

# Memo

**To:** Honorable Mayor and City Council  
**From:** Joe Kohlmann, City Administrator  
**Date:** May 27, 2014  
**Re:** Green Partners Environmental Education Program Grant

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Councilmember Ansari has been working closely with City Staff to determine recycling opportunities. She has located a grant that provides funds up to \$8,000 for “programs that protect water, land and air and conserve our natural resources for future generations”. It appears that there is no matching requirement for this grant opportunity.

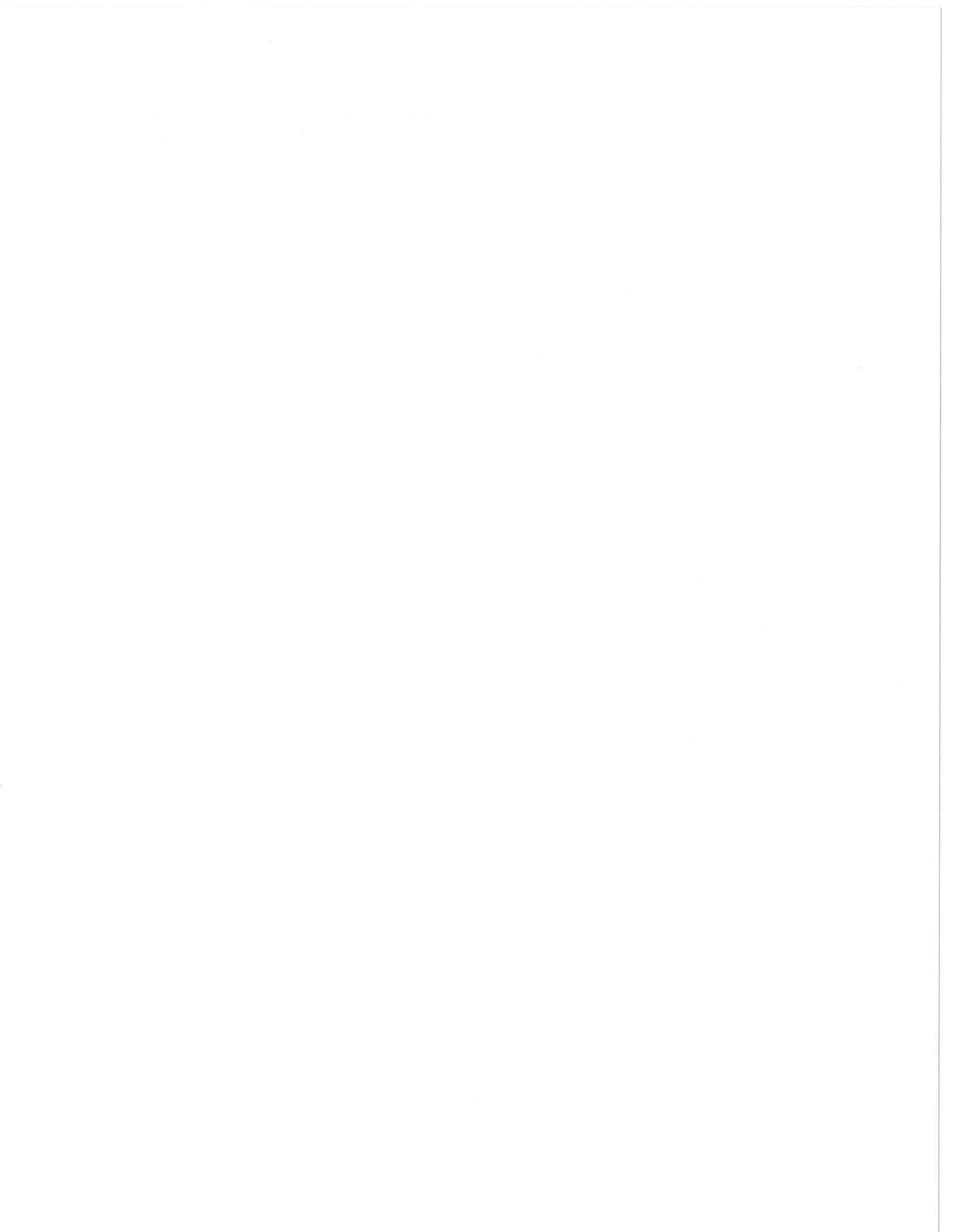
The grant application is due to Hennepin County on Friday, June 6<sup>th</sup>. In concept, Councilmember Ansari has outlined a plan to put recycling containers in our parks, located near our trash cans. This would enable and encourage people to recycle in our parks. The grant monies could be used to purchase the recycling containers and associated costs. City Staff believes that maintenance of the recycling bins would fit into the current responsibilities of emptying trash receptacles.

