



Le Sueur County, MN

Tuesday, August 23, 2016

Board Meeting

Item 5

9:40 a.m. Amy Beatty - Environmental Programs Specialist (15 min)

Ettlin's Cafe Recycling Grant Application

Staff Contact:



ENVIRONMENTAL SERVICES

Mailing Address: 88 South Park Avenue, Le Center, MN 56057
Physical Address: 515 South Maple Avenue, Le Center, MN 56057
Direct Dial: 507-357-8538 Fax: 507-357-8541
Email: environmentalservices@co.le-sueur.mn.us
County Website: www.co.le-sueur.mn.us

Date: Friday, August 19, 2016
To: Le Sueur County Board of Commissioners
From: Amy Beatty, Environmental Programs Specialist
RE: Ettlin's Café Recycling Grant Application

Dear Le Sueur County Board of Commissioners:

Through a telephone conversation with Scott County Environmental Services staff member, Ettlin's Café has applied for a grant, through Scott County, to recycle organic material from the restaurant. The grant application is requesting approximately \$1,700.00 to purchase equipment (bins).

Scott County Environmental Services Department, in collaboration with Minnesota Waste Wise, contacted businesses within Scott County to look for ways to increase recycling rates and organic recovery. Ettlin's Café was contacted and was interested in the program. It came to the attention of staff, after Ettlin's Café applied for the grant, that it was not a Scott County business. Scott County staff contacted me to find out if Le Sueur County would be interested in partnering with Scott County on this grant application (please see attached grant information).

It would be my recommendation to partner with Ettlin's Café and Scott County on this grant application. There would be \$1,700.00 in the 2016 Solid Waste Budget to purchase the recycling bins for the restaurant. This application would meet the solid waste management hierarchy of preferred methods in the Tri-County Solid Waste Plan.

If you have any questions or comments, please contact me at 507-357-8203.

Sincerely,

Amy Beatty

This document has been electronically signed.

Amy Beatty
Le Sueur County Environmental Programs Specialist

Scott County Recycling-Organic Collection Grant

Instructions and Requirements

Scott County is committed to increasing recycling rates and organic recovery by the year 2030. The purpose of this grant program is to reach out to businesses and help them increase recycling-organic efforts and achieve compliance with State requirements.

A MN Waste Wise Foundation Specialist will start by conducting a free 30-minute waste assessment at your business. The specialist will then review options for you to reduce what goes in the trash dumpster at your business. These options may include starting a food waste recycling program or putting more paper, plastic, metal and glass materials in the recycling bin. Ultimately, these changes could save your business money by reducing the size of your trash dumpster or the frequency of pickup.

Grant Funding

Businesses and institutions can apply for grants to reimburse their new recycling and organic program costs. Grants are available for up to \$25,000. Scott County may reimburse approved grant requests up to \$10,000 with no match required; and may reimburse 50% of the grant request over \$10,000. Grant requests for over \$10,000 will require a 50% cash match from the applicant for the amounts above \$10,000.

Example:

	\$0-\$10,000
Grant Request Total	\$9,500
Business Match required	\$0
County Reimbursement	\$9,500

Example:

	\$10,001-\$25,000
Grant Request Total	\$12,000
Subtract County \$10,000 grant, no match required	(-) \$10,000
Remaining Balance requiring match	\$2000
Business 50% Cash Match	\$1000
County 50% Reimbursement	\$1000

Scott County will order and pay for containers and labels requested by applicants within the Container Catalog. The containers and labels will be shipped to the applicant. Scott County will reimburse other expenses after MN Waste Wise or County staff has confirmed that allowable purchases have been made and programs implemented as proposed in the application.

Applications will be accepted and evaluated throughout the year on a “first come-first serve basis.” Applications will be considered year round until funds have been fully disbursed. Businesses can apply one time per calendar year. The grant applications take approximately 4 weeks to process depending upon the date received and the quality of the application. Applications that meet the program objectives and requirements approved by the Scott County Board of Commissioners will be evaluated by staff. Scott County Applications that do not meet program objectives and requirements but have merit to increase recycling or organic collection will be reviewed by the Scott County Board of Commissioners. During the review process, staff may contact the applicant for additional information and/or to clarify the proposal content. A site visit from MN Waste Wise is required prior to awarding grant funds. All decisions by Scott County will be final and are not subject to review.

