

**City of Ramsey**  
**Agenda**  
**City Council Work Session**  
**Tuesday, September 23, 2025**

**5:30 pm**

**Lake Itasca Room, 7550 Sunwood Drive NW**

Remote Attendance available at [www.cityoframsey.com/meetings](http://www.cityoframsey.com/meetings).  
Those joining remotely and requesting to speak are asked to use a webcam when speaking.

**1. Call to Order**

**2. Topics for Discussion**

1. Review Quotes for a New Curbside Recycling Contract Beginning in 2026
2. Variance Appeals
3. Consider Public Fund Expenditure to the Fire Relief Association
4. Veterans Park Discussion

**3. Topics for Future Discussion**

1. Review Future Topics/Calendar

**4. Mayor/Council/Staff Input**

1. Update on Outside Committees

**5. Adjournment\***

**\*Note: the City Council may motion to recess this Work Session meeting and reconvene after the regular City Council meeting if items on the agenda are not completed.**

**CC Work Session**

**Meeting Date:** 09/23/2025

**Primary Strategic Plan Initiative:** Not Applicable

**Information**

**Title:**

Review Quotes for a New Curbside Recycling Contract Beginning in 2026

**Purpose/Background:**

In March, the City Council directed Staff to obtain three (3) quotes for a new curbside recycling contract that would begin January 1, 2026, and run through December 31, 2029 (4-year term). The direction was to obtain a quote from our current hauler (ACE Solid Waste), along with quotes from two additional haulers as well. Due to the numerous variables that can impact pricing for recycling service, Staff drafted a Request for Quotes (RFQ), which is attached to this case, to ensure an 'apples-to-apples' comparison. Staff sent the RFQ to three (3) haulers and originally received responses from all three stating they intended to provide a quote for recycling service. However, on the final day to submit the Notice of Intent to Provide a Quote, one of the haulers informed Staff that they would not be submitting a quote and requested that their Notice of Intent to Provide a Quote be rescinded from record. Based on the proposed schedule in the RFQ, it was too late to seek an alternative third quote.

**Time Frame/Observations/Alternatives:**

Quotes were received from two haulers, ACE Solid Waste and Republic Services. The quotes are considered 'non-public data' and thus, Staff did not attach them to this case, but will distribute the Pricing Worksheet from both haulers at the Work Session. Staff will need to collect them back from City Council at the end of the discussion. The RFQ not only sought a quote for the standard, every other week curbside collection of recyclables, but also sought two add alternates, an option for a weekly curbside recycling service as well as curbside collection of organics. Both haulers provided sound quotes and each is capable of providing quality recycling service for Ramsey residents.

**Funding Source:**

Staff time spent on recycling activities is funded by monies from the Select Committee on Recycling and the Environment (SCORE), which are distributed via Anoka County.

**Recommendation:**

Staff recommends beginning negotiations with ACE Solid Waste on a new curbside recycling contract, as their quote provided the best pricing for the residents. ACE Solid Waste has provided quality service over the years, in addition to being a local Ramsey business.

**Outcome/Action:**

The desired outcome is for the City Council to select the preferred hauler and direct Staff to begin negotiating a new curbside recycling contract.

**Attachments**

Request for Quotes (RFQ)

**Form Review**

**Inbox**

Brian Hagen

Form Started By: Chris Anderson

Final Approval Date: 09/18/2025

**Reviewed By**

Brian Hagen

**Date**

09/18/2025 09:19 AM

Started On: 09/17/2025 08:53 AM

**Request for Quotes (RFQ) for Curbside Recycling Services** for the City of Ramsey, 7550 Sunwood Drive NW, Ramsey, MN 55303

**Subject:** Request for Quotes for Curbside Recycling Collection Services

**1. INTRODUCTION**

**1.1. Request for Quotes (RFQ)** – This RFQ defines the service standards, specifications, and quote requirements for the City of Ramsey’s (the “City”) recycling program. The City is seeking quotes from qualified vendors to provide single-stream curbside recycling collection services for all residential homes and townhomes, beginning January 1, 2026 through December 31, 2029 (four [4] year contract term).

**1.2. Intent.** The intent of this RFQ is to ensure the residents of Ramsey continue to receive efficient, environmentally conscientious, and customer-oriented recycling services that meet both our community’s needs and regulatory requirements. The goals of the curbside recycling program are to increase participation (current participation rate is at 90%) with enhanced education, expansion of acceptable curbside materials, and meeting the annual tonnage goal set by Anoka County (2025 goal is 3,124 tons; 2026 goal has not been set as of yet.).

The City will not reimburse any expenses incurred by a Respondent including, but not necessarily limited to, expenses associated with the preparation and submission of the quote. Furthermore, the City reserves the right to:

- Reject any and/or all quotes at the City’s sole discretion.
- Waive minor irregularities and informalities in the quote documents.
- Further negotiate with entities that submit a quote regarding matters related to the RFQ.

**1.3. Background.** The City has had a curbside recycling program since 1990. The current recycling contract requires all households (single family homes and townhouses) to be serviced on an every-other-week cycle. The City is divided into two halves, east and west, with each side currently being serviced on alternating Mondays (see Exhibit 1) and the City would prefer to maintain this service schedule. As the City of Ramsey continues to grow, there could be potential to modify the collection zones, if both the Contractor and the City agree, to create smaller, more manageable, collection zones.

The City currently has a single-stream recycling program for the collection of both Fiber and Rigid materials. Acceptable Fiber materials include newsprint, magazines, phone books, mixed mail, catalogues, circulars, paperback books, corrugated cardboard, boxboard, paper bags, and cartons. Acceptable Rigid materials include aluminum and steel cans, glass bottles and jars, plastic bottles, tubs, and containers with number #1, #2, or #5 (or as the industry dictates).

The current population of the City is approximately 28,560. As of the second quarter of 2025, there were 9,947 recycling accounts (this includes all single-family houses and townhouses).