All of the details of the grant application need to be worked out between City Staff and Councilmember Ansari. However, due to the application deadline, Staff is requesting permission from the City Council to work with Councilmember Ansari in developing the application and submitting it to Hennepin County.

*Attached are our current trash receptacles  
Attached are various examples of recycling receptacles (costs range from \$130 - \$2,000) – an estimated 6 – 10 bins would be considered.*

**Council Action Requested:**

Motion to authorize Staff to work with Councilmember Ansari to develop and submit the grant application to Hennepin County.

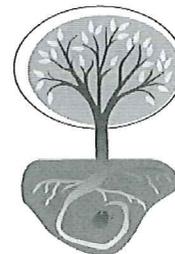




## **Green Partners Environmental Education Program**

*Engage, educate, act and collaborate for the environment*

[www.hennepin.us/greenpartners](http://www.hennepin.us/greenpartners)



## **Root Group Guidelines and Request for Proposals**

Submit proposals to Patience Caso at [Patience.Caso@hennepin.us](mailto:Patience.Caso@hennepin.us) by 5 p.m. Friday, June 6, 2014. Find out more at [www.hennepin.us/greenpartners](http://www.hennepin.us/greenpartners).

### **About the Green Partners Program**

Hennepin County Environmental Services works to protect water, land and air and conserve our natural resources for future generations. But we can't do it alone! Through the Green Partners environmental education program, Hennepin County supports organizations to actively educate, engage and empower residents to make positive environmental changes in their daily lives by...

- ✓ Inspiring individuals in their communities to reduce waste, recycle, reduce toxicity, reduce climate change pollution and/or improve air and water quality;
- ✓ Collaborating with Hennepin County and peer organizations on environmental education;
- ✓ Connecting with free environmental resources, trainings and networking opportunities offered by Hennepin County; and
- ✓ Engaging at a level – Seed, Root or Branch—that best supports their organization.

### **About the Root Group**

Organizations that are a good fit for the Root Group are seeking assistance and funding to establish the *roots* of environmental stewardship by engaging participants in activities that motivate action.

Root organizations will be awarded up to \$8,000 to implement a project based on an existing environmental education resource or a proven idea that motivates residents to take action to protect and improve the environment. Project leaders will receive training and assistance from experts and will work closely with county staff early in the project to refine work plan activities.

### **More information**

Groups are strongly encouraged to contact the project manager for assistance including feedback on ideas, suggestions for activities, help with their proposal and any other questions. Please RSVP for the information meeting and contact the program manager, Patience Caso, at [Patience.Caso@hennepin.us](mailto:Patience.Caso@hennepin.us) or 612-348-9352.

### **Green Partners Information Meetings**

May 14 at the Penn Lake Library from noon-1 p.m.

May 15 at the Maple Grove Library from 11a .m.-noon

May 15 at the Northeast Library in Minneapolis from 3-4 p.m.

### **Environmental education resources**

Hennepin County has Environmental Education Toolkits and Learning Trunks that provide activity ideas that promote environmental action. Anyone may download or reserve toolkits, learning trunks and additional environmental education resource to implement a project. Toolkits and Hennepin County

resources can be found at [www.hennepin.us/greenpartners](http://www.hennepin.us/greenpartners) and [www.hennepin.us/environmentaleducation](http://www.hennepin.us/environmentaleducation).

