



Minutes
Committee #4

Recycling, Computerization, Building, and Intergovernmental Services

Committee #4 met Tuesday, November 3, 2015 at 5:00 pm in the City Hall Council Chambers, 30 West Central Street, Chippewa Falls, WI.

Committee Members present: Chuck Hull, Paul Nadreau, and Paul Olson.

Mayor/Other Council Members present: Mayor Greg Hoffman, Rob Kiefer, Brent Ford, CW King and John Monarski.

Others present: Finance Manager/Treasurer Lynne Bauer, Police Chief Wendy Stelter, Chippewa County Recycling Coordinator Renee Yohnk, Building Inspector Paul Lasiewicz, City Clerk Bridget Givens, and those on the attached sign-in sheet.

The meeting was called to order at 5:00 pm.

- 1. Discuss results and details related to the facilitated competitive bid process for recycling and waste collection services as coordinated by Chippewa County. Possible recommendations to the Council.**

Recycling Coordinator Yohnk distributed an updated memo entitled: Recycling & Solid Waste Collection Evaluation Memo – Chippewa Falls and provided the details thereon. The low bids for the following options were discussed:

1. Single Stream Curbside Recycling – Provyro at \$3.56 per month (95 gallon cart);
2. Volume-Based Weekly Waste Collection – Waste Management at \$9.21 per month (95 gallon cart); and
3. Combined Waste and Recycling Collection – Provyro at \$12.65 per month (95 gallon recycling cart and 64 gallon garbage cart)

No action taken.

- 2. Discuss options for the City's recycling program and review present policy on waste collection in the City. Possible recommendations to the Council.**

Councilor Hull informed the Committee that notice was received from Normacycle and they plan to discontinue service effective December 31, 2015.

Hull also provided information to the Committee relative to the number of municipalities currently subscribing to either a single hauler or service being provided through the municipality, potential cost savings of going to a single hauler for both solid waste collection and recycling, and the possibility of being able to deal with uncollected trash at nuisance residences in the City. Councilor Hull would like to continue to discuss the option of going to a single hauler for solid waste collection in the future.

Motion by Olson/Nadreau to recommend Council approve the low bid for Single Stream Recycling received from Provyro in the amount of \$3.56 per month for a period of five years. All present voting aye, except Hull who voted no, motion carried.

3. **Discuss letter of intent from Chippewa County to renew the 66.30 intergovernmental agreement with the City of Chippewa Falls for the administration of the City's recycling program. Possible recommendations to the Council.**

Motion by Olson/Nadreau to recommend Council approve the letter of intent from Chippewa County to renew the 66.30 intergovernmental agreement with the City of Chippewa Falls for the administration of the City's recycling program. **All present voting aye, motion carried.**

4. **Adjournment**

Motion by Olson/Nadreau to adjourn at 6:02 pm. **All present voting aye, motion carried.**

Minutes submitted by:
Chuck Hull, Chair

COMMITTEE #4 ATTENDANCE SHEET - November 3, 2015

NAME	ADDRESS
P E L u r	1304 Perry C.F.
Renee Yohnk	Recycling Coord.
Don Reid	219 MANSEFIELD ST
Mark Vinell	2626 Moulton Rd. E.C.
Kurt Zebein	N1485 Fernan Ave Thora
Ken Hess	11 11 11
Hay Tambrine	235 Mansfield St, CF
G.L. Nelson	634 Olive St. CF
Maup Ann Nelson	634 Olive St. C.F.
Joe Craven	207 Raedel RD E.C.
Micia Tamborino	520 Westwood Dr.

COMMITTEE #4 ATTENDANCE SHEET - November 3, 2015

NAME	ADDRESS
Scott Jumbo	520 Westwood DR
Linda Hull	510 W Grand Ave, CF



November 3, 2015

RE: Chippewa CO MRF Study – Phase 3

Recycling & Solid Waste Collection Evaluation Memo – Chippewa Falls

Background

State cuts have reduced recycling grants to counties and municipalities. Tax levy caps have removed the capacity of the County and local municipalities to raise revenue through increases in property taxes. Recycling costs to municipalities and landowners are expected to continue to rise.

In response to these circumstances, the Chippewa County **Responsible Unit** (RU), through the Recycling Division of the Chippewa County Department of Land Conservation and Forest Management, commissioned a study in 2012 to determine where changes could be made to gain efficiencies in municipal programs.

