

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 state statute 81.15 the Town has (3) three 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, 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/Clerk 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/Clerk. Town office staff shall be familiar with this policy and assist the Administrator/Clerk as necessary and address resident issues and calls. In the absence of the Administrator/Clerk the Town 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.
- As feasible, completion of services shall be completed once for each event.
- Contractor shall contact the Town prior to the delivery of services to confirm timing.
- Contractor shall contact the Town with any service delays, equipment failure, etc.

Roadway Prioritization

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

Tier I	Tier II (and adjacent cul-de-sacs)	Tier III (by priority and including 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	Main Street	Hillside Drive
Milky Way	Rogers Lane	Van Handel Drive
Lowes Lane	Hank Drive	Red Tail Lane
Van Roy Road	Hopfesperger Road	Fieldside Lane
Theatre Way	Valleywood Lane	Hickory Park Drive
Emons Road	Marion Avenue	Snowberry Drive
Buchanan Road	State Park Road	Holly Lane
Block Road	Speedway Lane	Greenspire Way
Debruin Road ^D	Weiler Road ^D	Barberry Lane
Loderbauer Road	Haas Road ^D	Power Road ^D
	Haen Road ^D	Nackers Road ^D
	Clune Road ^D	New Road ^D
	Outagamie Road ^D	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	Tier III	Salting/Sanding	Drifters
Snow Dusting (<1")	X	NA	NA	Intersections/ hills only	NA
Snow (1"-3")	X	As necessary <i>(If windy)</i>	As necessary <i>(Weekdays only)</i>	Intersections/ hills only	If windy
Snow (4"-8")	X	X (completed simultaneously for efficiency)		Intersections/ Hills only, (Tier I as necessary)	X
Snow (9" or more)	X	X (completed simultaneously for efficiency)		Intersections/ Hills only, (Tier I, Tier II, Tier III as necessary)	X
Ice event/ freezing rain	X	X	X	Intersections/ hills, (Tier I, Tier II, Tier III as necessary)	NA
General Drifting (No event)	NA	NA	NA	NA	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.

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 from 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 with the Towns assistance.