



**Minnesota Pollution
Control Agency**

520 Lafayette Road North
St. Paul, MN 55155-4194



Minnesota GreenCorps Host Site Application

Program Year 2017- 2018

Doc: TUNE

Instructions: The Minnesota GreenCorps (MN GreenCorps) program is an AmeriCorps program coordinated by the Minnesota Pollution Control Agency (MPCA). Please complete the application, answer all questions, and send via email to mngreencorps.pca@state.mn.us. For more information, refer to the *2017-2018 Minnesota GreenCorps Host Site Application Guide*. Applications must be submitted electronically by **5:00 p.m. Central Time on Friday, March 17, 2017**. If you have any questions, please contact Cristina Vilella at 651-757-2580 or email at mngreencorps.pca@state.mn.us. Please note, operation of the 2017-2018 program year is contingent on funding. Confirmation of funds may not be available before application deadline.

Completed application checklist:

- ☐ All section questions answered, including a completed Workplan.
- ☐ Board resolution from governing board and/or authorized representative, if applicable (or expected timeline to submit it).
- ☐ Letters of support from any identified partners (either internal or external).
- ☐ For non-profit applicants: Proof of eligibility: 501(c) (3) status.

I. Applicant and project information

Name of legal applicant organization: City of Duluth - Park Maintenance Division

Mailing address: 110 North 42nd Avenue West

City: Duluth State: MN Zip code: 55807

Applicant contact: Cheryl Skafte Title: Volunteer Coordinator

Phone: 218-730-4334 Fax: _____

Email: cskafte@duluthmn.gov Website: www.duluthmn.gov

What type of host site is your organization (check one): ☐ New ☒ **Current/Past host site**

Current or past host sites are not guaranteed selection as a 2017-2018 host site.

Contact information for authorized representative (individual responsible for signing legal agreements in your organization):

Authorized representative name: Erik Birkeland Title: Property and Facilities Manager

Mailing address: 1532 West Michigan Street

City: Duluth State: MN Zip code: 55806

Phone: 218-730-4430 Fax: _____

Email: ebirkeland@duluthmn.gov

Please indicate your organization type:

- ☒ Government agency (local, regional, state, tribal, or federal)
(Examples include cities, counties, tribal governments, park districts, regional planning organizations, watershed districts, etc.)
- ☐ School district
- ☐ 501(c) (3) non-profit organization (**Note:** you must submit proof of 501(c) (3) status with your application)
- ☐ Not for profit institutions of higher education

Please indicate the member position type for which you are applying (only select one). Details of the member position descriptions can be found in the accompanying document *2017 – 2018 Minnesota GreenCorps Host Site Application Guide*.

- ☐ Air Quality – Energy Conservation
- ☐ Air Quality – Green Transportation
- ☐ Green Infrastructure – Local Foods
- ☐ Green Infrastructure – Stormwater
- ☐ Green Infrastructure – Urban Forestry
- ☐ Living Green
- ☒ Waste Prevention and Recycling

II. Narrative questions

Carefully review the pre-scoped position description for which you are considering a MN GreenCorps member and respond to the following questions in the text boxes provided.

Project scope and outcomes

1. Provide an overview of the service project you propose, and how the activities of the project align with MN GreenCorps' pre-scoped position description. See *Host Site Application Guide* for more position description details.

The City of Duluth seeks a Waste Prevention and Recycling GreenCorps member to expand and improve our efforts in diverting waste in our parks and select City buildings. The City of Duluth will engage this proposed member in a diverse and dynamic service project, focused on implementation and improvement to our parks and buildings recycling programs, while recognizing the importance of public outreach and education, as well as data collection for future analysis of successes and opportunities.

This application and our program design is informed by Dakota County and the City of Minneapolis. We believe their successful models are a suitable guidepost for our intentions to increase and improve recycling in our parks system and within City buildings.

