$13,000.*

*\$300 fine per violation.*

*(to the individual that violated OML)*

*A City CANNOT PAY this fine on behalf of the violator – even if they are an official member of a Council, Board, Committee or Commission.*



## PENALTIES cont'd

*3+ separate, unrelated, intentional violations results in the*

***Forfeit of office !***



## MEMBER INVOLVEMENT

*If you are a recipient of an email, sent to a quorum of members, please send the email to staff so that we are aware of the situation and can react appropriately by providing OML information to the sender.*



## COMPLAINTS

*The City asks that we be notified of all potential OML violations as soon as it is discovered.*

***However.....***

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**The City only provides  
OML information.**

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***Advisory Opinions are obtained from:***

*MN Dept of Administration/IPAD*

*201 Administration Building*

*50 Sherburne Ave*

*St. Paul MN 55155*

*651-296-6733*

*[Info.ipad@state.mn.us](mailto:Info.ipad@state.mn.us)*



*IPAD does not investigate complaints,  
they provide Advisory Opinions.*

*Advisory Opinions are at a cost to the  
person requesting the opinion.*



**WHO CAN FILE A COMPLAINT?**

*An action to enforce the penalty for  
OML violations may be brought by  
any person in any court of competent  
jurisdiction where the administrative  
office of the governing body is located.*

*(Minn. Stat. § 13D.06, subd 2)*

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**HOW DO I FILE A COMPLAINT?**

*The filing of a complaint is an individual action and is done at District Court.*



# ROBERTS RULES OF ORDE "CHEAT SHEET"

TO DO THIS: (1)	YOU SAY THIS:	MAY YOU INTERRUPT SPEAKER?	MUST YOU BE SECONDED?	IS THE MOTION DEBATABLE?	IS THE MOTION AMENDABLE?	WHAT VOTE IS REQUIRED?
Adjourn the meeting	"I move we adjourn"	May not interrupt speaker	Must be seconded	Not debatable	Not amendable	Majority vote required
Recess the meeting	"I move that we recess until...."	May not interrupt speaker	Must be seconded	Not debatable	Amendable	Majority vote required
Complain about noise, room temp., etc.	"Point of privilege"	May interrupt speaker	No second needed	Not debatable (2)	Not amendable	No vote required (3)
Suspend further consideration of something	"I move we table it"	May not interrupt speaker	Must be seconded	Not debatable	Not amendable	Majority vote required
End debate	"I move the previous question"	May not interrupt speaker	Must be seconded	Not debatable	Not amendable	Two-thirds vote required
Postpone consideration of something	"I move we postpone this matter until..."	May not interrupt speaker	Must be seconded	Debatable	Amendable	Majority vote required
Have something studied further	"I move we refer this matter to a committee/attny"	May not interrupt speaker	Must be seconded	Debatable	Amendable	Majority vote required
Amend a motion	"I move that this motion be amended by..."	May not interrupt speaker	Must be seconded	Debatable	Amendable	Majority vote required
Introduce business (a primary motion)	"I move that..."	May not interrupt speaker	Must be seconded	Debatable	Amendable	Majority vote required

- (1) The motions or points above **are listed** in established order of precedence. When one of them is pending, you may not introduce another that's listed below it, but you may introduce another that's listed above it.
- (2) In this case, any resulting motion is debatable.
- (3) Chair decides.

# ROBERTS RULES OF ORDEK

## "CHEAT SHEET"

TO DO THIS: (1)	YOU SAY THIS:	MAY YOU INTERRUPT SPEAKER?	MUST YOU BE SECONDED?	IS THE MOTION DEBATABLE?	IS THE MOTION AMENDABLE?	WHAT VOTE IS REQUIRED?
Object to a procedure or to a personal affront	"Point of order"	May interrupt speaker	No second needed	Not debatable	Not amendable	No vote required, chair decides
Request information	"Point of information"	If urgent may interrupt speaker	No second needed	Not debatable	Not amendable	No vote required
As for a vote by actual count to verify a voice vote	"I call for a division of the house"	May not interrupt speaker (2)	No second needed	Not debatable	Not amendable	No vote required unless someone objects (3)
Object to considering some undiplomatic or improper matter	"I object to consideration of this question"	May interrupt speaker	No second needed	Not debatable	Not amendable	Two thirds vote required
Take up matter previously tabled	"I move we take from the table"	May interrupt speaker	Must be seconded	Not debatable	Not amendable	Majority required
Reconsider something already disposed of	"I move we now (or later) reconsider our action relative to..."	May interrupt speaker	Must be seconded	Debatable if original motion is debatable	Not amendable	Majority required
Consider something out of its scheduled order	"I move we suspend the rules and consider..."	May interrupt speaker	Must be seconded	Not debatable	Not amendable	Two thirds vote required
Vote on a ruling by the chair	"I appeal the chairs decision"	May not interrupt speaker	Must be seconded	Debatable	Not amendable	Majority required

(1) The motions or points above have no established order of precedence.

