

POLICY 2017-3
SNOW / ICE POLICY

PURPOSE: The purpose of this policy is to establish a reasonably uniform, standardized methodology for responding to winter weather events and snow emergencies.

(1) INTENT

The Village of Hobart endeavors to maintain safe driving surfaces for vehicles properly equipped for winter driving conditions. Due to the nature of winter weather conditions, a roadway completely and immediately clear of snow and/or ice is not a realistic expectation. Motorists are expected to adjust their driving practices in accordance with road conditions. The Village maintains snow removal services on approximately 84 miles of Village streets. Brown County Highway Department maintains all county and state roads through the Village. This policy strives to promote and obtain:

- 1) Public Safety
- 2) Standardized Snow/Ice Removal Operations for consistency
- 3) Establishment of clear goals for the Public Works Division Staff
- 4) Safe snow/ice removal practices
- 5) Quality
- 6) Cost Efficiency
- 7) Equitability
- 8) Minimize liability
- 9) Advanced understanding and acceptance of Village's Snow & Ice Removal practices and policy to promote consistency and aforementioned goals.

(2) SNOW REMOVAL – CALL OUT PROCEDURE

The Village Administrator (or designee) is charged with determining when to commence Snow/Ice Removal Operations. The factors to consider when making this determination shall include the following:

- 1) Weather Reports: projected snow/ice accumulation, projected conditions after the storm
- 2) Observed Conditions: Village DPW, Village Police, County Highway and Sheriff's Depts.

(3) SNOW REMOVAL – GUIDELINES

Snow Removal Operations will employ the full capacity of the Village staff, equipment and contracted snow removal services.

- 1) Projecting or Resulting in Less than 2" Accumulation
 - a. The on-call employee(s) shall check hilly and/or curved roads and sloped intersections and salt as needed.
- 2) Projecting or Resulting 2" to 3" Accumulation
 - a. Snow removal operations will occur immediately.
 - b. During the event, the on-call employee(s) shall check hilly and/or curved roads and sloped intersections and employ de-icing as needed.

- c. Snow events ending during the evening and overnight with no projected additional snow fall, snow removal operations will begin the next workday between 2 - 3 am.
 - d. Snow removal operations will generally cease no later than 10 pm and reconvene the following morning, between 2 – 3 am if necessary.
- 3) Projecting or Resulting Greater than 3” to 6” Accumulation
- a. High Priority roads (based on the Village Snow Removal Map) will be plowed.
 - b. During the snow event, hilly roads and sloped intersections will be monitored and plowed/salted as needed.
 - c. Events ending by 6 pm, full snow removal operations will occur immediately.
 - d. Snow events ending during the evening and overnight, snow removal operations will begin the next workday between 2 – 3 am.
 - e. Snow removal operations will generally cease no later than 10 pm and reconvene the following morning if necessary.
- 4) Projecting or Resulting Greater than 6” Accumulation
- a. A Snow Emergency may be declared (See Snow Emergency Section).
 - b. During the snow event, High Priority roads (based on the Village Snow Removal Map) will be plowed.
 - c. During the snow event, the hilly roads and sloped intersections will be monitored and plowed/salted as needed.
 - d. Events projecting greater than 6” of accumulation, snow removal operations will not be in effect until snow fall has ceased.
 - e. Events ending by 6 pm, snow removal operations will occur immediately.
 - f. Snow events ending during the evening and overnight, snow removal operations will begin the next workday between 2 – 3 am.
 - g. Snow removal operations will generally cease no later than 10 pm and reconvene the following morning if necessary.
- 5) Drifting Snow
- a. The on-call employee(s) shall monitor drift-prone areas and respond as needed.
 - b. Snow removal operations will generally cease no later than 10 pm and reconvene the following morning if necessary.
- 6) De-Icing (Ice/Sleet/Freezing Rain)
- a. The Village uses salt and/or a salt/sand mixture for maintaining Village roads.
 - b. As a general rule, salt will not be applied to remove snow, deferring to plowing for snow removal.
 - c. Salt will not be applied in areas subject to drifting or in areas with blowing snow.
 - d. Salt will be applied to ice covered roads when road temperatures are approximately 15 degrees F or greater.
 - e. Below this temperature, salt loses its effectiveness to melt ice.
 - f. When temperatures are below 15 degrees F, a sand/salt mixture may be used.
 - g. When either salt or sand/salt mixture is used, it will be applied to roads as dictated by road conditions.
 - h. Salt is generally applied at a rate of 300 pounds per lane mile.
 - i. Higher rates may be used for steep slopes, hills, curves and intersections.
 - j. Salt/Sand mixture is generally applied at a rate of 200 pounds per lane mile.
 - k. Higher rates may be used for steep slopes, hills, curves and intersections.
- 7) Sidewalks
- a. Sidewalks maintained by the Village will be cleared after street plowing has been completed. B. Sidewalks and crosswalks maintained by the Village will be cleared during the normal work day.

