



DEPARTMENT OF PUBLIC WORKS

SNOW AND ICE CONTROL MANUAL



December 2015

This Page Left
Blank Intentionally



www.townofgreenville.com

Public Works

W6895 Parkview Dr
PO Box 60
Greenville, WI 54942

PHONE:
920-757-7276

FAX:
920-757-6342

E-Mail:
publicworks@townofgreenville.com

December, 2015

The Town of Greenville is currently responsible for over 103 center line miles of roads.

The Department of Public Works is preparing to provide standard-setting snow removal services for our community this winter. We developed this Snow and Ice Control Manual to help us continually refine our snow and ice removal program.

Included in the Manual are guidelines and instructions for carrying out the snow and ice control program for the Town of Greenville. For more detailed information concerning our snow-fighting program, please do not hesitate to contact us.

Sincerely,

Dean A Schiller
Public Works Supervisor
Town of Greenville

This Page Left
Blank Intentionally

TABLE OF CONTENTS

Snow and Ice Control Procedures.....	2
Regular Shift Schedule	11
Use of Abrasives and Chemicals for Ice Control.....	13
Deicing Application Rate Guidelines	14
Snow Plowing Guidelines for Streets and Highways	15
Anti-Icing Guidelines and Routes.....	17
Anti-icing Procedures	18
Anti-icing Rate Guidelines	19
Anti-icing Shift Schedule.....	19
Anti-icing Route Map	20
Major Snow Storm Shift Schedule and Plowing Routes	21
Shift Schedules.....	22
All Plow Route Map	23
Letter Route Map	24
Drifting Route Map.....	25
Individual Plowing Routes.....	26
Operating Instructions and Safety Rules.....	35
Typical Work Reports.....	38
Winter Storm Report Page	39
Operator’s Daily Inspection Check Sheet.....	40
Daily Salt Use Ticket	41
Mailbox Replacement Policy	42
Concern Request Form	43
Parking Lots/Wells/Sanitary Lift Stations/Sidewalk Cleaning Priorities	44
Guidelines for Plowing Town Parking Lots/Wells/Lift Stations/sidewalks	45
Town Parking Lots/Wells/Lift Stations	46
Town Parking Lots/Wells/Lift Station Plowing Maps.....	47
Sidewalk and Trails.....	58
Ordinance References	59

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

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 #	Employee / Call #	Phone #	Route	Back-up
111	Chris Thelen / 130	920-850-1312	4	Jacob Rick
4	Brandon Powell / 140	920-585-3093	8	Steve Tuesburg
5	Rodney Koleske / 115	920-585-7607	3	Chip Garrow
300	Chip Garrow / 220	920-636-8718	5 South	Dean Schiller
11	Jacob Rick / 230	920-540-6060	5 North	Steve T. / Steve V.
12	Brandon Powell / 140	920-585-3093	As Needed	Steve Tuesburg
19	Jeff Wege	920-850-7310	Parking Lots/Trails	Steve Tuesburg
261	Tom Becher	920-757-5997	Parking Lots	Jeff / Steve T.
261	Tim Sams	920-740-4376	Wells & Lift Stations	Tom B. / Jeff W.
Immel 1	Al	920-585-2041	1	N/A
Immel 2	Paul	920-585-3503	2	N/A
County 1	Adam	Dan Nejedlo 920-209-9810	10	N/A
County 2	Tim	Dan Nejedlo 920-209-9810	9	N/A
7	Steve Tuesburg	920-858-8598	As Needed	Dean Schiller

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:

Dean A. Schiller Public Works Supervisor 920-585-4316

USE OF ABRASIVES AND CHEMICALS

(Deicing Application Rate Guidelines)

Deicing Application Rate Guidelines

24' of pavement (typical two-lane road)

These rates are not fixed values, but rather the middle of a range to be selected and adjusted by an agency according to its local conditions and experience.