Key findings from the study and subsequent research include:

1. Single stream recycling is the future of recycling in cities and urban areas.
2. Recyclable materials are a commodity and have market value.
3. The volume of recyclable materials collected will increase and the volume of garbage generated will decrease as municipalities make a transition to effective single stream curbside recycling.
4. Public funds can be saved and recycling service costs can be controlled if municipalities in the Chippewa Falls urban area and Highway 29 corridor work together in a competitive market environment to consolidate household recyclables collected from their municipality.
5. To achieve greater efficiency and cost savings, the potential for combining residential recycling and waste collection services should be examined, with the objective of moving toward a system of volume based waste disposal.
6. Residential waste collection fees in Chippewa Falls are high when compared to municipalities in the County with single-hauler waste collection services.

Request for Proposals (RFP)

On August 19, 2015, an RFP was issued by the Chippewa County Department of Land Conservation and Forest Management to solicit proposals for single stream recycling and solid waste collection and transfer services. Six communities chose to participate in the bid process, including the villages of Boyd

and Cadott, and the City of Stanley (Zone 1), as well as the city of Chippewa Falls, and the towns of Lafayette and Eagle Point (Zone 2).

The RFP was sent directly to all haulers with a presence in the Chippewa Valley. Respondents were asked to provide a statement of qualifications and provide cost information for the following services:

1. Bi-weekly (every other week) Single Stream Recycling Collection
2. Volume-Based Waste Collection
3. Combined bi-weekly Recycling and Weekly Waste Collection

Respondents were asked to provide the above cost information by municipality, by zone, and for serving the entire service area defined in the RFP. Five firms responded to the RFP, including Express Disposal, Waste Management, Advanced Disposal, Boxx Sanitation, and Provyro.

Short Elliott Hendrickson Inc (SEH) and Resource Recycling Systems (RRS), on behalf of Chippewa County, evaluated the experience and strength of operations of the Proposer's services and their cost proposals. All of the proposing companies provide the technical and managerial expertise to fulfill the requirements of the RFP.

A financial analysis for each cost proposal was completed covering the full term of services, including solid waste collection costs and recycling collection and transfer costs. The following tables provide the information for each cost proposal. All costs are based on a 5-year collection contract term, which every respondent asked for in their RFP response.

Evaluation Criteria

All proposals were evaluated by the following criteria to determine that all technical and managerial requirements were met and that the Proposers were capable of providing all required services.

Organizational

- Proposal understands and is consistent with the needs of the Community
- Proposer has demonstrated strength and experience in Solid waste and recycling collection
- Proposer has demonstrated experience providing contracted services to municipalities or other governmental agencies
- Proposer accepts required terms/conditions of proposed contract(s) and has no major exceptions
- High level of experience for facility Key personnel

Technical

- Curbside and Recycling Waste Collection Services
- Proposal fulfills all requirements (org chart and experience)

- Management experience to deliver operations performance requirements
- Efficient access to major transportation routes and Transfer Capabilities to MRF

Financial

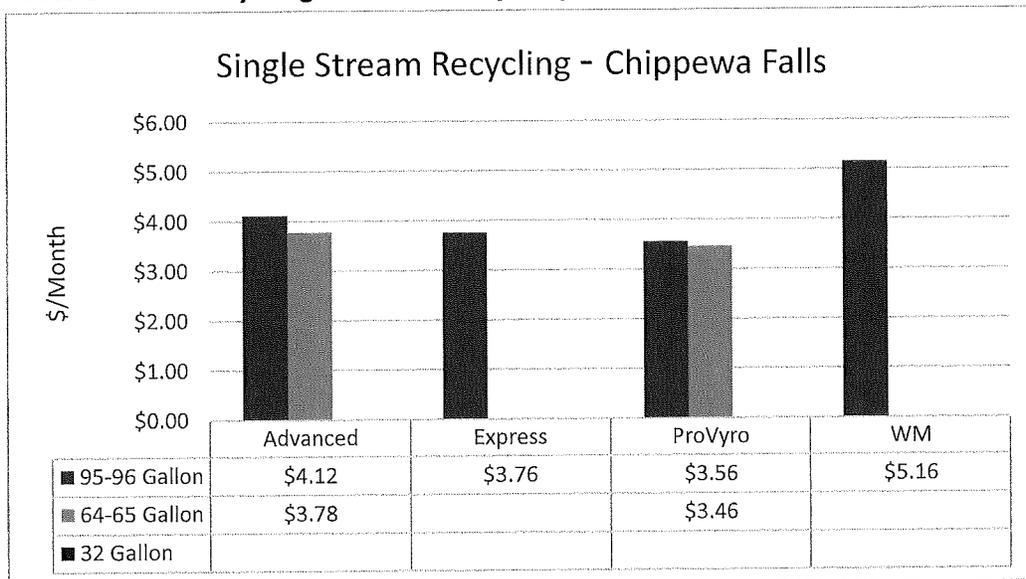
- Weekly Waste and Bi weekly Recycling Collection Services Cost

Bi-Weekly Single Stream Recycling Collection

Table 1 provides a comparison of respondent’s cost proposals to provide bi-weekly single stream recycling collection for Chippewa Falls using three different cart sizes. It should be noted that not all respondents provided costs for every size cart. Looking just at the 95-96 gallon cart size ProVyro provided the best cost proposal (\$3.56) followed by Express Disposal (\$3.76), Advanced Disposal (\$4.12) and Waste Management (\$5.16).