The City’s current curbside recycling contract will expire on December 31, 2025.

Exhibit 2 includes the past three (3) years of curbside tonnage reports.

## 2. DEFINITIONS

The following terms, as used in this RFQ, are defined to mean:

**Aluminum Cans** – Disposable containers fabricated primarily of aluminum, commonly used for soda, beer, juice, water, or other beverages.

**Bi-weekly** – Occurring once every two weeks or every other week.

**Boxboard** – Dry goods boxes including, but not necessarily limited to, cereal, cake, chip, and cracker boxes.

**Collection** – The act of collecting Recyclable Materials from the Recycling Carts by the Contractor's personnel in authorized collection vehicles.

**Contract** – The agreement to be entered into between the City and Contractor.

**Contractor** – The City's recycling service contractor under the new Contract beginning operations on January 1, 2026.

**Corrugated Cardboard** – Cardboard material with double wall construction and a corrugated wavy layer separating the outer walls. This does not include plastic, wax, or other coated cardboard.

**Curbside** – The area of public road right-of-way between the property line and the curb or edge of the street, but not on the street itself.

**Curbside Recycling Service** – The curbside collection of recyclables, in conjunction with related public education and other customer services, specified within this RFQ.

**Fibers** – Newspapers, inserts, circulars, magazines, mixed mail, office paper, boxboard, corrugated cardboard, telephone books, catalogs, paperback books, notebooks, brown paper bags, and cartons (soup, wine, milk, juice, and broth).

**Glass Jars and Bottles** – Unbroken glass jars, bottles, and containers (lids/caps and pumps removed) that are primarily used for packaging and bottling of food and beverages.

**Magazines** – Glossy and non-glossy magazines and catalogues.

**Markets** – Any person or company that buys or charges for recycling of specified materials and may include, but are not limited to, end-markets, intermediate processors, brokers, and other recyclable material re-claimers.

**Mixed Paper/Mail** – Mail, advertisements, office paper, school paper, envelopes, etc.

**Newsprint** – All newspapers, including inserts, coupons, advertisements, etc.

**Non-Recyclable Materials** – Materials that are not included in the City’s recycling program or accepted by the Contractor. Examples may include pizza boxes, ceramics, plastic bags, hoses, etc.

**Participation Rate** – A record of which specific households on a recycling route set out Recyclable Materials at some point during a defined period, as a percentage of the overall number of eligible households.

**Plastics** – Plastic bottles, jugs, containers, and cups marked with a resin code of #1, #2, and/or #5 that contained milk, juice, soft drinks, liquor, water, certain foods, soap, shampoos, conditioners, etc.

**Processing** – The sorting, volume reduction, baling, containment, or other preparation of Recyclable Materials delivered to the processing center for transportation or marketing purposes.

**Recycling Carts** – Uniform, wheeled recycling containers in which Recyclable Materials can be stored and later placed for Curbside collection as part of the single-stream collection system. Carts shall be consistent in color and design, with a different color lid that includes an approved instruction label imprinted on top. Carts shall be visibly marked to clearly indicate it is for recycling for the benefit of both the resident and the Contractor driver.

**Recycling Manager** – City staff person managing the residential recycling program.

**Recyclable Materials or Recyclables** – The following materials are considered Recyclable Materials for the purposes of this RFQ: Aluminum Cans, Steel Cans, Glass Jars and Bottles, Plastics #1, #2, and #5 (excluding those that contained automotive fluids or cleaning products), Newsprint, Magazines, Mixed Paper/Mail, Boxboard, telephone books, paperback books, notebooks, brown paper bags, household office paper, and Corrugated Cardboard. The City is interested in expanding the list of Recyclable Materials or Recyclables and encourages Respondents to explore potential markets for additional materials. Materials may be added to this list as part of their quote or by written mutual agreement between the City and Contractor.

**Residential Property** – Includes all single-family homes and townhomes where a separate driveway and/or garage exists for each unit or group of units within the City. For the purposes of this RFQ, multi-family apartment buildings and residential dwelling units above commercial business space, are not defined as Residential Property and are specifically excluded from this contract.

**Respondent** – Anyone responding to and submitting a quote for curbside recycling service in response to the RFQ.

**Rigids** – Aluminum Cans, Steel Cans, Glass Bottles and Jars, and Plastics #1, #2, or #5 (bottles, containers, cups, tubs, etc.).

**Source Separated Compostable Materials (aka Organics)** – has the meaning given in State Statutes.

**Steel Cans** – Disposable containers fabricated primarily of steel or tin and used for food and beverages.

**Finance Department** – A department of the City which is the recipient of Contractor’s recycling invoices.

**Waste** – Any delivered Recyclable Material that is deemed by the processing center to be unable to be marketed into recycled content products.

**3. RFQ SCHEDULE AND SUBMISSION REQUIREMENTS**

**3.1. Schedule** – The following outlines the proposed schedule:

August 1, 2025	Issue the RFQ
August 8, 2025	Notification of Intent to Submit Quote from Respondents
August 15, 2025	Clarifications/Questions from Respondents Due
August 25, 2025	City Issues Responses to Respondents’ Questions
September 8, 2025	Quotes Due by 4:00 p.m. (electronic copy required, hard copy optional)
September 9-19, 2025	Evaluation, Review of References, and Selection
September 22, 2025	Contractor Notified; Contract Negotiations Begin
October 14, 2025 (tentative)	City Council Meeting: Consideration of Curbside Recycling Contract and Award Contract (could slide to October 28, depending on negotiations)
December 13-31, 2025	Delivery of Recycling Carts
January 1, 2026	Contract Start Date

**3.2. Questions** – Questions, clarifications, or requests for additional information about this RFQ or the process must be submitted in writing via mail or email no later than 4:00 p.m. on August 15, 2025 to:

Chris Anderson  
Recycling Manager  
City of Ramsey  
7550 Sunwood Drive NW, Ramsey, MN 55303  
Email: [canderson@cityoframsey.com](mailto:canderson@cityoframsey.com)

All questions and requests for more information and the City’s responses will be summarized in writing and forwarded to all Respondents on August 25, 2025.

