

VILLAGE OF EGG HARBOR PUBLIC WORKS DEPARTMENT

❄️ SNOW & ICE CONTROL ❄️ PROGRAM *“MOBILITY & SAFETY”*



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by Public Works Committee
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SNOW AND ICE CONTROL PROGRAM FOR THE VILLAGE OF Egg Harbor

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Village of Egg Harbor

Public Works

INTRODUCTION

Due to its geographical location, Egg Harbor, Wisconsin is subject to freezing rain, ice, and snow at any time during the fall, winter, and spring. Winter storms can be expected during the November through April. The responsibility for keeping vehicular and pedestrian traffic moving safely during and following snow and ice storms on nearly 14 miles of Village of Egg Harbor streets lies with the Door County Highway Department. The Village of Egg Harbor does not have sufficient equipment and personnel to adequately handle plowing roadways because it is not economically feasible to do.

The purpose of this program is to set up acceptable procedures and policies for winter maintenance such as snow and ice removal in public areas in the Village of Egg Harbor. This program replaces all prior written or unwritten policies of any part of the governing or employed body of the Village of Egg Harbor. The Door County Highway Department Snow and Ice Control Policy is included on pages 4-7.

The intent of establishing the Village of Egg Harbor Snow and Ice Control Program is to provide a uniform understanding of priorities and procedures used to combat snow and ice related conditions. Each winter storm has unique characteristics. Climatological factors such as storm 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/or ice related conditions.

The timing of a storm will influence the removal of snow and ice. The Village of Egg Harbor Public Works Department has regular work hours, and if a storm requires attention during weekends or holidays this will require overtime pay. ***It can be expected that service during off-hours will be minimal and only provided when extreme storm conditions arise or when intensely used areas and routes must be cleared.***

The Village of Egg Harbor Public Works Department 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 ice storm. Furthermore, this does not mean the streets will be free of ice and snow.***

Following is a brief discussion of the key elements of the Village's Snow and Ice Control Program. As may be expected, considerable time and effort is spent in preparation and planning prior to the actual snow and ice removal season.

Door County Highway Department

Snow and Ice Control Policy

Updated January 2009 Updated January 2009

PURPOSE:

The purpose of this policy is to define and outline snow and ice control objectives and procedures as established by the Door County Highway Department. This policy supersedes any and all previously written documents and unwritten policies of the Door County Highway Department regarding snow and ice.

IN GENERAL:

The intent of establishing the Door County Highway Department's Snow and Ice Control Policy is to provide a uniform understanding of the priorities and procedures used to combat snow and ice related road conditions. Each winter storm has unique characteristics and climatological factors such as storm intensity and duration, wind, temperature, and moisture content, which affects the total amount of snow/ice accumulation and influence the methodology used to combat the resulting snow and/or ice related road conditions.

LEVEL OF SERVICE:

The Door County Highway Department performs Snow and Ice control on over 2000 lane miles of State, County, and local Town and Village Roads. This includes all of the roads in the county except for the City of Sturgeon Bay, Town of Liberty Grove and Washington Island. The Department also provides snow and ice control for 3 school districts, the Justice Center, several fire departments and town offices, and about 35 private driveways under contracts with the towns. The Highway Department provides snow and ice control service to each of these governmental jurisdictions as part of intergovernmental agreements. Work is performed for each of these jurisdictions based upon their specific guidelines and authorizations. The level of service will vary from State Highway to County Road and even from township to township. This service is provided using 19 trucks, 8 graders, and wheel loaders. In heavy snow events we may add to this fleet by sending out the old Oshkosh trucks which require two operators. The policy for snow and ice control is based upon the principal to provide service to the highest priority roadways, or those locations where the most benefit will be received by the most people. Therefore, the typical priority for a snow and ice control event is to provide the highest level of service to State highways, then County roads, and then the local roads. One of the goals of winter maintenance is to achieve "passable roadways" within the limitations imposed by climatological conditions, the availability of resources, and

environmental concerns during a winter storm event. A “passable roadway” is defined as a roadway surface that is free from drifts, snow ridges, and as much ice and snow pack as is practical and can be traveled safely at reasonable speeds. A passable roadway should not be confused with a "dry pavement" or "bare pavement", which is essentially free of all ice, snow, and any free moisture from shoulder to shoulder. This "dry/bare pavement" condition may not exist until the weather conditions improve to the point where this pavement condition can be provided. The definition of "reasonable speed" is considered a speed that a vehicle can travel without losing traction. During and immediately after a winter storm event, a reasonable speed will most likely be lower than the posted speed limit. Motorists can expect some inconvenience and will be expected to modify their driving practices to suit road conditions.

