

Village of Hartland

DEPARTMENT OF PUBLIC WORKS

SNOW AND ICE CONTROL/REMOVAL POLICY

PPM-1

ADOPTED BY VILLAGE BOARD 12/28/87

Revised 7/22/13

VILLAGE OF HARTLAND

SNOW AND ICE CONTROL/REMOVAL POLICY

General – Level of Service

Snow and ice control cannot be accomplished in an efficient and effective manner without a detailed written plan that gives guidance to personnel involved with sand or salt application, plowing and snow removal operations. The purpose of this policy is, therefore, to set up acceptable procedures and policies for the winter maintenance of public areas including streets and Village-owned sidewalks and parking lots. This policy replaces all prior written or unwritten policies of any part of the governing body of the Village of Hartland regarding snow and ice control/removal. The existing Ordinances regarding snow removal from sidewalks not owned by the Village (Snow and Ice Removal 78-6) and parking control during winter months (Parking Limitations 82-4b) are not repealed but are considered a necessary part of the overall plan.

The Village of Hartland endeavors to maintain adequate traveling conditions for pedestrians and vehicles. This does not mean that bare, dry pavement should be expected during or after each snowfall or ice storm.

It must be recognized that, although this policy sets general guidelines, there is no set procedure which can be followed for each snow and ice control event. Storm timing and duration and weather conditions including wind, extreme temperatures and moisture content may influence the methodology used to control snow and ice related conditions.

Equipment Available for Winter Maintenance

Department of Public Works

- 6 - six yard dump trucks with an 11' snowplow and salt/sand spreaders
- 3 - six yard dump trucks with an 11' snowplow, wings and salt/sand spreaders
- 1- two yard dump truck with an eight foot snowplow
- 1- Tractor end loader
- 1- End loader with snow blower attachment
- 1- Skid loader with snow removal attachments
- 2- Tractors with snow removal attachments
- 1 - Pickup truck with a brine pre-treating tank and spray bar

It should be expected that under certain conditions, such as watermain breaks or other emergency repairs, some equipment may be assigned by the Director of Public Works or the Operations Supervisor to other projects. In addition, some equipment downtime should be expected.

Determination of Need for Snow & Ice Control Procedures

The Director of Public Works, the Operations Supervisor and/or his/her designee, including weekend and holiday duty personnel, shall generally keep themselves aware of changing weather conditions.

Weather reports issued by the National Weather Service and weather sites on the internet shall be taken into account to prepare for anticipated snow and ice control procedures.

The need for implementation of the policy shall be the actual occurrence of a snowfall of a depth of two inches or greater, or less if combined with freezing and icing conditions. Also, the occurrence of isolated ice patches or an ice storm or freezing rain may result in the need for winter maintenance operations.

The responsibility for ordering out personnel and equipment for winter operations shall primarily be with the Director of Public Works or the Operations Supervisor during normal working hours. During off hours, 4:00 PM – 7:30 AM and on weekends and holidays, the Police Department shall keep watch and notify the overnight, weekend or holiday duty personnel when, in their opinion, winter maintenance operations are required. The Village Administrator and Police Chief may, if necessary, order operations to commence.

Sand and Salt Use

In order to provide for the melting of snow and ice, salt will be used at temperatures above fifteen degrees. At temperatures below fifteen degrees, the effectiveness of salt is greatly reduced without the use of additives. Therefore, sand will be used at temperatures below fifteen degrees to provide traction.

Sanding of streets results in a buildup of sand in the storm sewers and an increase of TSS in waterways; therefore, its use shall be minimized.

Use of Salt Brine

Salt brine will be applied to select streets in advance of a snow event if the weather conditions are suitable for brine application. Suitable weather conditions consist of a road temperature of at least fifteen degrees and rising and no rain or sleet coming in advance of the snowfall.

Snow and Ice Control Procedures

In order to provide for more efficient and planned snow and ice control routes, the Village has been subdivided into six snow and ice control areas as identified in the Villages GIS under Public Works/Plow Routes. During the implementation of Village-wide snow and ice control procedures, under normal conditions, it is anticipated that one truck will be dispatched to each area. The number of trucks dispatched to a specific area may vary depending on conditions.

Snow and ice control procedures in the field shall commence as the Director of Public Works, Operations Supervisor or their designee shall direct. Service shall be provided in accordance with the following procedure.

