



Snow Removal Policy

Purpose

The Department of Public Works (DPW) maintains 53.8 miles of streets and 2.9 miles of alleys. The DPW is responsible for making streets, alleys, sidewalks, and parking areas safe to travel and responds to snow related complaints throughout its jurisdiction. In order to do so, the DPW works with the Burlington Police Department (BPD), City Administration, and the general public. This policy incorporates in one document the ordinance, policies, and procedures used by City of Burlington to provide a better understanding of how the department deals with winter road maintenance issues.

Winter Maintenance Goals

The primary goals of the DPW when it comes to winter road maintenance is to reduce the risk to the traveling public on city maintained roads, support necessary emergency operations by police, fire, and ambulance services, and provide safe school bus routes, hospital and school zones, and pedestrian street crossings. Our goals are also driven by a desire to reduce economic losses to the community and minimize the environmental impact of winter road maintenance by using the least amount of salt or other de-icing chemicals that is effective in clearing the roads.

Pre-Removal Decision Making

Snow removal operations can vary greatly depending on a variety of factors. Some of the factors that must be taken into consideration before launching a snow removal event are the anticipated duration and intensity of the storm, wind speed, type of precipitation, and pavement temperature. The DPW strives to maintain safe conditions for both pedestrians and vehicular traffic, balancing the cost of snow removal operations using the most efficient methods possible against the threats to public safety caused by adverse weather conditions. The DPW uses rock salt, treated salt, sand, and a mixture of salt brine and calcium chloride to break the bond between the pavement and ice. When the onset of the storm can be accurately predicted, and rain or freezing rain is not anticipated to proceed the event, Anti-icing techniques may be used as a pro-active strategy to try to keep the bond between ice and the pavement surface from forming. This technique involves applying ice control chemicals before or at the very beginning of a storm. Also, the department may spread salt during the storm to keep ice from forming on the plowed surface. What surface treatments are used, how long they are used for, where they are applied, and the number of vehicles dispatched is dictated by actual road conditions. The police department will also notify the DPW of areas where hazardous conditions exist.

To understand use of surface treatments the following two publications are helpful:

1. "Using Salt & Sand for Winter Road Maintenance" (Wis. Trans. No. 6). Enter into your browser: http://epdfiles.engr.wisc.edu/pdf_web_files/tic/bulletins/Bltn_006_SaltNSand.pdf
2. "Pre-wetting and Anti-icing" (Wis. Trans. Bulletin No. 22). Enter into your web browser: http://epdfiles.engr.wisc.edu/pdf_web_files/tic/bulletins/Bltn_022_prewetting_antiicing.pdf

Mobilization of Equipment

To keep on top of weather conditions the DWP works with the BPD to respond as soon as possible to hazardous road conditions. Snow fall of three inches or more accumulation will generally prompt plowing procedures to start. However, exceptions are made for storms based on the driving hazards they cause. For example if at the onset of the storm there is freezing rain or icing conditions surface treatments will be applied. The DPW relies on the experience of its employees to make the best decision as to what equipment to use, the type of surface treatments needed, and when to mobilize snow removal and ice prevention equipment. During the week the DPW supervisor will determine the resources needed to ensure safe travel conditions within the city. On the weekends, the decision may be made by the DWP supervisor, director, or foremen dependent upon who is on call.

The department's snow removal equipment consists of:

- Three ~ Five Yard Patrol Trucks with 12' plows and salters
- Two ~ Five Yard Patrol Trucks with 12' plows, 9' patrol wings, 250 Gal. Brine Tanks, and salters
- Two ~ Wheel Loaders with 12' plows
- One ~ Backhoe Loader
- Two ~ Snow Blower attachments for Wheel Loaders
- One ~ Tanker Truck with spreader bar for anti-icing operations
- One ~ Skid Steer Loader with 8' bucket
- Two ~ One Ton Trucks with 9.5' plows and salters
- One ~ Three Quarter ton pickup with Plow
- One ~ Quarter ton pickup with Plow
- Two ~ Tracked Toro 7020 Ground Masters with Plow, Salter, and Blower