Respondents shall not call members of the Ramsey City Council with questions about this RFQ. All inquiries shall be directed to the Recycling Manager.

**3.3. Quotes Held as Nonpublic Data** – Only the company names of Respondents submitting quotes will be made public. All documents shall be held as nonpublic data until the City Council awards a new Contract and authorizes City Staff to execute the new Contract.

**3.4. RFQ and Quote Incorporated into Final Contract** – The contents of this RFQ, the successful quote, and any written clarifications or modifications to the contents thereof submitted by the successful Respondent and approved by the City in writing shall become part of the contractual obligations and be incorporated by reference into the ensuing Contract. If any provision of the Contract RFQ

or quote is in conflict, the Contract takes precedence over the RFQ, and the RFQ takes precedence over the quote.

3.5. **Contact Restriction** – Any unauthorized contact with City Staff and/or City Council Members may subject the company to disqualification from further consideration. This restriction will be in effect from the date this RFQ is released through the date of final Contract award (including authorization for execution) by the City Council.

#### 4. **CONTRACTOR REQUIRED SERVICES**

The Contractor shall maintain the City's current bi-weekly curbside recycling collection service at all Residential Properties, and provide recycling services at the specified municipal buildings and/or properties as specified in this RFQ. However, the City is interested in the potential of a weekly collection option that households via an additional subscription service.

4.1. **Collection of Recyclables.** The Collection of Recyclables shall include the following materials:

- Aluminum & Steel Cans
- Boxboard and Corrugated Cardboard
- Cartons (milk, juice, broth, soup, wine)
- Glass Jars & Bottles
- Magazines, Catalogs, Telephone Books, Notebooks, and Paperback Books
- Mixed Paper and Mail
- Newsprint
- Plastics #1, #2, and #5 (bottles, containers, and tubs)
- Any additional material(s) added to the program by the Contractor after approval by the City.

Collection hours shall commence no earlier than 7:00 a.m. and must be completed no later than 6:00 p.m. on the scheduled collection day.

The Contractor shall not be required to make regular Collections on the following holidays: New Year's Day, Memorial Day, Labor Day, Thanksgiving, Christmas Day, and any other holiday mutually agreed to by both the City and Contractor. When a holiday falls on the regularly scheduled collection day, the Contractor shall conduct the Collection on the day following said holiday.

The Contractor shall publish a yearly calendar, including alternate collection days (due to a holiday), for distribution to all City households and supply the Recycling Manager with a minimum of 250 calendars for additional distribution (new residents, available for display in our lobby, etc.).

The Contractor may, at its sole discretion, postpone Collection due to severe weather. If Collection is postponed, the Contractor shall notify the Recycling Manager by telephone and email as soon as possible. Upon postponement, Collection will be completed on an agreed upon day between City and Contractor.

## 4.2. Services Required by Contractor

4.2.1. **Collection.** The Contractor shall provide Curbside Recycling Service to all Residential Properties on the scheduled day of service. Recyclables are to be collected Curbside, except where residents' physical abilities are impaired. In this instance, the Contractor shall provide a 'walk-up' service to the Recycling Cart at no additional charge.

The Contractor shall offer a 'drive-in' service when requested by a resident. Said 'drive-in' service shall be billed by the Contractor directly to the Residential Property.

4.2.2. **Missed Collections.** The City will notify the Contractor by 12:00 p.m. of the work day following the scheduled collection day of all missed Collections. The Contractor shall pick up missed Collections no later than 6:00 p.m. of the day following the missed collection.

4.2.3. **Customer Complaints.** Service complaints shall be handled by the Contractor. The City will notify the Contractor of all complaints it receives. The Contractor is responsible for corrective actions and shall answer all complaints courteously and promptly. The Contractor shall provide the City an update on how a complaint was resolved.

The Contractor shall provide personnel to receive complaints and answer curbside recycling questions via telephone and email between the hours of 8:00 a.m. and 4:30 p.m. on weekdays, excluding holidays (only those holidays outlined in Section 4.1). Furthermore, the Contractor shall have a voicemail system activated to receive telephone calls after hours and on weekends.

The Contractor shall maintain a log of all complaints, including the nature of the complaint, property address, date and time received, Contractor's response, and the date and time of the response. The Contractor shall provide this information to the Recycling Manager monthly, or upon request.

4.2.4. **Contamination.** The Contractor shall describe the process and/or options they will use to address contamination when evident in a Recycling Cart. Please note that the City will not support the use of financial penalties against Residential Properties.

## 4.3. Additional Services Required

4.3.1. **Spring and Fall Recycling Day Events.** The Contractor shall provide, at no additional charge, personnel and equipment (truck(s) and roll-off dumpsters) to collect Recyclable Materials and scrap metal at the City's annual spring and fall recycling events (potentially additional materials if agreed upon between the Contractor and the City. Events are *typically* held on the first Saturday in May and the last Saturday in September at the City's Public Works Campus (14199 Jasper St. NW, Ramsey, MN 55303). Events begin at 8:00 a.m. and end at 12:00 p.m. (any customer in line at 12:00 p.m. will be serviced). Personnel are required to arrive by 7:30 a.m. on the event date (or 30 minutes prior to start time should the event time ever be adjusted). The following equipment and labor shall be provided biannually for recycling events:

- Roll-off boxes or equivalent as mutually agreed upon by the City and Contractor for the collection of scrap metal and Recyclable Materials.
- All required labor for loading and removal of materials collected.
- Trucking services for the delivery and removal of the roll-off boxes or equivalent.

