

Northern Plains									
Objective	Target	Metric	Yard Waste	Water Quality	Greenhouse Gas Emissions	Recycling Services	Household Hazardous Waste	Environmental Education	Staff education
<i>Promote Business Recycling Options</i>	<i>Increase number of businesses recycling by 20% from FY15 to FY16</i>	<i>number of new businesses participating</i>				X			
Action Plan	Deadline	Responsibility	Key Resources				Status		
1 Review Current Business Recycling program	3/15/2015	Kent/Mark	time				Completed, 3/6/15		
2 Establish baseline for current recycling participants	3/30/2015	Kent	time				On-going		
3 Develop incentive to promote business recycling	3/30/2015	Kent/Mark	time				Completed, 3/6/15		
4 Prepare promotional materials to advertise recycling options	6/1/2015	Whitney	time, money				completed, March 31, 2016		
5 Promote program to targeted businesses	7/1/2016	Spencer High School Students	time				Completed 4/27/16		
7 Evaluate new program results/participation quarterly	12/31/2016	Kent	time				not started		
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Objective	Target	Metric	Yard Waste	Water Quality	Greenhouse Gas Emissions	Recycling Services	Household Hazardous Waste	Environmental Education	Other	
Promote recycling options at construction sites	Increase the # of construction sites utilizing recycling from FY15 to FY16	# of construction sites that recycled during the 2015 construction season.				x				
Action Plan	Deadline	Responsibility	Key Resources				Status			
1	Develop method to promote this type of recycling	11/30/2015	Kent	Money to buy containers, Time to train staff				on going		
2	Office staff will promote a recycling container for cardboard and co-mingle recycling cart or container when a contractor calls in.	11/30/2015	Jeannie, Kenny, Kent	Time				on going, currently 40% participation rate		
3	Drivers will promote recycling at the construction site.	11/30/2015	Drivers	Time				on going		
4	Evaluate program after construction season	12/31/2015	Kent	Time				Completed 11/15/15		
5	Promote recycling to contractors when they order constructino dumpster	ongoing	Kent	Time				On going		
6	Compare # sites and tonnage collected during FY15 and FY16	3/31/2017	Kent	Time				not started		
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Objective	Target	Metric	Yard Waste	Water Quality	Greenhouse Gas Emissions	Recycling Services	Household Hazardous Waste	Environmental Education	Staff education
<i>Investigate and Implement Shingle Recycling Program at Landfill</i>	<i>Reduce tons of shingles being landfilled by 10% FY17 vs. FY16</i>	<i>tons of shingles</i>				X			
Action Plan		Deadline	Responsibility	Key Resources			Status		
1	Perform feasibility study on shingle recycling	12/31/2014	consultant	money			started April 2014 by Barker Lemar and completed December 2014		
2	Evaluate results of shingle recycling study	12/15/2014	Craig P., Mark W.	staff time , money			Complete March 2015. This was delayed because the consultant was waiting for data		
3	Develop implementation plan for Shingle Recycling	12/31/2016	Craig P., Mark W.	staff time , money			Not started 5-5-16		
4	Work with Comp Plan Transfer stations on Implementation	7/1/2017	Craig P., Mark W.	staff time , money			Not started 5-5-16		
5	Develop Customer education program	7/1/2017	Craig P., Brian W., Whitney T.	staff time , money			Not started 5-5-16		
6	Hold Customer Education workshops in planning area	12/31/2017	Craig P., Mark W.	staff time , money			Not started 5-5-16		
7	Implement Shingle Recycling program	2018 Construction Season	Craig P	staff time , money			Not started 5-5-16		
8	Evaluate results of program	12/31/2018	Craig P	staff time , money			Not started 5-5-16		
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Objective	Target	Metric	Yard Waste	Water Quality	Greenhouse Gas Emissions	Recycling Services	Household Hazardous Waste	Environmental Education	Staff Education	
<i>Investigate and Implement Cardboard Diversion Plan at Landfill</i>	<i>Increase the tonnage of OCC being recycled by 10% in Fy 17 vs. Fy 16</i>	<i>tons of OCC</i>								
Action Plan	Deadline		Key Resources				Status			
1	Develop baseline for current tons of OCC being recycled in Planning Area	8/1/2016	Kent H., Craig P.	staff time , money				Not started 4-7-16		