Respondents were asked to include in their recycling collection costs the cost of transferring recyclables to the Eagle Waste MRF on a cost per ton basis. All respondents did so, with the exception of Advanced Disposal and Boxx Sanitation. For Advanced Disposal, an \$.84/month recycling transfer charge was added to the monthly costs identified in Table 1 below and in Table 3. This estimated charge was verified with Advanced Disposal and their original bid was adjusted in order to allow for an “apples to apples” comparison of costs. Boxx Sanitation chose not to bid on recycling services.

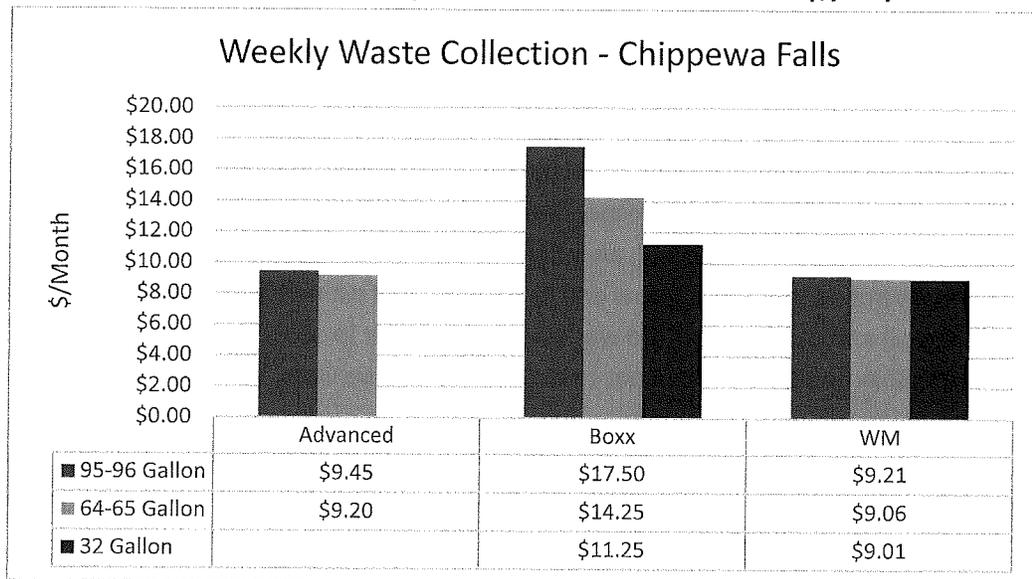
Table 1: Bi-Weekly Single Stream Recycling Collection Cost Table (\$/HH/Month Cost Table)



Volume-Based Weekly Waste Collection

Table 2 provides a comparison of respondent's cost proposals to provide weekly waste collection for Chippewa Falls using three different cart sizes. It should be noted that not all respondents provided costs for every size cart. Looking just at the 95-96 gallon cart size Advanced Disposal provided the best cost proposal (\$9.45) followed by Waste Management (\$9.21), and Boxx Sanitation (\$17.50). Express Disposal and ProVyro chose not to provide cost proposals for waste collection only.

