



DEPARTMENT OF PUBLIC WORKS

SNOW AND ICE CONTROL MANUAL



December 2015

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SNOW AND ICE CONTROL PROCEDURES

**TOWN OF GREENVILLE
DEPARTMENT OF PUBLIC WORKS**

**SNOW AND ICE CONTROL PROCEDURES
December, 2012**

The purpose of this Snow and Ice Control Manual is to establish the Town's policy and level of service in respect to clearance of snow or ice and maintenance of its road system during the winter months. It will also serve as a practical guide for cost effective snow removal operations in the Town of Greenville. This Manual supersedes all previously written policies of the Town on snow and ice control operations.

1. IMPLEMENTATION

This Manual will be in effect during normal winter operations at times when weather conditions could cause accumulation of frost, sleet, ice, snow or other occurrences on the streets and public parking lots of the Town of Greenville.

2. DEFINITION OF SUPERVISOR

When "Supervisor" is used in this Manual it is defined as the person who is on duty at that time directing the snow/ice removal operations for the Department of Public Works. These individuals include: Public Works Supervisor, Foreman, Stormwater Superintendent, Utility Manager and/or any other individuals who may be assigned the responsibility of Supervisor.

3. WEATHER FORECASTING

Weather information is essential for good planning of snow and ice control operations and other weather-related emergencies.

The Town will rely upon information from the National Weather Service, WisDOT Road Weather Information System (RWIS), TV and radio stations, along with various Internet sites, will be monitored to gather current weather information.

4. MONITORING AND NOTIFICATION OF ICE AND SNOW ACTIVITY

Public Works Dept. shall monitor anticipated inclement weather. During Town working hours (7:30 A.M. to 4:00 P.M. Monday through Friday) the Public Works Supervisor will initiate the appropriate response for snow and ice removal.

During off duty hours, weekends and holidays, the on-call Supervisor will monitor weather reports and road conditions. In the event of inclement weather, the on-call Supervisor will initiate the appropriate response action.

5. COMMUNICATIONS

All operators of snow and ice control equipment will keep in radio communication with the Public Works Supervisor at all times.

The Public Works Supervisor on duty will be the main line of communication between the snow plow operators, Town staff and Sheriff Department. The Sheriff Department at times will assist in advising the Department of Public Works with current road conditions. It will be the sole responsibility of the Public Works Supervisor to direct the operations for the Department of Public Works.

The media notification of emergency parking bans, snow emergency declarations, road closures, and other media contact for inquiries on road conditions will be made by the Town Chairman or Town Administrator.

6. CITIZEN INQUIRIES

All citizen issues concerning snow and ice control efforts will be routed to the Public Works Department. The Supervisor on duty will determine appropriate follow-up responses to citizen inquiries and will make contact with each citizen within 72 hours of initial concern.

7. INTERSECTION RIGHTS-OF-WAY

After periods of extraordinary snow events, the Town may elect to haul snow from designated intersection rights-of-way to minimize sight obstructions. The decision to initiate this operation will be dependent upon the depth and accumulation of snow and analysis by Public Works Supervisor of any sight triangle issues. Priorities will be assigned to intersections based on street classification, traffic volumes and severity of sight restrictions. Snow will only be removed from intersections where a public street intersects with another public street. This operation will typically be conducted after other higher priority post storm activities have been completed. Under normal circumstances, hauling of the snow will be conducted during normal Public Works work hours. Snow removal from the rights-of-way into private property driveways will be the responsibility of the adjacent private property owner.

8. COUNTY, STATE AND BOUNDARY ROAD JURISDICTION AND RESPONSIBILITY

The following table outlines the responsible each agency has to roads bordering Town of Greenville corporate limits and the County and State Highways that run through the Town of Greenville. The agencies listed below have first response maintenance responsibility to these roads. If Town of Greenville has its snow routes open and serious problems remain on the County, State or boundary roads, Town of Greenville snow plows may assist based upon the judgment of the Supervisor on duty.

