

MEMORANDUM

Business Item B

From: Administrator/Staff
To: Town Board
Re: Town Board review & consideration of changes to the Town of Clayton Yard Waste Site operations.

Staff are proposing several changes to the Town Yard Waste Site operations. The Administrator & Public Works Supervisor are in the process of hiring a new Site Attendant. The site within the Town Municipal Complex was completed and opened for the first year of service in 2023. The new site allows for the potential for an extended collection season.

Staff is proposing new operating hours of:

Monday 1 pm to 6 pm
Wednesday 1 pm to 6 pm
Saturday 8 am to 2 pm

With a new opening date of April 15th (or closest Monday) and closing date of October 31st.

The cost to the Town to provide the Yard Waste Site service is between \$25,000 and \$30,000 a year. Approximately \$10,000 to \$15,000 (depending on the volume collected) is the cost of grinding what is brought in at the end of the season. For the past 3 years, there have been inorganic materials that have damaged the grinding contractor's equipment that the Town has had to pay for the repairs of.

The Yard Waste Site is also non-revenue generating, and the cost of offering the site is not offset by anything other than the General Fund. There has been steadily increased resident demand for more hours and more services. Staff also receive many complaints regarding the site from residents, for example:

- Not delivering the service at the Yard Waste Site residents are expecting
- The site does not take enough variety of materials
- The site is not open for tree collection in December/January every year
- The site is not open early enough in the Spring
- The site is not open late enough in the Fall
- The site is not open enough days/times during the week
- Having to use the County facilities if the Town Yard Waste Site is closed

With all of that in mind, Staff are discussing the implementation of a fee for use of the Yard Waste Site in the 2025 season. As the population of the Town grows, particularly with the new residential growth already happening at the end of 2023 and into 2024, the cost to operate the site will only grow. Staff is hoping to recover some of the cost to the General Fund to be able to provide all Town services for residents. Staff is not ready at this time to implement such a program for the 2024 season.

If the Board agrees, a motion to approve the proposed hour and opening date changes would be in order.

SUGGESTED MOTION:

Motion to approve the hours and opening date changes for the Town-operated Yard Waste Site.

If you have any questions about this information, please feel free to call or e-mail me.

Respectfully Submitted
Kelsey