Pavement Temp (°F) and trend (↑↓)	Weather Condition	Maintenance Actions	Lbs / Two-lane mile			
			Salt Prewetted / Pretreated with Salt Brine	Salt Prewetted / Pretreated with Other Blends	Dry Salt*	Winter Sand (abrasives)
>30° ↑	Snow	Plow, treat intersections only	80	70	100*	Not Recommended
	Frz. Rain	Apply chemical	80 - 160	70 - 140	100 - 200*	Not Recommended
30° ↓	Snow	Plow and apply chemical	80 - 160	70 - 140	100 - 200*	Not Recommended
	Frz. Rain	Apply chemical	150 - 200	130 - 180	180 - 240*	Not Recommended
25 - 30° ↑	Snow	Plow and apply chemical	120 - 160	100 - 140	150 - 200*	Not Recommended
	Frz. Rain	Apply chemical	150 - 200	130 - 180	180 - 240*	Not Recommended
25 - 30° ↓	Snow	Plow and apply chemical	120 - 160	100 - 140	150 - 200*	Not Recommended
	Frz. Rain	Apply chemical	160 - 240	140 - 210	200 - 300*	400
20 - 25° ↑	Snow or Frz. Rain	Plow and apply chemical	160 - 240	140 - 210	200 - 300*	400
20 - 25° ↓	Snow	Plow and apply chemical	200 - 280	175 - 250	250 - 350*	Not Recommended
	Frz. Rain	Apply chemical	240 - 320	210 - 280	300 - 400*	400
15 - 20° ↑	Snow	Plow and apply chemical	200 - 280	175 - 250	250 - 350*	Not Recommended
	Frz. Rain	Apply chemical	240 - 320	210 - 280	300 - 400*	400
15 - 20° ↓	Snow or Frz. Rain	Plow and apply chemical	240 - 320	210 - 280	300 - 400*	500 for frz. Rain
0 - 15° ↑↓	Snow	Plow, treat with blends, sand hazardous areas	Not Recommended	300 - 400	Not Recommended	500 - 750 spot treat as needed
< 0°	Snow	Plow, treat with blends, sand hazardous areas	Not Recommended	400 - 600**	Not Recommended	500 - 750 spot treat as needed

**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)

Anti-icing Application Rate Guidelines

Condition	Gallons / Lane Mile		Other Products
	McM12	Salt Brine	
Regularly scheduled application	15-25	20-40	Follow Manufacturers' recommendations
Prior to frost or black ice event	15-25	20-40	
Prior to light or moderate snow	15-25	20-50	

These guidelines are a starting point.
Reduce or increase rates incrementally based on your experience.

- Do NOT apply liquid unless:
- * Pavement Temps: 15° F and rising
 - * Dew Points: must be at least 2 points apart.
 - * Relative Humidity: 70% or less
 - * Sky and Wind Speed: 15 mph or less when loose snow is present.

*****If the event is going to start as rain, do NOT apply liquids.**

Anti-icing Shift Schedule

NOTE: The primary operator will be the first one called when anti-icing is needed in the mornings, on weekends and holidays. The back-up operator will be called when anti-icing is needed in the evenings and when the primary operator is off of work (vacation, sick, etc.).

Unit #	Employee/Call#	Phone #	Route	Back up
111	Chris Thelen / 130	920-850-1312	Anti-icing Map	Jacob Rick / 230

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 number to contact the appropriate Shift Supervisor.

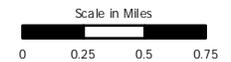
Dean A Schiller, Public Works Supervisor 920-585-4316

Anti-Icing Plow Route

25.31 Total Miles

-  School
-  Town Hall
-  Public Safety Building
-  Anti-Icing

Updated 11/28/12
Updated 10/31/14



This scale is approximate and is not based upon legally recorded or surveyed data.

Source: WiDOT - 2014

This map provides data containing geographic information about the Town of Greenville. The data was obtained from multiple sources and agencies. The Town of Greenville provides this information with the understanding that it is not guaranteed to be current, correct or complete and assumes no responsibility for the accuracy of this map or its use or misuse. The map is intended for use as a general reference only.