Any may be introduced at any time, except when the meeting is considering one of the top 3 matters listed in the chart on page 1 (adjourn, recess, point of privilege).

(2) But division must be called before another motion is started.

(3) Then majority vote is required.



**CITY OF ANOKA  
WASTE REDUCTION AND RECYCLING BOARD  
Meeting Minutes November 12, 2025**



**Call to Order**

The meeting was called to order by Chair Jones at 5:00 p.m. in the Worksession Room of Anoka City Hall.

**Roll Call**

- Board Members present: Veronica Jones, Sue Dergantz, Brenda Bellend, Cheryl Knappek, Marijo Hain, and Eileen Rathbun (via Zoom/out of town).
- Absent: None
- Staff present: Pam Bowman, Recycling Manager.
- Others Present: Steve Christnagel, Work Based Learning Coordinator for Anoka-Hennepin Schools. Arrived at 5:15 p.m.; left at 5:35 p.m.

**Approval of September 10, 2025, Meeting Minutes**

Member Belland noted on page 2 that her name was mentioned, but she was not at the meeting. The name should be changed to Member Rathbun.

Member Knappek said on page 2 the name Chair Dergantz should be changed to Chair Jones.

A motion to approve the September 10, 2025, meeting minutes with the noted changes was made by Member Hain, seconded by VC Dergantz.

6 ayes – 0 nays. Motion passed.

**Old Business**

**Subcommittees Reports**

- **Alley & Ave Retail Boutique** – Steve Christnagel provided the following information. Students come to learn work skills through upcycling, refurbishing furniture, etc. The

storefront is located off Second Ave and the alleyway by Two Scoops.

Products are donated from the public. They are always looking for things they can redo. Most oftentimes antique furniture made of wood, but nothing from Target or IKEA (MFD furniture). They accept dressers, tables, wooden headboards and oftentimes make benches from the wood. They also accept home décor – glassware, mason jars, vases, metal bins, extra type craft items leftover. Donations are accepted at the store. Store hours are school hours, 8a.m.-2p.m. Also, open once per month until 6p.m. Operating only during the school year, M-F. Sometimes they take donations during the summer by appointment, such as estate sales, etc. Monetary donations are also accepted.

Students are bused to the building and work there. The wood shop is inside the building and there is a classroom for painting and putting things together.

Students work in all aspects of the job (artist, retail, etc.). They come and work in different areas and can change on a trimester basis. Storefront is higher level job site. They also have a custodial position in which they do laundry, sweeping, mopping, etc.

In Anoka, they see a lot of foot traffic and are improving their signage. Their former location was in Andover Center by County Market.

Money made at the store goes back into the program and is used for necessary supplies. VC Dergantz asked if they accept supplies for donations. He said some, but they do have specifics that they need which they are not able to get through suppliers such as concrete birdbaths. They also accept specific paints; chalk paints for furniture, latex in mostly satin or flat, acrylic or stenciling, etc.

Member Rathbun asked if there are any items we can collect at our spring and fall events to help them. Based on the time of the year, he suggested outdoor pots and planters. Members agreed to reach out to him prior to each event to see if we can collaborate on any items.

Steve Christnagel left at 5:35 p.m.

- **Multi-Unit Program** – Subcommittee Member Hain had nothing new to report. Bowman reported that the multi-unit coordinator with the County recycling department resigned and therefore it may be best to wait until they refill that position to reach out for assistance. It was determined to pause this subcommittee for now.
- **Organics Recycling Program** – Chair Jones said she and VC Dergantz have been monitoring and maintaining the site. In general, all is good. A month or so ago, about 10 bags or yard waste was deposited in the dumpster which caused it to be shut down temporarily. Bowman worked with Public Services to have the yard waste removed and notified all participants. Chair Jones added information to NextDoor clarifying that yard waste is not allowed in the organics dumpster. Otherwise, contamination has been minimal, such as the Styrofoam® egg carton Chair Jones removed from the dumpster earlier today.

She added that the bag bandit has been striking again. Someone has been taking large amounts of the bags, so a combination lock has been added to the dispenser.

- **Little Free Library – We Read & Reuse Books (WRRB)** – Member Belland said she will be stopping at the library after the meeting to add some books. Bowman reported she stopped there during a walk to a meeting and said it was full and clean. However, last week there was some garbage in it.
- **Soles4Souls Program** – Member Rathbun reported that she contacted Soles4Souls and learned that there is not any issue with preparing of the labels and asked Soles4Souls to reach out directly to the coordinator at Peterson Shoes to explain how to prepare the labels again. Bowman reported that the coordinator from Peterson Shoes reached out and suggested they may instead begin working with another organization, Sneakers4Good. Members discussed this. Bowman said she would reach out to the coordinator to see if Soles4Soules reached out to her and if they have a preference on which program to use. The WRRB members agreed they would go with whichever program Peterson Shoes prefers, as they are doing all the preparation of the shoes.
- **Aluminum Can Recycling Trailers** – Nothing new to report. All is going well, and trailers have remained in the same locations.
- **Swap Subcommittee** – VC Dergantz did not have anything new to report but will reach out to R Marketplace to start discussing events for 2026.
- **ReCork Program** – Member Belland showed a picture of the container which is in the shape of a wine barrel. She said there are some corks in it and Better Values took it to the tasting event. Bowman prepared signage and Member Belland took signs to R Marketplace and The American Club co-op to post.

