

## Colfax Solid Waste & Recycling Committee Meeting

Agenda and Notice of a Possible Quorum of Board Members of the Villages of Colfax and Elk Mound and the Towns of Colfax, Elk Mound, Grant, Otter Creek, Spring Brook, Tainter and Wilson

**Tuesday, March 16<sup>th</sup>, 2021 @ 7:00 p.m.**

**Colfax Fire Hall, 407 County Rd M, Colfax, WI 54730**

We will try zoom meeting at the Fire Hall again. If you decide to zoom in and it is unsuccessful, please call 715-308-9986 or 715-505-3615 and we can phone conference the meeting.

<https://zoom.us/j/99060063934?pwd=VUtpOW9ORG4xQIU2SU15Ymx0a2c4QT09>

Meeting ID: 990 6006 3934

Passcode: QKW8Lx

1. Call to Order
2. Roll Call – Towns of Colfax, Grant, Otter Creek, Spring Brook, Tainter, Elk Mound, Wilson and Village of Colfax and Elk Mound
3. Consideration Items
  - a. Collection Site Workers – Summer Wear - Vests
  - b. Spring Clean-Up
    - i. Come in early on one or two Wednesdays
  - c. Collection Site Equipment needed
    - i. Large Broom/Dust Pan
    - ii. Rakes
    - iii. Any other items for purchase - *vented bags*
  - d. Update on Compactors
    - i. Colfax
    - ii. Elk Mound
  - e. Committee member alternates
    - i. Does anyone want delegated municipal designee to also receive emails?
    - ii. Provide information to Niggemann
  - f. Johnson Roll-Off Clarification on Pricing
    - i. Recycling compactors vs. containers
    - ii. Recycling cost per ton
  - g. TREK information – Plastic bag recycling vendor
  - h. Enforcement of the Ordinance discussion – Pages 6 & 7
  - i. Any other items for consideration

#### 4. Adjournment

Any person who has a qualifying disability as defined by the American With Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format must contact: Lynn M. Niggemann, Administrator-Clerk-Treasurer's Office, 613 Main Street, Colfax, (715) 962-3311 by 2:00 p.m. the day prior to the meeting so that any necessary arrangements can be made to accommodate each request.

It is possible that members of and possibly a quorum of members of the governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information - no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.

## **Lynn Niggemann**

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**From:** Lynn Niggemann <clerktreasurer@villageofcolfaxwi.org>  
**Sent:** Thursday, March 11, 2021 3:59 PM  
**To:** clerktreasurer@villageofcolfaxwi.org

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The price on those bags are  
\$881.60/ 1000  
We have to get 2200  
More than I thought they are out about 4 weeks

Sent via the Samsung Galaxy S20 5G, an AT&T 5G smartphone



Ph 715-234-9186  
Fax 715-234-3966

2301 Pioneer Ave.  
Rice Lake, WI 54868

**Quotation**

*Date: 03/04/2021*

*Customer: Village of Colfax  
Attn: Don Knutson  
Email: [dknutson@colfaxrescue.us](mailto:dknutson@colfaxrescue.us)  
Phone: 715-303-3049 Ext. 1*

<b><u>Quantity</u></b>	<b><u>Size/Description</u></b>	<b><u>Price</u></b>
2,000 Bags (MOQ)	22 x 14 x 58 x 2mil (55gal) Black Vented Bag	\$534.53/1,000 Bags
4,000 Bags	22 x 14 x 58 x 2mil (55gal) Black Vented Bag	\$478.85/1,000 Bags
7,500 Bags	22 x 14 x 58 x 2mil (55gal) Black Vented Bag	\$451.01/1,000 Bags
18,000 Bags	22 x 14 x 58 x 2mil (55gal) Black Vented Bag	\$437.09/1,000 Bags

\*note these were quoted with slit vents randomly placed vertically on each bag\*

Lead times: 5-6 Weeks

FOB: Delivered in WI. (additional charges will apply if lift gate is required)

Thank you for the opportunity to quote the items above. Please contact us if we may be of further service to you.

Sincerely,

Ryan Neil

*\*Please note that +/- 10% tolerances are normal in the manufacturing process for LDPE and +/- 20% for HDPE.  
\*Quotes are good for thirty days.*

# Johnson Roll-Off Service, llc

8434 149<sup>th</sup> St.

Chippewa Falls, WI 54729

(715)835-4968

3/09/21

Village of Colfax

Dept. of Solid Waste

Colfax, WI 54730

I wanted to clarify two points that should have previously been taken care of via print.

First, all of the receiver boxes we haul are referred to as "compactors" and as such the haul rate is \$202.00 (The recycling boxes in the bid are the old enclosed boxes / will be hauled for \$185.00)

Second, It was previously agreed verbally that the recycling process fee would be \$100.00/ton. This was discussed prior to contract award, however I did not forward that price in writing, so I wanted to get this to you so that there is record of that if anyone audits the records.

I apologize for any confusion I may have caused. If there is anything further that you may need, please let me know.

Thank you,

Brian Johnson

Johnson Roll-Off Service

# Village of Colfax

PO Box 417 - Colfax, Wisconsin 54730 – Phone 715-962-3311  
Fax 715-962-2221

Scott Gunnufson, President  
Lynn M. Niggemann, Administrator-Clerk-Treasurer

March 11, 2021

To: Solid Waste & Recycling Committee Members

From: Lynn Niggemann, Village of Colfax, ACT *LN*

RE: TREK, vendor for the plastic bags & film materials

The Village of Colfax has finally received a call back from TREK. I have enclosed most of the material that Hayley Green provided regarding their program. There are few items that we were not aware of while waiting for responses from the vendor.

#### Requirements:

- All material is required to be baled.
- All materials are required to be stored indoors.
- All materials must be free of moisture and particles such as mud, dirt, etc.

#### Issues:

- We do not have a baler at either site.
- We do not have a building to house the baler.

#### Other vendor ideas:

- I have emailed Morgan Gerk asking if he is aware of any other vendors that take plastic bags that are not baled. *attached is morgan's response*
- Any other vendors that are willing to take materials that are not baled?

## **Lynn Niggemann**

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**From:** Gerk, Morgan <mgerk@co.dunn.wi.us>  
**Sent:** Thursday, March 11, 2021 3:44 PM  
**To:** Lynn Niggemann  
**Subject:** Re: plastic bags

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Walmart will take them. Just don't bring them large quantities at one time.