4.3.2. **Public Education.** The Contractor shall create and produce, at its own expense, an annual public education marketing piece that is mailed directly to all Residential Properties. Said mailing shall begin with the commencement of the Contract and shall continue each year throughout the duration of the Contract.

The mailer shall include an annual service calendar that details the service weeks for Residential Properties for the year and any holidays that will affect collection service. Additionally, the mailer shall include a list of acceptable Recyclables and proper preparation of said Recyclables, as well as a list of materials that are not accepted in the curbside program. The Contractor shall include their contact information on the mailer for questions, concerns, or comments from residents.

The Contractor shall submit the educational marketing piece to the Recycling Manager for approval prior to printing and dissemination. The Contractor shall provide a PDF of the educational marketing piece and at least 200 printed copies of the document to the Recycling Manager for distribution at the Ramsey Municipal Center (primarily for new residents).

4.3.3. **Parks Recycling.** The Contractor shall provide a 10-yard roll-off box at the City's Public Works Campus, 14199 Jasper St NW, for the City to use to deposit Recyclables collected in the City's park system. Said roll-off box shall be serviced on call as needed. Invoices related to this roll-off box shall be directed to the City's Finance Department and shall specify that it is for Parks Recycling.

4.3.4. **Organics Recycling.** The Contractor shall provide six (6) large (approximately 95-gallons each) collection carts at 14100 Jasper St. NW for use in the City's Organics Recycling Drop-Off program. Carts shall be serviced weekly. Invoices for these carts shall be sent to the City's Finance Department and shall specify that it is for Organics Recycling. See Section 6 for additional information about Organics Recycling.

#### 4.4. Equipment and Contractor Requirements

4.4.1. **Hauler License.** The selected Contractor shall maintain a City issued Hauler License throughout the duration of the Contract.

4.4.2. **Vehicle Identification.** As part of the submitted quote, the Contractor shall identify the number and type of vehicles used in the Curbside Recycling Service to demonstrate they have sufficient capacity to service the City.

4.4.3. **Contractor Vehicles.** The Contractor's vehicles used in the Collection of Recyclables shall be painted and marked uniformly on both sides. Furthermore, all vehicles and equipment shall be maintained in good working condition and kept neat in appearance.

All vehicles used in the Curbside Recycling Service shall be equipped with warning flashers, backup alarms, a broom and shovel in good working condition, a two-way communication device, and shall have the Contractor's company name and phone number prominently displayed on both sides of the vehicle.

All vehicles used in the Curbside Recycling Service shall be designated for collection of Recyclables only and said vehicles shall be clearly signed on both sides as recycling collection vehicle.

All collection trucks used by the Contractor in the Curbside Recycling Service shall be equipped with a closed top on the load portion so that contents will not spill or leak.

4.4.4. **Delivery of Recyclables.** The Contractor shall specify to the City where the Collection trucks will be delivering the Recyclables.

4.4.5. **Insurance.** The Contractor shall maintain and be able to show proof of proper bonding, insurance, and vehicle liability and workers' compensation insurance and they shall be an equal opportunity employer.

4.5. **Recycling Carts.** The Contractor shall delivery a Recycling Cart to each Residential Property for use in the single-stream collection program. Furthermore, the Contractor shall maintain an accurate inventory of Recycling Carts to ensure that the demand is met throughout the duration of the Contract.

The standard size Recycling Cart delivered to each Residential Property shall be approximately sixty-five (65) gallons. All Recycling Carts shall be uniform in both color and design and shall have markings to be clearly and easily identifiable as the container for Recyclables. All Recycling Carts shall include an approved instruction/recycling guide imprint or a weather-resistant, durable label on the lid. The imprint or label shall clearly indicate what items can be placed in the Recycling Cart.

The Contractor shall also have alternative Recycling Cart sizes available as well. These shall be approximately thirty-five (35) gallons and ninety-five (95) gallons in size.

4.5.1. **Upsizing, Downsizing, and/or Additional Recycling Carts.** The City periodically receives requests from residents for a different size Recycling Cart and/or for a second Recycling Cart. Thus, the Contractor shall, upon request by the City, provide a larger or smaller Recycling Cart to the Residential Property address specified at no additional charge. If requested, an additional Recycling Cart shall also be provided at no additional charge.

4.6. **Required Reporting by the Contractor.** The Contractor shall provide certified weight receipts and tonnage reports for all collected Recyclables via the Curbside Recycling Service no later than the 15<sup>th</sup> of each month (for the materials collected the previous month). The report shall indicate the total number of tons of Recyclables collected for the month. In addition, the report shall indicate the average participation rate and an explanation of how the participation rate is calculated. The Contractor shall also indicate the primary purchaser of the Recyclable Materials. Finally, a log of all complaints received, including the nature of the complaint, the date and time said complaint

was received, the property address of the complaint, the Contractor's response and the date and time of said response, shall also be provided.

**4.7. Personnel Requirements.** The Contractor shall maintain sufficient personnel and equipment to fulfill the requirements of the services described in this RFQ. The Contractor's personnel shall be trained in program operations and customer service. All personnel shall maintain a courteous, positive attitude when interacting with the public and shall:

- Conduct themselves in a professional manner and abstain from using abusive or foul language.
- Wear a uniform and employee identification badge or name tag.
- Drive in a safe and considerate manner.
- Handle all Recycling Carts with reasonable care to avoid damage.
- Monitor for any leaks and spillage and be responsible for cleaning them up.
- Maintain compliance with all existing Federal, State, and local laws and regulations.
- Avoid damage to public and private property.

The Contractor shall also specify the name, telephone number, and email address, for the person that the Recycling Manager can contact with questions, concerns, etc.

## **5. COMPENSATION.**

**5.1. Compensation Based on a Fee Per Household.** The City agrees to pay the Contractor for Curbside Recycling Services within the City, as described in the Respondent's quote and as outlined in an executed Contract, based on the number of Residential Properties certified by the City (see Section 5.2 below).