**Closing the Loop on Zero Waste** – VC Dergantz found the book and will read it and report back in January.

**Solid Waste Ordinance Update.** Bowman reported she has not sent the ordinance revisions to Council yet because Anoka County indicated there might be information from the State that would require curbside organics recycling by 2030. This information might need to be added to the ordinance, and Bowman prefers to wait in case an update is needed.

**Electronics & Battery Product Stewardship Bill** – Nothing new to report; watching for updates.

**Youth Representative on the WRRB** – Asst. City Manager is still working with the school district on this and expects to provide an update to the City Council in January.

## **Fall Recycling Events Reports –**

Fall drop-off event tonnage:

- 51 tires – no weight yet
- Paper shred – 1.38 tons
- Clothing - .465 tons
- Bulbs - .3165 tons
- Batteries - .248 tons
- Appliances – 2.49 tons
- Mattresses 1.9 tons
- E-waste – 2.632 tons

Fall curbside event tonnage:

Bowman reported only 11 residents signed up for the service. A total of 2,155 lbs. of appliances (14 units); e-waste 470 lbs. (6 units).

**DIY Pumpkin Smash** – Jones went on Saturday night. Took photos. Close to 2/3 full. Jones picked out small painted pumpkin, wax, electric one (it works). Bowman said she heard some people wanted the dumpster out longer. Members said the 10 days we have it there is fine.

### **New Business**

**2026 Citywide Garage Sale** – No longer partnering with Anoka County for the reuse event; they requested we do not compete with them and not host a reuse event in mid-June.

VC Dergantz asked if we can do our own following the garage sale. Chair Jones said we talked about doing a trunk event. Member Hain suggested Junk or Treat. All items are free.

Member Knapek described the trunk reuse event in Maple Grove in a church parking lot. It's one hour and very controlled. Dates determined are May 15 & 16. Reuse on May 17, possibly.

### **2025 Accomplishments / 2026 Goals.**

Accomplishments (brainstorming ideas)

1. Organics program has grown – just shy of goal.
2. Swap event and reuse event
3. Plastic cup recycling education; video, bins, signage etc.
4. Diverse newsletter content; easier 1, 2, 3
5. Continue Educating ourselves on current topics
6. Implemented the ReCork recycling program.
7. Continue to foster existing programs.

Goals (brainstorming ideas)

1. Organics Program Enhancements

- a. Research curbside organics
  - b. Offer education
  - c. Organics collections at concerts in the park
2. Swap & Reuse Programs & Events
  - a. Junk or Treat
  - b. Work with R Marketplace
  - c. Soles4Souls
  - d. ReCork
3. Improve recycling of social district cups
4. Youth Representation
  - a. Help with events / programs
5. Research how to collect independent residential reuse tonnage
6. Night to Unite
7. Landlord & Managers Association

**2026 Committees.** Move to January meeting.

### **Residential Reuse Tonnage**

Chair Jones explained that this would be a program to collect tonnage from residents when they use Facebook Marketplace, place something at the curb, etc. and weigh all items and submit to city. Bowman said she will check with Anoka County to see if this was something that they would accept as tonnage.

### **City View & RAW Newsletter Next Editions**

The following will be included in the City View; ReCork, Holiday Lights, Citywide Garage Sale and spring event – save the dates.

The following were suggested for the spring RAW 2026 edition:

- Compostable paper plates.
- “Did you know” section in the newsletter.
  - Did you know we’ve collected this many shoes with our program.
  - Do you know the difference between biodegradable and compostable?
- Bowman to review County information.
- Alley & Ave Boutique

### **Communications**

**WRRB Vacancy** – no new applications to fill Jan Call’s seat. All those expiring have re-applied.

**Conservation Minnesota Environmental Forum.** Member Hain reported she attended a meeting (via Zoom) through this organization about salt use. Member Hain left the meeting at 6:36 p.m.

**2026 Meetings & Activities Schedule** – Members reviewed the draft 2026 Schedule. This will be reviewed again at the January meeting.

**General Recycling Questions** – None.

**Adjournment** – Reminder there is no meeting in December. The meeting adjourned at 6:47 p.m.

DRAFT



## 2025 WRRB Accomplishments & 2026 Goals

### Accomplishments (brainstorming ideas)

1. Organics program has grown – just shy of goal.
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3. Plastic cup recycling education; video, bins, signage etc.
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### Goals (brainstorming ideas)

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Secs. 70-53—70-77. Reserved.