On Thu, Mar 11, 2021 at 3:34 PM Lynn Niggemann <[clerktreasurer@villageofcolfaxwi.org](mailto:clerktreasurer@villageofcolfaxwi.org)> wrote:

Morgan~

So after finally getting TREK to contact us back, we have become aware that they require the plastic bags and film material they receive to be baled.

We do not have a baler or a location to store a baler.

My question to you . . . any other vendors that you are aware of that would want us to recycle bags for them and they would not require them to be baled?

Any ideas at all???

Thank you in advance for your assistance.

*Lynn Niggemann*

Administrator-Clerk-Treasurer

Village of Colfax

P.O. Box 417

613 Main Street

Colfax, WI 54730-0417

## Lynn Niggemann

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**From:** Green, Hayley <HGREEN@trex.com>  
**Sent:** Tuesday, March 9, 2021 10:14 AM  
**To:** Lynn Niggemann  
**Subject:** Trex Recycling Program  
**Attachments:** 2019 Trex Film Load Order Guidelines.pdf; Example Plastic Film PO Request Form 2018.pdf; LOADING DIAGRAM.pdf; Trex Baler Poster ENGLISH PRINT 8 15 19.pdf; Trex Baler Poster SPANISH PRINT 8 15 19.pdf; Trex How To Recycle Poster 6 26 19.pdf; Trex recycling bin sticker 12 5 19.pdf

Hi Lynn,

Thank you for taking the time to speak with me today! As promised, below is a run-down of everything we spoke about during the call (and a few added pieces of information to help you plan your program). Feel free to reach out at any time if you have any questions or concerns and I look forward to your facility partnering with Trex for your recycling program!

- **Material Requirements**
  - Must be LDPE or LLDPE (polyethylene stretch material – denoted as #4 for recyclable materials)
  - Must be baled (most common balers are a 48” or 68” downstroke baler for this material)
  - Must be free of the following contaminations
    - Moisture (material will be rejected and unfortunately landfilled)
    - Organic material ie: mud, dirt, leaves, pine needles, etc
    - Metal ie: large metal objects, twist ties, metal strapping, etc
  - Material must be stored indoors for pick-up
    - 40,000lbs for a full load
    - 20,000lbs for a combo load if available
  - Loading dock needed in order to properly load material or another comparable option
  
- **Material grading**
  - **A Grade Stretch Film**
    - **CLEAR** stretch film ie: pallet wrap, overwrap, shrink wrap, etc. (any stretch film that has a bit of “cling” to it)
    - **Less than 5% contamination** per weight of the bale
    - Highest priced material for collection
  
  - **B Grade Stretch Film**
    - **CLEAR** or **COLORED** stretch film
    - **5% to 15% contamination** per weight of the bale
    - Price two cents lower than what A grade stretch is
  
  - **A Grade Grocery-Mix**
    - Commonly seen through community drop-off programs
    - **Less than 5% contamination** per weight of the bale
    - Will need to be hand sorted after community collection to remove the following common contaminants:
      - Zip-ties
      - Rubber-bands
      - PET bottles
      - Twist-ties (commonly on bread bags)
      - Foil bags (chip bags, etc)

- **B Grade Grocery-Mix**
  - **5% to 15% contamination** per weight of the bale
  - Will need to be hand sorted after community collection to remove the following common contaminants:
    - Zip-ties
    - Rubber-bands
    - PET bottles
    - Twist-ties (commonly on bread bags)
    - Foil bags (chip bags, etc)
- **Scheduling a pick-up**
  - Scheduling a pick-up is easy and can be done a few different ways
    - **1<sup>st</sup> way** (recommended for the first few pick-ups after initial account set-up)
      - Contact me via email with a completed pick-up request form (example attached)
      - I will have a PO (poly-order) issued and our shipping carrier will contact you directly to schedule pick-up
    - **2<sup>nd</sup> way**
      - Contact [PolyPO@trex.com](mailto:PolyPO@trex.com) with a completed PO request form in order to have a PO (poly-order) issued
      - Our shipping carrier will contact you directly to schedule pick-up
- **Setting-up your account**
  - In order to get you started with Trex, I will need a few pieces of information to get you set-up in our system
    - **Signed W9** with correct billing address
    - **Billing Address** (Location on W9 where checks will be mailed)
    - **Shipping Address** (Location at which material will be pick-up)
    - **Information for point of contact**
      - Name
      - Number
      - Email
    - Up to three emails for those who need to receive PO's and important information regarding pick-up

I know this is a lot of information, so again, please feel free to reach out if you have any questions about our program or anything mentioned above. I have also included a few documents on this email that might be beneficial to you. Thanks so much and I hope you have a wonderful day!

Thanks!



**HAYLEY GREEN**


Regional Recycling Account Representative

Office: (540) 542-6991 ext: 8974

Mobile: (804) 335-6552

Email: [hgreen@trex.com](mailto:hgreen@trex.com)



 Book a Meeting on Ring Central





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in Outdoor Living™

## 2019 Film Load Order Guidelines

### ORDER PLACEMENT

- Submit the Purchase Order Request Form to Sourcing Support - **Example Purchase Order Request Form attached**
  - EMAIL: [PolyPO@Trex.com](mailto:PolyPO@Trex.com)
  - Submit one (1) form per shipment
  - Do not submit a new form to inquire about status of an existing order
  - Forms that are incomplete will be returned and the order will not be processed
- Information that is needed to place your order
  - Location address for pick-up
  - Contact name and phone number or e-mail address for scheduling pick-up
  - Trailer Number (if applicable)
  - Count of bales (estimates are fine)
  - Special instructions
    - Appointment/Load Numbers and Loading Hours are examples
- Purchase Order – **Example Purchase Order attached**
  - The Purchase Order is e-mailed as a PDF from [jdecreate@trex.com](mailto:jdecreate@trex.com) same day for most requests if received before 3:00 pm Eastern time
    - New locations or partial loads may take longer
  - Please review each order for accuracy
  - Contact Sourcing Support immediately if the order is incorrect
- Purchase Order changes
  - Please contact Sourcing Support as soon as possible
  - Changes could delay original pick-up schedule
- Purchase Order Expiration
  - All purchase orders expire after 30 days