Each month, the Contractor shall submit an itemized invoice for the Curbside Recycling Service provided to the City. Said invoice shall be directed to the City's Finance Department.

The rate of compensation paid by the City to the Contractor for the Curbside Recycling Services shall be based on the Pricing Worksheet (see Exhibit 3).

**5.2. Number of Residential Properties.** On a quarterly basis, the City will identify the total number of Residential Properties within the City and will provide that count to the Contractor for use in billing the City for the Curbside Recycling Service.

**5.3. Damage to Property.** The Contractor shall take all necessary precautions to avoid damage to public or private property. The Contractor shall repair or replace any private or public property, including but not necessarily limited to, sod, mailboxes, or Recycling Carts, which are damaged by the Contractor. The Contractor shall address such property damage within forty-eight (48) hours of the incident. Repair or replacement shall be of equivalent value at the time of damage.

If the Contractor fails to repair or replace the damaged property within forty-eight (48) hours, the City may, but is not obligated to, repair or replace the damaged property and the Contractor shall fully reimburse the City for any of its reasonably incurred expenses. The Contractor shall reimburse the City for any such expenses within ten (10) working days of receipt of the City invoice.

5.4. **Fuel Surcharges/Environmental Fees.** The Contactor shall not add on fuel surcharges or environmental fees without prior approval of the City, in addition to the monthly Residential Property fee.

## 6. ORGANICS

6.1. **Drop-Off Program.** The City currently operates an Organics Recycling Drop-Off Program that residents can sign up for and participate in. The program utilizes six (6), 96-gallon carts for residents to drop off their organics. The Contractor shall continue to provide the equivalent equipment so this program is not interrupted (refer to Section 4.3.4 for more information).

6.2. **Curbside Organics Program.** The City is interested in receiving a quote for a subscription service for the curbside collection of organics. This service would be optional for Residents (they would need to sign up for this service) and would need to be billed by the Contractor directly to participating Residential Properties. The Pricing Worksheet (Exhibit 3) has space to include pricing for this service along with a description (size of collection carts, fee per household per month, and a summary of a curbside organics collection program).

Respondents should include a brief description of any experience they have with curbside collection of Organics and/or how they would develop such a program within the City. While this is of interest to the City, the City reserves its right to opt not to include or implement a subscription service Curbside Organics recycling program.

## 7. TERMS OF CONTRACT

7.1. **Duration.** The contract duration shall be four (4) years, commencing on January 1, 2026 and terminating at the end of business on December 31, 2029. Contract pricing shall not deviate from the agreed upon rates in the executed Contract.

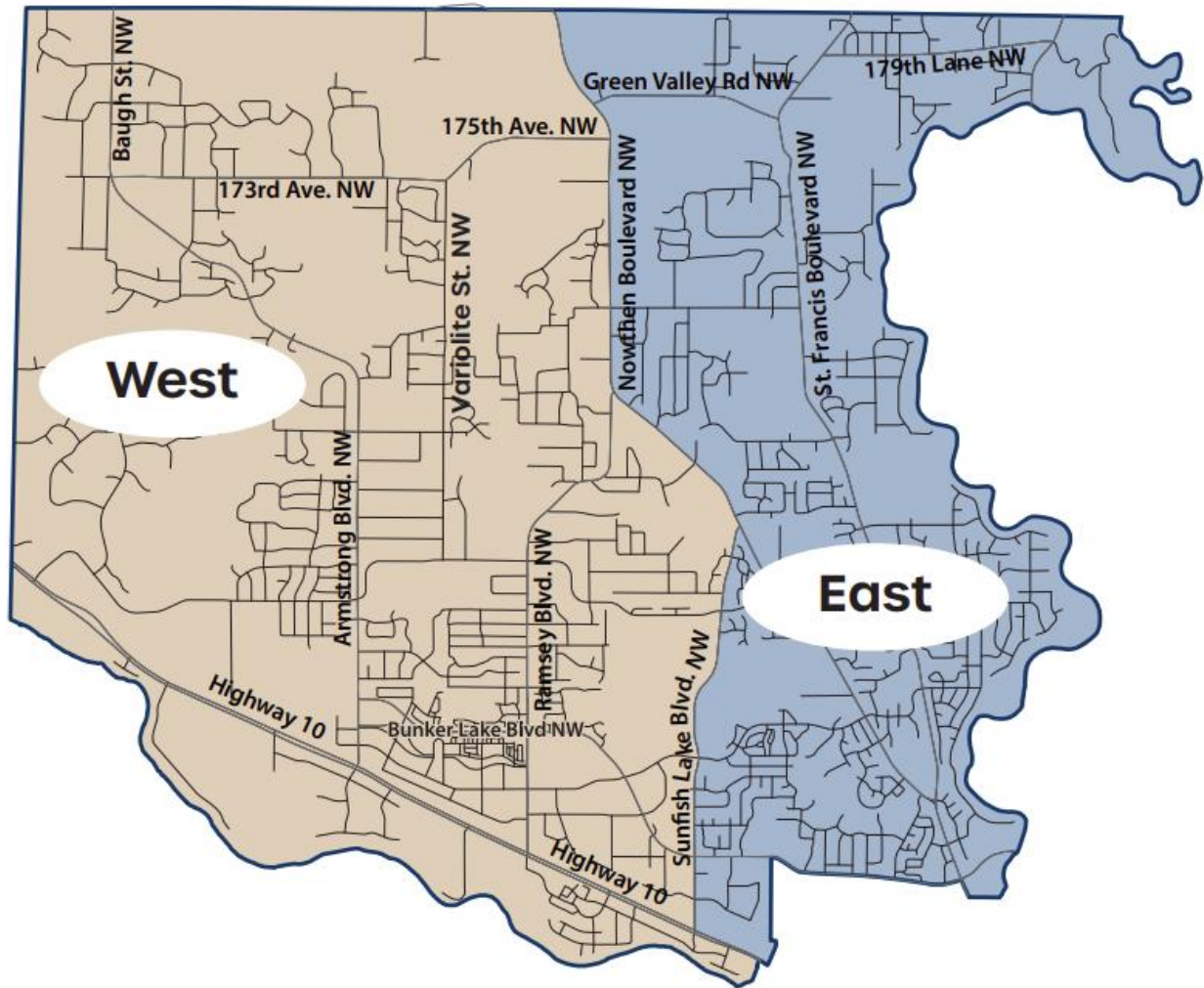
7.2. **Contract Termination.** The City may cancel the Contract if the Contractor fails to fulfill its obligations under the Contract in a proper and timely manner, or otherwise violates the terms of the Contract if the default has not been remedied within thirty (30) days after receiving writing notice of said default. The City shall pay the Contractor all compensation earned prior to the date of termination, minus any damages and costs incurred by the City as a result of said default. If the Contract is canceled or terminated, all finished or unfinished documents, data, studies, surveys, route maps, route notes, models, photographs, reports, or other materials prepared by the Contractor under this agreement shall, at the option of the City, become the property of the City and the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents or materials prior to termination. Upon termination, Contractor shall be responsible for retrieving all Recycling Carts within seven (7) business days from the date of termination.

