

Snow and Ice Removal Policy and Procedures

POLICY STATEMENT

Our goal is to have all Village roads passable within a reasonable amount of time after a snowfall has stopped. Our plowing priorities reflect a commitment to insuring that priority roads are kept open to serve critical facilities and to provide access between state and county highways for Village residents.

During snow and ice control operations, almost all other operations of the Maintenance Department are of secondary importance once the program is initiated.

Our complement of snow removal equipment consists of truck mounted plows with spreaders and loaders.

MONITORING SNOW/ICE EVENTS SNOW EMERGENCY

During normal working hours (7:00 am to 3:30 pm, Monday through Friday) the observations of snow event by the Public Works Departments and Village Administrator will alert the response for snow and ice removal. After normal working hours Sheriffs Deputies will make observations and recommendations to the Village Administrator regarding street conditions. Based on the observations of the Sheriffs Deputy, the Village Administrator will perform their own review of the road conditions, and make necessary decisions to begin snow/ice removal operations. Public Works employees will be notified of any snow removal issues or Emergency Medical Services and traffic emergencies and make adjustments to snow removal operations as needed. Public Works employees start times may be staggered to better cover the Village.

WHEN OPERATIONS BEGIN

The Village Administrator or Chairman of Public Works will decide when to begin snow/ice control operations. The criteria for that decision are:

- Snow accumulation, or expected accumulation ,of 0-1 inches or more;
- Icy conditions which affect travel;
- Time of snowfall in relationship to traffic volumes;
- Report of slippery roads by Kenosha County dispatch.

Snow and ice control operations are expensive and should involve the use of limited personnel and equipment. During a snow event, snow removal becomes a 24/7 operation until all priority streets, collectors and arterial streets are cleared. For snow storms lasting longer than 24 hours, personnel are divided into crews alternating 8 to 12 hour schedules depending on the shift that they are assigned. This will be

determined by the Village Administrator with input from staff. The use of weather reports from the National Weather Service, review of live local television satellite storm tracking and commercial radio will be used concurrently with existing street condition reports to determine the appropriate response.

LEVELS OF OPERATIONS

The Village Administrator and/or the Chairperson of the Public Works Committee will determine the number of employees and equipment to deploy based on the category of winter storm, duration of storm and time of day or night. The following outlines the operational protocol based on staffing levels:

- 1 (one) employee – With one employee activated the priority (1) routes shall be cleared of snow and ice to a reasonably safe travel condition before the employee proceeds to priority (2) routes of snow removal zones 1 through 3, the road ways through out priority (1) routes shall be continually checked during operations to ensure safe travel conditions.
- 2 (two) employees – With two employees activated both employees shall work to clear priority 1 routes. Route 1 shall be cleared of snow and ice to a reasonably safe travel condition before proceeding to priority 2 routes in zones 1 through 3. The roadways of the priority 1 routes shall be continually checked during operation to ensure safe travel conditions.
- 3 (three) through 7 (seven) employees – With three or more employees activated all employees shall work together to clear priority 1 routes before proceeding to routes 2 and 3 in the employees assigned zones.

PRIORITIES

During snow/ice conditions, calls from the sheriffs and fire departments regarding accidents, medical or other emergency situations are given top priority. Upon request of the appropriate agency, the Public Works Operations Division will provide snow removal and salting as necessary. Because of the high priority assigned to snow and ice control, almost all other Public Works operations become secondary to snow removal activities. Streets will be plowed and have anti-icing materials applied according to established priorities. Priorities are set based upon traffic volume, public safety, and access to emergency facilities. During major snow storms, crews will plow continuously and apply anti-icing materials (where required) prior to high volume traffic hours. Depending upon the type and intensity of the storm, plowing operations may be suspended during peak traffic hours to devote maximum effort to deicing operations to provide better traction. All streets are prioritized into groups for conducting snow removal operations, and snow plowing routes are also

color coded for easy identification. The following summarizes the snow removal priorities:

PRIORITY 1 – MAJOR ARTERIALS (RED) (see attached exhibit)

These roadways are the major arterial streets. These streets are given first priority since they provide the interconnection link from Village neighborhoods to state and county highways. Also included in priority 1 roadways are hills with grades greater than 5%. Priority 1 connector routes are as follows:

- 61st Street from 236th Ave west to 248th Ave
- 236th Ave from County Highway K to State highway 50
- 62nd Street from WWTP to 235th Ave
- 235th Ave from County Highway “K” to 62nd Place
- 62nd Place from 235th Ave west to 237th Ave
- 63rd Street from 237th west to 238th Ave
- 248th Ave from County Highway K to State highway 50
- Fire Department dry hydrant spaces
- 250th Ave. from State highway 50 to 67th Street.
- 67th Street from 250th Ave to 248th Ave

Roads with hills include:

- 241st Ave south of highway 50
- 242nd Ave south of highway 50
- 243rd Ave south of highway 50
- 244th Ave south of highway 50
- 77th Street, 242nd to 243rd Ave
- 78th Street
- 77th Street cul-de-sac
- 243rd Ave. State highway 50 to 74th Street.
- 240th Ave from 64th Pl north to CTH “K”
- 241st Ave from 64th Pl north to 61st St
- 246th Ave from 61st St north to County highway K
- 247th Ave from 61st St north to County highway K
- 238th Ave from 63rd St to 68th St
- 243rd Ave from 64th St to 61th St
- 74th Street from 243rd Ave west to 250th Ave
- 72nd Street from 248th Ave to 251st
- 72nd St from 248th Ave east to beach
- 246th from 74th to STH “50”
- 238th Ave and 68th St Fire lane to lake

PRIORITY 2 – PRIMARY COLLECTORS (BLUE) (see attached exhibit)

These roadways are minor arterial and major collector street and are generally streets that connect major arterial streets to residential streets. Also included are streets that provide access to major office areas and business areas such as grocery stores and service stations. Priority 2 street will be maintained for all snow events. Priority 2 (blue) roadways will include the following:

- 65th St east from 248th to 64th Place

- 64th from 65th Street to dead end
- 67th St from 248th Ave east to 244th Ave
- 244th from 65th St south to 69th St
- 69th St west to 250th Ave
- 235th Ave from 62nd Pl. to 68th St
- 65th St from 235th to 238th Ave
- 68th St from 238th to 236th Ave

PRIORITY 3 – (YELLOW)

Priority 3 roadways will include the following roadways:

- To include all remaining street and roads not listed in priority 1 and priority 2.

SPECIAL PRIORITY – (GREEN)

Certain streets that do not meet the classification of Priority 1, 2, or 3 streets have been identified for snow and ice control operations at specific locations. The locations for streets in this category are limited to chronic icing problems at hills, curves or intersections that are likely to cause traffic accidents. These streets will be maintained after completion of the Priority 1, 2 and 3 streets. Special priority roadways, access drives and lots that do not meet the classification of priority 1, 2 and 3 are as follows:

- Senior Citizens Park access drive
- 248th Ave tot lot parking
- McAlone parking spaces
- 78th Street (Hooker Lake boat landing)
- North Park parking stalls
- Public Works yard
- Waste Water Treatment Plant
- Municipal well house access drive
- Sanitary sewer lift stations
- Village Hall and Annex building parking lots prior to opening

WINTER STORM CATEGORIES

Winter storms that occur in our area may be categorized into five basic types. The response to the storm is different for each category. The following discussion presents information concerning these categories, the service levels maintained and the materials used for each type of storm.

CATEGORY I

PREDICTED SNOW FALL AMOUNT: TRACE – 2”

Service level: Maintain primary (red priority) and secondary (blue priority) routes during storm. Lower priority snow routes will be addressed after red and blue routes

Materials: Solid de-icer (road salt) as needed.

