



Environmental Resources
2122 Campus Drive SE, Suite 200
Rochester MN 55904
507-328-7070
www.co.olmsted.mn.us/EnvironmentalResources

Date: October 1, 2023
To: Olmsted County Class D Solid Waste License Applicants
From: Alex Kromminga, Solid Waste Assurance Coordinator
Re: 2024 Class D Solid Waste Hauler License Application

We are pleased to provide you with the Class B Solid Waste Hauling License application from January 1, 2024, through December 31, 2024. To ensure your eligibility for a 2024 license, please carefully review the following information and adhere to the stated deadlines.

Application Deadline: Your completed license application must be submitted by 5:00 P.M. on December 1, 2023.

Class D Hauler License Requirements: A Class D License is mandatory for individuals or entities offering collection and transportation of Bulky Items and solid waste as a supplementary secondary service alongside labor or general site cleanup services, and there is no limit on the number of Class D Licenses issued.

Other License Options: In addition to the Class D License, we offer three other classes of solid waste hauling licenses:

Class A License: Required for Hauler Services involving Mixed Municipal Solid Waste, Industrial Waste, Recyclable Materials, Source Separated Organic Materials, Construction Debris, Demolition Debris, and Infectious Waste (Limited to 12 licenses).

Class B License: Required for collecting and transporting Source Separated Organic Materials only.

Class C License: Necessary for Hauler Services involving roll-off trucks hauling roll-off containers ("open top"), roll-off trailers, and compactor boxes for various waste materials. (Note: Limit of 8 licenses)

If you wish to apply for a Class A, Class B, or Class C License, please visit our website to obtain the relevant application or call 507-328-7070 to request an emailed copy.

Important Information for 2024:

- An Employer Signoff Form signed by management is a mandatory annual licensing component. This form signifies the hauler's commitment to training their drivers on potential hazards and the required procedures for using the County's solid waste facilities. These materials must be reviewed with your drivers and found on the county website. Link Licensing. Reviewing these training packets with your drivers before they visit the respective facilities is essential.
- As part of the application process and depending on your vehicle(s), trailer(s), and equipment usage, please include copies of your most recent Commercial Vehicle Inspection Reports for the vehicles, trailers, and equipment employed in your hauler business in Olmsted County.
- Licensed Haulers may be required to establish a credit account with Olmsted County. The Solid Waste Credit Policy is attached to the application for your reference. If you wish to initiate the process of obtaining a Solid Waste Credit account, please contact 507-328-7070 for additional details. Remember that this credit account must be set up by December 31, 2023.
- Please provide an accurate outline of the service areas you intend to serve on the included map.

- Ensure your application is complete before submission, including the \$300 license fee payment.

We appreciate your cooperation and timely submission of the required documents. If you have any questions or need further assistance, please do not hesitate to contact us.



CLASS D HAULER LICENSE APPLICATION

January 1, 2024 – December 31, 2024

APPLICATIONS ARE DUE ON OR BEFORE DECEMBER 1, 2023

Applications are only accepted for the following year's license from October 1 through December 1.

No person may collect, transport, or dispose of any solid waste, including Mixed Municipal Solid Waste, Industrial Waste, Source Separated Organic Materials, or Bulky Items, belonging to another person in Olmsted County without first obtaining an appropriate Solid Waste License from the County, in accordance with the County's Solid Waste Management Ordinance.

A Class D License is mandatory for individuals or entities offering collection and transportation of Bulky Items and solid waste as a supplementary secondary service alongside labor or general site cleanup services, and there is **no limit on the number of Class D Licenses issued**.

Olmsted County Service area:

- Townships: New Haven, Oronoco, Farmington, Kalmar, Cascade, Haverhill, Viola, Quincy, Salem, Rochester, Marion, Eyota, Dover, Rock Dell, High Forest, Pleasant Grove, Orion, and Elmira
- Cities/Towns: Rochester, Byron, Oronoco, Stewartville, Eyota, Dover, and a portion of Chatfield

APPLICANT INFORMATION:

Class D License
New License
Renewal License

CLASS D RESTRICTIONS NOTE: CLASS D HAULER SERVICES IS LIMITED TO PROVIDING COLLECTION AND TRANSPORTATION OF BULKY ITEMS AND SOLID WASTE AS AN ADJUNCT SECONDARY SERVICE TO A PRIMARY SERVICE OF PROVIDING LABOR OR GENERAL SITE CLEANUP SERVICES. CLASS D LICENSED HAULERS **CANNOT** PROVIDE HAULING SERVICES TO WASTE GENERATORS AS THIS SERVICE IS RESERVED FOR CLASS A, B, AND C LICENSED HAULERS. CLASS D LICENSED HAULERS **CANNOT** PROVIDE CURBSIDE COLLECTION OF SOLID WASTE AND **CANNOT** DROP OFF A CONTAINER OR TRAILERS FOR THE WASTE GENERATOR TO FILL. IN ADDITION, A CLASS D LICENSED HAULER **CANNOT** ALSO HOLD A CLASS C LICENSE AS PART OF THE SAME BUSINESS ENTITY PER OLMSTED COUNTY SOLID WASTE MANAGEMENT ORDINANCE SECTION 3504.02 Subs 4.

Legal Business Name:	DBA (<i>Doing Business As</i>):
	Business Address:
	Local Mailing Address:
	Mailing Address (<i>if different than Business Address</i>):
	Phone #:
	Business Website Address:
	MN Tax ID #:
	Check here if registered with MN Sec. of State's Office
	Business Type:
	Sole proprietor Partnership LLC C Corp.
	S Corp. Other:

Applicant Completing the Application * Applicant must be at least a managerial level employee with control over or responsibility for the hauling operation or an owner, officer, director, or majority and controlling shareholder, partner, sole proprietor, or governmental entity – per Section 3504.06 of Solid Waste Management Ordinance.	First & Last Name: <input type="text"/> Position Title: <input type="text"/> Phone #: <input type="text"/> E-mail: <input type="text"/>
Local Management	First & Last Name: <input type="text"/> Position Title: <input type="text"/> Phone #: <input type="text"/> E-mail: <input type="text"/> Position Title: <input type="text"/> Phone #: <input type="text"/> E-mail: <input type="text"/>
Ownership List of Owners, Majority and Controlling Shareholders, Partners, Officers, and Directors NOTE: Business owners, partners, officers, directors, majority and controlling shareholders, and operations management are subject to background checks for license eligibility under Solid Waste Management Ordinance Section 3504.06. Attach additional sheets as needed.	First & Last Name: <input type="text"/> Title: <input type="text"/> Phone #: <input type="text"/> E-mail: <input type="text"/> First & Last Name: <input type="text"/> Title: <input type="text"/> Phone #: <input type="text"/> E-mail: <input type="text"/> First & Last Name: <input type="text"/> Title: <input type="text"/> Phone #: <input type="text"/> E-mail: <input type="text"/> First & Last Name: <input type="text"/> Title: <input type="text"/> Phone #: <input type="text"/> E-mail: <input type="text"/>

TYPES OF SOLID WASTE TO BE COLLECTED AND TRANSPORTED

Check each waste category you collect and transport during the 2024 licensing year. Also, add any additional information where requested.

Bulky Items **(Designated to Olmsted County SW Disposal Facilities if not recycled or reused)**

DESIGNATED WASTE

The County's **Solid Waste Designation Ordinance, Chapter 3550-3599**, mandates that Designated Waste, which includes mixed municipal solid waste and other solid waste as defined within this designation, generated in Olmsted County must be disposed of exclusively at Olmsted County Designated Points of Delivery, which are Olmsted County-owned Solid Waste Management Disposal Facilities. As a Licensed Hauler, your company must transport Designated Waste to these designated points. Failure to adhere to this requirement constitutes a violation of the Designation Ordinance. Non-compliance may result in penalties, the potential revocation of your hauling license, and enforcement through either criminal or civil proceedings under the County Solid Waste Management Ordinance, the County Administrative Enforcement and Appeals Procedure Ordinance, or both.

Check here to confirm your company understands the requirements to deliver designated waste to Olmsted County Solid Waste Disposal Facilities.

LICENSE EVALUATION INFORMATION

The company currently holds an active 2023 Olmsted County Class D Solid Waste Commercial Hauling License

SERVICE AREAS IN OLMSTED COUNTY:

EXAMINE ATTACHED MAPS AND SELECT THE AREAS YOU PLAN TO SERVE

Townships: New Haven, Oronoco, Farmington, Kalmar, Cascade, Haverhill, Viola, Quincy, Salem, Rochester, Marion, Eyota, Dover, Rock Dell, High Forest, Pleasant Grove, Orion, and Elmira

Cities/Towns: Rochester, Byron, Oronoco, Stewartville, Eyota, Dover, and a portion of Chatfield

VEHICLE AND EQUIPMENT INFORMATION

Provide the location(s) (addresses) where vehicles and equipment (compactors/roll-off boxes, etc.) will be stored:

Type

Primary storage location

Secondary storage location

Vehicles:

Equipment:

Provide the following for the vehicles and equipment to be used for Collection.