7.3. **Hold Harmless.** The Contractor agrees to defend, indemnify and hold harmless the City, its officers and employees, from any liabilities, claims, damages, costs, judgements, and expenses, including attorney's fees, resulting directly or indirectly from an act or omission of the Contractor, its employees, its agents, and/or its subcontractors, in the performance of the services provided

by the Contract or by reason of failure by the Contractor to fully perform, in any respect, any of its obligations under the Contract. If Contractor is a self-insured agency of the State of Minnesota, the terms and conditions of Minnesota Statute §3.732, et seq. shall apply with respect to liability bonding, insurance, and liability limits. The provisions of Minnesota Statutes Chapter 466 shall apply to the City.

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**EXHIBIT 1**  
**Map of Division of City for Collection Purposes**



**EXHIBIT 2**  
**Curbside Residential Recycling Tonnages from 2022-2024**

<b>Month</b>	<b>2022 Tons</b>	<b>2023 Tons</b>	<b>2024 Tons</b>
January	224.78	252.34	242.78
February	195.12	214.65	202.30
March	236.28	242.17	201.38
April	232.38	228.12	249.17
May	253.45	243.11	255.97
June	253.67	252.73	249.29
July	228.43	229.71	251.66
August	262.58	256.10	237.82
September	236.93	233.82	226.01
October	222.58	249.31	236.92
November	230.86	230.56	229.39
December	256.16	234.00	238.96
<b>Yearly Total Tonnage</b>	<b>2,833.22</b>	<b>2,866.62</b>	<b>2,821.65</b>

**EXHIBIT 3  
Pricing Worksheet**

Company Name: \_\_\_\_\_

Contact Person and Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**Residential Properties Collection of Single-Stream Recyclables (Bi-Weekly)**

<b>Contract Year</b>	<b>Price Per Residential Property Per Month</b>
2026	\$
2027	\$
2028	\$
2029	\$

In addition to bi-weekly collection of recyclables, the City is interested in understanding what the per month cost would be if the Contract included an option for weekly curbside recycling service. Additionally, the City is also interested in the potential of a curbside organics collection service. If either of these services are something the Contractor can accommodate, please complete the below tables as well.

**Add Alternate: Residential Properties Collection of Single-Stream Recyclables (Weekly)**

<b>Contract Year</b>	<b>Price Per Residential Property Per Month</b>
2026	\$
2027	\$
2028	\$
2029	\$

**Add Alternate: Curbside Collection of Organics (subscription service)**

<b>Contract Year</b>	<b>Price Per Residential Property Per Month</b>
2026	\$
2027	\$
2028	\$
2029	\$

**EXHIBIT 4**

**Signature Page**

**Project Name:** City of Ramsey Residential Recycling Services

**Date/Time Quotes Due:** September 8, 2025; no later than 4:00 p.m.

Submitted by:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Submit quotes to:

Ramsey Municipal Center  
Attn: Chris Anderson, Recycling Manager  
7550 Sunwood Drive NW  
Ramsey, MN 55303

<b><i>For Office Use Only</i></b>	
Date Quote Received	
City Staff Person Accepting Quote	
Date	
Time	

## Checklist for Submitting Quote

Please utilize the below list to ensure that you are submitting a complete quote.

- ❖ Narrative that summarizes the Respondent's qualifications.
- ❖ Contact information for the Contractor's designated contact person (see Section 4.7).
- ❖ Pricing Worksheet (Exhibit 3)
- ❖ Contact information of at least three (3) references from municipal clients where curbside recycling services were performed.
- ❖ Example(s) of public education marketing materials.
- ❖ Example of monthly tonnage report.
- ❖ Summary of capability of adding additional acceptable materials within the duration of the Contract should new markets arise.
- ❖ Summarize how the Respondent will address contamination identified in a Recycling Cart.

**CC Work Session****Meeting Date:** 09/23/2025**Primary Strategic Plan Initiative:** Not Applicable**Information****Title:**

Variance Appeals

**Purpose/Background:**

The City Council will be asked to review appeals on two variance decisions that the Planning Commission recently made. The purpose of this discussion is not on the two cases (one will be on tonight's regular agenda and one on the 10/14 agenda), but rather the variance process and the criteria used for reviewing an appeal.