The GreenCorps member will provide expertise and assistance to our Property and Facilities Management, Parks and Recreation and Park Maintenance Divisions to improve our recycling and waste operations. This would cover the following broad objectives:

- Enhance waste prevention activities for the public and city staff
- Improve recycling infrastructure and increase accessibility and convenience
- Implement waste management protocols into staff operations
- Create guiding documents and training materials for staff and volunteers
- Increase public and staff awareness of new waste diversion strategies through an outreach campaign

Project activities may include:

1. Baseline Audits – Conduct an audit and inventory of policies, procedures, and waste practices (including infrastructure), interview key staff and contractors, and review hauler data to determine gaps, inconsistencies, challenges, and opportunities. Document findings from audit and inventory;

2. Best Practices – Research and review best practices and precedence studies for public spaces and work spaces, and provide recommendations to improve waste diversion performance, enhance recycling, and streamline operations based on completed waste audit;

3. Outreach & Training – Assist staff with the development of new outreach mechanisms and tools to positively influence public behavior at the parks and City employees, while also creating training materials;

4. Modify Waste System – Work with staff to modify existing waste management system and operations, including ordering containers, contracting for label printing, directing infrastructure placement, altering collection location and frequency, developing training modules, and drafting fact sheets for internal circulation;

5. Establish volunteer corps – Help recruit and train a small cohort of enthusiastic existing volunteers that will engage the community on waste diversion issues, while also organizing onsite events at parks that can facilitate conservation and protection goals while reducing waste (i.e., litter clean-up, waste sorts, presentations);

6. Evaluation and Metrics – Identify additional reporting metrics for parks and employee work areas by developing, testing, and administering surveys and other data collection mechanisms to measure results.

2. What are the estimated overall results of the member's service activities?

The City of Duluth would estimate the following overall results from our proposed member's service activities:

- Increased amount of recyclables diverted from landfills
- Increased knowledge and change in recycling behaviors from the public and city staff
- Improved ability to respond to opportunities for community education and outreach
- Improved alignment and integration of sustainable waste management practices into daily operations

Additionally, the following are some specific indicators that we expect from the member's service activities:

- Waste infrastructure inventories conducted at ten to fifteen facilities;
- GPS data collected and inputted for current and proposed park recycling stations;
- Waste audits at ten to fifteen park locations;
- One preliminary report with recommendations on improving operations and infrastructure developed;
- Three to five new posters, brochures or fact sheets created and distributed to ten to fifteen facilities;
- One staff training module developed;
- One to three volunteer positions descriptions developed;
- Ten to fifteen volunteers recruited;
- One volunteer packet developed for volunteer orientation;
- One survey administered to park visitors and City staff before and after changes implemented;
- New waste infrastructure (labels, containers, signage, and placement) in place at ten to fifteen facilities and at all recycling stations in parks;

- Fifteen-hundred (1,500) park visitors reached through outreach and education events and activities.

3. What methods and tools will be used to measure project effectiveness?

Baseline Audits

Pre-/Post-Surveys

Mid-Project Waste Audits

Public Outreach and Education Events and Programs

Volunteer Mobilization

GIS Documentation of locations/availability of Recycling Stations in City Parks

Workplan

Instructions: Complete the table below outlining a Workplan for the proposed member position. The Workplan provides a goal statement for the member position and describes in greater detail the member activities, the projected results associated with each activity, as well as a monthly timeline of these activities and the approximate hours of time allocated to each activity.

Important notes: Members serve 1,700 hours from September 2017 to August 2018 and members can use a limited number of their 1,700 hours for training and civic engagement hours; these maximum number of hours have been included in the Workplan which allows for a minimum of 1,400 hours dedicated to the member's service hours. See the *Host Site Application Guide* to reference the appropriate pre-scoped member position (ex: *Air quality – energy conservation, Green Infrastructure – local foods*) and review the types of activities that fall under essential and marginal functions.

Member position goal statement:

Member will increase waste diversion in City Parks and select City work buildings.

Member activities	Projected results/measures	General monthly timeline for each activity (ex: September 2017 – February 2018)	Approximate hours of time allocated to each activity
MN GreenCorps required orientation and quarterly trainings (approx. 100 hours) Other trainings, workshops, conferences (up to 170 hours) Civic engagement activities (up to 100 hours)	Members attend all required MN GreenCorps trainings, including the 3-day orientation in September and quarterly trainings. With approval from their supervisors and program staff, members participate in conferences, workshops and other trainings throughout their service year. Members gain technical and professional skills to apply to their service projects and grow their professional network. Members participate in civic engagement activities to broaden their experience and further engage in their community.	September 2017 – August 2018	300 hours
Orientation, work plan development, initial baseline audit and inventory of select City work spaces and park spaces	Member will have a shared understanding of City of Duluth policies and procedures. Member will demonstrate a shared understanding of work plan goals and expectations. Member will conduct interviews and host meetings with key City staff and partners for assigned projects. Member will design and conduct baseline audit of 10-15 selected City facilities and our park spaces to gain knowledge of current infrastructure and systems. Member will develop and administer pre-survey to park users and City staff. Member will complete a GIS locate of existing recycling and trash stations in parks.	September-October 2017	160 hours
Best practice research, and development of waste diversion recommendations based on results of baseline audit. Research and create report on waste hauler relationship and develop recommendations on improving	Member will find examples of waste diversion improvements that could be implemented in City work buildings and our park system. Member will work with our contracted hauler, Waste Management, to create documentation of the processing of City recyclables.	November-December 2017	260 hours

