

AGENDA

1. CITY COUNCIL WORK SESSION CALLED TO ORDER
2. ROLL CALL: Murphy, Greenberg, Parisian, Wagner, Mayor Blonigan
3. DISCUSSION
 - A. Review Parks and Facilities Naming Proposal Form
 - B. Snow Emergency - Parking Regulations
 - C. Update on Organized Collection Request for Proposals (RFPs)
 - D. Robbinsdale Fire Relief Association Presentation
4. STAFF UPDATES
 - A. Staff Updates
5. COUNCIL UPDATES
6. ADJOURNMENT



TO: Mayor and City Council
PREPARED BY: Tim Sandvik, City Manager
APPROVED BY: Tim Sandvik, City Manager
DATE: October 8, 2024
RE: Review Parks and Facilities Naming Proposal Form

Background:

Some years ago, at the urging of Mayor Blonigan, the City of Robbinsdale was the first City to join with the City of Golden Valley in the formation of Just Deeds. Just Deeds has since grown to include many local jurisdictions, all of whom aim to allow property owners to discharge racially restrictive covenants from their properties. As a part of this effort, Mayor Blonigan shared the discovery that the Sanborn Holding Company, along with others in the real estate profession, sold off dozens of properties near Sanborn Park while utilizing the practice of incorporating racially restrictive covenants.

Analysis:

Last fall, in concert with Human Rights Commissioners, the City Council agreed a Parks and Facilities Naming Policy should be enacted before moving forward with any name change. A draft was shared with the Parks, Rec, and Forestry (PRF) Commission, and staff ultimately made final recommendation for Council consideration. The policy was reviewed by Council, and ultimately approved in April 2024.

At the September 10, 2024 City Council Work Session, staff updated Council that the City has received two submissions. As per the policy, both submissions were reviewed by the PRF Commission and were confirmed to have met the criteria of the new policy. As a part of the new policy, the Council is required to host a Public Hearing on the applications - that took place September 17, 2024. At that meeting, Council entertained a motion and second on the application for Castile Park, but that motion did not pass. There was no action taken on the second application (Shoreline Park).

At the time of the September 17, 2024 Public Hearing, Council directed staff to bring the policy back for further discussion. Note, since that time, staff have received two more applications (attached), but have not been reviewed by the PRF Commission (as per the policy). Note, the first application was sent via photo/email - for those who may not be able to read the materials, a write up was also provided:

My name is Dave Mendenhall, the son of Robert Mendenhall and graduate of Robbinsdale High 1970. I have become aware of a possible name change concerning Sanborn Park. I would like to nominate my father, Robert Mendenhall, as a possible alternative to Sanborn park. As I know the history of my father's contribution to the City of Robbinsdale I feel it only fitting that he should be considered. There is an attachment included that has the application with signatures (I could provide more signatures if needed) and a few highlights of my father's contributions to Robbinsdale which I will list again here. Thank you for taking the time to consider this request. I will also provide a copy of this to the City Manager as requested by the application form.

Dave Mendenhall (son)

- * More than 3 decades as Robbinsdale's H.S. band director and music coordinator*
- * Robbinsdale City Band director from 1947-1964, winning the Grand Champion Title 17 years in a row.*
- * Named Robbinsdale 'Man of the Year' award in 1984 and was awarded the 'Key to the City'*
- * WCCO Good Neighbor award in 1968 & 1984*
- * Grand Marshall of the Robbinsdale Whiz Bang parade in the early '80's.*
- * Musical instruments donated in his memory to the Robbinsdale school band programs.*

Recommendation:

Discuss the attached Parks and Facilities Naming Policy, and give staff direction for next steps.

Attachments:

1. City of Robbinsdale Parks and Facility Naming Policy
2. Parks Naming Proposal Form - Mendenhall Park
3. 9.24.24 Parks Naming Proposal Form - Philando Castile Park



City of Robbinsdale, MN
4100 Lakeview Avenue North
Robbinsdale, Minnesota 55422-1898
Phone: (763) 537-4534
Fax: (763) 537-7344

City of Robbinsdale
Parks and Facilities Naming Proposal Form

Naming Committee Information (minimum of 5)

Name	Address	Signature

Committee Contract Information

Address	Email
Day Phone	Evening Phone

Name of Person(s), Organization, Event, or Natural Geographic Feature to be Considered:

--

Description of Facility (new or existing) at which dedication would be located:

Please provide background information on your proposed name. For example, if the suggestion is a person or organization, how have they served or contributed to the City in a positive way? If your suggestion is natural, cultural, or geographical, how does it provoke positive themes? Finally, please share how your proposal promotes equity/inclusiveness, services to the community, and/or observes local history.

**All forms to be submitted to Robbinsdale City Hall, 4100 Lakeview Ave N, c/o City Manager*



Robbinsdale Parks and Facilities Naming Policy

Purpose: Establish a policy that creates a consistent mechanism for the official naming/renaming of assets and facilities belonging to the City of Robbinsdale, MN.

Objectives:

- Ensure city assets and facilities are easily identified and located.
- Ensure public participation in the naming of city assets.
- Ensure that names given to city assets reflect the culture and diversity of the city and the communities the city serves by including names that honor various genders, ethnicities, races, tribes, and socioeconomic backgrounds, ensuring representation of various demographic groups.

The City of Robbinsdale's assets include all property under the city's ownership, including that of the Robbinsdale Economic Development Authority, including but not limited to buildings (including rooms), structures, open space, public parks, natural areas, wetlands, land, lakes, ponds, trails, nature reserves, environmental habitat, community gardens, neighborhoods, and streets.

Guidelines for the naming of City of Robbinsdale's Assets and Facilities

In considering naming or renaming a city asset, the Robbinsdale City Council should consider the following criteria:

1. Individuals who have made a significant contribution to the city of Robbinsdale and communities it serves can be considered. These can include but are not limited to:
 - a. Honor community leaders and inspiring figures who have contributed outstanding civic service and or engender a strong sense of civic responsibility or social/economic justice that inspire future generations and promote positive values.
 - b. Someone who has made a significant contribution to the protection of the city's natural or cultural resources or has enhanced the quality of life for residents.
 - c. All such honored individuals, as indicated in a. and b. above, must be deceased for at least one year.
2. Natural and geographic features that reflect the area's natural elements, landscape, flora or fauna.
3. Names that provoke positive themes fostering a sense of unity and inclusiveness (e.g. Unity Park).
4. Names that reflect the connections to indigenous communities from the area.
5. Recommendations shall include at least one of the following priorities:
Equity/Inclusiveness, Service to the Community, and/or Observe Local History.

In considering naming or renaming city assets, the Robbinsdale City Council shall be guided by the following principles:

1. At least one of the above stated criteria is met.
2. Names with connotations that by contemporary standards are derogatory or profane will not be considered, and any assets named for such shall be renamed.
3. Aim for a name that is inclusive and ensures that various demographics are represented throughout the city's assets, so all individuals are welcomed and represented.
4. The proposed name may not be considered if it is a duplication of adjacent cities' parks and facilities to minimize confusion amongst the public and emergency response teams.

Procedure: The Robbinsdale City Council shall set forth the following procedures for naming or renaming Robbinsdale assets and facilities:

1. A request for naming of a city asset shall be submitted to the City Manager and/or the Robbinsdale City Council. The city shall develop a form to solicit suggestions for names of city assets from organizations, neighborhood residents, individuals and the media. All suggestions, solicited or not, shall be acknowledged and recorded for consideration. The City may limit the number of submissions within a calendar year to two (2). Submissions will be considered on a rolling basis.
2. All submissions must include a "nominating committee". Such nominating committee shall include at least five (5) Robbinsdale residents.
3. The submission must be consistent with the criteria stated in this policy.
4. Submissions must complete application form provided by the City to be considered.
5. Staff shall formally respond to applicant(s) within 90 days.
6. The city of Robbinsdale shall notify the community of a public hearing at least 10 days prior in communication methods the city typically uses to provide an opportunity for public comment on name considerations.
7. The Robbinsdale Parks, Recreation, and Forestry Commission shall review all considered applications, and provide feedback to the City Council for consideration.
8. The city of Robbinsdale will also provide opportunities for community members to make suggestions electronically and through other means (e.g. The Birdtown Brief).
9. The Robbinsdale City Council shall make the final naming decision, taking into consideration the preferences indicated by community members.
10. The nominating person(s) may be responsible for costs associated with any dedication, background check fees, and recognition/memorials. Recommendations shall be made by the City Manager, and the City Council will issue a decision if necessary.
11. Robbinsdale assets and facilities shall be identified by the established name, and signs shall be maintained as a source of identity and civic pride.



City of Robbinsdale, MN
4100 Lakeview Avenue North
Robbinsdale, Minnesota 55422-1896
Phone: (763) 537-4534
Fax: (763) 537-7344

**City of Robbinsdale
Parks and Facilities Naming Proposal Form**

Naming Committee Information (minimum of 5)

Name	Address	Signature
Kandi Heard	3911 Noble Ave N Robbinsdale	Kandi Heard
Deb Anderson	3720 Orchard Ave N Robb	Deb Anderson
Margaret A. Roll	3712 Euclid Pl., Robbinsdale	Margaret A. Roll
Benci Roll	4617 Ewing Ave N	Benci Roll
George Runyan	3141 2nd Ave. N.	George L. Runyan
Jon Worden	3811 27th Ave N	Jon Worden

Committee Contact Information

Address 10225 170th St	Email dave.mendenhall@gmail.com
Day Phone 952-818-9918	Evening Phone same

Dave Mendenhall (son)

Name of Person(s), Organization, Event, or Natural Geographic Feature to be Considered:

Robert Mendenhall - deceased as of 2/14/2012

Description of Facility (new or existing) at which dedication would be located:

Replacing Sanborn Park with Mendenhall Park or Robert Mendenhall

Please provide background information on your proposed name. For example, if the suggestion is a person or organization, how have they served or contributed to the City in a positive way? If your suggestion is natural, cultural, or geographical, how does it provoke positive themes? Finally, please share how your proposal promotes equity/inclusiveness, services to the community, and/or observes local history.