How to Submit a Grant Application

Prospective candidates must submit an application form, which can be accessed at www.scottcountymn.gov. Completed applications can be submitted by mail or by email (County is not responsible for lost or misdirected submissions):

- **Submit by mail:** Scott County Environmental Services | Attn: Recycling-Organic Collection Application | 200 Fourth Ave W | Shakopee, MN 55379
- **Submit by email:** ssteuber@co.scott.mn.us | Subject: Business Recycling Reward Application
- **Submit by fax:** 952-496-8496 | Attn: Recycling-Organic Collection Application
- Steve Steuber, Scott County Solid Waste Management, can provide feedback, evaluation guidance, and information on resources. 952-496-8473

Eligibility and Guidelines

Eligibility:

- **Geographical Service Area:** Businesses must be physically located in Scott County. If your business has multiple locations in Scott County, each location is eligible for a grant.
- **Eligible Businesses:** Grants are available to any for-profit or non-profit non-residential waste generator in Scott County excluding:
 - The federal government;
 - The State of Minnesota;
 - Regional Agencies;
- Business must be responsible for managing the recycling and trash hauling contract for the properties you own, lease, rent, manage or maintain.

Guidelines – Applicant Businesses must:

- Complete a grant application.
- Agree to host a site visit with a specialist from Minnesota Waste Wise or County staff to review current on-site solid waste operations and equipment, discuss the application's objectives and approach, and determine project reporting parameters.
- Upon acceptance of grant application, enter into a grant agreement with Scott County. The application, once completed, will serve as an attachment to the agreement.
- Submit a description of the proposed recycling or organic collection activity (-ies) and how the business will implement.
- Agree to carry out recycling activities for no less than an 18-month term.
- Agree to report both baseline pre-grant and post-grant quantities of a) materials recycled, b) food recovered, and c) trash. A MN Waste Wise specialist can provide this information for the applicant following the site visit.
- Provide a 3 sentence testimonial with a picture or video at the end of the 18-month grant period and agree to serve as a "Success Story," if asked.
- Agree that grant funds are to be used for new or expanded efforts. Funding is not to be used for maintaining existing efforts.

Evaluation Criteria

All submitted applications will be evaluated according to the following criteria:

- **Outcomes** – Business' objectives are clearly stated, specific, realistic, and measurable.
- **Impact** – The estimated level of achieving diversion of recyclables and organics from the trash.
- **Alignment with the Scott County program objectives to:**
 - Support business working to be in compliance with Minnesota Statute
 - Support business working to reduce or reuse solid waste
 - Support business starting or improving recycling to at least 3 types (paper, plastic, metal, glass) and organic collection
 - Support businesses encouragement and outreach to employees and public to participate in the recycling program

Reporting Requirements

All businesses awarded a grant through this program will be required to complete a pre-grant and post grant report. The report must include documentation on a form provided by Scott County. The reports will provide Scott County with information about quantities of recyclables, food waste/organics, and trash produced before and after the grant term. The pre-grant report is due within 45 days of signature of grant agreement and the post-grant report is due 20-months from the start date of the grant term.

Appropriate Use of Funds and Restrictions

Examples of eligible expenses include, but are not limited to:

- Container/Bins for recycling, organics, and trash.
- Sorting stations.
- Totes, carts, cart tippers, and other waste containers for transportation to containers serviced by hauler.
- Compactors, balers, and organics management systems for storage, managing odor and space concerns for businesses generating large quantities of recyclables or organics.
- Up to 6-months' supply of compostable plastic bags for lining organics collection containers and compostable food service ware.
- Signage, labels and other recycling, food waste, or organic recovery program educational materials.

Fund Dispersal

Container/Bins: No funds are transferred to the business for containers/bins. Upon approval of the grant application and site visit from the MN Waste Wise Specialist, Scott County will order and pay for the containers identified in the business' grant application. If the application is revised due to input from the specialist, the revised container needs will be considered. The containers will be delivered directly to the business.

Other Items: The business must purchase other items as proposed in the application. After the purchase and implementation of other items, the business must contact MN Waste Wise or Scott County to confirm purchase (for example, a site visit at business, or receipts provided). Scott County will process approved reimbursement within 10 working days of confirmation.

Cash Match: Businesses that request over \$10,000 are required to provide a 50% cash match. The 50% cash match payment must be either spent on the "other items" proposed in the application or submitted to Scott County. Receipts must be provided for all cash expenses.

Scott County Rights

Scott County may require confirmation of information furnished by applicants. Scott County reserves the right to:

- Reject any or all applications if such action is in the public interest;
- Cancel the entire grant program;
- Appoint evaluation committees to review grant applications;
- Negotiate with any, all, or none of the grant respondents.