2	Investigate current policies in place at other landfills regarding cardboard diversion	8/1/2016	Barker Lemar	staff time , money				Under contract, onsite visit to Landfill scheduled in May		
3	Develop Cardboard diversion plan	12/15/2016	Barker Lemar	staff time , money				Not started 4-7-16		
4	Meet with Area Transfer Stations to Discuss proposed Cardboard Plan	3/15/2017	Brian W., Mark W., Craig P.	staff time , money				Not started 4-7-16		
5	Work with Transfer Stations to Implement Cardboard Diversion Plan	7/1/2017	Brian W., Mark W., Craig P.	staff time , money				Not started 4-7-16		
6	Create Educational Materials for Transfer Stations to Utilize in educating their customers	7/1/2017	Brian W., Whitney T.	staff time , money				Not started 4-7-16		
7	Begin Cardboard Diversion Plan at NPRL	7/1/2017	Chuck D.	staff time , money				Not started 4-7-16		
8	Track Compliance with Cardboard Diversion Plan	7/1/2018	Chuck D.	staff time , money				Not started 4-7-16		
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Objective	Target	Metric	Yard Waste	Water Quality	Greenhouse Gas Emissions	Recycling Services	Household Hazardous Waste	Environmental Education	Other	
<i>Investigate and Implement E-Waste Diversion Plan at Landfill</i>	<i>Increase tons of e-waste being recycled by 10% in FY18 vs. FY18</i>	<i>Tons of e-waste recycled</i>		X		X				
Action Plan		Deadline	Responsibility	Key Resources			Status			
1	Develop baseline for current e-waste recycling in Planning Area	8/1/2016	Kent H., Craig P.	staff time , money			Not started 4-7-16			
2	Investigate current policies in place at other landfills regarding e-waste diversion plan	8/1/2016	Barker Lemar	staff time , money			Under contract, onsite visit to Landfill scheduled in May			
3	Develop an e-waste diversion plan	12/15/2016	Barker Lemar	staff time , money			Not started 4-7-16			
4	Meet with Area Transfer Stations to Discuss proposed E-Waste Plan	3/15/2017	Brian W., Mark W., Craig P.	staff time , money			Not started 4-7-16			
5	Work with Transfer Stations to Implement E-Waste Plan	7/1/2017	Brian W., Mark W., Craig P.	staff time , money			Not started 4-7-16			
6	Create Educational Materials for Transfer Stations to Utilize in educating their customers	7/1/2017	Brian W., Whitney T.	staff time , money			Not started 4-7-16			
7	Begin E-Waste Diversion Program at NPRL	7/1/2017	Chuck D.	staff time , money			Not started 4-7-16			
8	Track Compliance With E-Waste Plan	7/1/2018	Chuck D.	staff time , money			Not started 4-7-16			
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Objective	Target	Metric	Yard Waste	Water Quality	Greenhouse Gas Emissions	Recycling Services	Household Hazardous Waste	Environmental Education	Staff education
Promote Utilization of the RCC	Increase number of Communities having Residents Utilize RCC Services by 25% by 12/31/2016 compared to 2014 Usage Rates	# of Communities participating					x		
Action Plan	Deadline	Responsibility	Key Resources				Status		
1	Contact communities that have not participated.	9/15/2015	Denny H	staff time			started April 10, 2015 All communities were contacted by Deeny, complete July 2015		
2	Discuss the possibility of offering free mobile events	5/15/2015	Mark, Brian W., Bob F.	staff time			started April 10, 2015; Received go-ahead from City Manager May 2015		
3	Promote Program to communities in Planning Area	6/30/2015	Craig, Denny	staff time			Held informational meeting on June 4, 2015 and announced mobile events for a flat fee of \$250		
4	Arrange for Mobile Events for Communities that show an interest	Ongoing	Denny H	staff time			Denny started contacting cities and has a mobile event set up for Mallard Aug 31st and Estherville Sept 23rd, Terril and Armstrong are setting up dates as of Aug 6, 2015, ongoing		
5	Develop Promotional Materials for Communities hosting Mobile Event	6/30/2015	Brian W. Denny H. Whitney T.	staff time			Denny has an announcement sheet to distribute to communities		
6	Re-introduce HHW mobile event program to communities, make personal visits	8/1/2016	Denny H, Brian W, Mark W, Craig P	staff time			not started 4/20/16		
7	Conduct Mobile Events in Communities	Ongoing	Denny H	staff time			None set up for 2016 season as of 4/20/16		
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Objective	Target	Metric	Yard Waste	Water Quality	Greenhouse Gas Emissions	Recycling Services	Household Hazardous Waste	Environmental Education	Staff Education