More than 3 decades as Robbinsdale's H.S. band director and music coordinator.
Served in WWII as a musician in the Navy Band.
Robbinsdale City Band director from 1947 to 1964, winning the
Grand Champion Title 17 years in a row for the Fairlight Parade.
He was named Robbinsdale "Man of the Year" in 1964 and was awarded the
'Key to the City'.
2000 Best Neighbor in 1968 and 1984.
Grand Marshall of the Robbinsdale Whiz Bang day parade in the early 1980s.
His musical instruments were donated in his memory to Robbinsdale
School Band programs.

*All forms to be submitted to Robbinsdale City Hall, 4100 Lakeview Ave N, c/o City Manager



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Rec'd
9/24/24
RS

City of Robbinsdale
Parks and Facilities Naming Proposal Form

Naming Committee Information (minimum of 5)

Name	Address	Signature
ERIC MERNI	3641 Quail Ave N	[Signature]
* Georgianne Dickinson	3512 Indiana Ave N.	[Signature]
HILLY Moberg	3700 BEARD AVE N	[Signature]
MARCUS TRATOR	3700 BEARD AVE N	[Signature]
Jackie Schluter Johnson	3617 Lee Ave N	[Signature]

*** Committee Contract Information**

Address	3512 Indiana Ave N.	Email	nativa@aol.com
Day Phone	612/418-3254	Evening Phone	same

Name of Person(s), Organization, Event, or Natural Geographic Feature to be Considered:

former Robbinsdale resident Philando Castile

Description of Facility (new or existing) at which dedication would be located:

Rename Sanborn Park to Philando Castile Park

Please provide background information on your proposed name. For example, if the suggestion is a person or organization, how have they served or contributed to the City in a positive way? If your suggestion is natural, cultural, or geographical, how does it provoke positive themes? Finally, please share how your proposal promotes equity/inclusiveness, services to the community, and/or observes local history.

Philando Castile and his family lived in Robbinsdale for a number of years and they spent a lot of time in Robbinsdale parks. Philando worked for the public schools, and even though he never made or had much money, he often bought meals for children so they could do well in school. He also stood up against bullying and helped special needs students in his free time. He was a beloved school employee, and he tragically died at age 32. His mother, Valerie Castile, was inspired by his actions and positive impacts, so she created the Philando Castile Relief Foundation. Because of their time living in Robbinsdale, the foundation paid off over 300 Cooper high school senior's lunch debts so they could graduate, and advocated for the law that made breakfasts and lunches free for students. Elected officials said they voted for the law because of Philando Castile's inspiring actions. We should honor Philando Castile for his good deeds and the good deeds that he inspired.

(12+)

*All forms to be submitted to Robbinsdale City Hall, 4100 Lakeview Ave N, c/o City Manager
by naming Sanborn Park to Philando Castile Park.

TO: Mayor and City Council

PREPARED BY:

APPROVED BY: Tim Sandvik, City Manager

DATE: October 8, 2024

RE: Snow Emergency - Parking Regulations

Background:

Staff continues to make recommendations in a fair and equitable way, and limit infractions due to misunderstanding, while promoting health and public safety.

Analysis:

According to City Code 1305.09 (attached), specifically Subd 3, it states "*After a snowfall of at least two inches, parking is prohibited on public streets, highways, and alleys in the city and on property owned or leased by the city. Parking may not resume on a street, highway or alley until it has been plowed and the snow removed to the curb line. Parking may not be resumed on any individual property owned or leased by the city until the property has been plowed to the perimeters thereof. (Amended, Ord. No. 91-14, Sec. 1)*"

Subd 4 notes that a declaration of emergency may be made by the Director of Public Works (or their designee) under certain circumstances, including weather-related events. However, in recent years, the City has worked to communicate snow emergencies, any time more than two inches have accumulated. Two years ago (winter of 2022 - 2023) we saw incredible snowfall, and the lack of cooperation from people parking on street resulted significant maintenance, accessibility, and safety issues. This last winter (2023 - 2024) presented a different set of challenges - with a winter of limited snow, we received a handful of 1-3 inch snowfalls (some of which saw enough variation in different parts of town).

Unless there is a true emergency, staff should not be declaring a snow emergency. Staff will present the item (including the two attachments from City code and the City website), and request Council feedback.

Recommendation:

Provide feedback to staff on recommended Snow Emergency Procedures

Attachments:

1. 1305.09 Restricted Parking - City of Robbinsdale, City Code
2. WEBSITE - Snow Plowing and Removal _ Robbinsdale, MN

1305.09. Restricted parking.

Subdivision 1. Four hour rule.

Except as otherwise provided in this code, no person in charge of a vehicle may park or permit the vehicle to stand upon a highway, street or alley in the city or on property owned or leased by the city, for more than four consecutive hours between the hours of 12 o'clock a.m. and 8 o'clock a.m. nor for more than six consecutive hours at any time.

Subd. 2. Trucks.

In an industrial, commercial, or multiple dwelling area where off-street parking area or truck standing spaces are provided, those vehicles must use the designated area for parking, loading or unloading.

Subd. 3. Snow.

After a snowfall of at least two inches, parking is prohibited on public streets, highways, and alleys in the city and on property owned or leased by the city. Parking may not resume on a street, highway or alley until it has been plowed and the snow removed to the curb line. Parking may not be resumed on any individual property owned or leased by the city until the property has been plowed to the perimeters thereof. (Amended, Ord. No. 91-14, Sec. 1)

Subd. 4. Declaration of emergency.

Whenever in the opinion of the director of public works or his or her designated representative an emergency exists in the city or in a section or sections thereof because of snow, rain, freezing rain, sleet, ice, snowdrifts or other natural phenomena which create or are likely to create hazardous road conditions or impede the free movement of fire, health, police, emergency or other vehicular traffic, or otherwise endanger the safety and welfare of the community, the director of public works or his or her designated representative may declare an emergency to exist for up to six weeks, but such emergency may be sooner terminated if conditions permit. While emergency conditions exist, the director of public works or his or her designated representative may restrict parking on public streets in a section or sections of the city. Notice of such emergency and termination thereof shall be given by press, City website, radio and television and the news media shall be requested to cooperate with city officials and, when such notice is given, it shall constitute due and proper notice. Where, in the opinion of the director of the department of public works or his or her designated representative, such emergency continues to exist for a period in excess of the aforesaid emergency period, he or she is hereby authorized to declare successive emergency periods. (Added, Ord. No. 14-05)

Snow Plowing and Removal

City of Robbinsdale public works staff is committed to providing and maintaining safe and passable streets, alleys, sidewalks, and trails throughout the community. Winter maintenance activities will take place any time conditions require a response from public works.

Snow Emergencies

Per [Robbinsdale City Code section 1305.09](#), the city will declare a snow emergency when snow conditions create or are likely to create hazardous road conditions or impede the free movement of fire, health, police, emergency or other vehicular traffic or otherwise endanger the safety and welfare of the community. During snow emergencies, or after a snowfall of at least two inches, parking is prohibited on public streets, highways, and alleys in the city and on property owned or leased by the city. Parking may not resume on a street, highway, or alley until it has been plowed and the snow removed to the curb line. Any vehicle parked on an unplowed street during a snow emergency may be ticketed and towed. Vehicles should remain off the street until the snow emergency has ended. The City sends notifications when the snow emergency is officially ended. Learn about all available methods for getting notified of snow emergencies below.

How do I find out if a snow emergency is in effect?

Residents can find out if a snow emergency has been declared in a few different ways:

1. Sign up for Tip411 notifications: www.robbednsdalemn.com/tip411
2. Visit the City website (snow emergency status is updated in the header): www.robbednsdalemn.com
3. Visit the City Facebook: www.facebook.com/cityofrobbednsdale
4. Call the Snow Emergency line at 763-531-1275

Where can I park my vehicle during a snow emergency?

During a snow emergency, street parking is prohibited until the street has been completely plowed from curb to curb. To avoid getting ticketed or towed, residents should park their cars in a garage or driveway. If you do not have a garage or driveway, coordinate with a friend, relative, or neighbor to park in their garage or driveway.

Can I park on the street after it has been plowed?

When a snow emergency is in effect, no on-street parking is allowed until the streets have been plowed from curb to curb.

My car was towed during a snow emergency. What do I do?

If your vehicle was impounded by the Robbinsdale Police Department, contact Twin Cities Transport & Recovery at 651-642-1446 to coordinate the release of your vehicle.

Am I responsible for shoveling the sidewalk in front of my property?

