

RESOLUTION 2006 - 18**A RESOLUTION OF THE RICHLAND CENTER CITY COUNCIL
ESTABLISHING THE SNOW REMOVAL POLICY FOR THE
PUBLIC WORKS DEPARTMENT FOR THE 2006-2007 WINTER SEASON**

WHEREAS, In order to provide the City of Richland Center with the most efficient and responsible snow removal policy for the upcoming snow season; and

WHEREAS, it is appropriate that rules and duties after review by the Public Works Committee for the Public Works Department be established to provide consistent and balanced efforts to each citizen.

NOW, therefore, **BE IT RESOLVED** by the Common Council of the City of Richland Center, that the following general duties and responsibilities are approved for use and the Public Works Department is hereby authorized to use the following herewith:

SECTION I. PERSONNEL

All Department of Public Works personnel shall be available for snow and ice control operations. The City may also utilize Park & Grounds personnel and contract services to assist with the snow removal operations. City crews remove snow from approximately 35 miles of street within the City.

SECTION II. EQUIPMENT

The City of Richland Center currently operates and maintains the following equipment for snow and ice control operations:

3 trucks with reversible plows and sanders

2 front-end loaders with 3 ½ cubic yard buckets each, plus one plow attachment

2 Diesel engine snow blower attachments for front-end loaders

1 one-ton trucks

3 pick-ups with plows

1 Skid-Steer w/ broom and bucket attachment

When equipment is disabled, every attempt shall be made to get the equipment repaired and operational as soon possible. This may require taking the disabled equipment to the county shop or a private mechanic unless adequate backup equipment is available.

SECTION III. PROCEDURES**A. Alert and Call Out**

During normal working hours, the Public Works Superintendent or designee shall be responsible for monitoring street and weather conditions and initiation of snow and ice control procedures.

After hours, on weekends, and during holidays the police department shall notify the Public Works Superintendent or designee when snow and ice conditions warrant crew alert.

A call list will be provided to the police department for general maintenance items such as salting, street sign repair and other minor maintenance activities, if the DPW Superintendent cannot be contacted.

B. Salting

It shall be the policy of the City to consider cost, environmental impact of salt usage as well as safety of the motoring public when establishing application rates and locations for application.

Salt shall be applied to the street surface in such quantities so as to provide a level of skid resistance that is consistent with standards normally experienced on city streets throughout the State of Wisconsin during the snow and ice season.

The average winter season uses approximately 500 tons of salt.

Streets shall be spot salted to provide skid resistance and traction consistent with area standards in accordance with the following priorities:

1. Arterial and collector streets. (Hwy 14 Class A and Hwy 80 Class B, and county trunks passing through the city which follow East Haseltine St. (N), West Seminary St (Y&Q) Bowmann Dr. (O) and North Cedar St. (AA)

2. Hospital and Ambulance routes to and off Hwy 14 and Hwy 80. (1st Street)

3. School Zones and Bus Routes.

4. Hills, intersections, bridges and curbs.

5. Commercial and industrial.

6. Residential - blanket salting of general snow pack on residential streets will not be accomplished.

When practical, salting will be accomplished concurrent with plowing operations, however, not all equipment used in snow removal is capable of salting. In those cases or when conditions warrant the first priority shall be snow removal with salting occurring as appropriate equipment becomes available.

C. Snowplowing:

Snowplowing shall normally begin when accumulation reaches a point where functional traffic flow is inhibited. Plowing shall continue as long as visibility and operator safety is maintained. Work periods shall not exceed safe limits that operators can continue without rest.

All streets are plowed from near the centerline of the street; with approximately half of the streets snow cover being plowed to each curb line. This is the fastest and most efficient means of plowing. Streets will not be plowed all toward one side of the street because there are no driveways on one side.