Street Segment	Responsibility	Telephone No.
CTH JJ (Mayflower Rd to STH 15)	Outagamie County Highway Dept	920-832-5673
CTH CB (Moonshadow Dr to STH 15 to CTH BB)	Outagamie County Highway Dept	920-832-5673
CTH CA (CTH CB to Mayflower Rd)	Outagamie County Highway Dept	920-832-5673
CTH BB (STH 76 to CTH CB)	Winnebago County Highway Dept	920-832-5673
STH 15 – Greenville Dr (Mayflower Rd to CTH JJ)	Outagamie County Highway Dept	920-832-5673
STH 76 – Municipal Dr (CTH BB to CTH JJ)	Outagamie County Highway Dept	920-832-5673
STH 96 – Wisconsin Ave (Mayflower Rd to Greendale Rd)	Outagamie County Highway Dept	920-832-5673
CTH GV (CTH CB to Mayflower Rd)	Outagamie County Highway Dept	920-832-5673
Winnegamie Dr (STH 76 to Horizon Dr)	Town of Greenville	920-757-7276
Winnegamie Dr (Horizon Dr to Maintenance Line-W7660)	Town of Greenville	920-757-7276
Winnegamie Dr (Maintenance Line-W7660 to Anderson Ln)	Town of Clayton	920-757-7276
Mayflower Rd (CTH JJ to W. Capitol Dr)	Town of Greenville	920-757-7276
Mayflower Rd (W. Capitol Dr to STH15)	Town of Grand Chute	920-832-4771
Mayflower Rd (STH 15 to CTH GV)	Town of Grand Chute	920-832-4771
Mayflower Dr (CTH GV to STH 96)	Town of Grand Chute	920-832-4771
Mayflower Rd (STH 96 to CTH CA – College Ave)	Town of Grand Chute	920-832-4771
Mayflower Rd (CTH CA-College Av to Termini-CTH CB)	Town of Grand Chute	920-832-4771
Greendale Rd (Hunters Rd to STH 96)	Town of Dale	920-779-4609
Greendale Rd (School Rd to Hickory Ct)	Town of Dale	920-779-4609
Greendale Rd (Spring Rd to Hillview Rd)	Town of Greenville	920-757-7276
Greendale Rd (Hillview Rd to Pheasant Run)	Town of Greenville	920-757-7276
Greendale Rd (Pheasant Run to STH 15)	Town of Hortonia	920-779-4287

9. PRIORITIES FOR SNOW AND ICE CONTROL OPERATIONS

In order to make the most efficient use of available resources, we have established priorities using the assumption that the severity of a storm is not beyond the normal capabilities of the Town’s snow removal resources. Depending on the nature of the snowstorm, deviations could occur. The established priorities are as follows:

Primary and Secondary Roads	1 st Priority
All remaining Residential Roads including Cul-de-Sacs	2 nd Priority
Parking Lots, wells and lift stations	3 rd Priority

The Town’s goal is to maintain the roads in as good winter driving conditions as weather, equipment and budget allow. This does not mean bare/dry pavement should be expected after each snowfall or ice storm. Furthermore, this does not mean the roads will be free of ice and snow.

10. EMERGENCIES

Emergencies are defined as follows, but not necessarily limited to:

1. Immediate need for Police, Fire and/or Emergency Medical assistance. If Town emergency personnel must leave the public right-of-way to respond to an emergency, snow removal crews may provide necessary assistance such as opening a driveway or parking area to give access to them.
2. Isolated problem areas where access is urgently needed before all other areas are handled.
3. Icy conditions due to a water main break or clearing of streets due to debris blocking streets or access.

11. ICE CONTROL PROCEDURES

The objective of ice control is to provide a safe pavement surface for vehicular traffic by attempting to prevent a build-up of snow and ice on the pavement. Ice control also includes attempting to remove any build-up that may occur. This is typically done through an application of chemicals and the use of snow plows.

The Town may also apply liquid chemical deicers on designated streets prior to, and during storm conditions, to prevent the bonding of snow and ice to the pavement. This activity is known as anti-icing. The effectiveness of deicers used in this process is directly related to pavement temperatures. Based upon conditions, Supervisors will have discretion as to when to implement this activity.