Yes. Per section 805 of the City Code, property owners or occupants of buildings that are adjacent to a public sidewalk must clear sidewalks of snow in a timely manner (within 12 hours of snowfall). It is unlawful for property owners or occupants to allow an unreasonable accumulation of snow or ice to remain upon the sidewalk longer than reasonable necessary or fail to remove the snow or ice. If homeowners fail to clear off their sidewalks, the city will hire a contractor to remove the snow and the charges will be assessed to the property.

Should I clear snow away from the fire hydrant in my yard?

Staff strongly encourages home owners or occupants to take responsibility for clearing the snow away from a fire hydrant in their yard. Clearing the snow away from fire hydrants helps our Fire Department respond more quickly and effectively. The Fire Department asks that residents clear a wide enough perimeter around the hydrant for firefighters to work. It is also helpful for the firefighters if the sidewalks and driveways are cleared.



TO: Mayor and City Council

PREPARED BY: Tim Sandvik, City Manager

APPROVED BY: Tim Sandvik, City Manager

DATE: October 8, 2024

RE: Update on Organized Collection Request for Proposals (RFPs)

Background:

This past spring and summer, staff have provided materials to the City Council in regards to the current and future Organized Collection contract for Refuse, Recycling, Yard Waste, and Organics. With

Analysis:

Attached to this item, you will find the RFP that was posted online, in the paper, on the City website, and sent directly to twelve (12) service providers. Of those, six responded with bids.

Like all bidding processes, there are nuances. Each are aware of unique circumstances in Robbinsdale, like alley AND street services, Organics requirements under Hennipen County/statute, preference of YW service, etc... Each also has a unique way of answering questions like *"Describe your company's understanding of environmental stewardship and how it is integrated into your collection services."*

Finally, in the chart below (proposed 2025 rates), you can see that pricing varies by service provider; however, each provide years two (2) through five (5) with different accelerators (flat percentages, tied to Consumer Price Index (CPI), disposal rates that vary, HERC charges, or other considerations).

Org	Con	36 R	66 R	96 R	Org	YW	Rec	6+O+YW+Rec	MF Rec	Appliances
1968	2	\$10.95	\$12.95	\$14.95	\$11.74	\$6.25	\$5.75	\$36.69	\$5.75	\$35.00
1988	3	\$12.87	\$15.54	\$17.25	\$4.75	\$10.19	\$5.72	\$36.20	\$5.72	\$42.00
2020	NA	\$13.34	\$15.91	\$18.40	\$3.00	\$5.96	\$6.10	\$30.97	\$6.10	\$40.00
1981	26	\$12.00	\$14.00	\$15.90	\$4.50	\$7.51	\$5.75	\$31.76	\$3.45	\$40.00
1990	5	\$12.50	\$14.25	\$16.50	\$4.50	\$8.50	\$6.25	\$33.50	\$6.25	\$55.00
1968	12	\$13.17	\$15.42	\$17.62	\$28.00	\$7.51	\$5.88	\$56.81	\$2.94	\$45.00

Org - Year organized

Con - number of other municipal contracts

36 R - 30-36 Gallon Refuse
66R - 60-66 Gallon Refuse
96R - 90-96 Gallon Refuse
Org - Organics
YW - Yard Waste
Rec - Recycling

Recommendation:

Staff will provide updates on the process, and see Council direction for next steps.

Attachments:

1. City of Robbinsdale - Organized Collection RFP - 2024
2. Q&A - City of Robbinsdale Org Hauler RFP - 2024



City of Robbinsdale, MN
4100 Lakeview Avenue North
Robbinsdale, Minnesota 55422-1898
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Request for Proposals (RFP) - City of Robbinsdale

Organized Hauling – Refuse, Recycling, Yard Waste, Organics Collection

Submissions Due – September 16, 2024

Introduction

The City of Robbinsdale, MN, (“City”) is requesting proposals for organized collection services for Refuse, Recycling, Yard Waste, and Organics.

Background Information

Robbinsdale, Minnesota is a city of roughly 15,000 people located next to the northwest corner of Minneapolis. The City is over 100 years old and has maintained its small-town feel. The city is governed by the Robbinsdale [City Council](#), made up of a Mayor and 4 Council Members. Each Council Member represents a specific area ("Ward") of the city. The City Council formulates the city policy. The City Manager is responsible for city administration.

Purpose

The City is soliciting proposals from qualified firms for the organized collection of refuse, recycling, yard waste, and organics for residential dwelling units including duplexes, triplexes, fourplexes, townhomes – in total, roughly 5,100 stops.

Currently, residential dwellings receive collection service from the alley side **and** street side of their houses. All but a few alleys in Robbinsdale are a paved surface, ranging from 10’ to 14’ in width, and have differing geometric layouts including straight through, T-shaped (3), L-shaped (4) (most with right angles, a few with acute angles), and dead-ends (8). There are a few unique collection needs where one dwelling receives alley side collection while the adjacent dwelling receives street side collection due to being near the alley but having no access to it. Additionally, the City provides occasional walk-up accounts. The current service contract expires April 1, 2025.

The City of Robbinsdale staff will review and evaluate all proposals, and may request additional information, clarification, or presentations. Vendors should provide specific and pertinent information and submit all information requested.

RFP Administrator

The Request for proposals is being issued by

City of Robbinsdale, MN
4100 Lakeview Ave N
Robbinsdale, MN 55422

Instructions for Submitting a Proposal

Review the entire description of the City's collection needs, then complete the Application Form (attached). Proposals are accepted in hard copy form, or via email to the City Manager – tsandvik@ci.robbednsdale.mn.us.

Robbednsdale City Hall, 4100 Lakeview Avenue North, Robbednsdale, MN 55422-4534, **no later than September 16, 2024**.

Any questions regarding the proposal should be e-mailed or faxed to City Manager, at (763) 531-1258 or tsandvik@ci.robbednsdale.mn.us.

Once the proposal has been received by the City, we may request that a representative from your firm meet with city staff to present your proposal and answer any questions.

The City will reserve the right to: (i) waive non-substantive informalities of any proposal or of matters relating to the receipt of proposals and award of the contract, (ii) reject all proposals without cause, and (iii) reject any proposal that the City determines to have failed to comply with the terms herein.

Description of Services

The Contractor will supply the labor, materials, and equipment necessary to make a complete collection of refuse, recyclables, yard waste, and organics from all residences in the City during the term of the contract. Such collections will include all residential dwelling units, as defined in this proposal and be accomplished by use of individual containers. The Contractor will provide the personnel, equipment, and facilities necessary to fulfill the terms and conditions of the contract. The Contractor will provide the services in compliance with all applicable laws and charge for the services on a volume-based schedule.

The collection services contract would include:

- Weekly residential refuse collection and disposal for single family and up to 4-unit multi-family
- Additional collection service available to residents (in excess of containers)
- Weekly yard waste collection and disposal between April and November
- Bi-weekly single sort recycling collection & conveyance
- Collection of bulk items and appliances for an additional fee
- Walk-up accounts- reasonable collection exceptions for seniors or disabled
- Weekly collection of refuse and recycling from City facilities
- Recording of customer service communications, requests and complaints
- Reporting of tonnage, end market, storage, and recycling participation
- Assisting the City with public education through articles, handouts, other media, or events
- Informing the public and City of timely changes in service and other changes
- Working with the City to maintain excellent service to the residents of Robbednsdale
- Special clean up projects- work with code enforcement staff



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Term of Contract

It is the City's preference to enter into a service contract lasting five (5) years. Services may be extended by agreement of both parties providing extension is agreed upon by a mutually agreed upon date.

Definitions

For purposes of the contract, the terms defined in this section have the meanings given them:

- a) Additional Collection Service. Bagged, boxed, or bundled refuse in excess of the designated volume-base per residential dwelling unit.
- b) Bulky items. Large household items including carpeting and padding (less than three feet and under 50 lbs), mattresses, chairs, couches, tables, and other such items of furniture that are too large for one person to pick up.
- c) City of Robbinsdale Solid Waste Sticker. A sticker purchased directly from the City to be affixed to any Additional Collection Service item (i.e. extra bags). The number of stickers required per item is to be established by the City and enforced by the Contractor.
- d) Collection Service. A private operation engaged in collection and transportation of refuse, yard waste and recyclables.
- e) Independent Contractor. A person authorized by the Contractor to perform refuse collection services within the City.
- f) Multi-Family Dwelling Unit. A Multi-Family Dwelling Unit is any dwelling unit designed for multiple housekeeping units that does not qualify for regular garbage service under this Contract.
- g) Single Sort Recycling. The commingled collection of all recyclables in a single 30-36, 60-66, or 90-96 gallon wheeled cart.
- h) Recyclables. Items such as, but not limited to, newspaper, plastics with a neck, catalogs, magazines, phone books, junk mail, corrugated cardboard, 4C's boxboard, ledger paper, bi-metal cans, aluminum, and glass.
- i) Refuse. Putrescible and non-putrescible solid waste from residences including garbage and rubbish, and specifically excluding yard waste, recyclables, and toxic and hazardous wastes. Refuse further excludes industrial, commercial, agricultural, and construction garbage or rubbish and wastes. Includes garbage- organic waste, including discarded material resulting from the handling, processing, storage, preparation, serving, and consumption of food. Includes rubbish-solid waste, including ashes consisting of both combustible and noncombustible wastes, such as wood, bedding, crockery, and other non-reusable waste: the term also includes non-recyclable types of glass, paper, cardboard, and metal cans.

j) Residential Dwelling Unit. A single family dwelling unit and each unit of a duplex, triplex, fourplex, and townhome: the term does not include apartment buildings.

k) Townhome. Structures containing two or more units that are contiguous to each other governed by a homeowner's or renter's association.

l) Toxic and Hazardous Wastes. Waste materials including, but not limited to, poisons, pesticides, herbicides, acids, caustics, pathological wastes, radioactive materials, flammable or explosive materials, and similar harmful chemicals and wastes that require special handling and must be disposed of in a manner to conserve the environment and protect public health and safety.

m) White Goods. Household appliances including items such as refrigerators, freezers, stoves, dishwashers, washers and dryers, water heaters, microwave ovens, furnaces, air conditioners, dehumidifiers, and trash compactors.

n) Yard Waste. Compostable organic plant material that consists of grass clippings, leaves, and soft garden material, including brush and limbs less than four inches in diameter and four feet in length provided they are bundled with twine.

