

CITY OF WARRENSBURG
COMMUNITY DEVELOPMENT

February 23, 2022

Honorable Mayor and
Members of the City Council
City of Warrensburg, Missouri

Dear Mayor and Council Members:

SUBJECT: A Resolution of the City Council of the City of Warrensburg, Missouri, Supporting and Authorizing Efforts To Apply for a 2022 Solid Waste District F Grant

BACKGROUND:

Staff is preparing a grant application for a Solid Waste District F Grant to assist the City in hiring a consultant to prepare a Solid Waste Study and a Solid Waste Plan. The grant will be used to hire a consultant to conduct a study to analyze the existing solid waste system in Warrensburg, research and analyze potential systems, and develop recommendations for new solid waste collection, disposal, and recycling and yard waste options. The City will also ask the consultant to prepare and assist the City in adoption of a Solid Waste Plan pursuant to Section 260.220 of the Revised Statutes of Missouri.

Attached a draft of the grant application with additional details. Staff is still working to get preliminary quotes to determine a final grant amount to request from District F. Conversations with District F staff indicate costs for a study and plan should not exceed \$50,000. The application deadline for the grant is March 15, 2022.

ISSUE:

To approve a resolution to seek funds from the West Central Missouri Solid Waste Management District F for a District Grant Application not to exceed \$50,000 in project costs.

STRATEGIC PLAN:

N/A

FISCAL IMPACT:

Staff is asking for approval from City Council to apply for a grant not to exceed \$50,000 in total costs with \$25,000 coming from City funds and \$25,000 in District funds. A fifty percent (50%) match is required. This grant operates on a reimbursement basis, with District F retaining 15% of the project funds until a final report is submitted at the end of the grant period.

ECONOMIC BENEFITS/IMPACT:

The project will benefit the citizens and businesses of Warrensburg that deserve consistent, reliable, and complete solid waste services. The community benefits from a clean, orderly appearance which helps with economic vitality and quality of life for everyone. The City and the environment benefit because less loose trash will be available to blow around and end up in ditches, streams, and the City's storm water infrastructure.

RECOMMENDATION:

Staff recommends approval of the resolution.

Sincerely,

A handwritten signature in cursive script that reads "Barbara Carroll".

Barbara Carroll, AICP
Director of Community Development

CC: City Manager

Attachments: 1. Resolution
2. Draft grant application

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WARRENSBURG, MISSOURI,
SUPPORTING AND AUTHORIZING EFFORTS TO APPLY FOR A 2022 SOLID WASTE DISTRICT F
GRANT**

**BE IT RESOLVED BY THE COUNCIL OF THE CITY OF WARRENSBURG, MISSOURI, AS
FOLLOWS:**

Section 1. That the City Manager is hereby authorized to submit and execute a District Grant Application to the West Central Missouri Solid Waste Management District F for the purpose of completing a Solid Waste Study and a Solid Waste Plan.

Section 2. The City will dedicate funds for the required 50% local match up to \$25,000 during the FY23 budget.

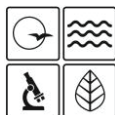
Section 3. That this resolution shall be in full force and effect after its passage by the City council.

Passed in open session this _____ day of February, 2022.

ATTEST:

Scott Holmberg, Mayor

Carey West, Deputy City Clerk



STATE OF MISSOURI
MISSOURI DEPARTMENT OF NATURAL RESOURCES
SOLID WASTE MANAGEMENT PROGRAM
DISTRICT SUBGRANTEE OR PLAN IMPLEMENTATION BUDGET FORM

1. DISTRICT IDENTIFICATION (A-T) F	2. PROJECT NUMBER	3. PROJECT NAME
4. NAME OF APPLICANT City of Warrensburg, Missouri		5. TYPE OF ENTITY <input type="checkbox"/> NON- PROFIT <input type="checkbox"/> INDIVIDUAL <input checked="" type="checkbox"/> PUBLIC ENTITY <input type="checkbox"/> BUSINESS
6. ADDRESS (STREET, CITY, STATE, ZIP, COUNTY) 102 S. Holden St., Warrensburg, MO 64093		7. FEDERAL ID OR SOCIAL SECURITY NUMBER 44-6000282