Snowplowing

Snowplowing will commence when, in the opinion of the Director of Public Works, the Operations Supervisor or the Police Department, sufficient snow exists as to be a hazard to

traffic. This will generally be 2 inches but is subject to other conditions. It is anticipated that under normal conditions sufficient equipment will be available to maintain one lane of traffic in each direction on all streets. Following completion of opening a single lane in both directions on all streets, more passes will be made to push all snow to the curb or shoulder line. During a long duration storm event several passes may be made to keep one lane open.

During equipment downtime, other emergency situations or during very heavy storms, it may not be possible to immediately maintain all streets and it may be necessary to maintain priority routes. Figure 2 shows a four priority system covering all streets and other miscellaneous areas. Priority 1 streets include the major thoroughfares and the entrance to the Police and Fire departments. The Priority 2 streets are generally collectors serving subdivision and other neighborhood areas. All other short, dead end and cul-de-sac streets are included in Priority 3. The last category, Priority 4, includes the cemetery, pump station entrances, alleys and Nixon Park.

In the Downtown area, for snowfalls that build-up a substantial amount of snow at the curb line, snow shall be hauled away using the most efficient method available. Specific areas and procedures are identified in the section on Snow Removal.

All classes of streets shall be adequately plowed edge to edge and shall be cleared of snow as soon as is reasonably possible. This will generally be completed in 24 hours after the storm event concludes except for the centers of cul-de-sacs.

Ice Control

Ice control will commence when in the opinion of the Director of Public Works, the Operations Supervisor or the Police Department an unsafe condition for travel exists. This may be Village-wide or at isolated areas. Due to the varying nature, no specific procedures are addressed. The Village DPW will be responsible for ice control on Village owned parking lots and sidewalks.

Snow Removal

Figure 3 identifies, in general, streets in the Downtown where there are no snow storage areas available between the curb and sidewalk. Snowfall that substantially builds up at the curb line in the Downtown area shall generally be hauled away using the most efficient method available weather conditions permitting. Snow shall be loaded and hauled out by the Village DPW. If DPW labor and equipment has been committed to other emergency projects or continuing snow and ice control operations, the Director of Public Works, the Operations Supervisor or the foreman shall contract with local firms to haul snow.

Following snow removal in the Downtown area, snow removal will be accomplished at other locations in the Village where there may be sight distance problems, or where parking is obstructed. As time permits, snow will be removed from the centers of cul-de-sacs. This will generally be completed within 7 days after a storm subject to weather conditions.

Additional as time permits, snow removal will be accomplished at fire hydrant locations as necessary to maintain fire protection. Citizens are encouraged to remove snow from around hydrants to improve access for the fire department.

The snow storage area to be utilized is the DPW recycling yard (701 Progress Drive). Other Village owned areas will only be used in extreme snowfall seasons.

Inter-governmental Agreements

The Village of Hartland has signed an agreement with the Waukesha County Highway and Transportation Commission dated September 14, 1987 relating to the maintenance of County highways within the Village limits. Based on this agreement, Waukesha County has taken full responsibility for winter maintenance for the following streets:

North Avenue – North of Highway 16 off ramp
Merton Avenue – North of Highway 16 on ramp
Lisbon Avenue – East of Merton Avenue
East Capitol Drive – East of Merton Avenue
Maple Avenue – South of Cardinal Lane

The segments on North Avenue and Merton Avenue, between the Highway 16 on and off ramps, are under the jurisdiction of the State of Wisconsin Department of Transportation. Winter maintenance for those areas is by Contract between the State of Wisconsin Department of Transportation and Waukesha County.

The Village of Hartland DPW will not be responsible for winter maintenance of the above identified streets unless an emergency condition exists as determined by Police Department.

Contract Operations

Snowplowing of Village-owned parking lots shall be by Contract. The Contractor, at a minimum, shall supply one truck-mounted snowplow for parking lot plowing.

The Contractor shall have equipment and operators available to clear the parking lots by 7:00 am following the end of a storm event. The Director of Public Works, Village Administrator, Police Chief or other designated Village employee shall be responsible for requesting Contractor assistance. The Contractor shall only be responsible for plowing operations.

All salting/sanding and snow removal from Village-owned parking lots and sidewalks shall be by the Village DPW. When the Village DPW is not able to handle snow removal due to the volume or other workloads, the Director of Public Works shall contract with one or more local Contractors to assist in the effort.

The Director of Public Works, on an annual basis, shall prepare a map showing all Village-owned parking lots which are to be covered as part of the Contract operations. (Table 1 and 2, Figures 4 and 5)

Private Plowing

No snow or ice removed from private property shall be deposited in the public right of ways including streets, parking lots and sidewalks which are expected to be cleared by the Village DPW or Contract Personnel. This is further addressed in Village Ordinance, Snow and Ice Removal 78-6. Depositing of snow or ice in these areas before or after plowing and

sanding/salting operations can be dangerous and result in injury or damage and may not allow for safe passage by the public.