Snow fall of three inches or more accumulation will generally prompt plowing procedures to start. However, exceptions are made for storms based on the driving hazards they cause. For example if at the onset of the storm there is freezing rain or icing conditions surface treatments will be applied. Ice control operations encompass using surface treatments to keep ice from forming on the pavement. The treatments may occur well before the storm as in the case of Anti-icing measure (the laying down of salt brine prior to a storm) to help prevent the bonding of ice from the pavement. Also, the department may spread salt during the storm to keep ice from forming on the plowed surface. What surface treatments are used, how long they are used for, where they are applied, and the number of vehicles dispatched is dictated by actual road conditions. The police department will also notify the DPW of areas where hazardous conditions exist.

Plowing and Priorities

During a snow plowing operation the DPW's will start by plowing marked highways, arterial streets, collectors, the Central Business District, the hospital and school zones, the fire and police departments, and hilly areas of the City. After these areas are plowed operators work in pairs to plow residential streets and alleys. The city is divided into five sectors as shown on Figure 1. Two operators work together clearing each sector. The downtown is the central area shown in figure 2, and is worked on collectively and with outside contractors when night time snow removal operations are needed. For operating efficiency some lower priority streets may be done when equipment is in the area rather than having to go back at a later time. In residential plowing districts, plows will at times just plow the center of the road if the intensity of the storm does not allow them to do a both lanes. A full width plowing is done as the storm starts to abate. At any time an operator may be needed to assist in plowing other sectors. As manpower and equipment become available alleys and parking lots will be plowed in a timely manner. Our one-ton trucks plow alleys in the residential and downtown areas and in publicly owned parking lots. As the wheel loaders are freed up they are used to clear cul-de-sacs.

During intense periods of accumulation at peak travel times, marked highways, and arterials will be continuously patrolled. Collectors will be patrolled as frequently as possible. Remaining streets may not be plowed until the storm lessens its intensity. Arterial and collector street designations are shown in Figure 3. Sidewalks fronting City properties and parking lots will be cleared as soon as equipment and manpower allows.

Snow Hauling Operations

Snow hauling may occur in areas where there is limited snow storage after a series of storms. The downtown area shown on Figure 2 will be removed first. Snow removal operations will take place a night usually from 10 P.M. until 6 A.M. when businesses are closed and traffic is light. The city contracts with local dump truck drivers and after windrowing the snow into the center of the street, uses its wheel loader mounted blowers to load the dump trucks for quick removal. A list of truck companies is kept on file at the Public Works Office. The truckers are scheduled as soon as the decision to blow snow has been reached. In the days following a heavy storm, or series of storms, city crews will remove snow piles from dead ends, municipal lots, and cul-de-sacs during normal working hours. Snow removal does not occur every time plowing operations occur as it depends on the weather forecast, size of existing snow piles, and what other priorities the DPW has.

Snow Emergency Declaration

Section 31-2 of the Municipal Code (See Attached Ordinances) details the declaration of an emergency by the Mayor or his/her designee. A declared emergency will restrict on-street parking around the clock, not just the extended overnight hours. It will virtually close down the City except for the operation of emergency crews, Police, EMS, and Fire Department personnel. These powers should only be exercised in extreme situations.

Parking Enforcement

Section 293-4 of the Municipal Code (See Attached Ordinances) automatically established extended winter parking restrictions from 10:00 p.m. to 6:00 a.m. after three or more inches of snowfall within a 24-hour period. This aids in plowing and snow removal efforts and remains in force for 48 hours, unless the Public Works Supervisor declares operations complete earlier.

When a snow removal operation becomes necessary in the downtown area using contracted truck drivers, the DPW will notify the Police Department of their deployment plan. The Police Department will remind late night businesses of the winter parking ordinance's restrictions. Signs will be posted downtown and at Highway entrances to the City, notifying the public of removal operations. The Washington Street parking lot and Ramp will be cleared for parking of customers in the downtown business district. The Police Department has a General Order detailing how snow-parking enforcement will occur (Attached).