Snow removal operations shall proceed as rapidly as possible in accordance with the following priorities:

1. Truck highways, arterial and collector streets
2. School Streets
3. Bus routes
4. Residential streets and alleys
5. City Parking Lots
6. Municipal Airport (When needed due to Buena Vista Club Member unavailability)
7. Pedestrian Trails and Sidewalks
8. Park and Recreation Facilities (When assisting Parks and Grounds Crews)

For an "average storm" it shall be the policy of the City to have all streets plowed curb-to-curb within 18 hours after snowfall stops.

The City is divided into 4 residential plowing districts, and 3 arterial and collector street districts. The 3 arterial routes are plowed prior to the residential routes and trucks may be pulled off the residential routes to re-plow the arterial and collector streets when needed. The arterial collector routes are the following.

Route 1 consists of USH 14, Sixth Street between N. Church Street and HWY 14, Bowmann Dr. past Doudna School, Peebles Drive and Foundry Drive in the south industrial park. This route is accomplished with two trucks working in unison.

Route 2 which covers state highway 80 going past the Jefferson school and clears state highway 80 from the north to the south city limits and W. Seminary street which is also CTH Y.

Route 3, which covers both north and south Church St. passing by Lincoln school and also plowing Haseltine Street. Which is CTH N and First Street from HWY 14 to Pearl Street, which is the ambulance route to the hospital.

Plows then disperse to the less traveled residential streets. Salting operation are taking place by the trucks once a section of street is cleared of snow with only hills, intersections and main streets being salted as a rule, but salting of the entire roadway may be needed in the case of an ice storm, or extremely slippery conditions. This can only be done with the authorization of the DPW Superintendent.

Storms of larger magnitude will take longer depending on severity. Extreme snowfalls may warrant the opening of two lanes initially and full width plowing to follow at a later time.

In the downtown and on other Public Works Committee approved streets, on the first night after sufficient snow has fallen to warrant, the snow is windrowed then blown onto rental trucks and taken to the designated area.

The Park and Grounds Department assists with plowing City parking lots, City Hall, and Community Center. The Park and grounds also clear snow from City owned sidewalk and walking trails

Upon completion of the downtown area, other City facilities are plowed such as Pumping Stations, Wastewater Treatment Plant, and the Richland Municipal Airport.

It shall be the policy of the City that the opening of private driveways will not be the responsibility of the City. Property owners shall be responsible for clearing private walkways and sidewalks.

All plow routes are divided into relatively equal areas. After the plowing of collector and arterials, these residential areas shall be plowed. Plowing continues until all streets have been plowed. The time to open all lanes takes a minimum of eight to eighteen hours depending on conditions. Plowing speeds for centerlines shall not exceed 20 miles per hour. For curbside passes, plowing speed shall not exceed 15 miles per hour with some areas in the city having narrow parkways these areas may need to be plowed at as low as 5 miles per hour to prevent snow from covering the sidewalk area.

Snow removal in cul-de-sacs and narrow or dead-end limited access streets shall be placed in appropriate areas of the curb line. These piles shall be removed by the city when conditions warrant.

D. Snow Hauling

The City of Richland Center routinely removes snow from the following streets *and parking lots*

- ***Downtown area- 14,760 feet long***

45 blocks in length / from Orange Street to Park Street on Haseltine, Seminary, Court, Mill and Union Streets, and the four blocks between Union and Haseltine Streets on Jefferson Street, Main Street, Central Ave. Church Street and Park Street.

- ***Main Street from Haseltine Street to the HWY 80 south bridge- 2,193 feet long***

Approximately 6 blocks long

- ***Main Street from Union Street to the 80 north bridge- 3,152 feet long***

Approximately 9.5 blocks long

- ***Sixth Street from Main Street to the HWY 14 west bridge- 1,990 feet long***

Approximately 6 blocks long

- ***Seminary Street from Orange street west to the city limits- 3,072 feet long***

Approximately 9.5 blocks long

- ***HWY 14 from Sixth Street south to Seminary Street- 2,928 feet long***

Approximately 9 blocks long

- ***City owned parking lots***

The Public Works Superintendent or designee shall be responsible for contacting the Police Department in order to coordinate snow removal and hauling operations with law enforcement's tagging and towing duties.