## Selection criteria

Hennepin County staff will evaluate projects based on the following criteria. Projects should address:

- Issues and Audience:
  - Motivate behavior change in one or more of the following areas: reducing waste, recycling, reducing toxicity, reducing climate change pollution and improving air and water quality.
  - Contain plans to effectively reach an audience that is new or difficult to reach with environmental education messages.
- Project Activities and Outcomes:
  - Contain the four steps to environmental action: Engage, educate, act and collaborate.
  - Be based on activities from an existing resource, such as Hennepin County Environmental Education toolkits and Learning Trunks.
- Behavior Change Evaluation & Sustainability
  - Include plans to engage and survey or evaluate at least 150 people regarding their behaviors and activities as a result of the project and reach additional people with environmental messages.
  - Demonstrate project sustainability by including plans to continue education and activities beyond the project period.
- Organizational Need and Capacity:
  - Show that the organization has the capacity and commitment to implement the project and meet program obligations.
  - Foster ongoing partnerships with the county and with other community organizations to implement a project that will empower individuals to take environmental action.
  - Demonstrate a need for Green Partners funding to complete the project.

Hennepin County is interested in engaging residents located throughout the county. Geographic location of projects and current contracts with the county and Solid Waste Management Coordinating Board may be considered to maximize the reach of the Green Partners program.

Proposers and project leaders are required to attend orientation and participate in a planning meeting with the Hennepin County staff early in the project.

Step 1: Engage →	Step 2: Educate →	Step 3: Act →	Step 4: Collaborate
<b>Engage</b> people in the issue through hands-on activities, conversations or events.	<b>Educate</b> community members about an environmental issue. This involves learning information and facts about an issue to increase awareness.	<b>Act</b> to address the issue that you learned about and engaged in. This is when people change their behavior in their day-to-day lives based on what they've learned.	<b>Collaborate.</b> People tell others about what they've learned, share resources, show them how to do the activity, and encourage them to take action.
<i>The club engages students on orientation day with fun recycling activities to introduce the topic of waste and recycling.</i>	<i>In the after school club, students learn that recycling is important because it conserves natural resources and energy. Students tour a materials recovery facility to see firsthand what happens to recycled materials.</i>	<i>Youth conduct a waste audit at school. After sorting waste from their classrooms, the youth learn that 2/3 of what students throw away is recyclable. The youth are asked to do a waste audit at home with their family</i>	<i>The club holds workshops for other students and community members to teach them and educate them about recycling and share their experiences, including their challenges and victories.</i>

Visit [www.hennepin.us/greenpartners](http://www.hennepin.us/greenpartners) for project ideas.



## Green Partners Orientation and Kick-off Activities

By participating in the Green Partners program, your organization will kick-off project activities, receive at least 5 hours of staff and leadership development and training, identify project specific behavior change activities and gain deeper insight about audience behaviors and barriers early in your project. An outline of required activities is provided below. The Green Partners program manager will work with you to tailor the activities to your project. Contact the Green Partners program manager for more details at 612-348-9352 or [Patience.Caso@hennepin.us](mailto:Patience.Caso@hennepin.us).

<i>Activities</i>	<i>Hennepin County will...</i>	<i>Estimated time</i>
<b>Month 1: Kick-off Your Project!</b>		
<ul style="list-style-type: none"> <li>Attend Green Partners Orientation to learn about contract expectations, available county resources, and behavior change strategies.</li> <li>Work with county staff to develop detailed project plan and identify needed resources and support.</li> <li>Spread the word! Communicate with your audience about your Green Partners project.</li> </ul>	<ul style="list-style-type: none"> <li>Host orientation meeting to cover contract and project management, behavior change strategies and resources available through the county.</li> <li>Meet at your site to review project plans and identify specific county and community resources to support the project.</li> <li>Provide Hennepin County and Green Partners logo and sample language to promote the Green Partners program.</li> </ul>	5 hours
<b>Month 2: Identify Barriers to Action!</b>		
<ul style="list-style-type: none"> <li>Conduct discussion group with project participants to identify common barriers to action.</li> </ul>	<ul style="list-style-type: none"> <li>Provide guidance on group discussions and advice on strategies to overcome barriers to action.</li> </ul>	1 hour
<b>Months 3-12: Complete the Project, Evaluate and Report!</b>		
<ul style="list-style-type: none"> <li>Implement your project and engage participants in activities identified in the plan.</li> <li>Complete and submit mid-term report by April 4, 2014.</li> <li>Conduct behavior change evaluations and summarize results.</li> <li>Complete final report and submit with receipts and behavior change results by February 28, 2015.</li> <li>Celebrate your accomplishments!</li> </ul>	<ul style="list-style-type: none"> <li>Provide resources and technical support as appropriate during the project.</li> <li>Provide reporting forms and behavior change evaluation tools.</li> <li>Provide advice on using behavior change surveys and conducting discussion groups.</li> <li>Recognize your project on Hennepin County's Green Partners website and social media.</li> </ul>	Varies by project