Public Parking Lots

Public parking lots and ramp may be posted for no parking so that snow piles can be removed. The times that the lot will be closed will be marked at their entrances before operations begin. Listed below are the parking lots, which are maintained by city forces during the winter:

Echo Veterans Memorial Park Parking Lot	West Chestnut Street Parking Lot
Livery Parking Lot	Fire House Parking Lot
Washington Street Parking Lot	Library Parking Lot
Madison Street Parking Lot	Police Department Parking Lot
Malt House/Senior Center Parking Lot (Main/Madison)	West Chestnut Street Parking Lot
Main and Madison Street	Washington Street Parking Ramp
McCanna Park	Devor Park
Riverside Park	

Central Business District (downtown) Alleys

The allies listed below are maintained by the DPW. It should be noted that other private accesses exist which are not public alleys and therefore are not on this list.

- Pine Street alley between Milwaukee Ave. and East Chestnut St. (Fred's Alley)
- Pine Street alley between East Chestnut St. and Washington St.
- Pine Street alley between Eat Washington and East Jefferson St. (Palace Alley)
- East Washington Street alley behind Schuette Daniels Furniture Store
- Alley off of Kane Street next to First Banking Center Drive-Through Tellers (Gil's Alley)
- Alley off of Milwaukee Avenue behind Coaches (Bank One Alley)

Minor Residential District Alleys

Alleys which serve only one property's garage(s) and/or which are less than 100' long beyond the street right-of-way will be the lowest priority.

Private Plowing and Removal

Section 274-11 of the Municipal Code (See Attached Ordinances) no snow or ice removed from private property, sidewalks, or driveway approaches is allowed to be deposited in the public right-of-way streets, alleys, sidewalks, or public parking lots. Depositing of snow or ice in these areas before or after, plowing or salting operations can be dangerous and result in injury or damage to the public. This includes:

- 1) Plowing snow or ice from private property onto a street or sidewalk.
- 2) Plowing snow or ice across a street or sidewalk and depositing it in the right-of-way.
- 3) The blowing or shoveling of snow or ice onto a street or sidewalk.

No private driveways or parking lots will be plowed by City forces. Some snow and ice may be deposited in private driveways by normal plowing operations. Our main objective is to keep our roadways open for the safe passage of traffic. Where possible, operators try to minimize the size of berms across driveways. However, the City does not have the resources to remove the snow berms and will not be removed by the City crews. It is a violation of City Ordinances to deposit snow removed from private property or driveway approaches onto public roadways. Tickets will be issued to violators.

No person shall cause snow piles to be placed in such a manner as to impeded or visually obstruct the safe flow of traffic on public right-of-way. If snow piles exist which are considered hazardous by the Police or Public Works Departments, the owner or occupant of the property will be asked to remove the piles. Piles higher than 30" above the top of curb or street centerline and lying within 15' of the back of curb near driveways, or within a 25' triangle at intersections will generally be considered hazardous.

Stalled Vehicles

Public Works Department personnel will not tow or push stalled vehicles unless so directed by the Police Department in case of an extreme emergency. Public Works personnel will not provide rides for stranded motorists, although assistance may be provided to the motorist by contacting the Police Department by radio.

Complaints

Complaints regarding snow or ice removal operations should be directed to the DWP during normal working hours 7:00 A.M. to 3:30 P.M., Monday through Friday. The phone number to call is (262) 539-3770. The DPW Supervisor can also be emailed at djensen@burlington-wi.gov. The Public Works Supervisor will review the location and nature of the complaint, and make an appropriate response.

Fire Hydrants

If you have a fire hydrant on or near your property, please take the time to clear snow from and around the hydrant to ensure quick access during an emergency. Utility workers will clear snow from and around fire hydrants as time permits.

Sidewalks

Section 274-9 of the Municipal Code (See Attached Ordinances) the owner, occupant or person in charge of each lot shall remove or cause to be removed any and all snow and ice which has fallen or accumulated upon the sidewalk in front of the premises owned or occupied or cared for by him within 18 hours after cessation of the snowfall. When ice has so formed upon any sidewalk that it cannot be removed, the sidewalk shall be sprinkled with salt, sand or other ice-melting products so as to prevent the same from being dangerous.