relationship and increasing percentage of recyclables diverted from landfill.			
<p>Presentation of recommendations; creation of guidance documents, policies and protocols; begin planning for summer volunteer program design and recruitment</p> <p>Present proposed improvement protocol to impacted parties (i.e., employees at work building; park staff, etc). Work with staff to implement changes; train staff</p> <p>Create necessary outreach and publicity materials need for community education; begin recruitment for summer volunteers and classroom visits</p>	<p>Member will create a professional presentation to inform staff of baseline audit findings and the suggested best practice improvements. Member will identify improvement projects in coordination with staff input.</p> <p>Member will create guidance documents to manage the implementation of the identified improvements.</p> <p>Member will recruit cohort of volunteers that will assist in community outreach and education.</p> <p>Member will design and create materials that will assist in outreach efforts to the public.</p> <p>Member will contact local schools and youth programs to schedule classroom visits on a menu of curriculum options to include recycling, invasive species and storm water management.</p>	January-March 2018	400 hours
<p>Train volunteer cohort; finalize outreach materials</p> <p>Place outreach materials; conduct outreach; publicize efforts to local media</p> <p>Provide ongoing technical support; develop survey to document program impacts.</p> <p>Conduct mid-project waste audits to document program impact.</p> <p>Administer post-survey.</p> <p>Assist on urban forestry projects, as assigned and as schedule allows.</p>	<p>Member will train in summer volunteers on program protocols.</p> <p>Member will participate in outreach events and activities and document the number of people engaged, including classroom visits.</p> <p>Member will develop and deliver a post-survey of users to document program impact.</p> <p>Member will conduct waste audits to document program impact.</p> <p>Member will assist on urban forestry projects, specifically related to EAB and invasive plants for 20 percent of their time during the summer months. They will document land improved, and citizens engaged.</p>	April-July 2018	500 hours
<p>Gather final data, synthesize and develop final report.</p>	<p>Member will create reports and document progress.</p> <p>Member will identify next steps and continuation plan that can be implemented by existing staff and volunteer resources.</p>	August 2018	80 hours

Community need/involvement

- Describe how the proposed project will have a positive environmental impact on the community or communities that your organization serves. Please indicate if the project will serve under-represented, economically disadvantaged or rural populations:

The City of Duluth prides itself on being an "outdoor" city. We tout our territorial assets. Duluth is a beautiful area to live, work and recreate. While recycling has been incorporated in some of our parks and at some of our buildings, little has been done to review the effectiveness of the recycling stations offered. Moreover, we have not conducted audits or collected baseline data to determine where the gaps exist in our organization. The result is a recycling program that is not consistent or comprehensive.

In 2017, Duluth Parks began taking steps to better integrate recycling into our parks. We have secured funding for a pilot at three major parks (Chambers Grove, Lester Park and Enger Park), where we will install central garbage/recycling stations. Depending on the success at these three locations, we hope to expand these types of stations in other parks. We also applied for a grant which would provide an additional 60 recycling containers to be strategically located throughout our park system. As our system expands, we have discussed the need for outreach, education, and collaboration. We recognize that our recycling program will only be as good as how much the public uses it. The City of Duluth believes that the proposed project and GreenCorps member will allow us to identify gaps in our system and effectively improve our relatively new recycling effort.

We currently offer recycling in most of our major City work buildings (i.e., City Hall, Library, etc.). However, recycling at our tool houses and park buildings are less documented and mostly unknown. Our proposed project would have the GreenCorps

member conduct a baseline audit of current recycling operations at 10-15 of our buildings. Based on the findings of this baseline audit, the GreenCorps member would work with our Property and Facilities Management team to identify best practices for improvement. These activities will improve and increase the recycling efforts throughout our nearly 900 employee workforce.