## Root Group guidelines and requirements

<b>ELIGIBILITY</b>	<ul style="list-style-type: none"> <li>• Must serve residents of Hennepin County</li> <li>• Eligible organizations include: <ul style="list-style-type: none"> <li>– Registered nonprofit organizations such as community groups, youth programs, congregations, etc.</li> <li>– Park districts</li> </ul> </li> <li>• Private and public schools and school districts, including community education programs like ECFE</li> </ul>
<b>AUDIENCE REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• Root proposals must engage at least 150 Hennepin County residents in direct behavior change activities and reach additional people with environmental messages.</li> <li>• The county seeks projects that reach audiences that are new to or difficult to reach with environmental education.</li> </ul>
<b>AWARD AMOUNT</b>	<p>Up to \$8,000  <i>6 to 10 projects awarded each round.</i></p>
<b>TIMELINE</b>	<ul style="list-style-type: none"> <li>• <b>PROPOSALS DUE: June 6, 2014, by 5 p.m.</b></li> <li>• Environmental Services review: June-July</li> <li>• Hennepin County approval: July-August</li> <li>• Orientation Meeting: September 23, 2014 (mandatory)</li> <li>• Projects begin upon execution of contracts, approximately September 2014 through August 31, 2015.</li> </ul>
<b>MEETINGS</b>	<ul style="list-style-type: none"> <li>• Required: <ul style="list-style-type: none"> <li>○ Orientation meeting: September 23, 2014</li> <li>○ Planning meeting with Green Partners program manager: September</li> <li>○ Conduct discussion group with participants: Oct/Nov</li> <li>○ Occasional check-in meetings with Green Partners program manager</li> </ul> </li> <li>Optional: Quarterly Networking Meetings</li> </ul>
<b>REPORTING REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• <b>Discussion group results due November 1, 2014</b></li> <li>• <b>Mid-project report due April 4, 2015</b></li> <li>• <b>Final project report due August 31, 2015</b></li> </ul> <p>Discussion group results include a description of participants, summary of discussions and commonly identified barriers and benefits to action. Mid-project report includes summary of project activities and budget expenditures to date. Final report includes a summary of your project, a detailed budget report, documentation of all expenses, and behavior change evaluation results.</p>
<b>PROJECT EVALUATION</b>	<p>Groups must evaluate how many people are taking environmentally responsible actions based on this project. Groups may use the county-provided behavior change survey for the 150 participants you engage in the project. See the behavior change survey and guidelines on the website for details.</p>