First, variances are authorized by State Statutes to grant relief from dimensional zoning standards such as setbacks, heights, widths, area, or the like when they are impossible or impractical to meet. Zoning Codes try to treat all properties within a classification (a zoning district) the same, although every piece of land is unique. Sometimes, the uniqueness of the land does not adapt well to a particular dimensional regulation. Variances cannot be granted for uses. [Minnesota State Statutes 462.357 Subd. 6](#) outlines a series of legal justifications that can be used for variances that are called "practical difficulties." Ramsey's Zoning Code Section 106-220 has those practical difficulties verbatim, plus one additional practical difficulty that was added due to the various Highway 10 reconstruction takings:

**106-220 - Variances.**

*(a) Variances shall only be permitted when they are in harmony with the general purposes and intent of this chapter and when the variances are consistent with the comprehensive plan.*

*(b) Public hearing notice mailing distance is 350 feet.*

*(c) Variances may be granted when the applicant for the variance establishes that there are practical difficulties in complying with the zoning code. "Practical difficulties," as used in connection with the granting of a variance, means:*

*(1) That the property owner proposes to use the property in a reasonable manner not permitted by the zoning code;*

*(2) The plight of the landowner is due to circumstances unique to the property not created by the landowner;*

*(3) The variance, if granted, will not alter the essential character of the locality.*

*(4) Economic considerations alone do not constitute practical difficulties;*

*(5) Practical difficulties include, but are not limited to, inadequate access to direct sunlight for solar energy systems; and*

*(6) Public takings of property due to condemnation.*

*(7) Variances shall be granted for earth sheltered construction as defined in Minn. Stats. § 216C.06, subd. 14, when in harmony with this chapter.*

*(d) The planning commission may not permit as a variance any use that is not allowed under the zoning code for property in the district where the affected person's land is located.*

*(e) The planning commission may impose conditions in the granting of variances. A condition must be directly related to and must bear a rough proportionality to the impact created by the variance.*

*(f) The planning commission shall serve as the final decision-making authority. However, any action of the planning commission may be appealed to the council by any affected person if notice of such an appeal is received by the zoning administrator within ten days of the final action of the planning commission.*

*(g) The variance is approved by resolution.*

*(h) Recording of variance. A certified copy of a variance resolution shall be recorded with the Anoka County recorder or registrar of titles for record. The variance resolution shall include the legal description of the*

*property included. No building permit shall be issued until after recording is made.*

*(i) Additional standards for variances within the Mississippi River Corridor Critical Area Overlay District are found in section 106-910.*

When an applicant makes a variance request, the burden is on them to provide justification for the variance. Staff recommends that they address their requests in a question-response format based on each of the practical difficulties. Not all practical difficulties will be met on any request—only one is necessary, though use of multiple practical difficulties can make a stronger case. Variances can only be granted based on a practical difficulty. Staff will review the applicant's responses and provide a recommendation to the Planning Commission.

The Planning Commission holds a public hearing for all variance requests. The granting of a variance can be seen as "breaking a rule," so that must be done in a public format. Mailed notifications are sent to property owners within 350 feet of the property where the variance is being requested, a "proposed development" sign is placed on the subject property, and a legal notice is published in the Anoka Union Herald (the City's official newspaper). Staff encourages applicants to discuss the request directly and informally with neighbors.

At the public hearing, City staff will introduce the request, noting the dimensional standard that is not being met and the practical difficulty that the applicant is using to justify the variance. The applicant then adds any additional commentary. The Planning Commission will ask clarifying questions of the applicant and/or staff before opening up the public hearing where members of the public may speak in favor or opposition of the variance request.

After the public hearing is closed, the Planning Commission takes all the information (written and verbal) and discusses the merits of the application in a quasi-judicial manner. They are judging the responses the applicant provided to the practical difficulties (and any other pertinent information that may arise) as sound. They are making sure that there is no reasonable legal way of doing what the applicant is intending without the need for a variance.

The Planning Commission is also authorized to attach reasonable conditions to a variance (subsection e) that could help "soften" the variance. Sometimes, adding landscaping or fencing can reduce the potential visual impact of a variance and, therefore, can be a tipping factor in approving a variance.

The last step is a vote on the request. The Planning Commission wears the "Board of Appeals" hat that is authorized by State Statutes as a final decision maker. The Planning Commission passes a resolution that is attested by the City Clerk and will be recorded against the property with the County Recorder to remain on the property's title.

### **Appeals**

City Code, however, has a clause that essentially transfers that Board of Appeals hat from the Commission to the City Council when someone feels that the Commission's decision was made incorrectly. An appeal must be made within 10 days and should include the reasoning why the Commission erred in applying the practical difficulties. Appeals can be made by anyone—an applicant that was denied who wants another run at the request; a neighbor who may not want to live near the end result; or any member of the public.

When hearing an appeal of the Planning Commission's decision, the Council needs to review the applicant's original request and then any supplemental information provided in the appeal request to determine if the Commission's application was justified. Though the City Council has a little more leeway than the Planning Commission on many land use application motions, the Council should stick to the same standard of review as the Planning Commission, since the Council's decision can be appealed to the courts. The courts will make sure that the standards did not change throughout the course of the applicant's variance request. Again, variances need to be justified through identified practical difficulties as outlined in City Code and State Statutes.

**Recommendation:**

None at this time.

**Outcome/Action:**

None at this time.

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**Attachments**

*No file(s) attached.*

**Form Review**

**Inbox**

Brian Hagen

Form Started By: Todd Larson

Final Approval Date: 09/18/2025

**Reviewed By**

Brian Hagen

**Date**

09/18/2025 09:17 AM

Started On: 09/16/2025 10:48 AM

**CC Work Session**

**Meeting Date:** 09/23/2025

**Primary Strategic Plan Initiative:**

**Information**

**Title:**

Consider Public Fund Expenditure to the Fire Relief Association

**Purpose/Background:**

Councilmembers Buscher and Peters requested this discussion.

On September 2, 2025 the City Council gave consensus support to expend public funds towards fostering positive relationships between the community and Ramsey Police Department. As a result, the city approved a \$400 donation to the Ramsey Police Association.