The Town will apply ice control materials in accordance with their recommended use. Application rates and locations may vary depending upon the type of storm. The Supervisor will have discretion as to what materials are used and when they are applied.

Primary roads will generally be treated the entire length of the road with the treatment being applied down the center of the road. The goal on Primary roads is to have 75% of the road bare pavement within 24 hours after the end of the storm.

Secondary roads will generally be spot treated throughout the length of the road, including curves, intersections, and sharply sloped and inclined areas. Treatment will be applied at the center of the road. The goal on Secondary roads is to have 50% of the road bare pavement within 24 hours after the end of the storm.

Residential roads and cul-de-sacs will generally be treated at the intersection only. The roads will be navigable and may still have snow or packed ice. The goal on Residential roads and cul-de-sacs is to provide adequate movement by a properly equipped and prudently operational vehicle.

12. USE OF SALT AND ABRASIVE MATERIALS

The Town will typically use rock salt for deicing applications. However, under certain conditions it may be desirable to use abrasives when pavement temperatures inhibit the melting action of rock salt. Abrasives may be utilized to provide traction. Different proportions may be used depending on the temperature, time, and nature of the storm and road conditions.

Using salt or a salt/sand mix, pre-wetted with liquid deicers has several advantages such as quicker snow melting; melting at lower temperatures, reduction in the amount of material needed and less salt waste. Based upon conditions, Supervisors will have discretion as to what materials are used during a storm event.

13. SNOW CONTROL PROCEDURES

The depth and time of snow accumulation, along with volume of traffic, will normally dictate when snow plowing operations will begin. Plowing will take place during a storm as needed in an attempt to keep the accumulation on the pavement surface less than desired guidelines.

Snow plowing operations will be carried out in accordance with the guidelines established for the various street classifications as set forth in the Snow Manual. Such plowing operations may often times be done in conjunction with ice control activities.

Snow in excess of 2 inches or more will generally be the rule followed for starting snow plow operations on **Primary** and **Secondary** roads before the end of the storm. Primary and Secondary roads will be plowed first, during initial start of the storm and maintained until the storm has ended and Town wide plowing has started. Once Town wide plowing has started, all snowplows will plow the full width of the roadway whenever possible. Primary and Secondary roads will be cleared and treated within 8 hours of the storm ending.

Snow in excess of 4 inches or more will generally be the rule followed for starting snow plowing operation on **Residential** roads before the end of the storm. Cul-de-sac bulbs will not be plowed until the storm has ended. Snowplow trucks will plow into and out of the cul-de-sac bulbs to keep the road open. Once the storm has ended, and Town wide plowing has started, Residential roads, including cul-de-sacs will be plowed the full width of the roadway

whenever possible. Residential roads, including cul-de-sacs will be cleared and treated within 12 hours of the storm ending.

14. SNOW FENCE

The Department of Public Works may place snow fence where it could minimize blowing snow from accumulating on the pavement. Snow fence will be placed on private property only with mutual consent between the property owner and the Town. The Town will have sole discretion as to when and where to place snow fence.

15. EQUIPMENT AVAILABLE

The primary equipment available to remove snow and ice will be supplied by the Public Works Department or its contractors.

16. MANPOWER AVAILABLE

The primary staffing for snow removal and ice control will be supplied by the Department of Public Works Street Dept. During larger events, personnel from other Town departments and contracted entities may assist with snow removal efforts.

17. TYPE OF EQUIPMENT

The Town utilizes many different types of equipment during snow and ice control operations. The equipment utilized is chosen to fit the job that must be performed at that time. For ice control operations the Town typically utilizes tailgate spreaders.

For snow plowing activities the Town typically utilizes reversible plows with wing, as well as plows mounted on front end loaders and tractors.

18. EQUIPMENT MAINTENANCE AND REPAIR

As in all maintenance operations, successful snow and ice control depends upon the skillful use of manpower, personnel, equipment, and material. The efficient and economical control of ice and snow depends on the availability and use of the proper equipment. This availability does not just happen. It involves a well-planned program that is in progress during each season of the year. It also includes a program of routine inspection, maintenance, and repair of equipment utilized in snow removal operations.