Prepared October 23, 2012 By:
Town of Greenville - GIS Department
W6860 Parkview Dr.
P.O. Box 60
Greenville, WI 54942
(920)757-7276 Phone
(920)757-6342 Fax
Website: www.townofgreenville.com
Email: gis@townofgreenville.com



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

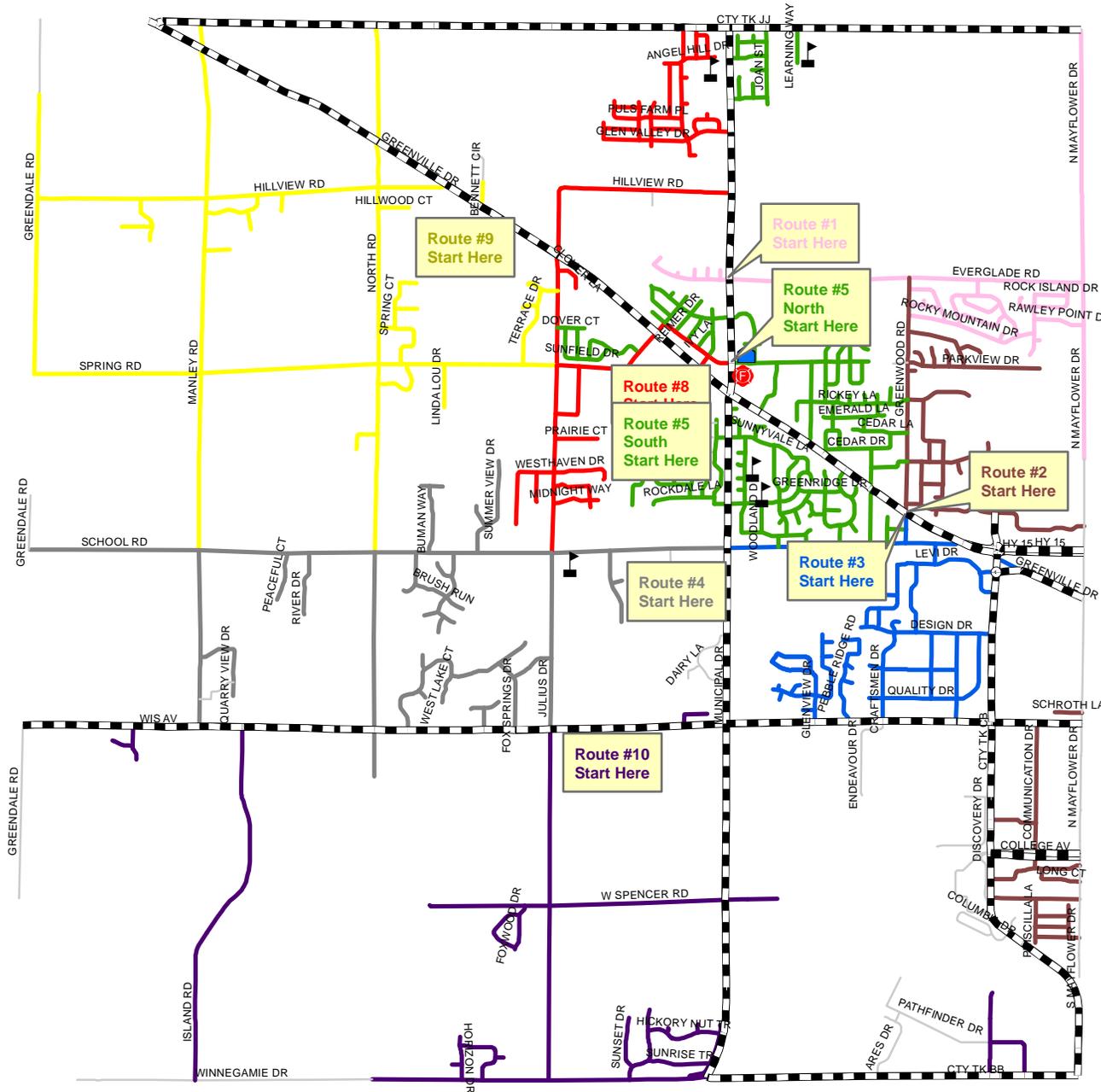
1st SHIFT – 12AM TO 12PM

Unit #	Employee / Call #	Phone #	Route	Back-up
111	Chris Thelen / 130	920-850-1312	4 , F	Jacob Rick
4	Brandon Powell / 140	920-585-3093	8 , G	Steve Tuesburg
5	Rodney Koleske / 115	920-585-7607	3 , C	Chip Garrow
300	Chip Garrow / 220	920-636-8718	E	Dean
300	Chip Garrow / 220	920-636-8718	5 South	Dean
11	Jacob Rick / 230	920-540-6060	5 North	Steve VanDynHoven
12	Steve Tuesburg	920-740-4376	As Needed	N/A
261	Tom Becher	920-757-5997	Parking Lots	Jeff Wege
261	Tim Sambs	920-540-5111	Wells & Lift Stations	Tom Becher
Immel 1	Al	920-585-2041	1 , D	N/A
Immel 2	Paul	920-585-3503	2 , B	N/A
County 1	Adam	Dan Nejedlo 920-209-9810	10	N/A
