

## **300.4 Winter Road & Sidewalk Maintenance Policy**

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### **SECTION I – PURPOSE**

The purpose of this policy is to promote the public health, safety and general welfare of the community and set up acceptable policies and procedures for the winter maintenance of the Town of Berry roads and pedestrian right-of-way.

This policy replaces all prior written or unwritten policies or guidelines of any governing or employed body of the Town of Berry.

The intent of the policy is to provide a uniform understanding of the priorities and procedures used to combat snow and ice related conditions. Each winter storm has unique characteristics. Climatological factors such as storm in intensity and duration, wind, temperature, and moisture content affect the total amount of snow and or ice accumulation and influence the methodology used to combat the resulting snow and ice related conditions.

The timing of a storm will influence the removal of snow and ice. The Town Patrolman has regular work hours. If a storm requires attention during weekends or holidays, this would require overtime. It can be expected that service during off hours will be minimal and only provided when extreme storm conditions require maintenance, then service will be provided on heavily used routes.

The Town of Berry endeavors to maintain adequate traction for pedestrians and vehicles properly equipped for winter driving conditions. This does not mean bare, dry pavement should be expected after each snowfall or storm. Furthermore, this does not mean the roads will be totally free of ice and snow.

### **SECTION II – ROADS AND PUBLIC AREAS**

Certain areas of the town have a greater intensity of use and a priority for maintenance to the users. The concern for safety, general welfare, and duration of travel necessitate that more priority be given to certain areas over others. A map of the town showing the various classes of maintenance is on file at the Town Highway Shop and the Town office. In order to provide efficient operation, it may be necessary to complete a road of a lower

class of service in order to reach the road of a higher class or priority. It may be necessary to clear a route immediately for a power outage, fire, EMS or other emergency.

The following is a list of the classes of areas, and the order of service with Class 1 being the higher priority.

- A. Class 1 - Collector roads are those roads which generally carry traffic from one neighborhood to another portion of the town, school bus routes and routes serving a major industry or public facility.
- B. Class 2 - Grades in excess of 6% which carry a large amount of traffic and would otherwise cause excessive stalled vehicles.
- C. Class 3 - All other roads which serve individual premises. Included in this class is the clearing of intersections for better traffic movement. This shall include removal of snow for visibility at intersections down to a level of 3.5 feet or less above road grade.
- D. Class 4 - Public sidewalks are the walks which abut the public owned lands in the community.
- E. Class 5 - Sidewalks abutting private property.

### **SECTION III – DETERMINATION OF NEED FOR MAINTENANCE**

The need for implementation of a maintenance policy shall be the actual occurrence of a snowfall of a depth greater than two (2) inches, or less if combined with freezing and icing conditions which would make the public roadways difficult to travel. Weather reports issued by the National Weather Service shall be taken in to account to prepare for anticipated maintenance service.

The responsibility for ordering maintenance personnel and equipment in to service shall be primarily that of the Road Supervisor or his/her designee. The Sheriff's Department or 911 Dispatch shall keep watch during Town Patrolman off duty hours and assist in notification to the Road Supervisor of the need for service. The Chairperson may also direct the Road Department to commence winter road maintenance operations. The Town Clerk's office shall receive all complaints and forward same to the Road Supervisor as the situation dictates.

### **SECTION IV – EQUIPMENT AVAILABLE**

Two (2) trucks mounted with snow plows, wings and salt/sand spreaders

One (1) industrial type tractor with loader

It should be expected that this equipment will be kept in operational readiness at all times. All equipment breakdowns are to be repaired immediately or as soon as possible. Routine maintenance to be done at times when the equipment is not be used on the road. Additional private equipment may be contracted for if authorized by the Road Supervisor and Chairperson or Town Board.

### **SECTION V – PERSONNEL AVAILABLE**

Full and part time employees of the Road Department shall be on call at all times from November 15<sup>th</sup> through April 1<sup>st</sup> to assist in ice and snow removal. Arrangements for

additional help shall be made by the Road Supervisor after being authorized by the Town Board.

