

CHAPTER ____ . LICENSING
“Best” Licensing and Solid Waste Ordinances Template
Section __ - General
 (Sections suitable for many Cities’ General Licensing Sections)

400.0 Commercial Establishment Licenses.

Subd. 1. License or permit required. No person, partnership, corporation, or association shall engage in or operate any of the following Commercial Establishments without having obtained a license or permit therefore:

- A. Business type 1
- B. Business type 2
- C. Business type 3
- D. Solid Waste and Recyclables Collection
- E. Roll-off Waste Container Collection
- F. Business type 5
- G. Business type 6
- H. Etc.

Subd. 2. Scope. The provisions of this Section shall apply to all license or permits issued under this Chapter.

400.1 Applications.

Every application for a license or permit to engage in any of the Businesses listed in this Section shall be made to the Clerk-Administrator on forms supplied by the City, and shall state the applicant's name and address, the name of the Business, the address of the premises on or from which the Business is to be operated, the name of any other Business operated from or on the same premises, date of birth when license is restricted to persons of at least a certain age, social security number, and such other information as may be required by this Code or by the Council. All applications shall be accompanied by payment in full of the license or permit fee. The license or permit fee shall be refunded if the license or permit is denied, unless otherwise specifically provided in this Chapter. All license or permits may be issued by the Clerk-Administrator. A license or permit shall only be suspended or revoked by the Council.

400.2 Terms and Fees.

The fee, term, and expiration date for license or permits issued under this Chapter shall be as follows:

<u>Type of License or</u>	<u>Term</u>	<u>Expiration Date</u>
• Business type 1	• One	• December 31
• Business type 2	• One	• December 31
• Business type 3	• One	• December 31
• Solid Waste and	• One	• December 31
• Roll-off Collectors	• One	• December 31

400.3 Payment.

All fees shall be annual fees and shall not be pro-rated.

400.4 License Background Checks¹

- Subd. 1. Purpose.** The purpose and intent of this section is to establish regulations that will allow law enforcement to access Minnesota's Computerized Criminal History information for the specific noncriminal purpose of licensing background investigations for the licenses described in Subdivision 2 of this section.
- Subd. 2. Background Investigation Required.** The City's Police Department is hereby required, as the exclusive entity within the City, to conduct a criminal history background investigation on the applicants for the following licenses or permits within the City:
- A. Business type 1
 - B. Business type 2
 - C. Business type 3
 - D. Solid Waste and Recycling Collectors
 - E. Roll-off Container Collectors
 - F. Business type 5
 - G. Etc.
- Subd. 3. BCA Data.** In conducting the criminal history background investigation in order to screen license applicants, the Police Department is authorized to access data maintained in the Minnesota Bureau of Criminal Apprehension Computerized Criminal History information system (BCA Data) in accordance with BCA policy. Any BCA Data that is accessed and acquired shall be maintained by the Police Department under the care and custody of the Chief of Police or his/her designee. A summary of the results of the BCA Data may be released by the Police Department to the hiring authority, including the City Council, the City Administrator, the City Attorney or other City staff involved in the licensing process.
- Subd. 4. Written Authorization.** Before the investigation is undertaken, the applicant must authorize the Police Department by written consent to undertake the investigation. The written consent must fully comply with the provisions of Minnesota Statutes Chapter 13 regarding the collection, maintenance and use of the information. Except for the positions set forth in Minnesota Statutes Section 364.09, the City will not reject an applicant for a license on the basis of the applicant's prior conviction unless the crime is directly related to the license sought and the conviction is for a felony, gross misdemeanor, or misdemeanor punishable by jail. If the City rejects the applicant's request on this basis, the City shall notify the applicant in writing of the following:
- A. The grounds and reasons for the denial.
 - B. The complaint and grievance procedure set forth in Minnesota Statutes Section 364.06.

¹ Background checks are recommended for Solid Waste and Recycling collectors, and for Roll-off collectors. These individuals have special knowledge of where vulnerable adults live because these people often have special (walk-up) garbage service. These individuals also know when people are away from home for an extended time, or when homes are under construction and vulnerable to construction materials theft. A background check provides a level of confidence for your community and alerts your Public Safety officers to potential issues. The Background Check should be similar in scope to background checks required of "Transient Merchants," or similar businesses in your City.

