

**CITY OF NEW LONDON
WINTER ROAD & SIDEWALK MAINTENANCE POLICY**

GENERAL

The purpose of this policy is to set up acceptable procedures and policies for the winter maintenance of public areas in the City of New London, WI. The existing ordinances for sidewalk and parking control and snow emergency regulations are not repealed.

The intent of establishing the Winter Maintenance Policy concerning snow and ice is to provide a uniform understanding of the 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 City of New London Public Works and Parks & Recreation Departments have regular work hours, and if a storm requires attention during weekends or holidays or at night, this would require overtime. It can be expected that service during off hours will be minimal and only provided when extreme storm conditions arise or on intensely used areas and routes.

The Public Works and Parks & Recreation Departments endeavor to maintain public areas open to travel with adequate traction for pedestrians and vehicles properly equipped and operated for winter driving conditions. This does not mean that either bare, dry pavement or clear wheel tracks should be expected after each snowfall or ice storm. Furthermore, this does not mean the streets will be free of ice and snow.

ROADS & PUBLIC AREAS

Obviously certain areas of the City 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 necessitates that priority be given to certain areas over others. A map of the City showing the various classes of maintenance is on file at the Director of Public Works 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, watermain breaks, fires, ambulance calls, or other obvious emergencies.

EXHIBIT A

CLASS 1: Arterial streets are those streets that are designated as County, State and Federal Highways, which carry through-city traffic.

CLASS 2: Business District shall include the downtown area streets, alleys, and major parking lots.

CLASS 3: Collector streets are those streets that generally carry traffic from one neighborhood to another portion of the City, truck routes, or routes serving a major public or quasi public facility.

CLASS 4: Hospital routes shall include streets leading directly to a hospital or clinic, including a route without excessive grade.

CLASS 5: Grades in excess of 4% that carry a large amount of traffic and would otherwise cause excessive stalled vehicles.

CLASS 6: All other streets and alleys not in the Business District Class that serve individual premises.

CLASS 7: Public sidewalks are the walks that abut the public owned lands in the community.

CLASS 8: Included in this Class are cleaning of intersections for better traffic movement. This shall include removal of snow for visibility at intersections to a level of 3.5 feet or less above street grade.

CLASS 9: Public skating rinks.

CLASS 10: Sidewalks abutting private property may be City maintained on a property owner default basis and the penalty and costs would be 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 that 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 off hours, shall keep watch and assist in notification to the Street Superintendent of needed service. The Director of Public Works may also direct the Street and Parks & Recreation Departments to commence winter maintenance operations. The Director of Public Works office shall receive all complaints and forward same to the Street Superintendent during normal work hours.

TYPE OF SERVICE TO BE PROVIDED

EQUIPMENT AVAILABLE FOR WINTER MAINTENANCE

<u>Number</u>	<u>Major Equipment</u>
4	Plow Truck
5	Plow Truck
6	Flat Bed Truck
7	Plow Truck
8	Flat Bed Truck
9	Plow Truck
12	Loader
15	Loader
21	Grader
314	Bobcat

It should be expected that 90% of the above equipment should be available for a winter maintenance program, and that 70% of the equipment should be kept operational with repair time of less than one hour.

Outside private equipment may be contracted for, if authorized by the Common Council. The Council has authorized such when needed to clear public parking lots.

PERSONNEL AVAILABLE FOR WINTER MAINTENANCE PROGRAM

The City employs 6 fulltime Street Division personnel as the primary personnel available for the winter maintenance program, including the Street Superintendent. These employees are available fulltime during normal 7 a.m. to 3 p.m. working hours, or shall be scheduled or called in during off hours by the Street Superintendent. One employee is on call during the weekend and on holidays.

All snowfall conditions that require winter maintenance shall be considered emergency situations due to hazard to life and property. During these situations, winter road and sidewalk maintenance work shall take priority over the normal work of the Department of Public Works and the Parks & Recreation Department. In addition to Street Division personnel, the Director of Public Works may make arrangements for the following sources of personnel to perform winter maintenance work:

1. Employees of the Wastewater Treatment Facility.
2. Employees of the Parks & Recreation Department.
3. Private contract personnel and equipment.
4. Other City employees.

OVERTIME POLICY

The determination of when to use overtime in the removal of snow or ice shall be made by one of the following:

1. Street Superintendent.
2. Director of Public Works.

The need for overtime shall be established from the severity of a storm. Maintenance of roads and public areas, in Classes 6 through 10, 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.

CLASS 2: Areas shall be kept open to travel by plowing to the sides or sanding or salting.

CLASS 1 & 2: Snow shall generally be loaded and removed during the first No-Parking hours of 3-6 a.m. after a storm.

CLASS 3, 4, & 5: These streets shall have two lanes open to traffic.