### FULL LOAD SHIPPING REQUIREMENTS

- Minimum weight requirements
  - Trailer should weigh a minimum of 37,000 lbs
  - If unable to satisfy the 37,000 lb requirement, please contact your Regional Recycling Account Representative
- Over weight restrictions
  - No more than 44,000 lbs because of DOT Regulations
    - The following are DOT requirements for weight distribution
      - Steering – 12,000 lbs
      - Drive – 34,000 lbs
      - Trailer – 34,000 lbs
  - If weight is over 44,000 lbs the carrier will request for materials to be unloaded in order to meet DOT Regulations
- Trailer Loading Diagram - **Loading Diagram attached**
  - Please follow this diagram for shipping and unloading safety reasons
  - Floor loading of bales onto trailer is preferred

### **PARTIAL LOAD SHIPPING REQUIREMENTS**

- Please contact your Regional Recycling Account Rep for the minimum # of bales
- Timetable for pick-up is provided by your Regional Recycling Account Rep
- Mark your bales for identification accuracy

### **BILL OF LADING (BOL) REQUIREMENTS – Example BOL attached**

- Include Trex 6 digit Purchase Order number
- Description of materials
- Number of units (bales, pallets, or gaylord boxes)
- Name and address of "ship to"
- **Special Note: All Canadian loads need to include an estimated weight for customs clearance**
- **The Purchase Order Request Form or Trex Purchase Order may NOT be used in place of a Bill of Lading**

### **SCHEDULING FREIGHT**

- Trex-Arranged freight
  - The Carrier has a goal of 3 business days to pick up the material after the purchase order has been issued
- Vendor-Arranged freight
  - All deliveries must have an appointment
  - Appointments made by e-mail only
  - Following are the contacts for scheduling delivery appointments:
    - Winchester, VA: [WPTPoly@trex.com](mailto:WPTPoly@trex.com)
    - Fernley, NV: [FPTPoly@trex.com](mailto:FPTPoly@trex.com)

### **DUNNAGE**

- Items such as pallets and gaylord boxes that are not purchased materials by Trex are reduced for final weights
- Trex uses the following weights for these items
  - Pallets = 45 lbs
  - Gaylord Boxes with Pallets = 65 lbs
  - Supersacks = 5 lbs
  - Supersacks with Pallets = 50 lbs

### **DELIVERY RECEIPTS – Example Delivery Receipt attached**

- E-mailed or faxed to you within 1 business day of Trex receiving the material
- The e-mail address the receipt is sent from is [jdecreate@trex.com](mailto:jdecreate@trex.com)
- The Delivery Receipt lists the following:
  - Grade of material(s)
  - Weight of each unit and total weight of load
  - Price per pound and total dollar amount to be paid

### **PAYMENT TERMS**

- Payments are processed automatically from the weight received
- No need to send Trex an invoice

**LOAD REJECTIONS**

- o Your Regional Recycling Account Rep will contact you in this situation
- o Pictures and information will be provided

**DELIVERY RECEIPT OR PAYMENT DISPUTES**

- o Please contact your Regional Recycling Account Rep immediately in the case of possible pricing or receiving errors made by Trex
- o Trex Purchase Order number required

**SOURCING SUPPORT CONTACT INFORMATION**

<b>Sourcing Support Group</b>	
General Telephone Number	540-542-6342
General Email Box	<a href="mailto:PolyCo@trex.com">PolyCo@trex.com</a>
<b>Winchester Scheduling Office</b>	
General Telephone Number	
General Email Box	<a href="mailto:WPTPoly@trex.com">WPTPoly@trex.com</a>
<b>Fernley Scheduling Office</b>	
General Telephone Number	
General Email Box	<a href="mailto:FPTPoly@trex.com">FPTPoly@trex.com</a>



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### Plastic Film Recycling Purchase Order Request Form

Submit order requests to Trex Company Sourcing Support  
E-MAIL: [PolyPO@Trex.com](mailto:PolyPO@Trex.com)  
PHONE: 540-542-6342

Submit one (1) form per shipment.  
Do not submit a new form to inquire about status of an existing order.

**This form may NOT be used as a substitute for a Bill of Lading!**

### COMPANY INFORMATION

Your Company Name	Recycling Account
Street Address for Pick-up	123 Main Street
City	Anytown
State	VA
Loading Hours	6 am – 5 pm Monday-Friday

### CONTACT AT YOUR LOCATION FOR SCHEDULING

Contact Name	Steve Contact
E-mail	<a href="mailto:exampleemail@gmail.com">exampleemail@gmail.com</a>
Phone Number	800-123-4567

### ADDITIONAL INFORMATION

Today's Date	11/30/18
Trailer Number	TL1234
Count of Bales	40
Comments or Special Instructions: Examples Include Appointment Numbers	Appointment #ABC123

Purchase order sent by email from [jdecreate@trex.com](mailto:jdecreate@trex.com) same day for most requests if received before 3:00 pm Eastern time.  
Please review each order for accuracy. Contact Sourcing Support immediately if the order is incorrect.

Please contact Sourcing Support as soon as possible for changes.  
Changes could delay the original pick-up schedule.

**This form may NOT be used as a substitute for a Bill of Lading!**



TREX COMPANY, INC.  
160 EXETER DRIVE  
WINCHESTER, VIRGINIA 22603-8605

# purchase order

ORDER DATE 11/30/2018	PAGE 1	TERMS OF PAYMENT Net 30 Days	PURCHASE ORDER 500140
CARRIER TRANSPORTATION BROKER		CARRIER PHONE NO. 800-765-4321	SHIP VIA FOB ORIGIN - FRT. COLLECT FOC

TO: **RECYCLING ACCOUNT**  
123 MAIN STREET  
ANYTOWN VA 22601

Vendor Contact: STEVE CONTACT  
Vendor Phone No.: 800-123-4567  
Vendor Fax:

SHIP TO TREX COMPANY:  
WINCHESTER POLY RECEIVING CENTER  
351 APPLE VALLEY ROAD  
WINCHESTER VA 22602

**IMPORTANT:**

INVOICES MUST BE RENDERED IN QUADRUPLICATE TO THE ABOVE ADDRESS  
- ATTENTION: ACCOUNTING DEPARTMENT.

