

Town of Buchanan

Snow Removal & Winter Maintenance Policy

The intent of this policy is to assist the Town and contractors in establishing priorities and guidance to ensure winter maintenance duties are performed in a responsible and timely manner. By Wisconsin State Statute 81.15 the Town has three (3) weeks to remove natural snow and ice accumulations.

It should be understood that this policy is not inclusive of all winter weather conditions. It is to be used to provide guidance resulting in timely and cost effective winter maintenance. This does not mean that dry, bare pavement should be expected. Due to circumstances such as: amount of snowfall, time of day, time of year, length of storm, predicted forecasts, and possible equipment breakdowns, the timing and level of service will be evaluated and steps will be taken to provide these services.

Policy Implementation

It shall be the responsibility of the Town Administrator, or his/her designee, to implement this policy with the contractor. Any adjustments to the policy for a particular snow event, contractor questions and other related issues shall be the responsibility of the Administrator. Town office staff shall be familiar with this policy and assist the Administrator as necessary and address resident issues and calls. In the absence of the Administrator, or his/her designee, the Town Board Chairperson shall be responsible for implementation of this policy.

Timing of Services

Predicted and current snow accumulation, wind conditions, temperature and type of precipitation all dictate the timing of services needed. The following are general guidelines which shall be used to guide the timing of services:

- Completion of services shall be a priority for the time periods 6:00 a.m. to 8:00 a.m. and 3:00 p.m. to 6:00 p.m. (“Rush-hour traffic periods”)
- As feasible, completion of services shall be completed once for each event.
- Contractor shall contact Town officials prior to the delivery of services to confirm timing.
- Contractor shall contact Town officials with any service delays, equipment failure, etc.

Roadway Prioritization

For the purpose of this policy, Town roads are classified into two tiers as follows:

Tier I	Tier II (and adjacent cul-de-sacs)	
County highways (KK, CE, N, Z, ZZ, GG) ^D	Springfield Drive	Pinecrest Blvd.
Eisenhower Drive	Creekview Lane	Lavender Lane
Stoney Brook Road	Brookhaven Drive	Maperidge Drive
Speel School Lane	Rogers Lane	Hillside Drive
Milky Way	Hank Drive	Van Handel Drive
Lowes Lane	Valleywood Lane	Red Tail Lane
Van Roy Road	State Park Road	Fieldside Lane
Theatre Way	Speedway Lane	Hickory Park Drive
Emons Road	Weiler Road ^D	Snowberry Drive
Buchanan Road	Haas Road ^D	Holly Lane
Block Road	Haen Road ^D	Greenspire Way
Debruin Road ^D	Clune Road ^D	Barberry Lane
Loderbauer Road	Outagamie Road ^D	Power Road ^D
Hopfesperger Road		Nackers Road ^D
Marion Avenue		New Road ^D
Main Street		All remaining Roads

^D Roads which routinely experience drifting.

Services by Type of Event

Similar to Timing of Services, the type of event shall dictate the type of services to be provided. The following table shall be used as a guide:

Type of Event	Tier I	Tier II	Anti-icing	Salting/Sanding	Drifters
Snow Dusting (<1")	X	N/A	N/A	Intersections/ Hills only	N/A
Snow (1"-3")	X	As necessary <i>(If windy)</i>	Intersections/ Hills, (Tier I)	Intersections/ Hills only	If windy
Snow (4"-8")	X	X (completed simultaneo usly for efficiency)	Intersections/ Hills, (Tier I, Tier II)	Intersections/ Hills only, (Tier I as necessary)	X
Snow (9" or more)	X	X (completed simultaneo usly for efficiency)	Intersections/ Hills, (Tier I, Tier II)	Intersections/ Hills only, (Tier I, Tier II)	X
Ice event/ freezing rain	X	X	Intersections/ Hills, (Tier I)	Intersections/ Hills, (Tier I, Tier II)	N/A
General Drifting (No event)	N/A	N/A	N/A	N/A	If windy

The contractor may also be instructed by the Town, as necessary, to assist with snow removal and salting at the Town Hall. Contractor may also be contacted through Outagamie County Dispatch by Town emergency personnel for emergency related snow removal.

Use of Abrasive Materials

Anti-icing

Contractor should begin their response to a snow event before the snow falls by commencing anti-icing efforts on the roads, as outlined in the Service by Type of Event table above.

Anti-icing consists of applying liquid salt brine to the pavement surface ahead of an anticipated snow or ice storm. Anti-icing prevents the snow from bonding to the pavement, allowing the roads to be plowed more cleanly using less salt. Salt brine is typically applied at a rate of 20-40 gallons per lane mile which is equivalent to 45-90 pounds of salt per lane mile. Anti-icing significantly reduces the amount of salt used because it prevents snow from becoming compacted and bonded to the surface allowing easier removal by snowplows. Anti-icing can also reduce overtime costs because application can be made during regular working hours. The drawback to this method is that, if forecasting is inaccurate, deicers are applied unnecessarily.