The Grant does not commit Scott County to enter into a contract with any applicant, nor does it obligate the Scott County to pay for any costs incurred in preparation and submission of applications or in anticipation of a grant.

Recycling containers purchased through this grant should:

- Be paired with a trash container, or be part of a unified “waste station” that includes both trash and recycling disposal components that cannot be separated.
- If part of a unified station, the recycling component should be well labeled and, ideally, color-coded to match other recycling bins.
- Be clearly labeled with a decal that lists all acceptable materials. The County will supply labels at no charge or make art work available to a business to create their own customizable labels at the business’ expense.

Food scrap/organics collection containers purchased through this grant should:

- Be placed as close to a trash and recycling containers as possible in order to provide equally convenient access to users.
- If part of a unified station, the food scrap/organic component should be well labeled and, ideally, color-coded to match other food scrap/organic bins.
- Be clearly labeled with a decal that lists all acceptable materials. The County will supply labels at no charge or make art work available to a business to create their own labels.

Definitions

Recycling - Using waste as material to manufacture a new product. Recycling involves altering the physical form of an object or material and making a new object from the altered material. With recycling, you generally need to collect a material, transport it, clean and sort it, transform it (for example, melt it down, see secondary material, below), market that transformed material, make the transformed material into a new product, package the product, and market the product.

Organics- Organic waste is anything that comes from plants or animals that is biodegradable and could include the following materials:

- Fruits and vegetables scraps
- Meat, poultry, and seafood scraps
- Bones (yes, bones)
- Waxed cardboard products (ex. Chinese take-out boxes)
- Frozen/refrigerated food boxes (ex. frozen pizza, frozen dinners)
- Used napkins, paper towels, paper plates
- Milk cartons, tea bags, coffee grounds and filters
- Parchment and waxed papers
- Plants and flowers
- All yard waste

SCOTT COUNTY RECYCLING/ORGANIC GRANT AGREEMENT

THIS AGREEMENT, by and between the County of Scott, Minnesota, a municipal corporation, hereinafter referred to as the "County," and _____, Minnesota, hereinafter referred to as "Grantee."

WITNESSETH:

WHEREAS, County has obtained funding from the Minnesota Pollution Control Agency for implementation or enhancement of recycling programs, in Scott County consistent with the County Solid Waste Management Master Plan; and

WHEREAS, in order to oversee the disbursement of funds for such purposes, the Scott County Environmental Services Department has created a grant program for for-profit, non-profit, or local units of government within Scott County to help achieve the goals of Scott County Solid Waste Management Master Plan and the grant objectives approved by the Scott County Board of Commissioners; and

WHEREAS, the Grantee is not an employee of the County, and the County is not contracting with it for services, but only providing grant dollars for it to do a project; and

WHEREAS, the Grantee has requested a County grant for the cost to implement or enhance their recycling or organic collection program; and

NOW, THEREFORE, IT IS MUTUALLY AGREED AS FOLLOWS:

- A. The purpose of this Agreement is to set forth the requirements for distribution of funds obtained from the Minnesota Pollution Control Agency to the Grantee for implementation and/or enhancement of recycling programs to any for-profit, non-profit, or local unit of government within Scott County, consistent with the County solid Waste Management Master Plan; and
- B. The grant application completed by Grantee and the Scott County Recycling-Organic Collection Grant Instructions and Requirements are attached to this agreement and incorporated as if set out herein. Grantee agrees to the requirements, terms, conditions and duties set out in the Application and supporting documents and agrees that failure to abide by those items may result in denial of reimbursement or require repayment by Grantee of funds received contrary to those terms.

C. Payment

- 1. The approved amount of grant payment available under this Agreement is up to:

_____ Dollars _____ (\$)

_____ Dollars _____ (\$)

- 2. Upon entering this Agreement, County will purchase containers/bins on behalf of the Grantee as selected by Grantee from the Container Catalog. The items will be shipped directly to Grantee and the value/cost of the items will be deducted from the approved grant amount.
- 3. After Minnesota Waste Wise Foundation or Scott County staff confirms the implementation of a program according to the grant proposal, Grantee is eligible for reimbursement of funds spent for accepted items. Grantee shall submit receipts/invoices for such expenses on a form approved by County. Payment will be reviewed by County and made within 15 working days of approval.
- 4. For any grant where Grantee has a cash match, the cash match amounts must be expended and verified by the County prior to County's reimbursement of funds. The Grantee shall submit receipts/invoices for expenses on a form approved by County to verify the cash match