Road treatment primarily consists of applying road salt if necessary prior to the onset of the storm. Typically these storms move out of the Village within 24 hours and one application of road salt is sufficient to maintain the desired service level. (This storm category does not typically require multiple work shifts).

CATEGORY II

PREDICTED SNOW FALL AMOUNTS 2” – 6”

Service level: Maintain primary (red priority) and secondary (blue priority) routes during the storm. Priority 3 and special priority roads and surfaces will be maintained after priority 1 and 2 roadways are manageable.

Materials: Road Salt

Storms in this category require all available snow plows from operating departments. Heavy equipment is not required for storms at this level. Road treatment primarily consists of applying road salt as needed during the storm. Priority 1 (red) snow routes are maintained throughout the storm. Lower priority routes are maintained as the storm abates or ends. Multiple work shifts are usually required for this type of storm. Additional supervision by the Village Administrator and Chairman of the Public Works may also be necessary to manage the storm response.

CATEGORY III

PREDICTED SNOW FALL AMOUNT 6” – 12”

Service Level: Maintain primary (red) and secondary (blue) routes during storm. Secondary (blue) priority routes may be delayed depending upon the weather conditions. Lower priority routes require service at the end of the storm.

Materials: Road Salt as needed

Storms at this level require all available equipment including snowplows and heavy equipment. Typically, multiple work shifts over more than one day are needed to maintain the road system in passable condition. Road treatment may initially consist of applying road salt at the onset of the storm, but typically progresses quickly to snow plowing with spot application of more material. During the storm primary (red) snow routes are the only routes maintained. Secondary (blue) routes are treated and/or plowed as personnel and equipment are available after the first priority routes are completed. Lower priority routes are plowed after the snow has ceased and after the primary. Additional supervision by the Village Administrator and Chairman of the Public Works may also be necessary to manage the storm response.

CATEGORY IV

PREDICTED SNOW FALL AMOUNT 12” OR MORE

Service Level: Primary (red) routes remain passable during storm event. Secondary routes are plowed after the main arterial streets are fully opened and passable. Residential streets may be plowed after the storm if determined by the Village Administrator,

Materials: Road Salt

This category includes storms with sufficient snowfall to cause a major disruption in the transportation system. Major roadways including interstate highways may be closed. Businesses and schools may be closed. During the storm, primary (red) routes will remain passable. All other routes will be plowed as personnel and equipment permit, typically after snowfall has ceased. Snow removal will be required on residential streets depending upon the final storm accumulation. Storms in this category require all available personnel and equipment and may include non represented Village employees. Additional supervision by the Village Administrator and Chairman of the Public Works may also be necessary to manage the storm response.

CATEGORY V

PREDICTED FREEZING RAIN, SLEET, AND OR ICY

ROADWAYS

Service Level: Maintain priority routes and hills

SNOW AND ICE REMOVAL ZONES

The Village Administrator and the Public Works Committee have divided the Village road network system into three (3) snow removal zones. See attached exhibit "A"

PUBIC SAFETY

During snow and ice removal operations the Village Public Works employees shall at all time be aware of their surroundings and conduct themselves in the following manner:

- Operate snow removal equipment at appropriate speed for safe operation.
- Observe all traffic laws to include stopping at stop signs when other vehicles are present
 - Due to the immense amount of weight of snow being pushed by plow trucks, plow trucks may not be capable of getting started after stopping.
- Proceed slowly and with caution around corners.
- Be alert and observant of children at school bus stops and children sledding near roads.
- Limit the number of backing operations to a minimum.
- Be alert of residents performing their own snow removal operations.

- Plow and apply road salt with flow of traffic (employees shall not plow or drive against traffic without permission from Village Administrator) and placement of closed ahead sign to be deployed.