▪ **Guidelines for Anti-icing**

- Anti-icing works best when combined with accurate road weather information.
- Liquids are most efficient and should be applied days in advance of an expected event. The residual effect from anti-icing can last for up to five days after application if precipitation or traffic-wear does not dilute the initial application.
- Contractor will have discretion to decide the type of chemicals used and the amount to apply on Town roads.
- Apply anti-icing during non-rush-hour traffic periods.
- For the first application or after a prolonged dry spell, apply liquid at half the customary rate.

Pre-Wetting

Pre-wetting otherwise dry salt before it is spread on the road surface produces a number of desirable effects. The pre-wetted salt is more apt to stick to the road surface rather than bouncing off the road surface and being scattered in unnecessary areas. It is estimated that this reduces salt use by 20-30%. Rock salt by itself does not melt snow and ice; it needs some liquid water to dissolve into. Pre-wetting the salt before it hits the road surface provides this liquid water and results in faster melting and allows for less salt to be used overall.

▪ **Guidelines for Pre-Wetting**

- Pretreated salt will work at lower applications closer to the expected event.

De-Icing

De-icing is completed in conjunction with plowing operations and consists of spreading sodium chloride (rock salt) blended with salt brine and/or magnesium chloride, calcium chloride, and/or agricultural by-products on surfaces with accumulated and compacted snow and ice.

All salt spreaders are equipped with pre-wet systems that spray salt brine onto the salt in the spinner. Wetting the dry salt with salt brine activates the melting process sooner and reduces the tendency of salt to “bounce” off the roadway.

- **Guidelines for De-icing**

- Contractor will have the discretion to decide the type of chemical used and the amount based on current and forecasted weather conditions, rising or falling temperatures, wind, intensity and form of precipitation.

Plowing Procedures

The following are general plowing procedures which shall be used as feasible:

- Roads shall be cleared entirely to the road edge and shoulder. As necessary, due to accumulation, plows shall push snow further into the right-of-way to provide additional snow storage and proper vision at intersections and driveways.
- When possible, cul-de-sacs shall be cleared of snow completely, distributing snow as evenly as possible. If necessary, cul-de-sacs may be cleared from the outside of the road to the center, leaving accumulation in the center bulb of the cul-de-sac. Snow shall then be distributed as evenly as possible to all property owners. No extraordinary costs (overtime/double-time/holiday) shall be used for snow distribution activities. All efforts shall be made to perform work during normal work week hours at regular time.
- For larger snow events, plows shall evenly distribute snow to both sides of a roadway as possible.
- Snow shall not be piled at hydrant locations.
- Snow removal or hauling shall only be completed upon explicit consent of the Town.
- Contractor shall coordinate with other jurisdictions to ensure joint jurisdictional areas are properly maintained in a manner that is fair to both jurisdictions.

Resident Issues/Complaints

The Town shall provide the contractor with all resident issues and complaints. Addressing complaints of property damage, including mailboxes, shall be the responsibility of the contractor.

Mailboxes, Fences and Lawn Damage

Plow operators shall be instructed not to get too close to mailboxes, however occasionally one is knocked over or struck. Contractor shall have their Operators report these occurrences to their supervisor.

Lawn damage occurs when the plow blade rides over the curb and tears the lawn adjacent to the shoulder/curb. This occurs more often in early or late season snowstorms when there is little or no frost in the ground. Contractor should have their Operators note areas of damage and report the damage to their supervisor.

A list of properties where damage occurs shall be created by the Contractor for spring repairs to be completed. It is the Town's expectation that the Contractor repair damage to a mailbox, fence, or lawns when physically struck by Contractor vehicle and/or equipment. Mailboxes, fences, or other improvements within the right-of-way must be structurally installed to withstand the weight of snow rolling off the blade. Repairs to poorly installed or maintained items that fail due to snow load are the responsibility of the property owner. Contractor shall have the authority to determine responsibility for damage.

Vehicular Damage

Should a Contractor vehicle and/or equipment be involved in a property damage accident with another vehicle, the appropriate officials should be notified. It is important to report all accidents regardless of how minor they may be.

Shoulder/Curb Damage

Shoulder/curb damage is investigated on a complaint basis. If the damage was done by the Contractor's vehicle and/or equipment, the repairs will be done by the Contractor. The repairs should be done as soon as possible during the summer construction season.

When damage is done by a private party, the Outagamie County Sheriff's Department shall investigate the incident with costs for repairs/replacement sent to the responsible party upon completion of the repair.

Trail or Multiuse Path

Per 456-31, if a trail or multiuse trail is designated and marked by the Town Board a policy shall be adopted about whether or not the natural accumulation of snow and ice shall be removed from any or a portion of a designated trail.

The Town shall be responsible for clearing snow and ice accumulations on Town-owned trails and/or multiuse trails, as identified, when a trail and/or multiuse trail is designated as such by the Town. In addition, the Town may enter into agreements to clear snow and ice accumulations on non-Town-owned trails and/or multiuse trails.