- C. The earliest date the applicant may reapply for the license.
- D. That all competent evidence of rehabilitation will be considered upon reapplication.

400.5 Prior Convictions.

No person shall be denied a license or permit because of a prior conviction unless that conviction has been determined by the City to be related to the Business for which a license or permit is sought, as provided by Minn. Stat., Chapter 364. No person shall be denied a license or permit because of an arrest or arrests not followed by conviction or admission of guilt.

400.6 Suspension and Revocation.

The City may suspend for a period not to exceed 60 days or revoke any license or permit for violation of any provision of this Chapter or any applicable State or Federal law, or other regulation. Except as otherwise provided, no license or permit shall be suspended or revoked unless the license or permit has been given written notice and a public hearing. The notice shall give at least ten-days' notice of the time and place of the hearing, and shall state the nature of the charges against the licensee or permit holder.

400.7 Where Allowed.

No license or permit shall be issued for any premises unless located in an area where the Commercial Establishment for which the license or permit is sought shall be permitted by the Zoning Ordinance.

400.8 Display.

Except as otherwise specifically provided by the Code, every license or permit shall be kept conspicuously posted on the premises, on or from which the Commercial Establishment is operated, or on the vehicle or person if the license is so applicable and shall be exhibited to any person on request.

400.9 Transfer.

No license or permit shall be transferrable, unless specifically provided by this Code.

400.10 Renewals.

Except as otherwise provided, the renewal of a license or permit shall be treated in the same manner as the initial application.

Ordinance Section 440² - Solid Waste and Recyclables Collection

(Suitable in either the Licenses Section of the Ordinances, or in a Separate Solid Waste Section)
Includes "Better" Solid Waste provisions and "Good" Roll-off" provisions.

440.1 Intent.

It shall be the intent of the City Council to establish a system for the orderly and regular collection of MSW, Recyclables, Bulky Waste, SSOM and Yard Wastes in the City; to insure that the disposal of the material shall be accomplished in a sanitary manner; that the health of the residents of the City

² This "Best License" template includes authorization for the City Administrator or City Manager or other authorized staff to develop Solid Waste Management Standards (440.0). The Standards, to be separately developed, cover days of collection, when and where containers can be placed for collection, formats for required reports, lists of standard recyclables, and other operational matters that could vary on occasion and which do not require action of the full City Council. The standards cannot contradict the ordinance.

shall be properly safeguarded, and to further insure that the City shall be in compliance with all laws relating to the disposition of Recyclables and other wastes.

The City Administrator or their designee shall have the authority to develop Solid Waste Management Standards concerning days of collection, type and location of waste containers and other matters as they deem necessary to provide for the safe, orderly and cost-efficient preparation, storage, collection and disposal of all waste materials covered in this ordinance. These standards shall not be contrary to this ordinance.

440.2 Definitions.

As used in this Section, the following words, terms and phrases shall have the following meanings, except where the context clearly indicates otherwise:

- Subd. 1. Bulky Waste.** Bulky Waste shall have the meaning set forth in State Statute and is a subset of Municipal Solid Waste. In this Ordinance Bulky Wastes includes household items and other discarded materials that, due to their dimensions and weight, are typically not collected as part of the regular trash and Recycling or for which there may be a separate fee, such as furniture, carpeting, and mattresses, and appliances including electronic devices.
- Subd. 2. City.** "City" shall mean the City of _____, _____ County, Minnesota.
- Subd. 3. City Council.** "City Council" shall mean the City Council of the City of _____, _____ County, Minnesota.
- Subd. 4. Commercial Establishment.** "Commercial Establishment" shall mean any premises upon which a commercial or industrial enterprise of any kind is carried on, including restaurants, clubs, and churches and, for purposes of Solid Waste licensing, Multiple Unit Residential Dwellings.
- Subd. 5. County.** "County" shall mean County of _____, Minnesota.
- Subd. 6. Daily Hauling Districts³.** "Daily Hauling Districts" shall mean a Residential area in which MSW, Recyclables, Bulky Wastes, SSOM and Yard Wastes are collected in the same day.
- Subd. 7. Hazardous Wastes.** Hazardous Wastes are defined in State Statute. Wastes are hazardous in Minnesota when they display one or more by all Collectors of these characteristics: Ignitable, Oxidizer, Corrosive, Reactive, Toxic, or Lethal.
- Subd. 8. Mixed Municipal Solid Waste.** (MSW) "Mixed Municipal Solid Waste" has the meaning set forth in Minnesota Statutes and means garbage. Garbage, refuse, rubbish, trash, and other Solid Waste from Residential, commercial, industrial, and community activities, that the generator of the waste aggregates for collection. MSW does not include auto hulks, street sweepings, ash, construction debris, mining waste, sludges, tree and agricultural wastes, tires, lead acid batteries, motor and vehicle fluids and filters, and other materials collected, processed, and disposed of as separate waste streams. Also referred to as "trash" or "garbage."