DISPATCHING PROCEDURES:

Crews are called out at the outset of a storm and a policy is established on what products are applied based upon environmental conditions. The WisDOT has established priorities to make roadways passable and which roads receive higher priorities. The service to State Highways is based upon their Category Level, for example the four lane STH 57 roadway in the southern part of the County has a higher priority than the 2 lane STH 57 in the northern end of the County. The County Highway winter maintenance system follows a similar practice, except crews are not typically called out until an accumulation of 1-2 inches of snow has fallen. Supervisors direct crews on what type of products to apply based upon weather conditions. Town and village roadways are serviced after the state and county roads. There are some town roads that receive a higher level of service based upon the town directives. Town roads are typically not serviced unless the snow accumulation is in excess of 2 inches. The plow operations will generally consist of three phases: a) making roads passable, b) widening and salting or sanding, and c) general clean up. The School Districts are typically serviced prior to 6 AM, because those lots need to be cleared prior to all of the students and faculty showing up for the school day. It is also important to service them early based upon the policy of providing the most benefit to the most people. The County, to the best of its ability will try to maintain the roadways during the course of snow intervals. Operations will be halted when it is deemed too hazardous for our operators and the public or if reasonable accomplishments are not being met. If snowfall stops during the night or early morning hours, plows will be dispatched between 2:00 A.M. and 4:00 A.M. Weekend plowing will be handled in the same manner.

SERVICE TO PRIVATE DRIVEWAYS:

There are essentially four situations in which the Highway Department will perform service in private driveways. The first situation is those whom have executed a contract with the town chairman and the department and will be plowed as part of our routine service for each storm. Second, those whom have executed a contract with the town chairman and the department and want to only be sanded upon request. Third, the Highway Department will attend to any emergency that requires immediate ingress or egress to a property. Fourth, after a snow event, if a property owner needs assistance to open their driveway because of snow accumulation, we will perform the work at the authorization of the Town Chairman or his designee. In all situations, the Highway Department bills the towns for the work completed. The bill includes a drop charge for each time

plowed in addition to the labor, equipment and material costs. The town is responsible for collection from the property owner.

EMERGENCY SITUATIONS:

Provisions must be made for situations involving emergencies; therefore, in the event the Door County Highway Department receives notification of an emergency situation, equipment necessary to handle the emergency will be dispatched immediately to assist until the emergency has been resolved. In order to eliminate false emergency calls to the Door County Highway Department, it is preferable that the emergency calls be routed through the Door County Sheriff's Department. Since emergency calls will not always come through the Door County Sheriff's Department, those individuals in the Door County Highway Department receiving emergency calls will inform the caller that the Door County Highway Department will attempt to contact the Door County Sheriff's Department.

DEPARTURE FROM POLICY:

The Door County Highway Department recognizes that conditions may be so unusual or unexpected that a departure from these general policies should be authorized. Therefore, the Door County Highway Commissioner may order a departure from these general rules when, in his opinion, conditions warrant such an action.

EQUIPMENT AND OPERATOR:

Equipment operators are expected to be knowledgeable about the routes they are plowing. They are to be familiar with existing conditions that would affect the speed or rate at which they plow and should use every precaution in avoiding plowing practices that would cause damage to private or public property. Equipment operators are expected to inspect all equipment related to plowing procedures prior to leaving the Door County Highway Shops. It is the operator's responsibility to determine there is sufficient fuel in the vehicle prior to beginning plowing. Any malfunction of the equipment, before or during operations, must be reported to the Door County Highway Department immediately. Individuals operating equipment or vehicles are expected to obey all traffic regulations during snow and/or ice removal operations. Individuals operating vehicles or equipment who are involved in an accident are required to report the accident to their supervisor immediately and must complete and submit an accident report as soon as possible.