SHOW PURCHASE ORDER NUMBER ON ALL PACKAGES, INVOICES, PACKING LISTS, BILL OF LADING AND SHIPPER'S RECEIPTS. ATTACH ORIGINAL BILL OF LADING OR EXPRESS RECEIPT AND RECEIPT BILL FOR PREPAID TRANSPORTATION TO INVOICES. ALL ITEMS MUST BE IDENTIFIED WITH MANUFACTURER'S NAME ON YOUR INVOICE. PRICES SHOWN SHALL BE FOR PRODUCT ONLY. APPLICABLE TAXES SHALL BE STATED SEPARATELY. DELIVERED TRUCKLOAD SHIPMENTS REQUIRE EMPTY/FULL CERTIFIED WEIGHT TICKETS. TRANSPORTATION CHARGES ARE NOT TAXABLE. PLEASE BILL AS A SEPARATE ITEM ON YOUR INVOICE.

**FOR PLASTIC AND WOOD SHIPMENTS:**

1. APPOINTMENTS ARE REQUIRED AT PICK UP AND SHIP TO LOCATIONS.
2. CARRIER MUST NOTIFY TREX IN WRITING OF ANY POSSIBLE DETENTION CHARGES WITHIN 24 HOURS OF ACCEPTANCE OF THIS ORDER.
3. FOR PLASTIC LIST NUMBER OF BALES ON THE BILL OF LADING AND NOTIFY TREX OF ANY SUBSTITUTIONS PRIOR TO LEAVING THE PICK UP LOCATION.
4. INVOICES NOT REQUIRED FOR AUTO PAY CONTRACTS.

TREX ITEM NO.	QTY	UM	REQ. DATE	DESCRIPTION	UNIT PRICE	TOTAL PRICE
PS01	40000	LB	12/4/2018	Clear Film	.0500	2,000.00

Total Order 2,000.00  
Sales Tax .00  
Total Order 2,000.00 USD

CONFIRMING ORDER - DO NOT DUPLICATE

IN ACCEPTING THIS ORDER, IT IS UNDERSTOOD THAT YOU (THE SELLER) AGREE NOT ONLY TO THE INSTRUCTIONS SET FORTH ON THE FACE HEREOF, BUT ALSO TO THE TERMS AND CONDITIONS PRINTED ON THE REVERSE SIDE HEREOF, OR THE ATTACHMENT IF FAXED OR SENT ELECTRONICALLY, WHICH ARE HEREBY MADE A PART OF THIS ORDER.

ATTENTION OF \_\_\_\_\_  
(VENDOR REPRESENTATIVE)

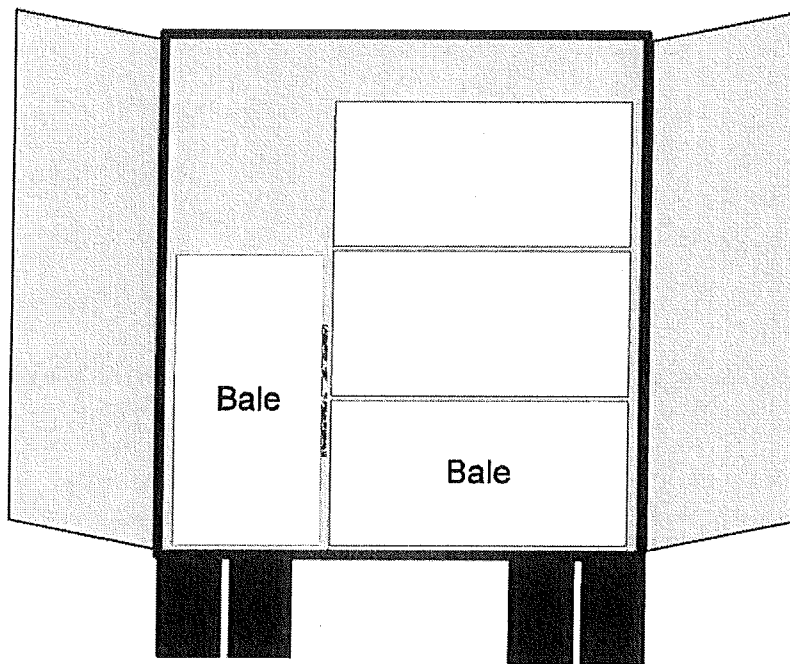
BUYER PHONE NO.: 503-816-3764  
BY NORMAN, SAMARA  
PURCHASING DEPARTMENT BUYER

REMARKS (SUGGESTED SOURCE, NOTIFICATION OF RECEIPT, STORAGE, ETC.)

## Poly Loading Diagram

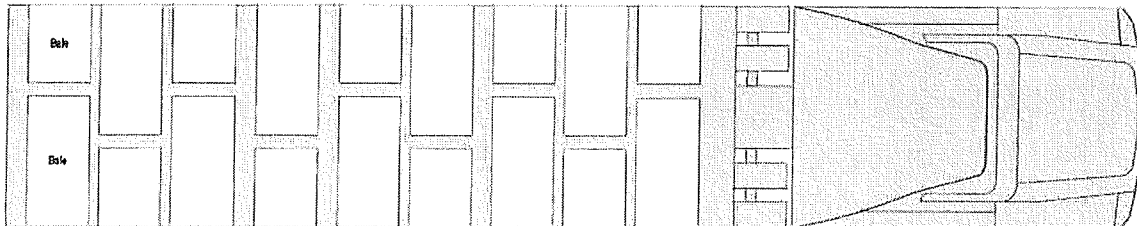
### View From the rear of the Trailer

Stack three bales high with one on the side



### Top View of Trailer

Alternate stacks to improve stability



STRAIGHT BILL OF LADING - SHORT FORM - ORIGINAL - NOT NEGOTIABLE This form contains only the information necessary for the motor carrier to deliver, rate, and invoice the shipment described below.