Removal by City. Upon notification by the Police Department, the Department of Public Works shall cause all sidewalks which have not been cleaned or sprinkled in the manner heretofore described to be cleaned or sprinkled upon the default of the person whose duty it shall be to clean or sprinkle the same, and the cost thereof shall be assessed and collected as a special tax against the abutting property. (See DPW Policy.)

Mailbox Damage by Plows

If mailboxes are properly installed they will not be in conflict with normal plowing. No part of the mailbox can extend past the curb back. Mailbox conforms to postal and city standards. That means the bottom of the box is 41 inches above the ground directly behind the top of the curb, and the mailbox is mounted so the door, when closed, is 6 to 8 inches from the front face of the curb or a minimum of 24 inches from the edge of the pavement where there is no pavement.

In general, avoid installation of paper boxes, flower planters, or other attachments beneath the mailbox. However, if you do install these items, be sure they are set back at least 10 inches from the front of the mailbox. The city will not be responsible for damage to these items from snow discharge.

If a mailbox is damaged due to operator error, the operator will notify the Public Works Supervisor of the location and the amount of damage. The Public Works Department will make repairs or accept the reasonable cost of repair to the mailbox. (See letter to residents)

Departure from Policy

The City of Burlington recognizes that winter conditions vary from year to year and from storm to storm. Consequently, when conditions warrant, the DPW Director or Supervisor may order a departure from the snow and ice control and removal policies as stated in this manual in order to adjust to existing conditions.