PUBLIC SAFETY AND COOPERATION:

The goal of the Department is to have all State, County, and local roads passable as soon as reasonably possible, within the limitations of resources, roadway and facilities protection and environmental concerns. The traveling public is reminded to exercise caution and drive with care. In winter weather, the driving hazard that's even worse than snow and ice is your inability to see what's ahead, especially around snowplows. Best Advice: be careful- go slow. Use courtesy and common sense. The legal speed limit may not be possible depending on conditions. The public is also requested Not to Crowd the Plow. Pass plows with extreme caution and never drive into a

snow plow's cloud. Remember, in bad weather, if you're out there, so is your County Highway Department.

Mailboxes:

Mailboxes should be installed in accordance with county policies with respect to set backs and recommended materials. The Highway Department assumes no responsibility for mailboxes damaged during the normal course of operations if they are not installed according to the setback policy or have been damaged by snow from the plow blades. The Highway Department may assist stranded motorists by contacting law enforcement or emergency personnel. The Department will not attempt to remove stuck vehicles unless directed by law enforcement personnel to eliminate a safety hazard.

Do not plow or blow snow from driveways onto or across County Highways. It is against the law. The removal of windrows across private drives, deposited from plowing operations, is the responsibility of the resident. Citizens must remove parked vehicles from County Roads to assist in snow removal.

Village of Egg Harbor Public Works

Snow Removal Duties

Normal weekday Hours, 1 inch or more

1. Plow Community Center parking lot; shovel all sidewalks and salt – 2hrs.
2. Plow Recycling Center and shovel between dumpsters (priority on Sat.)- 2hrs.
3. Plow and snow blow around Waste Water Treatment Plant-1.5 hrs.
4. Plow Public Works Shop area- 1.5hrs
5. Plow parking lot at Marina, (water and truck access for Fire Dept.)- .75hrs
6. Plow parking lot at Dog Park and shovel path to gate- .5hrs.
7. Plow Village Beach Main Lift Station -.5hrs.
8. Snow blow all sidewalks through Village, both sides of Market St., Orchard St. and Church St. (Salt if Icey) - 5.5 - 6hrs.
9. Plow Lena properties parking lot- .5hrs.
10. Plow cul-de-sac on Sleepy Hollow Rd.- .25hrs
11. Plow and cleanup end of Maple Ridge Rd. - .25hrs.
12. Plow cul-de-sac on Duchess Ln. -.25hrs.
13. Plow cul-de-sac on Braeburn Ct. - .25hrs
14. Plow cul-de-sac on Granny Smith Ct. - .25hrs
15. Plow cul-de-sac on Winesap Ct. - .25hrs
16. Plow cul-de-sac on Harbor Heights Ct. - .25hrs.
17. Plow and clean up intersections on Point Beach 2-3 hrs.
18. Intersections cleanup – hrs. Depend on snow amount.
19. TOTAL HRS. = Approximately. 19.25 + number 18

Village of Egg Harbor Public Works

Snow Removal Duties

Weekends on Call

The need for implementation of one or two Village employees on Saturday is 2 or more inches of snow from noon Friday until 6:30 am Saturday morning. Sunday plowing and snow blowing typically waits until Monday morning unless a greater amount of snow (4 or more inches) on Saturday night into Sunday morning.

Duties will be: minimal acceptable clearing of walks and parking lots until the next scheduled work day to minimize overtime.

Saturday:

Snow removal duties will start 6:30 am for 2 inches or more at the following locations as numbered on page 8 – ALL listed except numbers 4,-6,-9,-18

Sunday

Snow removal duties will start 6:30 am for 4 inches or more at the following locations only as numbered on page 8 – ALL listed except numbers 1,- 2,- 4,- 6,- 9,- 18,

VILLAGE STREETS AND PUBLIC AREAS

Certain areas of the Village have greater intensity of use and priority for maintenance to serve the users. The concern of safety, general welfare, and duration of travel necessitate that priority be given to certain areas over others. Various classes of maintenance are listed below, it may be necessary to partially complete a lower class to reach an area of higher priority.

It may be necessary to clear a route immediately for power outages, water main breaks, fires, police and ambulance calls, or other obvious emergencies.

The following class list describes the order in which service will be directed beginning with class one as priority one.

CLASS 1: Regional collector and major streets are those streets that are designated as State Highways and County Highways, these include State HWY 42, County HWY G (Horseshoe Bay Rd.) County HWY-T and County HWY E, These will be serviced by the DCHD

CLASS 2: School bus routes and local collector streets are those streets that generally carry traffic from one neighborhood to another portion of the village or routes serving a major public facility. (DCHD)

CLASS 3: Business District included in the downtown area and public parking lots, if applicable. Clearing of intersections for better visibility and traffic movement. Minor streets and circles or courts which serve individual premises.

