

CITY OF OBERLIN, OHIO

ORDINANCE No. 20-14 AC CMS

AN ORDINANCE AUTHORIZING THE CITY MANAGER TO ENTER INTO A MEMORANDUM OF UNDERSTANDING WITH THE LORAIN COUNTY SOLID WASTE MANAGEMENT DISTRICT TO PROVIDE FOR A RESIDENTIAL RECYCLING TAGGING EDUCATION PROGRAM AS AN EMERGENCY MEASURE

WHEREAS, the Lorain County Solid Waste Management District and the City of Oberlin desire to reduce contamination placed in recycling carts from residential customers; and

WHEREAS, residential recycling tagging education programs identify contaminants and have been shown to educate residential customers on proper recycling protocols thereby reducing said contamination; and

WHEREAS, the Lorain County Solid Waste Management District and the City of Oberlin desire to enter into this Memorandum of Understanding to develop and implement a residential recycling tagging education program to improve recycling practices and to reduce contamination in the City of Oberlin.

NOW, THEREFORE, BE IT ORDAINED, by the Council of the City of Oberlin, County of Lorain, State of Ohio:

SECTION 1. That the proposed Memorandum of Understanding between the City of Oberlin and the Lorain County Solid Waste Management District to develop and implement a residential recycling tagging education program in the City of Oberlin, a copy being attached hereto as Exhibit A and incorporated herein by reference, is hereby approved, and the City Manager is hereby authorized and directed to execute same on behalf of the City.

SECTION 2. It is hereby found and determined that all formal actions of this Council concerning or relating to the adoption of this Ordinance were adopted in an open meeting of this Council and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 3. That this ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health and safety of the citizens of the City of Oberlin, Ohio or to provide for the usual daily operation of a municipal department, to wit: *“to facilitate the implementation of a tagging education program in accordance with the schedule set forth in the Memorandum of Understanding”* and shall take effect immediately upon passage; and provided that it is elevated to emergency status by the affirmative vote of at least five members of Council and receives the affirmative vote of at least five members of Council upon final passage, it shall go into full force and effect from and immediately after its passage; otherwise, it shall take effect at the earliest period allowed by law.

PASSED: 1st Reading: April 6, 2020


2nd Reading: April 20, 2020 (E)

3rd Reading: _____

ATTEST:



BELINDA B. ANDERSON, MMC
CLERK OF COUNCIL



LINDA SLOCUM
PRESIDENT OF COUNCIL

POSTED: 04/20/2020

EFFECTIVE DATE: 04/20/2020



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MEMORANDUM OF UNDERSTANDING **Lorain County Solid Waste Management District** **City of Oberlin, Ohio**

Tagging Education Program for Residential Sector

This Memorandum of Understanding (MOU) is entered into by and between the Lorain County Solid Waste Management District (District), and the City of Oberlin, Ohio (City) regarding the development and implementation of a Recycling Cart Tagging Program to increase education and awareness for City residents to recycle appropriate recycling commodities approved by the City and recycling processor.

Whereas, the District, the City and recycling processor desire to reduce contamination placed in recycling carts from residential customers;

Whereas, tagging programs help to educate and identify materials that should not be placed in recycling carts;

Whereas tagging programs have demonstrated a significant reduction in contamination in communities in Ohio and around the United States;

Whereas the City operates 4 recycle routes per week, 1 per day to collect all recyclables from the entire City;

And, Whereas, the District and the City desire to enter this MOU to agree to the development and implementation of the Tagging program as described herein.

Now Therefore, the District and City agree to perform the following scope of services:

Scope of Work

The District will use their staff, consultant (GT Environmental (GT)) and two to four college interns, (Tagging Program Team) to complete the Tagging

program. The City is welcome to participate in any of the activities outlined in this scope of work.

1. Project Goals

The District has a goal to reduce contamination levels for single-stream curbside recycling communities. The District will be hiring up to four interns to assist the Tagging Program Team. Two interns will primarily be assigned to the City for the following in 2020. The Tagging Program Team will:

- A. Educate residents on recycling, contamination rates, and acceptable materials.
- B. Conduct the curbside Tagging program recycling education initiative in the selected community.

2. Recyclable Materials Characterization - A recycle characterization audit for the City will be completed to collect baseline data for the education outreach program. The audit will be performed at the materials recycling facility (MRF) which processes the City's recyclables or another selected facility at the very beginning of the program and again at the very end of the program. The recycle audit will evaluate the recycling stream prior to processing that includes residuals and recyclable materials.

The recommended baseline audit would include:

Pre-Audit Preparation

- Conduct a meeting with MRF to review and confirm adequate space to accumulate the sample, along with enough room for the sorting area. The following schedule will be followed for the audit:
 - ✓ Mid-Late May - Capture and Audit Recycling Stream
 - ✓ June – August, 2020– Conduct Inspections and Tagging Program (1 week of following trucks and then 7 weeks of inspection)
 - ✓ August, 2020 - Capture and Audit Recycling Stream
- The categories for materials sorted during the waste stream audits will be decided based on the program's accepted materials and discussion with the MRF and the City.