³ This template includes 440.2. Subd. 6., City Hauling Districts. This Best Practice is part of the improved Solid Waste management continuum for cities.

Subd. 9. Multiple Unit Residential Unit Dwelling⁴. "Multiple Unit Residential Dwelling" shall mean any building consisting of more than four Residential Dwelling units, each with individual kitchen facilities.

Subd. 10. Recycling. Recycling shall have the definition in Minnesota Statutes, and shall mean the process of collecting and preparing Recyclable materials and reusing the materials in their original form or using them in manufacturing processes that do not cause the destruction of Recyclable materials in a manner that precludes further use.

Subd. 11. Recyclables. "Recyclables" shall have the meaning set forth in Minnesota Statutes and means materials that are separated from Mixed municipal Solid Waste for the purpose of Recycling or composting, including paper, glass, plastics, metals, automobile oil, batteries, and source-separated compostable materials and all material hereafter designated as Recyclable by the City's Solid Waste Standards..

Subd. 12. Residential Dwelling. "Residential Dwelling" shall mean any single building consisting of up to four (4) Residential Dwelling units, having individual kitchen facilities for each unit.

Subd. 13. Roll-off container, Roll-off container service. A Roll-off container is an open top dumpster characterized by a rectangular footprint, utilizing wheels to facilitate rolling the dumpster in place. The container is designed to be transported by special Roll-off trucks. Roll-offs are commonly used to contain loads of construction and demolition waste or other waste types.

Subd. 14. Solid Waste. "Solid Waste" has the meaning set forth in Minnesota Statutes, section 116.06, but is further defined for purposes of this ordinance to include MSW, Recyclables, Bulky Waste, Yard Waste, SSOM and litter.

Subd. 15. Source Separated Organic Materials (SSOM). Source Separated Organic Materials shall have the meaning set forth in State Statute, and shall include food waste and other compostable organic materials that are source separated for recovery. The term "Organics" does not include Yard Waste for purposes of this Ordinance. (Also referred to as "food waste/organics" and "source separated organics.")

Subd. 16. Yard Waste⁵. "Yard Waste" shall mean garden wastes, leaves, lawn cuttings, weeds, shrubs, and tree waste and pruning.

440.3 Disposal Regulations.

Subd. 1. Collection Required. Every Commercial Establishment and Residential Dwelling, including Multiple Unit Residential Unit Dwellings, shall make adequate provisions for the sanitary disposal of MSW, Recyclables, Bulky Waste, SSOM and Yard Wastes by means of a licensed collector, unless they have otherwise provided for adequate means

⁴ For purposes of the template, 440.2. Subd. 9., Multiple Unit Residential Dwellings are considered to be more than four (4) dwelling units in a single structure. Each City's zoning ordinance will control this definition.

⁵ Your SSOM Processor may require different materials to be included or not included in SSOM. This can be addressed in the City's Solid Waste Standards.

of disposal which meet the approval of the City Council, which comply with all ordinances and laws of the City, County and State of Minnesota, and which comply with the Solid Waste Standards of the City of _____.