County 2	Tim	Dan Nejedlo 920-209-9810	9	N/A

2nd SHIFT – 12PM TO 12AM

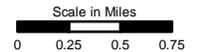
Unit #	Employee / Call #	Phone #	Route	Back-up
111	Jacob Rick / 230	920-540-6060	D3	Tony
4	Steve Tuesburg /	920-858-8598	D1	Steve VanDynHoven
5	Chip Garrow / 220	920-636-8718	D2	Tony
300	Dean Schiller / 110	920-585-4316	As Needed	N/A
11	Steve VanDynHoven / 321	920-841-8740	As Needed	N/A
7	Jeff Wege	920-850-7310	As Needed	N/A

All Plow Routes 106.61 Total Miles



- Non Plow Route
- Immel #1 Route #1 - 9.24 miles
- Immel #2 Route #2 - 10.32 miles
- #5 Route #3 - 10.62 miles
- #111 Route #4 - 13.83 miles
- #11 and #300 Route #5 Combo - 19.55 miles
- #4 Route #8 - 11.42 miles
- County #2 Route #9 - 16.78 miles
- County #1 Route #10 - 14.85 miles
- +— County or State Highway
- 🏫 School
- 🏛️ Town Hall
- 🚒 Public Safety Building

Updated 10/31/14
Updated 11/6/15



This scale is approximate and is not based upon legally recorded or surveyed data.