- b. No overtime is allotted for clearing sidewalks and crosswalks if snow falls on Sunday through approximately noon on Friday.
 - c. If greater than 2 inches of snow falls between noon on Friday and 7 am on Sunday, DPW staff will clear high pedestrian traffic areas only, within approximately 48 hours of the end of the snowfall as allowed without incurring overtime costs.
- 8) Packed Snow/Slush Removal
- a. After each storm event, snow removal clean-up efforts will be conducted as identified and needed to remove accumulated loosening packed snow and slush prior to freezing.

(5) SNOW EMERGENCIES

- 1) The County Emergency Management Agency is generally responsible for declaring Snow Emergencies. The Village will consult with this agency and other agencies such as the National Weather Service prior to declaring a Snow Emergency.
- 2) When a Winter Storm Emergency has been declared, attempts will be made to continue snow removal operations described previously. Operations may cease earlier in the evening than described if conditions cause evening events to be cancelled. Attempts to continue snow removal operations will continue until time has passed offering time for Village residents to reach their homes after the normal work day and/or announcement of evening event cancellations.
- 3) Snow Emergencies are declared by the Village Administrator or designee, who will generally consult with the Village President when considering this action.
- 4) The following will be communicated to the Public through a Press Release:
 - a. No Parking on Village Roads.
 - b. Roads are considered hazardous for travel.
 - c. Residents are urged to minimize travel
- 5) The communication will be made by submitting a Press Release to the following outlets:
 - a. Local Television Stations.
 - b. Local Radio Stations.
 - c. Posted on the Village Web Site
 - d. Area School Districts and bussing companies

(6) PLOW OPERATOR TIME

To promote safety, the Village employs a maximum Plow Operator Time of 16 hours, then a minimum of 4 hours off before returning.

(7) OTHER RULES / ORDINANCES / GUIDELINES

- 1) Residential/Business Responsibility.
 - a. Opening or clearing private driveways and in front of mailboxes is the property owner's responsibility.
 - b. Property owners are encouraged to clear snow from around fire hydrants that lie adjacent to their property.
 - c. It is the property owner's responsibility to clear the snow and ice from any sidewalk in front of the owner's parcel within 48 hours after the snow event has ended, except for sidewalks where a terrace area between the sidewalk and street/road does not exist.
 - d. Property owners desiring to mark the edge of the road pavement must meet the following guidelines:
 - i. Markers must be painted bright colors for visibility.

- ii. Markers must be wood lath not exceeding 3/8" in thickness, fiberglass rods not exceeding 3/8" dia., or other materials where approval has been obtained from the Department of Neighborhood Services. Materials must be those that will break away in the event they are hit by snow removal equipment.
 - iii. Markers must not be placed closer than 2' to either the pavement edge or gravel shoulder to allow plows to clear space for future snowfalls.
 - iv. Markers damaged by snow removal operations will not be covered for reimbursement.
- 2) Depositing Snow in Streets Prohibited. Shoveling, blowing, or plowing snow from private property or Village sidewalks into or across streets is prohibited. (Village Ord. 7.346.94)
- 3) Parking Prohibited.
 - a. From November 1st through March 31st of each year, parking on streets within the Village limits is prohibited between the hours of 2 am and 6 am. (Village Ord. 7.200 A.)
 - b. Parking is also prohibited on Village Streets during a Snow Emergency.