- Subd. 2. Unlawful Accumulation.** No person shall allow MSW, Recyclables, Bulky Waste, SSOM or Yard Wastes to accumulate upon property owned or occupied by any such person; or fail to dispose thereof in a manner meeting the provisions of this Section.
- Subd. 3. Burning or burying prohibited.** No person shall burn or bury any MSW, Recyclables or other waste materials within the City.
- Subd. 4. Disposal.** Solid Wastes shall be handled and disposed in accordance with the following provisions:
- A. Solid Waste may be disposed of by contracting with a licensed private collector to haul the Solid Waste to a State licensed and/or County-approved processing or disposal site.
 - B. Solid Waste may be disposed of by transporting Solid Waste to a County-approved processing or disposal site in person.
 - C. No person shall permit MSW, Recyclables, Bulky Waste, SSOM or Yard Wastes to be moved from property owned or occupied by the person by any unauthorized or unlicensed collector.
 - D. No licensed collector shall dispose of MSW, Recyclables, Bulky Wastes, SSOM or Yard Wastes in any manner except as provided in this Section.
 - E. No burning or burying of MSW, Recyclables, or Bulky Wastes shall occur on any property in the City that is not expressly licensed for that activity.
 - F. All residents of Residential Dwelling units, including Multiple Unit Residential Dwellings, shall separate Recyclables for pick-up.
 - G. No licensed collector shall collect Solid Waste or MSW containing Recyclables which have not been separated therefrom. All separated Recyclables must be transported to a licensed Recycling facility or delivered to an end market for sale or reuse, or brought to an intermediate collection center for later delivery to a licensed processing center or end market for Recycling. It is unlawful for any person to transport for disposal or to dispose of designated Recyclables in a MSW disposal facility. No separated Recyclables may be incinerated or landfilled or composted or made into fuel pellets.

440.4 Littering.

No person shall discharge or dispose of MSW, Recyclables, Bulky Waste, SSOM, Yard Wastes, or Hazardous Wastes in any street, alley, drive, park, playground or other public place, or upon privately owned property.

440.5 Scavenging Prohibited.

No person shall scavenge or otherwise collect MSW, Recyclables, Bulky Waste, SSOM or Yard Wastes from containers or from public or private property unless licensed therefore by the City or unless permission of the owner of any such materials has been given.

440.6 Waste Hauling.

Subd. 1. License Required⁶. No person, firm or corporation, except City employees, shall collect MSW, Recyclables, Bulky Waste, SSOM or Yard Waste belonging to another person in the City without a license from the City. The number of Residential licenses under this section shall be capped at the number in place on January 1, 2015; any decrease in the number of licenses that occurs after January 1, 2015 due to attrition will decrease the number of available licenses to that extent. In order to renew a Residential license, the licensee must submit to the City a list of all active accounts. The Residential licensee must have at least fifteen percent (15%) of the total active Residential accounts in the City to renew in 2016, at least twenty percent (20%) of the active Residential accounts to renew in 2017, and at least 25 percent (25%) of the total active Residential accounts to renew in 2018.

Subd. 2. Exception. Nothing set forth in this Section shall prevent persons from hauling MSW, Recyclables, Bulky Waste, SSOM or Yard Wastes from Residential or business or Commercial properties owned or occupied by them, providing the following rules shall be observed:

- A. All Solid Waste shall be hauled only in containers that are water-tight on all sides and bottom, and which have tight-fitting covers.
- B. MSW, Recyclables, SSOM and Yard Waste shall be completely covered or enclosed to eliminate the loss of cargo in transit; and shall be hauled only in vehicles with leak-proof bodies.
- C. All MSW shall be dumped or unloaded only at a City or County-approved disposal facility.
- D. All Recyclables shall be disposed of only at a licensed Recycling facility; through an organized Recyclables drive; or by a licensed Recyclables Collector. No separated Recyclables shall be disposed of with MSW or other Solid Waste.
- E. Yard Waste shall be disposed of only in the manner set forth in Section 440.09 hereof.
- F. SSOM shall be processed only in the manner set forth in Section 440.10 hereof.

440.7 Collector License Requirements.

Subd. 1. Classification. The following licenses shall be issued by the City Council:

- A. Residential License. A Residential license shall allow collection of all MSW, Recyclables, Bulky Wastes, SSOM, Waste and Yard Wastes from any Residential Dwelling within the City.
- B. Any person having a Residential License for Solid Waste must also provide Recycling services to all customers, and must offer Bulky Waste, SSOM and Yard Waste services to all customers. Bulky Waste, SSOM and Yard Waste services

⁶ 440.6, Subd. 1 limits the number of licenses. For example, after January 1, 2015, any attrition in license applications will not be replaced. In this “Best” ordinance, the number of licenses is gradually reduced to a minimum of 3 by requiring higher percentages of the total resident accounts to be served by each hauler over a period of time. This is a Best Practice in Solid Waste management to standardize services, decrease Green House Gas emissions in the City, and decrease City administrative needs to oversee reporting and service by many collectors. In this template the number of licensed collectors decreases if collectors leave the City (attrition) or if the number of customers they serve decreases below specified limits. The number of accounts needed to remain a licensed collector will vary with the size of the City; in this “Best License” model a collector needs to serve a minimum percentage of residential accounts; in the example of the “Better” ordinance, a collector needs to serve a specific number of accounts.

