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## Snow and Ice Removal Guidelines (Updated November 2023)

The Village of Wrightstown maintains snow removal services on 36 lane miles of village streets. Brown County and Outagamie County Highway Departments maintain all county and state roads through the village.

The DPW Director and staff person on call will be responsible for monitoring the weather during the winter snow plowing season. In coordination with the DPW Director, the on-call employee will begin snow removal procedures as outlined in this policy.

### SNOW REMOVAL

Unless otherwise requested by the Village Administrator or the Wrightstown Police Department snow removal guidelines are as follows:

**2 Inch Accumulation:** When village streets have less than 2 inches of snow cover the on-call employee shall check hilly roads and sloped intersections within the village and salt as needed.

**2 - 3 Inch Accumulation:** For snow events reaching 2 – 3 inches of accumulation that end during the workday, snow removal operations will occur immediately. When snow events end during the evening and overnight, snow removal operations will begin at predetermined time to evacuate streets of snow before school and work traffic begins or the next workday during regular business hours (for snow events Sunday evening through Friday afternoon). Weekend snow removal operations (Friday evening to Sunday afternoon) will occur as needed.

**Greater Than 3 Inch Accumulation:** If greater than 3 inches are expected, full snow removal procedures will not be in effect until the snow has stopped falling. During the snow event, the on-call person will be required to monitor the hills, critical intersections, main thoroughfares and salt or plow as needed. If snowfall accumulates to prevent traffic movement, the plows will be called out. At this time hills and high traffic local roads will be plowed, keeping only traffic lanes open. After the snow event has ended or let up, the plow crew will commence with full snow removal operations.

Full snow removal will typically consist of three passes, and be from curb to curb. The center lane will be plowed first followed by another pass in the parking lane in each direction. Center lane plowing speed shall not exceed 20 mph, and parking lane speed shall not exceed 15 mph.

Full snow removal procedures at this level include the use of the 5-yard plow with wing, wheel loader with blade wing attachment, and 2 yd. truck as back up.

## **SNOW PLOWING SEQUENCE / PRIORITY**

The streets with hills in the village will receive first priority and will be maintained by either the 5 yd. plow truck, wheel loader with wing attachment, or the 2 yd. plow truck.

In no particular order these areas are:

- Mueller Street
- Clay Street
- Pine Street
- Hickory Street
- Longwood Lane (at STH 96)
- Fox Shores Drive

Once the hilly areas have been taken care of the plow crews will then begin priority plowing beginning with emergency responder locations and higher traffic local streets within the village.

In order they are:

- Village hall and police garage (2 yd. truck)
- Fire Station Entrance, (2 yd. - driveway to front garage doors)
- Van Dyke Street, (5 yd.)
- Golf Course Drive, (5 yd. - CTH U to Frontage Rd.)
- Fair Street, (loader with blade and wing)
- Clay Street, (loader with blade and wing)
- School Street, (loader with blade and wing)
- Longwood Lane, (loader with blade and wing)
- Royal St. Pats Drive, (5 yd.)
- Peter Lynn Drive, (5 yd.)
- Quality Court, (5 yd.)
- Country Run Drive (loader with blade and wing)
- Fawn wood Drive, (loader with blade and wing - Longwood Lane to Burning Tree Court to Louise Drive to Highland Street to Clay St.)
- Wheel loader will be responsible for snow removal on all hills and east side snow removal operations. The 5yd. plow truck will be responsible for salting hills after they had been cleared by the loader and all west side snow removal operations.

Once the priority areas have been cleared, the plow crew will begin their routes. Once a piece of equipment finishes up with their route, they will assist the others to help finalize clean-up operations.

Cul-de-sacs are cleared in conjunction with residential street plowing. The cul-de-sac circles are cleared either with the 5 yd. plow truck or the wheel loader with wing attachment.

Full snow removal from village streets takes between 8-12 hours to complete, depending on severity of the storm.

## **ROADS NOT MAINTAINED BY THE VILLAGE**

Not all streets in the Village of Wrightstown are maintained by DPW. Brown County and Outagamie County Highway Departments are responsible for maintaining the following roads:

Outagamie County Highway – CTH U from HWY 41 to STH 96

Brown County Highway – STH 96 (Main St and High St.), CTH D (Plum Rd and Lost Dauphin), CTH DD (Broadway St.), CTH DDD (Steffens St), and CTH ZZ (Washington St.).

## **DOWNTOWN SNOW REMOVAL – AFTER STORM CLEAN-UP**

Snow removal from the curbside will be completed by DPW staff in the downtown areas after all streets in the village have been plowed on an as need basis. Snow removal from curbside will take place during normal working day operations to eliminate overtime.