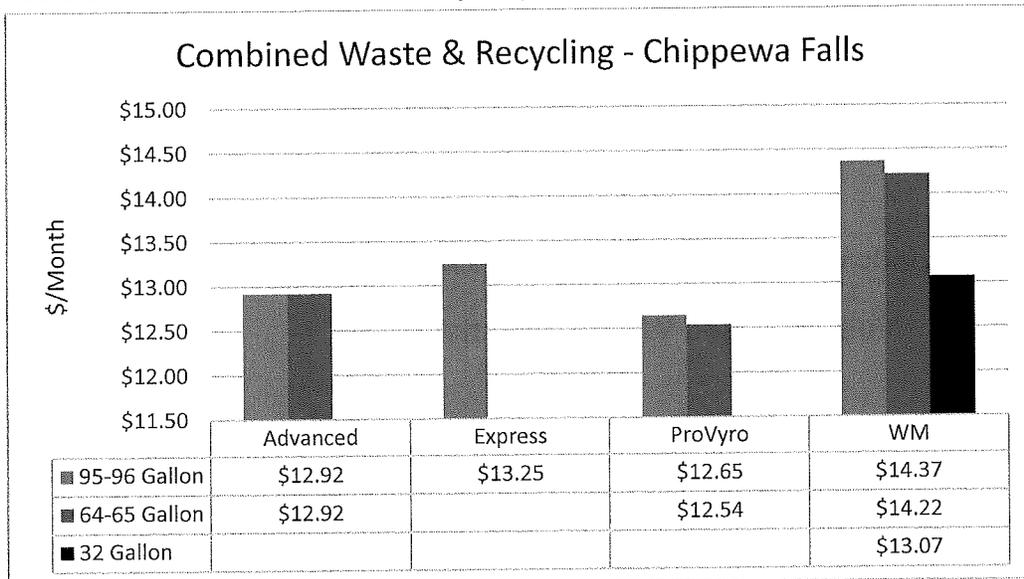
Table 2: Volume-Based Weekly Waste Collection Cost Table (\$/HH/Month Cost Table)



Combined Waste and Recycling Collection

Table 3 provides a comparison of respondent's cost proposals to provide combined waste and recycling collection for Chippewa Falls using three different cart sizes. It should be noted that not all respondents provided costs for every size cart. Looking just at the 95-96 gallon cart size ProVyro provided the best cost proposal (\$12.65) followed by Express Disposal (\$13.25), Advanced Disposal (\$12.92), and Waste Management (\$14.37).

Table 3: Combined Waste and Recycling Collection Cost Table (\$/HH/Month)



Current Rates

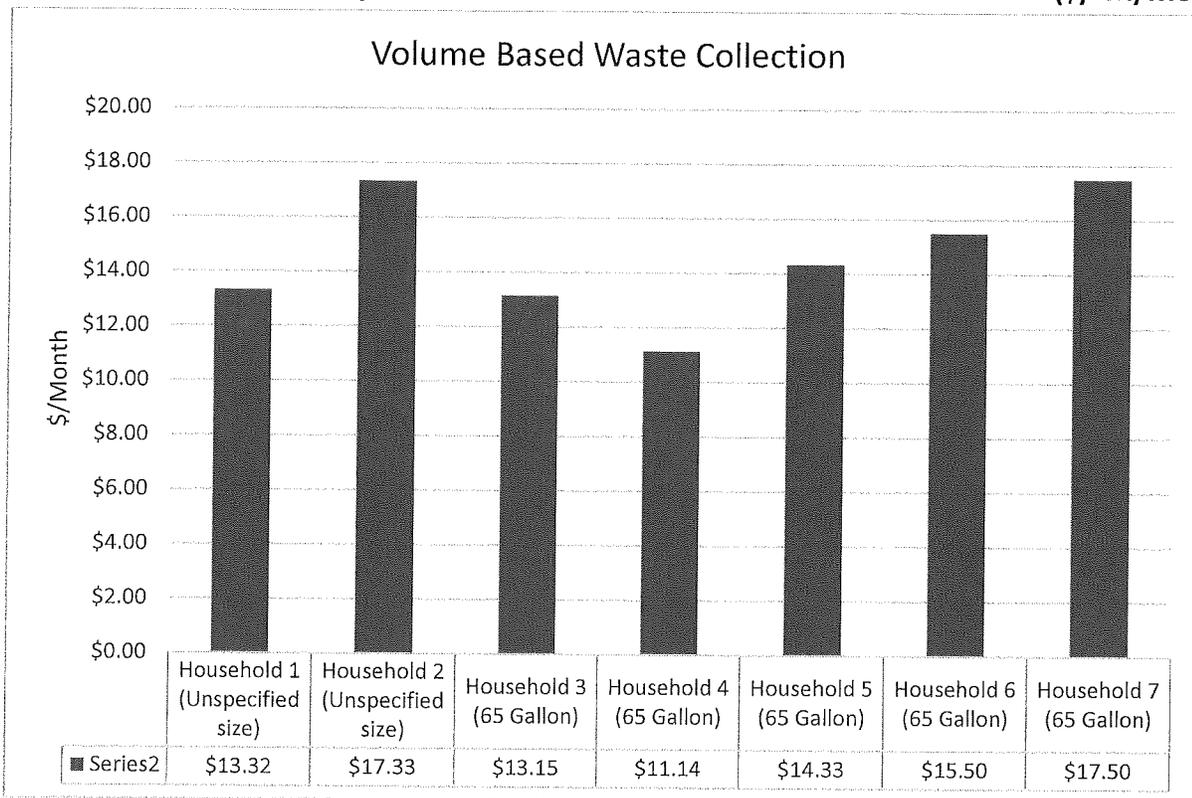
The City of Chippewa Falls does not currently contract for waste collection services. Rather, individual households subscribe to service directly from the hauler of their choice. Table 4 provides a comparison of rates for seven (7) different households. It should be noted that the costs for Household 4, Household 5, and Household 6 were obtained by calling the service providers and asking for quotes. Households 1, 2, 3, and 7 are actual costs of service currently being provided.