<p><b>ACCEPTABLE EXPENSES</b></p>	<p>Funds may be used for materials, supplies, printing, distribution of information, salaries and outreach expenses. Funds may not be used for computers, dishwashers, projectors or other durable equipment valued over \$500. All expense receipts must be submitted with final report.</p> <p><b>Recycling and organics bins</b> and funding for a portion of collection services are available through the Business Recycling Incentive Program and the School Recycling Assistance Program. More information at <a href="http://www.hennepin.us/recycling">www.hennepin.us/recycling</a>. <b>Gardens</b> must be utilized to directly engage participants in water, energy or waste or toxicity reduction education. Proposers must provide a statement of support from the property owner or property management to install and maintain gardens. Proposers must submit a <u>maintenance plan</u> with their proposal (this will not be counted toward the page limit). If you are requesting funds for a rain garden, you must submit a rain garden plan with your proposal in addition to the maintenance agreement and property owner support letter.</p> <p><b>Rain barrels</b> must be utilized to directly engage participants in water protection efforts. Proposers must provide a statement of support from building management/administration to install any water collection feature.</p> <p><b>Food and beverage:</b> In an effort to reduce waste and promote health, it is required that groups follow the county's healthy eating guidelines and minimize waste when purchasing food and beverage items. See <u>Event Recycling and Waste Reduction Guide</u> and <u>Guidelines for Offering Healthy Foods at Meetings or Eat Well Work Well</u></p> <p><b>Incentive items</b> must be closely tied to taking action to protect the environment.</p> <p><b>Temporary staff</b> are allowed to conduct elements of a project. Include information in the proposal regarding how you will continue essential elements of the project once temporary staff depart.</p> <p><b>General operating</b> expenses will not be funded through the Green Partners program.</p>
<p><b>PROJECT AGREEMENT</b></p>	<p>Each project recipient must formally enter into a project agreement with the county. The agreement will address the conditions of the award, including implementation of the project and required reports. The agreement is a legal, binding document. Project recipients are expected to keep accurate financial records of the project including documentation of all expenses.</p> <p>Hennepin County requires general liability insurance coverage of \$2 million, professional liability insurance coverage of \$1.5 million, employer's liability insurance coverage of at least \$500,000, and workers' compensation coverage or certification of excluded employment from workers' compensation requirements. Auto liability of \$2 million is required for projects that involve transporting project participants. If applicants do not have the insurance coverage listed above, contact the program manager to discuss waiver options. You may submit your organization's "Certificate of Insurance" with your proposal.</p>
<p><b>PAYMENTS</b></p>	<p>Once a project agreement is executed, 60% of the award amount will be provided to the applicant. The remaining 40% will be provided after approval of the mid-term and final reports, including documentation of expenditures and evaluation results.</p>

## **Root Group Application**

Please **email** your application **by 5 p.m. on Friday, June 6, 2014**, to the project manager, Patience Caso at [Patience.Caso@hennepin.us](mailto:Patience.Caso@hennepin.us). Late submittals will not be accepted. The county is not responsible for delays caused by electronic, postal or other delivery services. You will receive an email confirmation that your application was received.

### **Format Requirements:**

- **Complete the Green Partners Budget Form** (excel spreadsheet) and submit it with your application. Find the budget form with the RFP at [www.hennepin.us/greenpartners](http://www.hennepin.us/greenpartners).
- Do not exceed 4 pages. Use at least 11-point font. Do not include a cover sheet.
- Percentages (%) below indicate the weight that will be given to sections during the review process.
- Supplemental materials may be included as attachments and will not be counted toward the page limit; however project recommendations will be based on answers provided in the application. Attachments may include program or organizational brochures, endorsement letters, detailed staff and volunteer bios, pilot project results, newsletters, event fliers and other documents relevant to the organization or the project. Please reference any supplemental materials in the proposal narrative.

### **Project coordinator and organization information**

- Organization:
- Primary project coordinator (name, title, role):
- Address:
- Phone number:
- Email address:
- Organization website:
- Social media (Facebook, Twitter, Pintrest, etc.):

### **Contracting Organization Information** (The organization that will sign the contract with the County.)

- Contracting organization (if different than above):
- Designated contract signatory:
- Address:
- Phone number:

One to two sentences each:

- Describe the organization's mission.
- How does this project align with the organization's goals?
- Briefly describe your experience planning and implementing environmental engagement projects.
- Has your organization received funding from the county in the last three years?  
\_\_Yes \_\_No \_\_I don't know If yes, list the programs or briefly explain:
- What topics will you cover during this project? (Please indicate all that apply.)
  - Waste reduction
  - Recycling
  - Air quality
  - Climate change
  - Water protection
  - Toxicity reduction

### **1. Brief project description (20%)**

Provide a summary of the project that describes project goals and strategies, project location, project participants and expected environmental actions and outcomes.

