

CITY OF FALCON HEIGHTS
Regular Meeting of the City Council
City Hall
2077 West Larpenteur Avenue

MINUTES
December 11, 2013

A. CALL TO ORDER: 7:00PM

B. ROLL CALL: LINDSTROM _X_ HARRIS _X_ GOSLINE _X_
LONG _X_ MERCER-TAYLOR _X_

STAFF PRESENT: FISCHER _X_ OLSON _X_ JONES _X_

C. PRESENTATIONS:

1. Bulky Waste Project Report

Deb Jones introduced Susan Young of Foth Infrastructure & Environment to provide an update on this summer's bulky waste removal project in the cities of Falcon Heights and Lauderdale. Susan Young of Foth provided the attached presentation and answered questions from the Council.

D. APPROVAL OF MINUTES: November 13, 2013

APPROVED

*At this time in the meeting the Mayor introduced Marc Culver, new City Engineer to Roseville and Falcon Heights. Marc provided a brief history of himself to Council.

E. PUBLIC HEARING:

1. 2014 Budget Presentation

Bart Fischer presented the 2014 budget to Council and answered questions. Due to the size of the budget presentation, it will not be attached to the minutes. It is available to view at City Hall or online at www.falconheights.org under the "City Government" tab. Mayor Lindstrom opened the public hearing at 7:57PM. The public hearing was closed at 7:58PM as there was no one present.

Resolutions 13-35 and 13-36

Pam Harris Moved, Approval 5-0

F. CONSENT AGENDA:

Chuck Long Moved, Approval 5-0

1. General Disbursements through 12/06/2013: \$452,440.08

Payroll through 11/30/2013: \$31,020.21

2. Approval of City Licenses

3. Appointment of Prosecuting Attorney

4. Appointment of City Attorney

5. Appointment of City Engineer

6. Appointment of City Auditor

7. Designation of Official Newspaper

8. 2014 Cost of Living Adjustments

9. Joint Powers Agreement of Water Commissioners Agreement



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December 10, 2013

TO: Jim Bownik, City of Lauderdale
Deb Jones, City of Falcon Heights

CC: Dan Krivit, Foth Infrastructure & Environment, LLC
Norm Schiferl, Ramsey County
Jean Buckley, Ramsey County

FR: Susan Young, Foth Infrastructure & Environment, LLC

RE: Residential Bulky Waste Disposal – Preliminary Results and Findings of the Pilot Program Conducted in Falcon Heights and Lauderdale

Introduction

The Cities of Lauderdale and Falcon Heights identified a need for easier more efficient and effective ways for residents to dispose of bulky items such as mattresses, furniture and appliances. Annual campaigns and seasonal clean-up events to encourage and facilitate recycling of these items have not adequately served residents who:

- ◆ Do not have a vehicle or the physical capability of taking items to the annual clean-up or a drop-off site.
- ◆ Move out of homes or replace large household items at other times of the year, when the next clean-up event may be many months away - encouraging storage or abandonment of the cast-offs.

Because neither city has organized refuse collection that might include collection of bulky items, residents are left on their own to arrange for disposal. The result is a growing backlog of unwanted furniture and appliances stored in basements, garages and yards, and, too often, dumped illegally on public or private property. These items represent a public health and safety hazard and are source of materials that could be recycled.

This project was intended to help other cities and the County to make future decisions about how to handle this kind of bulky items waste.

The information contained in this memorandum is considered privileged and confidential and is intended only for the use of recipients and Foth.

The Cities of Falcon Heights and Lauderdale developed and implemented a pilot program in 2013 with the following objectives:

1. Provide one free pick-up of up to two bulky items during the study period to eligible households.
2. Transport items to facilities that recycle the materials whenever possible and to appropriate processing when recycling is not possible.
3. Distribute the program benefit fairly across both communities while minimizing abuse by non-residents.
4. Assess whether there is a demand for continuing and expanding this service and whether residents would be willing to pay for it as an addition to their present recycling fee.
5. Determine the efficiency and effectiveness of such a program.