440.6, Subd. 1 allows City Employees, such as Public Works employees, to collect wastes. This is important even if you do not have City-collected trash, so that City employees can empty litter containers, handle illegal dumping complaints, or dispose of City wastes.

may require additional fees from customers than Garbage and Recycling services alone.

- C. Commercial License. A Commercial License shall allow collection of MSW, Recyclables, Bulky Wastes and SSOM at any industry, Commercial Establishment or Multiple Unit Residential Dwellings within the City.
- D. Roll-off License⁷. A Roll-off license shall allow collection of Construction and Demolition materials or limited Residential wastes from Residential or commercial properties.

Subd. 2. Application, Residential Collector License. Any person desiring a Residential collector license from the City shall file an application on forms provided by the City. The applicant shall pay to the City Clerk a license fee established by the City Council, which fee shall accompany the application. The application shall include the following information:

- A. A list of equipment to be utilized by the collector.
- B. A list of all active accounts at the time of application⁸.
- C. A schedule of rates to be charged during the license period, which in the case of an application for a Residential Dwelling license shall include rates for approximately 30 gallon trash service, approximately 60 gallon trash service, and approximately 90 gallon trash service, Recyclables processing, and SSOM, Yard Waste and Bulky Waste processing or disposal. Differences between rates charged for the various container sizes shall be sufficient to encourage Recycling and waste reduction in accordance with Minnesota Statutes and the City's Solid Waste Standards. A "very small generator" category of rates shall be included, which shall apply to an approximately 30 gallon container that is collected every other week instead of weekly goals. Documentation of additional fees that will appear on the customer bills and the "specials" and "discounts" offered to customers and potential customers shall be provided to the City with the application. Every licensee shall provide not less than two weeks prior notification to the City and all customers of any change in the rates to be implemented during the license period. Any increase in rates for which notification is not provided to the City shall be null and void, and shall be cause for license suspension.
- D. The application for license shall be accompanied by a certificate of insurance evidencing that the proposed licensee has liability insurance covering all vehicles to be used by licensee in the minimum amount of \$2,000,000 bodily injury (each occurrence and in the aggregate); property damage in the amount \$500,000 (each occurrence and in the aggregate). All such certificates shall name the City as certificate holder and shall provide for a minimum of 15 days' notice to the City prior to cancellation of the insurance before the expiration date thereof.
- E. The application for license shall be accompanied by certification that each of the employees of the Collector that will be performing work in the City shall have been found free of offenses of felony, gross misdemeanor or misdemeanor punishable by jail, compliant with Section 400 of the City's Ordinances. The Certification shall be approved by the Police Department.

⁷ This template includes a Roll-off License Category.

⁸ 440.7.Subd. 2. (b) requires licensees to provide tiered rates for service, corresponding to three sizes of trash containers. The template also requires that the licensees provide a "very small generator" level of service with every-other-week collection, and rates for Bulky Waste and Yards waste disposal. The subdivision also requires that collectors provide information to the City about the fees and taxes that will be placed on the customer bills, and requires that collectors provide the City with information about "specials" and "discounts" that may be offered to customers.

- F. All licensees shall display the issued license, or a copy thereof, in a prominent position on all vehicles used by licensees. Licensees shall provide information to all customers that may be required by City, county, metropolitan, state, or federal governments.