**ARTICLE III. SOLID WASTE COLLECTION AND DISPOSAL<sup>1</sup>**

*DIVISION 1. GENERALLY*

**Sec. 70-78. Intent.**

It is the intent of the city council, by means of this article, to establish a complete system for collection of garbage, other refuse, ~~white goods~~ appliances, furniture, mattresses, construction materials, recyclables, and yard waste throughout the city so that the disposal of such materials is accomplished in a sanitary manner and so that the health and sanitary conditions of the residents of the city are properly safeguarded and so that the city is in compliance with the state or the county's recycling and solid waste reduction mandates.

(Prior Code, § 66-81)

**Sec. 70-79. Definitions.**

The following words, terms, and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Aluminum recyclables* means containers fabricated primarily of aluminum and commonly used for soda, beer, or other beverages.

*Can recyclables* means containers fabricated primarily of metal, or a metal alloy other than aluminum, or tin.

*Collection* means the aggregation of garbage, other refuse, ~~white goods~~ appliances, furniture, mattresses, construction materials, recyclables or yard waste from the place at which it is generated, and includes all activities up to the time when the material is delivered to a designated facility.

*Commercial establishment* means any premises where a commercial or industrial enterprise of any kind is carried on, and shall include restaurants, hotels, clubs, churches, and schools where food is prepared or served.

*Commercial/industrial/multiple-dwelling collection* means collection occurring on-premises where a multiple-dwelling, commercial or industrial enterprise of any kind is carried on, and shall include restaurants, hotels, clubs, churches, and schools where food is prepared or served.

*Corrugated cardboard* means heavy paper with alternating ridges and grooves for use in packing or boxing materials.

*Garbage* means all putrescible (decaying) wastes, excluding animal offal and carcasses of dead animals, human excreta, sewage, and other water-carried wastes.

*Glass or plastic recyclables* means jars, bottles, and containers which are primarily used for packaging and bottling of various matter.

*Mixed municipal solid waste* means garbage, refuse and other solid waste from residential, commercial, industrial, and community activities that the generator of the waste aggregates for collections, but does not

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<sup>1</sup>State law reference(s)—Waste Management Act, M.S.A. ch. 115A; littering, M.S.A. §§ 169.42, 609.671, subd. 13, 115A.99; mandatory that city provide for solid waste collection, M.S.A. § 115A.941.

include auto hulks, street sweepings, ash, construction debris, mining waste, sludge, tree and agricultural waste, tires, lead acid batteries, used oil, and other materials collected, processed and disposed of as separate waste streams.

*Mixed paper recyclables* means boxboard (cake, cracker, and cookie boxes), junk mail, magazines, newsprint, ~~and newspaper supplements, and telephone books.~~

*Multiple residential dwelling* means any building used for residential purposes consisting of more than four dwelling units with individual kitchen facilities for each.

*Other refuse* means ~~ashes, nonrecyclable items such as dishware, glassware, crockery, cans, paper, boxes, and rags, and similar nonputrescible nonrecyclable wastes, but excluding sand, earth, brick, stone, concrete, trees, tree branches and wood.~~

*Recycling* means the process of collecting and preparing recyclable materials and reusing the materials in their original form or using them in manufacturing processes that do not cause the destruction of recyclable materials in a manner that precludes further use.

*Recycling facility* means an organization or business that collects recyclable materials.

*Residential collection* means collection occurring on the premises of any single building consisting of one, two, three, or four dwelling units, with individual kitchen facilities for each.

*Residential dwelling* means any single building consisting of one, two, three, or four dwelling units with individual kitchen facilities for each.

*Separation or to separate* means to place and store other recyclable materials in containers provided by the city in a manner determined by the city council.

*Single sort container* means the sole container specified to store all curbside recyclables until collection.

*Special pickup* means any collection of materials other than garbage, other refuse, recyclable or yard waste, including ~~white goods, appliances, furniture, mattresses, construction materials,~~ furniture, oversized materials, and construction materials.

*Targeted recyclables* means aluminum and tin cans, glass bottles (clear, green, and brown) and jars, plastic bottles and containers, mixed paper, ~~and~~ corrugated cardboard, or other materials as defined by council resolution.

*Waste stream* means the manner of disposal particularly prescribed by this article for each of the types of materials specifically defined in this section.

~~White goods~~ *Appliances* means all major household appliances. **MOVE ABOVE – ALPHA ORDER**

~~Furniture~~ means items such as couches, tables, chairs, mattresses, and oversized materials. **MOVE ABOVE – ALPHA ORDER**

~~Construction materials~~ means sand, earth, brick, stone, building materials, crockery, trees, tree branches, and other materials collected, processed, and disposed of as a separate waste stream. **MOVE ABOVE – ALPHA ORDER**

*Yard waste* means garden wastes, leaves, lawn cuttings, weeds, shrub and tree waste and prunings.