2. What opportunities do you see for your proposed MN GreenCorps member position involving broader community members and mobilizing volunteers:

We anticipate the MN GreenCorps member be involved in tabling, education and outreach activities at community events and through local organizations and classrooms. We will be building upon the work started by Kevin Malmquist (2015-17) and Erica Storm (2016-17), to conduct educational outreach at local classrooms. The Recycling and Waste Prevention member will be asked to develop curriculum about waste diversion that could be utilized in the classroom. In addition, the member will be trained on formerly designed curriculum about invasive species and stormwater management. This effort allows area educators to select from a catalogue of programs that have been developed by GreenCorps members.

The Recycling and Waste Prevention member will also be asked to work with the City's Volunteer Coordinator to develop opportunities for volunteers to get involved and engage the community on waste diversion issues. This could include organizing litter clean-ups, serving as "trash talkers" at community events to educate and facilitate waste separation, assisting at waste sorts/audits and helping on outreach efforts.

3. If your member project requires support from other partners, either internally (e.g., other departments like IT, facilities maintenance, etc.) or externally (e.g., a school district), please list these partners below, and describe how the partnership will work. What actions will you take as the host organization to ensure that partners are fully engaged in the project? Provide letters of support with this application, as appropriate, to demonstrate commitment of these partner departments or organizations.

The proposed project does require support from internal partners. Specifically, we'll be working closely with Property and Facilities Management and Parks and Recreation. This proposal has been developed in partnership with those internal Divisions and letters of support are included from both. We will work with these two Divisions through regular meetings, developing shared expectations and maintaining a shared responsibility for meeting project goals and metrics.

We need to better determine our external partners, but anticipate working closely with WLSSD, Waste Management and networking with other municipalities that have implemented similar projects.

Organizational capacity and commitment

Please respond to the following questions about your organization:

1. In one paragraph, describe your organization's mission. Include a description of the community your organization serves, qualifications of your staff, the number of paid staff, and experience (if any) with hosting AmeriCorps members:

The City of Duluth, with a population of around 86,000, seeks to develop effective public policy rooted in citizen involvement that results in excellent municipal services, while creating a thriving community prepared for the challenges of the future. The City Departments applying for GreenCorps members believe in this mission, and work hard to find solutions that promote and encourage sustainability of our City's infrastructure. The Property and Facilities Management Division of the Department of Public Administration employs seven full-time staff members and is responsible for the management of all City of Duluth properties and facilities. The Park Maintenance Division employs 21 maintenance workers and one volunteer coordinator and is responsible for all maintenance operations in our park system. The Parks and Recreation Division consists of nine full-time staff and two part-time staff. The City of Duluth has 148 buildings (comprising 1,200,00 square feet), over a hundred park properties, and a diverse array of other real estate holdings within and just outside of City limits. The City of Duluth has experience with hosting AmeriCorps members and has hosted members through GreenCorps, TrueNorth AmeriCorps and VISTA.

2. Describe how your organization's current efforts and activities reflect the commitment and expertise you can provide to supporting a MN GreenCorps member. Include examples as appropriate.

Prompts for each focus area:

- Air quality– status of data collection (e.g., B3); progress in developing non-motorized transportation plans (e.g., bicycle plans or comprehensive plans); commitment to reducing Greenhouse Gas (GHG) (e.g., ICLEI, mayor's climate pact, etc.); current outreach efforts.
- Green Infrastructure – organization's level of support for local foods, forestry, and/or stormwater program; Tree City USA standing; inventory status (for trees or stormwater Best Management Practices (BMPs); current outreach efforts related to local foods (e.g., Minnesota Grown), stormwater (e.g., Blue Thumb), and/or forestry (e.g., Arbor Day).
- Living green – experience with environmental campaigns and outreach efforts; recent efforts in working with the public; budget for materials/supplies for public outreach; community assets available.
- Waste prevention/recycling – current status of recycling/organics program; how your organization will measure progress in waste reduction/recycling.

As detailed earlier, we currently offer recycling at major work facilities and at a select number of parks. In 2017, we hope to double the number of park locations that offer recycling. The GreenCorps member will be working with a team of dedicated City staff in our Park Maintenance, Property and Facilities Management and Parks and Recreation who have a direct responsibility for the recycling programs in place.