Waste Stream Audit

- Perform a recycling stream audit of the materials collected from targeted routes/trucks.
- Recyclables audited will be collected by the communities' hauler from the selected day's route(s) and delivered to the facility designated area determined in advance of the audit. All residuals and recyclables will be captured and staged by the facility for the audit process.
- The tonnage from the routes will be tracked by the facility and reported to GT.
- A sorting crew (2-4 interns and GT staff) for one day will be provided along with personal protective equipment, daily safety instructions, and instruction on waste sorting (provided by GT).

For a successful "before and after" measure of the tagging program, an additional recycle characterization audit will be performed. This would take place according to the schedule listed above. A final report will analyze the improvements of the quality of recyclable materials collected as a result of the education and outreach program and tagging.

3. Intern Training

The four interns will start work in mid to late May 2020 depending on availability. The first day will be dedicated to payroll paperwork and program orientation. The next three weeks will involve becoming acquainted with the recycle routes that will be inspected. To accomplish this, the interns will follow each recycle route once over the one-week period.

Route information will be requested from the communities' haulers such as maps, route identifiers and days driven.

When following the recycle routes as a part of the training process, the interns will track the following data:

- ✓ Start and end time of route
- ✓ Total set-outs and pass-bys

- ✓ Time study for 30 consecutive services
- ✓ Mileage
- ✓ Other

The interns will utilize a route tracking form provided by GT.

4. Tagging Program

Before the campaign starts, the City and District will create and post a newsletter to the residents informing them of the goals and reason for this education initiative. The newsletter can be on the communities' websites and social media outlets and/or water bills.

If the set-out does not indicate, through a quick visual inspection, compliance with the acceptable materials for the curbside recycling program, the intern will apply an informational tag to the recycle container indicating what materials were observed that are not acceptable. The tags include information on the front on what was wrong with the cart contents and on the back, what is acceptable in the program. These tags are filled out and tied to a resident's cart to help educate which materials are accepted and not accepted. The intern will then record the top three contaminants, the house number, and street name on the tracking sheet. The tags will be purchased and paid for by the District. The design of the tags will be approved by the District and City prior to being used. Each time a house is tagged, the interns will record the address and the top contaminants found during the visual inspection. A log will be provided to the interns by GT. All data on tagging will be uploaded to a spreadsheet for tracking purposes.

Approximately halfway through the tagging campaign, a post card would be mailed out to every resident in the City to help educate them on which contaminant is the top issue for their community. This card also helps remind the community of the education campaign initiative to reduce contamination of the recyclables.

Each week, all data shall be summarized in the spreadsheets on the computer provided by the District for the project. The summary shall include the number of tags by addresses placed and by contaminant identified. Weekly summaries of the work conducted by the interns shall be emailed to jskora@gtenvironmental.com.

5. Project Schedule

A specific project schedule has been created for the project period. The schedule includes preliminary planning, intern training, and project operations. The first overall schedule depicts the summary of the project and milestones:

Campaign Tasks	Tentative Date(s)
Meeting with Community, Hauler, MRF, and District	Mid-March
Advertise for Intern	Mid-March
Pre-Audit Conference Call	Early April
Order Tags and Handouts and other equipment such as laptops.	Mid-April
Hire Interns	Early May
Audit at MRF to Determine Main Contaminants for Community	Mid-May
Develop Training Documents	Mid-May
Meeting with Community and Hauler to Finalize Route Schedule	Mid-May
8 Week Campaign	June – July
Mail Top Issue Card to Households	Early July
Conduct Post-Tagging Audit at MRF to Verify Reduction in Contaminants	August
Presentation to Community and District	End of August/September

6. Cost and Expenditures

All costs for this MOU, except those set forth as the responsibility of the City, will be processed through and paid by the District. This includes equipment, printing, mailing costs, transportation, payment for interns and consulting. Costs for education messages on utility bills, or City social media sites shall be covered by the City. The City should coordinate and inform local law enforcement about the tagging program prior to project initiation.

A. Procedures and Contingencies



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Should extenuating circumstances require an adjustment of the timeframes specified in this MOU, they will be adjusted through mutual agreement of all parties to the MOU.

B. Effective Date and Signature

This MOU is effective upon the date all parties listed below have signed this MOU.

The signatories to this MOU represent that they are authorized to enter this MOU and do enter into this MOU as evidenced by their signature below.

Representing the District:

Date: _____

Lori Kokoski: Lorain County Commissioner

Sharon Sweda: Lorain County Commissioner

Matt Lundy: Lorain County Commissioner

Representing the City of Oberlin
City Manager: Rob Hillard

Date: 6/7/2020


Rob Hillard, City Manager

Approved as to form:



Jon D. Clark
Law Director

6/11/20

Date