PROJECT INFORMATION

8. PROJECT TYPE <input checked="" type="checkbox"/> WR <input type="checkbox"/> RE <input type="checkbox"/> CO <input checked="" type="checkbox"/> MD <input type="checkbox"/> EDU <input type="checkbox"/> PI		
9. A. ESTIMATED TONNAGE DIVERTED N/A	C. JOBS CREATED BY THIS PROJECT N/A	10. SPECIFIC WASTE (WHITE GOODS, OIL, YARD WASTE, TIRES, HOUSEHOLD HAZARDOUS WASTE, ELECTRONICS, ETC.) Study will include analysis of solid waste collection, recycling and yard waste options
B. OTHER QUANTIFIABLE MEASURE X	D. JOBS RETAINED BY THIS PROJECT N/A	
DESCRIBE: Study and Plan completed		

11. PROJECT DESCRIPTION (LENGTH 1,000 CHARACTERS OR LESS)

The City of Warrensburg has an open market waste hauling system. Republic Services bought out the local hauler in August 2020 and service has deteriorated substantially. The City would like to hire a consultant through a competitive selection process to complete a Solid Waste Study and Plan. The City would like to understand the current potential in the market and possibilities for going to a franchise model that incorporates waste hauling, curb-side recycling, and yard waste removal services.

APPLICANT INFORMATION

12. OFFICIAL AUTHORIZED TO SIGN FOR THE APPLICANT Danielle Dulin			21. PROJECT MANAGER Barbara Carroll		
13. TITLE City Manager			22. TITLE Community Development Director		
14. ADDRESS 102 S. Holden St.					
15. CITY Warrensburg		16. STATE MO	17. ZIP 64093	23. ADDRESS 102 S. Holden St.	
18. TELEPHONE WITH AREA CODE (660) 747-9131		19. FAX WITH AREA CODE		24. CITY Warrensburg	
20. E-MAIL danielle.dulin@warrensburg-mo.com		27. TELEPHONE WITH AREA CODE (660) 747-9135		25. STATE MO	26. ZIP 64093
28. FAX WITH AREA CODE (660) 747-2349		29. E-MAIL bcarroll@warrensburg-mo.com			

GRANT INFORMATION

30. AMOUNT AWARDED BY DISTRICT	32. PROJECT START DATE 10/01/2022
31. AMOUNT OF DISTRICT MATCH TO BE PROVIDED BY APPLICANT	33. PROJECT END DATE 09/03/2023

HAS APPLICANT PREVIOUSLY RECEIVED DISTRICT GRANT FUNDING?
List project number(s) and awarded/disbursed/carry over amount(s) for the past five fiscal years.