Shipper: Ship Date 12/4/2018

Recycling Account 123 Main Street Anytown, VA 22601 Steve Contact (800) 123-4567	Carrier: Somebody Trucking LLC Pro #: Load #: Ship ID: 500140 PU #:
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Reference Number: 500140 - Trex scrap plastic

Consignee: Due Date 12/4/2018 All Freight charges PPD/3RD party bill to:

Trex - Winchester Poly Receiving Center  
 351 Apple Valley Road  
 WINCHESTER, VA 22602  
 wptpoly@trex.com (540) 542-6487

Reference Number: 500140

**PPD-3RD PARTY**

Agent or Cashier: Per _____ (The signature here acknowledges only the amount prepaid)	Received: \$ _____ to apply in prepayment of the charges on the property described hereon.	Charges Advanced: \$ _____
--	---	-------------------------------

Type/ Reference	SKU/UPC	Description	QTY/UOM	Pallets	Weight	Category/ Temp	NMFC/ Class
PO # 500140		Scrap Plastic	40 BAL		40,000		
			40		40,000		

**Shipper Special Instructions:**

Contact:  
 Steve Contact  
 800-123-4567  
 Loading hours 6am-5pm

**Consignee Special Instructions:**

**Comments:**

The Shipper certifies that the above named materials are properly classified, described, marked, labeled, and packaged, and are in proper condition for transportation, according to the applicable regulations of the Department of Transportation.

Shipper Signature X \_\_\_\_\_ Date: \_\_\_\_\_ Trailer# \_\_\_\_\_

Consignee Signature X \_\_\_\_\_ Date: \_\_\_\_\_ Seal# \_\_\_\_\_

Driver Signature X \_\_\_\_\_ Date: \_\_\_\_\_ Seal# \_\_\_\_\_



TREX COMPANY, INC.  
 160 EXETER DRIVE  
 WINCHESTER, VIRGINIA  
 22603-8605

# delivery receipt

RECEIPT DATE	TIME	SUPPLIER #	ORDER NUMBER	BUYER NAME	BUYER PHONE #
11/30/2018	13:21:42	167152	500140	NORMAN, SAMARA 35424	503-816-3754

Ship From:

RECYCLING ACCOUNT  
 123 MAIN STREET  
 ANYTOWN VA 22601

Ship To:

WINCHESTER POLY RECEIVING CENTER  
 351 APPLE VALLEY ROAD  
 WINCHESTER VA 22602

ORDERED BY: STUDENT01  
 ORDER DATE: 11/30/2018  
 REQUESTED DATE: 12/4/2018

VENDOR FAX/EMAIL: E exampleemail@gmail.com  
 FREIGHT CODE: FOB ORIGIN - FRT. COLLECT FOC  
 DELIVERY INSTRUCTIONS:

Line Number	REV	ITEM NUMBER	Description	Receiving Location	Quantity Ordered	Quantity Received	UM	Unit Cost	Extended Cost
1.240	0	P001-P	Clear Film	MARSH	40000	38500	LB	.0500	1,925.00

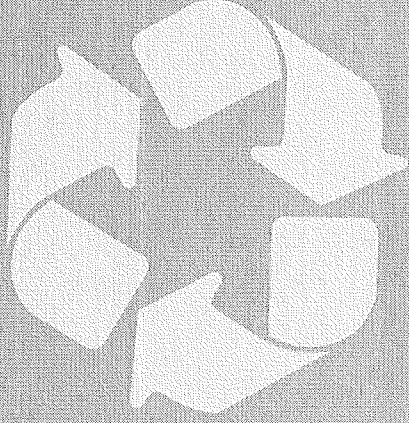
Supplier Remark:

Total Material Charges	Total Freight Charges	Total Amount to be Paid
1,925.00		1,925.00



**Nextrex**

**PLASTIC  
FILM  
ONLY**



**PLEASE, NO**



Trash



Food



Strapping



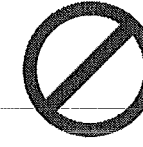
Cans/  
Bottles



Cardboard



Aluminum



Loose  
Paper

# RECYCLE BEYOND THE BAG

Recycle your household bags & wrap into Trex's Earth-friendly composite decking and railing!

**FROM THE STORE**

- ✓ Produce bags
- ✓ Store bags
- ✓ Ice bags

**FROM YOUR PANTRY**

- ✓ Ziploc® & other reclosable bags
- ✓ Cereal box liners
- ✓ Case overwrap
- ✓ Bread bags

**FROM YOUR FRONT DOOR**

- ✓ Newspaper sleeves
- ✓ Dry cleaning bags
- ✓ Bubble wrap
- ✓ Plastic e-commerce mailers

Plastics must be clean, dry and free of food and organic residue



**NexTrex**

[trex.com/recycling](http://trex.com/recycling) 1-800-Buy-Trex

**VILLAGE OF COLFAX RESPONSIBLE UNIT RECYCLING ORDINANCE**

**ORDINANCE NO.: 2020-06**

**Chapter 8 – HEALTH AND SANITATION**

The Village Board of the Village of Colfax, Wisconsin, do ordain as follows:

SECTION 1. Section 8, Chapter 3 of the Code of Ordinances of the Village of Colfax, Wisconsin, is hereby added as follows:

**Chapter 8 – VILLAGE OF COLFAX RESPONSIBLE UNIT RECYCLING ORDINANCE**

- 8-3-1 Purpose and Intent
- 8-3-2 Statutory Authority
- 8-3-3 Adoption of Ordinance
- 8-3-4 Definitions – Without limitation, the following definitions apply herein
- 8-3-5 Separation of Recyclable Materials
- 8-3-6 Rules and Procedures for Curbside Pick-up of Solid Waste and Recyclable Materials
- 8-3-7 Anti-Scavenging and/or Unlawful Removal of Recyclables
- 8-3-8 Hauler Provisions
- 8-3-9 Hauler Licensing
- 8-3-10 Separation Requirements Exempted
- 8-3-11 Care of Separated Recyclable Materials
- 8-3-12 Management of Lead Acid Batteries, Major Appliances, Waste Oil and Yard Waste
- 8-3-13 Preparation and Collection of Recyclable Materials
- 8-3-14 Responsibilities of Owners or Designated Agents of Multiple-Family Dwellings
- 8-3-15 Responsibilities of Owners or Designated Agents of Non-Residential Facilities and Properties
- 8-3-16 Prohibitions on Disposal of Recyclable Materials Separated for Recycling
- 8-3-17 Prohibition of Dumping
- 8-3-18 Abrogation and Greater Restrictions
- 8-3-19 Interpretation
- 8-3-20 Applicability
- 8-3-21 Administration
- 8-3-22 Enforcement
- 8-3-23 Severability
- 8-3-24 Effective Date

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**Sec. 8-3-1 – PURPOSE AND INTENT**

The purpose of this ordinance is to promote recycling, composting, and resource recovery through the administration of an effective recycling program, as provided in s. 287.11, Wis. Stats., and Chapter NR 544, Wis. Administrative Code at all collection sites being managed by the Village of Colfax.