(Prior Code, § 66-82)

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## Sec. 70-80. Exceptions.

Nothing in this article shall prevent persons from hauling garbage, other refuse, recyclables, yard waste, or ~~white goods, appliances, furniture, mattresses, construction materials~~ from their own residence or business properties provided that the following rules are observed:

- (1) All garbage shall be hauled in containers that are watertight on the bottom and all sides and with tight fitting covers on top;
- (2) All other refuse and recyclables shall be hauled in vehicles with leakproof bodies and completely covered or enclosed by canvas or other material so as to completely eliminate possible cargo loss;
- (3) All garbage and other refuse shall be dumped or unloaded only at a county designated disposal facility, pursuant to county and state regulations;
- (4) Recyclables shall be disposed of at a recycling facility, ~~or~~ an organized recyclable drive, or through the city's organized curbside collection recycling program;
- (5) Yard waste may be composted privately, be disposed of at the county composting facilities, or through curbside collection with a licensed hauler.

(Prior Code, § 66-83)

## Sec. 70-81. Disposal generally.

- (a) All residents and owners of commercial and multiple residential dwellings shall make provisions for the sanitary disposal of garbage, other refuse, mixed municipal solid waste and ~~white goods, appliances, furniture, mattresses, construction materials~~ by means of a licensed private collector unless they have provided for adequate disposal which meets the approval of the city council and which complies with all ordinances and regulations of the city, county, and state.
- (b) A public entity, the owner of a sports facility, and an owner of a commercial building shall:
  - (1) Ensure that facilities under their control, from which mixed municipal solid waste is collected, also collect at least three recyclable materials, such as, but not limited to, paper, glass, plastic and metal; and
  - (2) Transfer all recyclable materials collected to a recycler.
- (c) No person shall permit garbage, other refuse, mixed municipal solid waste, ~~white goods, appliances, furniture, mattresses, construction materials~~, recyclables, or yard waste to accumulate or remain upon property owned or occupied by that person except when stored in required containers, and kept out of sight and smell, and such storage or accumulation shall not continue for more than two weeks. Outside storage containers and single sort containers shall be located in the side or rear yard next to the garage or house. Containers and single sort containers may be kept in the front of the house if kept in an enclosure or screened from the street or upon the driveway directly in front of the garage the furthest possible distance from the house. Containers may be placed next to the street or curb on the days scheduled for collection but shall be returned to the place of storage within 12 hours after collection.
- (d) All yard waste shall be disposed of in compliance with all applicable state and county laws and regulations. No person shall dispose of yard waste into the waste streams for garbage, other refuse, recyclables, or ~~white goods, appliances, furniture, mattresses, construction materials~~. Yard waste shall be disposed of by:
  - (1) Curbside collection through a licensed hauler;
  - (2) The resident transporting the yard waste to the county compost sites; or

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- (3) Composting the yard waste on private property with the owner's consent.
- (e) No person shall permit garbage, other refuse, recyclables, or yard waste to be removed from their property by an unauthorized or unlicensed collector.
- (f) No person shall discharge garbage, other refuse, recyclables, yard waste, hazardous waste, or white goods on any street, alley, drive, park, playground, other public place or any privately owned lot in the city. Persons who violate this provision shall be subject to the cost of removing and disposing of the material in addition to any other penalties imposed.
- (g) No person or business shall scavenge or otherwise collect garbage, other refuse, recyclables, ~~white goods~~ appliances, furniture, mattresses, construction materials, or yard waste which have been placed at the curb or from recyclable containers other than a duly authorized employee of the city or collectors authorized by the city under this article.

(Prior Code, § 66-84)

State law reference(s)—Littering, M.S.A. §§ 169.42, 609.671, subd. 13, 115A.99; recycling requirements, public entities, commercial buildings, sports facilities, M.S.A. § 115A.151.

#### **Sec. 70-82. Penalties.**

A violation of section 70-81(b), (c), (d), (e), or (f) shall be a petty misdemeanor, except that the third and each succeeding violation of any petty misdemeanor provision of this article, within a period of three years, shall be a misdemeanor. Each day during which the violation continues shall constitute a separate offense. Any other violation of this article shall be a misdemeanor.

(Prior Code, § 66-85)

#### **Sec. 70-83. Storage and placement for collection.**

- (a) The occupant of a residential dwelling and the owner of multi-residential dwellings shall ensure the provision of containers with covers for the collection of garbage and other refuse sufficient to keep odors in and insects and vermin out. Such containers shall be constructed of heavy duty plastic, metal, or other approved materials and shall be watertight so that they hold without leakage of material or odors all the garbage that may accumulate between times of collection. Nothing but garbage and other refuse as defined in this article shall be placed therein. Except when filling or emptying such containers, covers shall be kept tight thereon.
- (b) Every owner, operator or lessee of an industrial or commercial business who provides his own garbage or refuse containers shall keep the containers in a storage area or building which can be locked except on the day of collection. Every owner, operator, or lessee of an industrial or commercial business who uses a container provided by the licensed private collector shall keep the container so located as to be out of the public view as far as possible except on the day of pickup. Containers shall not be filled to the extent that the garbage or refuse placed therein can drop or spill from such containers.