The City of Duluth will measure progress through baseline audits, pre-/post-surveys, mid-project waste audits, GIS

documentation, the mobilization of volunteers and documenting the number of people engaged through a public outreach effort.

3. AmeriCorps members cannot displace or replace previously employed, striking, or laid off workers. Please clarify how this position is not a staff position (see the *Non-displacement policy* under section VI of the *Host Site Application Guide*):
The proposed AmeriCorps position is not a staff position. While the City of Duluth has staff that work to implement recycling programs (i.e., Park Maintenance staff collect recycling from stations, install recycling collection systems, etc. Property and Facilities Management manages recycling collection stations at facilities through their janitorial services.), we do not have staff assigned to review the effectiveness of our programs, engage the public in outreach and education regarding our efforts to integrate recycling or to identify improvements.
4. A host site supervisor must be able to provide at least 0.08 full time equivalent (FTE) per member, which equates to a minimum of 3.2 hours each week to review member activities, provide guidance, and set future goals. The supervisor should be a FTE, or close to full time, employee of the host site or a partnering organization.
- Please provide the contact information, and background/qualifications of the staff member(s) in your organization who will be responsible for day-to-day supervision of the MN GreenCorps member(s) from September 2017 through August 2018.

Information for on-site supervisor:

Position type: Waste Prevention and Recycling

Supervisor name: Cheryl Skafte

Title: Volunteer Coordinator

Email: cskafte@duluthmn.gov

Telephone: 218-730-4334

Describe the background and qualifications of the supervisor: _____

5. MN GreenCorps is a program that offers individuals professional, educational, and civic growth, particularly in the environmental field. **Potential members may not necessarily bring highly specialized skills to their position.** Describe how you will support the member in terms of on-site training, professional development, staff support and expertise, etc.:

GreenCorps members serving with the City of Duluth would be provided a unique opportunity to gain hands-on experience in how systems related to protecting and preserving our environment are managed at a municipal level. We appreciate and understand that the member placed with our organization may not have direct experience implementing projects. The City of Duluth is committed to supporting the member by providing on-site training regarding technology, time management, and project planning. Ms. Skafte is prepared to provide support and coaching to the member and will work to connect the member to the necessary resources to ensure success. We have a number of staff that will be supporting the GreenCorps member who have technical expertise in project planning, program implementation, and volunteer management.

6. What financial and/or material resources will your organization make available for MN GreenCorps member(s) projects and activities, should these be needed? MN GreenCorps members receive a very minimal training budget from the MPCA to utilize throughout their service. We do encourage host sites to assist with providing training opportunities or funding for their member to attend trainings, conferences, etc. throughout the service year.

The City of Duluth is committed to providing a quality experience, rich in networking, professional development and training. The member will be invited to participate in on-site trainings, as available, and will be invited to attend additional training and conferences, as applicable. In addition, members will be outfitted with necessary equipment and materials to complete work plan activities, including development and printing of outreach materials, necessary tools, equipment and safety gear, and program fees/registration.

7. Host sites are required to provide reasonable workspace for members to complete the tasks of their project, which includes a desk, phone, computer, email account, etc. Describe the office space (with approximate square footage) the member will occupy and the equipment and services that will be made available to allow the member to carry out the work:

Each member will be assigned to a workstation approximately 70 square feet in a shared office space. The member will be given a computer, with internet and a city-assigned email address, a desk phone with direct number, copier access, mileage reimbursement, access to city-vehicles for transportation when available (with valid license and background check), all basic office supplies (i.e., paper pads, stapler, pens), and access to necessary safety gear, tools and equipment to complete work plan.

8. Is your organization able to assist your member in securing local affordable housing? (not required) ☐ Yes ☒ No
9. Transportation requirements for member service activities: Host sites are not required to provide transportation for member service activities. Please keep in mind that some members may not have access to a personal vehicle and some members may not be eligible to drive as a part of the program. If you indicate that driving is required, you may limit the number of members eligible for your site.

A. Is the member required to drive in order to access or complete service activities?

- ☒ Yes, and the host site will reimburse mileage (if use of a personal vehicle is necessary).
☐ Yes, and the host site cannot reimburse mileage.
☐ No, public transit, ride shares, and/or bicycle are sufficient for any travel.

- B. Will your organization make an organizational vehicle available to the member for service-related activities?

