



"... meeting community needs ... enhancing quality of life."

DEPARTMENT OF PUBLIC WORKS
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To: Municipal Services Committee
From: Danielle Block, Director of Public Works
 Nate Loper, Deputy Director of Public Works
Date: February 21, 2024
Re: Yard Site Schedule Changes for 2024

The City of Appleton Public Works Department proposes the following yard site schedule, starting April 2024. These changes will provide more options for customers and will better help us meet our overall operational needs.

As a reminder, the location of the City's two yard waste sites are:
 Glendale Yard Waste Site – 2625 E. Glendale Avenue
 Whitman Yard Waste Site – 701 S. Whitman Avenue

SUMMER HOURS (April to Thanksgiving)

	<u>Sun</u>	<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thu</u>	<u>Fri</u>	<u>Sat</u>
Glendale (Current)	8-5:45	8-5:45	X	X	X	8-5:45	8-5:45
Glendale (Proposed)	8-5	8-5	X	X	X	8-5	8-5
Whitman (Current)	8-5:45	8-5:45	X	X	X	8-5:45	8-5:45
Whitman (Proposed)	X	X	8-5	8-5	8-5	8-5	X

WINTER HOURS (Thanksgiving through March)

	<u>Sun</u>	<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thu</u>	<u>Fri</u>	<u>Sat</u>
Glendale (Current)	8-5:45	8-5:45	X	X	X	8-5:45	8-5:45
Glendale (Proposed)	X	9-4:30	9-4:30	9-4:30	9-4:30	9-4:30	X
Whitman (Current)	X	X	X	X	X	X	X
Whitman (Proposed)	X	X	X	X	X	X	X

The proposed changes will provide a free option for yard waste disposal, 7 days per week in the summer. We have received negative feedback over the years when customers attempt to drop off yard waste during the week and we don't provide them with an open site. Our proposal provides an option for them to dump at one site or the other, which should greatly reduce the frustration when finding both sites closed and then bringing a load of brush back home.

This schedule also keeps Glendale open the same days as it has been over the last several years. We feel it's important to keep the Glendale schedule status quo and open on the weekend since it currently sees 75% of the total customers. There is also increased security at Glendale, which is an important factor when employees are

working alone on the weekend. In addition, the results from our June 2023 survey showed that 46% of Grand Chute customers visited the Glendale site during this two-week period. We felt this was further justification for keeping the weekend hours at Glendale and having the Whitman site open through Friday each week.

The proposed schedule does have a slight reduction in daily summer hours (45 minutes) to better allow for the site attendants to open and close the site. The site attendants work 40 hours per week and need some prep and cleanup time built into their schedule. Currently, our attendant starts their shift at the same time the site opens, which is challenging. Allowing some time before the site opens will help get the cash register ready, gates opened, entrance cleaned up, etc. The time at the end is necessary to push piles up, tidy up, patch holes in the lot, change signage, etc.

The proposed schedule also helps DPW address the challenges we face with staffing two sites on weekends, especially with one site being at a remote location. The Glendale site has increased security features and allows for easy access to equipment and tools at our adjacent Municipal Services Building. Also, only staffing one site over the weekend will help with our retention and recruitment efforts. As challenging as it is to find quality people with a CDL and equipment operating experience, it's even more difficult to find this person when they are required to work every weekend. Having only one site open on weekends, and only in the summer, will have a positive impact on employee retention, and our overtime budget (when covering for vacations).

The winter schedule would be more in line with other municipalities and allows for this employee to assist with other operations. We currently average 13 customers per day on winter weekends and expect this number to be closer to 1 or 2 per day with the elimination of the garbage dumpsters. This employee during the week could be helping do other tasks around our entire campus, while just keeping an eye on the yard site. On weekends they would be available to plow snow, which would be a huge bonus. Lastly, the earlier closing hour in the winter is for safety reasons with the earlier sunsets and dark conditions.

It is important to note that we discussed this new schedule with the Town of Grand Chute, and they were in favor of this proposal and did not indicate that we would need to re-evaluate our current Memorandum of Understanding (MOU). The City has modified hours in the past without the need to renegotiate the terms of the MOU.