Subd. 3. Application, Commercial Collector license. Any person desiring a Commercial Collector License from the City shall file an application on forms provided by the City. Commercial License. Before any license may be issued, the applicant shall pay to the City clerk a license fee established by the City Council, which fee shall accompany the application. The application shall include the following information:

- A. A list of equipment to be utilized by the collector.
- B. A schedule of rates to be charged during the license period, which in the case of an application for a commercial license shall consist of various sized commercial containers and/or compactor units.
- C. The application for license shall be accompanied by a certificate of insurance evidencing that the proposed licensee has liability insurance covering all vehicles to be used by licensee, in the minimum amount of \$2,000,000 bodily injury (each occurrence and in the aggregate); property damage in the amount \$500,000 (each occurrence and in the aggregate). All such certificates shall name the City as certificate holder and shall provide for a minimum of 15 days' notice to the City prior to cancellation of the insurance before the expiration date thereof.
- D. The application for license shall be accompanied by certification that each of the employees of the Collector that will be performing work in the City shall have been found free of offenses of felony, gross misdemeanor or misdemeanor punishable by jail, compliant with Section 400 of the City's Ordinances. All licensees shall display the issued license, or a copy thereof, in a prominent position on all vehicles used by licensees. Licensees shall provide information to all customers that may be required by City, county, metropolitan, state, or federal governments.

Subd. 4. Roll-off Application. Any person desiring a Roll-off collector license from the City shall file an application therefore on forms to be provided by the City. The application shall include the following information:

- A. A list of equipment to be utilized by the collector.
- B. The application for license shall be accompanied by a certificate of insurance evidencing that the proposed licensee has liability insurance covering all vehicles to be used by licensee, in the minimum amount of \$2,000,000 bodily injury (each occurrence and in the aggregate); property damage in the amount \$500,000 (each occurrence and in the aggregate). All such certificates shall name the City as certificate holder and shall provide for a minimum of 15 days' notice to the City prior to cancellation of the insurance before the expiration date thereof.
- C. The application for license shall be accompanied by certification that each of the employees of the collector that will be performing work in the City shall have been found free of offenses of felony, gross misdemeanor or misdemeanor punishable by jail, compliant with Section 400 of the City's Ordinances. The Certification shall be approved by the Police Department.
- D. Before any license may be issued, the applicant shall pay to the City clerk a license fee imposed, set, established and fixed by the City Council, which fee shall accompany the application.

- E. All licensees shall display the issued license, or a copy thereof, in a prominent position on all vehicles used by licensees. Licensees shall provide information to all customers that may be required by City, county, metropolitan, state, or federal governments. Every person licensed under the provisions of this chapter shall place the name and current and correct telephone number of the licensee in a permanent manner on every Roll-off container owned and supplied by said licensee when such container is used or placed within the City. The name and telephone number shall be stenciled or painted in legible printing having letters not less than three (3) inches in height at a conspicuous location upon each container.
- F. Before location of a Roll-off container at a Commercial or Residential premise, specific authorization must be obtained from the Public Works Department to locate the container in or on the public right-of-way as defined by the Department.
- G. Before each location of a Roll-off container at a Commercial or Residential premise, a refundable fee of \$____ shall be paid to the City Clerk. This fee shall be refunded when the licensee reports to the Clerk the tonnage, types and percentages of waste (construction/demolition debris, trash, recyclables) in the load and the name of the facility at which the load was disposed.

Subd. 5. Reporting Requirements, Residential License Holders

- A. All licensees shall submit semi-annual and annual reports to the City and/or County, giving any information as may be required by the City’s Solid Waste Standards. All reports shall be submitted as required in the City’s Solid Waste Standards. Failure to submit the reports by July 21 for the semi-annual report and January 21 for the annual report for the preceding year shall be cause for license suspension.⁹
- B. Each Residential Collector shall document and retain dated weight receipts of MSW, Recyclables, Bulky Wastes, SSOM and Yard Wastes hauled from the City for the last three years, which upon request will be made available to the City for review.
- C. At minimum, the reports shall contain¹⁰:
 - Total tons of Recyclables and MSW, Recyclables, SSOM and Yard Waste collected.
 - Total number of MSW accounts.
 - Total number of Recycling Pick-ups made.
 - Total number of Bulky Waste Pick-ups made, with percentages of the types of Bulky Waste collected (furniture, appliances, electronics).
 - Total number of Yard Waste accounts.
 - Total number of SSOM accounts.
 - Log of all complaints, including the nature of the complaints and the complaint resolution.
 - Copies of education materials provided to City’s residents.
 Additional Reporting Requirements may be found in the City’s Solid Waste Standards.

