

SNOW REMOVAL OPERATIONS POLICIES AND PROCEDURES

PURPOSE

The purpose of this document is to set forth the Village's snowplow policy and inform citizens of the important factors and associated conditions involved in providing this service. This policy supersedes any and all previously written documents and unwritten policies of the Village of Biron regarding snow and ice.

POLICY

The Village of Biron is committed to providing safe and sustainable winter maintenance operations while continuing to improve those operations to provide safety and mobility for the traveling public. As an integral part of this effort the Village will strive to optimize the use of all winter maintenance materials as they pursue the goal of a safe and sustainable transportation system.

PRIORITIZING ROADS

The village roads will be plowed in the following order

- Priority 1- Roads with highest traffic volume – Eagle Road, North and South Biron Drive, 80th Street and Kahoun Road
- Priority 2- Collecting Roads – Roads that lead to County Highways, County Roads or Priority 1 Roads
- Priority 3- * Residential Streets, ** Dead Ends, and cul-de-sacs

* Where safety concerns exist, a street may be advanced to a higher priority for plowing and/or salting.

** For operating efficiency some lower priority streets (ex: Dead Ends) will be done when equipment is in the area rather than doubling back at a later time.

When heavy snows are occurring during peak travel times, roads with the highest traffic volume will be plowed more frequently. Secondary streets (collectors) will be plowed as often as possible. Low volume residential streets may not be plowed until storm abates.

TIMES FOR PLOWING

The village crew typically begin their day at 6:30 a.m. If there is a heavy snowfall they may start earlier. The goal is to get roads cleared before people head out to work and then again before they return. The hours may be altered as determined by weather conditions, the forecast and to provide a safe working situation.

DECISION ON PLOWING

Each storm is different. The Public Works Director will take many variables into consideration in the decision to plow or not to plow. Some of those variables include temperature, wind, conditions prior to storm and during the storm, forecast, previously salted roads, rain and ice build up, and the amount of snow that falls. Taking all of these factors into consideration, it is typical that plowing may begin when 3 inches of snow has fallen. A major exception may be if there is ice build up previous to the snow fall. In that situation leaving a layer of snow increases safety and decreases ice build up. It is not an exact

science and there may be times when the decision of when or if to plow is questioned. The first and most important aspect is the safety of those on the road.

OVERTIME POLICY

The determination of when to use over-time in the removal of snow or ice shall be made by the Public Works Director. The need for over-time shall be established from the severity of a storm or emergency condition.

BUSINESS, PUBLIC AND PRIVATE PARKING LOTS AND DRIVEWAYS

Business, Public and Private Property owners are responsible for plowing and/or salting their parking lots and driveways. In accordance with a Wisconsin Supreme Court ruling, the Village may not provide snow removal or salting services to businesses or public parking lots.

For Village Residents only - If no other option is available, village residents may contract with the Village of Biron to have private driveways plowed for a fee that fully reimburses the Village for all costs incurred.

WINGING OR WIDENING ROADS

Care will be given to leaving the least deposits of snow in driveways as possible but cannot be completely avoided. To keep the snow in your driveway to a minimum, when plowing your driveway put as much snow as possible to the right side of your driveway as you are exiting. Or at least 20 feet into your driveway rather than on the roadside.

PROPERTY DAMAGE

The Village recognizes that on occasion private property is damaged during snow and ice control operations. Where this happens, it will be the policy of the Village to handle damages in the following manner:

1. Mailboxes. It shall be the responsibility of the property owner to maintain access to mailboxes so mail can be delivered.
 - The Public Works Director or Village Board Member shall investigate complaints of damage. If evidence indicates that physical contact occurred between the plow and the mailbox, the Village may assume responsibility for repair. Where evidence indicates that snow caused damage to the mailbox, the homeowner will assume responsibility for the repair.
 - Replacement of mailboxes and/or mailbox posts by the Village of Biron shall be limited to \$25.00 per mailbox. Special decorative mailboxes and/or posts will not be provided. If the owner wishes to install a decorative mailbox and/or post, it shall be at the owner's expense. The Village will reinstall a standard mailbox on a 4" x 4" wooden post to replace those damaged.
2. Driveway Aprons. Damage caused to driveway aprons will not be repaired unless authorized by the Village Board.
3. Fences and other encroachments. If it is determined that damage to private property was caused by Village snow plowing operations, the repair or replacement of damages may be approved by the Village Board. It will be the Village's discretion as to doing the work or having

the property owner supply an estimate; the owner must present an invoice confirming repair is complete before payment will be made.

- No damages to fences located closer than eight (8) feet to the public right-of-way will be covered by the Village. The Village will not repair private Landscaping -including nursery and inanimate materials that are installed or encroach on Village owned right-of-way.
4. Cars, vehicles, and trailers. Any vehicle or trailer damaged by snow plowing operations due to illegal parking shall be the owner's responsibility.
 5. Lawns. The Village will not repair the lawns that are in the right-of-way of a Village Road. The Village assumes no liability for lawn damage or losses.

COMMERCIAL OPERATORS

Operators of private snow removal services not hired by the Village, but operating within the Village limits, shall completely clean all snow pushed onto the Village streets and be liable for all damages caused to Village or Private property.

KEEPING ROADWAYS SAFE

When you take care of your own snow removal please be aware that pushing snow onto or across roads from private driveways can cause accidents, death and/or damage.

Keep garbage containers out of the right of way so the plows can safely clear the roads without hitting your containers.

Parking your car on the town road can cause safety issues. With minimal shoulders, a car parked on the road can be in the way of plows and be in the way of other traffic.

PARKING RESTRICTIONS DURING SNOW MONTHS

Restricted snow parking shall be in effect when existing weather conditions could severely impede vehicular traffic or snow and ice removal operations in the Village. Illegally parked vehicles shall be responsible for damage including but not limited to, damage to Village vehicles, public property and injury or harm to employees of the Village of Biron.

COMPLAINTS

Complaints regarding snow or ice removal operations should be directed to the Public Works Director or Village Board. The location and nature of the complaint will be reviewed and an appropriate response will be made.

ADOPTED BY VILLAGE BOARD ON: 10/14/2024

EFFECTIVE DATE: 10/14/2024