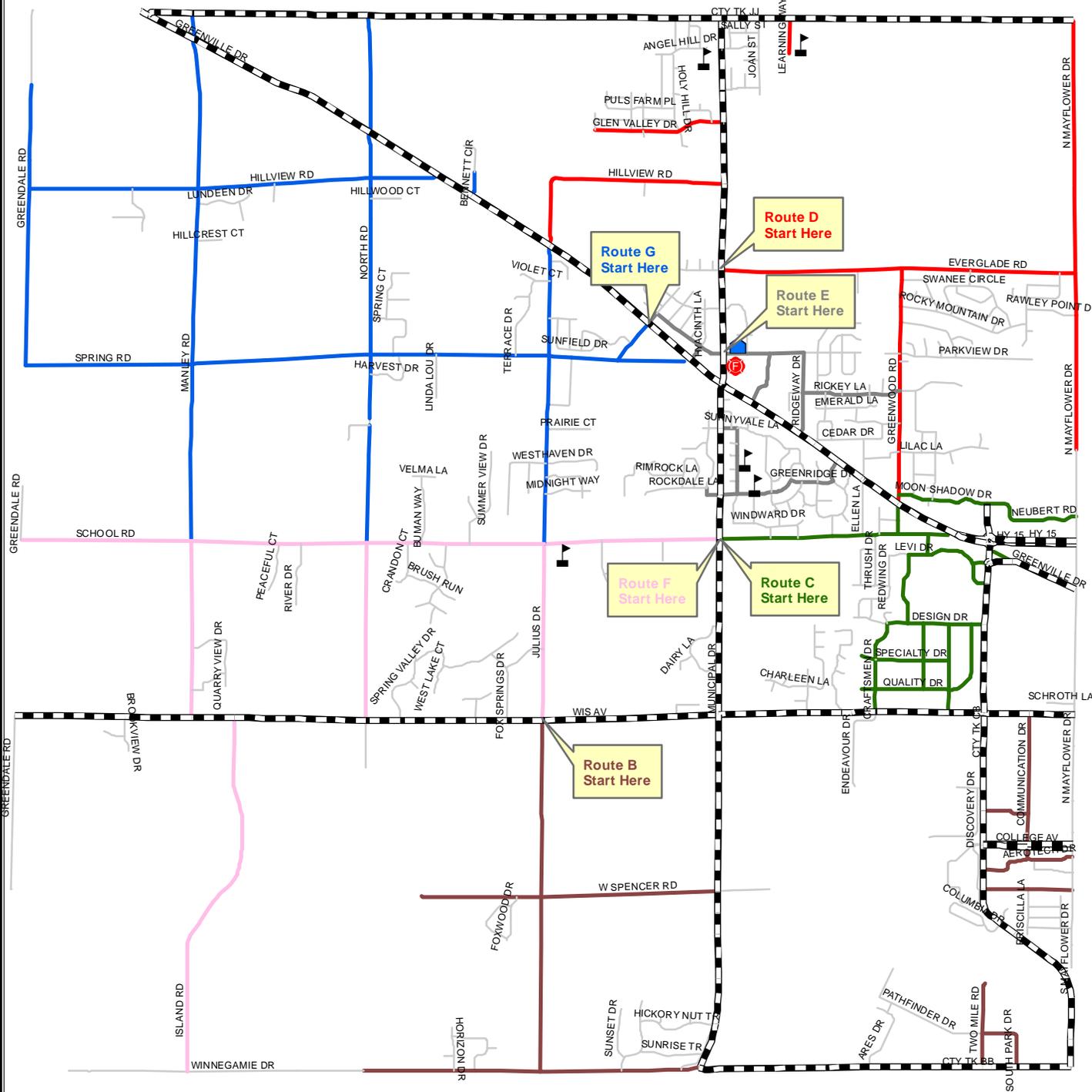
Source: WIDOT - 2014

This map provides data containing geographic information about the Town of Greenville. The data was obtained from multiple sources and agencies. The Town of Greenville provides this information with the understanding that it is not guaranteed to be current, correct or complete and assumes no responsibility for the accuracy of this map or its use or misuse. The map is intended for use as a general reference only.

Prepared October 16, 2014 By:
Town of Greenville - GIS Department
Waldo Parkview Dr.
P.O. Box 60
Greenville, WI 54943
(920) 757-1275 Phone
(920) 757-6342 Fax
Website: www.townofgreenville.com
Email: gis@townofgreenville.com

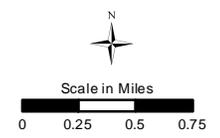


Letter Plow Routes 54.87 Total Miles



- Non Plow Route
- Immel #2 Route B - 8.85 miles
- #5 Route C - 7.26 miles
- Immel #1 Route D - 8.06 miles
- #7 Route E - 3.80 miles
- #111 Route F - 11.19 miles
- #4 Route G - 15.71 miles
- County or State Highway
- 🚩 School
- 🏠 Town Hall
- 🚓 Public Safety Building