34. PROJECT NUMBER	35. FUNDING AWARDED (\$)	36. DISBURSED	37. CARRYOVER
FY2014-06	\$9635.60	\$9635.60	\$0

DISTRICT SUBGRANTEE OR PLAN IMPLEMENTATION BUDGET FORM, PART 2

1. DISTRICT IDENTIFICATION (A-T)	2. PROJECT NUMBER	3. PROJECT NAME		
LINE ITEM	REQUESTED FUNDS	MATCH FUNDS	MATCH IN-KIND	TOTAL FUNDS
4. PERSONNEL - List each employee paid with state grant funds				
	\$	\$	\$	\$ 0.00
	\$	\$	\$	\$ 0.00
	\$	\$	\$	\$ 0.00
	\$	\$	\$	\$ 0.00
	\$	\$	\$	\$ 0.00
	\$	\$	\$	\$ 0.00
5. FRINGE BENEFITS				
	\$	\$	\$	\$ 0.00
	\$	\$	\$	\$ 0.00
	\$	\$	\$	\$ 0.00
	\$	\$	\$	\$ 0.00
	\$	\$	\$	\$ 0.00
6. CONTRACTUAL SERVICES - List each professional service being paid with state grant funds				
Consultant-Solid Waste Study	\$ 25,000.00	\$ 25,000.00	\$ 0.00	\$ 50,000.00
& Plan	\$	\$	\$	\$ 0.00
	\$	\$	\$	\$ 0.00
	\$	\$	\$	\$ 0.00
7. EQUIPMENT - List equipment to be purchased with state grant funds and provide documentation for any item costing \$5,000 and over				
	\$	\$	\$	\$ 0.00
	\$	\$	\$	\$ 0.00
	\$	\$	\$	\$ 0.00
	\$	\$	\$	\$ 0.00
	\$	\$	\$	\$ 0.00
	\$	\$	\$	\$ 0.00
8. SUPPLIES				
	\$	\$	\$	\$ 0.00
	\$	\$	\$	\$ 0.00
	\$	\$	\$	\$ 0.00
	\$	\$	\$	\$ 0.00
	\$	\$	\$	\$ 0.00
	\$	\$	\$	\$ 0.00
9. TRAVEL				
In-state: Miles	\$	\$	\$	\$ 0.00
Transportation	\$	\$	\$	\$ 0.00
Meals	\$	\$	\$	\$ 0.00
Lodging	\$	\$	\$	\$ 0.00
Incidentals	\$	\$	\$	\$ 0.00
Out-of-state: Miles	\$	\$	\$	\$ 0.00
Transportation	\$	\$	\$	\$ 0.00
Meals	\$	\$	\$	\$ 0.00
Lodging	\$	\$	\$	\$ 0.00
Incidentals	\$	\$	\$	\$ 0.00
10. OTHER - List all other items to be paid with state grant funds.				
	\$	\$	\$	\$ 0.00
	\$	\$	\$	\$ 0.00
	\$	\$	\$	\$ 0.00
	\$	\$	\$	\$ 0.00
	\$	\$	\$	\$ 0.00
	\$	\$	\$	\$ 0.00
11. TOTAL DIRECT CHARGES - Sum of 4 through 10.				
	\$ 25,000.00	\$ 25,000.00	\$ 0.00	\$ 50,000.00
12. INDIRECT CHARGES				
	\$	\$	\$	\$ 0.00
13. TOTAL BUDGET - Sum of 11 plus 12.				
	\$ 25,000.00	\$ 25,000.00	\$ 0.00	\$ 50,000.00

C GRANT APPLICATION PROFILE FORM

PROJECT NAME:

1. EXECUTIVE SUMMARY:

Include specific information about the project as well as how the project is beneficial, who it benefits, and the evaluation methods used to quantitatively and qualitatively measure success of the project. Answer within the space provided.

The City of Warrensburg is located in Johnson County with a City population of 19,337 residents (2020 Census). For several decades the Warrensburg community has had an open market for trash hauling services with upwards of five haulers operating in the City at varying times. In recent years, several haulers retired and Heartland Waste had all of the residential and a majority of commercial accounts. In August 2021, Heartland Waste was purchased by Republic Services. Republic Services has had many operational issues and service is sporadic and incomplete for residential and commercial customers alike. Further, Republic Services does not offer additional services for a fee including removal of bulk-waste items, recycling or yard waste services. The City of Warrensburg had to discontinue operating a drop-off recycling site because of misuse leaving no local options for recycling services in Warrensburg. The City continues to operate a yard waste drop-off site that is becoming cost prohibitive.

City leaders are exploring how to handle the City's solid waste management going forward. The City has already posted its required 2 year notification with area waste service providers.

The purpose of this grant application is to assist the City in offsetting the costs of planning a path forward for Warrensburg. The issues the City intends to examine in the planning process are as follows:

- Analyze the existing solid waste system in Warrensburg
- Research and analyze potential systems including contracting for solid waste management services
 - One contract or multiple contracts based on geographic boundaries
 - Terms & conditions of such a contract (s)
- How should the a recycling program be setup to encourage greater participation
- Should the City participate by housing recycling drop-off points
- How should yard waste removal be set up in order to offer this service in Warrensburg

Under this application the City of Warrensburg is requesting funds for educating and seeking input from citizens including an on-line survey, consulting costs so the City may seek expert guidance and preparation of a Solid Waste Plan pursuant to Section 260.220 of the Revised Statutes of Missouri.