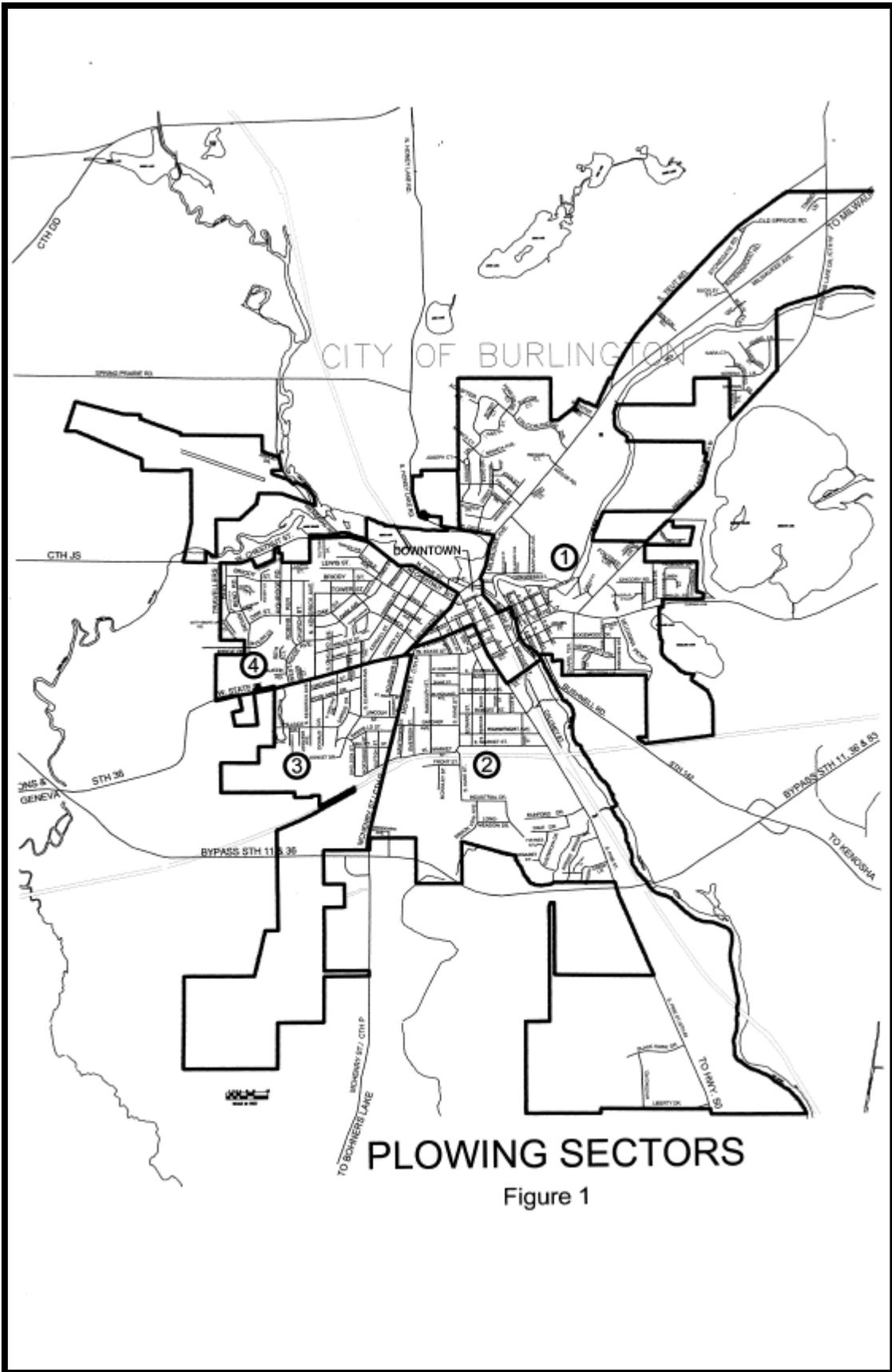
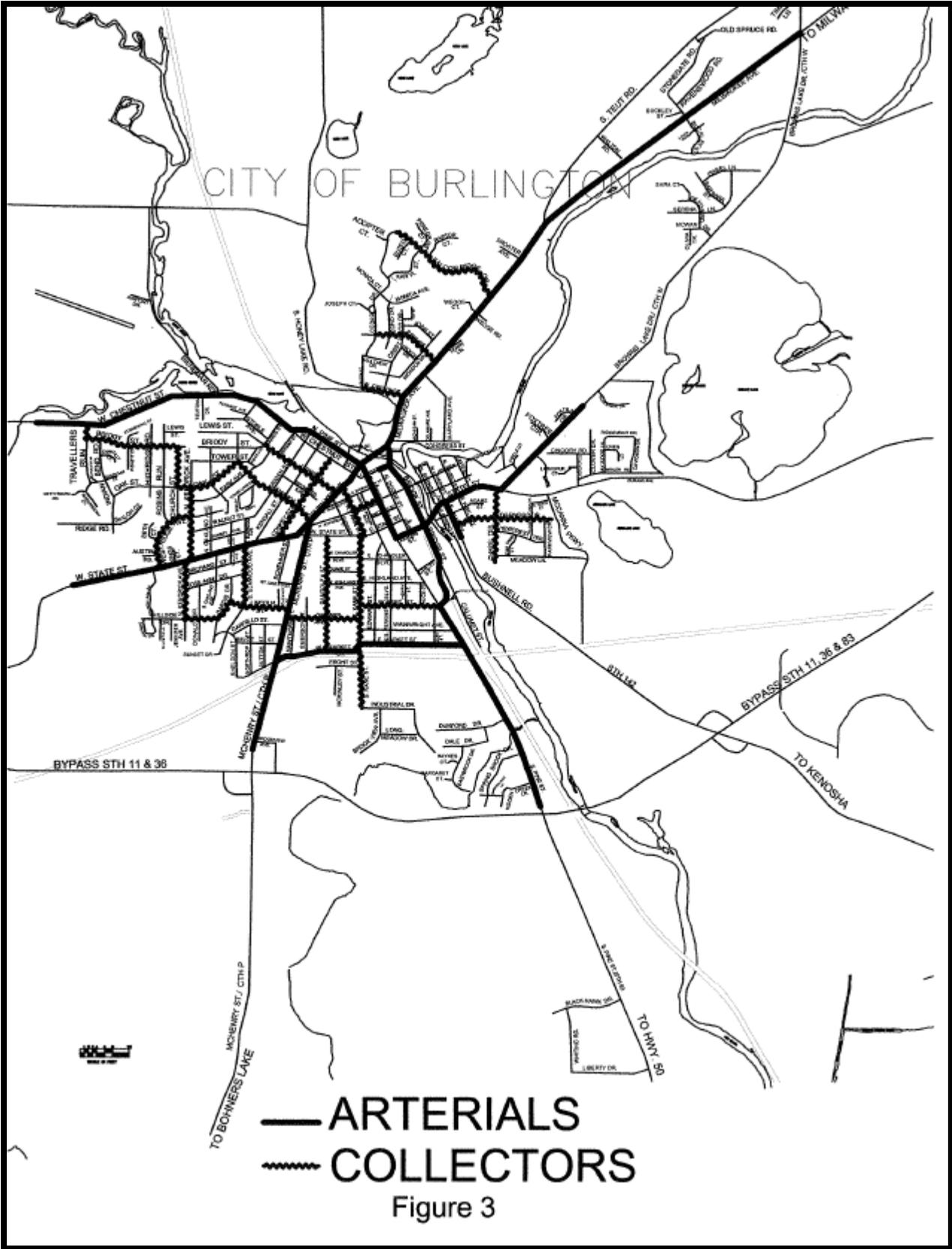


