



# Certificate of Compliance Minnesota Workers' Compensation Law

PRINT IN INK or TYPE.

Minnesota Statutes, Section 176.182 requires every state and local licensing agency to withhold the issuance or renewal of a license or permit to operate a business or engage in any activity in Minnesota until the applicant presents acceptable evidence of compliance with the workers' compensation insurance coverage requirement of Minnesota Statutes, Chapter 176. The required workers' compensation insurance information is the name of the insurance company, the policy number, and the dates of coverage, or the permit to self-insure. If the required information is not provided or is falsely stated, it shall result in a \$2,000 penalty assessed against the applicant by the commissioner of the Department of Labor and Industry.

A valid workers' compensation policy must be kept in effect at all times by employers as required by law.

BUSINESS NAME (Individual name only if no company name used)	LICENSE OR PERMIT NO (if applicable)
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DBA (doing business as name) (if applicable)

BUSINESS ADDRESS (PO Box must include street address)	CITY	STATE	ZIP CODE
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**YOUR LICENSE OR CERTIFICATE WILL NOT BE ISSUED WITHOUT THE FOLLOWING INFORMATION. You must complete number 1, 2 or 3 below.**

**NUMBER 1 COMPLETE THIS PORTION IF YOU ARE INSURED:**

INSURANCE COMPANY NAME (not the insurance agent)

WORKERS' COMPENSATION INSURANCE POLICY NO.	EFFECTIVE DATE	EXPIRATION DATE
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**NUMBER 2 COMPLETE THIS PORTION IF SELF-INSURED:**

I have attached a copy of the permit to self-insure.

**NUMBER 3 COMPLETE THIS PORTION IF EXEMPT:**

I am not required to have workers' compensation insurance coverage because:

- I have no employees.
- I have employees but they are not covered by the workers' compensation law. (See Minn. Stat. § 176.041 for a list of excluded employees.) Explain why your employees are not covered: \_\_\_\_\_
- Other: \_\_\_\_\_

**ALL APPLICANTS COMPLETE THIS PORTION:**

I certify that the information provided on this form is accurate and complete. If I am signing on behalf of a business, I certify that I am authorized to sign on behalf of the business.

APPLICANT SIGNATURE (mandatory)	TITLE	DATE
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**NOTE:** If your Workers' Compensation policy is cancelled within the license or permit period, you must notify the agency who issued the license or permit by resubmitting this form.  
This material can be made available in different forms, such as large print, Braille or on a tape. To request, call 1-800-342-5354 (DIAL-DLI) Voice or TDD (651) 297-4198.



Date: \_\_\_\_\_

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

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

Please check one of the following pertinent to the city of New Hope:

\_\_\_\_\_ Residential Hauling

\_\_\_\_\_ Commercial Hauling

\_\_\_\_\_ Both Residential and Commercial Hauling

### Rate And Route Schedule For Refuse Hauler License Holder

Please indicate in the space provided, the schedule of your collection days and the routes to be followed (Section 8.143 of City Code).

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Please indicate, in the space provided, the rate schedule used by your firm. (Section 8.143 of the City Code).

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## REQUIREMENTS FOR RUBBISH HAULERS

### INSURANCE

A certificate of insurance showing coverage, as noted below, must be submitted to the city.

"Every licensee shall carry bodily injury liability insurance in an amount not less than \$250,000 per person and not less than \$500,000 per occurrence and not less than \$100,000 of property damage insurance on all licensed vehicles, or, at the licensee's option, combined bodily injury liability insurance in an amount not less than \$600,000 on all licensed vehicles. Every licensee shall also carry Workers' Compensation insurance for all employees. The licensee shall provide the city with evidence that said insurance is in full force and effect and shall provide the city with thirty days notice of cancellation of said insurance."

The Certificate of Insurance must also provide that:

- a. The insurer will give not less than 30 days notice to the city if the policy is to be canceled before the expiration date or not renewed subsequent thereto.
- b. The cancellation clause on the face of the certificate must read as follows:

"Should any of the above described policies be canceled before the expiration date thereof, or not renewed subsequent thereto, the issuing company will mail 30 days written notice to the below named certificate holder."

If you are self-insured or exempt from workers' compensation coverage requirements, please provide the following documents.

a. EXEMPT

An affidavit of exemption from the Workers' Compensation Law on a form prescribed by the city.

b. SELF-INSURED

A copy of a written order from the Commissioner of Insurance, granting the applicant permission to self-insure.

### PROPER BACK-UP WARNING REQUIRED

An operable back-up warning device must be installed on the vehicle or it will not pass inspection.

The acceptable devices are:

1. Mechanical bell on rear wheel.
2. Rear mounted horn/beeper. If this type is used, it MUST NOT be hooked up to a switch. It must be installed so that it will operate whether or not the driver turns it on.

