

TOWN OF MENTOR NOTICE

MINUTES

Date: October 29, 2021
Time: 9:00 am
Location: Mentor Town Hall
N3049 King Street

Chairman Gile, called the meeting to order at 9:00am
All board members were present.
Pledge of Allegiance
Verification of posting in 3 places.

Chairman Gile made a motion to move \$18,000 from the Highway Maintenance Funds to the Legal / Audit Funds. Supervisor 2, Will Scholze 2nd the motion. Motion was carried.

Chairman Gile made a motion to move \$310.00 from the Public Works Funds to the Financial Administration Funds. Supervisor 2, Will Scholze 2nd the motion. Motion was carried.

Chairman Gile made a motion to adopt the Compliance Assurance Plan. Supervisor 1, Carol Johnson 2nd the motion. Motion was carried.

Chairman Gile made a motion to approve the liquor license transfer for the Hotel Bar to the Mentor Township Hotel Bar and Grill. Supervisor 1, Carol Johnson 2nd the motion. Motion was carried.

Chairman Gile Adjourn the meeting 12:25 p.m.
Dated this 1st day of November 2021
Jack Ikhtiari Sr, Clerk/Treasurer

**TOWN OF MENTOR
COMPLIANCE ASSURANCE PLAN**

Adopted on Oct 29th 2021

Purpose: This policy will establish standard guidelines that will lead to compliance with the Town of Mentor Recycling Ordinance #131.

The Town Chairman is responsible for enforcing the Town of Mentor Recycling Ordinance. Town of Mentor staff and personnel shall follow the guidelines identified in this Compliance Assurance Plan in response to issues associated with recycling and solid waste. This plan is intended to meet the requirements of s. NR 544.04 (9g), Wis. Adm. Code as well as the Town of Mentor Recycling Ordinance.

Residential Recycling Program

Type of Problem	Possible Solutions						
	No collection (Hauler tags bag or bin)	Drop-off site attendant rejects materials	Provide educational materials	Verbal Warning	Warning letter	Issue Citation	Refer to DNR or Sheriff's Dept.
Solutions progress from left to right column and depend of severity and frequency of problem.							
Trash found mixed with recyclables	X		X	X	X	X	X
Recyclables found in trash	X		X	X	X	X	X
Resident is not recycling	X		X	X	X	X	X
Resident burning recyclable material			X	X	X	X	X
Resident stockpiling tires, scrap metal, appliances, etc.			X	X	X	X	X
Roadside dumping of appliances, garbage, etc.						X	X

Multi-Family Apartments & Business Recycling Program

Type of Problem	Possible Solutions						
	Provide owner with educational materials	Perform site visit to offer suggestions for improvement	Require facility to obtain adequate receptacles	Verbal or written warning	Warning Letter	Issue citation	Refer to DNR
Solutions progress from left to right column and depend of severity and frequency of problem.							
No recycling receptacles available	X	X	X	X	X	X	X
High level of contamination in dumpsters	X	X		X	X	X	X
Not all required materials are being recycled	X	X		X	X	X	X
Hauler mixes separated recyclables with trash						X	X

**TOWN OF MENTOR
COMPLIANCE ASSURANCE PLAN**

Adopted on Oct 29th 2021

EXAMPLE 1:

Problem: Property found to have no methods for recycling in place.

Compliance Strategy:

1st Response: Chairman shall send a letter to property owner reminding them of the requirement to comply with local recycling ordinances. Other educational materials will also be provided as needed.

2nd Response: Chairman shall send a letter to property owner giving them 30 days to comply with local recycling ordinance.

After 30 days has passed chairman shall inspect property to determine if property is in compliance with ordinance. If resident is found to be non-complaint the chairman shall issue the property owner a citation per code.

EXAMPLE 2:

Problem: Unacceptable materials found mixed with recyclables.

Compliance Strategy: Recycling route driver from GFL shall notify resident by tagging the recycling bin with a bright-green sticker with educational materials.

Continued occurrences shall result in letter issued by the chairman. If compliance is not achieved chairman shall issue a citation per code.

EXAMPLE 3:

Problem: Recyclable materials found in trash.

Compliance Strategy: Garbage route driver shall collect material and leave current recycling educational materials or shall instruct resident of recycling separation requirements.

Continue occurrences shall result in letter issued by the Chairman. If compliance is not achieved chairman shall issue a citation per code.

ENFORCEMENT:

Education is the enforcement tool used most often. Information is provided including the recycling law; instructions on what, where, and how to recycle; and the benefits of recycling.

Businesses will have a business assessment done by the chairman. The assessment consists of the business owner showing the chairman the recycling and garbage dumpsters or bins identifying the types of materials they have in the waste stream. Information regarding waste reduction and recycling separation requirements will be provided.

Continued non-compliance with the Town of Mentor Recycling Ordinance will result in a citation not less than \$10 or more than \$2000.