[\(c\) Add flexible container information here](#)

(Prior Code, § 66-86)

#### **Sec. 70-84. Provision of collection.**

- (a) *Yard waste.* The removal and disposal of yard waste is the sole responsibility of the property owner or party responsible for the property.

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- (b) *Recyclables*. It is unlawful for any person other than a duly authorized employee of the city or collectors authorized by the city to collect or remove recyclables which have been placed at the curb for residential service.

(Prior Code, § 66-87)

**Sec. 70-85. Payment and rates.**

Charges for recyclable collection shall be as determined by the city council and shall be billed to the property owner.

(Prior Code, § 66-88)

**Secs. 70-86—70-113. Reserved.**

*DIVISION 2. PRIVATE COLLECTORS*

**Sec. 70-114. License.**

- (a) No person shall haul garbage, other refuse, recyclables, yard waste, or ~~white goods-appliances, furniture, mattresses, construction materials~~ for hire without a license therefor from the city, or haul garbage, other refuse, recyclables, or yard waste from their own residence or business properties other than as excepted in this article.
- (b) There shall be two license categories, defined by the type of account served: commercial/industrial/multiple-dwelling collection and residential dwelling collection, both as defined in division 1 of this article. The city council shall establish license fees. Licenses shall be issued for one calendar year, from January 1 through December 31. Each vehicle for which a hauler's license is issued shall exhibit such license in a prominent position on such vehicle. No collector licensed pursuant to this division shall acquire any vested right in a license. The city may, upon finding that public necessity requires, determine to establish other means of refuse collection.
- (c) Prior to the issuance of a license, an applicant must obtain and provide proof of all the insurance required within this section. All costs and expenses are the responsibility of the applicant. All insurance coverage is subject to approval by the city and shall be maintained by the licensee for the full term of the license. No activity under this license shall be commenced until the requirements of this article have been satisfied.
- (1) The licensee shall obtain and maintain statutory worker's compensation coverage as required under the laws of the state. In the event the licensee is a sole proprietor and has not elected to provide worker's compensation coverage, the licensee shall be required to execute and submit an affidavit of sole proprietorship in a form satisfactory to the city.
- (2) The licensee shall obtain and maintain the following minimum coverage for comprehensive general liability (including premises' operations; independent contractors' protective products and completed operations; and broad form property damage:

Bodily Injury:	\$1,000,000.00 per occurrence
	\$1,000,000.00 products/completed operations
Property Damage:	\$1,000,000.00 per occurrence

- (3) The licensee shall obtain and maintain the following minimum insurance coverage for personal injury liability (with employment related exclusion deleted):

Limit:	\$1,000,000.00 per occurrence
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- (4) The licensee shall obtain and maintain the following minimum insurance coverage for comprehensive automobile liability (owned, non-owned, and hired):

Bodily Injury:	\$1,000,000.00 per person
	\$1,000,000.00 per occurrence
Property Damage:	\$1,000,000.00 per occurrence

- (5) Insurance certificates evidencing that the insurance required by this section is in force with companies acceptable and licensed in the state, and in amounts required, shall be submitted for examination and approval by the city prior to the execution of the license. Thereafter, the certificates shall be filed with the city. The insurance certificates shall specifically provide that a certificate shall not be modified, canceled or nonrenewed, except upon 30 days' prior written notice to the city. Neither the city's failure to require or insist upon certificates, nor other evidence tending to show a variance from the coverages specified in this section shall change a licensee's responsibility to comply with these insurance requirements.
- (d) Each applicant shall file a schedule of rates to be charged by the hauler during the license period for which the application is made. The schedule of rates must include a base rate and all other charges to the consumer listed as a service fee, surcharge, or other similarly described fee. The schedule of rates must be submitted on a schedule of rates form provided by the city, which is included in the license application and renewal packet. Every licensee shall provide prior notification to the city of any change in rates to be implemented during the licensed period. Residential dwelling hauling rates shall include, at a minimum, a rate structure for the following services, **if offered**:
- (1) 30- to 40-gallon service;
  - (2) 80- to 90-gallon service;
  - (3) Walk-up service;
  - (4) Handicapped service;
  - (5) ~~White goods~~ Appliances, furniture, mattresses, construction materials;
  - (6) Bi-weekly pickup rate;
  - (7) Senior citizen discount rate;
  - (8) Organized neighborhood collection rate. A description of what meets the criteria for organized neighborhood collection must be listed on the schedule of rates form.
- (e) Hauler licenses shall be granted only upon the condition that the licensee has watertight packer-type vehicles to prevent the loss in transit of liquid or solid cargo, that the vehicle be kept clean and as free from offensive odors as possible and not be allowed to stand in any street longer than reasonably necessary to collect garbage, other refuse, or ~~white goods, appliances, furniture, mattresses, construction materials~~. The licensee shall also ensure that the collection site is left tidy and free of litter. No hauler operating on a route in a residential district shall operate a truck on any street when the weight of such vehicle exceeds eight tons per axle.