### INSPECTIONS

All refuse haulers must submit recent truck inspection reports indicating that each truck has passed inspections.

Business Licenses and Truck stickers will not be issued without a copy of the passed inspection.

All trucks that do not have a current sticker will be cited by the Police Department.

**Sec. 8-14. Garbage and refuse collectors.**

(a) *License required.* No person, except as provided herein shall remove waste or recyclable materials as defined in chapter 1 from any premises in the city, or transport such waste or recyclable materials upon the streets and public highways within the city, or in any other manner dispose of waste or recyclable materials originating in the city, or contract for a permit himself or itself to be employed or engaged in any such removal, transportation or disposal without first having obtained a license therefor from the city.

(b) *Licensing regulations, terms and conditions.*

(1) Application and issuance. Application for and issuances of licenses hereunder shall be governed by the provision of section 8-2, except as to expiration or renewal dates.

(2) Fee. The annual license fee shall be as prescribed in chapter 14.

(3) Renewal and expiration. All licenses issued hereunder shall expire on the 31st day of December following its issuance.

(4) Qualifications. Every applicant for a license hereunder shall furnish the city with evidence that he has sufficient equipment and personnel to render service to existing and prospective customers and in accordance with the requirements of this section; and further, that he has the capability to assure completion of his routes on schedule should any occasion arise prohibiting the collector from doing so himself. Every applicant shall also furnish the city with a detailed description of the manner in which he intends to separately collect and dispose of yard refuse.

(5) Equipment.

a. *Vehicle back-up warning device.* All licensed vehicles shall be equipped with a back-up device which complies with Minnesota Statutes and Minnesota Highway Regulations applicable thereto.

b. *Other requirements.* All licensed vehicles transporting waste or recyclable materials shall be otherwise equipped as provided in subsection 8-14(d) hereof.

(6) Sanitation and appearance. All licensed vehicles and equipment shall be kept clean and in good repair and appearance and shall be maintained in a sanitary condition so as to prevent insect breeding therein or other nuisance characteristics.

(7) Inspection. No license shall be issued or renewed until the vehicle to be licensed has passed a state approved inspection and received a commercial vehicle (CV) inspection certificate from either the state or a CV dealer authorized by the State of Minnesota to conduct CV inspections. The inspection certificate for the proposed licensed vehicle must be dated within 12 months from the date of the application or renewal.

(8) Liability insurance. Every licensee shall carry bodily injury liability insurance in an amount not less than \$250,000.00 per person and not less than \$500,000.00 per occurrence and not less than \$100,000.00 of property damage insurance on all licensed vehicles, or, at the licensee's option, combined bodily injury liability insurance in an amount not less than \$600,000.00 insurance on all licensed vehicles. Every licensee shall also carry workmen's compensation insurance for his employees. The licensee shall provide the city with evidence that said insurance is in full force and effect and shall provide the city with 30 days' written notice of cancellation of said insurance.

(9) Cancellation or revocation. The parties hereunder may, if mutually agreeable, cancel such license. However, the city may revoke the license of any collector as provided for in this Code.

(10) Display of license. The city shall furnish evidence of the license to the collector and such evidence shall be displayed in or upon each licensed vehicle in accordance with regulations promulgated by the city manager.

(11) Identification. The collector shall display his name and telephone number in a conspicuous place on both sides of each licensed vehicle in letters and numerals no less than four inches in height.

(12) Denial of license. The city reserves the right to deny any applicant a license or a renewal thereof if any reasonable doubt exists as to the applicant's compliance with the provisions of this section or any other provisions of this Code.

(c) *Collection practices.*

(1) Rates. Each residential collector shall furnish the city clerk with a current written schedule of rates charged for service to residential customers in the city. The collector shall also immediately notify the city clerk in writing of any changes in such rates. The city clerk shall cause such rate schedules to be posted in the city offices.

(2) Routes. The city, under the direction of the city manager or his designee, shall establish specific refuse and recycling collection districts and specific days of collection within these districts for all licensees. The purpose of this provision is to coordinate and facilitate same day collection within said districts throughout the city. Said

coordination is necessary to encourage citizen participation in the city's recycling effort, to insure compliance with state mandates for solid waste management as set forth in Minn. Stat. ch. 115a and to insure compliance of the city's contractual obligations as a member of the Hennepin recycling group pursuant to the joint and cooperative agreement for solid waste disposal. Also, said coordination will be beneficial to the health, safety and welfare of new hope citizens and streets by limiting the number of refuse and recycling vehicles using said streets at any one time. The collection days for residential collection districts shall be as established in subsection 9-11(b)(1) of this Code. The following considerations will be utilized by the city manager or his designee to establish the collection districts:

- a. Household counts within the districts;
- b. Compatibility with the licensees existing refuse collection stops to the extent possible;
- c. Compatibility with municipal boundaries to the extent possible;
- d. Coordination with recycling collection to the extent possible.