Outside sources of emergency personnel shall be:

- A. Private contractor personnel
- B. Dane County Highway Department
- C. Members of Town Board

#### **SECTION VI – OVERTIME POLICY**

The determination of when to use overtime in the removal of snow or ice shall be made by one of the following:

- A. Road Supervisor
- B. Chairperson

The need for overtime shall be established from the severity of a storm. The maintenance of roads and public areas, in Classes 1 through 5, that are passable by properly winter equipped vehicles and pedestrians i.e., snow tires or 70% tread on tires and pedestrians with proper winter boots, shall not require overtime.

The following class or degree of maintenance may require overtime to clear:

- A. Class 1 & 2 - These roads shall have two lanes open to travel.

#### **SECTION VII – PLOWING OPERATIONS**

In the following sections on plowing, salting, and/or sanding, the times allotted for removal of ice and snow from a storm *shall not* include Saturdays, Sundays or Holidays.

Plowing shall consist of moving the snow or ice to either side of the specific traveled area and may also include the loading and trucking of excess snow to a point of non-environmental concern. Winging will be one blade width from the side of the pavement and plow blade will be kept at least 2” off of the surface of the road shoulder

Plowing shall commence as the Road Supervisor or his designee shall direct. The Road Patrolman also has the responsibility to be fully aware of storm and road conditions.

Snow and ice removal shall be in the order of the class of maintenance:

- A. All roads in Class 1 & 2 shall have two lanes of traffic open at all times where possible.
- B. All Class 3 areas shall be open to travel within 36 hours after a storm.
- C. All Classes of roads shall be adequately plowed, including shoulders, within 4 days after the storm.
- D. Plowing on all Classes shall be complete to remove an accumulation of snow or ice upon any bridge or highway within 3 weeks of the end of the storm. WI Stats. 81.15
- E. There will be no plowing of private driveways.

It is unavoidable that some snow and ice may be deposited in private driveways during snow and ice removal operations. This deposit *will not* be removed by the Town.

#### **SECTION VIII – SALTING AND SANDING OPERATIONS**

Salting shall provide for the placement of calcium chloride or sodium chloride on a snow or ice surface to remove accumulation when temperatures are below freezing. Salt shall

be used only when absolutely necessary as determined by the Road Supervisor in areas of high traffic volume or dangerous situations. Salt may have adverse effects on the environment and shall be used with this in mind. Salt is not effective when the temperature is below a certain degree as adjusted by the available amount of sun light.

Sanding shall consist of spreading sand to provide a traction surface on packed snow or ice and shall be applied only in areas of high traffic movement or unsafe areas as determined by the Road Supervisor.

A mixture of salt and sand with a ratio of no more than 1 part salt to 9 parts sand may be required to meet traction needs that vary due to changing temperatures and other related conditions.

#### **SECTION IX – EMERGENCY REQUEST FOR MAINTENANCE**

Emergency calls may be made when threatening conditions may lead to damages, injury or loss of life. This also may include power outages, downed lines or similar occurrences. If Town personnel can not be reached, calls may be made to the 911 Dispatch Center. The Dispatch Center will notify the proper persons depending on the type of need.

#### **SECTION X – COMPLAINTS**

Complaints regarding ice or snow removal shall be made to the Town Office during working hours Monday through Friday. Calls may also be left on the answering machine. The Clerk will not deal with rude, obscene or belligerent complaints.

#### **SECTION XI – EFFECTIVE DATE**

This policy shall take effect and be in force after its passage by the Town Board of Supervisors of the Town of Berry.

Dated this 17<sup>th</sup> day of December, 2001

Posted: January 3, 2002

Brenda Kahl, Clerk/Treasurer  
Carol Grob, Supervisor  
Jeff Postle, Supervisor

Melvern L Bankes, Chair  
Art Breitenstein, Supervisor  
Bert Bitter, Supervisor