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# MUNICIPAL BUILDING COMMISSION

and

# CITY OF MINNEAPOLIS

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## LETTER OF AGREEMENT

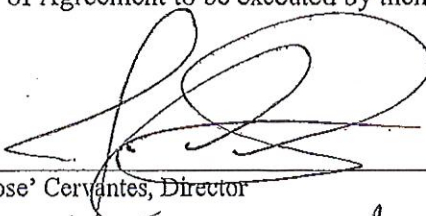
## RECIPROCITY

Whereas, the City of Minneapolis and the Municipal Building Commission desire to affirm their intent to afford to employees who transfer from one entity to the other a total exchange of seniority. To that end, both parties agree to the following.

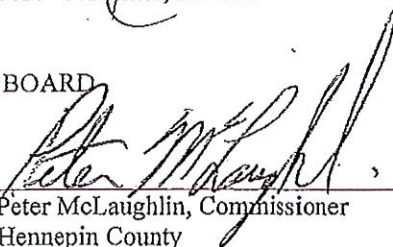
- 1) Upon hiring an applicant who was previously employed by the City of Minneapolis, the Municipal Building Commission shall grant said employee their City seniority credit provided such applicant's employment is continuous between the above referenced employers. Seniority rights shall include: vacation accrual levels and longevity pay. Seniority rights shall not include position seniority.
- 2) Upon hiring an applicant who was previously employed by the Municipal Building Commission, the City of Minneapolis shall grant said employee their Municipal Building Commission seniority credit provided such applicant's employment is continuous between the above referenced employers. Seniority rights shall include vacation accrual levels and longevity pay. Seniority rights shall not include position seniority.
- 3) Applicant's employment that is continuous between the City of Minneapolis and the Municipal Building Commission and vice versa shall be allowed to maintain continuous health, dental, and life insurance coverage.

NOW, THEREFORE, the Parties have caused this Letter of Agreement to be executed by their duly authorized representatives whose signatures appear below:


FOR THE MUNICIPAL BUILDING COMMISSION

  
Jose Cervantes, Director  
10-23-00  
Date

FOR THE MUNICIPAL BUILDING COMMISSION BOARD

  
Peter McLaughlin, Commissioner  
Hennepin County  
10/23/00  
Date

FOR THE CITY OF MINNEAPOLIS

  
Timothy Giles, Director  
Labor Relations  
10/30/00  
Date



## **Municipal Building Commission Recycling and Surplus Metal Policy**

**Policy Effective Date: June 14, 2006**

The Municipal Building Commission (MBC) retrieves a variety of items through routine and special project work including paper, cans, glass, bottles, wood pallets and several kinds of surplus metals such as copper, lead, cast iron, brass and miscellaneous scrap metal. The MBC either reuses or participates in recycling programs for all materials retrieved from the Minneapolis City Hall and Hennepin County Courthouse building and associated grounds.

Recycling materials including surplus metals provides disposal of items that could pose health and safety risks, diverts materials from the waste stream, benefits the larger environment and, in some cases, provides a supplemental revenue stream for the MBC.

All revenues including those obtained through surplus metal recycling are tracked and accounted through the MBC financial system. Revenues received are paid back to the City of Minneapolis and Hennepin County to offset taxpayer contributions toward the MBC operating expenditure budget.

Recyclable materials including paper, cans, glass, bottles, wood pallets and surplus metal items found in the City Hall and Courthouse building or associated grounds whether usable or non-usable are the property of the MBC. Recyclable materials including surplus metals are not available for personal use, possession or gain by MBC employees. Furthermore, as public employees, MBC staff must take seriously the trust placed upon them by members of the public. Citizens expect public employees, including MBC staff, to handle public property and public funds in an ethical and honest manner.

Recyclable materials and surplus metals must remain in the building until they are either reused, destroyed or transported for recycling per established procedures. All revenues obtained for recycling materials and surplus metals are the property of the MBC and must be submitted to the MBC Accountant for tracking and accounting through the agency financial system. Receipts received from recycling vendors also must be submitted to the MBC Accountant.

The recycling and surplus metal policy is effective immediately. Any violation of this policy will be considered a misappropriation of public property or public funds, and will be addressed as per the MBC progressive disciplinary policy up to and including termination.

### **Receipt Acknowledgement**

I have received and read the Municipal Building Commission's Policy on Internet, E-mail and Telecommunications Usage.

I understand that this receipt acknowledgement will be filed in my personnel file.

