

**\*\*\*ATTACHMENTS\*\*\***



## Neighborhood Large Item Disposal Program

Neighborhoods Associations that are officially recognized by the City of Sheboygan are invited to apply for a Neighborhood Large Item Disposal Program. Neighborhoods Associations can apply to hold an event on the following Saturdays in 2019: April 27, May 4, May 11, May 18 & May 25. Additional days could be added to help accommodate a specific Neighborhood Association.

Neighborhood Associations must submit a completed application including a first and second choice for a program date by 4:30 p.m. on Friday, March 29, 2019.

Neighborhood Associations will be assigned a date based on availability and the order the applications were received by Friday, April 5, 2019.

Applications must be submitted to the Municipal Services Building at:

2026 New Jersey Avenue  
Sheboygan, Wisconsin 53081  
Attention: Jason Blasiola

City staff will determine the best locations for dumpster placement. Dumpsters will be delivered the morning of the event (Saturday only) and removed that afternoon.

Events must be organized by a Neighborhood Association leader and a project coordinator must be designated.

The project coordinator must assume responsibility for the following:

- Completion of the Neighborhood Large Item Disposal Program application
- Communication to residents about the date and other details of the event. This could be done via e-mail if the association has a contact list, social media or by leaving flyers at each residence
- The dumpster must be monitored by two volunteers to ensure that the dumpster does not become overloaded or contaminated with prohibited materials
- Supervising all volunteers
- Assisting volunteers as needed
- Assuring all areas are completely clean at the end of the event
- Assisting with the loading of trash into the dumpster

Required Neighborhood Large Item Disposal Program Conditions

- The Neighborhood Association must be officially recognized by the City of Sheboygan
- Have a promotion plan that is well developed and all neighbors are informed in a timely manner

- Commitments are secured from all volunteers
- The Neighborhood Association must set specific boundaries for the event
- Neighborhood Programs must be held from 9:00 a.m. and end no later than 1:00 p.m.
- Have a sufficient number of volunteers on hand
- Ensure the project coordinator is on hand during the entire event
- Conduct a detailed final site sweep of the area to ensure all trash and debris is picked up and placed in the dumpster
- Residents must bring their items for disposal to the dumpster

Acceptable Materials to be placed in the dumpster:

- Bagged or boxed trash
- Unusable furniture
- Mattresses/box springs
- Toys, swing sets, misc. junk
- Un-repairable items (bicycles, BBQ grills, etc.)

Unacceptable Materials to be placed in the dumpster:

- Tires
- Construction debris (lumber, concrete, dirt)
- Building Materials (roofing, drywall, tiles, paint, etc.)
- Hazardous Waste (paint thinner, pesticides, used motor oil, etc.)
- Large Appliances (refrigerators, stoves, washers, etc.)
- Yard Waste (tree branches, brush, leaves, grass, and garden debris)
- Recyclables
- Electronics (TV's, stereos, computers, printers, DVD players, etc.)

The City of Sheboygan will not be responsible for any damage to the personal property or vehicles belonging to volunteers or participants. The Neighborhood Association event organizers have complete authority to reject commercial loads, loads originating outside the sponsoring neighborhoods, and any item on the unacceptable materials list. The Neighborhood Association event organizers are responsible for any unacceptable material that is placed in the dumpster. All volunteers must sign a waiver of liability to participate in the Neighborhood Large Item Disposal Event.

**Application for the 2019 Neighborhood Later Item Disposal  
Sponsored by the Department of Public Works**

Name of Neighborhood Group: \_\_\_\_\_

Contact person: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

Proposed date of event: \_\_\_\_\_

Alternative proposed date of event: \_\_\_\_\_

Desired location of the dumpster: \_\_\_\_\_

Approximately how many households are within the boundaries?

\_\_\_\_\_

Number of signed Volunteer Commitment Forms? \_\_\_\_\_

Please outline your plan for the event.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What are your plans for promoting the event (i.e. flyer distribution, social media or e-mail)?

\_\_\_\_\_  
\_\_\_\_\_

Are you planning a social event in conjunction with the disposal event? Yes \_\_\_ No \_\_\_

If yes, please describe the event.

\_\_\_\_\_  
\_\_\_\_\_

**Volunteer Commitment Form – Neighborhood Large Item Disposal**

Name of Neighborhood Association: \_\_\_\_\_

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

Name: \_\_\_\_\_

Resident Address: \_\_\_\_\_

Contact number: \_\_\_\_\_

I agree to commit (number) \_\_\_\_\_ hours as a volunteer for the above project.  
Volunteer Commitment Form

---

**Volunteer Commitment Form – Neighborhood Large Item Disposal**

Name of Neighborhood Association: \_\_\_\_\_

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

Name: \_\_\_\_\_

Resident Address: \_\_\_\_\_

Contact number: \_\_\_\_\_

I agree to commit (number) \_\_\_\_\_ hours as a volunteer for the above project.  
Volunteer Commitment Form

## Neighborhood Association Project Coordinator Duties

**This individual is in charge of the day of the cleanup. Responsibilities include:**

1. Conducting the volunteer briefing at 9:00 a.m. and collecting waiver of liability forms from all volunteers
2. Keeping the event staffed, as required throughout the day
3. Ensuring that the dumpster is being monitored by two volunteers to ensure that the dumpster does not become overloaded or contaminated with prohibited materials
4. Supervising all volunteers
5. Assisting volunteers as needed
6. Assisting with the loading of trash into the dumpster
7. Assuring all areas are completely clean at the end of the event

Project Coordinator Information:

Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

### Collection Site Volunteers

**Two people are to supervise the contents of the items placed in the dumpster at all times. Responsibilities include:**

1. Supervising what is deposited in the dumpster and ensuring that no tires, construction debris, building material, hazardous waste, large appliances, yard waste, recyclables, and electronics are placed in the dumpster
2. Prohibit commercial loads from being deposited into the dumpster of loads originating outside the sponsoring neighborhoods
3. Assisting with loading the trash in the dumpster

### Collection Site Volunteer Schedule

<b>Time</b>	<b>Name</b>	<b>Phone #</b>	<b>Signature</b>
<b>9:00 a.m. – 10:00 a.m.</b>	1.		
	2.		
<b>10:00 a.m. – 11:00 a.m.</b>	1.		
	2.		
<b>11:00 a.m. – 12:00 p.m.</b>	1.		
	2.		
<b>12:00 p.m. – 1:00 p.m.</b>	1.		
	2.		
<b>1:00 p.m. to Cleanup of the site</b>	1.		
	2.		

# **WE WOULD LOVE TO GET TO KNOW YOUR NEIGHBORHOOD**



**The Mead Public Library would love to be a part of your summer block party! We can lead craft activities like journal making, paper crowns, or coloring bookmarks; offer a storytime for ages 3+ led by one of our Youth Services Librarians; and share our bubbles, stickers, photo booth, and sidewalk chalk with you. We can even pass out our newsletters, talk about our summer/fall programming, and sign people up for Library cards on the spot! Let the Library come to you!**

If interested, please contact:  
Alison Loewen  
[Alison.Loewen@meadpl.org](mailto:Alison.Loewen@meadpl.org)  
920-459-3400 x2032

**The Library's ability to attend is based on staff availability.**