Councilmembers Buscher and Peters are requesting the city do the same for the Ramsey Fire Relief Association (FRA). For background, the FRA is generally responsible for administering the paid on call firefighter's pension fund. In addition, they raise funds through various efforts to provide scholarships, buy equipment and apparel, along with other items.

It should be noted that under M.S. 424A.091, the City of Ramsey already contributes property tax dollars to the FRA in excess of \$22,000 annually. This contribution comes in the form of paying for the third party annual audit, staff time to prepare and assist with the audit and an extra contribution to the pension fund above the state funding provided to their pension fund each year.

The current request to donate \$400 to the FRA is in response to the recent approval to the Ramsey Police Association.

**Recommendation:**

Staff holds no recommendation.

**Outcome/Action:**

Provide consensus support to provide an additional \$400 to the FRA.

**Attachments**

*No file(s) attached.*

**Form Review**

**Inbox**

Brian Hagen

Form Started By: Brian Hagen

Final Approval Date: 09/18/2025

**Reviewed By**

Brian Hagen

**Date**

09/18/2025 02:26 PM

Started On: 09/16/2025 01:37 PM

**CC Work Session**

**Meeting Date:** 09/23/2025

**Primary Strategic Plan Initiative:** Connect the community through parks, trails and recreational programming.

**Information**

**Title:**

Veterans Park Discussion

**Purpose/Background:**

Councilmember's Buscher and Peters requested this discussion.

Ramsey currently does not have a dedicated public park to memorialize or recognize military service by community members. Discussion is being requested to gather interest from the remainder of council on whether this should be considered, and to give direction to staff on next steps or potential timing should the council want to construct such memorial.

**Funding Source:**

No funding has been identified in the 10-year CIP, nor are any discussions being held with outside groups who may be interested in partnering on a project.

**Recommendation:**

Provide consensus direction to staff on the support of constructing such park.

**Outcome/Action:**

Provide consensus direction on the support and timing priority of a Veterans Park.

**Attachments**

*No file(s) attached.*

**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Brian Hagen	Brian Hagen	09/18/2025 02:27 PM
Form Started By: Brian Hagen		Started On: 09/18/2025 02:15 PM
Final Approval Date: 09/18/2025		

**CC Work Session**

**Meeting Date:** 09/23/2025

**Primary Strategic Plan Initiative:** Enhance City’s communication through transparency and accountability.

**Information**

**Title:**

Review Future Topics/Calendar

**Purpose/Background:**

The first attachment is the current list of future topics for work session discussions. Items are drawn from Council requests at meetings, or are related to topics that have been identified in the City's strategic plan. Tentative dates have been assigned. The second attachment includes Councilmember initiatives for future work session topics. Those items are up for discussion and, with consensus, will be added to the future topics list.

**Recommendation:**

For Council review - no formal action necessary.

**Outcome/Action:**

For Council review.

**Attachments**

Future Topics List

Councilmember Topic Requests

**Form Review**

**Inbox**

Brian Hagen

Form Started By: Katie Schmidt

Final Approval Date: 09/18/2025

**Reviewed By**

Brian Hagen

**Date**

09/18/2025 12:57 PM

Started On: 09/18/2025 11:13 AM

	<u><i>Tentative City Council Future Work Session Topics</i></u>	
Proposed Date	Topic	Minutes (Estimate)
<b>2025</b>		
10/14	Consider Accepting Community Art Plan Donation	
10/14	Fire Department Staffing	
10/28	Cryptocurrency ordinance presentation	
10/28	Review 2026 Proposed Rates, Fees and Charges	
10/28	Charter Commission Recruitment Update	
11/10	Fund Policy/Land Sale Reimbursement Policy	
11/10	CIP	
TBD	Active Threat Training	
TBD	Water Treatment Facility Tour	90
TBD	Animal Ordinance	
TBD	Improve the Image of Ramsey Along the Hwy 10 Corridor Discussion	
TBD	Discuss Commercial Property Public Utility Connection Program	
TBD	Pollpad Update	
TBD	Subdivision Code	
TBD	Hwy 10 Pedestrian Overpass	
TBD	City Facility Safety Improvements	
TBD	Prevailing Wage Policy – CM: KB, EP	
TBD	Veterans Park Discussion – CM: KB, EP	
TBD	Quarterly Police & Fire Updates – CM: KB, CR	
TBD	Public Safety Deep Dive – CM: KB, CR	
TBD	Ramsey Christmas Market – CM: RH, DS	
TBD	Waterfront Venue Ideas – CM: RH, DS	

	<u><i>Councilmember Initiatives for Future Work Session Topics</i></u>
Proposed by CM	Topic
Buscher	Wage Theft Enforcement

**CC Work Session**

**Meeting Date:** 09/23/2025

**Primary Strategic Plan Initiative:** Enhance City’s communication through transparency and accountability.

**Information**

**Title:**

Update on Outside Committees

**Purpose/Background:**

This case will be added to the second work session meeting every other month. This provides an opportunity for the full Council to receive an update on outside committees from the Councilmembers who serve on those committees.

Outside Committees:

- Anoka County Fire Protection Council (ACFPC) - Last meeting July 24, 2025
- Anoka County Joint Law Enforcement Council (JLEC) Last Meeting - July 23, 2025
- Fire Relief Association - Last Meeting - February 12, 2025
- Lower Rum River Watershed Management Organization (LRRWMO) - Last Meeting - September 18, 2025
- North Metro Mayors Association - Last Meeting - September 17, 2025
- Twin Cities Gateway Board - Last Meeting - September 16, 2025
- Quad Cities Cable Communications Commission (QCTV) Last Meeting - July 17, 2025

**Recommendation:**

For Council Discussion - no formal action necessary.

**Outcome/Action:**

For Council review.

**Attachments**

*No file(s) attached.*

**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Brian Hagen	Brian Hagen	09/18/2025 12:57 PM
Form Started By: Katie Schmidt		Started On: 09/04/2025 02:42 PM
Final Approval Date: 09/18/2025		