



POLICY / GUIDELINE
DEPARTMENT OF PUBLIC WORKS

CATEGORY: STREETS NUMBER: 30
 FROM: SHAWN STAUSKE P.W.C. APPROVAL: 2-24-14
 DATE: 2-21-14 REVISED:
 SUBJECT: BRUSH COLLECTION

BACKGROUND

Curbside collection of brush is a service provided to residents as a convenience for the maintenance of their property. Service is not provided for land clearing activities, nor will brush be collected from commercial contractors.

Material for collection must be placed on terrace areas within the street right-of-way unless prior arrangements have been made. Collection on private property is prohibited, unless a Release of Liability Agreement is signed and on file with the Dept. of Public Works.

SECTION 1: RESIDENT GUIDELINES – BRUSH COLLECTION OPERATIONS

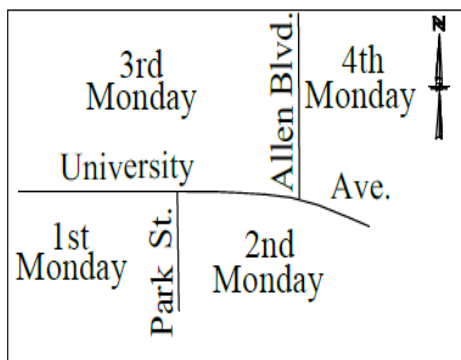
BRUSH COLLECTION SEASONS

Brush collection operations typically require a week to cycle through the City, depending on other priority work, weather conditions, volume of brush, available staff and equipment breakdowns. Special collections of brush may be made following significant storm events.

APRIL - OCTOBER: Scheduled collection once per month, by area as noted below.

NOVEMBER: Unscheduled collection. Brush collection in November is a lower priority than leaf collection and there is no guarantee that brush will be collected during this month. Collection ends following the season’s first snow accumulation, but no later than the end of November. At this time, trucks are converted for snow and ice control operations.

JANUARY: Unscheduled collection of holiday trees will be made as crew time and weather permit. Branches stacked at the curb will also be collected during this time, if not snow covered or frozen to the ground.



If you live:	Place your brush at curb by 7:00 a.m. on:
South of University Ave. West of Park St	1st Monday of the month for collection during that week
South of University Ave. East of Park St	2nd Monday of the month for collection during that week
North of University Ave. West of Allen Blvd.	3rd Monday of the month for collection during that week
North of University Ave. East of Allen Blvd.	4th Monday of the month for collection during that week

NOTE: If Monday is a holiday, place brush at curb by 7:00 a.m. on Tuesday morning.

BRUSH COLLECTION RULES

- **LIMBS OR BRANCHES MUST NOT EXCEED 6" IN DIAMETER.**
- **PLACE BRUSH IN AN ORDERLY FASHION PARALLEL TO THE CURB.**
 - Place all cut ends pointing to the right as you face the street. This will allow the most efficient use of crew time in feeding brush into the chipper.
 - Avoid conflicts with trees, poles, mailboxes, hydrants, parked cars (if possible) and other obstructions.
- **SEPARATE BRUSH FROM OTHER MATERIALS.**
 - Remove all metal, roots and dirt.
 - Remove from holiday trees all tree stands, lights, tinsel, garland, ornaments and plastic bags.
 - Keep brush segregated from garbage, refuse, yard waste and leaves.
- **THE FOLLOWING WILL NOT BE COLLECTED:**
 - **Brush trimmed by contractors.** Contractors are responsible for removing material they cut.
 - **Brush mixed with leaves.** Brush and leaves are collected by different equipment at different times. It is inefficient for the crew to separate leaves from brush, and often results in leaves getting pulled into the street or brush getting lodged in the leaf vacuum tube.
 - **Holiday trees in plastic bags or buried in snow banks, or holiday wreaths.** Wreaths should be discarded in the brown trash cart. The wire holding boughs together cannot be chipped or mulched. As an alternative, residents may take their wreaths apart, recycle the metal, and set out the wood twigs for yard waste collection in spring.
 - **Wood refuse from any building, remodeling, roofing, construction or landscaping project.**

ALTERNATIVE TO CURBSIDE COLLECTION

While it is the goal of the City to collect all brush placed curbside in fall, that may not be possible during years in which winter begins early. The principal option available to residents is:

- **Drop off at MRD compost site.** City residents may drop off grass clippings, leaves, plants, brush, branches, limbs (up to 4" in diameter), wood chips, sawdust, holiday trees, stumps (clean) and clean wood (not painted or treated) at the MRD compost site, 5211 CTH Q, seasonally from April 1 through November 30. Hours of operation for the [MRD compost facility](#) are available on the City's web site.

COLLECTED CHIPPED BRUSH IS AVAILABLE TO CITY RESIDENTS FOR PERSONAL USE

Residents may request delivery of chipped brush to use as mulch, ground cover, or for other landscaping needs. The City will deliver without charge chipped brush per the following guidelines:

- The resident agrees to take an entire truck load at a time, typically 8-10 cubic yards.
- Deliveries outside of the City will generally be limited to a five (5) mile radius of the City.
- Deliveries will be made at the convenience of the Street crew.
- The City will not re-collect material previously delivered.

Resident requests for delivery should be made to the Public Works Department (821-8370) or dpw@ci.middleton.wi.us. Include the resident's name, address and phone number, as well as a description of any preferred specific delivery location. Requests will be communicated to the Street Foreman by a work order.

SECTION 2: CITY PROCEDURAL RULES – BRUSH COLLECTION OPERATIONS

EQUIPMENT AND PERSONNEL

1. The Street crew has two trailer-mounted wood chippers. Each truck/chipper combination requires two crew members for safe and efficient operation.
2. Vehicles parked on the street adjacent to brush piles present a significant barrier to the efficient collection of brush. Attempting to drag brush around a parked vehicle has the potential to scratch the vehicle's paint.
 - In the early part of a scheduled collection week, the crew will generally bypass brush behind a parked vehicle and move on to collect brush where access is not blocked by a parked vehicle.
 - In the latter part of a scheduled collection week, the crew may need to post a temporary No Parking sign at brush piles to be able to access the brush.

PERSONNEL SAFETY

1. Personnel are required to wear reflective vests, gloves, eye protection and hearing protection.
2. Drivers shall have the beacon lights on during operation, and have a slow moving vehicle sign on the rear of the unit.