Scope of Contract

Collection Service Provided by Contractor.

Refuse Collection

Description: Refuse collection service includes the collection of Refuse from Residential Dwelling Units in the City. Included in the cost of this Refuse service is the annual collection of one Christmas tree (not wrapped in a plastic bag and free of decorations) placed at Curb (separate from cart) Collection costs are described in Attachment A.

Exclusions: Refuse collection service does not include the collection of:

- Toxic and Hazardous Waste including items such as batteries, tires, construction material, motor oils, and paint in liquid form;
- Yard Waste;
- Recyclables;
- animal waste and solid waste materials resulting from industrial, commercial, and agricultural operations;
- earthen fill, boulders, rock, and other materials normally handled in construction operations, solids or dissolved materials in domestic sewage or other significant pollutants in waste resources, such as silt, dissolved or suspended solids in industrial wastewater effluent, dissolved materials in irrigation return flows or other common water pollutants.
- White Goods.

Carts: The Contractor must provide a cart for each residential dwelling unit. All replacement carts will be provided by the Contractor at the Contractor's sole expense and maintained by the



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Contractor throughout the life of this Contract. Three sizes of containers have been approved for use:

- a container of 35 gallons;
- a container of 64 gallons;
- a container of 96 gallons.

Location: A residential dwelling unit must have its container at the street curb or alley adjacent to the unit on or before 6:00 a.m. on the designated day of collection. Collection from City owned properties per container location.

Frequency: A residential dwelling unit must have its Refuse collected a minimum of once per week.

Additional Collection Service: Refuse in excess of the provided cart will be picked up by the Contractor when placed in a resident- provided container or bag not exceeding 33 gallons when properly affixed with a City Solid Waste Sticker. Collection service for White Goods must be by prior arrangement with the Contractor for collection and will be billed in accordance with agreed upon pricing.

Reporting: Tonnages of Refuse collected must be reported by Contractor to the City on a monthly basis.

Pick-Up at City-Owned Properties: Contractor will provide service as necessary for the collection and disposal of Refuse and Recyclables from City-owned properties and parks listed in Attachment C at no additional cost to the City.

Disposal: The Contractor will dispose of Refuse collected in Robbinsdale at the Hennepin County Disposal facility. The Contractor must maintain Hennepin County receipts of delivery and shall provide the City with copies of such receipts upon request. Estimated City tonnages must be reported by the Contractor to the City monthly.

Notification: If a resident of the City places an item out for pickup and the item is not taken by the Contractor, the Contractor must provide immediate written notification to the resident of reason for refusal to pick up the item. Notification must be left on the cart.

Walk up Service: The Contractor shall provide walk up service for residents who have a disability and who have been deemed by the City to be eligible for such service.

Snowbirds: Although residents may indicate to the Contractor that they will be away for an extended period of time, this Contract anticipates that the refuse container will be checked at every home, every week.

Yard Waste Collection

Description: Yard Waste collection service includes the collection of yard waste from Residential Dwelling Units in the City. Cost for this service is described in Attachment A.

Location: A Residential Dwelling Unit must have its Yard Waste segregated from other refuse in an approved Yard Waste bag or a container clearly identified as "Yard Waste" located at the boulevard adjoining the street curb or alley or other designated pick-up location on or before 6:00 a.m. on the designated day of collection. Twigs and small branches will be collected at no extra charge as long as the branches are less than three inches in diameter and less than five feet long. Branches and twigs must be placed in a customer-owned container, compostable bag or tied into bundles.

Frequency: Yard Waste Collection Service will be provided from April through November each year. A Residential Dwelling Unit must have its Yard Waste collected a minimum of once per week on the same day as Refuse collection service.

Reporting: Tonnages or yards of Yard Waste collected must be reported by the Contractor to the City on a monthly basis.

Conveyance of Yard Waste: The Contractor will transport the Yard Waste to a compost site as approved by the City. The Resident may not mix Refuse or inorganic materials with the Yard Waste or take any action so as to make the Yard Waste material unacceptable to the operators of the compost site.

Notification: If a resident places Yard Waste out for pickup and the material is not taken by the Contractor, the Contractor will provide immediate written notification to the resident of reason for refusal to pick up the item. Notification must be left on the cart or item in question. The Contractor must make reasonable accommodations as required by state and federal law, including but not limited to the manner of pickup for individuals with a disability.

Education: The Contractor will assist the City in the education of residents on how to properly prepare Yard Waste. Contractor will work with City staff on a seasonal and as needed basis to prepare educational materials for residents.

Single Sort Recycling Collection

Description: Recyclable collections service includes the collection of Recyclables, from Residential Dwelling Units. Cost for this service is described in Attachment A.

Containers: Each residential dwelling unit will be supplied with a recycling container by the Contractor of 35, 64, or 96-gallon size as requested by owner or renter. The containers are to be owned and maintained by the Contractor. Commencing with the signing of this Contract, all new and replacement containers will be provided by the Contractor at the Contractor's expense and maintained by the Contractor throughout the life of this Contract. Residents are allowed to have an additional recycling container at no additional fee.



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Location: Residential Dwelling Units must have their Recyclables in approved containers located at the boulevard adjoining the street curb or alley or other designated pick-up location by 6:00 a.m. on the scheduled pick up day.

Frequency: Each residential dwelling unit and City owned property will have its Recyclables collected by the Contractor every other week on the same day as Refuse collection service.

Reporting: Tonnages of Recyclables collected must be reported by the Contractor to the City on a monthly basis. These tonnages must be reported by individual materials collected and the place where the Recyclables are delivered must be disclosed. If the tonnages are estimates, the method of estimation must also be disclosed and Contractor will do everything possible to ensure the accuracy of estimates.

Conveyance of Recyclables: The Contractor must convey the Recyclables to a recycling center, which assures these materials will not be land filled. The Resident may not mix other types of Refuse or inorganic materials with the Recyclables or take any action to make the Recyclables unacceptable to the operators of the recycling center.

Education: The Contractor will assist the City in the education of residents on a monthly and as needed basis on types of recyclable materials and how to properly prepare materials for recycling, including single-sort recycling.

Promotions: Contractor will work with City staff on an as needed basis to create and conduct promotions to encourage additional recycling participation and tonnage.

Materials: The Contractor may discontinue the collection of approved materials in the event they are no longer accepted as recyclable in the marketplace after prior thirty days' written notice to the City. Contractor shall also continually add all newly-approved materials to collection as they become accepted as recyclable in the marketplace.

Material Preparation/Notification: The Contractor must promptly inform owners and occupants of Residential Dwelling Units of how to properly prepare Recyclables for collection. If the Contractor fails to pick up a recyclable at a residential dwelling unit because it was improperly prepared, it is the Contractor's responsibility to immediately inform in writing the Residential Dwelling Unit how to properly prepare the Recyclables to make the Recyclables acceptable for pick up. Contractor shall assist the City for notifying residents of changes in Recyclables accepted for collection.

Organics Collection

Description: Organics collections service includes the collection of Organics from Residential Dwelling Units.

Containers: Residential dwelling units who register for this service will be supplied with a container by the Contractor. The containers are to be owned and maintained by the Contractor.

Commencing with the signing of a Contract, all new and replacement containers will be provided by the Contractor at the Contractor's expense and maintained by the Contractor throughout the life of this Contract.

Location: Residential Dwelling Units must have their Recyclables in approved containers located at the boulevard adjoining the street curb or alley or other designated pick-up location by 6:00 a.m. on the scheduled pick up day.

Frequency: Each Residential Dwelling Unit and City owned property will have its Organics collected by the Contractor every week on the same day as Refuse collection service.

Reporting: Tonnages of Organics collected must be reported by the Contractor to the City on a monthly basis. These tonnages must be reported by individual materials collected and the place where the Organics are delivered must be disclosed. If the tonnages are estimates, the method of estimation must also be disclosed and Contractor will do everything possible to ensure the accuracy of estimates.

Conveyance of Organics: The Contractor must convey the Organics to a place, which assures these materials will not be land filled.

Education: The Contractor will assist the City in the education of residents on a monthly and as needed basis on types of Organics and how to properly prepare materials.

Promotions: Contractor will work with City staff on an as needed basis to create and conduct promotions.

Multi-Family Recycling Collection.

The Contractor is required to provide recycling services similar in nature to Residential Dwelling Units for those Multi-Family Dwelling Units that have elected to use the City's provider. A list of properties participating is included in Attachment D. This list will be updated as needed during the term of this Contract.

Service Schedule.