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Name

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Signature

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Date





## Municipal Building Commission Recycling and Surplus Metal Procedure

1. The MBC recycles the following types of materials:
  - a. All types of paper including white paper, colored paper, envelopes, brochures, flyers, phone books, newspapers, magazines, etc.
  - b. Corrugated cardboard
  - c. Aluminum cans, glass and plastic containers
  - d. Wooden pallets
  - e. Surplus metals including copper, lead, cast iron, brass, aluminum and miscellaneous scrap metal
2. The MBC Day Utility Foreman is responsible for coordinating all agency recyclable materials including surplus metal recycling. The MBC Day Utility Foreman will be the main point of contact for all recyclable materials and surplus metals and will arrange for all vendor pick-ups of materials. Procedural questions about recycling and surplus metals should be directed to the MBC Day Utility Foreman.
3. The MBC Custodial and Security Manager will maintain oversight of the MBC recycling and surplus metal program and serve as back-up to coordinate recycling and surplus metal duties in the absence of the MBC Day Utility Foreman.
4. The MBC has designated Recycling and Surplus Metal Collection areas:

<i>Recycled Material</i>	<i>Location</i>
Cans, Plastic Containers, Glass, Paper, Cardboard, Wood Pallets	* Bottom of Sub-Basement Ramp * Separate bins are set-up for each type of recycled material * Usable and non-usable materials should be placed in the appropriate bin
Scrap Metal (low value)	* Sub-Basement Ramp outside 4 <sup>th</sup> Avenue entrance/exit
Surplus Metals – Copper, Brass, Aluminum, Lead (high value)	* Room SB82. Old Chimney shaft located in the Sub-Basement across from Room SB84. This is a secure room and must remain locked. Storage and pick-up of these materials must be coordinated through the MBC Day Utility Foreman.

5. Materials should be placed in collection bins “as is.” No special procedures are necessary for preparing recycled materials and surplus metals for vendor pick-up.
6. Each vendor pick-up of recyclable materials and surplus metals must be documented on the MBC Recycling and Surplus Metal Program Data Form. A copy of this form is attached. Completed forms should be turned into the MBC Accountant who will cross check form data with statements received from recycling and surplus metal vendors.
7. No recyclable materials or surplus metals may be transported off-site by MBC staff. All materials and surplus metals must be stored in the designated Recycling and Surplus Metal Collection area until they are picked-up by the appropriate vendor.

8. MBC staff should not accept cash, checks, money orders or any form of reimbursement from vendors. Vendors have been instructed to send revenues in check form to the MBC Administrative offices where the MBC Accountant will process the funds.
9. The MBC Accountant will apply all revenues obtained from recycling materials and surplus metals to the MBC financial account. All receipts and associated itemized accounts of materials recycled, amounts recycled and amount of revenue received will be stored on file in the MBC offices.
10. An accounting of revenues received through recycling materials and surplus metals as well as amounts recycled will be reported to the MBC Board on an annual basis.
11. Any MBC staff person suspecting any violation of the MBC Recycling and Surplus Metal Policy should report the concern to their supervisor, MBC Administrative Manager and/or MBC Director immediately.
12. Supervisors will immediately report suspected policy violations to the MBC Administrative Manager and the MBC Director.
13. Suspected policy violations will be reviewed and formally investigated, where appropriate.
14. The MBC uses the following vendors for recycling building materials and scrap metal:

Vendor	Recycled Material	Contract	Pick-up Procedure
American Iron	<ul style="list-style-type: none"> <li>* All scrap metal</li> <li>* Lead</li> <li>* Cast iron</li> <li>* Copper</li> <li>* Brass</li> <li>* Other misc metals</li> </ul>	MBC uses Hennepin County contract	<ul style="list-style-type: none"> <li>* MBC calls dispatch for pick-up, as needed.</li> <li>* Inform the vendor of the type and amount of materials to be picked-up.</li> <li>* Vendor needs at least 3 days lead time.</li> <li>* American Iron dispatch contact number is 612-529-9221; Larry Stearns is the account contact.</li> </ul>
American Paper Recycling	<ul style="list-style-type: none"> <li>* White office paper</li> <li>* Mixed office paper</li> <li>* Newsprint</li> <li>* Phonebooks</li> <li>* Corrugated cardboard</li> </ul>	MBC uses Hennepin County contract	<ul style="list-style-type: none"> <li>* MBC calls vendor for pick-up, as needed.</li> <li>* Vendor needs at least 2 days lead time.</li> <li>* Tell vendor how many bins are ready for pick-up.</li> <li>* APR contact number is 651-644-7806.</li> </ul>
PPL (Project for	* Cans	MBC uses	* MBC calls PPL to

Pride in Living)	<ul style="list-style-type: none"> <li>* Glass</li> <li>* Plastic containers</li> <li>* Pallets</li> </ul>	Hennepin County contract	<p>coordinate vendor pick-up.</p> <ul style="list-style-type: none"> <li>* Accumulate at least 20 pallets before calling for pallet pick-up.</li> <li>* Vendor needs lead at least 2 days lead time.</li> <li>* PPL can be reached at 612-332-0664. Tell PPL that you are calling from "Mpls. City Hall."</li> </ul>
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