DELAY OF SNOW REMOVAL

Removal of snow and ice is a difficult task. It is extremely rough on the equipment and on personnel. Delay of some services is inevitable. At least one or more of the following situations may delay all or some of the services provided during the snow events:

- Vehicles parked and blocking the street
- Vehicles getting stuck in the street blocking access for the plows.
- Equipment breakdown. Public Works Fleet Maintenance provides emergency repairs to its own equipment.
- Manpower shortage due to sickness, injury or failure to respond to call may leave some routes temporarily unmanned and result in delay of service.
- Operator breaks for rest, meals, refueling, or for loading road salt material; breaks required to install chains and/or new cutting edges on snow plow blades.
- Downed trees and branches and downed utility wires can block access to streets and entire neighborhoods.
- Frozen water mains divert snow fighting personnel to respond to the emergency.
- Day time storm—traffic and pedestrians severely disrupt our ability to deliver required services.
- Vehicles parked overnight in municipal parking lots limits our ability to plow these lots and requires diverting other more specialized equipment off the streets and into the parking lots.
- Snow being placed on the street after we have plowed requires crews to return to these streets again, diverting attention from other needs.
- Weather so severe – as to cause crews to be called in for their own protection.
- Unforeseen conditions and emergencies.

Some of these delays are unavoidable and caused by forces beyond our control; and may require the Village to alter its procedures to resolve.

AFTER THE STORM

When the snow event is over, the Village Administrator will prepare a written review of the snow and ice control operations that will contain:

- Amount and cost of time and overtime hours for Public Works employees;
- Complete breakdown for equipment and cost (if necessary);

- Recommended additions and/or corrections to be made to the current Snow and Ice Removal Plan.

In addition to the above, begin the following procedures:

- Additional sanding as may be needed
- Cleaning of intersections as soon as possible
- Hauling of snow piles to a predetermined melting site
- Inspection of all equipment utilized during the storm
- Report needed equipment repairs
- Inventory stockpile of de-icing material
- Have a post-meeting if necessary with all employees to discuss possible improvements.

PROPERTY DAMAGE

During the course of operations throughout any given winter, a certain amount of damage to Village and private property may be incurred by snow removal forces. The Public Works Departments will repair damages as soon as the weather permits. If sod is damaged, the Village will restore that area at the earliest availability of material. If a plow truck damages a mailbox, either through a direct contact or due to the force of snow and ice rolling off the plow, the mailbox will be repaired or replaced within 2 business days after end of snow fall. All personnel are required to report all damages to Village Administrator. All property damage and accidents during snow removal operations will be handled in a manner that coincides with Village policy. After damage or an accident is reported, the appropriate Village staff will investigate per Village policy.

ASSISTANCE TO MOTORISTS

Under no circumstances will a Village employee be allowed to use a Village owned vehicle to push, pull, or tow a stranded vehicle from a roadway or parking lot. The employee should notify the Village Administrator and/or the Kenosha County Sheriffs Department of any emergency situation encountered and the Village Administrator will notify the appropriate agency. Under no circumstances will a Village employee use a Village owned vehicle to perform snow removal operations on privately owned, commercial, or residential property without Public Work Committee approval.

RESIDENTAL DRIVEWAYS

One of the most frequent concerns in the removal of snow from public streets is snow being deposited in residential driveways during snow plowing operations. As plows travel along streets, the snow accumulated on the plow blade has no place to go but on the adjacent street boulevards and in driveways. The more snow that has fallen, the greater the problem will be.

One way residents can help is to pile snow they have shoveled from their driveways on the right side facing the street, in lieu of placing it on both sides at the end of the driveways. Doing this will help snowplow drivers avoid carrying piles from the “upstream” side back across driveways.

MAIL DELIVERY

Village snow operators make every effort to remove snow as close to the edge of the pavement or curb as practical and to provide access to mailboxes for postal carriers. However, it is not always possible to provide ideal conditions and not damage mailboxes with the size and type of equipment the Village operates. Therefore, the final cleaning adjacent to mailboxes is the responsibility of each resident. If a mail box is hit by snow, the Village will assist by placing a temporary mail box in a timely manner.