Public sidewalks in the down town corridor only, (CTY G) pedestrian/bike trail are the paths which abut the public owned lands in the community and will be maintained by the Public Works department.

DETERMINATION OF NEED FOR MAINTENANCE

The supervisor of Public Works department or designee of needed service. The Village President or Village Administrator may also direct the Public Works Department to commence winter maintenance operations. The Village Clerk's office along with the Public Works office shall receive all complaints and forward to the Supervisor of the Public Works department during normal work hours.

PERSONNEL AND EQUIPMENT

Because of the high priority attached to snow and ice control, almost all other Public Works operations become secondary in importance once snow removal operations are initiated. With

the exception of some emergency personnel, all personnel normally assigned to Waste Water are assigned to snow removal operations when available.

Two full time employees of the Public Works Department are asked to be available and on call for weekends from November 15th to April 1st to assist in snow and ice removal, or arrangements shall be made by the Supervisor of the Public Works department, and or designee for other outside services. Outside contract help shall be authorized by the Supervisor of the Public Works department, Village Administrator, Village President, or Village Board.

Outside sources of personnel and equipment shall be with the Door County Highway Department. The Village of Egg Harbor does not have sufficient equipment and personal to adequately handle plowing roadways. The Public Works department utilizes the following equipment for snow removal operations on parking lots, accesses, cul-de-sac, and Village sidewalks.

<u>Quantity</u>	<u>Equipment</u>
2	1 Ton dump trucks w/ 9'6" Plows
1	John Deere compact tractor w/ 5' snow blower w/ spreader
2	Walk behind snow blowers
1	Skid loader with bucket

Outside personal and equipment will be contracted, and will be authorized by the Supervisor of the Public Works department, Village Administrator, Village President or Village Board.

OVERTIME/SUBCONTRACTING POLICY

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

1. Supervisor of the Public Works department or their designee
2. Village Administrator
3. Village President
4. Village Board

The need for overtime shall be determined by the severity of the storm. Maintenance of roads and public areas in Class 3 that are passable by properly equipped vehicles and pedestrians (i.e. snow tires or 70% tread tires, and pedestrians with rubber boots) shall not require overtime. The following classes of maintenance may require overtime:

CLASS 1: Streets shall be kept passable at all times. (This is currently the responsibility of the Door County Highway Department and the Village).

CLASS 2: Major Streets: These streets shall have two lanes open to traffic.

CLASS 3: Side Streets: Areas shall be kept open to travel by plowing or snow blowing to the sides, salting, or sanding. Walk paths will be kept open by the Public Works department within 24hrs. of a snow fall.

SNOW REMOVAL

Snow removal shall consist of moving the snow or ice to either side of the specific area, or may include loading and trucking to a point of non-environmental concern. **The times allotted for snow loading and trucking shall not include Saturdays, Sundays, or Holidays unless absolutely necessary.**

The time periods stated in this section are anticipated for an average snowfall event of 4 inches of accumulation. In the event of a larger accumulation of snow or other unforeseen circumstances, these time periods may need to be extended.

Plowing of roads shall commence as the Highway Commissioner for the DCHD, Village of Egg Harbor Administrator, or Supervisor of Public Works, shall direct. Service shall be in the order of the class of maintenance. ALL CLASSES of areas shall be adequately plowed edge to edge as reasonably as possible within 4 days.

All street and roadways in CLASS 1 through CLASS 3 will have two lanes of traffic open at all times if reasonably possible.

Within the Business District, parking may be restricted by Public Works or Police Department signing until clear of snow or ice.

CLASS 3 will be open within 24 hours after a storm if reasonably possible.

Plowing on all CLASSES shall be completed to remove an accumulation of snow or ice upon any highway within 3 weeks (Wisconsin Statute [893.83\(1\)](#)).

Some snow and ice will be deposited in private driveways, sidewalk ramps and onto sidewalks during snow and ice removal operations. This material will not be removed by the Village.

MAIL BOXES

Refer to the Door County Highway Department Snow and Ice Control Policy under Public Safety and Cooperation.

