AGENDA ITEM or FINAL CONTRACT REVIEW SUBMITTAL FORM

AgendaTitle:
Ratification of Deputy County Manager Signature; Recycling Resources Economic Opportunity Fund Grant Program, 2015-2016 Project Application; New Hub Relocation and Renovation of Existing Hub into Additional Spoke; $399,381.55

Action Requested: Motion

Parties to the Agreement:

Term Begins: **Term Ends:** **Grant Contract #:**

Summary:
The Public Works Department became aware of this opportunity between Board meetings, and it was submitted by the 3/2 deadline.

Fiscal Impact: $400,000

Submitted by: Katherine Haase for Public Works **Submitter's Email Address:** khaase@gunnisoncounty.org

Finance Review: (●) Required ( ) Not Required

Comments:

Per Marlene, most of the match is in-kind.

Reviewed by: GUNCOUNTY1\lNienhueser Discharge Date: 3/16/2015

County Attorney Review: (●) Required ( ) Not Required

Comments:

Reviewed by: GUNCOUNTY1\atrezise Discharge Date: 3/16/2015 Certificate of Insurance Required

Yes ( ) No (●)

County Manager Review:

Comments:

Reviewed by: GUNCOUNTY1\mbirnie Discharge Date: 3/17/2015

(●) Consent Agenda ( ) Regular Agenda ( ) Worksession Time Allotted:

Agenda Date: 4/7/2015 Follow Up Agenda Date:

Revised April 2013

Recycling Resources Economic Opportunity Fund Grant Program
2015 - 2016 Project Application
6.1 COVER SHEET
Attachment #1

Organization: Gunnison County Recycling Center

Project Title: New Hub Relocation and Renovation of Existing Hub into Additional Spoke

Street Address: 811 Rio Grande

City, State, Zip: Gunnison, CO 81230

E-Mail Address: dferchau@gunnisoncounty.org URL Address:

Phone Number: 970-641-0044 Fax Number: 970-641-8120

Federal Tax Identification Number: 84-6000-770

Legal Tax Status (check one): ___ For-Profit ___ Nonprofit _X_Govt. ___ School/University

Hub-and-Spoke Application: _X_ Yes ___ No

Did you attend the Bidders Meeting? ___ Yes, in person _X_ Yes, on teleconference ___ No

By signing and submitting this application, the applicant agrees to operate the program as described in the Application for Funding and in accordance with the grant terms and assurances. The applicant agrees that the information provided in this application is, to the best of the applicant's knowledge and based on reasonable inquiry, true, accurate, and complete. The applicant understands that knowingly submitting any false information on this application could result in the project not being considered for funding or voiding any current or future contracts with the Department of Public Health & Environment.

Print name of Authorized Official: Marlene D. Crosby

Signature of Authorized Official:

Please insert electronic signature if submitting electronically or written signature if being sent by mail.

Marlene D. Crosby

Title: Public Works Director Date: 3/2/15

Project Director or Primary Contact:

Name: Marlene D. Crosby

Title: Public Works Director

Address: 195 Basin Park Drive

Phone: 970-641-0044

E-Mail: mcrosby@gunnisoncounty.org

Financial Officer:

Name: Linda Nienhueser

Title: Director of Finance

Address: 200 E. Virginia

Phone: 970-641-7622

E-Mail: lnienhueser@gunnisoncounty.org

Total Amount of Funds Requested:	**$**	**399,381.55**
Total Matching/In-Kind Contributions:	**$**	**153,213.00**
Total Project Cost:	**$**	**552,594.55**
Total Project Cost Divided by Total Tons Diverted :	**$**	**486.43**