Late spring and early fall snowfalls may be left on roadways if melting is determined eminent or if substantial damage will be caused to the pavement structure. Clearing of intersection snow banks will be accomplished when needed on collectors, arterials and near schools. Ongoing snow and ice control efforts require the use of City owned right-of-ways and easements for storage of plowed snow.

Depending upon the volume of snow, storage within right-of-way could create sight obstruction at intersections, because it is impossible financially and practically to remove all snow from intersection corners.

Snow shall not be placed into any street from private sidewalks or parking areas, except in the downtown area. Then only when there is absolutely no storage area such as the sidewalks going from the building to the street. The failure to remove snow from a storage area by the property owner will not constitute having no storage area. Property owners with parking areas must maintain a portion of the parking for storing snow, where it does not block visibility to traffic on the street or at intersections.

Rental trucks are used for hauling away snow to the city designated storage sight. The City is responsible for truck loading equipment and snow dumping sites. Two to Six rented trucks are used to haul snow from downtown, and Pubic works Committee approved streets and parking areas.

Businesses may request that snow be hauled from private property if they are not able to contract with a private contractor and the excess snow is causing them a hardship or it is causing visibility problems. If requested, hauling will be charged to the landowner at the rates provided in city resolution setting public works fees.

Private contractors may not dump snow in the city's storage area if they are not hauling snow for the Public Works Department at the time.

Snow hauling shall begin at 2:00 a.m. or 1 hour following the beginning of snow removal operations. Hauling will continue for as many nights as is necessary. These times may vary depending on the severity of the storm.

Snow shall be pulled away from the curb and placed in windrows near the center of the street. From this point the windrows will be picked up and hauled away.

Snow pickup shall be accomplished using such personnel, equipment and methods appropriate to maintaining a reasonable and safe passage of vehicles and pedestrians at all times. The Public Works Superintendent or his designee may restrict traffic and parking as emergency conditions may dictate.

E. Snowplowing Alleys

It shall be the policy of the City that all City owned alleys would be opened in the aforementioned priority to provide functional traffic movement.

F. Street Parking

The city ordinance permits only alternate side parking on any City street after a two-inch or more snowfall or if the Public Works Superintendent announces a snow emergency after which no parking is allowed. In the downtown area, the City may enforce City Municipal Code between 1:00 a.m. and 8:00 a.m. Vehicles parked in violation of the resolution between 1:00 a.m. and 8:00 a.m. are subject to a citation and may be towed. Snow emergencies are announced on the local radio and/or local cable. The Law Enforcement may ticket and/or tow any vehicles in violation during this time.

G. Sidewalk Snow Removal

It is the responsibility of property owners to clean and maintain public sidewalks adjacent to their property. The City of Richland Center is responsible for those sidewalks adjacent to city property.

It is the intent of this section to provide multiple responsibilities of maintenance in order to provide safe and convenient access to the downtown businesses after periods of snowfall. In event citizens observe sidewalks, for which the city is not responsible, that are not being maintained in a timely manner, complaints should be filed with the City Law Enforcement Agency for follow-up and remedy. If after the homeowner is contacted the sidewalk is not cleaned, the Public Works Superintendent will be contacted with the address of the property, and the property owners name and address. The Park and Grounds Department will then clear the sidewalk. After this work is completed a work order will be supplied to the Public Works Superintendent and to the Clerks Office by the Park and Grounds supervisor for billing.

The City of Richland Center shall also assist business owners located in the downtown by cleaning intersection pedestrian ramps after completion of snow plowing and/ or removal operations as time permits.

H. Bike Trail Snow Removal

The following standards are adopted for providing winter maintenance to designated city trails.