(3) Frequency of service. The collector shall provide residential garbage and refuse collection service once each week Monday through Friday. The collector shall not be required to make regular collections on legal holidays and on days of extreme inclement weather provided, however, that the routes are collected reasonably in advance thereof or thereafter in the opinion of the city sanitarian and the week's schedule shall be completed regardless of the holiday or weather. Collection from other than single-family residences shall be as often as required for sanitation and nuisance protection as provided in this Code.

(4) Yard refuse. Each collector shall separately collect, and haul away yard refuse during an eight-week period each spring and each fall as designated by the city manager or his authorized representative. Each collector shall haul the yard refuse to a site designated by the city manager or his authorized representative and shall keep an accurate accounting of the amount of such yard refuse. Within 15 days after the expiration of each eight-week period each collector shall submit a written report to the city manager or his authorized representative detailing the amount of such yard refuse that has been collected during each week of the eight-week period.

(5) Vehicles to carry "Rules of Collection". A copy of the "Rules of Collection" as provided by the city shall be carried in the cab of each licensed vehicle operating in the city, which rules shall be followed by each collector.

(6) Service complaints.

- a. *Local telephone number.* Each collector shall have a local telephone number listed in a telephone directory of general circulation in the city, and shall provide telephone answering service between the hours of 9:00 a.m. and 4:30 p.m. Monday through Friday, except on legal holidays.
- b. *Complaint number.* A telephone number shall be established in the city offices which each collector shall call to receive complaints which the city has received from residents.
- c. *Service failure make-up.* Where, due to the collector's fault, a customer is not serviced on the regularly scheduled day, the collection shall be made the day following the scheduled collection day. If the customer was not serviced because the waste containers were not accessible on the scheduled collection day, the collection shall be made as soon as possible by agreement between the collector and customer.

(7) Collector to replace damaged waste containers. The collector shall replace at his expense, containers which are damaged by his carelessness or the carelessness of his employees or agents.

(8) Collector to replace covers and cans to their original locations. The collector shall after servicing the customer, replace all covers and cans to their original location.

(9) Use of private driveway prohibited. The collector is prohibited from driving his vehicle upon the private driveways of residents unless written approval is first obtained from such resident.

(10) Recyclable tonnage report. A collector licensed under this section who hauls recyclable materials must report the tonnage of recyclable materials collected. The report shall be made quarterly, commencing April 1, 1992 to the city recycling authority. The report shall also itemize the tonnage between residential and commercial/industrial recyclables. All recyclables collected from apartment complexes shall be reported as residential tonnage.

(d) *Transportation of waste.*

(1) Waste to be covered. No collector shall transport waste upon the public streets and highways or other public property of the city unless such waste being transported is entirely and securely covered.

(2) "Packer-type" refuse body for transporting garbage. No collector shall transport garbage upon the public streets and highways or other public property of the city except in a leak-proof, compaction type body commonly referred to as a "packer-type" refuse body, as approved by the city sanitarian.

- (3) Clean up of spilled waste. The collector shall immediately clean up in a neat and workmanlike manner any waste that he may have caused to spill upon the streets and highways or other public or private property in the city.
- (e) *Prohibited dumping.* No collector shall dump, place or otherwise dispose of waste in violation of the laws of the united states, this state and its counties, or the laws of any political subdivision thereof.
- (f) *Storage of vehicles in the city.* Collectors may store or keep their waste removal vehicles in the city when not in use (after such vehicle is free from all waste) in a tightly-constructed and enclosed structure, provided such structure shall conform to the requirements of the building and zoning provisions of this Code.
- (g) *Annual meeting.* Each collector shall meet with a representative from the New Hope Environmental Commission, the New Hope Planning Commission, and the city staff to review and discuss the terms and conditions of this Code as well as new methods concerning the efficient use of natural resources as they relate to solid waste disposal and recycling. This meeting shall be set at the direction of the New Hope City Manager.
- (h) *Noise regulations.* Each collector operating in the city shall comply with all other provisions of this Code, including the noise level and hour regulations in of sections 9-11 and 9-42.
- (i) *Violation, criminal penalty.* Any person violating any provision of this section shall be guilty of a petty misdemeanor. Each day of continued violation, after citation or complaint, shall be deemed a separate offense and chargeable and punishable accordingly.

(Ord. No. 73-4; Ord. No. 73-11; Ord. No. 74-14; Ord. No. 79-7; Code 072684; Ord. No. 88-9; Ord. No. 89-2; Ord. No. 89-4; Ord. No. 89-10; Ord. No. 92-04; Ord. No. 98-20)