

**Environment and Natural Resources Trust Fund  
2011-2012 Request for Proposals (RFP)**

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**LCCMR ID: 175-F3+4**

**Project Title:** Elk River Business Recycling Assistance Program

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**Category:** F3+4. Renewable Energy

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**Total Project Budget:** \$ \$32,000

**Proposed Project Time Period for the Funding Requested:** 2 yrs, July 2011 - June 2013

**Other Non-State Funds:** \$ 26,400

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**Summary:**

The City of Elk River is developing a Business Recycling Assistance Program to facilitate increased recycling in the commercial and industrial sectors through events and on-site waste audits.

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**Sponsoring Organization:** City of Elk River

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**Location**

**Region:** Metro

**Ecological Section:** Minnesota and NE Iowa Morainal (222M)

**County Name:** Sherburne

**City / Township:** Elk River

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<input type="checkbox"/>	Funding Priorities	<input type="checkbox"/>	Multiple Benefits	<input type="checkbox"/>	Outcomes	<input type="checkbox"/>	Knowledge Base				
<input type="checkbox"/>	Extent of Impact	<input type="checkbox"/>	Innovation	<input type="checkbox"/>	Scientific/Tech Basis	<input type="checkbox"/>	Urgency				
<input type="checkbox"/>	Capacity	<input type="checkbox"/>	Readiness	<input type="checkbox"/>	Leverage	<input type="checkbox"/>	Employment	<input type="checkbox"/>	TOTAL	<input type="checkbox"/>	%

## 2011-2012 MAIN PROPOSAL

### PROJECT TITLE:

### I. PROJECT STATEMENT

Municipal Solid Waste (MSW) Disposal Facilities (landfills) within Minnesota are rapidly filling up, with no new MSW landfills being licensed. As landfills reach maximum capacity and close, the question of what to do with the waste becomes serious. Transporting solid waste materials out of state increases costs exponentially. Incineration significantly reduces the amount of material being landfilled (by approximately 70%) but also has environmental impacts via emissions affecting air quality.

The Governor's Minnesota Climate Change Advisory Group (MCCAG) has established goals regarding solid waste for reducing greenhouse gas emissions for four "centroids" within the state which produce the majority of waste. The City of Elk River falls within the St. Cloud Centroid which has been tasked with reducing waste by **3.7 million tons**. As a potential step toward meeting a portion of the St. Cloud Centroid's goal, a Business Recycling Assistance Program is being developed by the City of Elk River.

By increasing recycling and offering proper disposal of problem materials, landfill air space is preserved and many natural resources, water and especially energy (the highest source of greenhouse gas emissions) are saved. For example, 7,000 gallons of water are saved for every ton of business paper recycled.

The Business Recycling Assistance Program is intended to serve commercial and industrial businesses as well as churches and schools. While several aspects of the project are specific to businesses within the city limits of Elk River, recycling events (i.e. fluorescent light bulb recycling) will be open to all local and regional profit and non-profit businesses. Elk River has approximately 800 businesses alone; hence this program has the potential to make a significant impact on recycling numbers and greenhouse gas reduction. The area served is anticipated to include portions of Sherburne, Anoka, and Wright Counties, with a possibility of also reaching Stearns, Benton, Mille Lacs and Isanti Counties as well.

Toward meeting the goals, a brochure will be distributed to all area and Chamber of Commerce businesses which details services of locally licensed solid waste haulers as well as non-profit agencies that offer free assistance to businesses. A coupon for a rebate of a portion of recycling costs will be available to City of Elk River businesses. Finally, a variety of recycling events will be held periodically.

### II. DESCRIPTION OF PROJECT ACTIVITIES

#### **Activity 1: Fluorescent Light Bulb Recycling Event Budget: \$ 4,725/event**

Host a two day recycling event for area businesses to properly dispose of fluorescent light bulbs. Approximately 20 hours staff time includes advertising, collection of bulbs, and preparation for shipment to the recycler.

Outcome	Completion Date
1. Specific, measureable outcome #1    Number of businesses served	May, 2010
2. Specific, measureable outcome #2    Number of bulbs recycled	May, 2010
3. Specific, measureable outcome #3    Geographic area served	June, 2010
Etc. Possible resource savings calculations, percentage of businesses/area	July, 2010

#### **Activity 2: Confidential Document Destruction Event Budget: \$ 2,775/event**

Host a five day recycling event for area businesses to recycle confidential documents. Approximately 34 hours staff time includes advertising, collection of paper, and shredding by the recycler.

Outcome	Completion Date
1. Specific, measureable outcome #1    Number of businesses served	To be determined

2. Specific, measureable outcome #2	Number of bulbs recycled	To be determined
3. Specific, measureable outcome #3	Geographic area served	To be determined
Etc.	Possible resource savings calculations, percentage of businesses/area	To be determined

**Activity 3: Electronics Recycling Event Budget: \$ 11,875/year**

(2) three-day events per year for electronics waste recycling. Approximately 144 hours staff time includes advertising, collection of electronics, and preparation for shipment to the recycler.

