Overview - Recycling Study Project Advisory Group Charge

Background
This Project Advisory Group (PSG) is an ad hoc group of municipal officials that has been established to assist the Chippewa County Recycling Division complete a benchmark recycling study. The PSG is advisory to the Chippewa County Department of Land Conservation & Forest Management (LCFM).

The benchmark study has been commissioned to evaluate the efficiency of the current recycling collection system in Chippewa County, and to identify adjustments that might be made to control municipal recycling costs.

Phase I of the study was completed in 2012 and provides baseline information that documents the value of recyclable materials, the volume of recyclable materials generated in Chippewa County, and the management options that are available to consolidate the recycling stream and to market these materials to a Material Recovery Facility (MRF).

Phase II has been designed to further evaluate the feasibility of advancing a collaborative effort among the municipalities that participate in the Chippewa County RU, to move to a system of “single stream” recycling collection, to consolidate those recyclable materials, and to market these recyclables to a Material Recovery Facility (MRF).

Phase II Study
The purpose of Phase II of the study is to:

- Refine the Phase I study results and recommendations by developing market-based estimates of collection costs and revenue sharing arrangements to allow municipalities in the Chippewa County Responsible Unit (RU) to decide if they would benefit from participating in a multi-jurisdictional effort to further consolidate the recycling stream and market that material to a Material Recovery Facility (MRF).

The main objectives of Phase II are to:

- Develop and implement an effective communications approach as needed to share Phase I study results with the municipalities and affected stakeholders.

- Develop a Request for Information (RFI) to obtain market based price information for the procurement of recycling collection, recycling carts, and a recycling transfer facility that would be located in the urban core.

- Develop a final report that will include:
  - A summary of RFI results and estimated local market costs for recycling collection and transfer services.
  - Recommendations regarding the structure of a revised recycling collection and marketing approach, and the cost effectiveness of transitioning to a multi-member RU contracting arrangement over time.
  - Results of a capital and operational cost analysis for any proposed infrastructure needed to support the system (e.g. transfer station).
  - A schedule of activities and actions as needed to advance a collaborative effort, including roles, responsibilities, and resources required.
  - A communications strategy to guide next steps in the process.
Duties and Responsibilities

An ad hoc Project Stakeholders Group (PSG) has been formed to assure structured communication between the County RU, the consultants who are conducting the Phase II MRF study, and municipalities in the Chippewa Falls Urban Area who are participating in the study.

Municipal Participants

<table>
<thead>
<tr>
<th>Cities &amp; Villages</th>
<th>Towns</th>
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<tbody>
<tr>
<td>City of Bloomer</td>
<td>Town of Anson</td>
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<tr>
<td>City of Chippewa Falls</td>
<td>Town of Eagle Point</td>
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<tr>
<td>City of Stanley</td>
<td>Town of Lafayette</td>
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<tr>
<td>Village of Lake Hallie</td>
<td>Town of Wheaton</td>
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<td>Village of Cadott</td>
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Specific duties and assigned tasks are as follows:

1. Participate in periodic project review and planning meetings conducted by the County Responsible Unit to track progress, solicit feedback, and seek input on planned project tasks.

2. Review and comment on the information and communications plan for the project.

3. Review and comment on the information gathered through request for information.

4. Assist in the dissemination of information generated through the project.

5. Review and provide comments on periodic status reports prepared by the project consultants.

6. Review and provide comments on working draft(s) on the final project report (June 2014).

Term of Ad Hoc Committee, Reimbursement, and Anticipated Meetings

The stakeholders group will serve during the full term of Phase II of the study, anticipated from September 18, 2013 – June 30, 2014.

A tentative schedule of anticipated meetings to initiate and implement the project is provided in Table 1 – Project Workflow and Activities Schedule.

The term of the Ad Hoc Committee may be extended if it is agreed that there is value in redefining its role to facilitate further project Phase II.
Table 1 – Project Workflow and Activities Schedule

<table>
<thead>
<tr>
<th>Meetings</th>
<th>Projected Date</th>
<th>Purpose of Meeting</th>
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<tbody>
<tr>
<td>Meeting 1</td>
<td>3(^{rd}) quarter – 2013</td>
<td>• Orientation and Overview</td>
</tr>
</tbody>
</table>
| Meeting 2  | 4\(^{th}\) quarter – 2013 | • Review Communications Plan  
• Provide Input for Request for Information |
| Meeting 3  | 1\(^{st}\) quarter - 2014 | • Review Results of Request for Information                 |
| Meeting 4  | 2\(^{nd}\) quarter - 2014 | • Review Draft Study Conclusions, Recommendations and Reports |