- D. This grant agreement shall be effective upon final signature from County and shall remain in effect for eighteen (18) months unless terminated earlier by County.
- E. The County may terminate this grant agreement with or without cause upon thirty (30) days written notice to Grantee. In the event of such cancellation, Grantee shall be entitled to payment for purchases made prior to the notice of termination. Grantee's obligation to continue any implemented program shall survive termination of this agreement.
- F. The County may immediately terminate this grant agreement if it does not obtain sufficient funding from the State or if all funds are expended to other grant recipients. Termination will be by written fax or email notice to the Grantee. The County shall not be obligated to pay for any items or services obtained after the notice and effective date of termination. Grantee's obligation to continue any implemented program shall survive termination of this agreement.
- G. The Grantee agrees to defend, indemnify, and hold the County, its employees and officials harmless from any claims, demands, actions or causes of action, including reasonable attorney's fees and expenses resulting directly or indirectly from any act or omission on the part of the Grantee, or its subcontractors, partners or independent contractors or any of their agents or employees, in the performance of or with relation to this Agreement. Nothing in this Agreement constitutes a waiver by the Grantee of any statutory or common law, defenses, immunities, or limits on liability. The obligation of the Grantee under this section cannot exceed the amount that the Grantee would be obligated to pay under the provisions and limitations of Minn. Stat. Chap 466.
- H. Pursuant to Minn. Stat. Section 16C.05, Subd. 5, the books, records, documents, and accounting procedures and practices of Grantee relative to this agreement shall be subject to examination by the County and the State Auditor. Complete and accurate records of the work performed pursuant to this agreement shall be kept by Grantee for a minimum of six (6) years following termination of this agreement for such auditing purposes. The retention period shall be automatically extended during the course of any administrative or judicial action involving the County of Scott regarding matters to which the records are relevant. The retention period shall be automatically extended until the administrative or judicial action is finally completed or until the authorized agent of the County notifies Grantee in writing that the records need no longer be kept.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their respective duly authorized representatives.

COUNTY OF SCOTT

GRANTEE

 Paul Nelson Date
 Scott County
 Environmental Services Manager

 Name Date
 Title

Approved as to form:

 Jeanne Andersen Date
 Assistant County Attorney



Grant Application

Applicant Information

Business Name	
Contact Name	
Contact Title	
Address	
City, Zip Code	
Phone Number	
Email Address	

Shipping Information

Business Name	
Contact Name	
Address	
City, Zip Code	
Phone Number	
Email Address	

Duties and Budget Justification: Please provide a brief justification for the budget items requested. Include an explanation of how costs were determined. Describe how the business will implement the program. (Less than 500 words)

Reference Questions *(Please check yes or no for each of the following questions)*

	Yes	No
Did you work with MN Waste Wise?		
Does your business currently have a recycling program?		
Does your business currently have a food waste or organics recycling program?		
If an institution did you consult with County staff before submitting the application		

How did you hear about us? *(Please check yes or no for each of the following questions)*

	Yes	No
SCENE or website?		
Professional Association (Chamber, Economic Development Association)?		
MN Waste Wise Foundation		
Other: Please explain:		

Eligibility Questions *(Please check yes or no for each of the following questions)*

	Yes	No
Is your business physically located in Scott County?		
Is your business a for-profit or non-profit non-residential waste generator?		
Is your business responsible for managing the recycling and trash hauling contract for the properties you own, lease, rent, manage or maintain?		

Grant Request

Container/Bins: Please select containers from Container Catalog and complete order form below. Scott County will order containers and ship directly to applicant.

Container Name - Description (Make and Model)	Quantity	Cost per Container	Total Cost
Container Sub-Total			\$

Other Items

Line Item	Description	Total Proposed Amount
Supplies		
Equipment		
Other Expenses		
Other Item Sub-Total		\$

Grant Grand Total (Container/Bins + Other Items)	
Scott County reimbursement up to \$10,000. Subtract \$10,000.	
Remaining Grant Balance	
Applicant Match 50% of grant over \$10,000 (if required)	
County Reimbursement	

Scott County will reimburse up to \$10,000 no match required and will reimburse 50% of the grant request over \$10,000. Please deduct 50% from the remaining balance to determine the required business cash match.