6.2 – PROJECT ABSTRACT

Gunnison County has owned and operated the sole Recycle Center in our County since 1991. The City of Gunnison, Hinsdale County and Western State Colorado University all collect recycle product that they bring to our Recycle Center. The County also has a newer collection site in a very large subdivision known as Crested Butte South that serves approximately Five Hundred Sixty Six (566) residences and businesses and is located between Gunnison and Crested Butte. Our Recycle Center staff makes scheduled trips to the Town of Crested Butte for the expressed purpose of picking up recycle product. The Gunnison County Public Works Department and Recycle Center have been located next to one another since the creation of the Recycle Center. In October, 2011 we were fortunate enough to be able to construct a new Public Works Facility at a new location, which separated the Public Works Department and the Recycle Center. It has always been our intent to relocate the Recycle Center Hub to the adjacent six (6) acres the County owns next to the new Public Works Facility. Being the sole funding agency for this project has delayed that move as we work to budget the needed funds. When we make this move we would like the new Recycle Center Hub to include a new baler, with concrete pad and storage building to enhance productivity and product quality. We will also retrofit the existing Recycle Hub into a new spoke (drop off) site.

6.3 – APPLICATION NARRATIVE

6.3.1 – Economic Impact

1) By upgrading our baler to a new, auto tie baler when we move the Hub to its new location, we will increase our output of recycle product by reducing the lag time required to manually place the wire that holds the bales together as our current process requires. We will have loads available for shipping sooner. The new location of the Hub will also help to stream line the shop schedule as the Recycle Center will once again be located next door which will reduce time spent in travel by both the mechanics and Recycle Center operators who make multiple trips to tend to needed repairs.

Although the Recycle Center does receive compensation for the product that is shipped out, that compensation does not cover the expenses of operating the Recycle Center. The Recycle Center receives a surcharge from the Gunnison County Landfill that changes annually as needed to meet the projected shortfall.

The cost per ton figure mentioned on the cover sheet was calculated using the total cost of the project divided by the total tons of product processed in 2014.

2) The Recycle Center has recently added two part time positions to assist in the processing of product and in part in preparation for the added employees that will be required when we move the Hub and create another spoke. The pay range for these two part time, permanent employees is $13.60 to $17.52 an hour.

6.3.2 – Environmental Benefits

1) We will continue to receive, process and ship newspaper, magazines, plastics #1 and #2, green, brown and clear glass, aluminum, tin/steel, cardboard and office pack.

2) This is not an e-waste project.

3) The Recycle Center was created not only as a community service but also to promote the longevity of the Landfill which is also County owned and operated. In 2014 our Recycle Center recycled the following tons of product:

Aluminum	29.29 tons
Cardboard	524.16 tons
Glass	291.88 tons
Newspaper/Magazines	179.73 tons
Office Pack	45.49 tons
Plastics (#1 & #2)	43.64 tons
Tin/Steel	20.31 tons

One of our key results in our Strategic Business Plan is that 10% of product be diverted from the waste stream. Not only does the product from the Recycle Center count into that number but we also recycle tires, appliances, scrap metal and concrete directly from the Landfill site.

4) With the new location of the Hub being six (6) acres there is the possibility that we can, in the future offer more recycling options to our community since it may work out that we would now have more area to store additional product.

6.3.3 – Infrastructure Improvement

1) This project will expand on an already existing Hub and Spoke network by relocating the Hub and retaining and renovating the existing location of the Hub as an additional spoke. Please also see Attachment #4.

2) Our Recycle Center is the only center in Gunnison County. All recyclers, residents, visitors, businesses and other governmental entities in Gunnison County are able to use this Center. Our services also benefit other counties, such as Hinsdale County, who transports their collected product to our Recycle Center.

3) The City of Gunnison and Hinsdale County have shown by past performance that they are committed to providing their communities with the opportunity and means to recycle and will continue to bring that product to the Gunnison County Recycle Center.

6.3.4 – Feasibility of Successful Implementation and Sustainability

1) Our goal with this project is to once again have the Recycle Center close to the Public Works Department while upgrading the baler with concrete pad, adding covered storage and obtaining needed space in an effort to stream line the Recycle Center processes and continue to maintain a high quality recycle product. The acreage where the new Recycle Center will be located is currently vacant land. Utilities are available to connect to and such connections will be done by the appropriate companies upon our request with the cost of those connections being the responsibility of Gunnison County. The Recycle Center will also require other items such as loading docks, designated drop off areas, etc. Also, please refer to the work plan format inserted as Attachment #2.