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- (f) Upon recommendation by the city manager, the city council may suspend or revoke the license of any licensee whose conduct is found to be in violation of the provisions of this article. Suspension or revocation may also be based on other health, safety, and welfare concerns arising out of the performance of the licensee, its employees and agents, or its vehicles and equipment. The city's receipt of five or more formal complaints, filed against a licensee, within a 12-month period, which have been administratively reviewed and verified by city staff for accuracy, may also result in suspension or revocation of a license. Revocation or suspension of a license by the city council shall be preceded by a public hearing. The city council may appoint a hearing examiner or may conduct the hearing itself. The hearing notice shall be mailed at least ten days prior to the hearing to the address given on the license application, shall include notice of the time and place of the hearing, and shall state the nature of the allegations against the licensee.

(Prior Code, § 66-106)

State law reference(s)—Licensing of solid waste collection, M.S.A. § 115A.93.

### **Sec. 70-115. Limitation on number of licenses.**

- (a) *Purpose.* It is the intent of the city to reduce the number of solid waste collection licenses issued. The means of this reduction will be through attrition. The limitation is deemed necessary to protect the health, safety and welfare of the city and its residents.
- (b) *Limitation exception.* No more than three residential collection licenses and three commercial collection licenses may be in force at any time, except that all companies licensed by the city as of September 1, 2015, may be relicensed according to the following conditions:
- (1) The licensee has conformed to all city, county, state and federal laws related to solid waste collection.
  - (2) There is no lapse in the license period.
  - (3) The licensee submits a fully completed annual renewal form, payment and all required documentation by the due date for renewals. Incomplete applications shall be returned to the licensee and must be resubmitted by the original due date. Failure to submit a renewal, payment and all required documentation by the original due date will be cause for the city to deny the renewal of the license.
  - (4) Licenses are nontransferable, except when an existing licensee undergoes incorporation, sale or merger with another existing city licensed collector, so long as the ownership, control, and interest in the license remain with a pre-existing licensee.
  - (5) The type of service offered (i.e., commercial/industrial/multifamily or residential) has not increased from the previous license period.
  - (6) There has been no increase in the number of trucks as listed in the application for the previous year's license.
  - (7) Licenses must not have been suspended more than two times in a 12-month period, or revoked.

(Prior Code, § 66-107)

### **Sec. 70-116. Collection days and hours.**

- (a) Residential dwelling hauling licensees shall make weekly collection of separated garbage and other refuse, unless the consumer has entered into an agreement with the licensee for bi-weekly pickup service.
- (b) No residential collection of garbage, other refuse, or ~~white goods appliances, furniture, mattresses,~~ construction materials shall be made except between the hours of 7:00 a.m. and 6:00 p.m. Monday through

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Friday. Saturday collection during these hours is permissible in weeks which include recognized national holidays. Customers shall be notified of a specific day for collection of their garbage, other refuse, or ~~white goods, appliances, furniture, mattresses, construction materials~~ and the licensee shall collect the materials within those time periods. Commercial, industrial, and institutional collection of garbage, other refuse, and ~~white good~~ ~~appliances, furniture, mattresses, construction materials~~s shall be made between the hours of 6:00 a.m. and 6:00 p.m. on any day of the week and as often as is necessary to protect the public's health, safety and welfare. Residential special pickup as defined in section 70-79 may take place on any day, Monday through Friday, 6:00 a.m. to 6:00 p.m., as arranged by the resident and licensed hauler.

(Prior Code, § 66-108)

#### **Sec. 70-117. Duties and obligations of licensed collector.**

A licensed collector must comply with the following operational requirements. Failure to observe any of these provisions may be a basis for suspension or revocation of a license.

- (1) A licensee shall operate in a manner consistent with its application materials and provide notice to the city within 15 days of any change of information, forms, rate structures, or certificates filed as a part of the license application process.
- (2) The licensee shall comply with all city, county and state laws and regulations, as well as this article.
- (3) Upon the city's request, haulers shall be required to provide evidence that they have disposed of garbage, other refuse, and ~~white goods, appliances, furniture, mattresses, construction materials~~ at sites and in the manner authorized by law.

(Prior Code, § 66-109)

#### **Secs. 70-118—70-147. Reserved.**

**MyACETrashMN**

Download our FREE mobile app for your Android device or iPhone and never forget your collection day again!