Increase number of people utilizing the onsite/satellite facilities	Increase FY 17 participation by 10% over FY16	# of people utilizing facility; pounds of material brought to the facilities							
Action Plan	Deadline	Responsibility	Key Resources				Status		
1 Develop advertising for local TV and web based	4/30/2016	Contractor	money				Ad creation started, final ad version approved 4/15/16		
2 Run TV ads in planning area	ongoing	Contractor	money				Started 5/1/16		
3 Develop advertising for local newspapers	5/30/2016	Whitney	staff time, money				Not started 4/20/16		
4 Run ads in planning area newspapers	on going	Whitney	staff time, money				Started 10/1/15		
5 Track participants utilizing both facilities	6/30/2017	Denny H, Palo Alto Satellite Facility staff	staff time				Not started 4/20/16		
6 Compare participation for FY17 to FY16	7/31/2017	Craig P	staff time				Not started 4/20/16		
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Objective	Target	Metric	Yard Waste	Water Quality	Greenhouse Gas Emissions	Recycling Services	Household Hazardous Waste	Environmental Education	Staff Education
<i>Improve Energy Efficiency at Transfer Station</i>	<i>Reduce energy consumption in Transfer Station buildings by 5% by 2017 compared to 2016</i>	<i>Kwh used; Therms used</i>			x				x
Action Plan	Deadline		Key Resources				Status		
1 Gather information concerning current energy usage at TS Buildings	4/1/2015	Craig	Time				Done 3-16-15		
2 Conduct Energy Audit for TS Buildings	6/1/2015	Craig	Time				Audit done Aug 24, 2015		
3 Review Energy Audit Findings	9/15/2015	Craig, Kent, Mark	Time				Completed and the findings indicate the LED lighting is the only thing that can be improved. This is too costly right now and will be revisited		
4 Implement Energy Audit Findings, if necessary	9/15/2016	Kent	Time, Money				not started, 4-7-16		
Educate staff on any changes needed in the operation	6/1/2016	Kent	Time				not started, 4-7-16		
5 Compare Energy Usage before and after Improvements	9/15/2017	Craig	Time				not started, 4-7-16		
6 Report Results to City Council, Public	10/15/2017	Brian W.	Time				not started, 4-7-16		
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Objective	Target	Metric	Yard Waste	Water Quality	Greenhouse Gas Emissions	Recycling Services	Household Hazardous Waste	Environmental Education	Other	
Implement Idling policy in all City Departments	Increase City Departments participating in idling policy by 60% in FY16 vs. FY15	# of City Department implementing idling policy			X					
Action Plan	Deadline	Responsibility	Key Resources				Status			
1	Review Idling policy with respective Department Heads	6/1/2016	Brian W, Mark W	Staff Time				Not Started 4/20/16		
2	Department Heads educate employees on policy	7/1/2016	Department Heads	Staff Time				Not Started 4/20/16		
3	Employees implement idling policy	8/1/2016	Employees	Staff Time				Not Started 4/20/16		
4	Evaluate fuel consumption utilized by Departments	3/31/2017	Craig	Staff Time				not started 5-5-16		
5	Compare Landfill and Transfer station equipment and building energy usage from 2014 to 2015	5/11/2016	Craig	Staff Time				Compared 2015 to 2014 and there was a 15% decrease in GHG Complete 5-4-16		
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Objective	Target	Metric	Yard Waste	Water Quality	Greenhouse Gas Emissions	Recycling Services	Household Hazardous Waste	Environmental Education	Other
<i>Encourage GHG emission reductions through purchasing policy update</i>	<i>Implement bid allowance for vehicle with lesser environmental impact</i>	<i>Adoption of policy changes by City Council</i>			X				
Action Plan		Deadline	Responsibility	Key Resources			Status		
1	Review current purchasing policy for vehicles & equipment	12/31/2016	Brian W	Staff Tme			Not Started 4/20/16		
2	Develop environmental impact guidelines for vehicle & equipment purchases	3/15/2017	Brian W, Mark W, Mechanics	Staff Tme			Not Started 4/20/16		
3	Add Environmental Impact language to Purchasing Policy	4/1/2017	Brian W	Staff Tme			Not Started 4/20/16		
4	Present updated Purchasing Policy to City Council for Adoption	4/30/2017	Brian W	Staff Tme			Not Started 4/20/16		