- Hours: The Contractor will perform collection services between the hours of 6:00 a.m. and 6:00 p.m., on Monday through Friday, except when an emergency exists, at which time the Contractor must notify the City of such emergency. The Contractor may perform collection services on Saturday when a holiday falls on a weekday.
- Holidays: The Contractor will observe the following legal holidays on which its offices and operations will be closed: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. When holidays fall on a weekday, the collection for each day of that week after the holiday will be made one day later.
- Authorized Pickups: Only pickups authorized by this Contract may be made. The Contractor is not entitled to payment for any pickups not authorized by this Contract.
- Street Improvements: The Contractor will reasonably adjust its collection route to accommodate street improvement projects.



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- Administration: Contractor must maintain an office equipped with electronic communication equipment and staffed with sufficient personnel to handle complaints, orders for special service, or to receive instructions.

The office must be staffed from 8:00 a.m. to 4:30 p.m., Monday through Friday (except holidays). The Contractor will maintain a written log of all complaints, the date thereof and the action taken pursuant thereto or the reason for non-action. Complaints must be responded to within 24 hours of their receipt. The log of complaints must be made available for inspection by an authorized City representative upon request.

Performance Standards: The Contractor will supply the labor, material, and equipment necessary for the performance of this Contract.

As a part of considering services, the City will propose additional language on Legal Compliance, Payment Methods, Additional Collection services, Disposal fees, Insurance/Indemnification, Applicability of Appropriate federal/state/local Laws and Regulations, Limiting Transfer or Sale, Termination clause(s), and other considerations.

The Contractor is required to be familiar with and comply with all federal, state, and local laws, statutes, regulations, ordinances, and policies. Contractor is required to provide a performance bond and payment bond in compliance with Minnesota Statutes, sections 574.26 – 574.32. The value of each bond must equal 100% of the annual value of the services to be provided, or \$175,000, whichever is greater. The bonds must meet terms and conditions, as outlined in the contract with the City and as approved by the City Attorney

City-Owned Properties

The following is a list of City-Owned Properties that the Contractor will provide refuse and recycling collection services.

City Hall – 4100 Lakeview Ave N.	1-3 yd, 1x/wk
Police & Fire Station – 4101 Hubbard Ave N.	1-4 yd, 1x/wk & 1-2 yd cardbrd
Public Works Facility – 4601 Toledo Ave. N.	1-6 yd, 3x/wk & 1-30 yd cardbrd
Robbinsdale Historic Library Building – 4915 42 nd Ave N.	1-2 yd, 3x/wk
RC Liquors – 4130 Hwy 81.	1- 2 yd, 1x/wk & 1-6 yd cardbrd
Whiz Bang Days- Lakeview Terrace Park	2-20 yd, on-call
Twin Lakes Rest Area- Lakeland Ave & 43 rd Ave	1-8 yd, 1x/wk

The Public Works Facility includes the following services:

- Weekly pickup of recyclables
- Pickup of scrap metal containers 2-3 pulls/month. The City will contact Contractor when containers need to be picked-up.

Selection Criteria

Responses to this RFP will be evaluated by a selection committee based upon the consultant's proposal and information submitted. The Committee will review all proposals, and make a recommendation to the City Council as necessary. Proposals will be considered on the following:

- Monthly service cost to residents.
- Cost of service for public facilities.
- Reputation of provider.
- Customer service.
- Professional references.
- Availability for special events.
- Legal compliance.

Tentative Timeline

Event	Date
Issue Request for Proposals	August 15, 2024
Consultant Questions Due	September 2, 2024
Submissions Due	September 16, 2024
Consultant Approval	Fall 2024

Disclosure

All information in the Consultant's proposal, except for fee analysis, is subject to disclosure under the provisions of Minnesota Statute Chapter 13 – Minnesota Government Data Practices Act.



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CITY OF ROBBINSDALE, MINNESOTA

PROPOSAL APPLICATION FORM CONTRACTOR QUALIFICATIONS

REFUSE, RECYCLING, ORGANICS AND YARD WASTE COLLECTION SERVICES

Proposal Application Instructions:

All questions must be answered completely. Please submit answers on separate sheets. The proposal must be notarized. The Contractor may submit any additional information to support its qualifications.

1. Name of Contractor (including legal and business name):

2. Permanent & main office address, including City, State, and Zip Code, Telephone, and E-mail:

3. When organized:

4. If a corporation, where incorporated:

5. How many years have you been engaged in refuse, recycling, and yard waste collection services under your present firm or trade name?

6. List any municipal contracts: (include name of municipality and contract dates):

8. Has your company failed to initiate any contract awarded to you? If yes, state when, for whom, and why:

9. Has your company ever failed to fulfil a contract after starting collection services? If yes, state when, for whom, and the reasons why:

10. List your major equipment available for this contract and whether it is owned or leased:

11. Describe your company's experience related to municipal waste collection:

12. Describe your company's customer service capabilities and how you would respond to customer service situations:

13. How would your company handle resident education and what type of plan would be most effective both at the beginning of the contract and over the term of the contract?

14. Describe your company's understanding of environmental stewardship and how it is integrated into your collection services:

15. Providing a cost effective collection service to residents is important to the City. How does your company define cost effectiveness and what does your company do to ensure its rates are cost effective to your customers?

16. Was there anything in this Request for Proposal that your company would be unable to meet? If yes, why?

17. Provide contact information for three references for which your company has performed contracted work (include name, contact name, and phone number):

- 1.
- 2.
- 3.

18. Please list three credit references, at least one bank reference, include company name, contact name, and telephone number:

- 1.
- 2.
- 3.

19. Will you, if requested, provide financial statements that may be required by the City for purposes of confirming your qualifications for the contract?



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BID RATE INFORMATION

List your monthly rates for Year 1 as described below for each service. This rate also includes the cost of new containers for all refuse and recycling purposes and delivery of such to residents.

30-36 gallon service \$ _____, list actual size: _____

60-66 gallon service \$ _____, list actual size: _____

90-96 gallon service \$ _____, list actual size: _____

Organics Collection \$ _____

Yard waste \$ _____
weekly, mid-April to mid-November

Single family recycling \$ _____
bi-weekly

Multi family recycling \$ _____
bi-weekly

Appliances \$ _____

Walk up accounts \$ _____
accommodations for handicap &
disabled

All other city buildings \$ _____

Cost of new container \$ _____ 30 gallon include
delivery to resident

Cost of new container \$ _____ 60gallon include
delivery to resident

Cost of new container \$ _____ 90 gallon include
delivery to resident

List the monthly per household Refuse, Recycling, and Yard Waste Rates for years 2 – 5.

	Year 2	Year 3	Year 4	Year 5
30-36 gallon				
60-66 gallon				
90-96 gallon				
Recycling				
Yard Waste				
Organics				



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1. How often can a resident change cart sizes?
 - a. **This is language that may be proposed by bidders**
2. Can you provide the tonnage reports for each waste or recycling stream? Trash, Yard Waste, Recycling, and organics if available for the prior 12-month period?
 - a. **Please find attached**
3. To ensure all haulers are on a level playing field, should we assume that all households and multi- family will receive new containers from the successful bidder for all carts provided to residents?
 - a. **Yes**
4. Can yard waste be billed that would include a 96-gallon cart assuming any extra volume will be collected outside the cart if prepared properly?
 - a. **Yard Waste will be billed at single price point – this should be reflected in any bid.**
5. How many residents subscribe to yard waste today?
 - a. **All residents covered by organized hauling**
6. How many residents subscribe your organics service?
 - a. **As of August 2024, roughly 900 subscribe**
7. In the event of a change in governmental fee or change in disposal or processing costs, how will the contractor's rate be adjusted?
 - a. **Currently, our organized collection contract reflects that adjustments in certain governmental fees/disposal costs/processing costs may be observed in price updating. We would expect similar language when considering a contract.**
8. Can we provide alternate bids for frequency of service as long as we bid the basic service specified in the RFP also?
 - a. **Yes**
9. Is yard waste service billed year-round?
 - a. **Yes**
10. Is yard waste service billed to all residents & what is the participation rate?
 - a. **Yes – 100%**



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11. What are the current tonnages of yard waste being disposed of?
 - a. **Please find attached**
12. What is the current resident trash cart count broken down by sizes? 30's, 60's, & 90's
 - a. **32 Gallon – 1212, 64 Gallon – 2913, 96 Gallon - 1183**
13. How many residents are currently receiving walk up service?
 - a. **As of August 2024, there are currently 5 walk-up accounts**
14. In the proposal it mentions an attachment D in regards to MDU's. Can you please provide of list MDU's that participate in the recycling program?
 - a. **Attachment D was a snapshot in time – MDUs participating in the program vary from time**
15. Can you please provide the annual tonnage for all material streams? (MSW, REC, YW and Organics) Also, send the Scrap metal tonnage please, if you have it from your current hauler.
 - a. **Find current reports attached**
16. Please provide a breakdown of the quantity of carts per size (# of 30,60,90 Gallon Trash carts and # of 30,60,90 Gallon REC carts)
 - a. **32 Gallon – 1212, 64 Gallon – 2913, 96 Gallon - 1183**
17. Please provide total number of current YW participants
 - a. **All stops receive YW Service**
18. Please provide total number of current Organics participants
 - a. **As of August 2024, roughly 900 participate**
19. Does the City plow the alleys during the winter or is that the residents responsibility?
 - a. **City does plowing of alleys**
20. How many Walk-up Accounts are being serviced under the current contract?
 - a. **As of August 2024, there are 5 Walk-up Accounts**
21. Does the City bill the residents for services or does the hauler?
 - a. **City does billing**
22. In the description of services, "special clean up projects" is listed. How many of special clean up projects have been completed in the past 24 months? Does the City negotiate pricing for these projects with the hauler?
 - a. **These are all one-offs, and are conducted on mutually agreed upon terms. For example, last fall the yard waste season continued later than normal, so we accepted YW at our facility and was transported by our current hauler.**