If awarded a grant, _____ <grantee> agrees to the following activities:

Host a site visit with MN Waste Wise
Carry out recycling activities for a minimum of 18 months.
Provide a 3 sentence testimony and agree to serve as a "Success Story," if asked.
Complete report documenting baseline pre-grant and post-grant quantities of: a) Materials recycled, b) Food recovered, and c) Trash

Mail to: Scott County Environmental Services
Attn: Recycling-Organic Collection Application
200 Fourth Ave W Shakopee, MN 55379

Fax to: 952-496-8496 | Attn: Recycling-Organic Collection Application

Email to: ssteuber@co.scott.mn.us | Subject: Recycling-Organic Collection Application



Grant Application

Applicant Information

Business Name	The Ettlins cafe Inc.
Contact Name	Ulrich Ettlin
Contact Title	owner
Address	208 4th ave sw.
City, Zip Code	New Prague, MN 56071
Phone Number	952-594-9613
Email Address	theettlinscafe@gmail.com

Shipping Information

Business Name	The Ettlins cafe Inc.
Contact Name	Ulrich Ettlin
Address	208 4th ave sw.
City, Zip Code	New Prague, MN 56071
Phone Number	952-758-6772
Email Address	theettlinscafe@gmail.com

Duties and Budget Justification: Please provide a brief justification for the budget items requested. Include an explanation of how costs were determined. Describe how the business will implement the program. (Less than 500 words)

The 2 slim jim bins will be used to collect organic waste on a daily basis, and the trash can would be use for paper towels, to mix in to the composting tumbler. The 2 tumblers are 106 gallon size. This is only one part of the program we would implement. We are going to add a 3 part composting bin outside and sometime in the future wormbins. We figure by the end of 2016 we can reduce our trash by 1/3 to 1/2. We have purchased 2 lots at the beginning of this year, which gave us the ability to add a garden. We figure 1 tumbler wont do enough volume. We also are starting to reuse water for watering the garden and next year plan on adding a vegetable, flower

Reference Questions *(Please check yes or no for each of the following questions)*

	Yes	No
Did you work with MN Waste Wise?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does your business currently have a recycling program?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does your business currently have a food waste or organics recycling program?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If an institution did you consult with County staff before submitting the application	<input type="checkbox"/>	<input type="checkbox"/>

How did you hear about us? *(Please check yes or no for each of the following questions)*

	Yes	No
SCENE or website?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Professional Association (Chamber, Economic Development Association)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MN Waste Wise Foundation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other: Please explain:	<input type="checkbox"/>	<input type="checkbox"/>

Eligibility Questions *(Please check yes or no for each of the following questions)*

	Yes	No
Is your business physically located in Scott County?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Is your business a for-profit or non-profit non-residential waste generator?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is your business responsible for managing the recycling and trash hauling contract for the properties you own, lease, rent, manage or maintain?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Grant Request

Container/Bins: Please select containers from Container Catalog and complete order form below. Scott County will order containers and ship directly to applicant.

Container Name - Description (Make and Model)	Quantity	Cost per Container	Total Cost
grainger 10f626 slim jim	2	42.28	84.56
grainger 4uau6 wastebasket	1	14.24	14.24
			\$ 0.00
			\$ 0.00
			\$ 0.00
Container Sub-Total			\$ 98.80

Other Items

Line Item	Description	Total Proposed Amount
Supplies		
Equipment	2 jora400 composters \$799.00 each	
Other Expenses		
Other Item Sub-Total		\$ 1598.00

Grant Grand Total (Container/Bins + Other Items)	\$1696.80
Scott County reimbursement up to \$10,000. Subtract \$10,000.	
Remaining Grant Balance	
Applicant Match 50% of grant over \$10,000 (if required)	
County Reimbursement	

Scott County will reimburse up to \$10,000 no match required and will reimburse %50 of the grant request over \$10,000. Please deduct 50% from the remaining balance to determine the required business cash match.

If awarded a grant, Ulrich Ettlin <grantee> agrees to the following activities:

<input checked="" type="checkbox"/>	Host a site visit with MN Waste Wise
<input checked="" type="checkbox"/>	Carry out recycling activities for a minimum of 18 months.
<input checked="" type="checkbox"/>	Provide a 3 sentence testimony and agree to serve as a "Success Story," if asked.
<input checked="" type="checkbox"/>	Complete report documenting baseline pre-grant and post-grant quantities of:
<input checked="" type="checkbox"/>	a) Materials recycled, b) Food recovered, and c) Trash

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Attn: Recycling-Organic Collection Application
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Fax to: 952-496-8496 | Attn: Recycling-Organic Collection Application

Email to: ssteuber@co.scott.mn.us | Subject: Recycling-Organic Collection Application