

VILLAGE OF COTTAGE GROVE DEPARTMENT OF PUBLIC WORKS

BRUSH COLLECTION PROGRAM



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Village of Cottage Grove, Wisconsin

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BRUSH COLLECTION PROGRAM
FOR THE VILLAGE OF COTTAGE GROVE

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INTRODUCTION

The Village of Cottage Grove establishes the following restrictions on its curbside collection of tree limbs, branches, brush, and small shrubs, collectively known herein as “brush”.

The brush collection service is part of the Public Works Department’s services and consists of a towable chipper, truck, and needed manpower. This service is available to all Village of Cottage Grove residential customers. Other collection times as needed due to storms or other Acts of God will be determined on an as needed basis determined by the Director of Public Works or their designee.

The purpose of this program is to set up acceptable procedures and policies for brush collection in the Village of Cottage Grove. This program replaces all prior written or unwritten policies of any part of the governing or employed body of the Village of Cottage Grove.

The intent of establishing the Village of Cottage Grove Brush Collection Program is to provide a uniform understanding of priorities and procedures used for collection.

The Village of Cottage Grove Public Works Department has regular work hours, and if a situation requires attention during after hours, weekends, or holidays this would require overtime pay. It can be expected that service during these off-hour events will be minimal and only provided when extreme conditions arise.

Following is a brief discussion of the key elements of the Village’s Brush Collection Program. As may be expected, considerable time and effort is spent in preparation and planning prior to the actual collection taking place.

DETERMINATION OF NEED FOR COLLECTION

Brush collection will occur monthly during the first full week of each month starting in April and continuing through November (weather permitting).

All brush to be collected must be set out by 6:00 a.m. the Monday of collection week, but no earlier than one week prior to collection.

Various weather events may change this schedule. NO prior notice will be given to the residents for any changes to the schedule.

Please be patient as collection may take up to several weeks and is done as quickly as possible. Inclement weather, volume and mechanical problems may also create delays.

It is suggested that you refer to our Community Guides and the village website for specific collection dates.

After October, if you have brush to dispose of please refer to the MISSED COLLECTION section for drop off site information.

Plan your trimming around the scheduled pickup to eliminate having brush out for long periods of time.

The responsibility for ordering personnel and equipment into service for a special collection due to weather events shall be primarily with the Director of Public Works, Public Works Foreman or their designee. The Police Department, during evening patrol hours, shall keep watch and assist in notification to the Director of Public Works, or the Public Works Foreman of needed service, if any. The Village President or Village Administrator may also direct the Public Works Department to commence special brush collection activities.

PERSONNEL AND EQUIPMENT

Because of the labor intensive nature of brush collection activities, pick up takes a considerable amount of time to complete.

If outside sources of personnel are needed, they shall be private contract personnel. It is very rare for any municipality to have sufficient equipment to adequately handle all brush collection events regardless of the amount of accumulation; to do so is not economically feasible. The Village of Cottage Grove is no exception.

The Public Works Department utilizes the following equipment for brush collection activities:

Brush chipper
Chain saws
Small dump truck

Large dump trucks
End loader with bucket and forks
Skid loader with grapple and forks

Outside private equipment may be contracted for, if authorized by the Director of Public Works, Public Works Foreman, Village Administrator, Village President or the Village Board.

OVERTIME/SUBCONTRACTING POLICY

The determination of when to use overtime or to subcontract for brush removal activities shall be made by one of the following:

1. Director of Public Works or their designee
2. Village Administrator
3. Village President
4. Village Board

The need for overtime shall be established from the severity of a collection event or storm.

PRIVATE CONTRACTED SERVICES

NO brush will be collected from any private residence, vacant lot or commercial property where a contractor has been hired to remove any tree, ornamental or shrubbery material(s). This is also intended to cover private property owners who clear vacant lots.