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23. Section - Yard Waste Collection, Location: The resident may set out Yard Waste in an approved bag. The RFP states that they may also set out YW in a container clearly identified as YW. Is that YW container provided by the Hauler or the Resident? Does the City have a preference?
- a. **The current container is provided by the hauler. The City would entertain alternatives, as long as the service level remains a priority.**
24. Please provide information about “Parks”, number of TR and REC carts and locations of parks that receive service. RFP states that contractor will provide service at City-owned properties and parks listed in Attachment C but there is no attachment C.
- a. **Attachments have been added to this list**
25. The RFP document, enclosed, refers to Attachment A, C & D in some of the sections yet I do not see those attachments in the RFP document. I see an “application form” and two “Bid Rate” pages. Please send the Attachments if I’ve missed something.
- a. **Attachments have been added to this list**
26. What are the current rates?
- a. **Attachments (including pricing) have been added to this list**
27. What is one thing you would like to see your current service provider improve upon?
- a. **Better Customer Service/Better Communication with the City**
28. How does the City determine the cost of the bulky items and how is the contractor reimbursed for picking up the bulky items?
- a. **We currently use a “sticker” system – residents are able to purchase stickers from the City and schedule a pick up with the hauler. The Hauler is then reimbursed from the City. The section titled “Solid Waste Stickers” shares pricing per item(s): <https://www.robbedinsdalemn.com/services/utility-billing/residential-solid-waste-garbage>**
29. What are the current house counts(services) on each of the service days for trash?
- a. **Currently, pick up is spread (roughly evenly) Monday – Friday.**
30. How many residents participate in the organics collection currently?
- a. **Roughly 900 as of August 2024**
31. Can you estimate how many residents are serviced in an alley and is this on a certain service day or days?
- a. **It is roughly 50% of each, all spread out by days.**
32. Do you know what type of equipment is being used to collect trash and recycling in the City? (side-load, rear-load, etc.)
- a. **Both are currently used, but side load trucks mostly don’t fit in alleys**



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33. What level of contamination has the current contractor experienced over the last couple of years?
a. **Please review attachments**
34. Are residents required to use a cart for the yard waste service or can they just place material out for collection in bags?
a. **Currently, both are accepted**
35. The contract states the City must approve the yard waste disposal facility. Is the City going to mandate the disposal site?
a. **The City has not mandated or “chosen” a site in the past; rather, contractor provides a site or sites for consideration, and City has provided approval as appropriate**
36. What is the current count for each size cart for each of the waste streams?
a. **32 Gallon – 1212, 64 Gallon – 2913, 96 Gallon - 1183**
37. Does the City maintain the alleys in the winter?
a. **Yes**
38. Is the City open to changing the day zones if needed?
a. **That will be considered as a part of bids**

Sum of Jan Trash	Sum of Feb Trash	Sum of March Trash	Sum of April Trash	Sum of May Trash	Sum of June Trash	Sum of July Trash
299.34	273.15	271.70	322.50	356.00	323.01	364.82
299.34	273.15	271.70	322.50	356.00	323.01	364.82
299.34	273.15	271.70	322.50	356.00	323.01	364.82
Sum of Jan Recycling	Sum of Feb Recycling	Sum of March Recycling	Sum of April Recycling	Sum of May Recycling	Sum of June Recycling	Sum of July Recycling
90.51	73.77	70.38	78.85	84.91	87.44	89.29
90.51	73.77	70.38	78.85	84.91	87.44	89.29
90.51	73.77	70.38	78.85	84.91	87.44	89.29



Waste Management of Minnesota
City of Robbinsdale 2024 Single Sort Recycling Report

	January	February	March	April	May	June	July	August	September	October	November	December	Total to Date	Average to Date
Recycling														
Recycling Participation %	91.62%	91.16%	91.28%	91.48%	91.92%	91.99%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
Actual Stops Collected	9,301	9,255	9,267	11,145	12,131	11,207								0
Possible Stops for Collection	10,152	10,152	10,152	12,182	13,198	12,182	10,152	10,152	11,167	13,198	11,167	10,152	134,006	11,167
Pounds Per Set Out	19.5	15.9	15.2	14.1	14.0	15.6	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!		
Newspaper	53.23	43.38	41.39	46.37	49.94	51.42	0.00	0.00	0.00	0.00	0.00	0.00	285.7	23.8
Glass	11.65	9.49	9.06	10.15	10.93	11.25	0.00	0.00	0.00	0.00	0.00	0.00	62.5	5.2
Cans (Aluminum & Steel)	3.63	2.96	2.82	3.16	3.40	3.51	0.00	0.00	0.00	0.00	0.00	0.00	19.5	1.6
OCC & Mixed Paper	12.75	10.39	9.92	11.11	11.96	12.32	0.00	0.00	0.00	0.00	0.00	0.00	68.5	5.7
Plastic	3.13	2.55	2.44	2.73	2.94	3.03	0.00	0.00	0.00	0.00	0.00	0.00	16.8	1.4
Scrap Steel	0.73	0.60	0.57	0.64	0.69	0.71	0.00	0.00	0.00	0.00	0.00	0.00	3.9	0.3
Total Recycling Tonnage	85.12	69.38	66.19	74.16	79.86	108.97	0.00	0.00	0.00	0.00	0.00	0.00	483.7	40.3
Residue	5.39	4.39	4.19	4.69	5.05	5.20	0.00	0.00	0.00	0.00	0.00	0.00	28.9	
Total Tonnage Picked Up	90.51	73.77	70.38	78.85	84.91	87.44							485.9	40.3

ATTACHMENT A

MONTHLY RATES

Effective April 5, 2020—for years one through five

Per Household Monthly costs are outlined in the table below:

Year	Year 1	Year 2	Year 3	Year 4	Year 5
35 Gallon	\$8.91	\$9.27	\$9.64	\$10.02	\$10.42
64 Gallon	\$10.83	\$11.26	\$11.71	\$12.18	\$12.67
96 Gallon	\$12.71	\$13.22	\$13.75	\$14.30	\$14.87
Recycling	\$4.65	\$4.84	\$5.02	\$5.23	\$5.44
Yard Waste	\$6.42	\$6.68	\$6.94	7.22	\$7.51

Services levels above include the disposal of one non-artificial Christmas tree per year, not wrapped in a plastic bag and free of lights and decorations, from every Residential Dwelling Unit.

Yard Waste Collection Service:

The rate for the unlimited Yard Waste collection for 2020-2025 is noted in the table above and will be in effect for each Residential Dwelling Unit. Single Sort Recycling Service with a Recyclable Materials Offset:

The rate for the every other week service per Residential Dwelling Unit which includes furnishing a 35, 64, or 96-gallon wheeled cart by the Contractor for 2020-2025 is listed in the table above.

The Base Rate starting in 2020-2025 is listed in the table above per household per month. The City household count is set at 5019 in 2019. The City will adjust this count every six months.

Multi- Family Recycling Service

The rate for weekly multi-family unit recycling service for 2020-2025 is listed in the table above.

Walk-up accounts

Walk-up accounts are available to all residents at a cost of \$5.00/month. This service is free for residents with who have a disability.

New Container Fee –

Cost of a new container is as follows:

- 35 gallon - \$45.00 (free for normal wear and tear)
- 64 gallon - \$55.00 (free for normal wear and tear)
- 96 gallon - \$65.00 (free for normal wear and tear)

Residential Dwelling Unit Adjustment

Beginning on June 1st, 2013 and every six months thereafter for the term of the contract, the City agrees to submit a count of Residential Dwelling Units by service type to the Contractor.

ATTACHMENT B

ADDITIONAL COLLECTION SERVICES

The following is a list of charges for additional collection services as mentioned in Section IV of the Contract:

White Goods.....\$37.50.

White goods, as defined in the Contract, include the following: refrigerators, freezers, stoves, dishwashers, washers and dryers, water heaters, microwave ovens, furnaces, air conditioners, dehumidifiers, and trash compactors.

Those prices are subject to change from time to time by the Contractor based on changes in disposal costs.

ATTACHMENT C

CITY-OWNED PROPERTIES

The following is a list of City-Owned Properties that the Contractor will provide service to in accordance with Section IV, A., 1. -Subsection h. - "Pick-Up at City-Owned Properties".

- City Hall-4100 Lakeview Ave. N.
- Police & Fire Station- 4101 Hubbard Ave. N.
- Public Works Facility- 4601 Toledo Ave. N.
- Robbinsdale Historic Library Building-4915 42nd Ave. N.
- Robbinsdale Wine & Spirits- 3501 Bottineau Blvd.
- Lakeview Terrace Park (The Contractor will provide and empty dumpsters used during the annual Whiz Bang Days Celebration.)
- Sanborn Park

The Public Works Facility includes the following services:

- ▶ Weekly pickup of regular Refuse and Recyclables.
- ▶ Periodic pickup of scrap metal and cardboard drop-off recyclable containers.
The City will contact Contractor when containers need to be picked-up.