**Sec. 8-3-2 - STATUTORY AUTHORITY**

The Village Board has the specific authority under ss. 287.09(3)(b), Wis. Stats., and general authority under its village powers under s. 60.22, Wis. Stats., to adopt and administer this ordinance.

### Sec. 8-3-3 – ADOPTION OF ORDINANCE

This ordinance, adopted by a majority vote of the village board with a quorum present and voting and proper notice having been given, provides for the regulation, control, and enforcement of recycling.

### Sec. 8-3-4 – DEFINITIONS – WITHOUT LIMITATION, THE FOLLOWING DEFINITIONS APPLY HEREIN

- 1) "Bi-metal container" means a container for carbonated or malt beverages that are made primarily of a combination of steel and aluminum.
- 2) "Container board" means corrugated paperboard used in the manufacture of shipping containers and related products.
- 3) "Foam polystyrene packaging" means packaging made primarily from foam polystyrene that satisfies one of the following criteria:
  - a) Is designed for serving food or beverages.
  - b) Consists of loose particles intended to fill space and cushion the packaged article in a shipping container.
  - c) Consists of rigid materials shaped to hold and cushion the packaged article in a shipping container.
- 4) "Glass Container" means a glass bottle, jar or other packaging container used to contain a product that is the subject of a retail sale and does not include ceramic cups, dishes, oven ware, plate glass, safety and window glass, heat resistant glass such as pyrex, lead based glass such as crystal, or TV tubes.
- 5) "HDPE" means high density polyethylene, labeled by the SPI code # 2.
- 6) "LDPE" means low density polyethylene, labeled by the SPI code # 4.
- 7) "Magazines" means magazines and other materials printed on similar paper.
- 8) "Major appliance" means a residential or commercial air conditioner, clothes dryer, clothes washer, dishwasher, freezer, microwave oven, oven, refrigerator, furnace, boiler, dehumidifier, water heater or stove.
- 9) "Multiple-family dwelling" means a property containing 5 or more residential units, including those which are occupied seasonally.
- 10) "Newspaper" means a newspaper and other materials printed on newsprint.
- 11) "Non-residential facilities and properties" means commercial, retail, industrial, institutional and government facilities and properties. This term does not include multiple family dwellings.
- 12) "Office paper" means high grade printing and writing papers from offices in non-residential facilities and properties. Printed white ledger and computer printout are examples of office paper generally accepted as high grade. This term does not include industrial process waste.
- 13) "Other resins or multiple resins" mean plastic resins labeled by the SPI code # 7.
- 14) "Person" includes any individual, corporation, partnership, association, local government unit, as defined in s. 66.0131(1)(a), Wis. Stats., state agency or authority or federal agency.
- 15) "PETE" or "PET" means polyethylene terephthalate, labeled by the SPI code # 1.
- 16) "Plastic container" means an individual, separate, rigid plastic bottle, can, jar or carton, except for a blister pack, that is originally used to contain a product that is the subject of a retail sale.
- 17) "Postconsumer waste" means solid waste other than solid waste generated in the production of goods, hazardous waste, as defined in s. 291.01(7) Wis. Stats., waste from construction and demolition of structures, scrap automobiles, or high-volume industrial waste, as defined in s. 289.01(17)., Wis. Stats.
- 18) "PP" means polypropylene, labeled by the SPI code # 5.
- 19) "PS" means polystyrene, labeled by the SPI code # 6.
- 20) "PVC" means polyvinyl chloride, labeled by the SPI code # 3.
- 21) "Recyclable materials" includes lead acid batteries; major appliances; waste oil; yard waste; aluminum containers; corrugated paper or other container board; foam polystyrene packaging; glass containers; magazines; newspaper; office paper; rigid plastic containers, including those made of PETE, HDPE, PVC, LDPE, PP, PS and other resins or multiple resins; steel containers; waste tires; and bi-metal containers.
- 22) "Solid waste" has the meaning specified in s. 289.01(33), Wis. Stats.
- 23) "Solid waste facility" has the meaning specified in s. 289.01(35), Wis. Stats.
- 24) "Solid waste treatment" means any method, technique or process which is designed to change the physical, chemical or biological character or composition of solid waste. "Treatment" includes incineration.
- 25) "Waste tire" means a tire that is no longer suitable for its original purpose because of wear, damage or defect.

- 26) "Yard waste" means leaves, grass clippings, yard and garden debris and brush, including clean woody vegetative material no greater than 6 inches in diameter. This term does not include stumps, roots or shrubs with intact root balls.

#### **Sec. 8-3-5 - SEPARATION OF RECYCLABLE MATERIALS**

Occupants of single family and 2 to 4-unit residences, multiple-family dwellings and non-residential facilities and properties shall separate the following materials from postconsumer waste:

- 1) Lead acid batteries
- 2) Major appliances
- 3) Waste oil
- 4) Yard waste
- 5) Aluminum containers
- 6) Bi-metal containers
- 7) Corrugated paper or other container board
- 8) Foam polystyrene packaging
- 9) Glass containers
- 10) Magazines
- 11) Newspaper
- 12) Office paper
- 13) Rigid plastic containers made of PETE, HDPE, PVC, LDPE, PP, PS, and other resins or multiple resins
- 14) Steel containers
- 15) Waste tires

#### **Sec. 8-3-6 – RULES AND PROCEDURES FOR CURBSIDE PICK-UP OF SOLID WASTE AND RECYCLABLE MATERIALS**

The Village of Colfax authorizes its designated haulers to implement a recyclable schedule for curbside pick-up for solid waste and recyclable materials, subject to the following:

- 1) Collection Schedule. The Village of Colfax designated hauler shall establish a regular schedule for collection for solid waste and recyclable materials. The schedule shall be delivered to each of the hauler's customers and the Village of Dunn.
- 2) Containers. The Village of Colfax's designated haulers shall prescribe specifications for containers and placement of the containers. The hauler may provide containers or require the owner to secure the same according to the hauler designation.
- 3) Hauler's Charges. The Village of Colfax's designated haulers shall identify in the agreement with the Village of Colfax, the expected schedule of solid waste and recyclable collection charges to be in effect.