☐

Check here if this application has provided a vehicle listing report for you from Olmsted County, then complete the following; if not, proceed to the next step.

☐

Check this box to confirm that you have thoroughly reviewed the vehicle listing report, ensuring all missing information has been updated, and any vehicles or equipment no longer in use or ownership have been marked as such. As a result, the listing is now accurate and complete. Please attach the updated equipment listing to this application. Additionally, if additional vehicles or equipment are not originally listed, please include them in the updated Vehicle/Equipment Listing report or attach a separate list.

☐

Check here if a vehicle listing report was not provided to you with this application, then complete the Vehicle/Equipment Listing below for the vehicle(s)/equipment to be used for hauling operations in Olmsted County. If more space is needed, attach a separate vehicle/equipment listing report that includes all the information below.

VEHICLE /EQUIPMENT LISTING (Include: Trucks, Trailers and containers):

Make	Model	VIN	License plate #	Truck/Equipment Type	Capacity (cu. yd)	# of Axles	ID # if applicable

VEHICLE INSPECTION REPORTS

Provide the most recent annual Commercial Vehicle Inspection Reports for each vehicle required to have them.

Check one and complete:

Commercial Vehicle Inspection Reports have been provided with the application form.

I don't have Commercial Vehicle Inspection Reports for my vehicles because: (explain)

INSURANCE COVERAGE

Licensed Commercial Haulers must have proof of insurance coverage for the types and the minimum amounts shown below in all categories.

Checklist – Mark the boxes below to indicate it is provided with the application.

General Liability: Comprehensive general liability including Premises – Operations; Independent Contractor’s Protective; Products and Completed Operations; Broad Form Property Damage; Bodily Injury and Property Damage (Combined Limit) of at least \$500,000 per claim and \$1,500,000 aggregate for multiple claims arising out of a single occurrence; Personal Injury of \$500,000 per claim and \$1,500,000 aggregate for multiple claims arising out of a single occurrence.

Comprehensive Automobile Liability (owned, non-owned, hired) for Bodily Injury and property damage (Combined Limit) of \$500,000 per claim and \$1,500,000 aggregate for multiple claims arising from a single occurrence.

Workers’ Compensation & Employer’s Liability Insurance per the laws of the State of Minnesota

OR

Applicant is not required to have **Workers’ Compensation liability coverage** because: (check one)

Applicant has no employees.

Other: Explain

A **Certificate of Insurance** indicating coverage for 2024 must be returned with the license application. It also must specifically provide:

Insurance policy will not be modified or canceled except upon thirty (30) days prior written notice to the County’s agent.

Olmsted County must be named as an additional insured as required by the written contract on the policy.

Certificate Holder shall be Olmsted County, 2122 Campus Dr. SE, Rochester, MN 55904.

MN DEPT OF REVENUE SWMT-10 FORM

A Minnesota SWMT-10 form must be completed and provided to Olmsted County to be exempt from Olmsted County charging MN Solid Waste Management Tax to you directly on the disposal charges. Check **one** of the three boxes below that apply to the applicant.

Applicant has previously completed and provided a SWMT-10 form to Olmsted County; no changes are needed to the form from the previous submission.

Applicant is enclosing a new or updated SWMT-10 form to this application.

A SWMT-10 form is NOT being provided, and the applicant will pay the MN Solid Waste Management Tax directly to Olmsted County.

OLMSTED COUNTY ENVIRONMENTAL SERVICE CHARGE BILLING AND COLLECTION

According to Olmsted County Solid Waste Management Ordinance Sections 3509.05 and 3509.06, commercial haulers must apply and transmit the Olmsted County Environmental Service Charge to the individuals receiving their hauler services. The Service Charge amount is determined by multiplying the Service Charge Percentage Rate (as indicated on the Solid Waste Management Fee and Service Charge Schedule) by the Gross Receipts collected from each customer by the commercial hauler. It is the responsibility of the commercial hauler to aggregate all individual Service Charges from customers billed within any given month and remit and report them to the County.