Figure 1



Municipal Code Ordinances

Chapter 31. EMERGENCY GOVERNMENT

§ 31-2. Declaration of emergency; emergency powers.

A. Declaration of emergency.

(1) Notwithstanding any other provision of law to the contrary, the Common Council for the City of Burlington may declare by resolution or ordinance an emergency existing within the City of Burlington whenever conditions arise by reason of war, conflagration (fire), flood, heavy snowstorm, blizzard, catastrophe, disaster, riot or civil commotion, and acts of God, and including conditions, without limitation because of enumeration, which impair transportation, food or fuel supplies, medical care, fire, health or police protection or other vital facilities of the City.

(2) If the Common Council is unable to meet with promptness, the Mayor is hereby authorized to declare a state of emergency by proclamation. The proclamation shall be subject to ratification, alteration, modification or repeal by the Common Council as soon as that body can meet, but the subsequent action taken by the Common Council shall not affect the prior validity of the proclamation.

(3) The period of the emergency shall be limited by the ordinance or resolution to the time during which the emergency conditions exist or are likely to exist.

B. Authority to act. During a state of emergency, the Common Council by ordinance or resolution or, in its absence, the Mayor by proclamation shall have the authority to legislate for whatever is necessary and expedient for the health, safety, welfare and good order of the City. This shall include, without limitation by enumeration, the authority to bar, restrict or remove all unnecessary traffic, both vehicular and pedestrian, from all local highways.

C. Emergency powers of the Mayor. In addition to those powers conferred upon the Mayor in the previous sections, during a state of emergency the Mayor, in consultation with the Emergency Management Coordinator and other City staff, shall exercise all executive and general administrative emergency powers, including but not limited to all of the following:

(1) The power to direct emergency response activities by City departments.

(2) The power to execute contracts for the emergency construction or repair of public improvements, when the delay of advertising and public bidding might cause serious loss or injury to the City, upon following the procedures of § 31-5 regarding emergency procurements.

(3) The power to purchase or lease goods and services deemed necessary to the City's emergency response or for the repair of City facilities, or both, upon following the procedures of § 31-5 regarding emergency procurements.

(4) The power to lease real property or structures, or both, that are deemed necessary for the continued operation of City government.

(5) The power to promulgate rules and orders to implement and clarify the proclamation exercising emergency power.

(6) The power to delegate any or all of these duties to appropriate City personnel.

D. Actions taken pursuant to the grant of authority contained in this chapter shall be subject to ratification, alteration, modification or repeal by the Common Council as soon as that body can meet, but the subsequent action taken by the Common Council shall not affect the prior validity of the action taken.

Chapter 293. VEHICLES AND TRAFFIC

§ 293-4. Winter restricted parking regulations.

[Amended 12-6-1994 by Ord. No. 1486(17)]

A. Declaration.

[Amended 11-18-2003 by Ord. No. 1740(20)]

(1) Winter restricted parking regulations shall be in force in the City by reason of a heavy snowstorm whenever snow falls during any period of 24 hours or less to a depth of three inches or more or has fallen or been blown in such manner as to produce a congestion of traffic or a traffic hazard. Winter restricted parking is declared to continue for a period of 48 hours or until such earlier time as snowplowing operations have been declared completed by the Supervisor of Streets and Parks or his designated representative.