#### **Sec. 8-3-7 – ANTI-SCAVENGING AND/OR UNLAWFUL REMOVAL OF RECYCLABLES**

Once a property owner or tenant place solid waste and/or recycling material at the curb, it belongs to the community. No person shall take possession of any solid waste and/or recyclable materials without the express consent of the Village of Colfax, its designee or a licensed and/or contracted hauler.

#### **Sec. 8-3-8 – HAULER PROVISIONS**

- 1) Hauler Restrictions. The Village of Colfax's designated haulers may not dispose in a landfill or burn in a solid waste facility any recyclable materials generated in this municipality that have been separated for recycling.
- 2) Right to Reject Material. The Village of Colfax's designated haulers has the right to reject and leave uncollected any recyclable materials that are not separated in accordance with the specifications of this ordinance.
- 3) Reporting. The Village of Colfax's designated recycling haulers are required to maintain records and report in writing to the Village of Colfax at such times as designated by the village but not less than quarterly. The report shall include the amount of solid waste and recyclables collected and transported from the municipality, the amount of solid waste and recyclables processed and/or marketed by item type, and the final disposition location of solid waste and recyclable materials. Failure to make such records shall be a cause for the municipality to terminate the contract with the hauler.

### **Sec. 8-3-9 – HAULER LICENSING**

- 1) DNR License. No person shall engage in the business of hauling recyclables within the Village of Colfax without being licensed by the Department of Natural Resources under Section NR502.06 of the Wisconsin Administrative Code.

### **Sec. 8-3-10 – SEPARATION REQUIREMENTS EXEMPTED**

The separation requirements of Section 5 do not apply to the following:

- 1) Occupants of single family and 2 to 4-unit residences, multiple-family dwellings and non-residential facilities and properties that send their postconsumer waste to a processing facility licensed by the Wisconsin Department of Natural Resources that recovers the materials specified in Section 5 from solid waste in as pure a form as is technically feasible.
- 2) Solid waste which is burned as a supplement fuel at a facility if less than 30% of the heat input to the facility is derived from the solid waste burned as supplement fuel.
- 3) A recyclable material specified in Section 5 (5) through (15) for which a variance has been granted by the Department of Natural Resources under s. 287.11(2m), Wis. Stats., or s. NR 544.14, Wis. Administrative Code.

### **Sec. 8-3-11 – CARE OF SEPARATED RECYCLABLE MATERIALS**

To the greatest extent practicable, the recyclable materials separated in accordance with Section 5 shall be clean and kept free of contaminants such as food or product residue, oil or grease, or other non-recyclable materials, including but not limited to household hazardous waste, medical waste, and agricultural chemical containers. Recyclable materials shall be stored in a manner which protects them from wind, rain, and other inclement weather conditions.

### **Sec. 8-3-12 – MANAGEMENT OF LEAD ACID BATTERIES, MAJOR APPLIANCES, WASTE OIL AND YARD WASTE**

Occupants of single family and 2 to 4-unit residences, multiple-family dwellings and non-residential facilities and properties shall manage lead acid batteries, major appliances, waste oil, and yard waste as follows:

- 1) Lead acid batteries shall be the responsibility of residents to properly dispose of, they may be recycled by contacting the Village of Colfax or the collection sites, taken to a retailer that sells these types of batteries, or taken to a salvage yard; these options may include a fee.
- 2) Major appliances shall be the responsibility of residents to properly dispose of, they may be recycled by contacting the Village of Colfax or the collection sites, or taken to a salvage yard; these options may include a fee.
- 3) Waste oil shall be the responsibility of residents to properly dispose of, they may be recycled by contacting the Village of Colfax or the collection sites, or taken to a retailer or service provider which accepts waste oil for recycling; these options may include a fee.
- 4) Yard waste shall be the responsibility of residents to manage on site or it may be taken to the collection sites.

### **Sec. 8-3-13 – PREPARATION AND COLLECTION OF RECYCLABLE MATERIALS**

Except as otherwise directed by the Village of Colfax, occupants of single family and 2 to 4-unit residences shall do the following for the preparation and collection of the separated materials specified in Section 5(5) through (15):

- 1) Aluminum containers shall be clean, rinsed, and flattened if possible, to save space and placed in the proper recycling receptacle provided by the Village's designated haulers
- 2) Bi-metal containers shall be clean, rinsed, and flattened if possible, to save space and placed in the proper recycling receptacle provided by the Village's designated haulers
- 3) Corrugated paper or other container board shall be flattened if possible, to save space and placed in the proper recycling receptacle provided by the Village's designated haulers
- 4) Foam polystyrene packaging shall be landfilled until such time that the variance is lifted or recycling markets exist.



- 5) Glass containers shall be clean, rinsed, and flattened if possible, to save space and placed in the proper recycling receptacle provided by the Village's designated haulers
- 6) Magazines shall be placed in the proper recycling receptacle provided by the Village's designated haulers
- 7) Newspaper shall be placed in the proper recycling receptacle provided by the Village's designated haulers
- 8) Office paper shall be placed in the proper recycling receptacle provided by the Village's designated haulers
- 9) The listed rigid plastic containers shall be prepared and collected and placed in the proper recycling receptacle provided by the Village's designated haulers as follows:
  - a) Plastic containers made of PETE, including SPI Code # 1.
  - b) Plastic containers made of HDPE, including SPI Code # 2.
- 10) The listed rigid plastic containers shall be landfilled until such time that the variance is lifted or recycling markets exist.
  - a) Plastic containers made of PVC, including SPI Code # 3.
  - b) Plastic containers made of LDPE, including SPI Code # 4.
  - c) Plastic containers made of PP, including SPI Code # 5.
  - d) Plastic containers made of PS, including SPI Code # 6.
  - e) Plastic containers made of other resins or multiple resins, including SPI Code # 7.
- 11) Steel containers shall be recycled by contacting the Village of Colfax or the collection sites or by taking to a salvage yard; these options may include a fee.
- 12) Waste tires shall be the responsibility of residents to properly dispose of, they may be recycled by taking to the collection sites, or taken to a salvage yard; these options may include a fee.