Project Title	
Number of people you will directly engage in the project	
Geographic area	
Demographics of your primary audience	
The project will address the following barriers	

- Describe what participants will do during the project and how these activities will influence them in taking environmentally friendly actions.
- Who will you share your project results with and how you will share the information prior to the conclusion of your project.
- Is this project new, or does it build on past work? If the project builds on a previous project, briefly describe the previous project and its outcomes.
- Why focus on this project? And why now?

## 2. Participant information (15%)

- How many people will you engage in project activities?
- Describe your project participants and how this project addresses their interests, learning styles or background. What is your relationship and experience working with this audience?
- Describe what you know about participants' barriers to taking environmental actions. What prevents your audience from engaging in environmental actions? How do you know?
- What does your audience know about the benefits of engaging in these actions? How do you know?

## 3. Project activities and outcomes (25%)

- *Be specific. Focus on specific actions, like “using reusable bags” rather than “reducing waste”.*
- *Make a real difference. Help people reduce energy by helping them install and program their thermostat instead of simply giving them a programmable thermostat that they may never install.*
- *Consider barriers. Take into consideration barriers participants may experience attempting to engage in these environmental actions and work to help them overcome these barriers.*
- What will participants do differently because of their participation in this project?
- Describe the activities participants will engage in and the outcomes achieved by each action. How will your project incorporate the “Educate, Engage, Act and Collaborate” education model?
- Provide a timeline of project activities (Project period: September 2014 – August 31, 2015).

September 2014	Orientation, September 23
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October 2014	
November 2014	
December 2014	
January 2015	
February 2015	
March 2015	
April 2015	
May 2015	
June 2015	
July 2015	
August 2015	Final Report due Aug. 31, 2015

#### 4. Behavior change evaluation and project sustainability (20%)

Green Partners groups must use the Green Partners youth or adult behavior change surveys provided by the program manager

- Who will you survey?
- When and how do you plan to administer surveys to evaluate changes in participants' environmental behaviors and actions?
- What elements of this project will continue once the project has ended (without additional funding)?

#### 5. Project Staff and Volunteers (10%)

- List the staff and volunteers who will implement the project and briefly describe their background and qualifications. Please include the person who will manage financial reporting for the project.
- Briefly describe the roles of staff and/or volunteers in implementing your project - who is responsible for each aspect of your project? Are these leaders part of an existing team, such as a green team or a student group?
- Please list and submit letters of support from all significant organizations and/or experts you will partner with to implement this project.
- Describe how you could benefit from deeper collaboration with the county on this project?

#### 6. Budget (10%)

Complete the **Green Partners Budget Form** and submit it with your application. Find the budget form online at [www.hennepin.us/greenpartners](http://www.hennepin.us/greenpartners).

- Briefly describe why you need this funding and what project work will not happen without Green Partners funding.
- Please submit a reference from a previous funder. (*Optional.*)