Outcome		Completion Date
1. Specific, measureable outcome #1	Number of businesses served	To be determined
2. Specific, measureable outcome #2	Number of items/pounds recycled	To be determined
3. Specific, measureable outcome #3	Geographic area served	To be determined
Etc.	Possible resource savings calculations, percentage of businesses/area	To be determined

**\*\*Activity 4: Waste Audit and Recycling Unit Installation Budget: \$ 32,000**

**(32) 3-bin office recycling units @ \$1,000/unit (including shipping & handling) to encourage greater office recycling for up to 50% of the (64) businesses requesting assistance from a Business Recycling Survey = \$32,000 (for first two years of the program)**

Outcome		Completion Date
1. Specific, measureable outcome #1	Number of businesses served	Dec. 2011/12
2. Specific, measureable outcome #2	number of recycling units installed	Dec. 2011/12
3. Specific, measureable outcome #3	Percentage increase of waste diverted for recycling	March 2012/13
Etc.		

**\*\* LCCMR funds are being requested for this activity only.**

### **III. PROJECT STRATEGY**

#### **A. Project Team/Partners**

City of Elk River staff will carry out recycling events with contracted recyclers and haulers to be determined through a competitive bidding process. Partnerships will be sought with Chambers of Commerce, Cities, and Counties for advertising recycling events. Environment and Natural Resources Trust Fund dollars will be spent by the City of Elk River for recycling units given to those companies who participate in a waste audit with Environmental Department staff.

#### **B. Timeline Requirements**

The Business Recycling Assistance Program will begin in April, 2010 through a Chamber of Commerce event. Other recycling events will be held periodically throughout 2010 and into 2011. If awarded the grant, Activity #4 will commence in July, 2011 and continue through 2012. Interested businesses will be contacted and visited, one per week for 16 weeks per year receiving the three compartment bin following a waste audit.

#### **C. Long-Term Strategy and Future Funding Needs**

Although the Business Recycling Assistance Program is a new venture, this proposal is a component of a longer-term project or effort that will require additional investment over time. Solid waste management and reduction toward the St. Cloud Centroid's goals will continue past the grant cycle.

## 2011-2012 Detailed Project Budget

### IV. TOTAL TRUST FUND REQUEST BUDGET [Insert # of years for project] years

<u>BUDGET ITEM</u> (See list of Eligible & Non-Eligible Costs, p. 13)	<u>AMOUNT</u>
Personnel: Not covered under this funding request	\$ -
Contracts: Not covered under this funding request	\$ -
Equipment/Tools/Supplies: (32 qty.) 3-compartment recycling bins for office recycling @ \$1,000 each (includes shipping and handling)	\$ 32,000
Travel: Not applicable	\$ -
Additional Budget Items: Not applicable	\$ -
<b>TOTAL ENVIRONMENT &amp; NATURAL RESOURCES TRUST FUND \$ REQUEST</b>	<b>\$ 32,000</b>

### V. OTHER FUNDS

<u>SOURCE OF FUNDS</u>	<u>AMOUNT</u>	<u>Status</u>
Other Non-State \$ Being Applied to Project During Project Period: City funded (\$13,200/year)- Estimated Contractor fees: \$4900; Advertising: \$3900; Print fees: \$1,900; Recycling Rebate (estimated 100/yr @ \$25 ea.): \$2,500	\$ 26,400	Pending
Other State \$ Being Applied to Project During Project Period: None	\$ -	N/A
In-kind Services During Project Period: Estimated City Staff time (approximately \$11,000 per year) Fluorescent light bulb recycling event: 20 hours; Confidential Document Destruction Event: 34 hours; Electronics Recycling Event: 148 hours	\$ 22,000	
Remaining \$ From Current ENRTF Appropriation (if applicable): N/A	\$ -	N/A
Funding History: Business Recycling Brochure Graphic Development, City of Elk River	\$ 2,000	Secured



## **Project Manager Qualifications and Organization Description**

Nicola Blake-Bradley attended St. Cloud State University and has worked in the environmental field for nearly 10 years. She has been the Environmental Technician for the City of Elk River for four years. Prior to employment with the City of Elk River, Ms. Blake-Bradley worked for Sherburne County in the capacity of Environmental Specialist, first in Solid Waste followed by Wetland, Shoreland, and Erosion Control for the Planning and Zoning Department. All environmental areas (soil, water, and air quality) are dealt with by the Environmental Department at the City of Elk River. Solid waste management affects all three areas.

The City of Elk River is a small local government unit (LGU) which continually strives to improve the services offered to the community. The City of Elk River Environmental Department seeks to provide the highest level of service for all City residents to ensure the best possible health and welfare for everyone. Expansion of the recycling services to commercial and industrial businesses (non-profit and for profit) is a logical step toward meeting the goals of the City of Elk River.

Ms. Blake-Bradley has developed the Business Recycling Assistance Program framework and brochure and will plan and execute the recycling events and waste audits for the businesses.