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Objective	Target	Metric	Yard Waste	Water Quality	Greenhouse Gas Emissions	Recycling Services	Household Hazardous Waste	Environmental Education	Other
<i>Hire Public Education Coordinator for Plannign Area</i>	<i>Have Education Coordinator in place by end of FY16</i>	<i>Education Coordinator Hired</i>						x	
Action Plan	Deadline	Responsibility	Key Resources				Status		
1 Apply for EMS fudning for Education Corrdinator position	2/15/2016	Craig	Time				Completed		
2 Advertise position, interview and hire education coordinator	6/30/2016	Brian, Mark	Time				Not Started, April 21, 2016		
3 Document current marketing and edcution activites, # of participants	6/30/2016	Craig	Time				Not Started, April 21, 2016		
4 Complete prelim education milestones: begin compiling database of service area contacts, "roundtable" with and/or shadowing other edcuators in Iowa, begin outreach	10/31/2016	Education Coordinator	time				Not Started, April 21, 2016		
5 Develop strategic plan to contact schools, organizations, businesses and other to set up speaking engagements	12/31/2016	Education Coordinator	Time				Not Started, April 21, 2016		
6 Develop public awareness material and begin distribution	6/30/2017	Education Coordinator	Time				Not Started, April 21, 2016		
8 Evaluation of Education Coordinator Program	6/30/2018	EMS Core Team	Time				Not Started, April 21, 2016		
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Objective	Target	Metric	Yard Waste	Water Quality	Greenhouse Gas Emissions	Recycling Services	Household Hazardous Waste	Environmental Education	Other	
<i>Increase usage of composted product produced at the yard waste site</i>	<i>increase usage by 100 yd³ per year</i>	<i>Cu Yds of compost screened and utilized</i>	X			x		x		
Action Plan	Deadline	Responsibility	Key Resources				Status			
1	Advertise regarding compost available	7/30/2014	Craig P	time				ongoing and an ad has been developed in February 2015 to launch in the spring		
2	Keep inventory of product available	4/1/2015	Kent H.	time, money				Ongoing and up to date 5-5-16 644 cu yds were used in 2015 compared to 825 the year before		
3	Improve compost quality	4/1/2015	Kent H.	time, money				completed with purchase and utilization of a screener 4/13		
4	Improve signage at compost site informing people compost is available	8/1/2014	Kent. H	time, money				started and some signage complete 1-20-13 more signage ordered as of 7-17-14 Signage is complete as of Feb 2015		
5	Evaluate current operational practices at current site	8/15/2016	Kent H. Mark W	staff time				In progress 7-17-14, Still in progress 5-5-16		
6	Decide whether operational practices need to be changed	8/15/2017	Mark W., Craig P., Kent H.	staff time				In progress 7-17-14, Still in progress 5-5-16		
7	Contact other Yard Waste Site for promotional events, literature, etc	9/30/16	Whitney	Time				Not Started, April 21, 2016		
8	Create Yard Waste Awareness event	3/31/17	Whitney, Education Coordinator	Time				Not Started, April 21, 2016		
9	Promote Event on radio, TV and in newspaper	4/22/17	Whitney, Education Coordinator	time, Money				Not Started, April 21, 2016		
10	Hold Event and Evaluate results	4/30/17	EMS Core Team	Time				Not Started, April 21, 2016		

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Objective	Target	Metric	Yard Waste	Water Quality	Greenhouse Gas Emissions	Recycling Services	Household Hazardous Waste	Environmental Education	Staff education
<i>Improve leachate Management at Landfill</i>	<i>Decrease leachate generation by 5% in CY18 compared to CY17</i>	<i>Gallons of leachate reduced</i>		X					
Action Plan	Deadline	Responsibility	Key Resources				Status		
1 Investigate Leachate Management alternatives (onsite treatment, reduction, alt. treatment)	9/30/2016	Engineer, Chuck	Time				Not started, April 21, 2016		
2 Record baseline of current leachate levels, etc.	12/31/2016	Chuck	Time				Not started, April 21, 2016		
3 Select leachate management alternative	12/31/2016	Chuck, Mark, Craig, Engineer	Time				Not started, April 21, 2016		
4 Implement leachate management alternative	6/30/2017	Chuck	Time, Money				Not started, April 21, 2016		
5 Track and record leachate levels and compare results of management alternative to previous management	12/31/2018	Chuck, Engineer	time				Not started, April 21, 2016		
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