(8) DAMAGE TO ITEMS IN THE RIGHT-OF-WAY

- 1) Items installed or kept on any Village right-of-way may inadvertently experience snowplow damage. Subsequently, any item other than grass, and mailboxes will not be replaced or repaired by the Village when struck by a plow.
- 2) Underground sprinklers will not be replaced or repaired.
- 3) Homeowners may also be liable for damage to Village equipment that results from striking obstructions in the right-of-way.

(9) DAMAGE TO ITEMS IN THE RIGHT-OF-WAY – MAILBOXES

- 1) The Village of Hobart or its designee will replace a mailbox, which is damaged as a result of being struck by a plow, with a similar or like mailbox, with no payment to exceed \$500. This is subject to the exceptions outlined below provided the resident notifies the Village of the incident as soon as possible after it occurs.
- 2) The Village will verify if the damage was done by the plow and take photos of the mailbox and post.
- 3) Mailboxes damaged as a result of being struck by a plow will be temporarily repaired/replaced as soon as possible.
- 4) Permanent repairs/replacement will usually be made at a later date depending upon the weather.
- 5) If the homeowner wishes to do its own repairs and/or replacement of the damaged mailbox and/or post, the Village will reimburse the homeowner upon proof of the value of originally damaged mailbox and post.
- 6) Mailboxes tipped, damaged, or knocked down by the mere weight of the snow wash will not be repaired or replaced by the Village of Hobart or its designee. Since the trucks cannot plow directly up to the edge of a mailbox, residents should ensure proper mail delivery by clearing snow, ice and other debris in front of their mailbox.
- 7) Newspaper boxes will not be repaired, replaced, or reinstalled by the Village.

(10) DAMAGE TO ITEMS IN THE RIGHT-OF-WAY – NON-USPS APPROVED MAILBOXES

- 1) Mailboxes that are not installed per U.S. Postal regulations (See Exhibit A - <https://www.usps.com/manage/mailboxes.htm>) will not be repaired and/or replaced and will not be eligible for any monetary reimbursement.

- 2) If it is determined that a mailbox, even though installed per U.S. Postal regulations, is located in a way that it can be easily damaged by a snow plow or road maintenance equipment, it may be deemed hazardous and subject to possible regulation by the Village. If such mailbox is not moved after proper notification has been rendered to said owner, and the mailbox is damaged during snow removal operations, the owner of said mailbox will not be entitled to any compensation or reimbursement for said mailbox.

(11) DAMAGE TO ITEMS IN THE RIGHT-OF-WAY – SHOULDER/R-O-W DAMAGE

It is not uncommon during a plowing operation to inadvertently damage the Village right-of-way. The Village will address these areas and may make necessary repairs on a case-by-case basis.

(12) FIRE PUMPING SITES

Every attempt will be made to keep pumping sites free and clear of snow and ice for easy access of the fire department.

(13) COMPLAINTS

Complaints should be directed to the Director of Neighborhood Services (or designee).

(14) DEVIATIONS FROM POLICY

Policies are designed to establish reasonably uniform and consistent approaches to an issue. Unforeseen or unique conditions may arise causing consideration for deviations from established policies.

This policy supersedes all previously approved policies relative to snow and ice removal in the Village.

This policy has been approved by the Board of Trustees of the Village of Hobart, Brown County, Wisconsin, at a regular meeting of the Board, held on June 6th 2017.

Richard Heidel, President, Hobart Village Board

Attest:

Aaron Kramer, Administrator, Village of Hobart, WI

Mary R. Smith, Village Clerk-Treasurer, Village of Hobart, WI