(2) See Chapter 31, Emergency Government, for declarations of snow emergencies.

B. Winter restricted parking regulations. Whenever winter restricted parking is in force and the Supervisor of Streets and Parks or his designated representative shall have an announcement thereof made by whatever means is available, no person shall park, or suffer to be parked, any vehicle of any kind or description between the hours of 10:00 p.m. and 6:00 a.m. upon any street, alley or municipal parking lot.

[Amended 11-18-2003 by Ord. No. 1740(20)]

C. Removal. A vehicle of any kind or description parked in violation of these regulations may be removed by towing to a public parking lot, either by public or privately owned apparatus as directed by the Chief of Police or his designated representative, and shall be ticketed for illegal parking. The City shall not be responsible for any damage to the vehicle while in the public parking lot or from being towed.

D. Removal fee. Whenever it is necessary or expedient to remove any vehicle in any such area, the towing charge shall be paid for by the owner of such vehicle, as provided for in Chapter 31, § 31-9B of this Code.

Chapter 274. STREETS AND SIDEWALKS

Article I. General Provisions

§ 274-9. Snow and ice removal.

A. Duty of owner or occupant. The owner, occupant or person in charge of each lot shall remove or cause to be removed any and all snow and ice which has fallen or accumulated upon the sidewalk in front of the premises owned or occupied or cared for by him within 18 hours after cessation of the snowfall. When ice has so formed upon any sidewalk that it cannot be removed, the sidewalk shall be sprinkled with salt, sand or other ice-melting products so as to prevent the same from being dangerous. Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).

B. Removal by City. Upon notification by the Police Department, the Department of Public Works shall cause all sidewalks which have not been cleaned or sprinkled in the manner heretofore described to be cleaned or sprinkled upon the default of the person whose duty it shall be to clean or sprinkle the same, and the cost thereof shall be assessed and collected as a special tax against the abutting property.

§ 274-11. Use of streets.

No person shall, within the City:

A. Alter grades. Alter, change or cause to be altered or changed the grade of any street, sidewalk, alley or other public ground within the City unless authorized or directed to do so by the Common Council.

B. Dig in streets. Dig any hole, drain or ditch in any street, alley or other public ground without first obtaining a permit from the proper authority.

C. Operate vehicles with lugs. Drive, propel or draw any tractor, steam engine or similar piece of machinery equipped with lugs upon any streets paved with concrete, macadam, asphalt or upon streets on which tar or oil has been used.

D. Obstruct streets. Pile, deposit, or place, or permit to be piled, deposited or placed, any rubbish, wood, coal, dirt, impediment or obstruction of any kind upon or over any sidewalk, street or alley so as to occupy or obstruct any such sidewalk, street or alley, or build or erect any building, fence or other structure upon any part thereof. City sidewalks, however, may be used for outdoor seating in certain circumstances as follows:

[Amended 2-16-2005 by Ord. No. 1770(22)]



CITY OF BURLINGTON

Department of Public Works

Street, Park, and Water Divisions
2200 S. Pine Street, Burlington, WI 53105
(262) 539 -3770 / (262) 539-3773
www.burlington-wi.gov

Policy Statement – Department of Public Works

Subject: Sidewalk Snow Removal Policy

Effective: December 20, 2011

Policy Number: 3

Revised:

Who the Policy Covers: Department of Public Works (DPW) and Clerical Association employee members of Local Union Number 807, District 40, AFSCME, AFL-CIO and .

Purpose: To standardize and provide the procedure to be followed for removing snow and ice and/or sprinkling with salt, sand or other ice-melting products so as to prevent the same from being dangerous and billing for DPW services.

Policy: Each employee assigned to remove snow and ice and/or sprinkling sidewalks with salt, sand or other ice-melting products or forwarding expenditures for billing purposes will use the following procedure.