Project Benefits:

The project will benefit the citizens and businesses of Warrensburg that deserve consistent, reliable, and complete solid waste services. The community benefits from a clean, orderly appearance which helps with economic vitality and quality of life for everyone. The City and the environment benefit because less loose trash will be available to blow around and end up in ditches, streams, and the City's storm water infrastructure.

D GRANT APPLICATION PROFILE FORM, PART 2

2. EXECUTIVE SUMMARY CONTINUED:

Adverse Impacts:

No adverse impacts are anticipated by the grant.

Evaluation Plan:

Quarterly reports will be prepared and submitted to the District for review. The reports will closely document and evaluate all procurement activities, expenditures, and discussion of any problems encountered and the solutions pursued. A final report will be turned into the District to report all project results and survey findings.

Business Plan:

The grant project does not involve establishing or expanding a business, therefore a business plan is not applicable.

Marketing Plan:

The marketing plan for this project will involve distribution of educational materials to residents, and information being posted on the City's web site.

Verification of Permits, Approvals, Licenses and Waivers:

No permits or licenses are required to conduct this project.

E GRANT APPLICATION PROFILE FORM, PART 3

3. PHYSICAL LOCATION OF PROJECT ADDRESS LINE 1:

102 S. Holden Street

ADDRESS LINE 2:

CITY:

Warrensburg

STATE:

MO

ZIP:

64093

4. WORK PLAN:

Identify project task as task 1, task 2, etc. and provide an explanation of each.

The City of Warrensburg will complete the following tasks as part of the grant project.

1. Develop Request for Proposal and Contract for Service to select a firm expert in the field of solid waste management to assist the City in the planning process and develop a Solid Waste Management Study and Solid Waste Plan.
2. Issue RFP and select consulting firm through a competitive selection process.
3. Consult with District F and other entities to determine the most appropriate contract methods for solid waste, yard waste and recycling collection.
4. Solicit input from community members through an online survey on the City's website to determine the solid waste needs of residents. City will undertake a public education campaign about the study and implementation plan to include radio, newspaper, the City's website, and social media outlets.
5. Based on input from all sources, complete Study and Solid Waste Plan that recommends a preferred course of implementation of the community's new solid waste management system.
5. City Council consider adoption or rejection of the Solid Waste Plan.

F GRANT APPLICATION PROFILE FORM, PART 4

5. KEY PERSONNEL AND QUALIFICATIONS:

Resumes may be attached or provide a description of qualifications of key personnel assigned to the project, especially the project manager.

Barbara Carroll, Director of Community Development will administer the grant. Danielle Dulin, City Manager, and Ms. Carroll will both work closely with the consultant in the development of the study, evaluation of it's recommendations and consideration and implementation of the Solid Waste Plan. Ms. Dulin will facilitate consideration of the Solid Waste Plan by the City Council. Consulting services will be selected based on proposals yet to be submitted.

Barbara Carroll has a BA in Political Science and a BA in Environmental Studies from the University of Kansas and a Master's in Urban and Regional Planning from Michigan State University. Ms. Carroll is a member of the American Planning Association and the American Institute of Certified Planners. Ms. Carroll has served the City of Warrensburg for twenty-three years and held the position of Community Development Director since October 2008.

Danielle Dulin has a BA in Economics from Kansas State University and a Master's in Public Administration from the University of Kansas. Dulin joined the City of Warrensburg as the Assistant City Manager and Director of Public Works in February 2020. She was promoted to City Manager in September 2021. Ms. Dulin has more than ten years of municipal experience in the greater Kansas City area.