REQUIREMENTS OF MATERIAL ACCEPTED

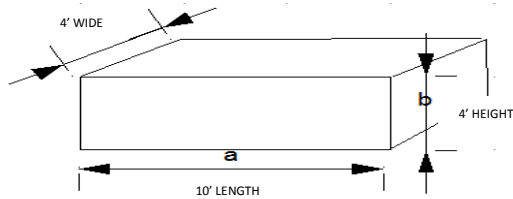
Brush will ONLY be picked up the week of scheduled collection. If set out later, it will not be collected until the following pick up.

Items not collected by the village:

- Root balls or stumps.
- Compost or brush blended with compost.
- Brush cleared or cut by contractors.
- Logs shorter than 20 inches.
- Any organic material including but not limited to leaves, grass clippings, compost.
- Any type of lumber, including construction lumber, railroad ties, landscape timbers, fence posts, or other processed wood products.
- Brush put in bags, boxes or containers of any kind.
- Construction projects and land clearing operations are not included in this program.

Brush pile requirements:

- Brush piles are to be **NO** larger than two (2) piles, four (4) feet wide by four (4) feet high by ten (10) feet long, with cut ends stacked in the same direction.



- A **maximum quantity** of two (2) brush piles, four (4) feet wide by four (4) feet high by ten (10) feet long will be collected from each household per visit.
- Large tree limbs shall not be larger than 8" in diameter nor more than ten (10) feet in length.
- Materials smaller than ¼" in diameter are considered yard waste and must be taken to the compost drop off.
- Sticks of ¼" to 1" in diameter must be stacked in several neat piles with the cut end facing the same direction.
- Materials 1" to 3" in diameter must be placed at the curb with the cut end parallel to the street facing the same direction.
- Materials 4" to 8" in diameter must be trimmed of small branches and cut into ten (10) feet lengths. Stack neatly at curb with cut end facing the same direction.
- Brush piles shall not block sidewalks, paths, fire hydrants, wheel chair ramps or crosswalks.
- Brush must be free of trash.
- Brush must be free of all metal.
- If materials are set out improperly, they will not be collected. A tag will be attached to the material indicating the reason it was not collected.

******Material stacked around/over CATV and or electrical facilities will not be collected.******

RAKING OF TERRACES

Public Works crew will pick up/rake a majority of the material remaining after collection, however, it is the property owner's responsibility to get the area back to pre-collection condition.

REFUSAL OF SERVICE

The Village of Cottage Grove reserves the right to refuse collection of brush at any time for any reason, if the brush does not comply with this policy. A tag will be attached explaining the violation(s).

Violation of any of the above may result in a forfeiture action against the property owner, punishable by a per diem fine until such nuisance shall be removed as provided in §1-19 of the Village of Cottage Grove Municipal Code.

Removal may also be made by the Village, without notification to the property owner. The actual removal cost shall be assessed against the property owner as a special assessment on the tax roll.

MISSED COLLECTION

Once a neighborhood has been collected, the crews will not return to that area until the next scheduled collection. Due to varying conditions, specific collection days of the week cannot be projected for each neighborhood. Collections will be conducted in the most expedient methods possible, but inclement weather and mechanical problems may create delays. If you missed your scheduled collection, Village residents may take the material to the Dane County Landfill for a fee.

Site Information: 7102 US Hwy 12, Madison, WI 53718, (608) 838-9555. For more information, visit their website: <https://www.countyofdane.com/pwht/recycle/landfill.aspx>

VIOLATIONS

Residents will be in violation with the Village Code Chapter 19 if any of the conditions below are demonstrated:

- Pile is set out when your area is not scheduled to receive collection.
- Pile contains non-brush material.
- Pile is set out after crews have passed your house.
- Pile is set out prior to one (1) week before collection.

EMERGENCY REQUESTS

NO emergency calls or requests will be accepted.

COMPLAINTS

Complaints for brush collection shall be made to the Public Works Department during regular working hours, Monday through Friday at 839-5813.

DEFINITIONS

Brush – Any woody material over ¼ inch in diameter.