ATTACHMENT D SINGLE STREAM SPECIFICATIONS

RECYCLABLES must be dry, loose (not bagged), unshredded, empty, and include **ONLY** the following:

Aluminum cans	Newspaper
PET bottles with the symbol #1 – with screw tops only	Mail
HDPE plastic bottles with the symbol #2 (milk, water bottles detergent, and shampoo bottles, etc.)	Uncoated paperboard (ex. cereal boxes; food and snack boxes)
PP plastic bottles and tubs with symbol # 5 - empty	Uncoated printing, writing and office paper
Steel and tin cans	Old corrugated containers/cardboard (uncoated)
Glass food and beverage containers* – brown, clear, or green	Magazines, glossy inserts and pamphlets

NON-RECYCLABLES include, but are not limited to the following:

Plastic bags and bagged materials (even if containing Recyclables)	Microwavable trays
Porcelain and ceramics	Mirrors, window or auto glass
Light bulbs	Coated cardboard
Soiled paper, including paper plates, cups and pizza boxes	Plastics not listed above including but not limited to those with symbols #3*, #4*, #6*, #7* and unnumbered plastics, including utensils
Expanded polystyrene	Coat hangers
Glass and metal cookware/bakeware	Household appliances and electronics,
Hoses, cords, wires	Yard waste, construction debris, and wood
Flexible plastic or film packaging and multi-laminated materials	Needles, syringes, IV bags or other medical supplies
Food waste and liquids, containers containing such items	Textiles, cloth, or any fabric (bedding, pillows, sheets, etc.)
Excluded Materials or containers which contained Excluded Materials	Napkins, paper towels, tissue, paper plates, and paper cups
Any paper Recyclable materials or pieces of paper Recyclables less than 4" in size in any dimension	Propane tanks, batteries
Cartons*	Aseptic Containers*

DELIVERY SPECIFICATIONS:

Material delivered by or on behalf of City may not contain Non-Recyclables or Excluded Materials. "Excluded Materials" means radioactive, volatile, corrosive, flammable, explosive, biomedical, infectious, bio-hazardous or toxic substance or material, or regulated medical or hazardous waste as defined by, characterized or listed under applicable federal, state, or local laws or regulations, materials containing information (in hard copy or electronic format, or otherwise) which information is protected or regulated under any local, state or federal privacy or data security laws, including, but not limited to the Health Insurance Portability and Accountability Act of 1996, as amended, or other regulations or ordinances or other materials that are deleterious or capable of causing material damage to any part of Contractor's property, its personnel or the public or materially impair the strength or the durability of Contractor's structures or equipment.

Contractor may reject in whole or in part, or may process, in its sole discretion, Recyclables not meeting the specifications, including wet materials, and City shall pay Contractor for all increased costs, losses and expenses incurred with respect to such non-conforming Recyclables including costs for handling, processing, transporting and/or disposing of such non-

conforming Recyclable Materials which charges may include an amount for Contractor's operating or profit margin ("Cost"). Without limiting the foregoing, and City shall pay a contamination charge for additional handling, processing, transporting and/or disposing of Non-Recyclables, Excluded Materials, and/or all or part of non-conforming loads and additional charges may be assessed for bulky items such as appliances, concrete, furniture, mattresses, tires, electronics, pallets, yard waste, propane tanks, etc.

Contractor reserves the right upon notice to discontinue acceptance of any category of materials set forth above as a result of market conditions related to such materials and makes no representations as to the recyclability of the materials. Collected Recyclables for which no commercially reasonable market exists may be landfilled at City's Cost.

* Glass may not be accepted in all locations. Cartons, aseptic containers and other plastics may be allowed if approved in writing by Contractor.
V6 February 2019



TO: Mayor and City Council
PREPARED BY: Scott Eid
APPROVED BY: Tim Sandvik, City Manager
DATE: October 8, 2024
RE: Robbinsdale Fire Relief Association Presentation

Background:

Analysis:

Recommendation:

Attachments:

1. RFD Relief 2024
2. REVISED 2024 Fire Relief Funding Report for Benefit Study_Robbinsdale Fire



ROBBINSDALE FIRE RELIEF ASSOCIATION

2024 City Council Presentation

Who we are:



Relief Association

Board of Trustees

- | | |
|------------------|----------------|
| • Scott Eid | President |
| • Brent Nelson | Vice President |
| • Brian Nygard | Secretary |
| • Neil Dressel | Treasurer |
| • Darren Olson | Trustee |
| • Jesse Hoekstra | Trustee |
| • Guy Dorholt | Ex Officio |
| • Bill Blonigan | Ex Officio |
| • Tim Sandvik | Ex Officio |



Relief Association

Consists entirely of part-time, paid-on-call staff.

For 115 years, we've responded to calls including

- Fire Suppression
- Rescue
- Extrication
- Water Rescue
- Basic Life Support
- HazMat
- Accident scene mitigation
- Supporting RPD



Demographics

Fire Department Staff	29
Average Firefighter Age	46
Average Years	12
Fire Calls 2023	414
10-year call average	372



Initial Training Requirements

Firefighter I and II	128 Hours
Emergency Medical Response	40 Hours
Hazardous Materials	40 Hours
Fire Apparatus Operator	88 Hours
Departmental Skills Testing	25 Hours

Total required training hours
321 hours



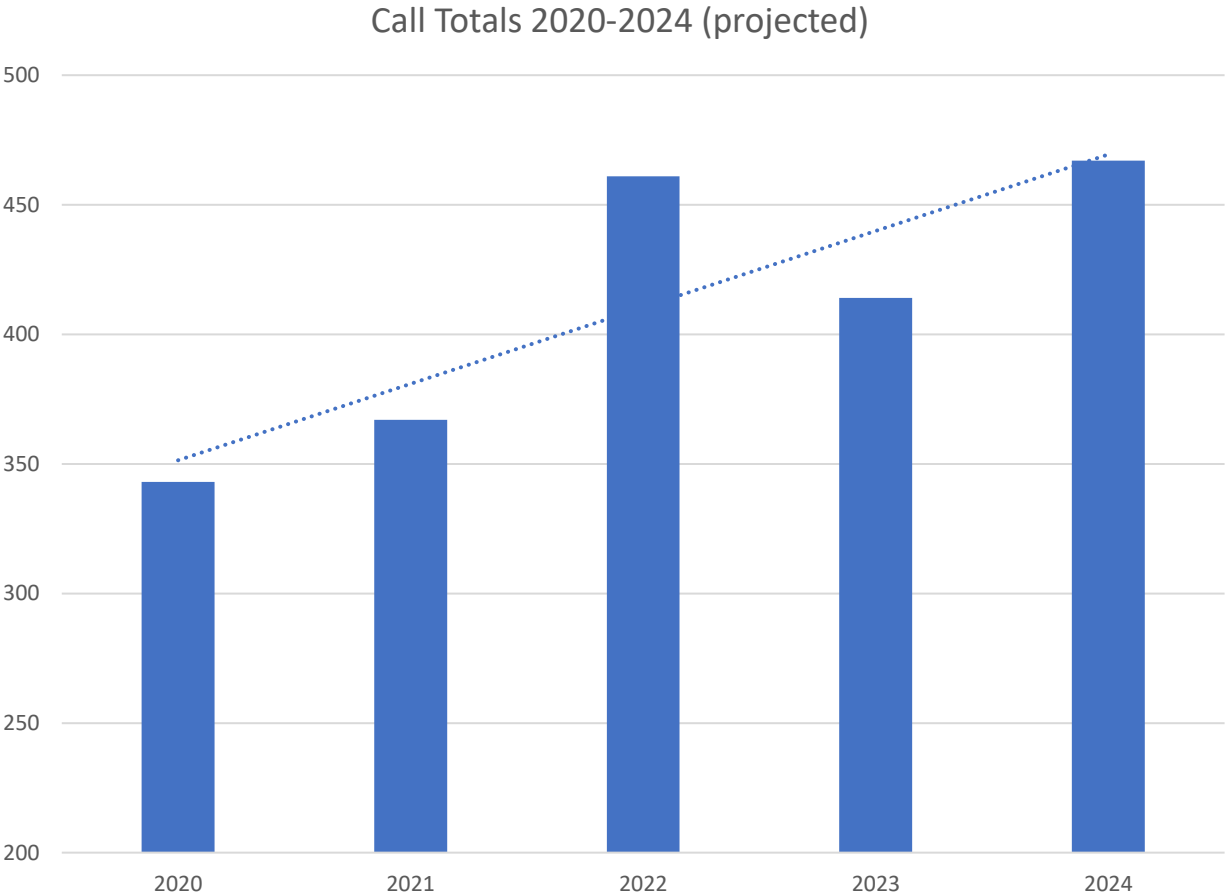
Public Education and Events

- Fire Prevention Month (Hundreds of students from area schools)
- Annual Public Safety Open House
- Fire Station Tours
- Vehicle Fair Participation
- Pet and Wheel Parade
- City Christmas Tree Lighting
- Whiz Bang Parade
- Hometown Meet and Greet
- Salvation Army Bell Ringing



Yearly Fire Calls

A comparison of total fire calls for the year from 2020 to our current projected call volume for 2024 (350)



Firefighter Pension



2024 Pension Increase Request

The Robbinsdale Fire Department Relief Association is requesting a pension increase from the current 11,500 per year of service to \$15,000 per year of service, effective January 1, 2025.