2) We have established relationships with several brokers that we will continue to use for shipping our processed product. We currently ship to the following companies:

Anheuser-Busch Recycling Corporation
Republic Paperboard
MillerCoors

Continental Paper Grading
Georgia Pacific
Siouxland Plastics
Tube City

3) As this project pertains to changing the location of the existing Recycle Center Hub with some upgrades and retrofitting the current location into an additional spoke it will be business as usual upon the completion of our move and renovation as far as continuance and funding of our recycle program. The Recycle Center is also a part of the Gunnison County Strategic Business Plan which is reviewed and revised annually. Our operators conduct educational tours of the Recycle Center to all grades Kindergarten through College upon request.

4) Funding can be a challenge and if our grant application is not awarded, or at least the baler portion of the grant, our project will simply be postponed until the funding can be obtained. Once we have secured the needed funding for this project we will work through whatever obstacles and conditions may occur to successfully complete the project within any required time frame.

5) The City of Gunnison, Hinsdale County, Western State Colorado University and all other users of the Recycle Center will continue to support our efforts by continuing to bring product to both the new hub and spoke. We are very fortunate to have very involved users who are consistent in their use of the Recycle Center.

6) Gunnison County is the sole financial contributor of the Recycle Center.

7) We are seeking grants dollars because the Recycle Center, although an invaluable asset to the community, is not self-sufficient and receives a stipend from the Gunnison County Landfill to keep operations running smoothly. An award of this grant would assist us in moving the Recycle Center Hub which could create the opportunity to expand recycle options to our community.

8) The possible permits that could be required to complete the creation of a new Recycle Center are a Building Permit, Reclamation Permit, Access Permit and Sage Grouse Review all of which will be applied for and fees paid for by Gunnison County. All of these permits typically have a fast turnaround time especially taking into consideration that this project is within the regulations of the Gold Basin Industrial Park and should be no further out than thirty (3) days of applying.

6.3.5 – Measurable Results and Outreach

1) We will continue to track tons of product received and processed annually as required by the State of Colorado. Bill of Ladings for all products shipped out are filed and retained as well as the data being input into worksheets.

2) Yes, our recycling process can be implemented in other areas and we would most definitely share our knowledge with anyone interested in how we created the existing or the new Recycle Center.

6.3.6 – Experience and Qualifications

1) Our project is moving a well-established and long running Recycle Center that already employs very knowledgeable and experienced personnel.

2) We have been operating this Recycle Center for many years and are committed to continuing in that endeavor.

3) All required permits will be applied for and obtained prior to the start of the project. This will include the update of our Stormwater permit for the current Recycle Center.

4) Worker safety is always a top priority. The new baler, covered storage and close proximity to the Public Works Department will only enhance the needed safety features and messages that are sent out to all Public Works employees by our Safety Committee. An Environmental Health and Safety plan is not needed. Additional separation of the processing area and public drop off area that will occur at the new Hub will enhance safety of not only our employees but the public as well.

6.4 – METHODOLOGY AND WORK PLAN

6.4.1 – Project Work Plan/Timeline

Please refer to Attachment #2

6.5 – BUDGET (Attachment #3)

6.5.1 – Itemized Budget

Budget Category	Grant Application Amount	Matching/In Kind Amount (if any)	Total Amount
Equipment Purchases – Sub-Total			
2R63 Horizontal Auto Tie Baler	$ 174,154.55		**$ 174,154.55**
Crane to put Baler in Place		$ 1,000.00	**$ 1,000.00**
Contractors/Subcontractors – Sub-Total			
Concrete Pad Installation (2)	$ 9,227.00	$ 3,162.00	**$ 12,389.00**
Electrical Service		$ 5,515.00	**$ 5,515.00**
Other Direct Costs			
Asphalt		$ 59,040.00	**$ 59,040.00**
Baler Cover Building		$ 63,000.00	**$ 63,000.00**
Storage Building	$ 216,000.00		**$ 216,000.00**
Loading Dock Construction		$ 1,000.00	**$ 1,000.00**
Fencing		$ 10,496.00	**$ 10,496.00**
Renovation of Current Hub to a new Spoke		$ 10,000.00	**$ 10,000.00**
Total Project Costs	**$ 399,381.55**	**$ 153,213.00**	**$ 552,594.55**