The following conditions are specifically prohibited:

1. Plowing snow or ice from private property onto a street or sidewalk.
2. Plowing snow or ice across a street or sidewalk and depositing it on other properties.
3. The blowing or shoveling of snow or ice onto a street or sidewalk.

General Operations

1. Private Drives/Parking Lots:

There will be no plowing or sanding/salting of private driveways or parking lots by Village personnel unless so directed by the Police Department or the Fire Department in the case of an extreme emergency. Some snow or ice may inadvertently be deposited in private driveways during normal plowing operations. This will not be removed by the Village.

2. Sand Boxes:

Sand boxes shall be placed at strategic locations in the Village, by the DPW. All boxes shall be kept full of salt for use on intersections, streets and sidewalks. The salt shall not be used by Village residents for private property use.

3. Stalled Vehicles:

Village DPW personnel shall not tow or push stalled vehicles unless so directed by the Police Department in the case of an extreme emergency. Village DPW personnel shall not provide rides for stranded motorists. Assistance may be provided to motorists by contacting the Police Department by radio or a local garage.

4. Mailbox Damage:

When mailboxes that are properly installed are damaged by plows, the operator shall advise a supervisor as to the location and amount of damage done if aware of the damage occurrence. The resident shall notify the Village as soon as possible of any damage so that it may be investigated by staff. Upon receipt of an itemized bill, the Village will reimburse property owners for reasonable charges for the mailbox repair or replacement, including labor and materials. Reimbursement shall not exceed seventy-five dollars (\$75.00).

5. Emergency Services:

Emergency calls may be made when threatening conditions, such as ice storms, may lead to damages, injury or loss of life. This may include power outage/downed power lines, icing from watermain breaks or similar occurrences. Calls may be made to the

Police Department for emergency service. The Police Department personnel will notify the proper Department personnel depending on the type of need.

6. Complaints:

Complaints regarding snow or ice removal operations shall be made to the Village/Clerk's office during working hours of 7:30 AM – 4:30 PM on weekdays. The Office personnel shall notify the Director of Public Works, Operations Supervisor or DPW Foreman regarding the location and nature of the complaint.

TABLE 1

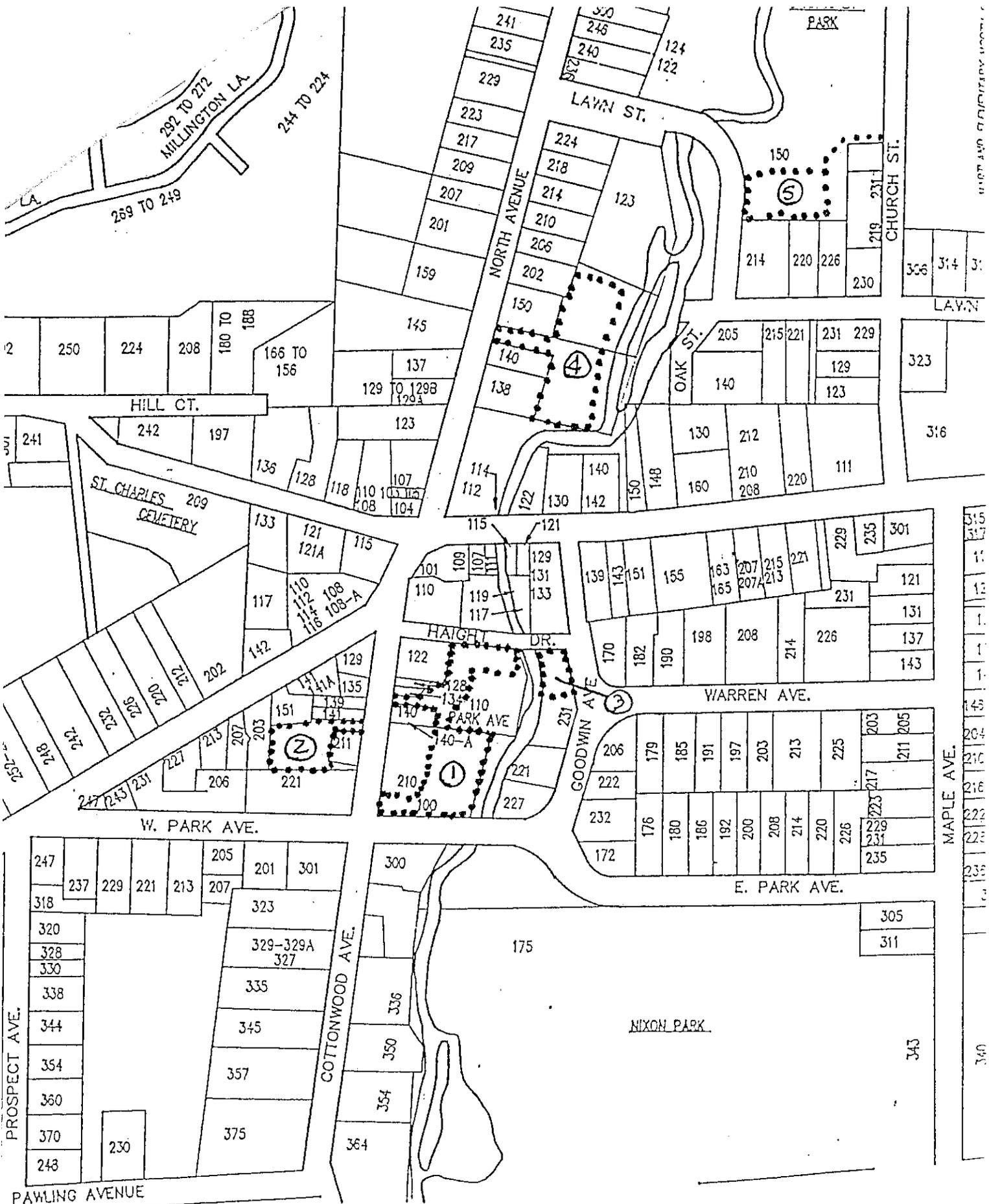
PARKING LOTS MAINTAINED BY VILLAGE OF HARTLAND