In the following sections on plowing, salting, and sanding, the times allotted for snow removal of a storm shall not include Saturdays, Sundays, or holidays.

PLOWING

Plowing shall consist of moving the snow or ice to either side of the specific area, or may also include loading and trucking to a point of non-environmental concern.

Plowing shall commence as the Street Superintendent or his designee shall direct. Service shall be in order of the Class of maintenance.

All street and roadways in Classes 1 through 5 shall have two lanes of traffic open if at all possible at all times.

Class 6 streets shall have two lanes of traffic open within 24 hours after a storm.

Class 7 areas shall be open to travel within 24 hours after a storm. One person from the Parks & Recreation Department shall begin removal as soon as possible after a storm.

Class 8 areas shall be cleared within 72 hours after a storm.

Class 9 areas shall be cleared for public use within 48 hours after a storm. Snow removal shall be performed by Parks & Recreation Department personnel.

Class 10 shall be done only after proper notification by the City and failure to maintain by the property owner; then shall be done in accordance with Section 8.06 of the Municipal Ordinance, which requires that all walks be maintained. This will result in a penalty and a future assessment on the tax roll.

All Classes of areas shall be adequately plowed edge to edge as reasonable as possible within 4 days.

PRIVATE PLOWING

No snow or ice removed from private property shall be deposited in the public ways in areas expected to be cleared by personnel from the City of New London. This would include any of the following, which are prohibited:

1. Pushing snow or ice across a roadway or walk.
2. Pushing or carrying and depositing snow or ice on a public way, where expected to be maintained for pedestrian or vehicular traffic.
3. The blowing of snow or ice onto a pedestrian or vehicle traffic area.

Any of the above are a general nuisance, dangerous, and could cause injury or accidents, 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, set by ordinance, until such nuisance shall be removed.

Removal may also be made by the City, through notification of the property owner. A penalty set by ordinance, plus actual removal cost will be assessed.

SALTING

Salting shall provide a placement of calcium chloride or sodium chloride upon a snow or ice surface to remove accumulation when temperatures are below freezing. NOTE: Salt shall be used only when absolutely necessary as determined by the Street Superintendent in areas of high volume traffic or dangerous conditions. Salt may have adverse effects on the environment and shall be used with this in mind.

Salt is not effective when temperature is below a certain degree adjusted by the amount of available sunlight.

SANDING

Sanding shall consist of spreading sand to provide a traction surface on packed snow or ice and shall be applied only in areas of high traffic movement or unsafe areas as determined by the Street Superintendent. NOTE: Sanding of streets can cause a buildup of sand in storm sewers and points of discharge, which could require additional maintenance or environmental concerns. Therefore, sand shall be used only as absolutely needed.

SAND AND SALT MIXTURE

A mixture of sand and salt may be required as directed by the Street Superintendent to provide a safe surface for traffic.

The City uses a mixture of sand and salt for general use on streets and sidewalks.

The barrels placed throughout the City with this mixture are available to the City residents.

EMERGENCY REQUESTS FOR MAINTENANCE SERVICE

Emergency calls may be made when threatening conditions may lead to damages, injury, or loss of life. Also, this may include power outages, downed power lines, watermain breaks, or other similar occurrences.

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 Director of Public Works office during work hours of 8:00 a.m. to 4:30 p.m. weekdays. The office personnel will notify the proper persons for action if necessary.

There will be no plowing of private driveways by City personnel. Some snow and ice will be deposited in private driveways during snow and ice removal operations. This will not be removed by the City.

The City will not replace mailboxes damaged during the course of winter road and sidewalk maintenance.

RECORD KEEPING

A record of all significant winter storms and maintenance and complaints shall be maintained in the office of the Director of Public Works. This shall include off-hour complaints and winter storm-related accident reports from the Police Department and the Street Garage.

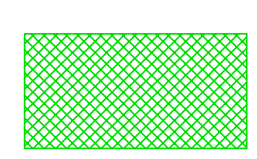


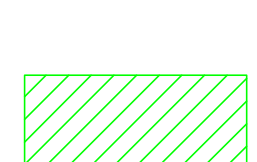
RELATED CITY ORDINANCES

The City Ordinances that cover winter street and sidewalk maintenance and snow removal are listed below:

- 7.09 Snow Emergency Regulations
- 7.07(3) All Night Parking Prohibited
- 8.06 Snow and Ice Removal

CITY OF NEW LONDON

STREET CLASSIFICATION FOR WINTER MAINTENANCE

-  CLASS 1
-  CLASS 2
-  CLASS 3
-  CLASS 4
-  CLASS 5
-  PLOWED BY COUNTY

NOTE: UNMARKED STREETS ARE A CLASS 6.