**Proposals must be received no later than 5 p.m. on June 6, 2014.**

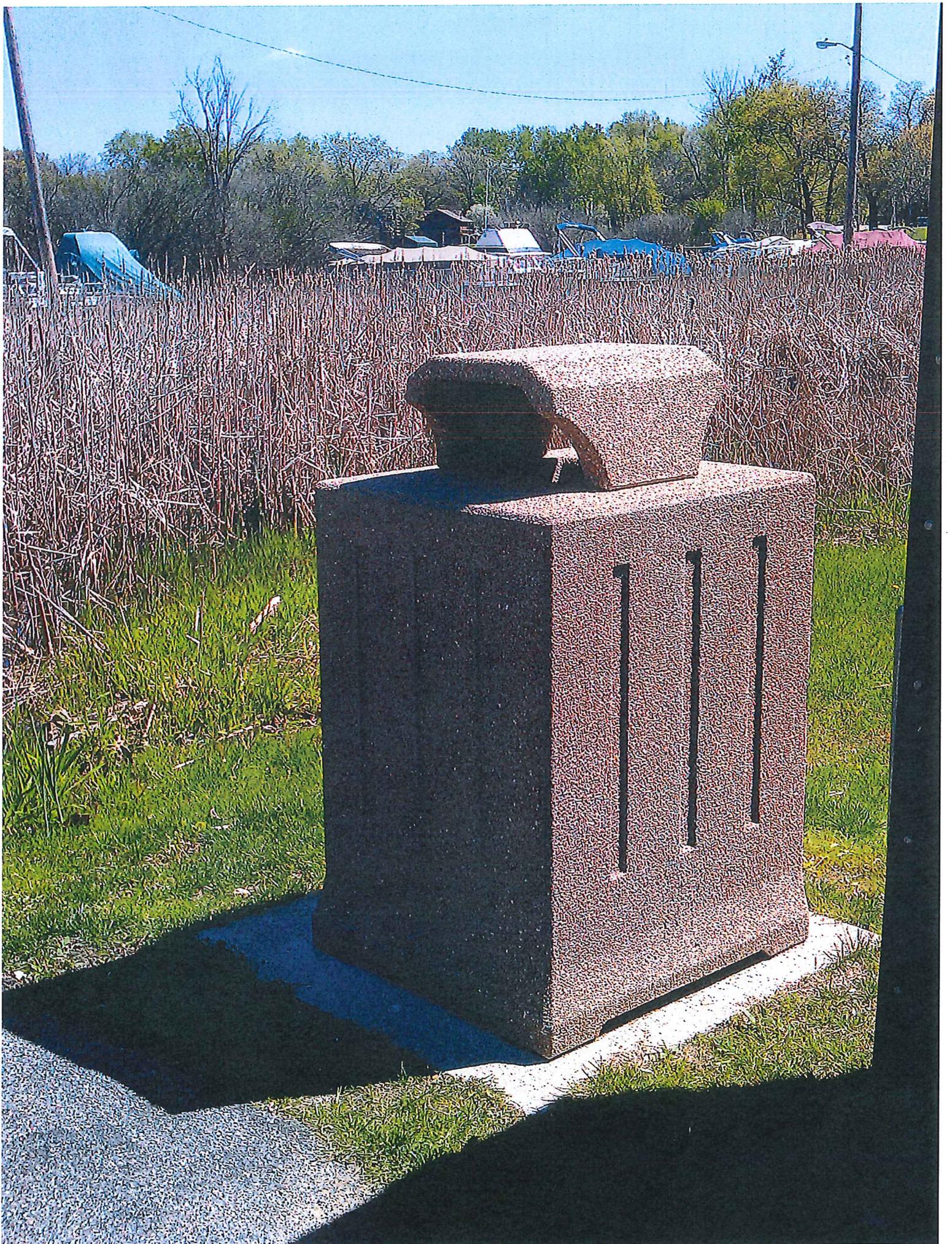
*Proposals received after 5 p.m. on June 6, 2014, will be rejected. The county is not responsible for delays caused by electronic, postal or other delivery services. The county reserves the right to determine, in its sole and absolute discretion, whether any aspect of the proposal satisfactorily meets the criteria established in this RFP, the right to seek clarification from any Proposer(s), the right to negotiate with any Proposer(s) whether or not they submitted a proposal, the right to reject any or all proposals with or without cause, and the right to cancel and/or amend, in part or entirely, the RFP. All contracts recommended by Hennepin County Environmental Services are subject to approval by the Hennepin County Board of Commissioners.*

**Application Submission Check List:**

Be sure to submit the following items with your Green Partners project application by 5 p.m. June 6, 2014.

- Project Application (4 pages or less)
- Budget spreadsheet
- Garden maintenance agreement and property owner approval
- Rain garden design plan (detailed garden design, plant list and planting plan)
- Signature authority\* (bylaws, policies or other documentation that gives authority for the person designated to sign contracts on behalf of your organization)
- Substitute W9\*
- Certificate of Insurance\*

*\*This information must be received and approved prior to issuing Hennepin County Green Partners contracts and funds. It is preferred that you submit these documents with your application but this is not a requirement to apply and it will not influence whether or not your project is recommended.*





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**Recycle Bin I**  
 Price: ~~\$161.99~~  
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**Landscape 34 Gallon Dome**  
 Price: ~~\$419.04~~  
 On sale: \$390.41 **SALE**