The average cost for volume based waste collection service based on the data below is \$14.61 per household per month. This cost does not include recycling collection.

The current cost of recycling in the City of Chippewa Falls is \$2.14 per household per month.

If recycling collection were factored in the average cost per household per month it would be \$17.61 per household per month or higher, given the new cost proposals for single stream recycling collection only (Table 1).

Table 4: Individual Subscription Rates for Volume Based Waste Collection Cost (\$/HH/Month)



Recommendation

The City has three primary options to consider in terms of ensuring that residents have access to cost effective, quality recycling and solid waste collection service. These options include:

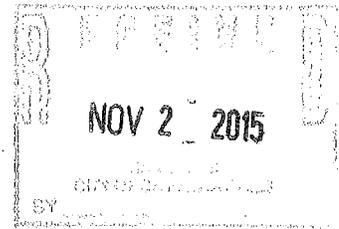
1. Continue with the current arrangement, allowing multiple haulers to provide solid waste collection service to individual households through subscription service. The City continues to contract with a single recycling hauler for single stream recyclables collection.
2. Contract with a single waste hauler to provide waste collection to all households in the City. The City continues to contract with a single recycling hauler for single stream recyclables collection.
3. Contract with a single hauler to provide **both** solid waste and recycling collection.

If the City chooses Option 1 the consultant recommendation is for the City to enter into contract negotiations with ProVyro, which provided the most cost effective proposal for single stream recycling collection (Table 1)

If the City chooses Option 2, the consultant recommendation is for the City to enter into contract negotiations with Waste Management, which provided the most cost effective proposal for volume based waste collection (Table 2), and for the City to enter into contract negotiations with ProVyro, which provided the most cost effective proposal for single stream recycling collection (Table 1).

If the City chooses Option 3, the consultant recommendation is for the City to enter into contract negotiations with ProVyro, which provided the most cost effective proposal for providing **both** volume based waste collection and single stream recycling collection services (Table 3).

Overall, the most cost effective proposal for city residents is the combined recycling and waste collection services option (Option 3, Table 3) with a single hauler providing both recycling and waste collection services.



DATE: October 30, 2015

TO: #4 Recycling Committee

RE: Recycling Contract

This letter serves as written notice that Normacycle has met the intent of its recycling contract for the past two years and will be ending its service on December 31, 2015.

We appreciate the opportunity to have been able to recycle for the city for more than a decade and confident the recycling program will continue to grow and be successful due to the committee's commitment and dedication. Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "J Paterick".

James Paterick

Normacycle, Owner/Operator
721 W. Columbia St.
Chippewa Falls, WI 54729



Department of Administration

Frank Pascarella, County Administrator

October 30, 2015

Lynne Bauer, Finance Manager/Treasurer
City of Chippewa Falls
30 W Central Street
Chippewa Falls WI 54729

RE: 66:30 Intergovernmental Agreement for Administration of the Recycling Program

Dear Lynn,

This letter serves as written notice that Chippewa County would like to renew the 66.30 intergovernmental agreement and professional services contract with the City of Chippewa Falls, for the administration of the city's recycling program.

The County is able to make this commitment on the assumption that the City is able to participate in a single-stream, cart based collection program under which the recyclable materials are pooled with those collected from other participating municipalities and directed to a designated Materials Recovery Facility.

Given the anticipated efficiencies that will be gained by working with others, the County would propose holding the assigned hours constant and reducing the contract service costs by 30% for a total of \$9,536.

Recognizing that we are in a period of transition, we would propose a two-year contract, during which we would monitor and document the hours spent.

We hope that this arrangement would serve to maintain our current working relationship, and allow us to explore opportunities that may come with program refinements.

Thank you for considering this contract proposal.

If you have any questions, please call me at 715-726-4597.

Sincerely,

Frank Pascarella
Chippewa County Administrator

cc: C. Hull, Committee #4 Chairman
G. Hoffman, Mayor
D. Masterpole, Dept. Director/Co. Conservationist
R. Yohnk, Recycling Coordinator