These areas include:

West Side – Broadway Street from Hickory Street to the bowling alley, both sides of STH 96 from the Shell gas station to the library, front of the post office, in front of St. Clare's Church and School, and in front of the old Bridge St.

East Side – Both sides of STH 96 from the High Ct. to the start of S-curve on CTY MW, both sides of Washington Street from the Intersection of CTY MW to the DPW garage, Mueller Street, and St. Johns Church and School.

In addition to the downtown curbside clean up, plow crews will clear snow from intersections with restricted visibility on an as-needed basis, or upon notification from the Wrightstown Police Department.

Clearing or moving stockpiles in cul-de-sacs will occur after all plowing and cleanup operations have been completed on an as need basis.

Fire hydrant clearing will occur as time permits and when all other clearing operations have been completed.

## **DEICING**

The Village uses a salt/sand mixture in addition to salt for maintaining village roads. Salt and/or sand salt is not to be used as a form a snow removal in excess of 2 inches. Salt should be used sparingly during heavy snow fall events to eliminate waste.

Applying salt to roads with blowing snow and cold temperatures will cause drifting snow to stick to the pavement. DPW crews will avoid applying salt in these situations so the dry snow will continue to blow off the cold road surface.

Due to the fact that salt will lose its effectiveness for melting ice at approximately 15° F, salt will be used in conditions +15° F, and sand/salt in conditions -15°F. Application rates will vary depending on condition.

Black Ice – if the temperature of the pavement is at or below the dew point temperature, moisture will form on the roadway, if the temperature is at or below 32°, it will cause this moisture to freeze.

## **SIDEWALKS MAINTAINED BY DPW**

Sidewalks maintained by DPW will be cleared after street plowing has been completed. Sidewalks and crosswalks maintained by DPW will be cleared during the normal work day. No overtime will be allotted for clearing sidewalks if snow falls on Sunday through approximately noon on Friday. If greater than 2 inches of snow falls from Friday at 3:30pm to Sunday morning at 7:00am DPW staff will clear high pedestrian traffic areas only. These areas include; sidewalks on the STH 96 bridge, sidewalk in front of Zirbel Sledding Hill, and the sidewalk in front of Village Hall. All other sidewalks maintained by DPW will be cleared on the following Monday.

## **RESIDENTIAL/BUSINESS RESPONSIBILITY**

It shall be the policy of the village that opening or clearing private driveways or clearing the front of mailboxes will not be the responsibility of the village. Property owners are responsible for clearing their own driveway and mailbox area.

Per Village Code 170-6, the owner /occupant of any lot or parcel shall remove all snow and ice which may have fallen or accumulated upon the sidewalk in front of such parcel within 24 hours after the snow event has ended. If ice and snow cannot be removed the owner/occupant will be required to salt or sand/salt the sidewalk to prevent it from becoming dangerous to pedestrians.

## **DEPOSITING SNOW IN STREETS PROHIBITED**

State Statutes 346.94 and Village Code 170-6B prohibit snow from being deposited on state/county/village streets by village property owners/occupants. Shoveling, blowing, or plowing snow from sidewalks and driveways into or across streets is prohibited. Such action will be enforced in accordance with Chapter 1-18 of the Village Code.

## **PARKING PROHIBITED**

From November 1<sup>st</sup> through March 31<sup>st</sup> of each year overnight parking on streets within the village limits is prohibited between the hours of 2:00am and 6:00am. Such action will be enforced in accordance with Chapter 185-2 of the Village Code.

## **SALT/SAND BARRELS**

Salt/sand barrels will be set out by the second Friday in November each year. For liability reasons salt/sand barrel locations are limited to two locations, Pine Street & Hickory Street, due to entrance and exit limitations. The other hilly streets in the village have alternate routes available that drivers can take to reach their destination.

Salt/sand barrel use is to be limited to roadway use only. Pine Street & Hickory Street neighborhood residents are allowed to use the salt/sand barrel at their discretion to remove hard-pack snow and ice from the roadway.

## **SNOW REMOVAL PERSONNEL AND EQUIPMENT**

The personnel and equipment used for snow removal operations in the village include:

- 4 - DPW staff members (superintendent as back up)
- 1 - 5-yard plow with wing
- 1 - Wheel loader with blade wing
- 1 - 2-yard plow
- 1 - Tractor with bucket
- 1 - Lawn tractor with snow blower attachment
- 1 - Walk behind snow blower
- 1 - Trackless sidewalk tractor with blade or blower attachment and salter