Subd. 6. Reporting Requirements, Commercial Collector License Holders

⁹ 440.7 Subd. 5.A sets specific dates for report submission with a penalty for non-submission.

¹⁰ 440.7 Subd. 5C allows the City to expand the reports required, typically in the Standards.

- A. Each commercial collector shall document and retain dated weight receipts of MSW Garbage, Recyclables, Bulky Wastes and SSOM hauled from the City for the last three years, which upon request will be made available to the City for review.
- B. At minimum, the Commercial reports shall contain:
 - Total tons of Recyclables and MSW collected.
 - Total number of MSW accounts, separated as Multiple Unit Residential Dwelling accounts, and other accounts.
 - Total number of Recycling Pick-ups made.
 - Copies of education materials provided to City’s Commercial customers.

Subd. 7. Reporting Requirements, Roll-off License Holders

- A. Each Roll-off Collector shall document and retain dated weight receipts of Recyclable materials processed wastes hauled from the City for the last three years, which upon request will be made available to the City for review.
- B. At minimum, the reports shall contain:
 - Total tons of construction and demolition waste collected.
 - Total number of construction and demolition waste pick-ups.
 - Locations at which construction and demolition wastes were processed or disposed of.
- C. Upon demand of the City, licensees shall produce any records which the City may require to verify that all MSW Solid Waste, Recyclables, Bulky Waste, SSOM and Yard Waste have been disposed of in a lawful manner. Copies of these records may be required in the semi-annual and annual reports specified by the City’s Solid Waste Standards.
- D. Each Collector shall provide to the City during normal business hours access to books, documents, papers, and other records of the Licensee that are directly pertinent to the issuance and monitoring of the Licensee and required reports.

440.8 Collection.

Subd. 1. Hours of Collection No collection of Residential MSW, Recyclables, Bulky Wastes, SSOM or Yard Wastes shall be made except between the hours of 6:00 a.m. and 6:00 p.m. No collection of Commercial MSW, Recyclables or SSOM shall be made except in compliance with the City’s Noise Ordinance.

Subd. 2. Hauling Districts¹¹: Residential collection shall be made on Mondays only in <specify geographic area>, in <specify geographic area> only on Tuesdays, in <specify geographic area> only on Wednesdays, in <specify geographic area> only on Thursdays and in <specify geographic area> on Fridays only. Exception to these days shall occur when a regular collection day occurs on New Year’s Day, Memorial Day, 4th of July, Labor Day, Thanksgiving Day or Christmas Day, when collection shall be delayed by one calendar day.

Subd. 3. Container Placement. All Residential areas of the City shall have MSW, Recyclables, Bulky Wastes, SSOM and Yard Wastes containers placed curbside or at the alley on the

¹¹ 440.7. Subd. 1. (c) requires that all trash collectors must provide Recycling services to all trash customers, and requires those collectors to also offer Bulky Waste, SSO and Yard Waste services to customers.

day of collection. Except on days of collection, all containers shall be removed from the curbside and stored behind the front building line of the property.

- A. All Commercial containers, including containers at Multiple Unit Residential Dwellings shall be placed in enclosed areas in accordance with Sections ____ of the City's Zoning Code.
- B. All Roll-off containers shall be placed on private property, in a location that does not interfere with access to public streets or sidewalks. If a container must be placed in a public Right-of-Way, a permit shall be obtained from the City Department of _____ prior to the placement of the container.

Subd. 4. Containers for Recyclables at Multiunit and Commercial Buildings¹². All owners and/or managers of Multiple Residential dwellings and commercial buildings are required to ensure that tenants are provided containers in which to deposit their Recyclables, and for collection of Recyclables by a licensed collector.

Subd. 5. Clean and safe collection¹³. It shall be the duty of every MSW, Recyclables, Bulky Waste, SSOM and Yard Waste Collector, Contractor, Subcontractor, and person, including their agents and employees, who is licensed to remove any Solid Waste or any other waste material or who is engaged in the removal, loading or unloading of any such substance in the City to do so efficiently, in a clean manner and with as little danger and prejudice to life and health as possible.