If there is an accumulation of snow blocking your mailbox, either remove the snow or set out a temporary box, that can be reached by your letter carrier and label it with your address and the words “U.S. Mail.”

FENCES, SHRUBBERY, TREES

The Village will not pay for damaged fences unless snow removal equipment has made contact with the fence, shrubbery or tree. Claims for damaged fences, shrubbery or trees must be submitted to the Village Administrator within 30 days to be considered for repair.

OBSTRUCTIONS

Obstructions on the road right of way such as hay bales, vehicles, or fences which might cause drifting shall be removed by the owners. The Village will not be liable for damage to stalled or stranded vehicles on the Village right of way or other obstructions that interfere with snow and ice removal and chemical placement. Owners of stalled or stranded vehicles should immediately notify the Sheriff’s Department. Owner must remove stalled or stranded vehicles as soon as possible.

The Village is not liable for damage to fences, landscaping, and/or other objects placed on Village right of way.

The Public Works Department personnel may assist stranded motorists by contacting law enforcement/emergency personnel. Public Works will not attempt to remove stuck vehicles from ditches, snow banks or any other impediment.

RESIDENT PLOWING

Village residents who remove snow from their driveways are reminded that snow should not be pushed or piled onto Village right of ways. Piles of snow left on or near the road can freeze into a solid mass creating a

hazardous situation for vehicles and snowplows. Piles of snow also increase the chance of drifting snow onto the roadway. Accidents and damages caused by snow piles placed in the right of way may result in liability to the property owner.

PARKING

Vehicles parked on the roadway or shoulder impedes snow removal. Motor vehicles must be parked off the Village road right of way or shoulder during snow removal operations.

Parked vehicles may be ticketed and towed at the owner's expense. If vehicles are parked on a dead end or cul-de-sac, the road may not be plowed.

TRASH BINS

During snow plowing events the residents are asked to return their trash and recycling carts from the roads edge immediately after the waste hauler has collected the refuse or recycling.

SIDEWALKS

As per Ordinance 6.09. (a) Commercial The owner, occupant or person in charge of a building or structure or unoccupied lot in the B-1, B-2, I-1, M-2, P, RM-1, RD-1 zoning districts, abutting State Highway 83 or State Highway 75 or 236th Ave, shall clean the pedestrian sidewalk, curb ramps and handicapped accessible curb ramps in front of or adjoining each building or unoccupied lot of any and all snow and ice which has fallen or accumulated upon the sidewalk or curb ramps in front of or adjacent to the premises owned or occupied or cared for no later than 12:00 noon of each day and shall cause the same to be kept clear from ice and snow. When the ice has formed on any sidewalk or curb ramp so that it can not be immediately removed, such person shall keep the same treated with deicing material (salt) or sand.

(b) Residential. The owner, occupant or person in charge of a building or structure or occupied lot in the R-1, R-2 or R-3 residential zoning districts shall clean the pedestrian sidewalk, curb ramps and handicap accessible curb ramps in front of or adjoining each building or unoccupied lot of and all snow and ice which has fallen or accumulated upon the sidewalk or curb ramps in front of or adjacent to the premises owned or occupied or cared for no later than 12:00 midnight of the day following each snow event and shall cause the same to be kept clear from ice and snow. When the ice has formed on any sidewalk or curb ramp so that it cannot be immediately removed, such person shall keep the same treated with deicing material (salt) or sand.

(c) PENALTY. Any owner, occupant or person in charge of a building or structure or unoccupied lot in the Village fronting or abutting any street who fails to remove snow and/or ice as required by subsection (a), above, shall be liable to the Village for the cost of removal of the same, which

costs shall be at the rate of One Hundred Fifty (\$150.00) Dollars for the first hour or any fraction thereof, and One Hundred (\$100.00) Dollars per hour thereafter. Such costs shall be payable within ten (10) days of billing and may be imposed as a lien against the real property as a special assessment until paid.