1.	210 Cottonwood Avenue	Municipal Building
2.	behind 211 Cottonwood Avenue	Municipal parking lot
3.	204 Goodwin Avenue	American Legion lot
4.	Behind 140 North Avenue	Bark River Greenway lot
5.	150 Lawn Street	Fire Department

TABLE 2

SIDEWALKS MAINTAINED BY VILLAGE OF HARTLAND

	LOCATION	LINEAL FEET
1.	210 COTTONWOOD AVE (MUNICIPAL BLDG)	814
2.	E. PARK AVE, COTTONWOOD TO GOODWIN (BRIDGE)	110
3.	HAIGHT DR, GOODWIN AVE WEST TO BRIDGE (BRIDGE)	37
4.	GOODWIN AVE, WARREN TO VILLAGE DR (LEGION LOT)	104
5.	E. CAPITOL DR, BOTH SIDES BRIDGE	58
6.	E. CAPITOL DR, 544 TO 552 – NORTH WALK	48
7.	LAWN ST, NORTH AVE TO THE EAST – BOTH SIDES	800
8.	NORTH AVE, HARTBROOK DR SOUTH APPROX 502' BOTH SIDES	1004
9.	NORTH AVE, 530 TO 550, EAST WALK	94
10.	CHESTNUT RIDGE DR, NORTH AVE WEST 242 FT- NORTH WALK	242
11.	HARTBROOK DR, NORTH AVE TO RAE DR	781
12.	RAE DR, HARTBROOK DR TO SUNNYSLOPE – WEST WALK	669
13.	MERTON AVE, SUNNYSLOPE DR – NORTH 105 FT	105
14.	MERTON AVE BRIDGE, HARTBROOK DR, SOUTH APPROXIMATELY 402' BOTH SIDES	804
15.	MAPLE AVE, N/L OF 311 MAPLE AVE SOUTH 94' – WEST WALK	94
16.	MAPLE AVE, LINDENWOOD DR NORTH 3927' - EAST WALK	3927
17.	CASTLE PARK – HARTRIDGE SUB (SEE MAP)	2586
18.	NOTTINGHAM PARK – HARTRIDGE SUB (SEE MAP)	863
19.	MAPLE AVE, EAST WALK BETWEEN 120 & 128	20
20.	CARDINAL LANE RIVER TO EAST GRANARY CIRCLE	985
21.	FOOTBRIDGE, LOCATED AT HARTBROOK DR & NORTH AVE SOUTH OF HWY 16	506
22.	VILLAGE CEMETERY, ZION ST EAST – NORTH WALK	535
23.	FOOTBRIDGE & WALK, LOCATED SOUTH OF PARKING LOT #4 BEHIND 140 NORTH AVE	100
24.	NORTH SHORE DRIVE	1240
	TOTAL	16526



PARKING LOT PLOWING