

# Agenda Memo

Friday, March 05, 2021 9:02 AM

## Memo on Agenda Items

Montgomery County Solid Waste Management District

Monday, March 8, 2021

9:00 am

Fusion 54

101 West Main Street

Crawfordsville, IN 47933

### Approval of Minutes

*The 1-25-21 meeting minutes are included in the packet.*

### Schedule Tox-A-Way Day

*A date for the Annual Tox-A-Way Day needs to be established, so staff can move forward with requesting proposals from vendors/contractors for presentation to the Board for approval.*

### District Management Plan

*A rough Draft of a Management Plan for the District is included in the packet. The Management Plan is due to IDEM in June of 2021. Proposed timeline:*

*3/26 - Board comments due*

*3/29 - Post Public Hearing Notice*

*4/12 - Public hearing (Board of Commissioners)*

*5/25 - Adopt Solid Waste Management Plan (Board of Commissioners)*

*6/1 - Submit Solid Waste Management Plan to IDEM*

*7/26 - Approval of Solid Waste Management Plan (Board of Commissioners)*

### Approved Claims

*To-date W Enterprises has invoiced the District for January & February services in the amount of: \$12,809.50.*

# Agenda

Thursday, March 04, 2021 9:46 AM

## **AGENDA**

**MONTGOMERY COUNTY SOLID WASTE MANAGEMENT DISTRICT BOARD MEETING  
MONDAY, MARCH 8, 2021  
9:00 AM**

**FUSION 54  
101 West Main Street - 3rd Floor  
Crawfordsville, IN 47933**

**CALL TO ORDER: CHAIRMAN DAN GUARD**

**APPROVE MINUTES**

[January 25, 2021](#)

**OLD BUSINESS**

[2021 Waynetown Agreement](#)

**NEW BUSINESS**

[Schedule Tox-A-Way Date](#)

[Solid Waste District Management Plan Draft](#)

**CONTROLLER'S REPORT**

Approve Claims

**OTHER BUSINESS**

**ADJOURNMENT**

# Roll Call

Thursday, March 04, 2021 9:49 AM

## Board Members:

Commissioner Dan Guard

Mayor Todd Barton

Commissioner John Frey

Commissioner Jim Fulwider

County Councilman Don Mills

City Councilman Stan Hamilton

Town Representative Bob Cox

MEETING MINUTES  
MONTGOMERY COUNTY SOLID WASTE MANAGEMENT DISTRICT BOARD  
MONDAY, JANUARY 25, 2021

The Montgomery County Solid Waste Management District held the first Board meeting on Monday, January 25, 2021 at the Crawfordsville City Building, 300 E. Pike Street, Crawfordsville, IN 47933.

Solid Waste Management District Board members in attendance were:

Commissioner Dan Guard  
Commissioner Jim Fulwider  
Commissioner John Frey  
Mayor Todd Barton  
City Councilman Stan Hamilton  
County Councilman Don Mills  
Bob Cox – Town Council Representative

Also present:  
Attorney Dan Taylor  
County Administrator Tom Klein  
Auditor Jennifer Andel  
Commissioners Executive Assistant Lori Dossett

ROLL CALL

ELECTION OF OFFICERS

**Chairman** – Commissioner Frey nominated Commissioner Dan Guard as Chairman. Seconded by Mr. Cox. Motion passed 7-0 in favor.

**Vice Chairman** – Mr. Frey nominated Mayor Barton as Vice Chairman. Seconded by Bob Cox. Motion passed 7-0 in favor.

**Controller** – Mr. Frey nominated County Auditor Jennifer Andel as the Controller for the District. Seconded by Mr. Fulwider. Motion passed 7-0 in favor.

INTRODUCTION TO SOLID WASTE MANAGEMENT

Duties and Responsibilities

Attorney Dan Taylor reviewed I.C. Code Chapter 33.14 – Montgomery County Solid Waste Management which outlines the duties and responsibilities of the Board of Directors. Before May 1, 2021 the Board must submit a District Plan to the Commissioner of the Indiana Department of Environmental Management (IDEM) within sixty (60) days of submission of the plan to the Commissioner, the District will present the Plan to the Board of Commissioners for approval. A public hearing is required within 60 days after the plan is submitted.

The Board is required to appoint an Advisory Committee and they will be required to meet at least four-times per year and two of those meetings are to be joint meeting with the Board. The Advisory Committee will have input on the District's budget.  
Mr. Frey moved to approve the By-Laws/Rules of Procedure for the Solid Waste Management District. Seconded by Mayor Barton. Motion passed 7-0 in favor.

Management Plan

Attorney Taylor stated County Administrator Tom Klein is working on the District's Management Plan and the Plan will be a future agenda item for review and approval.

2021 Meeting Schedule

Chairman Guard moved to schedule the District Board meetings on the 2<sup>nd</sup> Monday of each month beginning @ 9:00 am @ the City Building. Seconded by Mr. Fulwider. Motion passed 7-0 in favor.

NEW BUSINESS

Appoint 3-member Advisory Committee

Chairman Guard recommended that the Board appoint: Sam Newlin, Jenny Veach and Jim Johnson to the Advisory Committee. Mr. Frey moved to appoint Sam Newlin, Jenny Veach and Jim Johnson to the Advisory Committee. Seconded by Mayor Barton. Motion passed 7-0 in favor.

2021 Budget

Attorney Taylor advised that the 2021 budget was approved by the County Council in October of 2020 with a total budget of \$107,000 funded by both the City and County. Mr. Cox moved to approve the 2021 Budget. Seconded by Mr. Hamilton. Motion passed 7-0 in favor.

2021 W. Enterprises Contract

The one-year contract covers:  
4 Recycle Containers @ Waldon Recycle (302 S Oak St) (2 mixed recycle and 2 cardboard)  
Picked up as needed every day. No charge for extra pull.  
Curbside co-mingle delivered to Walden Site (302 S Oak St)  
1 trailer at City Yard Waste Site  
Picked up when container is full.....\$4,100

1 30-Yd Recycle Container @ North Montgomery High School  
(1 mixed recycle – 2 pulls weekly)  
Extra pull per container (\$100.00).....\$ 360

2 30-Yd Recycle Containers @ Southmont High School  
(1 mixed recycle – 2 pulls weekly)  
(1 cardboard – 1 pull weekly)  
Extra pull per container (\$100.00).....\$ 510

1 30-Yd Recycle Container @ New Ross, IN  
(1 mixed recycle – 1 pull weekly)  
Extra pull per container (\$125.00).....\$ 540

1 30-Yd Recycle Container @ Waveland, IN

(1 mixed recycle – 1 pull weekly)  
Extra pull per container (\$125.00).....\$ 540  
Total.....\$6,050 per/month

Town of Waynetown is not listed on the proposed W Enterprises Agreement. Chairman Guard stated that whatever amount Town of Waynetown is currently paying, the District should absorb that cost. Mr. Frey moved to approve W Enterprises Agreement. Seconded by Mr. Mills. Motion passed 7-0 in favor.

OTHER BUSINESS

Authorize Controller to Pay Contractual Services Claims

Mr. Frey moved to authorize the Controller to pay contractual services claims. Seconded by Mr. Cox. Motion passed 7-0 in favor.

ADJOURNMENT

There being no further business before the Montgomery County Solid Waste Management District Board, meeting adjourned @ 11:40 am.

Next meeting to be held on Monday, March 8, 2021 at 9:00 am at the Crawfordsville City Building.

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Minutes respectfully submitted by Lori Dossett Montgomery County Commissioners Executive Assistant.

Approved this \_\_\_\_ day of March, 2021.

\_\_\_\_\_  
 Commissioner Dan Guard, Chairman

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Next meeting to be held on Monday, March 8, 2021 at 9:00 am at the Crawfordsville City Building.

Minutes respectfully submitted by Lori Dossett Montgomery County Commissioners Executive Assistant.

Approved this \_\_\_\_ day of March, 2021.

\_\_\_\_\_  
 Commissioner Dan Guard, Chairman

## GENERAL CONTRACT FOR SERVICES

This Contract for Services (this "Contract") is made effective on **January 01, 2021**, by and between W Enterprises, LLC, 302 S Oak St, Crawfordsville, IN 47933 and the Town of Waynetown, 106 North Vine Street, Waynetown, IN 47990.

### 1. DESCRIPTION OF SERVICES.

Beginning on **January 01, 2021**, W Enterprises, LLC will provide to the Town of Waynetown the following services (collectively, the "Services"):

Provide one (1) 30 Cubic Yard Recycling Container at the Fountain Trust Bank Parking Lot located at 110 E. Washington Street, Waynetown, Indiana 47990 and provide weekly pick up service.

Each weekly pick up will be weighed and a tonnage report will be submitted to the Town of Waynetown upon request.

### 2. PAYMENT FOR SERVICES.

In exchange for the Services the Town of Waynetown will pay compensation to W Enterprises, LLC for the Services in monthly payments of \$300 for weekly pick up.

Invoices will be e-mailed on or around the first day of the month and payment will be made by the last day of the month.

Any requested addition to Services will have an addendum done for those changes.

### 3. INDEMNITY AND INSURANCE.

a. W Enterprises, LLC agrees to indemnify and hold harmless the Town of Waynetown from all claims, losses, expenses, fees, including attorney fees, costs, settlements and judgments arising out of the performance of the Services.

b. W Enterprises, LLC shall at our own expense maintain appropriate insurance coverage and will supply the Town of Waynetown a Certificate of Liability Insurance and the Town of Waynetown will be listed as Additionally Insured.

### 4. TERM.

**This Contract will expire on December 31, 2021 or earlier if both parties agree.**

Service Recipient:  
Town of Waynetown

By: 

Service Provider:  
W Enterprises, LLC

By: 

# Schedule Tox-A-Way Day

Thursday, March 04, 2021 9:52 AM

*A date for the Annual Tox-A-Way Day needs to be established, so staff can move forward with requesting proposals from vendors/contractors for presentation to the Board for approval at the April meeting.*

# District Management Plan - DRAFT

Thursday, March 04, 2021 9:53 AM





## **MONTGOMERY COUNTY SOLID WASTE MANAGEMENT DISTRICT PLAN**

100 East Main Street  
Crawfordsville, IN 47933

765.361.2623

Email: [swmd@montgomerycounty.in.gov](mailto:swmd@montgomerycounty.in.gov)

Website: [www.montgomerycounty.in.gov](http://www.montgomerycounty.in.gov)

### **History of Montgomery County Solid Waste Management**

County Commissioners of Hendricks, Montgomery, Morgan, Parke and Putnam Counties agreed on the 17<sup>th</sup> day of June, 1991 that these respective counties could serve the needs of their citizens with regard to the management of solid waste by forming a joint district known as the West Central Solid Waste District.

Hendricks County withdrew from the West Central Solid Waste District as of January 1, 2005.

Morgan County withdrew from the joint district as of December 31, 2007.

In 2020, Montgomery County and the City of Crawfordsville began studying whether the County and City could more effectively provide solid waste management through a collaborative effort. The study found that the County and City could deliver existing management services and other services to the citizens of the County and City more effectively and at less cost to the taxpayers.

As a result of these findings, the County elected to withdraw from West Central Solid Waste Management District, effective December 31, 2020 and establish the **Montgomery County Solid Waste Management District**, as provided for by Indiana Code 13-21-3-1(b)(2) effective January 1, 2021.

On December 30, 2020, the Board of Commissioners and the City of Crawfordsville entered into an Agreement between Montgomery County and the City of Crawfordsville for funding of Montgomery County Solid Waste District.

*The Board includes seven (7) members, who are the three (3) County Commissioners, one (1) member of the County Council, the Mayor of the City of Crawfordsville, one (1) member of the Crawfordsville City Council and one (1) member of a Town Council in Montgomery County.*

### **Board of Directors**

Dan Guard – Chairman, County Commissioner

Todd Barton – Vice Chairman, Mayor City of Crawfordsville

John Frey – County Commissioner

Jim Fulwider – County Commissioner

Don Mills – County Council

Stan Hamilton – City Council

Bob Cox – Waynetown Town Council Representative

### **Citizens' Advisory Committee**

Sam Newlin – Representing Solid Waste Contractor

Jenny Veitch – Crawfordsville High School Science Teacher

Jim Johnson – Citizen of Montgomery County

### **District Team**

Controller – Montgomery County Auditor Jennifer Andel

Attorney – Dan Taylor

Staff – Tom Klein & Lori Dossett

### Montgomery County District Demographics

Montgomery County is located in west central Indiana. It is 504.60 square miles. The general population of Montgomery County is 38,338:

City of Crawfordsville – population 16,118,

Waynetown – population 962,

Darlington – population 862,

Towns of Linden – population 767,

New Market – population 623,

Waveland – population 418,

New Ross – population 343,

New Richmond – population 333,

Wingate – population 266,

Ladoga – population 97,

Alamo – population 64.

The County's age distribution is:

5.8% under the age of 5,

16.8% under the age of 18,

9.1% college age (18-to 24),

25.5% Young Adult (25-44),

26.7% Older Adult (45 to 64)

18.3% of the population is the age of 65 years and older.

Median age 40.5.

49.2% of the population is women, while men make up 50.8%.

96.1% of the county residents Caucasian

1.1% African American

.09% are Asian

4.9% are Latino.

Education levels in the County include 89.8% of the population are High School graduates or higher and 18.2% have a Bachelor's degree or higher.

12.1% live below the poverty line.

(All data was reported from the 2019 Census results).

In 2030, Montgomery County population is estimated to grow to 38,420 residents ([www.stats.Indiana.edu](http://www.stats.Indiana.edu)).

### **District's Mission Statement**

The Montgomery County Solid Waste Management District is responsible for implementing programs to educate and promote proper solid waste management within the County. Elements of the various programs include waste reduction, recycling, proper disposal of household hazardous waste, unwanted medications, etc.

### Programs in City of Crawfordsville & Montgomery County

#### Health Department:

1) Sharps Disposal

A program that residents can go to the Health department and pick up a free 1 quart sharps container or a needle clipper to dispose of needles, syringes and lancets that are not being properly disposed.

Drop off sites - Montgomery County Health Department  
Crawfordsville Police Department

2) Prescriptions

Drop off sites - Montgomery County Sheriff's Office  
Crawfordsville Police Department

3) Tire Amnesty Day [INSERT INFORMATION]



### Recycling Container Program

#### Locations:

- 1) Walden Recycle – 302 S Oak Street  
2 mixed recycle & 2 cardboard
- 2) North Montgomery High School – 5945 N US Highway 231  
1 mixed recycle
- 3) Southmont High School – 6425 US 231 South  
1 mixed recycle & 1 cardboard
- 4) New Ross – 105 State Street  
1 mixed recycle
- 5) Waveland – 506 Green Street  
1 mixed recycle
- 6) Town of Waynetown – 110 E. Washington Street  
1 mixed recycle

**2020 Recyclables Collected**

New Ross.....	45 tons
North Montgomery High School.....	69 tons
Southmont High School.....	114 tons
Waveland.....	42 tons
Waynetown.....	43 tons
City of Crawfordsville.....	[INSERT]

Appliance Recycling

[INSERT INFORMATION]

Electronic Waste Recycling

[INSERT INFORMATION]

Yard Waste/Composting

[INSERT INFORMATION]

### School & Civic Grants

#### School Recycling Grants Program

Decide what items to reduce, reuse or recycle (paper, aluminum, plastic bottles #1-7, reusable items such as dishes/silverware, etc.) and where (classrooms, offices, cafeteria, sporting events, etc.) Determine how many and what type of collection bins are needed if applicable.

Schools submit a letter of commitment to support the schools 3 R's Grant Program for a minimum of 12 months. *Schools may re-apply for additional grants after successfully completing the initial 12-month period.*

Establish a "Recycling Manager or Team" (Environmental/Science clubs, FFA, life-skills, cafeteria staff, etc.) to monitor the program making certain the bins do not overflow, that non-recyclables and contaminants are kept out and to keep the outlying collection area picked up and free of litter.

*\*\*Residential drop-off recycling centers cannot handle "large" volumes of material collected at businesses/organizations/schools and should not be considered an option for recycling. (No more than 2/32 gal. or less bags on a weekly basis is acceptable at a drop-off center, please do not leave on ground if bins are full as this is considered illegal dumping and can come with a fine of up to \$2,500.*

## Five Year Plan Goals

The Montgomery County Solid Waste Management District is committed to:

- 1) Providing excellent customer service; and,
- 2) Minimizing the solid waste stream and managing it comprehensively;
- 3) Conserving financial, physical and natural resources for current and future residents of our district.

Objectives to Achieve These Goals:

### *Goal 1: Provide Excellent Customer Service*

#### Objectives:

- a) The District should study opportunities for greater, more convenient recycling services.
- b) Services should be reviewed periodically to ensure that residents of the City and County are treated equitably.
- c) The District should refine its service offerings through deeply understanding citizen requirements and increase the utilization of its services through effective marketing.
- d) The district should provide community education to influence behaviors.

### *Goal 2: Minimize the Waste Stream and Manage it Comprehensively*

#### Objectives:

- e) Every type of waste should have a diversion strategy and a management plan.
- f) The District should strive to adopt best practices in solid waste management.

### *Goal 3: Conserve Financial, Physical and Natural Resources*

#### Objectives:

- g) The District should seek to drive resource-conserving behaviors through education.

- h) The District should be diligent in seeking to provide services in a cost-effective manner.
- i) The District should ensure competitive bidding for all major contracts and evaluate periodically.

Work Plans (Top Recommended Initiatives)

1. Investigate methods to communicate more effectively with Montgomery County residents to increase providing excellent customer service.
  - a. Potential ideas include partnering with welcoming groups in the (Visitors Bureau, Chamber of Commerce, Crawfordsville Main Street, etc.) and updating communication methods (website, social media) or finding new ways to communicate with residents.
2. Continue to find community partnerships to increase our customer service and finding new ways to offer programs.
  - a. Potential ideas include partnering with City of Crawfordsville to promote programs, and partnering with Visitors Bureau to promote public space/event recycling.

### **Financing**

The hope with all implementation efforts is to utilize current funding methods to implement plans and to seek out grant opportunities.

DRAFT 3-5-21

# Controller's Report - Approve Claims

Thursday, March 04, 2021 9:54 AM

To-date W Enterprises has invoiced the District for January & February services in the amount of: \$12,809.50.