6.5.2 – Budget Narrative

Currently the Recycle Center uses an Excel baler that was purchased in 1998 but has worked well and we have had success with so we contacted Excel regarding a quote for

the cost, including freight and installation of a new baler with the upgraded feature of auto tying. Gunnison County will be responsible for retaining a crane to set the baler in place at the instruction of Excel personnel. The cost of the crane is $125 an hour. The placement of the baler should take approximately two (2) hours, but we have budgeted an eight (8) hour day. There are two (2) concrete pads at the new Hub that will be placed by a professional concrete company. One pad is for the baler and the other will be for the glass drop off pad. The cost of the concrete pads mentioned in the itemized budget was a quote from a local concrete company. The electrical service needed for the new Recycle Center Hub will also be installed by a professional sub-contractor. The current lot is vacant and will need site preparation, including asphalt. At the current location of the Recycle Center the baler is covered with a weather port like building not much bigger than the baler itself. Gunnison County will be purchasing and erecting an open sided, steel roofed cover building for the new baler that will allow for more coverage than over the baler itself. The sides will be constructed of a vinyl like material that can be rolled up and down as needed for protection of and access to the baler. Currently we have no covered storage for the baled product with the exception of three van body trailers for the newspaper/magazines and office pack. We use tarps, which are frequently replaced, to cover cardboard, aluminum, tin/steel, glass and plastics. The new storage building will enhance the quality of our recycled product keeping it out of the elements while enough product is produced to constitute a shipment. We will be moving the steel structure of the existing loading docks and adding the required backfill and asphalt in the creation of new loading docks at the new Hub. Fencing is required by the regulations of the Gold Basin Industrial Park and will be installed by a sub-contractor. The cost of the fencing mentioned in the itemized budget was a quote from a fencing company. Gunnison County crews will be responsible for the renovation of the existing hub into a spoke. Gunnison County is the sole funding source covering the expenses of this move and needed upgrades to the Recycle Center and has been budgeting to accomplish this task. We were informed of this grant, by a neighboring recycle center, and if awarded, this grant would definitely help make this project a reality.

6.6 – FACILITY REQUIREMENTS

We currently have a Stormwater Permit for the current Recycle Center that will be updated with the new location and quarterly visual inspections continued as are currently required.

6.7 – APPENDIX

- Project leader resume – attached.
- The City of Gunnison, Hinsdale County, Western State Colorado University and other users will continue to bring their collect product to our Recycle Center upon completion of the new Hub.
- Our Recycle Center is not nonprofit or for profit, it is a community service owned and operated by a governmental entity.
- Map attached. Also, please note that not shown on the map is Hinsdale County. They have a collection site just outside the town of Lake City and transport their product to our Recycle Center.
- This is not an application for e-waste recycling.

7.0 – PROPRIETARY INFORMATION POLICY

No information included with this grant application constitutes a trade secret, confidential personnel information or proprietary commercial or financial information.

8.0 – REPORTING REQUIREMENTS

We would be willing and able to complete all needed reports that may be needed as a result of a grant award.

9.0 – GRANT FUNDING

We understand that the grant program funds project on a reimbursement basis for a period of one year. Constructing the new Recycle Center will occur within that time frame, if the grant is awarded.

10.0 – SUBMITTING AN APPLICATION

Thank you for the opportunity to submit this grant application. Please do not hesitate to contact our office with any further questions.

Recycling Resources Economic Opportunity Fund Grant Program
2015-2016
Attachment #2

WORK PLAN FORMAT

You are required to use the following format when designing the project's work plan. Additional rows can be added as needed in any section.