1. Take list generated from Burlington Police Department (BPD)
 - a. BPD will determine when a snow storm officially stops.
 - b. The time will be posted for public notice on the City's Website. Go to <http://www.burlington-wi.gov/> then >Your Government>Street Department>Street Maintenance> Snow Removal Timetable.
 - c. The BPD will forward snow and ice removal complaints received eighteen hours after the snow storm officially stopped to the DPW.
2. Borrow department's digital camera. Check to see that batteries are charged and that the card is not full before leaving department.
 - a. **Check** by turning camera on and see if the camera operates or states on view screen digital card is full.
 - i. If digital card is full the data on the card must be downloaded before the camera will take pictures.
 - ii. If the camera will not turn on replace batteries.
 - iii. If other problems present themselves inform the Administrative Assistant, DPW Supervisor or Public Works Director.
3. Go to addresses listed.
 - a. If in your opinion there is **Not** a significant buildup of snow or ice:
 - i. Take a picture with portion of building in background.
 - ii. fill out the work sheet and write down that there was insufficient snow or ice buildup to create a slip hazard to pedestrians and go to the next address
 - b. If in your opinion there **Is** a significant buildup of snow or ice
 - i. First picture needs to show the sidewalk condition upon arrival.

- ii. Second picture needs to show the sidewalk with a portion of the building in the background (ideally a picture of the sidewalk along with the house number.)
 - iii. Third picture is taken after snow/ice is removed and/or sprinkled with salt, sand or other ice-melting products.
 - iv. Fill out the work sheet and proceed to the next address.
4. When all addresses have been attended to return the camera and completed work sheet to the Administrative Assistant, DPW Supervisor or DPW Director
5. Person receiving camera needs to download pictures and create a file with the date of snow removal as its name.
6. File will be stored in the Public Access or P:/ drive under the file name 'Snow Removal Pictures.'
7. The information off of the work sheet needs to be entered onto the excel sheet stored under the file name 'Snow Removal Pictures' within the P:/ drive. **Note:** This file will eventually contain the city addresses either billed or checked for the year.
8. Send the copy of latest snow removal charges with amount to be invoiced to Steve DeQuaker. **Note:** When property owner does not live at the address where the work was done a second letter to the "resident" at that address should be sent as a courtesy. City hall will see two addresses filled out one being where work was done the second will be property owner. The invoice goes to the property owner.mn.
9. Rates charged will be at employee loaded rates to include all insurance, overtime, holiday and benefit costs.
10. Equipment will be charged off of the Wisconsin Department of Transportation equipment charges per the latest edition of the State Highway Maintenance Manual.
11. City administration will bill and receive all payments. Keep record of pictures and excel work sheet for future verification that billing was justified.



CITY OF BURLINGTON

Department of Public Works

Street & Park Department
2200 S. Pine Street, Burlington, WI, 53105
(262) 539-3770 – (262) 539-3773 fax
www.burlington-wi.gov

Dear Resident,

The Department of Public Works is asking residents to assist us in preventing damage to your mailboxes upcoming winter plowing season and avoid unnecessary mail interruption. Occasionally coming into contact with a mailbox is a common obstacle snowplow operators face during storm activities. While City employees are conscientious in performing their duties, there are occasions in which a snow plow will damage a mailbox that is too low and/or too close to the curb line. Setting your box to the height regulations and far enough back on the curb will minimize or eliminate any possible damage from snow removal operations.

A properly installed mailbox should not extend past the curb line and be 41 inches from the lowest point of the unit to the ground. Adding a newspaper box to the bottom or side of your mailbox increases the surface area of the mailbox (see figure). No part of the mailbox can extend past the back of the curb.

It should be remembered that weather, frost and age will effect the placement of a mailbox and annual maintenance by the resident is recommended. If the mailbox extends past the back of the curb and is damaged by a city plow the City accepts no liability for damage. If a mailbox is damaged due to operator error the operator will notify the department supervisor as to the location and amount of damage. The department will make repairs or accept the reasonable cost of repair to the mailbox.

These notices are being delivered to those whose mailbox does not conform to the standards, regardless of the degree of non-conformity. The Department of Public Works thanks you for your cooperation.

For questions please call the Department of Public Works at 539.3770.