**Landscape 40 Gallon Recycling Container**  
 Price: ~~\$668.00~~  
 On sale: \$631.98 **SALE**



**Recycle Bin I Outdoor Station**  
 Price: ~~\$322.78~~  
 On sale: \$261.88 **SALE**



**Expanded Metal Recycling and Waste Combo**  
 Price: ~~\$524.15~~  
 On sale: \$366.04 **SALE**



**Covington Recycling and Waste Combo**  
 Price: ~~\$2,048.07~~  
 On sale: \$1,902.61 **SALE**



**Landscape 34 Recycling and Trash Combo**  
 Price: ~~\$791.67~~  
 On sale: \$748.29 **SALE**



**Dorset Sideload Double Recycling Station**  
 Price: ~~\$1,649.00~~  
 On sale: \$1,572.60 **SALE**



**Dorset Sideload Triple Recycling Station**  
 Price: ~~\$2,355.00~~  
 On sale: \$2,258.22 **SALE**



**Keene Sideload Double Recycling Station**  
 Price: ~~\$1,484.00~~  
 On sale: \$1,423.01 **SALE**



**Keene Sideload Triple Recycling Station**  
 Price: ~~\$2,108.00~~  
 On sale: \$2,021.37 **SALE**



**Recycle Pro**  
 Price: \$626.49



**Expanded Metal Recycling Receptacle**



**Covington Recycling Container**  
 Price: ~~\$986.19~~  
 On sale: \$915.75 **SALE**



**ArchTec Parkview Double Trash/Recycling Receptacle**  
 Price: ~~\$546.65~~  
 On sale: \$530.81 **SALE**



**Dorset Sideload Single Recycling Container**  
 Price: ~~\$899.00~~  
 On sale: \$853.47 **SALE**

https://www.recycleaway.com/Recycling-Containers-for-Fails\_c\_6-2.html

- Office Recycling Bins
- Indoor Recycling Bins
- Outdoor Recycling Bins
- School Recycling Bins
- Public-Space Recycling
- Campus Recycling
- RUBBERMAID® Containers
- Home Recycling Containers
- Parks & Recreation
- Special Event Recycling
- Battery & e-Waste Recycling
- Cardboard Recycling
- Waste & Trash Cans
- Compost Containers

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 <p><b>Dorset Topload Double Recycling Station</b> Price: <del>\$1,555.00</del> On sale: \$1,491.10 <b>SALE</b></p>	 <p><b>Dorset Topload Single Recycling Container</b> Price: <del>\$840.00</del> On sale: \$805.48 <b>SALE</b></p>	 <p><b>Dorset Topload Triple Recycling Station</b> Price: <del>\$2,270.00</del> On sale: \$2,176.71 <b>SALE</b></p>	 <p><b>Keene Sideload Single Recycling Container</b> Price: <del>\$892.00</del> On sale: \$855.34 <b>SALE</b></p>
 <p><b>The Super Sorter Series: Three-Stream Recycling Container</b> Price: \$1,180.23</p>	 <p><b>The Moovi Wheeled Recycling Container</b> Price: \$96.54</p>	 <p><b>Galaxy 35 Gallon Recycling Container</b> Price: \$377.00</p>	 <p><b>Galaxy 40 Gallon Recycling Container</b> Price: \$384.25</p>
 <p><b>Galaxy 30 Gallon Recycling Container</b> Price: \$369.75</p>	 <p><b>The Venue Recycling Container</b> Price: <del>\$394.79</del> On sale: \$375.04 <b>SALE</b></p>	 <p><b>Manchester Sideload Slim Triple Recycling Station</b> Price: <del>\$1,600.00</del> On sale: \$1,534.25 <b>SALE</b></p>	 <p><b>Manchester Sideload Triple Recycling Station</b> Price: <del>\$1,970.00</del> On sale: \$1,889.04 <b>SALE</b></p>
 <p><b>Manchester Sideload Slim</b></p>	 <p><b>Manchester Sideload Slim</b></p>	 <p><b>Ellipse Two Stream</b></p>	 <p><b>Posted Recycling and</b></p>

3:45 PM 5/22/2014