Goal #1: Move the Recycle Center, creating a new Hub and additional spoke		
Objective #1: Have an updated baler and new storage facility at the new Hub.		
Primary Activity #1 *(Needed to meet the project goal/objective)*	Need to secure funding.	
Sub-Activities #1 *(Needed to complete the Primary Activity)*	1. Request funding from County during the budget process. 2. Apply for the Recycling Resources Economic Opportunity Fund Grant 3.	
Primary Activity #2 *(Needed to meet the project goal/objective)*		
Sub-Activities #2 *(Needed to complete the Primary Activity)*	1. 2. 3.	
Standards and Requirements *(These establish quality and ensure the activity will provide the expected results)*	1. 2. 3.	
Expected Results of Activity(s) *(Meets the project goal/objective)*	1. Establishment of an upgraded Hub. 2. Renovation of existing Hub into an additional spoke. 3.	
Measurement of Expected Results *(What will be measured to ensure the expected results are achieved)*	1. Tons of product processed and shipped. 2. 3.	
		Completion Date *(When is the deliverable due)*
Deliverables *(Typically tangible objects produced as a result of the activity-evidence of progress and compliance with standards and requirements)*	Obtain Permits, Engineer Storage Building, Order Baler, Site Preparation	12/31/15
	Mid Term Progress Report	1/29/16
	Installation of Concrete Pads	4/30/16
	Install Baler and Construct Storage Building	5/31/16
	Asphalt Installation	6/30/16

Recycling Resources Economic Opportunity Fund Grant Program
2015-2016
Attachment #4

1. a) The County owns the property known as the Gold Basin Industrial Park that is located just outside the city limits on Gold Basin Road. This is the area that the Public Works Department relocated to and where the six (6) acres for the new Recycle Center Hub is located. The size of the current Recycle Center is approximately 1.13 acres, with office space and some product storage in different locations. The significant increase in area as a result of moving the Hub to the six (6) acres parcel will bring all components together, enhancing productivity, creating another drop off site for the public and possibly present the opportunity to expand the products taken. The City of Gunnison is centrally located with the County of Gunnison. The Gold Basin Industrial Park is located approximately one (1) mile south from the City of Gunnison. Three phase power is already available at the new site and the needed line will be extended to the Recycle Center at the expenses of the County.

   b) The existing system includes the Hub, at its current location in Gunnison, with spokes in Crested Butte South (20 miles for the Hub), Crested Butte (30 miles from the Hub) and Hinsdale County (70 miles from the Hub). With this project and move of the Hub an additional spoke will be added in Gunnison. The new location of the Hub will add approximately two (2) miles distance to the Crested Butte South and Crested Butte spokes and not change the distance to the Hinsdale County spoke.
2. We will use the current method employed for signage as it has been developed over the years and is working well for the users. Each drop off site is signed as to which product should be deposited as well as what typical similar items associated with that product are not recyclable.
3. The County owns the property that the Recycle Center Hub will be relocated to and all needed permits will be obtained by the County at their expense prior to the start of the project.
4. Our Recycle Center is used by the residents, visitors and business owners of Gunnison County which includes but is not limited to the following list:

City of Gunnison	Powderhorn
Sapinero	Curecanti Recreational Area
Parlin	Sargents
Ohio City	Pitkin
Almont	Taylor Reservoir Area
Tincup	CB South
Crested Butte	Mt. Crested Butte
Gothic	

   We also receive product from Hinsdale County and Western State Colorado University. Please see the attached map taken from the internet based mapping program at gunnisoncounty.org.

5. The population estimate of Gunnison County is approximately 15,507 with Hinsdale County estimated at 813.

6. We have drop off windows that are open 24/7. The containers the product is deposited into can be either super sacks, retrofitted dumpsters or caged in areas depending on the product.

7. The commodities collected will continue to be newspaper/magazines, plastics #1 & #2, green, amber and clear glass, aluminum, tin/steel, cardboard and office pack and are separated at the source and as they are deposited at the Recycle Center and spokes.
8. We have the following equipment that will be retained and used in the processing of the recycled product:

   Skidsteer
   Storage Van Trailers (3)
   Recycle Collection Trailers (2)
   Glass Crusher
   Aluminum Storage Cage
   Loading Dock Steel Structure
   Existing Super Sacks and Collection Dumpsters
9. Absolutely, staff will be able to commit to the project and oversee the construction of needed items at the new location and moving of the existing Recycle Center Hub and equipment. The following people will be involved on some level:

   Marlene D. Crosby – Public Works Director
   Jim Kint – Special Projects Manager
   Lee Partch – Shop Foreman
   Recycle Center Crew
   Public Works Crews
10. Two (2) new part-time positions have already been hired in anticipation of the needs of the new Recycle Center Hub and retrofitted spoke.
11. The Recycle Center was established in 1991 by purchasing used equipment with grant funding. We started with two vertical balers and a homemade glass crusher. At the beginning the Recycle Center took cardboard, aluminum, steel and glass. In 1998 we upgraded the baler to the current horizontal baler that is still in use at the Recycle Center and added newspaper/magazines, plastics (#1 & #2) and office pack to the list of products taken. As we have upgraded our equipment we have made it a point to either give or reasonably sell the equipment being replaced to other start up Recycle Centers. Gunnison County has been in the recycle business for many years with cooperation from other governmental entities and communities who are also vested in maintaining recycling opportunity in Gunnison County. Gunnison County was also the recipient of the "Outstanding Community Program" award given by Colorado Association for Recycling in 2007.
12. This is an expansion of an existing system with agreements already in place and entities and communities working well and diligently together to sustain recycle in Gunnison County in perpetuity.

Marlene D. Crosby

309 Cactus Hill Drive
Gunnison, CO 81230

970-641-2334 Home
970-209-8825 Cell
d_m_crosby@q.com

Educational History

High School - Gunnison High School, Gunnison, Colorado 1967
College - Western State College now Western State Colorado University
Bachelor of Arts Degree Cum Laude Summer 1976
Majors in Elementary Education and Business Administration / Minor in English
Continuing Education - Completion of Additional Job Related Trainings (list provided on request)

Experience

Chapman Equipment Co, Inc. Gunnison, CO Spring 1973 – August 1976
Accounts Payable, Accounts Receivable, General Office & Receptionist
Work was part-time (30 hours per week) while attending college.

Lake County School District Leadville, CO August 1976 – June 1978
Elementary Teacher 3rd grade at Westpark Elementary School

Chapman Equipment Co, Inc. Gunnison, CO July 1978 – May 1985
Parts Department Manager 1978 – 1983
Parts Department Manager/General Manager 1983- 1985
This company is no longer in business, but was a dealership with Pontiac cars, GMC trucks, International Harvester trucks, and New Holland and International Harvester Farm Equipment. It included vehicle/equipment sales, parts department and full service shop facility.

Gunnison County May 1985 – Current
Administrative Assistant, Road and Bridge Coordinator, Road & Bridge Supervisor, Public Works Director, Deputy County Manager/Public Works Director