The collection and remittance of the Service Charge should align with each customer's billing or invoicing. They should not be tied to the commercial hauler's particular revenue recognition method.

Check here to confirm your company will comply with the Olmsted County Environmental Service Charge billing requirements and related collection, remittance, itemizing, reporting, and examination of records, as documented in Olmsted County Solid Waste Management Ordinance Section 3509.

OLMSTED COUNTY SOLID WASTE CREDIT ACCOUNT AND TIPPING FEES

Olmsted County's Solid Waste Credit Policy mandates that Licensed Haulers maintain a credit account for disposal charges unless they have previously had their credit account denied or revoked. In such cases, disposal charges must be paid at the time of disposal. Tipping fees will be assessed to Licensed Haulers at the moment of disposal at any County-owned solid waste disposal facility, with charges recorded on a disposal ticket.

If the scale operator erroneously encoded the tipping fee or the charged amount was incorrect, the County will rectify the disposal ticket by applying the accurate code and charge amount. Any adjustments that alter the amount owed to Olmsted County, as indicated on the disposal ticket, will be incorporated into the subsequent monthly statement for Licensed Haulers holding a credit account. For those Licensed Haulers who are cash customers, any corrections will be made within 30 days of the initial disposal ticket, and the resulting payment will adhere to the payment guidelines outlined in Olmsted County's Solid Waste Credit Policy.

A copy of the current Solid Waste Credit Policy is attached to this application.

Check here to confirm your company understands the Olmsted County Solid Waste Credit Account payment requirements.

EMPLOYER SIGN-OFF FORM

In order to minimize the potential for accidents and ensure that employers are well informed about the hazards at both the OWEF tipping floor and Kalmar Landfill, Olmsted County has developed informative documents for each of its County-owned solid waste management facilities. These documents are readily accessible on the County's website at www.olmstedcounty.gov/business/commercial-garbage-recycling/licensing. They are intended to serve as educational resources for employers to use in training and informing their employees who may need to access these various County-owned solid waste management facilities.

As part of the application process, we kindly request that employers, specifically management personnel, complete and include the attached form in this application packet. This step ensures that all parties know and acknowledge their responsibilities in promoting safety and reducing risks within these facilities.

- ☐ Check here indicating the Employer Sign-off Form has been signed and included with the application.
- ☐ Check here indicating the "OWEF Facility Information" packet will be reviewed with drivers/staff that will be using the OWEF tipping Floor before access.
- ☐ Check here indicating "Kalmar Landfill Facility Information" packet will be reviewed with drivers/staff that will be using Kalmar Landfill before access.
- ☐ Check here indicating the "OCRC Facility Information" packet will be reviewed with your drivers/staff using Kalmar Landfill before access.

PERMISSION SIGN-OFF FORM

The attached **CLASS A LICENSED HAULER'S PERMISSION FORM** is an optional form that the applicant can grant annual permission to Olmsted County Waste to Energy or Kalmar Landfill staff to use a front-end loader to help free stuck loads on the hauler's roll-off containers when requested by hauler's driver.

Select one of the following:

- ☐ Applicant has completed, signed, and attached the permission form with this application.
- ☐ Applicant is NOT completing the permission form. Thus, the form will not be included in the application.

CALCULATION OF ANNUAL LICENSING FEE

Complete the below based on the license class you are applying for. The application due date is December 1 for the following year's license.

Class D - \$300/year

TOTAL FEE (including payment with application)

\$ 300.00

DECLARATION AND SIGNATURES

To the best of my knowledge, I affirm the accuracy of the information provided in this application. I commit to adhering to all federal, state, and local laws and regulations related to collecting, transporting, and disposing of the specific types of Solid Waste within my purview. I am aware that any failure to comply with these regulations may result in suspending or revoking my Hauler's license, thereby impacting my ability to operate as a Licensed Hauler in Olmsted County.

Furthermore, I make the following declarations:

- The vehicles employed by my business are in full compliance with the applicable standards set forth by the Minnesota Department of Public Safety.
- Our vehicles will exclusively utilize designated haul routes leading to the Kalmar landfill.
- Our vehicle operators possess valid Minnesota driver's licenses as required.
- My company maintains insurance coverage levels that meet both state law and County ordinance requirements.
- My company agrees to indemnify and hold Olmsted County harmless from any claims arising from our hauler business activities conducted under this license, provided that such claims are not the result of negligence on the part of Olmsted County.
- If applicable, I have submitted the Minnesota Department of Revenue Tax Forms (SWMT-10) to the County.
- I have thoroughly reviewed and comprehended the provisions outlined in the Olmsted County Industrial Solid Waste Management Plan that pertain to the specific types of Solid Waste for which I am responsible.
- I have carefully read and fully understand the provisions outlined in the Olmsted County Solid Waste Management Ordinance, especially as they relate to my responsibilities as a transporter of Solid Waste.