This requested increase is intended to recognize the service provided by longtime city firefighters, enhance firefighter recruitment and retention, and to keep the pension offered by Robbinsdale commensurate with those offered by nearby municipalities.

A benefit study prepared in September of 2024 by an actuarial firm projects a change in city contribution to the pension fund of \$74,733 for 2025 based on this proposed benefit change.





Robbinsdale Fire Relief Pension Funding

Funds are 100% Invested with the SBI

-SBI Account Value \$3.66 Million (2024)

Estimated State Aid 2024	\$105,745
Estimated City Contribution 2024	\$84,628
Investment Income 2023	\$468,201
Funding Percentage 2024**	105%

**Estimated value based on actuary report





Robbinsdale Fire Relief Pension Funding

Current Benefit

\$11,500 per service year
(15 years of service = \$172,500)

Partial vesting at 10 years of service, fully vested at 15 years of service.

Must be 50 years of age to collect.





Robbinsdale Fire Relief Pension Funding

- State maximum allowable benefit level is \$15,000.
- We will be at the allowable limit and will not return to negotiate an increase until that limit changes.
- This allowable benefit went into effect January 1, 2023. It was set at \$10,000 as far back as 2008.





Benefits to Robbinsdale

- Reduces training costs and reduces turnover.
- Reduced turnover increases average experience and skills on the department.
- Increases safety within the department
- Incentivizes hiring quality firefighters





Pension Comparisons

City	Amount
Robbinsdale	\$11,500
Plymouth	\$17,500
Golden Valley	\$13,000
West Metro	\$9,648.68
Brooklyn Center	\$15,000

West Metro and Plymouth fire operate on a different benefit system than Robbinsdale, Brooklyn Center, and Golden Valley



ROBBINSDALE

FIRE

RELIEF ASSOCIATION

ROBBINSDALE FIREMEN'S RELIEF ASSOCIATION

REVISED Addendum to January 1, 2024 Actuarial Valuation

Projected Cost of Benefit Increases

Monthly benefit multiplier for active members:	\$12.50	\$12.50
Lump sum benefit multiplier for active members:	\$11,500	\$14,000
Vesting schedule:	75% at 10 years, 100% at 15 years	75% at 10 years, 100% at 15 years
Benefit effective January 1:		2025
Liability measurement date:	1/1/2024	1/1/2024

A. Actuarial accrued liability (AAL)

1. Active members	\$ 3,281,909	\$ 3,786,624
2. Vested terminated members	159,099	159,099
3. Retired members	0	0
4. Spouses receiving benefits	26,264	26,264
5. Disabled members receiving benefits	0	0
6. Total actuarial accrued liability	3,467,272	3,971,987

7. AAL change from current benefit rate	504,715
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B. Special fund assets¹	3,329,170	3,663,566
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C. Unfunded actuarial accrued liability (A.6. - B.)	138,102	308,421
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D. Credit for surplus	0	0
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E. Amortization payment

1. Amortization period	20	20
2. Payment	10,554	23,570

F. Normal cost	162,117	195,181
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G. Annual contribution payable:	<u>2025, 2026</u>	<u>2025, 2026</u>
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1. Preliminary contribution (D.+E.+F.)	172,671	218,751
2. Admin expense (prior year x 1.035)	<u>17,702</u>	<u>17,702</u>
3. Annual contribution (1.+2., not less than \$0)	190,373	236,453
4. Estimated State Aid	<u>(105,745)</u>	<u>(105,745)</u>
5. Estimated City contribution (3.+4., not less than \$0)	84,628	130,708

6. Estimated change in City contribuion	46,080
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H. Funded ratio	96%	92%
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¹ Assets used to measure the contribution after the benefit increase are unaudited cash amounts as of 7/1/2024 plus SBI account at 8/1/2024.

Other than the potential benefit increases shown above, all results in this exhibit are based on the census data, assets, assumptions, methods, plan provisions and additional risk assessment disclosed in the revised 1/1/2024 actuarial valuation report dated 9/9/2024. All liability results and estimated contributions are presented as of 1/1/2024. Please note that results calculated using updated assets and liabilities may be substantially different. Additional pension risk information is included in the 2024 actuarial funding report.

ROBBINSDALE FIREMEN'S RELIEF ASSOCIATION

REVISED Addendum to January 1, 2024 Actuarial Valuation

Projected Cost of Benefit Increases

Monthly benefit multiplier for active members:	\$12.50	\$12.50
Lump sum benefit multiplier for active members:	\$11,500	\$15,000
Vesting schedule:	75% at 10 years, 100% at 15 years	75% at 10 years, 100% at 15 years
Benefit effective January 1:		2025
Liability measurement date:	1/1/2024	1/1/2024

A. Actuarial accrued liability (AAL)

1. Active members	\$ 3,281,909	\$ 3,988,510
2. Vested terminated members	159,099	159,099
3. Retired members	0	0
4. Spouses receiving benefits	26,264	26,264
5. Disabled members receiving benefits	0	0
6. Total actuarial accrued liability	3,467,272	4,173,873

7. AAL change from current benefit rate		706,601
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B. Special fund assets¹	3,329,170	3,663,566
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C. Unfunded actuarial accrued liability (A.6. - B.)	138,102	510,307
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D. Credit for surplus	0	0
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E. Amortization payment

1. Amortization period	20	20
2. Payment	10,554	38,998

F. Normal cost	162,117	208,406
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G. Annual contribution payable:

	<u>2025, 2026</u>	<u>2025, 2026</u>
1. Preliminary contribution (D.+E.+F.)	172,671	247,404
2. Admin expense (prior year x 1.035)	<u>17,702</u>	<u>17,702</u>
3. Annual contribution (1.+2., not less than \$0)	190,373	265,106
4. Estimated State Aid	<u>(105,745)</u>	<u>(105,745)</u>
5. Estimated City contribution (3.+4., not less than \$0)	84,628	159,361

6. Estimated change in City contribuion		74,733
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H. Funded ratio	96%	88%
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¹ Assets used to measure the contribution after the benefit increase are unaudited cash amounts as of 7/1/2024 plus SBI account at 8/1/2024.

Other than the potential benefit increases shown above, all results in this exhibit are based on the census data, assets, assumptions, methods, plan provisions and additional risk assessment disclosed in the revised 1/1/2024 actuarial valuation report dated 9/9/2024. All liability results and estimated contributions are presented as of 1/1/2024. Please note that results calculated using updated assets and liabilities may be substantially different. Additional pension risk information is included in the 2024 actuarial funding report.

ROBBINSDALE FIREMEN'S RELIEF ASSOCIATION

REVISED Addendum to January 1, 2024 Actuarial Valuation

Projected Cost of Benefit Increases

Monthly benefit multiplier for active members:	\$12.50	\$12.50
Lump sum benefit multiplier for active members:	\$11,500	\$15,000
Vesting schedule:	75% at 10 years, 100% at 15 years	75% at 7 years, 100% at 12 years
Benefit effective January 1:		2025
Liability measurement date:	1/1/2024	1/1/2024

A. Actuarial accrued liability (AAL)

1. Active members	\$ 3,281,909	\$ 4,010,957
2. Vested terminated members	159,099	159,099
3. Retired members	0	0
4. Spouses receiving benefits	26,264	26,264
5. Disabled members receiving benefits	0	0
6. Total actuarial accrued liability	3,467,272	4,196,320

7. AAL change from current benefit rate		729,048
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B. Special fund assets¹	3,329,170	3,663,566
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C. Unfunded actuarial accrued liability (A.6. - B.)	138,102	532,754
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D. Credit for surplus	0	0
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E. Amortization payment

1. Amortization period	20	20
2. Payment	10,554	40,714

F. Normal cost	162,117	217,595
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G. Annual contribution payable:	<u>2025, 2026</u>	<u>2025, 2026</u>
1. Preliminary contribution (D.+E.+F.)	172,671	258,309
2. Admin expense (prior year x 1.035)	<u>17,702</u>	<u>17,702</u>
3. Annual contribution (1.+2., not less than \$0)	190,373	276,011
4. Estimated State Aid	<u>(105,745)</u>	<u>(105,745)</u>
5. Estimated City contribution (3.+4., not less than \$0)	84,628	170,266

6. Estimated change in City contribuion		85,638
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H. Funded ratio	96%	87%
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¹ Assets used to measure the contribution after the benefit increase are unaudited cash amounts as of 7/1/2024 plus SBI account at 8/1/2024.

Other than the potential benefit increases shown above, all results in this exhibit are based on the census data, assets, assumptions, methods, plan provisions and additional risk assessment disclosed in the revised 1/1/2024 actuarial valuation report dated 9/9/2024. All liability results and estimated contributions are presented as of 1/1/2024. Please note that results calculated using updated assets and liabilities may be substantially different. Additional pension risk information is included in the 2024 actuarial funding report.



TO: Mayor and City Council
PREPARED BY: Tim Sandvik, City Manager
APPROVED BY: Tim Sandvik, City Manager
DATE: October 8, 2024
RE: Staff Updates

Background:

Staff will provide updates on the several items

Analysis:

Quad Cities - Yellow Ribbon Campaign

Canibas Regulations - Zoning, Licensing, and other updates

Nuisance Code Committee and Race as a Public Health Crisis updates

Compensation/Classification Update

Other

Recommendation:

NA

Attachments:

None