Professional Experience

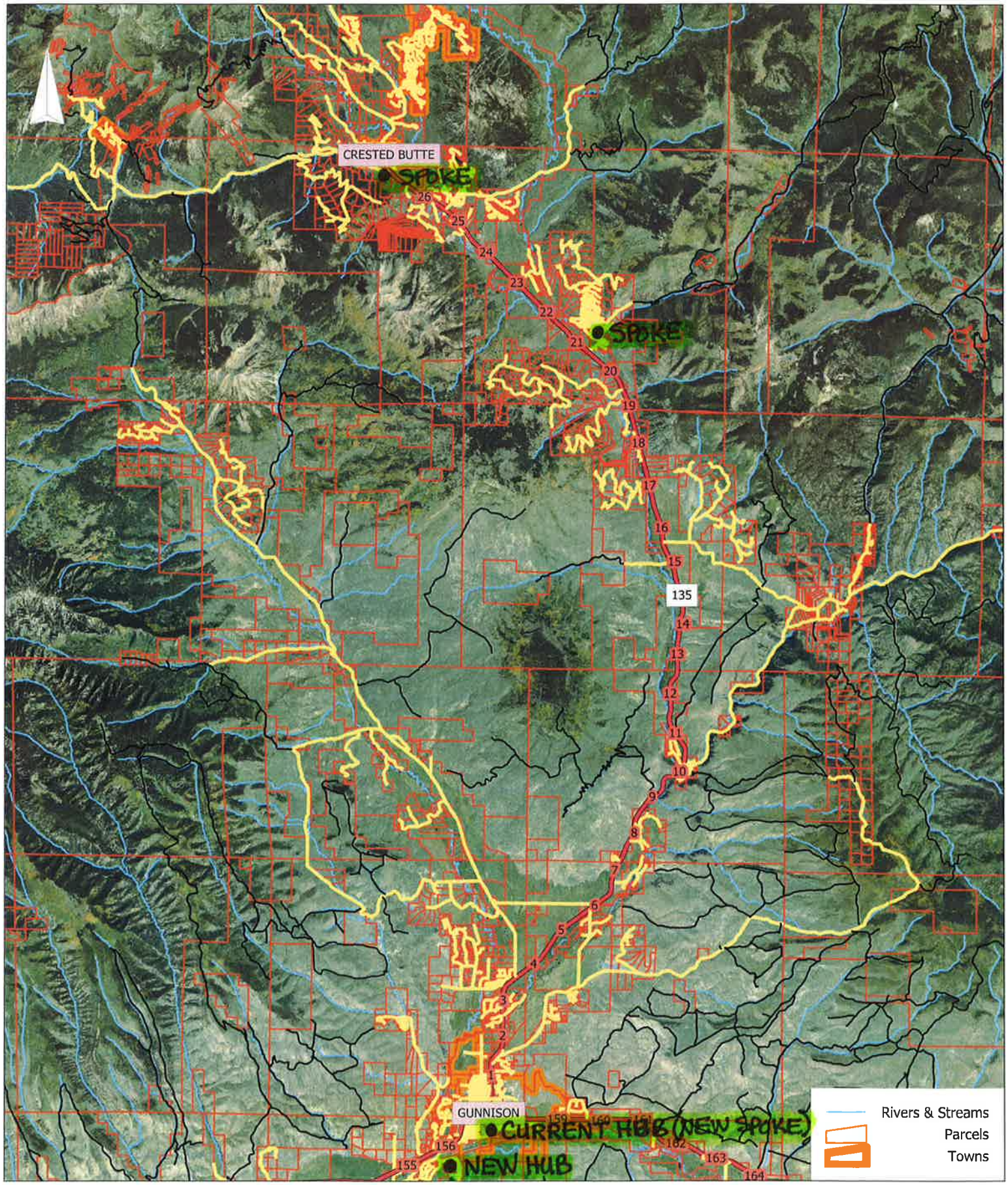
Tracking invoices, checks and voucher creation for Accounts Payable; Posting, billing and collecting Accounts Receivable; Parts ordering and management for inventory and special order parts; Preparation and submittal of factory warranty claims; Recruiting, interviewing and hiring of new employees; Termination of employees as necessary; Development and presentation of training programs; Budget development and implementation for Public Works Department; Instrumental in the development of the Recycling Program as part of Solid Waste Program; Presentation of alternatives for funding recycling to governing body; Work with Fleet Manager on equipment replacement for all programs; Work with Fleet Manager on budgeting for needed repairs of equipment; Supervise a department of 40+ employees, specifically the employees at the Recycling Center and the Administrative Assistant who coordinates shipping, creates bills of lading, etc.; Educational presentations to the public regarding all aspects of the department; Coordination of activities in the Solid Waste fund which includes both recycling and the landfill, balancing the demands and needs of each.

Involvement and Leadership

Staff Liaison to the Weed Commission; Staff Liaison to the Gunnison County Trails Commission; American Public Works Liaison to Colorado Counties; Past Director Colorado Association of Road Supervisors and Engineers (a subsidiary of Colorado Counties, Inc.); Past President Colorado Chapter American Public Works Association; Board Member Colorado Local Technical Assistance Program; Gunnison County Personnel Board; Presentation of a Snow & Ice Conference with 300+ attendees including vendors and city/county employees.

Personnel Priorities

Maintaining a safe, legally compliant, positive workplace; Providing excellent service to all customers of the Gunnison County Public Works Department; Making sure that all employees have the opportunity for advancing their skills.



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Tuesday, February 24, 2015