Building material – Any material used in the construction and rehabilitation of structures, and/or project(s).

Condominium – individually owned apartment/dwelling: an individually owned unit of real estate, especially an apartment or town house, in a building or on land that is owned in common by the owners of the units.

Construction material – See building material.

Commercial property – Property used for business purposes or residences that house five or more units.

Compost – Compost is made up of the following: the collection of leaves, flowers, thatch, weeds, and non-woody (¼ inch and under) and garden materials.

Institutional property – Property used as schools or churches including private cemeteries. Space rented for these entities still constitutes use.

Leaves – See compost.

Limbs – See brush.

Non-Woody material(s) – Material that does not consist of, or resemble wood.

Residential property – Any 1-4 unit property where residents may live.

Root ball(s) – A root ball is the main mass of roots of the base of a plant such as a tree or shrub.

Stumps – The lower end of a tree or plant left after the main part falls or is cut off; a standing tree trunk from which the upper part and branches have been removed.

Twigs – See brush, compost.

Vacant lot – Any lot where no structures currently stand.

Violations and Forfeitures Village Ordinance §1-19

A. General penalty. Whenever so provided in this Code, any person who shall violate any of the provisions of this Code shall, upon conviction of such violation, be subject to a penalty, which shall be as follows:

(1) First offense. Any person who shall violate any provision of this Code subject to a penalty shall, upon conviction thereof, forfeit not more than \$500 together with the costs of prosecution and applicable surcharges, and, in default of payment of such forfeiture and costs of prosecution and surcharge, shall be imprisoned in the County jail until such forfeiture shall be paid, but not exceeding 90 days.

(2) Second offense. Any person found guilty of violating any provision of this Code who shall previously have been convicted of a violation of the same provision shall, upon conviction thereof, forfeit not less than \$10 nor more than \$500 for each such offense, together with the costs of prosecution and applicable surcharges, and, in default of payment of such forfeiture and costs, shall be imprisoned in the County jail until such forfeiture and costs are paid, but not to exceed six months.

B. Each violation and each day a violation continues or occurs shall constitute a separate offense. Nothing in this Code shall preclude the Village from maintaining any appropriate action to prevent or remove a violation of any provision contained in this Code.

C. Enforcement method.

(1) Violations of ordinances of the Village shall be enforced by the issuance of a municipal citation.

(2) The municipal citation shall contain the information required by s. 800.02, Wis. Stats.

(3) Schedule of deposits. The schedule of deposits for use with citations issued under this section shall be as adopted by the Village Board from time to time, and such schedule shall be on file in the office of the Chief of Police and in the office of the Village Clerk. Deposits shall be in cash, money order, or check payable to the Municipal Court, which shall provide a receipt therefor.

(4) Issuance of citation.

(a) Law enforcement officers. Any law enforcement officer may issue citations authorized under this section.

(b) Village officers. The following Village officers and their designated agents may issue citations with respect to those specified sections which are directly related to their official responsibilities. The Village President shall supervise the citation program.

[1] Village President.

[2] Director of Public Works.

[3] Code enforcement officers.

[a] Plumbing Inspector.

[b] Building Inspector.

[c] Zoning Administrator.

[d] Electrical Inspector.

[e] Heating, Ventilating, and Air Conditioning Inspector.

[f] Fire Inspector.

(c) Absence or disability. In the absence or disability of any of such officers, the Village President may designate the individual who shall perform the duties of the absent or disabled official.

(5) Nonexclusivity.

(a) Other ordinance. This section does not preclude the Village Board from adopting any other ordinance or providing for the enforcement of any law or ordinance relating to the same or another matter.

(b) Other remedies. The issuance of a citation hereunder shall not preclude the Village or any authorized officer from proceeding under any other ordinance or

law or by any other enforcement method to enforce any ordinance, regulation, or order.

(6) Enforcement. Notwithstanding any provision of this Code to the contrary, the Village President may designate the Village officer to enforce any provision of this Municipal Code.