PRIVATE PLOWING

No snow or ice removed from private property shall be deposited in the public ways or in areas expected to be cleared by personnel from the DCHD and/or the Village of Egg Harbor. This would include any of the following which are prohibited:

- Pushing snow or ice across a roadway or sidewalk.
- Pushing or carrying and depositing snow or ice onto a public way, where expected to be maintained for pedestrian or vehicular traffic.
- The blowing of snow or ice onto a pedestrian or vehicle travel area.

Any of the above is dangerous and could cause injury or accident and may not allow for safe passage by the public.

Violation of any of the above may result in a forfeiture action against the property owner, punishable by a per diem fine until such nuisance shall be removed as provided in Chapter 10 of the Village of Egg Harbor Municipal Code

Removal may also be made by the Village, without notification to the property owner. The actual removal cost would be assessed against the property owner as a special assessment on the tax roll.

SALTING AND SANDING

The use of salt for snow and ice control is widely recognized and accepted practice throughout the snow belt. With favorable temperatures, salt can be used to melt up to 2" of snow and will prevent the bonding of compacted snow to pavements, thus ensuring a cleaner plowing job. Less than optimum results occur during temperatures below 15 degrees F and when traffic volumes are too light to activate the chemicals. When the temperatures are extremely low and salt cannot melt the snow and ice, sand must be used to act as an abrasive to provide traction.

Note: Salt shall be used when needed; Salted sand will also be used as needed. The Village will not salt or sand on private property.

EMERGENCY REQUESTS

Emergency calls may be made when threatening conditions may lead to damages, injury, or loss of life. This may also include, but not limited to, power outage, downed power lines, accidents, medical or other emergency situations.

Calls may be made to the Door County Police Department for emergency maintenance service. The Police Department personnel will notify the proper persons depending on the type of need.

COMPLAINTS

Complaints for snow or ice removal shall be made to either the Village of Egg Harbor Clerk's office or the Public Works office during regular working hours. The office personnel will notify the proper persons for action if necessary.

CODE For The Village of Egg Harbor Wisconsin

- B. Snow Deposit in Streets restricted. No person shall cause to be deposited snow from his or her premises onto the sidewalk abutting thereon or onto any street in the Village without a permit therefore from the Village of Egg Harbor, who may require payment of a fee sufficient to reimburse the Village for the cost of removing any snow so deposited.

Editor's Note: Original Sec. 8.07, Street trees, which immediately followed this subsection, was deleted 3-19-2001 by Ord. No. 01-2001. See now Ch.294, Trees and Shrubs.

WISCONSIN STATE STATUTE

CHAPTER 893

LIMITATIONS OF COMMENCEMENT OF ACTIONS AND PROCEEDINGS AND PROCEDURE FOR CLAIMS AGAINST GOVERNMENTAL UNITS

SUBCHAPTER VIII CLAIMS AGAINST GOVERNMENTAL BODIES, OFFICERS AND EMPLOYEES

893.80 Claims against governmental bodies or officers, agents or employees; notice of injury; limitation of damages and suits.

893.81 Mob damage.

893.82 Claims against state employees; notice of claim; limitation of damages.

893.83 Highway defects.

893.83(1)

(1) Damages caused by highway defects; liability of municipality. If damages happen to any person or his or her property by reason of the insufficiency or want of repairs of any highway that any town, city, or village is bound to keep in repair, the person sustaining the damages has a right to recover the damages from the town, city, or village. If the damages happen by reason of the insufficiency or want of repairs of a highway that any county by law or by agreement with any town, city, or village is bound to keep in repair, or that occupies any land owned and controlled by the county, the county is liable for the damages and the claim for damages shall be against the county. If the damages happen by reason of the insufficiency or want of repairs of a bridge erected or maintained at the expense of 2 or more towns, cities, villages, or counties, the action shall be brought against all of the towns, cities, villages, or counties that are liable for the

repairs of the bridge. Upon recovery of judgment, the damages and costs shall be paid by the towns, cities, villages, or counties in the proportion in which they are liable for the repairs. The court may direct the judgment to be collected from each town, city, village, or county for its proportion only. The amount recoverable by any person for any damages so sustained shall not exceed \$50,000. The procedures under [s. 893.80](#) shall apply to the commencement of actions brought under this subsection. No action may be maintained to recover damages for injuries sustained by reason of an accumulation of snow or ice upon any bridge or highway, unless the accumulation existed for 3 weeks.