1. The designated trails are normally plowed when the measured snowfall depth exceeds two inches.
2. Snow removal shall be completed within 48 hours on all designated trails after snowfall has ended.
3. The designated trails should be cleared as thoroughly as possible but need not be cleared of all ice and snow nor need they be maintained to bare pavement.
4. Chemical agents and sand may be used in the snow removal process.
5. Snow removal shall be done by park maintenance employees and may be assisted by the Public Works Department.
6. Snow removal may be conducted on a 24-hour a day basis, which may result in snow removal equipment being operated in residential areas during the evening and early morning hours.
7. In the event of equipment failure, extreme snowfall, or other unanticipated events, such as park maintenance employees assisting street employees in snow removal from streets, deviation from these standards may be appropriate.

I. Complaints

It shall be the policy of the City that complaints concerning snow and ice removal be handled in the following manner:

1. The Public Works Superintendent or designee shall receive and record complaints.
2. Slippery street complaints are immediately radioed to the Public Works Superintendent for possible action.
3. All other complaints shall be recorded and work orders be given to the public works employees for investigation and action.
4. The Public Works Superintendent shall investigate all complaints; respond to caller, and record action on work order.

J. Property Damage

It is recognized by the City that on occasion private property is damaged during snow and ice control operations. When this happens it shall be the policy of the City to handle damages in the following manner:

1. Mailboxes - Where mailboxes are placed adjacent to the street it shall be the policy of the City that snow be plowed as close as practicable to the curb to allow for passage of traffic and mail delivery. It shall be the responsibility of the property owner to keep piled snow away from mailboxes so mail can be delivered.

Where damage to the mailbox occurs the Public Works Superintendent shall investigate such damage. If it is determined that the weight of the snow caused the damage, the City will not assume responsibility for repair of the mailbox. Where evidence indicates that physical contact between the plow and the mailbox occurred the City would repair or replace the damaged mailbox with the cost not to exceed \$50.00. Failure of the property owner to maintain their mailbox to City standards shall relieve the City from any liability for damage to the property owners' mailbox resulting from snow removal operations.

2. Boulevard Sod

- It shall be the policy of the City to repair any damage to sod where curbs are in place by:

(a) Street maintenance crews will repair the damage by relaying the turned up pieces or placing black dirt and grass seed.

(b) Landscaping, including nursery and inanimate materials that are installed or encroach on City owned right-of-way are permitted but the owner assumes all risk of damage. The City will assume no responsibility for damages incurred as the result of snow removal and ice control activities except that the City will repair or replace sod only on City owned right-of-way that is removed as the result of plowing activities.

(c) The City will assume no responsibility for damage to underground lawn sprinkling systems, exterior lighting systems, underground fencing, and similar landscaping installed in the City owned right-of-way.

3. Curbs

Concrete curbs will not be replaced unless the curb back is broken.

4. Driveway Ramps

Damage caused to driveway ramps by the City, unless authorized by the City Administrator/Utility Manager or a City Engineer, will not be repaired where non- mountable curb is in place.

SECTION IV. ADMINISTRATION

1. Ordinances

Chapter 101.15 Alternate Side Parking

Chapter 101.16 Parking during Snow Removal Emergency

Chapter 606.01 Removing snow from public sidewalks

Chapter 606.02 Authority of City to Act, develop assessment, charge for snow removal.

2. Council Review

The City Council shall annually review and adopt by resolution the City's Snow Removal Policy and Operational Guidelines, prior to the next year's snow season.

AND BE IT FURTHER RESOLVED, that these duties and responsibilities may be reviewed and amended from time to time as deemed necessary by the City Council.

Adopted this _____ day of _____, 2006.

Clerk/Treasurer

Rita Kidd, Mayor
City of Richland Center

STATE OF WISCONSIN)
) ss.
COUNTY OF RICHLAND)

I hereby certify that the foregoing resolution is a true, correct and complete copy of a resolution duly and regularly passed by the City Council of the City of Richland Center on the _____ day of _____, 2006 and that said resolution has not been repealed or amended, and is now in full force and effect.

Dated this _____ day of _____, 2006.

Clerk/Treasurer