Ramsey County funded the pilot program through a grant from the County's Public Entities Innovation Grants (PEIG) and the two cities coordinated and implemented the program. Foth Infrastructure and Environment, LLC ("Foth") was contracted to provide consultant technical and strategic assistance to City staff. Foth's scope of services included technical assistance with letters, data systems and logistics to roll out the pilot to the residents of each city. In addition to report writing to summarize the findings of the study, Foth staff were contracted to make a presentation to each City Council to discuss preliminary results.

This Foth memo report is intended to serve as an executive summary for purposes of presentation to the two City Councils on Tuesday, December 10 (Lauderdale) and Wednesday, December 11 (Falcon Heights). City staff and Foth are currently drafting the full report to be submitted to Ramsey County for review, comment and acceptance. The final report will contain additional detailed results and findings. Once approved by the County, this report will be made available to the City Councils, project stakeholders and other interested parties.

The Pilot Program

It was determined that the pilot program would be conducted for single family and duplex homes. The Cities jointly developed a Request for Proposals (RFP) for Bulky Wastes Collection and Recycling or Disposal Services. One proposal, from Tennis Sanitation (Tennis), was received. The cities executed a contract with Tennis to provide the collection and recycling or disposal services. Figure 1 shows the vehicle Tennis used to collect the bulky items.

Figure 1
Tennis Collection Vehicle



The bulky items pilot program collection service began on July 17, 2013 and the last collection date was September 25, 2013.

The Cities developed a communication and outreach activities that included:

- ◆ Advertisement of the pilot program in City newsletters.
- ◆ Direct mail information about the pilot program to residents and owners of single family and duplex homes in the two cities.
- ◆ Placement of information about the pilot program on both City web sites. For more details see the Falcon Heights pilot program web page:

Falcon Heights:

(http://www.falconheights.org/index.asp?SEC=816FC6B7-D874-4A76-A3C0-BBDC50C9C06C&Type=B_LIST)

The Cities determined that residents should be able to register for the program electronically, by phone or in person. The Cities also developed “before” and “after” surveys for participants. The surveys were required in order to participate in the program. It was determined that residents would be told before they signed up for bulky item removal that an “after survey would be required, and that if they did not complete the “after” survey, a \$30.00 fee would be charged for the bulky waste service. Very few persons did not complete the “after” survey.

The first collection was July 24. The cut-off for requests for collection from residents each week was Monday. The collection lists were sent to the contractor on Tuesday for Wednesday collection. For the first week of the project, each city was limited to 15 pick-ups. Subsequent weeks did not have a limit on the number of pick-ups by City, although the cities coordinated to have a maximum of fifty (50) pickups per week, combined.

Both cities sent a confirmation e-mail to their residents that signed up electronically that they were accepted into the collections program, and Falcon Heights sent a “reminder” on Monday to the residents that the collection would occur on Wednesday.

Program Results

A combined total of 43,496 pounds of bulky goods were collected in both Cities in the pilot program. One hundred ninety one (191) residents were served in Falcon Heights and one hundred twentyeight (128) in Lauderdale. Table 1 shows the breakdown of the material types that were collected.

Table 1
Categories and Weight (pounds) of Items Collected

(Combined total, both cities)

Week	Electronics	Metals	Wood	Plastic ⁽²⁾	Non Recyclable
Week 1 ⁽¹⁾	24.6	1,026.6	450.4	NA	422.5
Week 2	1,302	2,373.9	749.4	NA	501.2
Week 3	1,131.8	1,872.3	712.7	75	1,059.4
Week 4	1,354	1397	681.6	59	606
Week 5	554.6	1,870.4	479	72.08	811.6
Week 6	541	1,410.6	1,345.6	22.5	908.3
Week 7	368.6	1,790.9	823.9	25.8	391.2
Week 8	1,020.6	1,757.4	1,025.4	14	497.6
Week 9	728.4	992.8	300.6	72	656.5
Week 10	507.8	1,629.4	375.8	13.7	299.4
Totals	7,533.4	16,121.3	6,944.4	7,490.0	6,153.7

(1) Week 1 was limited to 15 stops in each City; all subsequent weeks had a maximum of 50 stops in both cities combined.

(2) Plastics were not separated out in Weeks 1 and 2

Staff time during the “collection” portion of the project, in Table 2, was conservatively estimated at 140 to 170 hours for Falcon Heights and 85 to 125 for Lauderdale.