19. TOWING VEHICLES ILLEGALLY PARKED – DECLARATION EMERGENCY PARKING BAN

Cars parked on the streets during a snow removal effort may be ticketed and/or towed away in accordance with Section 290-13, 290-14 dated 1-21-1998 and 290-20 (D) dated 2-11-2008. A snow emergency parking ban may be declared by the Town Chairman or the Chairman's designee. The Sheriff's Department and media will be notified when the parking ban is initiated.

20. SIDEWALK – PRIVATE RESPONSIBILITY

All sidewalks adjacent to private property are the responsibility of the property owner. The Town's responsibility is to plow the streets and keep them open to traffic. Due to the location of some sidewalks and the volume of snow being moved off of the streets, there may be occurrences when plowing operations may deposit significant amounts of snow onto the sidewalks. When this occurs, it is the responsibility of the adjacent property owner to

remove all snow from the sidewalk. All complaint calls about private sidewalks not being cleared will be routed to the Code Enforcer for complaint follow-up and code enforcement.

21. DRIVEWAYS – PRIVATE

Town snow plows will not clear private driveways except under emergency conditions and with the approval of the Supervisor on duty. The snow placed in driveways by Town plows is the responsibility of the property owner to remove. Snow from a private driveway may not be placed on or pushed across a Town Street in accordance with Section 265-16, 17 Depositing of Snow on Right-of-Ways of the Town Code dated 2-11-2008.

22. PLOWING PRIVATE PROPERTY

The Town will not plow or clear snow or ice from private property unless it must be done to allow emergency vehicles access to private property for Fire, Police, or EMS calls.

23 MAILBOXES

The Town will typically plow snow within the confines of curb line to curb line of a street. During frequent periods of heavy snowfall accumulations when storage areas for snow on the right-of-way are limited, there may be times when Town plows cannot physically place the snow from the curb line of the street up onto the adjacent Town right-of-way. The adjacent resident will be responsible for cleaning snow around their mailbox to assure delivery of mail. The resident is also responsible for assuring that the mailbox is properly installed as required by the United States Postal Service Guidelines. This requires the face of the mailbox to be installed 6” behind the back of the curb and it should be constructed to be able to withstand snow cleaning efforts by the Town. During preliminary routine inspections, Town staff will typically notify citizens when potential problems are observed with the location or if improvements to the structural integrity of their mailboxes need to be made prior to winter plowing operations. It will be the responsibility of the residents to properly relocate or improve the structural integrity of the mailbox prior to winter plowing operations. The Town will document the mailbox locations that have been tagged for improvements. The Town will not be responsible for damage to mailboxes which have not been relocated or repaired after the notification has occurred.

24. REPORTS

A storm record will be completed by the Department of Public Works for each snow event. This record should contain operating times, weather conditions, and resources committed.

25. DISCLAIMER

This Manual may be affected by at least one or more of the following events which could delay or alter snow and ice control by the Town:

1. Equipment breakdown
2. Vehicles disabled in deep snow.
3. Weather so severe as to cause work to be stopped for the safety of all personnel.
4. Unforeseen conditions and emergencies.

26. DISTRIBUTION OF MANUAL

This Manual shall be distributed to the following:

- A. Town Chairman and Town Supervisors
- B. Town Administrator
- C. Public Works Director
- D. Town Attorney
- E. Public Works Supervisors
- F. Outagamie County Sheriff Liaison
- G. Director of Parks and Recreation
- H. Fire Chief
- I. Code Enforcement Division
- J. Town Clerk
- K. EMS Chief

REGULAR SHIFT SCHEDULE

(For Town-wide Snowplowing)

**TOWN OF GREENVILLE
DEPARTMENT OF PUBLIC WORKS**

SNOW AND ICE CONTROL PROCEDURES

**REGULAR SHIFT SCHEDULE
FULL PLOW (3"+)**

NOTE:

1. During most snow occurrences the Town is able to clear the roads with one shift. The following is the regular shift schedule.