- A. All persons engaged in the collection of Solid Waste, Recyclables and/or Yard Waste in the City shall transport the materials in enclosed vehicles, carts, dumpsters, bins, or other secure containers so as to prevent any loss of these materials and to prevent litter. Care shall be taken to ensure no blowing or escape of trash, litter, Yard Waste or liquids from truck operations occurs during collection and transportation of MSW, Recyclables, Bulky Waste, SSOM or Yard Wastes.
- B. Upon resident request, the licensed Collector must collect and properly dispose of Bulky Waste items. An additional fee may be required by the collector, and paid by the resident, for this service.
- C. Each licensed Collector shall comply with all City, County, State and Federal laws and rules, including weight restrictions, DOT driver licensing and vehicle inspections, and disposal requirements.

Subd. 6. Additional Charges. All collection charges shall be paid to the licensee by the owner, agent, occupant or tenant of the premises served and all fees collected shall be full compensation for the licensee's services.

¹² 440.8, Subd. 4 sets out the day that each geographic section of the City shall have Residential trash and Recycling services. Depending on the size of your City, you may specify between one and five days on which service may be provided. A community of less than 1,500 households, for example, may wish to specify only one or two, each relating to one day on which service can be provided; a City of 20,000 households may wish to specify five geographic areas each relating to one day on which service can be provided.

440.8, Subd. 1 prohibits the collection of commercial wastes except in accordance with your City's Noise Ordinance. Include the citation in your Code for this Ordinance and the specific hours that collection is prohibited.

¹³ 440.8, Subd. 4 requires that multi-unit properties have containers for trash and Recyclables. Your City's Zoning Code may require that trash containers be located in an enclosed area. The Zoning Code should also require sufficient room to enclose the Recyclables containers (s) and any Bulky Wastes generated by the residents between collections. You may wish to reference your Zoning Code in this Subsection of the Solid Waste Ordinance.

440.8, Subd. 4 requires that owners of Multiple Unit Residential dwellings and all Commercial buildings must provide tenants with Recycling services.

Subd. 7. Preparation and Ownership of Recyclables. All licensees may specify to customers the preparation of targeted Recyclables for collection and the collection site. The licensee shall be deemed the owner of all Recyclables collected but nothing shall be construed to prevent the licensee from offering curbside collection for other Recyclable materials in addition to Recyclables defined by the City.

440.9 Yard Waste.

No person shall dispose of Yard Waste except in one of the following manners:

Subd. 1. By contracting with a licensed collector to haul said Yard Waste to a county-approved compost site.

Subd. 2. By the person transporting said Yard Waste from their own property to a City, County or private compost site,

Subd. 3. By composting the Yard Waste on said person’s property under the following conditions:

- A. The compost pile shall be screened from public view.
- B. The compost pile shall be fenced or enclosed on four (4) sides to prevent the scattering of Yard Waste and shall have a cover to minimize entrance of rain to the container.
- C. The compost pile shall be managed in a way that prevents odor, harborage of animals, and stockpiling of material which does not readily decompose within a calendar year.

Subd. 4. Only Yard Waste which is produced on the premises can be composted on that premises.

440.10 SSOM.

No person shall dispose of SSOM except in one of the following manners¹⁴:

Subd. 1. By contracting with a licensed collector to haul said SSOM to a county-approved compost site.

Subd. 2. By the person transporting said SSOM to a City, County or private site that accepts SSOM.

440.11 Penalties

The City Council may impose an administrative fine or revoke the license of any person found in violation of any applicable statute, regulation, and provision of this Section, or the City’s Solid Waste Standards.. Any proposed revocation shall be preceded by a public hearing, conducted before the City Council, and preceded by at least 15 days’ notice of the hearing given to the licensee. The notice, in addition to setting forth the time and place of the hearing, shall state the nature of the charges for which revocation shall be considered. No person granted a license hereunder shall acquire any vested rights, and the City reserves the right to establish other means of collection of materials for which a license may be issued under this Section.

¹⁴ If your City allows community gardens and neighborhood composting in the community gardens, insert appropriate language here.

- Subd. 1.** The following are minimum penalties which shall be imposed by the City Council for violations of any applicable statute, regulation, provision of this chapter, or the City's Solid Waste Standards
- A. For the first violation, at least a \$75 administrative fine.
 - B. For the second violation within any four (4) year period, at least a \$200 administrative fine.
 - C. For a third violation within any four (4) year period, the license shall be revoked.

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