H GRANT APPLICATION PROFILE FORM, PART 6

7. BUDGET DETAIL NARRATIVE:

For Cost Categories having line items with a cost of \$3,000.00 or more, provide a brief explanation of why the item is needed and the methodology used for estimating the cost.

City staff is in the process of contacting firms that complete this type of work to get three quotes to submit with the grant application per grant requirements.

The Warrensburg City Council met in a regular session on February 28, 2022, and considered a resolution authorizing staff to seek funds from the West Central Missouri Solid Waste Management District F for a District Grant Application not to exceed \$50,000 in project costs. The Council voted to approve the resolution and committed up to \$25,000 in general revenue funds for the completion of a Solid Waste Study and a Solid Waste Plan. This money will be budgeted in the FY23 Annual Operating Budget. No revenue is anticipated to be generated by the completion of the grant project.

A credit history is not available for municipalities. In 2021, the S&P affirmed the City's AA- bond rating. See attached letter. Also attached are financial statements for the City of Warrensburg for the three fiscal years ending 2020, 2019, 2018.

The official authorized to sign for the grant applicant attests that all applicable federal, state and local permits, approvals, licenses or waivers, and local zoning ordinance(s) compliance have been obtained or applied for and will be in effect prior to award of the grant.

SIGNATURE:

DATE:

I DISTRICT GRANT DIVERSION WORKSHEET

Use the following worksheet to develop an estimate for waste diversion to be reported for the life of the project. Once the project is fully operational, 12 full months of diversion reporting is required. Partial month(s) of diversion may be required.

Type of Waste Diverted	Total Tonnage for Life of Grant	Type of Waste Diverted	Total Tonnage for Life of Grant	Type of Waste Diverted	Total Tonnage for Life of Grant	Type of Waste Diverted	Total Tonnage for Life of Grant
Cardboard:	N/A	Office Paper:	N/A	Clear Glass:	N/A	Other Glass:	N/A
Newspaper:	N/A	Mixed Paper:	N/A	Brown Glass:	N/A	Green Glass:	N/A
Magazines:	N/A	Other Paper:	N/A	Fluorescent Bulbs/Tubes :	N/A		
Aluminum:	N/A	Non-ferrous:	N/A	PET #1:	N/A	Styrofoam:	N/A
Food Cans:	N/A	Other Metal:	N/A	HDPE:	N/A	Other Plastic:	N/A
Oil Filters:	N/A			Plastic Film:	N/A		
Food:	N/A	Other Organics:	N/A	Wood:	N/A	Pallets:	N/A
Textiles:	N/A	Yard Waste:	N/A	Waste Oil:	N/A	Tires:	N/A
Household Hazardous Waste:	N/A	Electronics:	N/A	Lead Acid Batteries:	N/A	White Goods:	N/A
Construction and Demolition Waste:	N/A	Commingled Single Stream or Dual Stream:	N/A	Other:	N/A		

Other performance measures to consider depending on the type of the project:

Estimated Jobs to be Created:	N/A
Estimated Jobs to be Retained:	N/A
Estimated Individuals Attending Training:	N/A
Other Measurable Outcome:	

Solid Waste Study and Solid Waste Plan completed.	Study and Plan placed on City Council agenda for consideration.
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L DISTRICT GRANT COMPLETENESS CHECKLIST, PART 2

Information required for projects totaling \$50,000.00 or more.

A. Demonstrate technical feasibility by submitting:

- 1) A preliminary project design; or 2.) Engineering plans and/or specifications for any facilities/equipment.

N/A		
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B. Financial report including:

- 1) A three-year business plan. For projects involving recycling and reuse technologies, the plan shall include a market analysis with information demonstrating that the applicant has secured the supply of and demand for the recovered material and recycled products necessary for sustained business activity.
- 2) A description of project financing, including projected revenue from the project.
- 3) A credit history.
- 4) Up to three years previous financial statements or reports.

N/A		
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District Grant Application Checklist is included in grant application package and is signed and dated by authorized official.

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I certify that all information in this application is accurate and complete, and that I am authorized by my organization to submit this application.

SIGNATURE:

DATE:

TITLE:
