
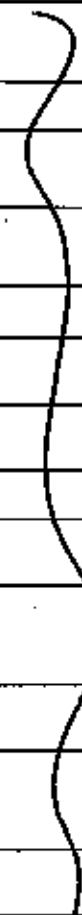


2018 District Grant Completeness Checklist

Project No: F2019-0	Project Title: Increase Waste Diversion - Education, Composting + Glass			
<p>To ensure the district grant application is complete, the following form is required to be completed. Failure to submit this form will result in the grant application being categorized as "incomplete". Only if you can answer Yes or Not Applicable to all the questions on the form is the grant application complete and ready for submission. This Checklist must be signed and dated by the authorized official submitting the application as the signature is an affirmative attestation in regard to the requirements set forth at Section 2. Miscellaneous Items on the 2018 District Grant Application Profile Form.</p>				
Description	Application Page #	Initials of Applicant	District Verification	
WORKSHEETS				
Performance Measures Worksheet Total Diversion Estimated from Project is completed. See Exhibit 4.	12			
Budget Worksheet is completed, match is included to meet the requirements and worksheet is mathematically accurate. See Exhibit 6.	13/14a-b 1-15			
FORMS				
2018 Grant Application Profile Form. All items on the form are completed or marked not applicable. See Exhibit 5.	3-8			
District Subgrantee or Plan Implementation Budget Form. All items are completed and the form is mathematically accurate. See Exhibit 7.	9-10			
SUPPORTING DOCUMENTATION				
Match Commitment Documentation (District required match.) See Page 3.	11			
E-verify documentation, if the grant applicant is a business entity for federal employment reporting purposes. See Page 26.	31-40			
1 Quote for each budget line item \$3,000.01 or over. See Page 12.	15-30			
1 Formal Quote for each budget line item \$25,000.00 or over. See Page 12.	N/A			
Additional sheets, if needed, to report previous District Grants received in excess of lines on District Subgrantee or Plan Implementation Budget Form	N/A			
Additional sheets, if needed, to report more Personnel than lines allow on District Subgrantee or Plan Implementation Budget Form	N/A			
Other additional sheets, if needed, to report more Contractual Services, Supplies, Travel, or Other lines than allowed on the District Subgrantee or Plan Implementation Budget Form	N/A			
Any other document(s), the grant applicant believes are necessary to complete the grant application.	N/A			

2018 District Grant Completeness Checklist

Description	Application Page #	Initials of Applicant	District Verification
Information required for Projects totaling \$50,000.00 or more.	N/A	}	
A. Demonstrate technical feasibility by submitting:	N/A		
1.) A preliminary project design; or	N/A		
2.) Engineering plans and/or specifications for any facilities/equipment.			
B. Financial report including			
1) A three (3) year business plan. For projects involving recycling and reuse technologies, the plan shall include a market analysis with information demonstrating that the applicant has secured the supply of and demand for the recovered material and recycled products necessary for sustained business activity.			
2) A description of project financing, including projected revenue from the project.			
3) A credit history.			
4) Up to three (3) years previous financial statements or reports.			
CHECKLIST			
2018 District Grant Application Checklist is present, signed and dated.	1-2		
MANDATORY GRANT TRAINING			
Grant applicant or representative attended training per sign-in sheet.	DATE	DATE	
GRANT APPLICATION PACKAGE			
Grant application package was received by 4:00 p.m. on April 9, 2018. Package was sealed and appropriately marked "Grant Application Enclosed".	DATE	DATE	
Grant application package contains one (1) original and two (2) copies signed and dated.	✓	}	
Proof paper used for grant application submittal is 30% or more recycled content.	41		
District Grant Application Checklist is included in grant application package and is signed and dated by authorized official.	Yes		

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

Signed: Khu & Lhe

Date: 4/16/2018

Title: CITY ADMINISTRATOR

**West Central Missouri Solid Waste Management District - Region F
2018 Grant Application Profile Form**

Project No: F2019-0	Project Title: Increase Waste Diversion-Education, Composting & Glass
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1. Executive Summary: (Include specific information about the project as well as how the project is Beneficial, who it benefits and the evaluation methods used to quantitatively and qualitatively measure success of the project. Answer within the space provided.)

The City of Sedalia has made a commitment to provide recycling services to our residents and partnering with the Pettie County Commission to provide drop-off recycling services to more than 266 County households. The City began providing recycling services through drop-off sites in partnership with the Cooperative Workshops, Inc. In 2010 as well as providing commercial recycling opportunities to businesses within our community. Over time, the recycling services proved to be more costly than either partner organization could sustain. On October 1, 2016, the City began curb/alley-side single stream commingled recycling service for residential trash customers within the corporate city limits of Sedalia and continues to provide recycling container service to businesses. Additionally, during November 2018, the City and County joined together to provide recycling services through a drop-off facility for County residents. Currently, the City provides single-stream curb/alley-service without benefit of recycling carts. The City will begin using carts for recycling and trash service beginning in late August/early September 2018 (the soonest trucks can be delivered) partially through last year's district grant with the remainder funded by the City and the Recycling Partnership. The area served by this project will be the City of Sedalia and those residing outside the City, but accessing the services of the City's drop-off locations. Statistics related to the amount of trash and recycling collected by the City of Sedalia during CY 2016 and CY2017 is detailed below.

**Pounds of Trash and Recycling Collected by the City of Sedalia
CY2016 vs. CY2017**

	2016		2017		Change
Trash (pounds)	18,484,620	93.46%	17,634,620	83.74%	-850,000
Recycling (pounds)	1,294,000	6.54%	3,424,380	16.26%	2,130,380
Totals	19,778,620	100.00%	21,059,000	100.00%	1,280,380

The two pilot projects requested in this grant will address materials not collected through the City's single stream commingled process – glass and food waste. The City plans to develop educational materials and conduct meetings/teleconferences with those interested in participating in the pilot projects. Media sources will be provided with public service announcements and press releases and as necessary, space will be purchased to increase knowledge of the project within the City through print and electronic newspapers. The City's website content will be modified to incorporate both the glass and compost educational information.

In the glass pilot project, glass will be targeted for collection from restaurants, bars and other sources where glass is generated in sufficient quantity to warrant a separate container for glass collection. Currently, the City has 25 cubic yard containers at drop-off sites for use by all. Several businesses have expressed the need for a container more conveniently located to allow for collection of their glass that is routinely generated in larger volumes. This pilot project will concentrate on those businesses. Glass collected by the City of Sedalia is delivered to Ripple Glass of Kansas City for processing into cullet.

The second pilot project will target collection of food waste/organics from residential customers through the use of 5 gallon sealable buckets brought to the drop-off site by the participant, 48 gallon carts for use by small businesses with sufficient quantities of organic material generated to warrant use of a roll cart designed for organics collection (bottom sealed and top secured to minimize odors), such as State Fair Community College's food service area that serves approximately 150+ and larger businesses and industry, such as Waterloo Industries, that will be using a combination of carts and a 2 cubic yard container designed for organics collection. The food waste will be taken to the City's compost site at 27882 Highway "U" for use in the compost process. The City is working with the MDNR-Water Protection Program to determine any need for amendment of the City's NPDES permit in regard to the pilot project. Additionally, the City has been in contact with the MDNR-Solid Waste Management Program in regard to an exemption for this pilot project. The City makes compost available at a nominal fee to local residents and businesses.

**West Central Missouri Solid Waste Management District - Region F
2018 Grant Application Profile Form**

Project No: F2019-0	Project Title: Increase Waste Diversion-Education, Composting & Glass
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1. Executive Summary (Continued)

Once the grant is approved, the purchase of the containers, carts, buckets and other supplies will be made in accordance with the City's purchasing policies. The containers, carts, buckets, etc. will be delivered to the City's Sanitation and Recycling Department located at 901 E. 3rd Street on City owned property. This property is zoned M-1, light industrial which allows for sanitation and recycling services. As detailed in the Evaluation Procedure, the success of the project will be determined by the number of participants and volume of materials collected. Other metrics will also be collected for inclusion in quarterly and final reports as detailed in the Evaluation Procedures Section of this application. This project correlates with the solid waste management activities of the district as it seeks to educate residents of the benefits of recycling, increase landfill diversion and return materials for productive reuse.

Evaluation Procedures for Pilot Projects: The City of Sedalia plans to use the following method to determine the success of the glass and food waste/organics pilot programs and educational services/public outreach related to the projects. The City will collect tonnage on collections of glass and organic materials from the containers provided by the pilot projects.

The City will collect data on and from:

Quantitative data collection:

- 1) The number and locations of all sessions/teleconferences held by the City
- 2) A sign-in sheet for each session to capture the total number of individuals provided in-person educational materials;
- 3) With the September 2018 water billing, an educational hand-out will be sent to each residence in the City receiving a water bill and the actual number of materials mailed will be determined. (Note: For the January 2018 mailing, 10,500 homes received copies of educational materials provided by the Public Works Department. A similar number is anticipated for September 2018 and January 2019.);
- 4) The number and types of web information posted will be collected; and
- 5) The number and types of informational advertising in print newspapers will be collected.

Qualitative data collection:

- 1) As part of the educational process, the instructor/presenter will capture information from participants related to why they decide to or decide not to participate in the pilot project and any ideas on how to increase participation through a Q & A during the session and through a survey at the end of each session. The information will be collected quarterly into a report beginning after three months of sessions are completed.

2. Miscellaneous Items

A. By signing and dating below, the official authorized to sign for the grant applicant attests that all applicable federal, state and local permits, approvals, licenses or waivers necessary to implement the project are either not needed or have been obtained or applied for and will be obtained prior to award.

B. By signing and dating below, the official authorized to sign for the grant applicant attests that this project is in compliance with local zoning ordinances.

**West Central Missouri Solid Waste Management District - Region F
2018 Grant Application Profile Form**

3. Physical Location of Project: Increase Waste Diversion-Education, Composting & Glass	
Address Line 1:	901 E. 3rd Street
Address Line 2:	
City:	Sedalia
State:	MO
Zip Code:	65301
4. Work Plan: Identify project task as task 1, task 2, etc. and provide an explanation of each.	
<p>CITY OF SEDALIA FY2018-2019 REGION F GRANT APPLICATION Increase Waste Diversion thru Education & Single-stream Recycling Proposal Work Plan Task Project task Accountability charged to: No.</p> <p>1a. Prepare bid, as applicable, or quotation specifications - public outreach/education, containers, carts, buckets, etc. 1a-City of Sedalia Public Works Department</p> <p>1b. Advertise for bids, as applicable, or obtain quotes - public outreach/education, containers, carts, buckets, etc. 1b-City of Sedalia Public Works Department</p> <p>1c. Award contracts or issue purchase orders. 1c-City of Sedalia Public Works Department</p> <p>1d. Meet or teleconference to discuss specific needs with any contractors/vendors selected. 1d-City of Sedalia Public Works Department</p> <p>1e. Review materials prepared by contractor or products purchased from vendors for compliance with specifications. 1e-City of Sedalia Public Works Department</p> <p>1f. Obtain quotes for printing of materials. 1f-City of Sedalia Public Works Department</p> <p>1g. Award printing purchase and obtain printed materials. 1g-City of Sedalia Public Works Department</p> <p>1h. Announce pilot projects via media including print media. 1h-Contractor and City of Sedalia Public Works Department</p> <p>1i. Schedule public outreach/educational sessions on pilot projects and general recycling (i.e., single stream curbside, e-waste, HHW, yard waste, white goods and composting) 1i-Contractor and City of Sedalia Public Works Department</p> <p>1j. Conduct public outreach/educational sessions including distribution of pilot project materials related to types of material taken. 1j-City of Sedalia Public Works Department</p> <p>1k. Contractor and vendor invoices for services/products provided monthly and City pays for services/products. 1k-Contractor and City of Sedalia Public Works Department</p> <p>1l. Prepare report on public outreach/ educational sessions (i.e., number of attendees, follow-up session requested, etc.) 1l-Contractor and City of Sedalia Public Works Department</p> <p>2a. Work with MDNR (Water Protection Program and Solid Waste Management Program) to receive exemption for organics pilot project at compost facility. Contact and discussions have already occurred with Forrest Lindsay, WPP, and JP Boessen, SWMP. 2a-City of Sedalia Public Works Department</p> <p>3a. Recruit local businesses (restaurants, bars, and industrials) interested in glass recycling for participation in pilot project. 3a-City of Sedalia Public Works Department</p> <p>3b. Meet with each participant and provide educational materials about project. 3b-City of Sedalia Public Works Department</p> <p>3c. Determine size of containers needed/deploy containers to each participant. 3c-City of Sedalia Public Works Department</p> <p>3d. Begin collecting materials and data on volumes. 3d-City of Sedalia Public Works Department</p> <p>4a. Recruit local businesses including industrials with commercial kitchens or cafeterias and residents interested in the organics pilot project to participate. 4a-City of Sedalia Public Works Department</p> <p>4b. Determine size of containers needed/deploy containers. 4b-City of Sedalia Public Works Department</p> <p>4c. Meet with each participant or groups of residents and provide educational materials about project. 4c-City of Sedalia Public Works Department</p> <p>4d. Determine size of containers needed/deploy containers to each participant including outreach materials related to materials accepted and the compost process. 4d-City of Sedalia Public Works Department</p> <p>4e. Begin collecting materials and data on volumes. 4e-City of Sedalia Public Works Department</p> <p>5a. Develop content including FAQs and update Recycle Sedalia webpages to incorporate information about pilot projects – glass and organics composting. 5a- Contractor</p> <p>5b. Press releases issued to kick-off projects to recognize participants, to obtain additional participants that may have been overlooked and explain what these pilot projects will accomplish. 5b- Contractor and City of Sedalia Public Works Department</p> <p>5c. Include informational sheet specific to glass recycling and locations as part of the packet attached to recycling carts when delivered to each home (7,100+). 5c- Contractor and City of Sedalia Public Works Department</p> <p>5d. Provide materials related to Recycle Sedalia at the City's booth at the Missouri State Fair (10,000). 5d- City of Sedalia Public Works Department</p> <p>5e. Insert flyer in water utility billing to inform residents of the changes coming to the recycling program including glass recycling and organics compost pilot projects (10,500). 5e- City of Sedalia Public Works Department</p> <p>6f. Coroplast signs will be used to encourage participation on the side of the recycling and garbage trucks. 6f- Vendor and City of Sedalia Public Works Department</p> <p>6a. Quarterly project progress reports and billings to district for grant funds 6a-City of Sedalia Public Works Department</p> <p>6b. Final report and annual diversion reports and use statement 6b-City of Sedalia Public Works Department</p>	

West Central Missouri Solid Waste Management District - Region F
2018 Grant Application Profile Form

5. Key Personnel and Qualifications: Resumes may be attached or provide below a description of qualifications of key personnel assigned to the project especially the project manager.

Ron Stark, Superintendent (Project Manager), Recycling and Sanitation Department—Job Summary: Position is responsible for overseeing solid waste collection, recycling, and yard waste.

Job Scope: The purpose of this position is to manage solid waste collection, recycling and yard waste. Successful performance helps ensure department compliance with state and federal laws and regulations.

Essential Duties and Responsibilities: 1. Operates various types of equipment; 2. Trains staff in sanitation recycling department operation; 3. Coordinates with other Departments; 4. Oversees daily sanitation and recycling operations; 5. Orders supplies, materials, and safety equipment and clothing; 6. Supervises, schedules, trains, and inspects the work of crews in accordance with city personnel policies and procedures; 7. Communicates to explain operations, assess concerns, and provide information to residents; 8. Creates and maintains effective relations with employees and customers; 9. Conducts safety meetings and complies with established safety standards and regulations; 10. Assists with developing the annual sanitation and recycling budgets; 11. Prepares bid specifications for major equipment purchases; 12. Plans, prioritizes, coordinates, and reviews the work of crews; 13. Participates in the interviewing and selection of staff; provides or coordinates staff training; evaluates work; implements disciplinary procedures; ensures that staff meet annual training requirements; 14. Investigates complaints and recommends corrective actions as needed; 15. Reviews purchase orders and ensures they are properly coded; 16. Maintains accurate records of work performed and materials used; 17. Prepares daily, weekly, monthly, quarterly and annual activity reports; and 18. Coordinates with business and property owners.

Dan McCarthy, Compost Operator—Job Summary: This position is responsible for the daily operation of the compost facility.

Job Scope: The purpose of this position is to manage the compost facility to ensure the consistent production of Class A Biosolids.

Essential Duties and Responsibilities: 1. Operates, maintains, and assists in the repair of facility equipment; performs regular inspections of equipment and systems operation; calibrates and adjusts equipment and gauges; 2. Monitors computer system, publishes weekly reports, maintains log and records of facility operations; 3. Participates in the sludge program; drives a front end loader; calibrates scales used to weigh sludge; mixes feedstock and sludge at appropriate ratios; manages compost zones, cure piles and finished product piles; 4. Collects samples and assures testing is completed as required; 5. Inspects and maintains all necessary equipment such as: mixer, screen, comp dogs and comp dog reel, vacuum system, air system, temperature probes, biofilter, front end loader and buckets, and any other equipment associated with the storage, processing, and composting of feed stock and sludge; 6. Maintains a clean operation that assures that there is no cross contamination between raw sludge, 1st stage zones, 2nd stage zones, cure piles, and finished piles; 7. Performs custodial duties and grounds maintenance duties; 8. Remains on call for after hour emergencies and monitors the system after assigned hours as directed by the Department Manager; 9. Prepares reports and other types of correspondence as directed by the Department Manager; 10. Loads compost onto customer trucks or trailers, and maintains records of compost sales; 11. Arrives at assigned time, gets along well with others, manages time efficiently, and promotes utility efficiency; 12. Follows all safety rules and City of Sedalia regulations; 13. Minimum of a Missouri Class "C" wastewater license; and 14. Follows all City and department policies and procedures, the Comprehensive Plan, and parliamentary procedure rules and, federal Environmental Protection Agency and state of Missouri Department of Natural Resources regulations.

Liz Nations, Executive Administrative Assistant—Job Summary: This position is responsible for providing administrative support to the Public Works Director.

Job Scope: The purpose of this position is to provide administrative support to the Public Works Director. Successful performance helps ensure the efficient operation of the department.

Essential Duties and Responsibilities: 1. Performs reception duties for the Public Works Director; 2. Performs administrative support duties, drafts letters and correspondence, prepares reports including monthly, quarterly, and annual, minutes, newsletters, and calendars, proofreads documents, answers phones, coordinates travel, conference, and meeting arrangements, and opens and distributes mail; 3. Coordinates meetings and schedules; attends meetings and prepares minutes; posts meetings on department calendars; 4. Receives and logs citizen complaints; directs complaints to department personnel for resolution; 5. Assists with special projects as requested; and 6. Prepares invoices for processing by the Finance Department.

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West Central Missouri Solid Waste Management District - Region F
2018 Grant Application Profile Form

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

Public education, outreach & website update: (\$9,750). The City of Sedalia does not currently have food waste/organic composting available to businesses and residences. The City plans a pilot project to determine if sufficient interest exists to make food waste/organic composting a viable service to the community. By providing information to business owners and residences not only will we obtain participants for the use of the planned city service through our existing biosolids composting facility, we anticipate providing information to allow gardeners to establish their own home compost bin if they so desire. During the last grant cycle, the City bid for public outreach and education services for the single stream commingled recycling project similar to those anticipated for establishing the two pilot projects. Services included preparation of web page content, FAQs, classroom presentation materials, sign-boards for recycling truck, utility billing mailing informational sheets, etc. Bids received based on technical specifications developed by the city resulted in a contract at the above price. (A similar contract was negotiated and awarded last year from grant funding for commingled single stream education/public outreach.)

2 cubic yard poly organic containers (12 @ \$825=\$9,900): The food waste compost pilot project is the City's first project related to collection and use of food wastes from commercial businesses and others, (i.e., schools, day care centers) with commercial sized kitchens. The City already has Waterloo Industries (approx. 600 employees) and State Fair Community College as participants for this pilot project. The City presently has no containers designed to specifically handle food waste/organics. The containers requested are designed to manage food waste and will help to eliminate odors around containers and any potential leakage from the bottom of the containers. The pilot project will closely monitor collection schedules to ensure timely pick-up.

Printing (\$3,714): These costs relate directly to the printing of bilingual utility bill informational sheets (10,500 X 2 mailings = 21,000 = \$1,450 - Front page full color - back black & white) which are used by the City to convey information about environmental projects available to City residents. Additionally, the City of Sedalia is the home of the Missouri State Fair and a majority of City/County residents attend a booth is manned by City staff and materials related to all recycling efforts will be provided at the booth during the State Fair (10,500 = \$725 Front page full color - back black & white)). In August/early September, the City will be deploying recycling carts to every residence in Sedalia (7,100+ = \$764 Full color - card stock - half sheet), an individual document related to locations of glass recycling containers, types of glass accepted and the benefits of glass recycling will be included in the packet distributed with each cart. This glass info sheet will be on a card stock designed to be hung on a memo board or the refrigerator to assist in separating materials. Additionally, a copy of material related to the benefits of composting either through the City's pilot project or home composting will be made available during sessions on the compost pilot project and through the utility mailing/state fair (11,000 = \$775) (Note: The prior fiscal year grant is assisting with informational sheets, etc. on commingled single stream.)

DISTRICT SUBGRANTEE OR PLAN IMPLEMENTATION BUDGET FORM, PART 2

1. DISTRICT IDENTIFICATION (A-F)	2. PROJECT NUMBER	3. PROJECT NAME		
F	F2019-0	Increase Waste Diversion-Education, Composting & Glass		
LINE ITEM	REQUESTED FUNDS	MATCH FUNDS	MATCH IN-KIND	TOTAL FUNDS
4. PERSONNEL - List each employee paid with state grant funds				
	\$	\$	\$	\$ 0.00
	\$	\$	\$	\$ 0.00
	\$	\$	\$	\$ 0.00
	\$	\$	\$	\$ 0.00
	\$	\$	\$	\$ 0.00
	\$	\$	\$	\$ 0.00
5. FRINGE BENEFITS				
	\$	\$	\$	\$ 0.00
	\$	\$	\$	\$ 0.00
	\$	\$	\$	\$ 0.00
	\$	\$	\$	\$ 0.00
	\$	\$	\$	\$ 0.00
	\$	\$	\$	\$ 0.00
6. CONTRACTUAL SERVICES - List each professional service being paid with state grant funds				
Public education & outreach	\$ 9,750.00	\$	\$	\$ 9,750.00
includes website update	\$	\$	\$	\$ 0.00
(All recycling -- single stream, composting & glass cont.)	\$	\$	\$	\$ 0.00
	\$	\$	\$	\$ 0.00
7. EQUIPMENT - List equipment to be purchased with state grant funds and provide documentation for any item costing \$5,000 and over				
Compost containers:	\$	\$	\$	\$ 0.00
45 gal poly org carts (48 @ \$56)	\$ 2,688.00	\$	\$	\$ 2,688.00
2 cu yd poly organic container (12 @ \$825)	\$ 4,950.00	\$ 4,950.00	\$	\$ 9,900.00
Gls 1-cu yd cntnr (6 @ \$458)	\$ 2,748.00	\$	\$	\$ 2,748.00
Gls 2-cu yd cntnr (6 @ \$487)	\$ 911.18	\$ 2,010.84	\$	\$ 2,922.00
8. SUPPLIES				
5 gal resble&lid (240 @ \$11.39)	\$ 2,733.60	\$	\$	\$ 2,733.60
Compost supplies	\$ 2,500.00	\$	\$	\$ 2,500.00
Coroplast Signs (recycling)	\$ 1,075.00	\$	\$	\$ 1,075.00
Pop-up Banners	\$ 1,075.00	\$	\$	\$ 1,075.00
Standard Sign Boards 48X96	\$ 2,298.00	\$	\$	\$ 2,298.00
	\$	\$	\$	\$ 0.00
9. TRAVEL				
In-state: Miles	\$	\$	\$	\$ 0.00
Transportation	\$	\$	\$	\$ 0.00
Meals	\$	\$	\$	\$ 0.00
Lodging	\$	\$	\$	\$ 0.00
Incidentals	\$	\$	\$	\$ 0.00
Out-of-state: Miles	\$	\$	\$	\$ 0.00
Transportation	\$	\$	\$	\$ 0.00
Meals	\$	\$	\$	\$ 0.00
Lodging	\$	\$	\$	\$ 0.00
Incidentals	\$	\$	\$	\$ 0.00
10. OTHER - List all other items to be paid with state grant funds				
Advertising (bids)	\$ 375.00	\$	\$	\$ 375.00
Printing	\$ 3,714.00	\$	\$	\$ 3,714.00
Freight	\$ 2,254.00	\$	\$	\$ 2,254.00
Community Kick-off Event	\$ 1,500.00	\$	\$	\$ 1,500.00
Commtty outreach print media	\$ 875.00	\$	\$	\$ 875.00
Includes e-edition	\$	\$	\$	\$ 0.00
11. TOTAL DIRECT CHARGES - Sum of 4 through 10				
	\$ 39,444.76	\$ 8,980.84	\$ 0.00	\$ 48,405.60
12. INDIRECT CHARGES				
	\$	\$	\$	\$ 0.00
13. TOTAL BUDGET - Sum of 11 plus 12				
	\$ 39,444.76	\$ 8,980.84	\$ 0.00	\$ 48,405.60

10

RESOLUTION 1880

A RESOLUTION AUTHORIZING AN APPLICATION BY THE CITY OF SEDALIA FOR A GRANT ALLOWING FOR COMPLETION OF A COMPOST PILOT PROJECT INCLUDING PUBLIC OUTREACH.

WHEREAS, the City of Sedalia, Missouri is applying for a grant through the West Central Missouri Solid Waste Management District-Region F for the purpose of completing a Compost Pilot Project including Public Outreach.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SEDALIA, MISSOURI as follows:

Section 1. Kelvin Shaw, City Administrator of the City of Sedalia is authorized to sign the grant application for Solid Waste Management District grant funds and any other official project documents that are necessary to obtain such assistance, including any agreements, contracts or other documents that are required by West Central Missouri Solid Waste Management District.

Section 2. The City of Sedalia, Public Works Department currently has sufficient funds budgeted for the minimum fifteen percent (15%) matching share for the project elements that are identified in the application and will allocate those funds necessary to complete the project.

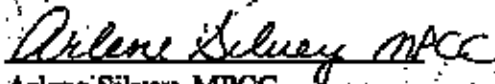
Section 3. In the event a grant is awarded, the City of Sedalia working in close coordination with the West Central Missouri Solid Waste Management District and the Missouri Department of Natural Resources is prepared to complete the project within the time period identified on the signed project agreement.

Section 4. In the event a grant is awarded, the City of Sedalia will comply with all rules and regulations of the Solid Waste Management District grant program, applicable Executive Orders and all state laws that govern the grant applicant during the performance of the project.

PASSED by the Council of the City of Sedalia, Missouri, this 5th day of March, 2018.


Pending Officer of the Council

ATTEST:



Arlene Silvey, MPCC
City Clerk

Use the following worksheet to help you develop your estimate for the waste diversion to be reported for the life of the grant project. Once the project is fully operational, twelve full months of diversion reporting is required and you may be reporting diversion for a partial month(s).

Type of Waste Diverted	Total Tonnage for Life of Grant Project	Type of Waste Diverted	Total Tonnage for Life of Grant Project	Type of Waste Diverted	Total Tonnage for Life of Grant Project	Type of Waste Diverted	Total Tonnage for Life of Grant Project
Cardboard		Other Paper		Clear Glass		Other Glass Mixed	245
Newspaper				Brown Glass			
Magazines				Green Glass			
Office Paper				Fluorescent Bulbs/Tubes			
Mixed Paper							
Aluminum		Other Metal		PET #1		Other Plastic	
Food Cans				HDPE			
Non-ferrous				Plastic Film			
Oil Filters				Styrofoam			
Food	75	Other Organics		Household Hazardous Waste		Waste Oil	
Wood				Electronics		Tires	
Pallets				Construction and Demolition Waste		Commingled Single Stream or Dual Stream	
Textiles				Lead Acid Batteries		White Goods	
				Yard Waste		Other	

Other performance measures to consider dependent on the type of your project:

Estimated Jobs to be Created	
Estimated Jobs to be Retained	
Estimated individuals Attending Training Provided	
Other Measurable Outcome:	
Education / Public Outreach	10,500 direct mail (x2) 10,000 State Fair

6 community meetings

Budget Worksheet

This page is to assist the grant applicant in preparing the District Sub-grantee or Plan Implementation Budget Form, Part 2. You will need to use the worksheet or supply the same information in a different format. Please add or delete rows, columns or sections as needed. Additionally, the information about status of position (i.e., filled) is frequently asked during MDNR review to determine if these are new positions being created as a result of the grant award. The information requested in the worksheet is required as justification of the budget submitted by the applicant.

Personnel:

Salary/Labor costs (Additional rows may be added, if needed)

Name of Position	Currently filled Y/N	Estimated hourly wage including benefits (\$/hr)*	Hours on project	Total dollar amount	Grant Funded \$	Match Funded \$

Fringe Benefits are calculated and separately identified on the Budget Form.

Salary/Labor costs (Additional rows may be added, if needed)

Name of Position	Currently filled Y/N	Estimated hourly wage including benefits (\$/hr)*	Hours on project	Total dollar amount	Grant Funded \$	Match Funded \$

Equipment:

“Equipment” means tangible, nonexpendable, personal property having a useful life of more than one year. Vehicles are always reported as equipment.

Equipment Description	Page/Attachment in application with description	Estimated # of units	Cost per unit	Total Cost
45gal carts		48	\$ 56	\$2,688
2cu yd poly containers		12	825	9,900
1 cu yd containers		6	458	2,748
2 cu yd containers		6	487	2,922
Total Amount -				

For items with an estimated cost of more than \$3,000.00, one quote/estimate is required. If you communicate directly with the vendor, you should let them know you are requesting the quote for budgetary purposes only and may not receive a grant to make a purchase. Additionally, upon grant award you will be required to obtain a formal bid from at least 3 sources prior to purchase of the equipment.

For items with an estimated cost of more than \$25,000.00, regardless of whether the line item is for one or multiple units, one formal quote from a vendor on their letterhead is required to be attached to the grant application. If you communicate directly with the vendor, you should let them know you are requesting the quote for budgetary purposes only and may not receive a grant to make a purchase. Additionally, upon grant award you will be required to competitively bid for purchase of the equipment/vehicle, etc.

Supplies:

"Supplies" means all tangible personal property other than equipment/vehicles, building and building site improvements. No documentation is required for the application unless a line item is estimated to cost more than \$3,000.00.

For items with an estimated cost of more than \$3,000.00, one quote/estimate is required. If you communicate directly with the vendor, you should let them know you are requesting the quote for budgetary purposes only and may not receive a grant to make a purchase. Additionally, upon grant award you will be required to obtain a formal bid from at least 3 sources prior to purchase of the supplies.

BILL NO. 2018 - 01

ORDINANCE NO. 10686

AN ORDINANCE APPROVING AND ACCEPTING AN AGREEMENT BY AND BETWEEN THE CITY OF SEDALIA, MISSOURI AND CALLIS INTEGRATED MARKETING FOR A RECYCLING EDUCATION AND COMMUNICATIONS PROJECT TITLED "RECYCLE SEDALIA."

WHEREAS, the City of Sedalia, Missouri, has received a proposal from Callis Integrated Marketing for a recycling education and communications project titled "Recycle Sedalia"; and

WHEREAS, under the proposal, the City of Sedalia, Missouri, shall give the sum and amount as specified in the proposed agreement attached hereto as Exhibit A for the recycling education and communication services, as detailed in Exhibit B, and incorporated by reference as though the proposed agreement were set forth herein.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF SEDALIA, MISSOURI, as follows:


Section 1. The Council of the City of Sedalia, Missouri, hereby approves and accepts the agreement by and between the City of Sedalia, Missouri, and Callis Integrated Marketing attached hereto as Exhibit A and incorporated by reference as though the proposed agreement were set forth herein in substantially the same form and content as proposed.

Section 2. The City Administrator is authorized and directed to execute and the City Clerk is hereby authorized and directed to attest and fix the seal of the City of Sedalia, Missouri, on the documents as they have been proposed.

Section 3. The City Clerk is hereby directed to file in her office a duplicate or copy of the documents after they have been executed by the parties or their duly authorized representatives.

Section 4. This ordinance shall take effect and be in full force and effect from and after its passage and approval.

Read two times by title, copies of the proposed ordinance having been made available for public inspection prior the time the bill is under consideration by the Council and passed by the Council of the City of Sedalia, Missouri this 2nd day of January, 2018.




Presiding Officer of the Council

Approved by the Mayor of said City, this 2nd day of January, 2018.



Stephen J. Galliher, Mayor

ATTEST:



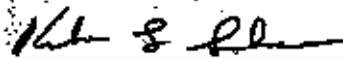
Arlene Silvey, MPCC
City Clerk

**ATTACHMENT A
CONTRACT AGREEMENT
BY AND BETWEEN
THE CITY OF SEDALIA, MISSOURI AND
CALLIS INTEGRATED MARKETING
For a Recycling Education and Communications Project Titled: "Recycle Sedalia"**

This agreement made and entered into this 2nd day of January, 2018, by and between the City of Sedalia, Missouri, hereinafter referred to as the "City" and Callis Integrated Marketing, hereinafter referred to as the "Contractor" whose principal place of business is located at 1727 W. 7th Street, Sedalia, MO 65301.

This agreement between the City and the Contractor shall consist of (1) the Request for Proposals, and any amendments thereto, (2) the bid proposal, as accepted, submitted in response to the Request for Proposals, and (3) the purchase order. In the event of a conflict in language between the documents referenced above, the Invitation for Bids and amendments thereto shall govern over the Contractor's Bid and amendments thereto. However, the City reserves the right to clarify any Contractual relationship in writing with the concurrence of the Contractor, and such written clarification shall govern in the case of conflict with the applicable requirements stated in the Request for Proposal or the Contractor's Bid Proposal. In all other matters not affected by the written clarification, if any, the Request for Proposals shall govern.

~~Any modification and supplementation of the Contract shall be upon written agreement of the duly authorized~~
representatives of the contracting parties. No provision in the Contract shall be changed or modified without the execution of a formal amendment to the Contract, mutually agreed to by the City and the Contractor. This agreement is for up to one year, beginning on the date of the award.

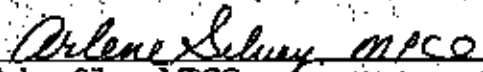


Kelvin L. Shaw, City Administrator
City of Sedalia



Authorized Representative
Callis Integrated Marketing

ATTEST:



Arlene Silvey, MPCC
City Clerk

**EXHIBIT B
SCOPE OF SERVICES**

For a Recycling Education and Communications Project Titled: "Recycle Sedalia"

1. Develop and design a recycling public education campaign with the following objectives:
 - Reduce contamination in residential curbside recycling carts and at the recycling drop-off sites.
 - Increase understanding of what is acceptable and not acceptable to recycle with curbside recyclers and at the recycling drop-off sites.
2. The plan shall identify all outreach tools/resources/partnerships that will be utilized as a part of the plan.
 - o Main educational elements related to the "Recycle Sedalia" theme including:
 - o Know the guidelines for recycling and what is recyclable.
 - o Plastic sacks and trash bags can "gum up" recycling and sorting equipment causing problems at the material recovery facility.
 - o Recycling options if not accepted at curbside such as glass bottles and jars.
 - o This listing may be from time-to-time adjusted based on contractor's research and education plan design and/or requirements of grants received by the City.
 - o ~~Three (3) key behavior change educational components that must be included are:~~
 - o ~~a direct-to-resident information card/hanger informing them that carts are coming;~~
 - o a kit of information delivered with the cart, which includes an acceptable materials magnet/sticker, an introductory card, service calendar, etc.; and
 - o use of pops/congrats tags to reinforce correct recycling behavior after carts are delivered.
 - o These three components may use materials developed and designed by The Recycling Partnership and may be modified with the City of Sedalia and The Recycling Partnership's prior approval.
 - o Develop necessary outreach strategies to reach the target audiences and achieve campaign objectives (e.g. electronic public service announcements/videos, printed advertising, direct mail, door hangers, social media, informational sessions, etc.).
3. The project must be planned to reach the following target audiences.
 - Residential curbside and commercial recycling customers.
 - Non-residents participating in the fee-based drop-off site.
 - All users of the grant-funded e-waste and household hazardous waste drop-off sites.
4. Develop the necessary graphics and custom brand for the educational campaign.
5. Identify schedule for implementing various elements of the educational campaign.
6. Coordinate plan implementation.
7. Prepare, receive City approval and disseminate public service announcements with electronic and print media, as needed.
8. Coordinate and receive approval in advance of release from the Public Works Director on all press releases, advertising buys, social media elements and any website updates related to the education campaign.
9. Ensure sources of grant funds are identified on materials produced as required by the City's grant agreements.
10. The amount of funds available under this agreement is fixed and shall not exceed twenty thousand dollars (\$20,000).
11. In the event that the grant funds are not appropriated to the City or the grant is terminated, the City is not liable for any work that the contractor performs after the City has notified the contractor of such non-appropriation or termination of the grant.

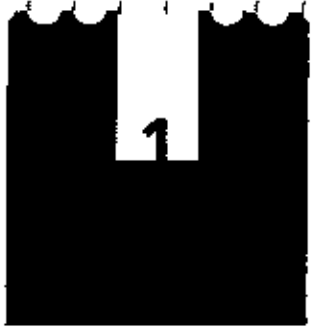
CALLIS



**PROPOSAL PREPARED FOR THE
CITY OF SEDALIA PUBLIC WORKS
RECYCLE SEDALIA**

NOVEMBER 2017

www.ecallis.com



November 15, 2017

Brenda Ardrey
Public Works Director
200 S. Osage
Sedalia, MO 65301

Dear Brenda,

Thank you for the opportunity to submit our proposal for Recycle Sedalia. Callis, and I personally, would be proud to work with you to promote this exciting program.

Over the past 30 years, Callis has been involved in a number of similar campaigns, and our track record of success has been outstanding. I believe it's because we work hard to understand an issue and the impact it may have on different publics and we work smart to develop plans that are strategic, creative and effective.

If selected by your organization as a partner in this endeavor, our services will include—but not be limited to the following:

- **Discovery Process:** We will plan and facilitate a session with the City staff to help us fully understand the issue and your expectations. We will gather your thoughts and opinions about how to best communicate with the public, what key message strategies could be and any other ideas you may have to help make this project successful.
- **Strategic Public Relations Planning:** Using our years of experience in consulting with various types of public and private clients, we will develop a framework for what a local campaign should be, how it operates most effectively and what it should accomplish.
- **Messaging:** We will develop various key messages in written and visual formats that resonate with our community and influence it in a positive way.
- **Campaign Implementation:** We will fully develop the components of our outreach program and implement them over the timeline we establish together.

We are confident that this campaign will accomplish its objective: to build awareness and utilization of Sedalia's recycling program.

Our proposal contains more detailed information of the services above. We appreciate the opportunity to submit this proposal and look forward to the possibility of working with you to help our community benefit from recycling.

Sincerely,

Cliff Callis
President

CALLIS



**EXECUTIVE
SUMMARY**

The City of Sedalia Public Works, Sanitation and Recycling Department is committed to providing responsible management of all solid waste, with a focus on recyclable materials generated within its service area. This is for the protection of the health, safety and welfare of the public and to provide environmental benefits in a cost-effective manner.

The City of Sedalia started a curbside recycling program in October 2016 to provide a consistent and reliable recycling service to Sedalia residents and businesses. Although recycling is now offered to the Sedalia community as part of its trash service, it is not being utilized to its full potential and benefit. Although more understanding is needed by our staff, we believe there are several possible reasons why.

- The public is unaware of the service.
- The public lacks knowledge for how the service works and its cost.
- The public doesn't understand the benefits of recycling.
- The public needs encouragement to recycle.

These, and other reasons, may be hindering the success of the recycling program as offered by the Sanitation and Recycling Department.

On November 4th, 2017, the Public Works Department ran a classified ad in the Sedalia Democrat requesting proposals for an education or communications firm for its Recycle Sedalia campaign.

The team at Callis is interested in partnering with the City of Sedalia to work on this campaign. Over the past 30 years, at various times, Callis has teamed up with the city, the Sedalia school district, State Fair Community College, Economic Development, the Sedalia Chamber of Commerce, Parks and Rec., as well as numerous community committees, to help educate Sedallans about important community issues. We appreciate your consideration to team up again.

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WHY CALLIS?

Knowledge and Expertise

One of the most beneficial aspects of working with Callis is that you interface directly with our senior level executives – professionals that have a vast array of experience and knowledge.

Our consultants are well-equipped to advise your organization. They possess proven track records in strategic campaign planning, integrated communications, creative messaging and production. They deftly blend the best elements of traditional and digital strategies.

Professional and Credible

Callis' highly regarded reputation in the field of public relations is the result of a long-term commitment to professional excellence and a focus on client success. We currently represent a variety of companies in outdoor sports, agriculture, health care, tourism, education and retail. Our firm is dedicated to planning as the cornerstone of effective communications. Our consultants have established themselves as influential professionals by completing successful campaigns, maintaining long-term relationships with clients and by generating proven results.

An Understanding of Rural Missouri

While the team at Callis has years of experience working with a variety of different types and sizes of clients throughout the country, we live and work in central Missouri. We pay taxes here. We vote here. We understand the mentality of rural Americans because that's what we are. This perspective gives the agency an edge in crafting effective messages which not only reach, but influence rural Missouri culture.

Integrated Communications

We believe strongly in the need to integrate all aspects of traditional and digital marketing for a well-rounded, effective campaign. Our marketing professionals integrate public relations strategies with social media and educational techniques to generate proven results for our clients.

CALLIS

PROPOSAL

Campaign Objective: Build awareness and utilization of Sedalia's recycling program.

PART I: PROPOSED SCOPE OF WORK

Research

December 1-15

- Research the perceived perception of recycling in Sedalia through a Discovery Session with city officials and other interested parties.
 - How many people know about and utilize the recycling program offered?
 - Why do people recycle?
 - Why do people not recycle?
 - Details of the program.

Development

December 15-January 15

- Develop key messaging, graphics and imagery to use in the campaign.
- Provide strategy, design, copywriting, production, photography and project management services.
- Based on the research findings and strategy, develop, design and produce educational outreach pieces that make citizens aware of and encourage people to recycle.
 - Educational pieces could include:
 - Rack card with information about recycling in Sedalia.
 - Did you know... social media campaign.
 - Micro-website or landing page on city's website that includes information for Sedalia residents and businesses answering frequently asked questions.
 - Powerpoint presentation for schools (multiple age levels) and civic clubs.
 - Tie-in to community events with creative promotions.
 - Provide public service announcements in print and radio to local media outlets.
 - Produce and distribute inexpensive giveaways at schools and civic clubs.
- Develop a recycling challenge among area businesses.

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PROPOSAL

Launch "Recycle Sedalia" Campaign

January 15 - April 30

- • Present to area schools and civic clubs talking about the importance of recycling and the specific program.
- Send rack cards out via the water service mailings and distribute to schools and civic clubs.
- Launch social media campaign.
- Hold the recycling challenge and correlate with Earth Day in April
- • Provide speakers for local radio programs.
- Build the website and drive local traffic to it.
- Work with local media partners to get the word out.
- Work with schools and other community organizations to promote the issue.

Cost: \$5,000 per month

- Cost does not include any outside media or printing.

CALLIS

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PROPOSAL

Part II: TERMS AND CONDITIONS

A. Estimated Costs

The estimated costs and expenses as specified are our best estimates given the information provided. If additional information is forthcoming, the project specifications change or the scheduling changes, costs and expense estimates may change. Cost and expense estimates are appropriate for 30 days from the date of this proposal.

B. Revisions & Alterations

Work not described in this proposal, including but not limited to revisions, corrections, alterations and additional proofs, will be billed as an additional cost at the agency's standard hourly labor rates.

C. Payment Terms

Monthly fees are to be paid in advance by the month. Billing on a thirty-day cycle. Net 15.

D. Cancellation Fees:

If the client cancels the contract after work on a project has commenced but before completion, the client must pay a minimum of 50% of the fee specified, based on the progress level of the project. The 50% cancellation fee does NOT include any out of pocket expenses, such as photography/illustration/printing costs; these are billed in addition to the 50% cancellation fees.

E. Indemnification:

The client shall indemnify, defend and hold Callis harmless from and against any and all claims, actions, judgments, damages and expenses, including reasonable attorney's fees and court costs arising out of any usage of the project, actions resulting from Callis reliance on any representations, instructions, or materials provided or approved by the client or any actions brought against the Client by third parties.

F. Warranty:

Callis represents and warrants that to its actual knowledge, the ideas created for the project will be original work and will not knowingly infringe upon the Intellectual Property Rights of any third parties.

G. Contract Period:

This proposal is for a 5 month engagement. Either party may terminate this agreement with 30 days notice for any reason.

A Corporation under the laws of the state of Missouri, through and by its officers, employees, agents and subcontractors, Callis & Associates, Inc dba Callis is an independent consultant and agrees to provide the City of Sedalia and the Public Works, Sanitation and Recycling Department for its sole benefit and exclusive use, professional services set forth in this proposal subject to the terms and conditions. No third party beneficiaries are intended by this Agreement.

CALLIS

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PROJECT TEAM



CLIFF CALLIS – PRESIDENT

30+ Years of Marketing & Advertising Experience

As President of the agency, Cliff offers clients more than thirty years of marketing, advertising, sales and management experience. Prior to founding the firm in 1987, Cliff served as Marketing Manager of a multi-unit department store chain. He was also an active partner in a multi-state construction and development group. Currently, Cliff provides leadership and direction of strategic, research and creative projects and oversight on all client relationships.

Education: Missouri Valley College, B.S. Business,
Emphasis in Communications and Economics



MEGAN HARTMAN – CLIENT SERVICES DIRECTOR

10 Years of Management Experience

As Client Services Director, Megan oversees the delivery of services to agency clients. She has also served as an Account Supervisor, Account Executive and Account Manager. Prior to joining Callis, Megan was Director of Member Services for BluCurrent Credit Union in Springfield Mo., where she managed day to day operations of all branches and service support staff.

Education: Missouri State University, B.S. Management



TIM NOLAND – CREATIVE DIRECTOR

8 Years of Account Management, Content Development and Creative Experience

As Creative Director at Callis, Tim works with clients to help build their business through innovative marketing, advertising, public relations and interactive solutions. Tim has also served agency clients as Content Marketing Director and as an Account Executive. Prior to joining Callis, Tim worked for County Distributing, an Anheuser-Busch distributor, as an Account Manager.

Education: University of Central Missouri, M.B.A., Emphasis in Marketing
University of Central Missouri, B.S. Agriculture Business



HANNAH SARTIN – ACCOUNT EXECUTIVE

5 Years of Account Management Experience

As an Account Executive, Hannah works with clients to provide strategy, project management, media buying, public relations and social media. Prior to her graduation from college with a degree in public relations, she served as a swim coach and intern at Callis.

Education: University of Central Missouri, B.S. Public Relations

CALLIS

PROJECT TEAM

**STEPHANIE LINDBERG – ART DIRECTOR****10 Years of Graphic and Digital Design**

As Art Director for Callis, Stephanie develops graphic and digital designs from inception through production to final delivery, ensuring that all creative is effective, appropriate and delivered in a timely manner.

Education: Missouri State University, B.F.A. in Graphic Design; Minor in Art History

**BRANDI STONE – SOCIAL MEDIA/DESIGN/PHOTOGRAPHY****5 Years of Creative Experience**

As a Creative Associate for Callis, Brandi creates a variety of brand consistent and effective content and graphics for agency clients. Brandi joined the Callis team as a design intern in 2012 and earned her way into a full-time position.

Education: University of Central Missouri, Honors College
B.F.A. in Graphic Design; Minor in Photography

**KYLE MEEK – DIGITAL STRATEGIST**

As a Digital Strategist, Kyle develops websites, optimizes them through SEO, drives web traffic and works on a variety of digital projects. While in college, Kyle was recognized as the Outstanding Student in Graphics Technology his senior year.

Education: University of Central Missouri, Honors College
B.S. in Graphic Technology with a focus in Web Media technology and a minor in Computer Science

**CREATIVE, ACCOUNT AND ADMINISTRATION TEAM**

A talented team of account support staff and freelance talent enable us to execute a wide variety of projects for agency clients.

REFERENCES &
CONTACT INFO**CITY OF SEDALIA**

Steve Galliher
Mayor
660.827.3000
sgalliher@cityofsedalia.com

STARLINE BRASS

Barbara Hayden
Owner/CFO
660.827.6640
bjhayden@starlinebrass.com

BOTHWELL REGIONAL HEALTH CENTER

Jimmy Robertson
CEO
660.827.9480
jrobertson@brhc.org

PROENERGY

Cara Canon
Owner
660.829.5100
ccanon@proenergyservices.com

MISSOURI STATE FAIR

Mark Wolfe
Director
660.530.5603
mark.wolfe@mda.mo.gov

BRYANT MOTOR

Kyle Herrick
Owner
660.827.2700
Kyle.Herrick@bryantmotorco.com

STATE FAIR COMMUNITY COLLEGE

Joanna Anderson
President
660.530.5800
janderson@sfccmo.edu

WK

Ken Weymuth
Owner
660.826.8320
Ken.weymuth@wkchevy.com

**CLIFF CALLIS**

Callis Integrated Marketing
1727 W. 7th St.
Sedalia, MO 65301
ccallis@ecallis.com
660-826-2822
ecallis.com



CALLIS

American

EQUIPMENT CO.
 3250 Harvester Road
 Kansas City, Kansas 66115
 (Phone) 913-342-1450 (Fax) 913-342-1377
 sales@americanequipment.us

QUOTATION

DATE	Quotation #
3/20/2018	032018/3KY

NAME / ADDRESS
City of Sedalia, MO Municipal Building 200 S Osage Avenue Sedalia, MO 65301

TO CONFIRM ORDER
Quote Accepted by _____
Date _____
P.O. # _____

LEAD TIME	TERMS	REP	FOB	PHONE	FAX #
	Due on Recv...	KAY			
QTY	ITEM	DESCRIPTION	UM	COST	Total
		Quotation for Grant			
6	EQUIPMENT	1 yd. Glass Recycling Rear Load Container		458.00	2,748.00
6	EQUIPMENT	2 yd. Glass Recycling Rear Load Container		487.00	2,922.00
1	EQUIPMENT	Freight		630.00	630.00
12	EQUIPMENT	2 yd. Poly Organics - Rear Load Container		825.00	9,900.00
48	EQUIPMENT	45 Gallon Poly Cart - Poly Curbside Cart		56.00	2,688.00
1	EQUIPMENT	Freight		1,024.00	1,024.00
4	EQUIPMENT	20 yd. Sludge Container		7,834.00	31,336.00
		61 3/4 Hook Height			
2	EQUIPMENT	Freight		1,254.00	2,508.00
Quoted by Kent Yahne				Total	\$53,756.00

This quote is valid for 30 days. Applicable taxes not included.

PrintLynx

3131 West Main Street
 Sedalia, Missouri 65301
 660/827-4251
 Fax 660-827-4252

*Account Peggy
 10-13-15*

INVOICE

No. **119132**
 Date **8/29/2016**
 Customer P.O. No.

Ellen Cross
 City Of Sedalia
 200 South Osage
 Sedalia MO 65301

10,300	119132 2016 Adjusted Trash & Recycle Schedule Black/White front w/4 color on back, 8.5 x 11 White Williamsburg Offset Plus - Cut, copied on 2 sides <i>color printing extra 82.78 all sanitation</i>	0.0695 715.82								
<small> Taken by: Judy Account Type: Charge Account Thank you for choosing PrintLynx! All standard printing trade customs apply. All account balances are due in full on or before the 10th day of the month following the month of sale and shall be in default if not paid by said date. If not prohibited by law, reasonable attorney's fees and expenses of collection will be added to accounts in default. File Originals Ship Via: Our Truck Proof: Fri 8/19 Wanted: Mon 8/29 119132 2016 Adjusted Trash & Recycle Schedule Black/White front w/4 c Debbie Appleton 660-827-3000 660-827-7800 </small>		<table border="1" style="width: 100%;"> <tr> <td style="text-align: center;">SUB</td> <td style="text-align: right;">715.82</td> </tr> <tr> <td style="text-align: center;">TAX</td> <td></td> </tr> <tr> <td style="text-align: center;">SHIPPING</td> <td></td> </tr> <tr> <td style="text-align: center;">TOTAL</td> <td style="text-align: right;">715.82</td> </tr> </table>	SUB	715.82	TAX		SHIPPING		TOTAL	715.82
SUB	715.82									
TAX										
SHIPPING										
TOTAL	715.82									

*Sanitation 65-15-214-00 399.30
 WPC 65-15-214-00 316.52
 Brenda Audrey
 29*

01-21-12

PrintLynx

3131 West Main Street
 Sedalia, Missouri 65301
 660/827-4251
 Fax 660-827-4252

INVOICE

No. **126859**

Date **12/11/2017**

Customer P.O. No.

Elizabeth
 City Of Sedalia
 200 South Osage
 Sedalia MO 65301

Description			
10,500	126859 Double sided flyer Water bill insert 4/1, 8.5 x 11 White Williamsburg Offset Plus - Crt, copied on 2 sides	0.0649	681.48
Elizabeth National 601-50-214-00 WPC 65-15-214-00			
Taken by: Carol Account Type: Charge Account Thank you for choosing PrintLynx! All standard printing trade customs apply. All account balances are due in full on or before the 10th day of the month following the month of sale and shall be in default if not paid by said date. If not prohibited by law, reasonable attorney's fees and expenses of collection will be added to accounts in default.		SUB TAX SHIPPING TOTAL	681.48 681.48
File Originals Ship via: Car Truck Wanted: 12/13/17 1:00 PM Double-sided flyer Water bill insert 4/1 Carol Perkins 660-827-3000 660-827-7800			

Company ID Number: 168700

ARTICLE I

PURPOSE AND AUTHORITY

This Memorandum of Understanding (MOU) sets forth the points of agreement between the Social Security Administration (SSA), the Department of Homeland Security (DHS) and City of Sedalia, MO (Employer) regarding the Employer's participation in the Employment Eligibility Verification Program (E-Verify). E-Verify is a program in which the employment eligibility of all newly hired employees will be confirmed after the Employment Eligibility Verification Form (Form I-9) has been completed.

Authority for the E-Verify program is found in Title IV, Subtitle A, of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), Pub. L. 104-202, 110 Stat. 3009, as amended (8 U.S.C. § 1324a note).

ARTICLE II

FUNCTIONS TO BE PERFORMED

A. RESPONSIBILITIES OF THE SSA

1. Upon completion of the Form I-9 by the employee and the Employer, and provided the Employer complies with the requirements of this MOU, SSA agrees to provide the Employer with available information that allows the Employer to confirm the accuracy of Social Security Numbers provided by all newly hired employees and the employment authorization of U.S. citizens.
2. The SSA agrees to provide to the Employer appropriate assistance with operational problems that may arise during the Employer's participation in the E-Verify program. The SSA agrees to provide the Employer with names, titles, addresses, and telephone numbers of SSA representatives to be contacted during the E-Verify process.
3. The SSA agrees to safeguard the information provided by the Employer through the E-Verify program procedures, and to limit access to such information, as is appropriate by law, to individuals responsible for the verification of Social Security Numbers and for evaluation of the E-Verify program or such other persons or entities who may be authorized by the SSA as governed by the Privacy Act (5 U.S.C. § 552a), the Social Security Act (42 U.S.C. 1306(a)), and SSA regulations (20 CFR Part 401).
4. SSA agrees to establish a means of automated verification that is designed (in conjunction with DHS's automated system if necessary) to provide confirmation or tentative nonconfirmation of U.S. citizens' employment eligibility and accuracy of SSA records for both citizens and aliens within 3 Federal Government work days of the initial inquiry.
5. SSA agrees to establish a means of secondary verification (including updating SSA records as may be necessary) for employees who contest SSA tentative nonconfirmations that is designed to provide final confirmation or nonconfirmation of U.S. citizens' employment

Company ID Number: 168700

eligibility and accuracy of SSA records for both citizens and aliens within 10 Federal Government work days of the date of referral to SSA, unless SSA determines that more than 10 days may be necessary. In such cases, SSA will provide additional verification instructions.

B. RESPONSIBILITIES OF THE DEPARTMENT OF HOMELAND SECURITY

1. Upon completion of the Form I-9 by the employee and the Employer and after SSA verifies the accuracy of SSA records for aliens through E-Verify, DHS agrees to provide the Employer access to selected data from DHS's database to enable the Employer to conduct:

- Automated verification checks on newly hired alien employees by electronic means, and
- Photo verification checks (when available) on newly hired alien employees.

2. DHS agrees to provide to the Employer appropriate assistance with operational problems that may arise during the Employer's participation in the E-Verify program. DHS agrees to provide the Employer names, titles, addresses, and telephone numbers of DHS representatives to be contacted during the E-Verify process.

3. DHS agrees to provide to the Employer a manual (the E-Verify Manual) containing instructions on E-Verify policies, procedures and requirements for both SSA and DHS, including restrictions on the use of E-Verify. DHS agrees to provide training materials on E-Verify.

4. DHS agrees to provide to the Employer a notice, which indicates the Employer's participation in the E-Verify program. DHS also agrees to provide to the Employer anti-discrimination notices issued by the Office of Special Counsel for Immigration-Related Unfair Employment Practices (OSCEI), Civil Rights Division, and U.S. Department of Justice.

5. DHS agrees to issue the Employer a user identification number and password that permits the Employer to verify information provided by alien employees with DHS's database.

6. DHS agrees to safeguard the information provided to DHS by the Employer, and to limit access to such information to individuals responsible for the verification of alien employment eligibility and for evaluation of the E-Verify program; or to such other persons or entities as may be authorized by applicable law. Information will be used only to verify the accuracy of Social Security Numbers and employment eligibility, to enforce the Immigration and Nationality Act and federal criminal laws, and to ensure accurate wage reports to the SSA.

7. DHS agrees to establish a means of automated verification that is designed (in conjunction with SSA verification procedures) to provide confirmation or tentative nonconfirmation of employees' employment eligibility within 3 Federal Government work days of the initial inquiry.

8. DHS agrees to establish a means of secondary verification (including updating DHS records as may be necessary) for employees who contest DHS tentative nonconfirmations and photo non-match tentative nonconfirmations that is designed to provide final confirmation or nonconfirmation of the employees' employment eligibility within 10 Federal Government work days of the date of referral to DHS, unless DHS determines that more than 10 days may be necessary. In such cases, DHS will provide additional verification instructions.

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C. RESPONSIBILITIES OF THE EMPLOYER.

1. The Employer agrees to display the notices supplied by DHS in a prominent place that is clearly visible to prospective employees.
2. The Employer agrees to provide to the SSA and DHS the names, titles, addresses, and telephone numbers of the Employer representatives to be contacted regarding E-Verify.
3. The Employer agrees to become familiar with and comply with the E-Verify Manual.
4. The Employer agrees that any Employer Representative who will perform employment verification queries will complete the E-Verify Tutorial before that individual initiates any queries.
 - A. The employer agrees that all employer representatives will take the refresher materials initiated by the E-Verify program as a condition of continued use of E-Verify.
 - B. Failure to complete a refresher tutorial will prevent the employer from continued use of the program.
5. The Employer agrees to comply with established Form I-9 procedures, with two exceptions:
 - If an employee presents a "List B" identity document, the Employer agrees to only accept "List B" documents that contain a photo. (List B documents identified in 8 C.F.R. § 274a.2-(b)(1)(B)) can be presented during the Form I-9 process to establish identity).
 - If an employee presents a DHS Form I-551 (Permanent Resident Card) or Form I-766 (Employment Authorization Document) to complete the Form I-9, the Employer agrees to make a photocopy of the document and to retain the photocopy with the employee's Form I-9. The employer will use the photocopy to verify the photo and to assist the Department with its review of photo non-matches that are contested by employees. Note that employees retain the right to present any List A, or List B and List C, documentation to complete the Form I-9. DHS may in the future designate other documents that activate the photo screening tool.
6. The Employer understands that participation in E-Verify does not exempt the Employer from the responsibility to complete, retain, and make available for inspection Forms I-9 that relate to its employees, or from other requirements of applicable regulations or laws, except for the following modified requirements applicable by reason of the Employer's participation in E-Verify: (1) identity documents must have photos, as described in paragraph 5 above; (2) a rebuttable presumption is established that the Employer has not violated section 274A(a)(1)(A) of the Immigration and Nationality Act (INA) with respect to the hiring of any individual if it obtains confirmation of the identity and employment eligibility of the individual in compliance with the terms and conditions of E-Verify; (3) the Employer must notify DHS if it continues to employ any employee after receiving a final nonconfirmation, and is subject to a civil money penalty between \$500 and \$1,000 for each failure to notify DHS of continued employment following a final nonconfirmation; (4) the Employer is subject to a rebuttable presumption that it has knowingly employed an unauthorized alien in violation of section 274A(a)(1)(A) if the Employer continues to employ any employee after receiving a final nonconfirmation; and (5) no person or entity participating in E-Verify is civilly or criminally liable under any law for any

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action taken in good faith on information provided through the confirmation system. DHS reserves the right to conduct Form I-9 compliance inspections during the course of E-Verify, as well as to conduct any other enforcement activity authorized by law.

7. The Employer agrees to initiate E-Verify verification procedures within 3 Employer business days after each employee has been hired (not after both sections 1 and 2 of the Form I-9 have been completed), and to complete as many (but only as many) steps of the E-Verify process as are necessary according to the E-Verify Manual. The Employer is prohibited from initiating verification procedures before the employee has been hired and the Form I-9 completed. If the automated system to be queried is temporarily unavailable, the 3-day time period is extended until it is again operational in order to accommodate the Employer's attempting, in good faith, to make inquiries during the period of unavailability. In all cases, the Employer must use the SSA verification procedures first, and use DHS verification procedures and photo screening tool only after the the SSA verification response has been given.

8. The Employer agrees not to use E-Verify procedures for pre-employment screening of job applicants, support for any unlawful employment practice, or any other use not authorized by this MOU. The Employer must use E-Verify for all new employees, and will not verify only certain employees selectively. The Employer agrees not to use E-Verify procedures for re-verification, or for employees hired before the date this MOU is in effect. The Employer understands that if the Employer uses E-Verify procedures for any purpose other than as authorized by this MOU, the Employer may be subject to appropriate legal action and the immediate termination of its access to SSA and DHS information pursuant to this MOU.

9. The Employer agrees to follow appropriate procedures (see Article III.B. below) regarding tentative nonconfirmations, including notifying employees of the finding, providing written referral instructions to employees, allowing employees to contest the finding, and not taking adverse action against employees if they choose to contest the finding. Further, when employees contest a tentative nonconfirmation based upon a photo non-match, the Employer is required to take affirmative steps (see Article III.B. below) to contact DHS with information necessary to resolve the challenge.

10. The Employer agrees not to take any adverse action against an employee based upon the employee's employment eligibility status while SSA or DHS is processing the verification request unless the Employer obtains knowledge (as defined in 8 C.F.R. § 274a.1 (j)) that the employee is not work authorized. The Employer understands that an initial inability of the SSA or DHS automated verification to verify work authorization, a tentative nonconfirmation, or the finding of a photo non-match, does not mean, and should not be interpreted as, an indication that the employee is not work authorized. In any of the cases listed above, the employee must be provided the opportunity to contest the finding, and if he or she does so, may not be terminated or suffer any adverse employment consequences until and unless secondary verification by SSA or DHS has been completed and a final nonconfirmation has been issued. If the employee does not choose to contest a tentative nonconfirmation or a photo non-match, then the Employer can find the employee is not work authorized and take the appropriate action.

11. The Employer agrees to comply with section 274B of the INA by not discriminating unlawfully against any individual in hiring, firing, or recruitment or referral practices because of his or her national origin or, in the case of a protected individual as defined in section 274B(a)(3) of the INA, because of his or her citizenship status. The Employer understands that such illegal practices can include selective verification or use of E-Verify, discharging or refusing to hire eligible employees because they appear or sound "foreign", and premature termination of

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employees based upon tentative nonconfirmations, and that any violation of the unfair immigration-related employment practices provisions of the INA could subject the Employer to civil penalties pursuant to section 274B of the INA and the termination of its participation in E-Verify. If the Employer has any questions relating to the anti-discrimination provision, it should contact OSC at 1-800-255-7688 or 1-800-237-2515 (TDD).

12. The Employer agrees to record the case verification number on the employee's Form I-9 or to print the screen containing the case verification number and attach it to the employee's Form I-9.

13. The Employer agrees that it will use the information it receives from the SSA or DHS pursuant to E-Verify and this MOU only to confirm the employment eligibility of newly-hired employees after completion of the Form I-9. The Employer agrees that it will safeguard this information, and means of access to it (such as PINS and passwords) to ensure that it is not used for any other purpose and as necessary to protect its confidentiality, including ensuring that it is not disseminated to any person other than employees of the Employer who are authorized to perform the Employer's responsibilities under this MOU.

14. The Employer acknowledges that the information which it receives from SSA is governed by the Privacy Act (5 U.S.C. § 552a (c) (1) and (3)) and the Social Security Act (42 U.S.C. 1306(a)), and that any person who obtains this information under false pretenses or uses it for any purpose other than as provided for in this MOU may be subject to criminal penalties.

15. The Employer agrees to allow DHS and SSA, or their authorized agents or designees, to make periodic visits to the Employer for the purpose of reviewing E-Verify related records, i.e., Forms I-9, SSA Transaction Records, and DHS verification records, which were created during the Employer's participation in the E-Verify Program. In addition, for the purpose of evaluating E-Verify, the Employer agrees to allow DHS and SSA or their authorized agents or designees, to interview it regarding its experience with E-Verify, to interview employees hired during E-Verify use concerning their experience with the pilot, and to make employment and E-Verify related records available to DHS and the SSA, or their designated agents or designees. Failure to comply with the terms of this paragraph may lead DHS to terminate the Employer's access to E-Verify.

ARTICLE III

REFERRAL OF INDIVIDUALS TO THE SSA AND THE DEPARTMENT OF HOMELAND SECURITY

A. REFERRAL TO THE SSA

1. If the Employer receives a tentative nonconfirmation issued by SSA, the Employer must print the tentative nonconfirmation notice as directed by the automated system and provide it to the employee so that the employee may determine whether he or she will contest the tentative nonconfirmation.

2. The Employer will refer employees to SSA field offices only as directed by the automated system based on a tentative nonconfirmation, and only after the Employer records the case verification number, reviews the input to detect any transaction errors, and determines that the employee contests the tentative nonconfirmation. The Employer will transmit the Social Security Number to SSA for verification again if this review indicates a need to do so. The

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Employer will determine whether the employee contests the tentative nonconfirmation as soon as possible after the Employer receives it.

3. If the employee contests an SSA tentative nonconfirmation, the Employer will provide the employee with a referral letter and instruct the employee to visit an SSA office to resolve the discrepancy within 8 Federal Government work days. The Employer will make a second inquiry to the SSA database using E-Verify procedures on the date that is 10 Federal Government work days after the date of the referral in order to obtain confirmation, or final nonconfirmation, unless otherwise instructed by SSA or unless SSA determines that more than 10 days is necessary to resolve the tentative nonconfirmation.

4. The Employer agrees not to ask the employee to obtain a printout from the Social Security Number database (the Numident) or other written verification of the Social Security Number from the SSA.

B. REFERRAL TO THE DEPARTMENT OF HOMELAND SECURITY

1. If the Employer receives a tentative nonconfirmation issued by DHS, the Employer must print the tentative nonconfirmation notice as directed by the automated system and provide it to the employee so that the employee may determine whether he or she will contest the tentative nonconfirmation.

2. If the Employer finds a photo non-match for an alien who provides a document for which the automated system has transmitted a photo, the employer must print the photo non-match tentative nonconfirmation notice as directed by the automated system and provide it to the employee so that the employee may determine whether he or she will contest the finding.

3. The Employer agrees to refer individuals to DHS only when the employee chooses to contest a tentative nonconfirmation received from DHS automated verification process or when the Employer issues a tentative nonconfirmation based upon a photo non-match. The Employer will determine whether the employee contests the tentative nonconfirmation as soon as possible after the Employer receives it.

4. If the employee contests a tentative nonconfirmation issued by DHS, the Employer will provide the employee with a referral letter and instruct the employee to contact the Department through its toll-free hotline within 8 Federal Government work days.

5. If the employee contests a tentative nonconfirmation based upon a photo non-match, the Employer will provide the employee with a referral letter to DHS. DHS will electronically transmit the result of the referral to the Employer within 10 Federal Government work days of the referral unless it determines that more than 10 days is necessary.

6. The Employer agrees that if an employee contests a tentative nonconfirmation based upon a photo non-match, the Employer will send a copy of the employee's Form I-551 or Form I-766 to DHS for review by:

- Scanning and uploading the document, or
- Sending a photocopy of the document by an express mail account (furnished and paid for by DHS).

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7. The Employer understands that if it cannot determine whether there is a photo match/non-match, the Employer is required to forward the employee's documentation to DHS by scanning and uploading, or by sending the document as described in the preceding paragraph, and resolving the case as specified by the Immigration Services Verifier at DHS who will determine the photo match or non-match.

ARTICLE IV

SERVICE PROVISIONS

The SSA and DHS will not charge the Employer for verification services performed under this MOU. The Employer is responsible for providing equipment needed to make inquiries. To access the E-Verify System, an Employer will need a personal computer with Internet access.

ARTICLE V

PARTIES

This MOU is effective upon the signature of all parties, and shall continue in effect for as long as the SSA and DHS conduct the E-Verify program unless modified in writing by the mutual consent of all parties, or terminated by any party upon 30 days prior written notice to the others. Any and all system enhancements to the E-Verify program by DHS or SSA, including but not limited to the E-Verify checking against additional data sources and instituting new verification procedures, will be covered under this MOU and will not cause the need for a supplemental MOU that outlines these changes. DHS agrees to train employers on all changes made to E-Verify through the use of mandatory refresher tutorials and updates to the E-Verify manual. Even without changes to E-Verify, the Department reserves the right to require employers to take mandatory refresher tutorials.

Termination by any party shall terminate the MOU as to all parties. The SSA or DHS may terminate this MOU without prior notice if deemed necessary because of the requirements of law or policy, or upon a determination by SSA or DHS that there has been a breach of system integrity or security by the Employer, or a failure on the part of the Employer to comply with established procedures or legal requirements. Some or all SSA and DHS responsibilities under this MOU may be performed by contractor(s), and SSA and DHS may adjust verification responsibilities between each other as they may determine.

Nothing in this MOU is intended, or should be construed, to create any right or benefit, substantive or procedural, enforceable at law by any third party against the United States, its agencies, officers, or employees, or against the Employer, its agents, officers, or employees.

Each party shall be solely responsible for defending any claim or action against it arising out of or related to E-Verify or this MOU, whether civil or criminal, and for any liability wherefrom, including (but not limited to) any dispute between the Employer and any other person or entity regarding the applicability of Section 403(d) of HIRIRA to any action taken or allegedly taken by the Employer.

The employer understands that the fact of its participation in E-Verify is not confidential information and may be disclosed as authorized or required by law and DHS or SSA policy, including but not limited to, Congressional oversight, E-Verify publicity and media inquiries, and responses to inquiries under the Freedom of Information Act (FOIA).

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The foregoing constitutes the full agreement on this subject between the SSA, DHS, and the Employer.

The individuals whose signatures appear below represent that they are authorized to enter into this MOU on behalf of the Employer and DHS respectively.

To be accepted as a participant in E-Verify, you should only sign the Employer's Section of the signature page. If you have any questions, contact E-Verify Operations at 888-464-4218.

Employer City of Sedalia, MO

Arlene Silvey

Name (Please type or print)

Title

Electronically Signed

12/04/2008

Signature

Date

Department of Homeland Security -- Verification Division

USCIS Verification Division

Name (Please type or print)

Title

Electronically Signed

12/04/2008

Signature

Date

E-Verify Employment Eligibility Verification

Exit



E-Verify Enrollment: You're Finished

Congratulations!

Your company has been enrolled in E-Verify. Now just sit back and wait – the people you signed up as users will receive their user names and passwords by e-mail.

Most people receive our confirmation e-mail within a few minutes. You should check your e-mail inbox as well as your spam or junk mail folders because sometimes our e-mails are mistakenly marked as spam.

If the e-mail is not received within 48 hours, please call our Customer Support line at 1-888-484-4218 for assistance. Do not enroll your company again in E-Verify. If you attempt to re-enroll, your enrollment may be delayed.

Before you go, click on the "View Memorandum of Understanding" button and print a copy of the Memorandum of Understanding you electronically signed. Be sure to share it with your human resources manager, legal counsel and other appropriate staff.

Thanks for signing up. Your participation is vital in ensuring a legal United States workforce. If you ever have any questions, we're here to help – just give us a call at 1-888-484-4218 or e-mail us at E-Verify@dhs.gov.

[View Memorandum of Understanding](#)

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