Unit #	Route
112	3
111	8
5	4
300	5 South
11	5 North
341	Parking Lots
19	Parking Lots/Trails
262	Cul de sac/ Wells/Lift Station
Immel 1	1
Immel 2	10
County 2	9
7	Cul de sac

If snow/ice conditions are developing at a time other than the Department of Public Work's regular business hours, contact the on-call supervisor through the Operations emergency cell at 920-757-7276 option 5. If there is no response after 10 minutes, use the following numbers to contact the appropriate Shift Supervisor:

Public Works Supervisor

**TOWN OF GREENVILLE
DEPARTMENT OF PUBLIC WORKS**

SNOW AND ICE CONTROL PROCEDURES

**REGULAR SHIFT SCHEDULE
PARTIAL PLOW (LESS THAN 3")**

NOTE:

- 1. During most snow occurrences the Town is able to clear the roads with one shift. The following is the regular shift schedule.**

Unit #	Route
112	C
111	G
5	F
341	Parking Lots
19	Parking Lots/Trails
262	Parking Lots/Wells/Lift Stations
Immel 1	D
Immel 2	B

If snow/ice conditions are developing at a time other than the Department of Public Work's regular business hours, contact the on-call supervisor through the Operations emergency cell at 920-757-7276 option 5. If there is no response after 10 minutes, use the following numbers to contact the appropriate Shift Supervisor:

Public Works Supervisor

**SNOWPLOWING
GUIDELINES
FOR
STREETS
AND HIGHWAYS**

**TOWN OF GREENVILLE
DEPARTMENT OF PUBLIC WORKS**

SNOW AND ICE CONTROL PROCEDURES

**SNOW PLOWING GUIDELINES
FOR STREETS AND HIGHWAYS**

Classification	Snow Depth at Which Plowing Will Begin		Full Pavement Width Should be Cleared Within Time After Ending of Storm
	Desirable	Maximum	
Primary and Secondary Routes	2"	4"	8 hours
Residential Routes	4"	6"	12 hours
Town Parking Lots, Wells and Sanitary Lift Stations	3"	6"	36 hours
Designated Regional Trails	N/A	N/A	72 hours

**ANTI-ICING
GUIDELINES &
ROUTES**

**TOWN OF GREENVILLE
DEPARTMENT OF PUBLIC WORKS**

ANTI-ICING PROCEDURES

Anti-icing – a proactive approach – should be first in a series of strategies for most winter storms. By applying chemical freezing-point-depressant materials before a storm, you can prevent snow and ice from bonding to the pavement.

Anti-icing requires about one fourth the material of deicing at one tenth the overall cost, making it the least expensive option for improving traffic safety. Anti-icing is effective and cost-effective when used correctly and approached with realistic expectations.

Guidelines for anti-icing:

- Anti-icing is often effective for heavy frosts.
- Anti-icing works best when combined with accurate road weather information.
- Early application is particularly important for frost or light freezing drizzle.
- Liquids are the most efficient and may be applied days in advance of an event.
- Pretreated salts will work at lower applications (lowest possible setting, less than 100 lbs/two-lane mile) closer to the expected event.

What to do:

- Apply only with stream nozzles to maintain some bare pavement between sprayed areas to reduce slipperiness. Fan spray is not recommended.
- Consider spot-applications on hills, curves, and intersections if predicted conditions warrant.
- Apply an anti-ice product during non-rush-hour traffic periods.

What NOT to do:

- Don't anti-ice under blowing conditions, in areas prone to drifting, and anywhere else you would refrain from using salt. Be aware of areas that are prone to wind issues.
- Reapplication isn't always necessary if there is still residual. The residual effect can remain for up to five days after application if precipitation or traffic wear-off does not dilute the initial application.
- Remember that the surface can refreeze when precipitation or moisture in the air dilutes the chemical.
- Don't apply to a warm road (above 28° F pavement temperature). It can become slippery and cause crashes!
- Don't apply before predicted rain.
- For the first application or after a prolonged dry spell, apply liquids at half the rate (not half the concentration). On dry roads, liquids tend to mix with oil from vehicles and cause slippery conditions.
- Don't apply too much or the roadway may become slippery. Less is better. Always follow application recommendations.