**Sec. 8-3-14 – RESPONSIBILITIES OF OWNERS OR DESIGNATED AGENTS OF MULTIPLE-FAMILY DWELLINGS**

- 1) Owners or designated agents of multiple-family dwellings shall do all of the following to recycle the materials specified in Section 5(5) through (15):
  - a) Provide adequate, separate containers for the recyclable materials.
  - b) Notify tenants in writing at the time of renting or leasing the dwelling and at least semi-annually thereafter about the established recycling program.
  - c) Provide for the collection of the materials separated from the solid waste by the tenants and the delivery of the materials to a recycling facility.
  - d) Notify tenants of reasons to reduce and recycle solid waste, which materials are collected, how to prepare the materials in order to meet the processing requirements, collection methods or sites, locations and hours of operation, and a contact person or company, including a name, address and telephone number.
- 2) The requirements specified in 1) do not apply to the owners or designated agents of multiple-family dwellings if the postconsumer waste generated within the dwelling is treated at a processing facility licensed by the Department of Natural Resources that recovers for recycling the materials specified in Section 5(5) through (15) from solid waste in as pure a form as is technically feasible.

**Sec. 8-3-15 – RESPONSIBILITIES OF OWNERS OR DESIGNATED AGENTS OF NON-RESIDENTIAL FACILITIES AND PROPERTIES**

- 1) Owners or designated agents of non-residential facilities and properties shall do all of the following to recycle the materials specified in Section 5(5) through (15):
  - (a) Provide adequate, separate containers for the recyclable materials.
  - (b) Notify in writing, at least semi-annually, all users, tenants and occupants of the properties about the established recycling program.
  - (c) Provide for the collection of the materials separated from the solid waste by the users, tenants and occupants and the delivery of the materials to a recycling facility.
  - (d) Notify users, tenants and occupants of reasons to reduce and recycle, which materials are collected, how to prepare materials in order to meet the processing requirements, collection methods or sites, locations and hours of operation, and a contact person or company, including a name, address and telephone number.
- 2) The requirements specified in 1) do not apply to the owners or designated agents of non-residential facilities and properties if the postconsumer waste generated within the facility or property is treated at a processing facility

licensed by the Department of Natural Resources that recovers for recycling the materials specified in Section 5 (5) through (15) from solid waste in as pure a form as is technically feasible.

**Sec. 8-3-16 – PROHIBITIONS ON DISPOSAL OF RECYCLABLE MATERIALS SEPARATED FOR RECYCLING**

No person may dispose of in a solid waste disposal facility or burn in a solid waste treatment facility any of the materials specified in Section 5 (5) through (15) which have been separated for recycling, except waste tires may be burned with energy recovery in a solid waste treatment facility.

**Sec. 8-3-17 – PROHIBITION OF DUMPING**

It shall be unlawful for any person to deposit, throw, dispose of, place, or dump garbage, dead animals, combustible refuse, recyclables, or other deleterious matters in any alley, street, road, lane, ditch, or other public place within the Town. It shall be unlawful for any person to deposit, throw, dispose of, place, or dump garbage, dead animals, combustible refuse, recyclables, or other deleterious matters on private property.

**Sec. 8-3-18 – ABROGATION AND GREATER RESTRICTIONS**

It is not intended by this ordinance to repeal, abrogate, annul, impair or interfere with any existing rules, regulations, ordinances or permits previously adopted or issued pursuant to law. However, whenever this ordinance imposes greater restrictions, the provisions of this ordinance shall apply.

**Sec. 8-3-19 – INTERPRETATION**

In their interpretation and application, the provisions of this ordinance shall be held to be the minimum requirements and shall not be deemed a limitation or repeal of any other power granted by the Wisconsin Statutes. Where any terms or requirements of this ordinance may be inconsistent or conflicting, the more restrictive requirements or interpretation shall apply. Where a provision of this ordinance is required by Wisconsin Statutes, or by a standard in Chapter NR 544, Wis. Administrative Code, and where the ordinance provision is unclear, the provision shall be interpreted in light of the Wisconsin Statutes and the Chapter NR 544 standards in effect on the date of the adoption of this ordinance, or in effect on the date of the most recent text amendment to this ordinance.

**Sec. 8-3-20 – APPLICABILITY**

The requirements of this ordinance apply to all users of the collection sites operated and managed under the Village of Colfax, the responsible unit.

**Sec. 8-3-21 – ADMINISTRATION**

The provisions of this ordinance shall be administered by the Village of Colfax, the Solid Waste and Recycling Committee and any designees.

**Sec. 8-3-22 – ENFORCEMENT**

- 1) For the purpose of ascertaining compliance with the provisions of this ordinance, any authorized officer, employee or representative of the Village of Colfax and any designees may inspect recyclable materials separated for recycling, postconsumer waste intended for disposal, recycling collection sites and facilities, collection vehicles, collection areas of multiple-family dwellings and non-residential facilities and properties, and any records relating to recycling activities, which shall be kept confidential when necessary to protect proprietary information. No person may refuse access to any authorized officer, employee or authorized representative of the Village of Colfax and its designees who requests access for purposes of inspection, and who presents appropriate credentials. No person may obstruct, hamper, or interfere with such an inspection.
- 2) Any person who violates a provision of this ordinance may be issued a citation by the Village of Colfax, who will collect the forfeitures. The issuance of a citation shall not preclude proceeding under any other ordinance or law



relating to the same or any other matter. Proceeding under any other ordinance or law relating to the same or any other matter shall not preclude the issuance of a citation under this paragraph.

3) Penalties for violating this ordinance may be assessed as follows:

- (a) Any person who violates Section 16 may be required to forfeit \$50 for a first violation, \$200 for a second violation, and not more than \$2,000 for a third or subsequent violation.
- (b) Any person who violates a provision of this ordinance, except Section 16, may be required to forfeit not less than \$10 or more than \$1,000 for each violation.

**Sec. 8-3-23 – SEVERABILITY**

Should any portion of this ordinance be declared unconstitutional or invalid by a court of competent jurisdiction, the remainder of this ordinance shall not be affected.

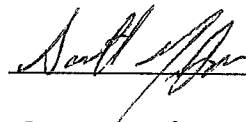
**Sec. 8-3-24 – EFFECTIVE DATE**

The provisions of this ordinance shall take effect on January 1, 2021.

SECTION 2. This ordinance shall take effect upon passage and publication as required by law.

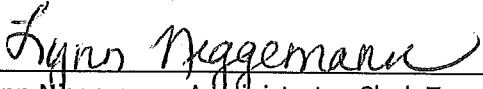
Adopted: October 12, 2020

Published: October 28, 2020



Scott Gunnufson, Village President

ATTEST:

  
Lynn Niggemann, Administrator-Clerk-Treasurer