

POLICY ID: PW-001	TITLE: Compliance Assurance Plan	
<input checked="" type="checkbox"/> ORIGINAL <input type="checkbox"/> REVISION	APPROVED BY VILLAGE BOARD:	DATE:
EFFECTIVE DATE Immediate	_____	June 8, 2009
APPLIES TO:	<input checked="" type="checkbox"/> FLSA EXEMPT	<input checked="" type="checkbox"/> FLSA NON-EXEMPT
	<input checked="" type="checkbox"/> REPRESENTED EMPLOYEES	<input checked="" type="checkbox"/> Non-REPRESENTED EMPLOYEES
<i>This policy applies to all Village of Kronenwetter employees in the categories checked in this section. Provisions within individual personal contracts or a collective bargaining agreement may supersede certain parts of this policy.</i>		

Purpose: The Compliance Assurance Plan will establish guidelines that will lead to the compliance with the Village of Kronenwetter recycling ordinance contained in Chapter 23 of the Village Municipal Code of Ordinances. The Public Works Director is responsible for enforcing the Village of Kronenwetter recycling ordinance. The Village of Kronenwetter staff and personnel shall follow the guidelines indentified in this Compliance Assurance Plan in response to issues associated with recycling and solid waste. This plan is intended to meet the requirements of Section NR 544.04(g), Wis. Adm. Code as well as the Village of Kronenwetter recycling ordinance.

Section NR 544.04- Required components of an effective recycling program.

“(9g) Beginning August 1, 2006, a compliance assurance plan describing the procedure the responsible unit will follow to address at a minimum one act of noncompliance with recycling requirements specified in its recycling ordinance which is commonly encountered by the responsible unit.”

The goal of the Village of Kronenwetter Compliance Assurance Plan is not to punish code violators, but rather to gain compliance with the recycling ordinance and is intended to improve compliance through effective enforcement strategies.

Strategies for Enforcement:

Problem: Trash found mixed with recyclables or recyclables found mixed in trash. Identified by random inspections conducted by hauler (cursory visual inspection).

Compliance Strategy:

- 1st Offense** – Hauler leaves tag on trash or recycling identifying issue.
- 2nd Offense** – Hauler leaves material behind. Hauler notifies Public Works Director and written warning is sent along with educational materials.
- 3rd Offense** – Hauler leaves material behind. Hauler notifies Public Works Director. Public Works Director conducts onsite visit and make recommendation on citation.
- 4th Offense** - Hauler leaves material behind. Hauler notifies Public Works Director. Citation issued.

Problem: Property found to have no recycling option in place. Identified by inspections conducted by hauler and Public Works Director.

Compliance Strategy:

- 1st Offense** – Hauler notifies Public Works Director and written warning is sent along with educational materials to property owner and tenant(s). Property owner and tenant(s) given one week to comply with

ordinance.

2nd Offense –Public Works Director does a follow-up inspection after one week. If no compliance a citation is issued.

Problem: Hauler is mixing recyclables in with trash. Identified by random inspections conducted by Public Works Director and/or recycling public.

Compliance Strategy:

1st Offense – Public Works Director conducts a random inspection of collection method and vehicles. The hauler is notified immediately and a written warning is sent to the hauler.

2nd Offense – Public Works Director conducts a random inspection of collection method and vehicles. The hauler is notified immediately and a written warning is sent to the hauler and the DNR copied on the letter.

3rd Offense – Public Works Director conducts a random inspection of collection method and vehicles. Citation is issued.

Problem: Property owner is stockpiling tires, scrap metal, appliances and/or recyclable items. Identified by random inspections conducted by various Village officials.

Compliance Strategy:

1st Offense – Public Works Director and Village Police Department are notified. Police Department conducts onsite visit. Police Department advises property owner of necessary action to rectify issues.

2nd Offense – Police Department conducts onsite visit and sends an order to correct the premise along with educational material on the proper disposal requirements, as provided by the Public Works Director.

3rd Offense – Police Department conducts onsite visit and a citation is issued. The Village cleans up the property and assesses the costs against the property on that year's tax bill.

Educational enforcement will be the method most frequently practiced and can take the form of an informational tag left on non-conforming recycling or waste such as an adhesive label with a checklist of common violations. A collection worker marks the appropriate box and affixes the label to the bin or clear bag containing unacceptable materials. This action will reinforce proper preparation to the homeowner or renter in the form of uncollected recyclables or garbage with an explanation attached. Educational materials include brochures that detail recycling and garbage preparation instructions for residents.

Written warnings will be issued from the Public Works Department and will describe an observed violation of the Village's recycling ordinance; a reference to the ordinance being violated; corrective actions to be taken; a deadline for compliance (if applicable); and the consequences of non-compliance.

Written citations may be issued by the Village of Kronenwetter Police Department upon request from the Public Works Department according the terms of Chapter 23 and forfeiture in an amount within a range as shown in Chapter 1.8 of the Municipal Code.

Response to complaints will prompt a site visit or phone call from the Public Works Department, or its agent, to the subject of a protest.