

**DEPARTMENT OF PUBLIC WORKS
VILLAGE OF OREGON**

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



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**SNOW AND ICE CONTROL PROGRAM
FOR THE VILLAGE OF OREGON**

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INTRODUCTION

Due to its geographical location, Oregon is subject to freezing rain, ice and snow at any time during the fall, winter, and spring months. Normally, winter storms can be expected during the months of November through April. The responsibility for keeping vehicular and pedestrian traffic moving safely on Oregon's 41.53 miles of Village streets during and following snow and ice storms lies with the Village's Public Works Department.

The purpose of this program is to set up acceptable procedures and policies for winter maintenance of public areas, as to snow and ice removal in the Village of Oregon, Wisconsin. This program replaces all prior written or unwritten policies of any part of the governing or employed body of the Village of Oregon, Wisconsin. The existing ordinance for sidewalk and parking control are not repealed.

The intent of establishing the Village of Oregon 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 Oregon Public Works Department has regular work hours, and if a storm requires attention during weekends or holidays this would require overtime pay. It can be expected that service during off-hours will be minimal and only provided when extreme storm conditions arise or on intensely used area and routes.

The Village of Oregon 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.

STREETS AND PUBLIC AREAS

Obviously certain areas of the Village have a greater intensity of use and a 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. A map of the Village showing the various classes of maintenance is included with this Snow & Ice Control Program and is on file at the Public Works Department office and the Village Clerk's office. In order to provide efficient operation, it may be necessary to partially complete a lower class of service requirement to reach an area of higher priority.

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

The following is a list of the classes of areas, and the order in which service will be directed beginning with class one, priority one.

CLASS 1: Regional collector and major streets are those streets that are designated as County Trunk Highways. These include CTH CC (Jefferson Street) and CTH MM (North Main Street, Janesville Street and Wolfe Street). These streets are currently maintained by the Dane County Highway Department.

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

CLASS 3: Business District shall include the downtown area alleys and public parking lots.

CLASS 4: Minor streets and circles or courts which serve individual premises.

CLASS 5: Clearing of intersections for better traffic movement and visibility.

CLASS 6: Public sidewalks are the walks which abut the public owned lands in the community.

CLASS 7: Sidewalks abutting private property may be maintained by the Village on a property owner default basis and the penalties and costs assessed and taxed to the abutting property.

DETERMINATION OF NEED FOR MAINTENANCE

The need for implementation of a maintenance policy shall be the actual occurrence of a snowfall of depth greater than 2 inches, or less if combined with freezing and icing conditions. Also the occurrence of an ice storm or freezing rain which would make the public ways difficult to travel.

Weather reports issued by the national Weather Service shall be taken into account to prepare for anticipated maintenance service.

The responsibility for ordering personnel and equipment into service for a winter maintenance operation shall be primarily with the Street Superintendent or his designee. The Police Department, during evening patrol hours, shall keep watch and assist in notification to the Street Superintendent 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 shall receive all complaints and forward to the Street Superintendent 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 street, or parks are assigned to snow removal operations.

All full time employees of the Public Works Department are asked to be available at all times from November 15th to April 1st to assist in snow and ice removal, or arrangements shall be made by the Street Superintendent for other outside help. Outside contract help shall be authorized by the Street Superintendent, Village Administrator, Village President, or Village Board.

Outside sources of personnel shall be Water Utility personnel, Wastewater Treatment Plant personnel, and private contract personnel.

It is very rare for any municipality to have sufficient equipment to adequately handle all snowstorms regardless of the amount of accumulation; to do so is not economically feasible. The Village of Oregon is no exception. The Public Works Department utilizes the following equipment for snow removal operations:

<u>Quantity</u>	<u>Equipment</u>
3	Pick ups with truck-mounted snow plows
1	Small dump truck with snow plow and salter
4	Truck mounted snowplows with salt / sand spreaders
1	End loader with plow blade and wing
1	Snow blower, 4' feet in width
1	Skid loader with bucket, plow and snow blower

Outside private equipment may be contracted for, if authorized by the Street Superintendent, 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. Director of Public Works
2. Village Administrator
3. Village President
4. Village Board

The need for overtime shall be established from the severity of the storm. Maintenance of roads and public areas in Classes 5 through 7 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 degree of maintenance may require overtime:

CLASS 1: Streets shall be kept passable at all times. (Currently Dane County Highway Department responsibility).

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

CLASS 3: Areas shall be kept open to travel by plowing to the sides, salting, or sanding.

CLASS 4: These streets shall have one lane open to traffic.

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 shall commence as the Street Superintendent or his designee 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 4 streets will have two lanes of traffic open within 48 hours after a storm if reasonably possible.

CLASS 5 areas will be cleared within 96 hours after a storm.

CLASS 6 areas will be open to travel in 72 hours after a storm if reasonably possible. One personnel from the Public Works Department shall begin removal as soon as possible after a storm.

CLASS 7 areas will be done only after proper notification by the Village and failure to maintain by the property owner; then will be done in accordance with Chapter 8.07(1) of the Village of Oregon Municipal Code which requires that all sidewalks be kept cleared of snow and ice. The cost of removal will be assessed against the property as a special tax.

Plowing on all CLASSES shall be complete to remove an accumulation of snow or ice upon any highway within 3 weeks (Wisconsin Statute 81.15).

Some snow and ice will be deposited in private driveways during snow and ice removal operations. This will not be removed by the Village.

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 Village of Oregon. 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 25.04 of the Village of Oregon Zoning Code

Removal may also be made by the Village, through notification of 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 only when absolutely necessary as determined by the Street Superintendent in areas of high volume traffic or dangerous conditions. The Village will not salt or sand on private property. Salt may have adverse effects on the environment and shall be used with this in mind.

EMERGENCY REQUESTS

Emergency calls may be made when threatening conditions may lead to damages, injury, or loss of life. This may also include power outage, downed power lines, water main breaks, accidents, medical or other emergency situations.

Calls may be made to the 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 the Village Clerk's office during regular working hours of 8:00 AM to 5:00 PM, Monday through Friday at 835-3118

The Clerk's office personnel will notify the proper persons for action if necessary.