(Anti-icing Application Rate Guidelines) (Anti-Icing Plow Route Map)

MAJOR SNOW STORM SHIFT SCHEDULE & PLOWING ROUTES

Major Snow Storm is duration longer than 12 hours or snow amount greater than 8"

**(All Routes Map)
(Letter Route Plow Map)
(Drifting Plow Map)**

MAJOR SNOW STORM SHIFT SCHEDULE AND PLOWING ROUTES

**Note: In extreme cases where the snow storm warrants a 2-shift schedule, the employees will be broken into two 12 hour shifts, 12am-12pm and 12pm-12am

1st SHIFT – 12AM TO 12PM

Unit #	Route
112	3/C
111	8/G
5	4/F
300	5 South
11	5 North
341	Parking Lots
7	Cul du sac/E
262	Parking Lots/Wells/Lift Stations
Immel 1	1/D
Immel 2	2/B
County 2	9

2nd SHIFT – 12PM TO 12AM

Unit #	Route
112	D3
111	D1
Immel 1	D2
Immel 2	D2

**OPERATING
INSTRUCTIONS
AND
SAFETY RULES**

**TOWN OF GREENVILLE
DEPARTMENT OF PUBLIC WORKS**

SNOW AND ICE CONTROL PROCEDURES

OPERATING INSTRUCTIONS AND SAFETY RULES

1. WORK HOURS

For major storm events, two 12 hour shifts will be established at the discretion of the Public Works Supervisor. No employee will work more than a 16 hour shift without having an 8 hour break before working another shift.

2. SAFETY PROCEDURES

Safety is paramount during any snow storm. The following safety rules will be observed by all equipment operators.

A. Check your snow removal equipment prior to leaving the yard and also the following:

- 1) All work lights and emergency lights
- 2) Two-way radio
- 3) Snow plow and frame for damage
- 4) Sander/Salter
- 5) Rear view mirrors
- 6) Flags and reflectors
- 7) Windshield wipers
- 8) Heater and defroster
- 9) All necessary mapping for snow and ice removal
- 10) Vehicle Inspection Items
- 11) Liquid dispensing apparatus

B. Report any non-working equipment to a Supervisor immediately.

C. Use reasonable caution in operation of snow removal equipment.

D. Drive cautiously.

E. Utilize caution when operating in cramped quarters with parked cars on a street.

F. Know your route and any fixed objects covered by snow.

G. Obey all traffic laws.

- H. Do not follow traffic and other snow removal equipment too closely.
- I. Slow down prior to turning—your plow will tend to push you where it wants to go.
- J. Equipment involved in snow and ice control operations is emergency equipment, but you as the operator, must obey all traffic laws and give right-of-way to other vehicles.
- K. Do not attempt to tow private automobiles—offer assistance by way of radio contact.
- L. Utilize caution when operating deicing equipment. Watch for overhead obstructions. Lower box when necessary.

3. ACCIDENTS

Report all moving vehicle accidents immediately to your Supervisor. The Sheriff Department will typically be called to evaluate the accident. Prior to leaving duty on the shift, a Motor Vehicle Accident Report & Review form and the internal Vehicle Damage Claim Report, should be filled out. Your Supervisor will attempt to interview the driver at the end of the shift or within 24 hours after return to normal duties. Accident forms should be available from the on-duty Supervisor or dispatcher.

4. CARE AND USE OF EQUIPMENT

The snow plow operator is responsible for routine maintenance of the vehicle. Report any maintenance needed to the Supervisor or mechanic on duty. Check vehicle before and after use for any maintenance needed or damage to equipment. Fill out Operations Daily Inspection Check Sheet. The vehicle is to be refueled at the end of each operator's shift.

5. RADIO COMMUNICATIONS

Operators are to take duty instructions from the Public Works Supervisor on duty. The Sheriff may report road conditions or other issues to the Public Work's Supervisor. It will be the role of the Public Works Supervisor to direct all maintenance operations.