APPLICANT'S SIGNATURE

***TITLE OF APPLICANT**

DATE

**Applicant must be at least a managerial level employee with control over or responsibility for the hauling operation or an owner, officer, director, majority and controlling shareholder, partner, or sole proprietor – per Section 3504.06 of Solid Waste Management Ordinance.*

For 2024 licensing consideration, kindly submit the completed application, including all fees, to the address below by 5:00 p.m. on December 1, 2023. Please be aware that applications received after this deadline will not be considered for review.

**Olmsted County Environmental Resources
Solid Waste Hauler Licensing
2122 Campus Drive SE #200
Rochester, MN 55904
(507) 328-7070**

Olmsted County Environmental Resources
2122 Campus Dr SE #200
Rochester, MN 55904

RE: Employer Training Declaration regarding OWEF Tipping Floor Access Policy

To Olmsted County:

As part of the requirements of the Olmsted Waste to Energy Facility (OWEF) Tipping Floor Access policy, this certification is being provided to you.

As an employer, we understand we are required by Minnesota Statute 182.653 to provide our employees with training, personal protective equipment, and any other hazard controls to allow our employees to work safely. As users of Olmsted County solid waste facilities, we understand Olmsted County has the duty to provide information to our company about the hazards associated with their solid waste facilities, any necessary controls to the hazards, and procedures to mitigate them. This information has been provided by Olmsted County to us to fulfill our duty to train and equip our own employees, contractors, or subcontractors. Olmsted County has provided our company with the current electronic-format informational materials that outline safe tipping floor procedures, required personal protective equipment, and the safety equipment installed at the OWEF facility. This material will be used in our safety training for our employees (including new employees) who may have access to the OWEF tipping floor and, if applicable, will be provided to our contractors or subcontractors who may need access to the OWEF tipping floor on our behalf.

I also certify that all drivers who collect and deliver Solid Waste to Olmsted Facilities have been trained on procedures for declaring the origin of all Solid Waste delivered to the Facilities.

Signed by:

Title:

Date:

Printed name:

Company Name:

Employer Sign-off Form

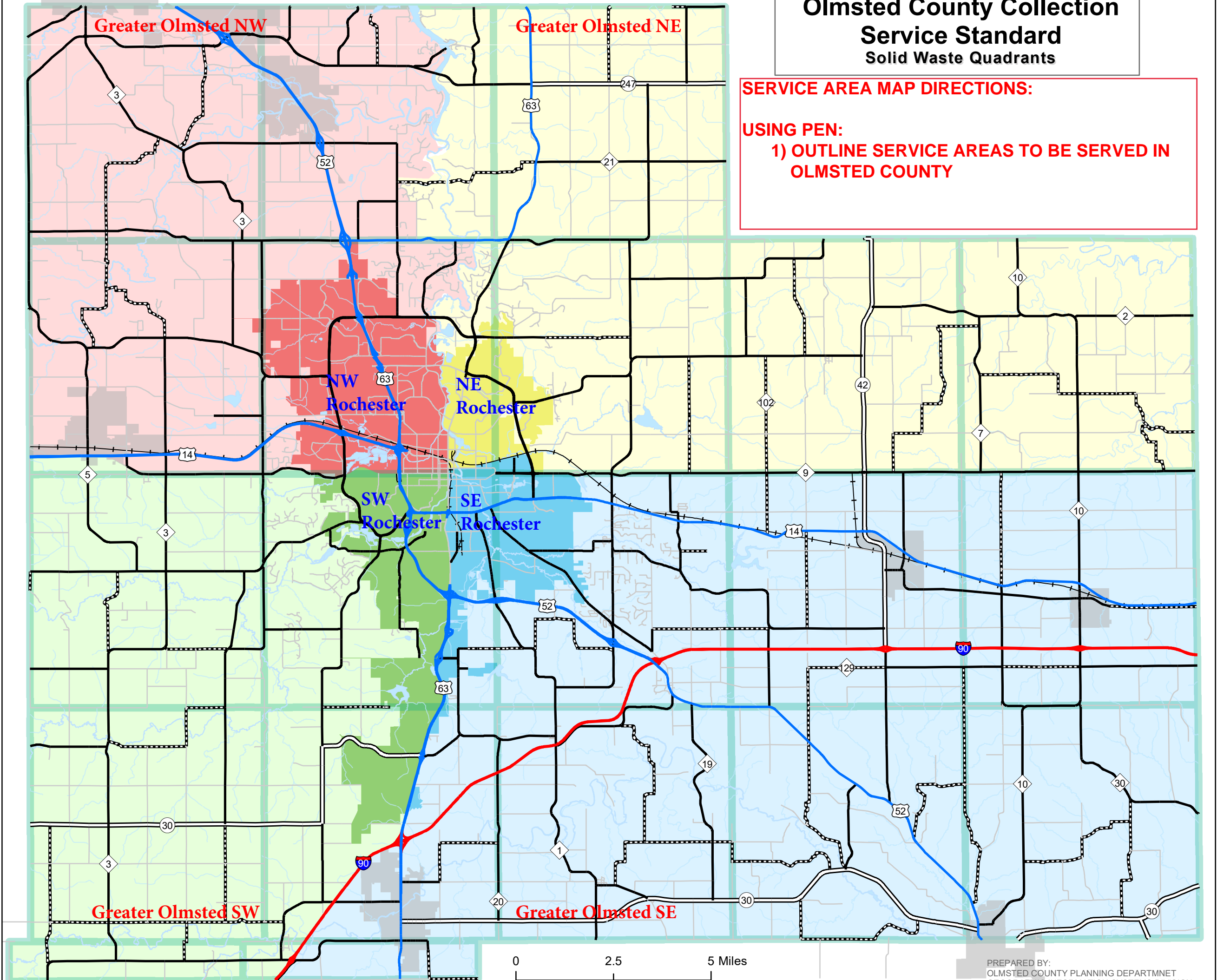
SERVICE AREA MAP

Olmsted County Collection Service Standard Solid Waste Quadrants

SERVICE AREA MAP DIRECTIONS:

USING PEN:

**1) OUTLINE SERVICE AREAS TO BE SERVED IN
OLMSTED COUNTY**



ACORD® CERTIFICATE OF INSURANCE

ISSUE DATE (MM/DD/YY):

PRODUCER

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

COMPANIES AFFORDING COVERAGE

COMPANY **A**COMPANY **B**COMPANY **C**COMPANY **D**COMPANY **E**COMPANY **F**

INSURED

Insured name should be the same as shown on the Acceptable Waste Delivery Agreement and SW License application

COVERAGES

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN ARE SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CO. LTR.	TYPE OF INSURANCE	POLICY NUMBER	EFFECTIVE DATE	EXPIRATION DATE	LIMITS
	GENERAL LIABILITY				GENERAL AGGREGATE \$
<input checked="" type="checkbox"/>	COMMERCIAL GENERAL LIABILITY				PRODUCTS-COMP/OP AGG. \$
	CLAIMS MADE <input checked="" type="checkbox"/> OCCUR.				PERSONAL & ADV. INJURY \$
	OWNER'S & CONTRACTORS PROT.				EACH OCCURRENCE \$
					FIRE DAMAGE (Any One Fire) \$
					MEDICAL EXP. (Any One Person) \$
	AUTOMOBILE LIABILITY				COMBINED SINGLE LIMIT \$
	ANY AUTOMOBILE				
	ALL OWNED AUTOMOBILES				
	SCHEDULED AUTOMOBILES				
	HIRED AUTOMOBILES				
	NON-OWNED AUTOMOBILES				
	GARAGE LIABILITY				
	EXCESS LIABILITY				EACH OCCURRENCE \$
	UMBRELLA FORM				AGGREGATE \$
	OTHER THAN UMBRELLA FORM				
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				WORKERS COMP LIMITS
					STATE LIMIT \$
					POLICY LIMIT \$
					PER EMPLOYEE \$
	OTHER				

Gen. Liability minimums:
\$500,000 per occurrence
\$1,500,000 per aggregate.

SAMPLE

Auto Liability minimums:
\$500,000 per occurrence
\$1,500,000 per aggregate.

Work Comp/Employer's Liability: In accordance with State of MN requirements

Name Olmsted County as additional insured, indicating nature of the project.