Table 2
Falcon Heights and Lauderdale Staff Time during Collection Phase

<i>Month</i>	<i>Falcon Heights</i>	<i>Lauderdale</i>
July	70 to 80 hours	40 to 60 hours
August	50 to 60 hours	30 to 40 hours
September	20 to 30 hours	15 to 25 hours
Total	140 to 170 hours	85 to 125 hours

Staff time to develop the grant concepts, prepare the RFP, analyze the proposals and prepare contract documents and develop outreach documents and procedures for project implementation were in excess of 120 hours for each City. Much of this staff time was related to the added effort for the research and development tasks of the pilot program, including administering the County PEIG grant. These estimates of staff time are not representative of an on-going operation.

The cost for collection, disposal and recycling services by Tennis, including state and county taxes, was \$18,699.91, and is depicted in Table 3.

**Table 3
Cost of Collection, Disposal and Recycling of Bulky Wastes**

Week	Collection Cost	Disposal Cost	State and County Tax	Recycling	Total Cost
1	\$840.00	\$11.83	\$4.46	\$761.72	\$1,618.01
2	\$1,395.00	\$14.03	\$5.30	\$1,219.46	\$2,633.79
3	\$1,260.00	\$31.81	\$12.01	\$1,225.31	\$2,529.13
4	\$1,215.00	\$16.97	\$6.40	\$1,031.42	\$2,269.79
5	\$915.00	\$27.72	\$10.46	\$952.56	\$1,905.74
6	\$819.00	\$25.43	\$9.60	\$754.43	\$1,608.46
7	\$855.00	\$10.95	\$4.14	\$794.78	\$1,664.87
8	\$810.00	\$13.93	\$5.26	\$869.74	\$1,698.93
9	\$810.00	\$18.38	\$6.94	\$727.53	\$1,562.85
10	\$615.00	\$ 8.38	\$3.17	\$581.79	\$1,208.34
Total	\$9,534.00	\$179.43	\$67.74	\$8,918.74	\$18,699.91

Preliminary Findings

The pilot program of bulky items collection service was very successful when measured by the number of participants and amounts recycled. Approximately twenty (20) percent of the residents of both cities disposed of items during the pilot program. The service was well received by residents, who appreciated the convenience of curbside pickup of these large items rather than self-hauling. In the post-collection surveys, residents stated that they were helped by the program and were very satisfied with the program. The majority of residents in both cities that used the program stated that the City should have an on-going program; of those respondents, the majority stated that the program should be funded by a price per item of approximately \$25 per item. The majority of the respondents stated that they did have additional items to be disposed of, usually between 1 and 5 additional items.

The participation rate was lower than budgeted. This may be due in part to newness of the service and the short timeframe to advertise the program. Also, the budget was purposefully conservative to make sure that the collection operations could continue through the end of pilot period at the end of September.

The pilot collection service demonstrated that there are alternative and cost-effective means to provide ongoing curbside collection of bulky items, even in cities with open trash hauling systems where residents contract for their own trash hauling services. In addition, because of the emphasis on maximum recycling, items were recycled in this pilot that would not be recycled by individual haulers, or through informal disposal methods.

Options for Next Steps

The Cities of Lauderdale and Falcon Heights will continue to direct Foth in preparing a final report to Ramsey County. In addition, if the Cities wish to continue this effort in later years, the options could include:

1. Continuing and, perhaps, expanding the program to include multifamily households (apartments, etc.). The 2013 program was intentionally focused on single-family and duplex households only. Continuing the pilot program service into 2014 will require additional budget estimates and may require an additional PEIG grant application and award from Ramsey County.
2. Continuing the discussion and analysis of financing options to sustain the new service after the final report is submitted to Ramsey County. Tentative, preliminary financing options could include, (but are not limited to):
 - a. Residents pay a set fee directly to haulers;
 - b. Adding an additional bulky item collection fee onto residents recycling rates;
 - c. Contracting for bulky item collections and paying the contractor with general city funds saved by not conducting seasonal clean-up events; or
 - d. Other options.

These financing options can be further analyzed in the final report. Further feedback from City staff and the two City Councils is needed to help direct this analysis.