6. DAILY REPORT

Upon completion of the shift, operators will be required to fill out a Daily Report sheet. This sheet will document location, date, mileage, and material usage.

TYPICAL WORK REPORTS

**(Winter Storm Record)
(Operator Daily Vehicle Inspection)
(Daily Salt Use Ticket)
(Mailbox/Concern Request Forms)**

**TOWN PARKING LOTS/
WELLS / SANITARY LIFT
STATIONS / SIDEWALK
CLEANING PRIORITIES**

Town of Greenville Department of Public Works
Guidelines for Plowing
Parking Lots/Wells/Lift Stations/Sidewalks

General plowing guidelines for all properties:

When plowing for access only, (during overnight storms and open business hours) push along main drives to designated areas. Detailed plowing will follow storm (generally 2 am to 10 am). Keep lot access open and/or work to reduce total snow accumulation by plowing to snow dumps.

Initial clean up following snow will generally be performed by Town personnel and will plow curb to curb. Following clean up Town staff will apply salt as needed.

Additional help may be requested of Public Works to “bank” windrows when able and/or to apply salt in large parking areas.

Push all public street entrances to an interior area of the parking lot. DO NOT pile snow at entrances or on ROW. (NO “Guard Dogs”)

When possible, plow windrows to downwind locations to help avoid drifting. Arrows on maps show the direction to plow.

Move as much snow as feasible to snow dump locations listed on maps. If the piles become too large for the location Public Works staff will work to distribute following initial plowing operations.

Plow snow away from entrances, overhead doors, walkways and handicap parking.

Public Safety

During snow events:

For storms that begin late in the day, continue overnight and are more than 4” in depth, or when drifting occurs, access for emergency vehicles need to be maintained. If a site has a specific need they can call the supervisor on duty with the request.

During ice events:

All public safety facilities need to have salt applied with careful attention to sidewalks and building entrances.

All Other Parking Lots

During snow events:

Overnight access is not generally important. If time allows see description on map for instructions.

During ice events:

Salt as able.

**TOWN OF GREENVILLE
PUBLIC WORKS DEPARTMENT**

SNOW AND ICE CONTROL PROCEDURES

TOWN PARKING LOTS / WELLS / LIFT STATIONS

<u>Priority</u>	<u>Parking Lot / Well / Lift Station</u>	<u>Address</u>
1.	Fire Dept	W6895 Parkview Dr
2.	Town Hall	W6860 Parkview Dr
3.	Public Works Garage	W6895B Parkview Dr
4.	Well #3 – CTH JJ	W6872 Cty Rd JJ
5.	Well #4 – Mayflower Dr	W6108 Neubert Rd
6.	Well #2 – Airport	N671 Cty Rd CB
7.	Lift Station #1	Everglade Rd —incl. sidewalk
8.	Lift Station #2	Meadowpark Rd
9.	Crestview Well	Manley Rd
10.	Crestview Lift Station	Manley Rd
11.	Crestview Pit	Manley Rd
12.	Water Tower	N1898 Clover Lane
13.	Community Park	N1683 Greenville Dr
14.	Jennerjohn Park	W6750 Rickey Lane
15.	Lions Park	N1089 Municipal Dr

NOTE: Public Works may assist in deicing and plowing of parking lots identified on maps

**TOWN OF GREENVILLE
PUBLIC WORKS DEPARTMENT**

SIDEWALKS AND TRAILS

<u>Priority</u>	<u>Location</u>	<u>Approximate Length (feet)</u>
1.	STH 76 / Municipal Dr (West side From STH 15 to Everglade Rd)	2,680
2.	CB Trail (STH 96/Wisconsin Ave. – CTH BB)	11,500

ORDINANCE REFERENCES

§265-16 Prohibited Types of Removal and Storage

No person shall remove or caused to be removed any snow or ice from a premises owned or occupied by that person or from any residence, parking lot, parking area, filling station, business property or other property owned or occupied by said person by placing said snow onto the traveled portion of any public right-of-way, including ditches, paths and walkways. Snow removed from public walks shall not be stored in any manner which shall obstruct or limit vehicular or pedestrian vision, movement or access.