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS:

Olmsted County is named as additional insured (except for Workers' Comp/EL) where and to the extent required by written contract.

CERTIFICATE HOLDER

Olmsted County
2122 Campus Dr SE #200
Rochester, MN 55904

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL **30** DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE:

Name Olmsted County as Certificate Holder

30 day minimum

Olmsted County

OLMSTED COUNTY WASTE MANAGEMENT CREDIT POLICY

PURPOSE:

It is the financial policy of the County to selectively use available capital in a way that will best serve our taxpayer's interest. We do this best by using our money to provide efficient services to the taxpayers, rather than using it to finance customer accounts receivable beyond regular terms, or accounts that are uncollectible.

To protect the taxpayer's best interest, the Board of Commissioners has adopted a general credit policy; and individual division policies where necessary. The following guidelines apply to all services provided by the Waste Management division:

Interest:

Compounding monthly interest will be charged to all accounts, excluding governmental agencies, for which a balance remains unpaid over thirty (30) calendar days at the annual rate equal to one half percent (0.5%) per month or six percent (6%) per annum. Periodically the interest rate will be reviewed to ensure that is not too high or too low.

Security:

All licensed haulers, demolition contractors, and credit customers, excluding governmental agencies, must provide security on the total of the two highest months Waste Management Fees from the previous twenty four (24) months, as calculated by the County or a minimum of one hundred dollars (\$100), whichever is greater. If prior fee data is unavailable or if a customer's Waste Management Fees have significantly changed during the year, County staff may calculate the new required amount needed to secure two months of fees. The security can be in form of a letter of credit, advance deposit, or surety bond. By November 30th of each year, evidence of the security must be sent to the Finance Office at Public Works and must be effective, without qualifications, at a minimum, January 1 thru December 31 of the following year. Failure to supply evidence of the security by November 30th will result in the loss of credit on December 1st and all unpaid fees will be due by December 15th or the security will be invoked to collect on the unpaid balance.

Collection of Accounts:

- A) The account is overdue thirty five (35) calendar days after the end of month during which the service was provided:
 - 1) Customers that have gone overdue more than three (3) consecutive times may no longer receive credit privileges from the County without the approval of the Chief Financial Officer.
 - 2) A reminder letter, email, or phone call is used and documented.
- B) At forty five (45) calendar days past the end of the month the service was provided:
 - 1) Credit may no longer be extended to the customer until the account is current. A written delinquency notice is sent.
- C) At fifty five (55) calendar days past the end of the month the service was provided:
 - 1) A second notice will be sent by certified mail, return receipt requested, notifying the customer that if payment is not received within 10 days the security deposit, letter of credit or bond will be invoked for the balance, and any remaining balance will be filed in small claims court and a judgment will be obtained.
 - 2) At sixty six (66) calendar days the security deposit, letter of credit, or bond will be invoked and any remaining balance will be collected through conciliation court or a judgment filing. At the discretion of County staff, the delinquent fees may be turned over to a collection agency..
- D) If the customer does not pay the judgment, the Sheriff's Department Civil division will be used to collect.
- E) To protect public funds, in special circumstances as determined by the County, for example, a change or pending change of ownership or notice that a Customer will be ceasing business operations with no transfer of ownership, the County may
 - 1) bypass parts of or all of the collection actions in A) thru C) and,
 - 2) send a notice by certified mail, return receipt requested, notifying the customer their outstanding account balance is due within five (5) calendar days or the advanced deposit, letter of credit, or bond will be invoked for the balance, and,
 - 3) invoke the letter of credit, advanced deposit, or surety bond in order to collect on any outstanding balance not paid within the five (5) calendar days, and
 - 4) revoke the customer's credit privileges.

The customer may keep their credit account active if they provide a cash deposit to Olmsted County for the credit needed, as calculated by County staff, to pay for the estimated Waste Management Fees thru the period of the special circumstance.

- F) As stated above, failure to supply evidence of the security by November 30th (for the following year's security) will result in the loss of credit on December 1st and all unpaid fees will be due by December 15th or the County will invoke the security to collect on the unpaid balance. If acceptable evidence of the security or its renewal has been supplied to the Finance Office by December 15th, credit will be reinstated and payment of any unpaid balance will follow the normal collection process.

Effective Date of Board Action: November 5, 1991

Changes effective: January 23, 1996, December 17, 2002, December 16, 2003, February 19, 2013, and February 18, 2014.