☒ Yes

☐ No

Sustainability

1. How do you see this work continuing after the MN GreenCorps members complete their service?

Upon completion of the GreenCorps members service year, we anticipate that the work will continue through the following:

- *Continued implementation of the volunteer program designed and developed by GreenCorps member*
- *Continued implementation of the improvements and collection of recycling at the ten to fifteen facilities*
- *Continued use of developed materials and brochures for outreach and education*
- *Continued use of the waste infrastructure developed - i.e., labels, containers, signage, etc.*

The GreenCorps member will help set up systems and processes that will help drive our work into the future.

2. How does this project fit into your organization's long-term goals?

This project aligns with our goal of having recycling at all park locations within the next five years.

Current or past Host Sites only

Review section VII of the *Host Site Application Guide* with updated considerations for current or past host site applicants.

1. Identify the program year you participated in, focus area, number of members hosted:

2016-17 - Green Infrastructure (Erica Storm); Air Quality - Energy Conservation (Matt Loman)

2015-16 - Green Infrastructure (Kevin Malmquist)

2011-2013 - Green Infrastructure (Shawna MullenEardley)

2009-2010 - Green Infrastructure (Judy Gibbs)

2. Describe evidence of effectiveness of your current or past member projects, including environmental results, and how you might build on these results if awarded another member:

Evidence of member effectiveness can be found in the fact that Ms. MullenEardley has continued her tenure at the City of Duluth as a part-time staff member as a Tree Inspector. Ms. Gibbs was hired on as a full-time Trails and Bikeway Coordinator with Duluth Parks. Kevin Malmquist is currently hired on with the City of Duluth as a 13.5 hour/week part-time position with our Duluth Invaders initiative. He is an invaluable member of our team and continues to provide resource support for our volunteers and citizens engaged around invasive species.

Current members, Erica Storm and Matt Loman, are both highly respected in their respective offices. I asked them to share what they have felt was evidence they have been effective:

"While implementing parts of my work plan (organizing focus groups) turned out to be difficult, we were still able to gather a lot of information about people's attitudes towards salt use in winter maintenance. It's a huge issue to tackle, so really it comes down to finding ways to get the word out and make doing the right thing easier. One of the biggest successes to come out of my project so far is that we're working on putting together an app that would help people determine proper salt application rates given pavement/weather conditions. It's a work in progress, but I can see this being a great resource for homeowners, property managers, and contractors. A lot of people I've talked to don't seem to know a whole lot about storm water or the impacts salt and other pollutants have, but everyone has a connection to Lake Superior (think drinking water, recreation, aesthetics) and most of them want to help protect it. We need people to start the conversation and keep it going, which is why RSPT and my GreenCorps position are so valuable. If circumstances were to allow, I would consider applying for a second term as a GreenCorps member with the City of Duluth. " - Erica Storm

We will continue to build on these results and projects if awarded another member. We are looking at how to integrate aspects of previous member's work plans within the position description for the 2017-18 member. Two examples of this include: 1) the offering of a curriculum menu of educational outreach options to local classrooms that includes activities/materials developed by previous year AmeriCorps members. Our current AmeriCorps members are offering local educators the opportunity to get the invasive species curriculum that Kevin Malmquist put together. Next year's member might be able to provide local educators the opportunity to get the curriculum that Erica has put together. 2) The proposed work plan for the 2017-18 member does include some summer work on invasive species management. We have found this to be an exciting and hands-on project that helps fill downtime in a member's work plan while also connecting them to another program area of the MN GreenCorps.

3. Describe how this proposed member position is unique from past member positions at your organization:

The City of Duluth has a rich history with GreenCorps. We are honored that our organization has been selected to support members. We truly believe in the program and the amazing impact that members have on the City of Duluth.

The proposed member position is in a new area that we have not hosted in the past. As we look at moving our recycling programs forward, we cannot think of a more helpful and impactful resource than GreenCorps.

4. Describe any improvements you plan to make in terms of project oversight, member supervision, implementation, and results:

The City of Duluth has been improving on our ability to support members. During this current service year, we have been integrating the positions across multiple City Divisions. Both Erica and Matt have been serving 20 percent of their time with Duluth Parks. We have benefited greatly from this collaboration. We will continue to support this type of cross-departmental resource sharing with our proposed position. We have designed this proposed project to provide a varied and diverse collection of activities that will keep the member busy and engaged.