§265-17 Nuisance; Owner Responsible for Cost of Removal

No person shall deposit any snow or ice upon the traveled portion of any sidewalk, alley or road or street of the Town of Greenville. It is hereby made to be a nuisance and the Greenville Public Works Department shall be empowered to issue citations for this violation, the penalty for which shall be set from time to time by ordinance in the Fine and Forfeiture Schedule of the Town of Greenville. Each calendar day the violation exists shall be deemed a separate offense. In addition to the penalties provided for the violation of this section, the Town of Greenville may summarily remove any snow or ice so deposited and cause the cost of said removal to be charged to the owner of the property from which the said snow or ice has been removed, and upon failure to pay the same, said may be charged as a special assessment upon the tax bill to the owner of the property from which the snow or ice removal was necessitated.

§290-13 Snow Emergency Parking Restrictions

Whenever the Town Chairman shall, by reason of heavy snow storm or blizzard, proclaim a snow emergency pursuant to Wisconsin Statutes § 323.11, no person shall park, stop, or leave standing any vehicle upon the streets or any portions of the streets during the hours set forth in said proclamation.

§290-14 Night Parking Restrictions

When signs have been erected at or reasonably near the corporate limits as provided in Wisconsin Statutes § 349.13, no person shall park any vehicle between the hours of 12:00 midnight and 6:00 a.m. between November 15 and April 15 of the following year.

§290-20(D) All-Night Parking

No person shall park his/her automobile or other vehicle on Town roads in the Town between the hours of 12:00 midnight and 6:00 a.m. of each day from midnight of November 15 through to midnight of April 15 of the subsequent year. In the event the owner, or operator, of such vehicles shall not attend to its removal, the Town Chairman or his designee is authorized to move such vehicles to some suitable location, at the owner's expense.

Wisconsin State Statute 86.04 Highway Encroachments

(1) ORDER FOR REMOVAL. If any highway right-of-way shall be encroached upon, under or over by any fence, stand, building or any other structure or object, and including encroachments caused by acquisition by the public of new or increased widths of highway right-of-way, the department, in case of a state trunk highway, the county highway committee, in case of a county trunk highway, or the city council, village or town board, in case of a street or highway

maintained by or under the authority of any city, village or town, may order the occupant or owner of the land through or by which the highway runs, and to which the encroachment shall be appurtenant, to remove the encroachment beyond the limits of the highway within 30 days. The order shall specify the extent and location of the encroachment with reasonable certainty, and shall be served upon the occupant or owner of the land through or by which the highway runs, and to which the encroachment shall be appurtenant.

86.04(2)(2) **NONREMOVAL.** If the occupant or owner upon whom the order is served shall not deny such encroachment, under sub. (3), and the encroachment is not removed within 30 days after the service of such order, the occupant or owner shall forfeit \$1 for every day after the expiration of that time during which the encroachment continues. An action to recover such penalty may be brought in any court of record in the county. In all cases where a judgment is rendered, the judgment shall order that the occupant or owner remove the encroachment within the time fixed by the judgment, and upon failure to obey the order, the department, county highway committee, or city council, village or town board, as appropriate, may remove the encroachment and recover from the occupant or owner the cost thereof.

86.04(3)(3) **DENIAL OF ENCROACHMENT, PROCEDURE.** If, within 30 days after being served with the order issued under sub. (1), the owner or occupant delivers a denial in writing of the alleged encroachment to the ordering body, or fails to make a denial, the ordering body may commence an action to remove the encroachment in a court of record in the county where the property is located.

86.04**History:** 1977 c. 29 s. 1654 (8) (c); 1977 c. 273; 1987 a. 137 s. 6; 1991 a. 316; 1993 a. 490; 1995 a. 225.

86.04**Cross-reference:** For highway obstructions see s. 86.022.

86.04 Adverse possession is a defense to an encroachment action under this section. Department of Transportation v. Black Angus Steak House, 111 Wis. 2d 342, 330 N.W.2d 240 (Ct. App. 1983).