**SIMPLE SORT<sup>SM</sup>**  
**RECYCLING**

**No need to separate recyclables...**

Simply place **all** acceptable curbside recyclables loose inside the **Simple Sort Cart!** **DO NOT** place recyclables in plastic bags. Contaminated recycling may be assessed additional fees and/or may not be collected

**RECYCLE IT!** Do NOT place recyclables in plastic bags. Please place the recyclables loose in the cart. (Brown paper bags are acceptable).

**METAL**  
Aluminum beverage cans, metal food cans (rinsed)

**PAPER**  
Newspaper, magazines, envelopes, office paper, phone books, paper bags, paper cartons (empty, rinse & keep lids on)

**PLASTIC**  
Plastic bottles & containers (empty, rinse & keep lids on)  
**NO PLASTIC BAGS!**

**GLASS**  
Jars & bottles (emptied & rinsed)

**CARDBOARD**  
Boxboard (cereal, cake & cracker boxes), Cardboard (flattened & 3'x3' bundled)

**TRASH IT!** Items NOT accepted by curbside recycling. *WHEN IN DOUBT, THROW IT OUT!*

- Plastic bags & wrap
- Pizza boxes
- Plastic cups & plastic utensils
- Garden hoses
- Shredded paper
- Food waste and food tainted items – used paper plates, napkins, & paper towels
- Egg cartons
- Aerosol cans
- Flower pots
- Black plastics
- Ice cream cartons
- Styrofoam packaging material
- Wrapping paper
- Aluminum foil
- Plastic toys

**ACE**  
**SOLID WASTE, INC.**

**2026 RECYCLE SCHEDULE**  
Your Service Week is the **BLACK** Week

\*Observed Holiday- **ONLY** holidays observed on a M-F delay collection by one day. Holidays that fall on Saturday & Sunday **DO NOT** cause service delays.

**763-427-3110** ● **acesolidwaste.com**

<p><b>JANUARY</b></p> <table border="0" style="width: 100%; text-align: center;"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </table>	S	M	T	W	T	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	<p><b>FEBRUARY</b></p> <table border="0" style="width: 100%; text-align: center;"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> </table>	S	M	T	W	T	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	<p><b>MARCH</b></p> <table border="0" style="width: 100%; text-align: center;"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					<p><b>APRIL</b></p> <table border="0" style="width: 100%; text-align: center;"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30																							
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Recycling service provided **every other week** on the **same day** as your weekly trash pick-up.





## 2026 WRRB Meetings & Activities Schedule

DATE	MEETING ITEMS	EVENTS & ACTIVITIES DATES
<b>JAN. 14</b>	Oath of Office   Election of Officers 2025 Accomplishments & 2026 Goals Annual review of mission, bylaws, etc. Updates & Subcommittee Reports Discuss/Confirm Events Dates	
<b>FEB. 11</b>	Subcommittee Reports July-Dec 2025 SCORE Report 2025 Accomplishments & 2026 Goals RAW newsletter topics Spring Recycling Event	
<b>MARCH 11</b>	Subcommittee Reports ACE Solid Waste Annual Report RAW Newsletter draft Spring Recycling Event Curbside Event? Report to City Council	<b>Wed., March 4</b> - Chairpersons Comm. Board <b>March 9-May 1</b> - Garage Sale <u>Registration</u>
<b>April 8</b>	Subcommittee Reports	<b>Sat., April 25</b> - Spring Recycling Event <b>Mon., April 20</b> - Report to City Council
<b>MAY 13</b>	Subcommittee Reports Events Updates	<b>Fri. &amp; Sat., May 15 &amp; 16</b> - Citywide Garage Sale
<b>JUNE 10</b>	Subcommittee Reports Events Updates 2026 SCORE Funding Application	<b>June 3</b> - Chairpersons Comm. Board <b>TBD</b> – Curbside Recycling Event
<b>JULY 8</b>	Subcommittee Reports 2027 SCORE Grant application RAW newsletter topics Fall Recycling Day	<b>Sat., July 25</b> - Summer Drop-off Event at RTI
<b>AUGUST 12</b>	Subcommittee Reports 2027 SCORE Grant application Fall Recycling Day	<b>Tues., Aug. 4</b> - Night to Unite
<b>SEPT. 9</b>	Subcommittee Reports Fall Recycling Day Pumpkin Smash SCORE Report Results	<b>Wed., Sept. 3</b> - Chairpersons Comm. Board <b>Sat., Sept. 27</b> - Fall Recycling Event
<b>OCT. 14</b>	Subcommittee Reports Fall Recycling Day Report Pumpkin Smash	
<b>NOV. 11 Veterans Day (closed)</b>	Subcommittee Reports, 2027 Anoka County Recycling Agreement 2026 Accomplishments & 2027 Goals	<b>TBD</b> - DIY Pumpkin Smash <b>TBD</b> – Curbside Recycling Event
<b>DEC. 9</b>		<b>Wed, Dec. 2</b> Chairpersons Communication Board