"When it comes to planning very specific projects, it would help to incorporate more variety of tasks in the work plan ... there were a couple months in the winter where only doing salt-related stuff was draining! I do like that part of my work plan are devoted to Duluth Invaders." - Erica Storm

III. Board resolution/letter(s) of support

If your organization is governed by a Board, please provide a Board resolution in support of this application, indicating your organization's commitment to host MN GreenCorps member, and willingness to enter an agreement with the MPCA should your site be selected (see example in the *2017-18 Minnesota GreenCorps Host Site Application Guide*). If the Board resolution cannot be provided by the application deadline, please provide an explanation below and the date when it will be submitted:

Pending City Council Review and Approval; April 2017

Note: A Board resolution *must* be obtained before an agreement is executed, if applicable.

Please provide relevant letters of support from partner organizations or internal departments.



CITY OF DULUTH

Department of Public Administration
Property & Facilities Management

1532 West Michigan Street
Duluth, Minnesota • 55806
Phone: 218-730-4435 • Cell: 218-576-7396

Erik Birkeland
Property & Facilities Manager
ebirkeland@duluthmn.gov

March 14, 2017

Minnesota Pollution Control Agency
Minnesota GreenCorps
520 Lafayette Road North
St. Paul, MN 55155-4194

Dear Minnesota Pollution Control Agency:

As the Manager of both the Property and Facilities Management Division and the Park Maintenance Division with the City of Duluth, I am excited to be submitting this letter in support of the application to receive a 2017-18 Minnesota GreenCorps member. We hope to mobilize a GreenCorps member to assist in the continued development and improvement of our waste diversion and recycling programs.

The City of Duluth has made a commitment to expanding our recycling programs over the last year – especially in our parks. As we grow this commitment, we would like to measure its impact – as well as identify and improve upon its weaknesses. A Minnesota GreenCorps member will be an important part of our ongoing effort to divert waste and identify best practices for moving forward efficiently and with greatest impact.

I am fully committed to supporting this application and providing the necessary resources to meet program metrics and goals. I look forward to working collaboratively with internal and external partners to move our recycling programs forward.

Kind Regards,

Erik Birkeland
Property and Facilities Manager
Park Maintenance Manager
ebirkeland@DuluthMN.gov



**Public Administration Department
Parks and Recreation Division**

City Hall - Ground Floor • 411 West First Street • Duluth, Minnesota • 55802
218-730-4300 • www.duluthmn.gov/parks/index.cfm



March 15, 2017

Minnesota Pollution Control Agency
Minnesota GreenCorps
520 Lafayette Road North
St. Paul, MN 55155

Dear Minnesota Pollution Control Agency:

The City of Duluth is committed to the practice of recycling. In recent months, we have taken steps to increase our efforts in our parks system by expanding recycling stations in key locations. As we grow the program, it also sheds a light on the possibilities for expanding and improving our recycling efforts.

I am happy that the City of Duluth is applying for a Minnesota GreenCorps member who will be able to help Duluth Parks and Recreation look at ways we can better incorporate recycling – not just in our parks but also at our community centers and park buildings, through our volunteer program, and at our park events.

I look forward to what we will accomplish through the placement of a Waste Prevention and Recycling GreenCorps member. I support our application to the MPCA and thank you for your consideration of our request.

Sincerely,

Jim Filby Williams
Director of Public Administration



Minnesota Pollution Control Agency
Minnesota GreenCorps
520 Lafayette Road North
St. Paul, MN 55155-4194

Dear Minnesota Pollution Control Agency:

As the City of Duluth makes strides to better incorporate recycling and divert waste in our parks system and our work buildings, I am pleased to hear that we are applying for a Minnesota GreenCorps member to assist in these efforts.

Expanding and improving our waste management programs is a priority for me as a City Councilor. We are a community that takes pride in both the beauty of our landscape and our commitment to our natural environment. Increasing recycling options in our public spaces is an identified need. I am happy with the progress that has been made to date, but as we move forward it will be important to measure the impact of our program and to identify where we can do better. The assignment of a Minnesota GreenCorps member to the City of Duluth to assist with our recycling programs will be a great addition to the committed team we have working on these issues.

I am excited to support this application and plan to remain involved over the next year as the City continues to define and refine our recycling and waste diversion efforts. Thank you for your consideration of our request.

Kind Regards,

Em Westerlund
Duluth City Councilor, District 3
ewesterlund@duluthmn.gov