Updated 10/31/14



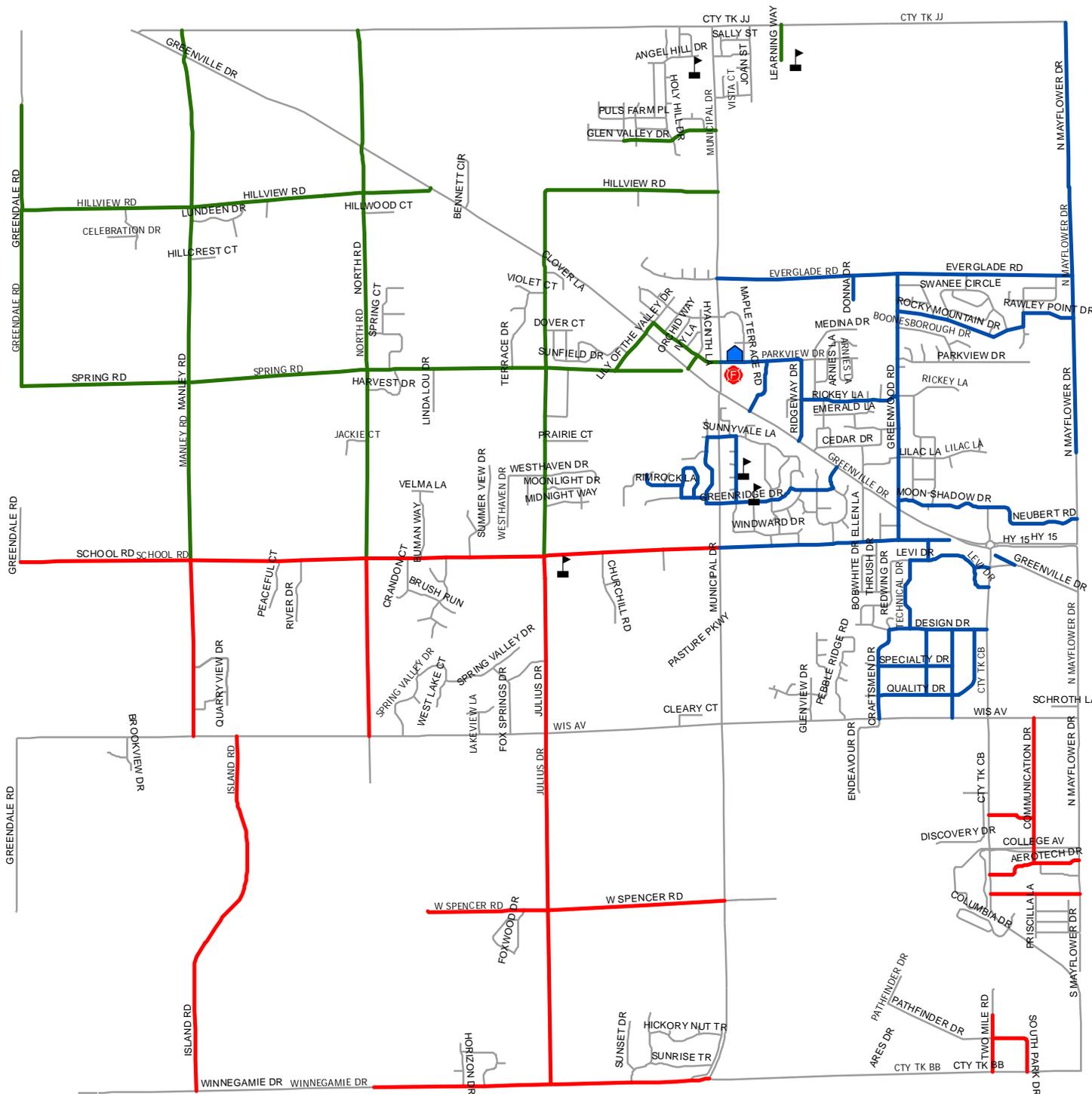
This scale is approximate and is not based upon legally recorded or surveyed data.

Source: WIDOT - 2014
 This map provides data containing geographic information about the Town of Greenville. The data was obtained from multiple sources and agencies. The Town of Greenville provides this information with the understanding that it is not guaranteed to be current, correct or complete and assumes no responsibility for the accuracy of this map or its use or misuse. The map is intended for use as a general reference only.

Prepared October 16, 2014 By:
 Town of Greenville - GIS Department
 W6860 Parkview Dr.
 P.O. Box 60
 Greenville, WI 54942
 (920)757-7276 Phone
 (920)757-6342 Fax
 Website: www.townofgreenville.com
 Email: gis@townofgreenville.com

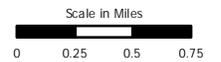


Drifting Plow Route 56.77 Total Miles



- D1 - 18.32 miles
- D2 - 18.53 miles
- D3 - 19.92 miles
- School
- Town Hall
- Public Safety Building

Updated 10/30/14



This scale is approximate and is not based upon legally recorded or surveyed data.

Source: WIDOT - 2014

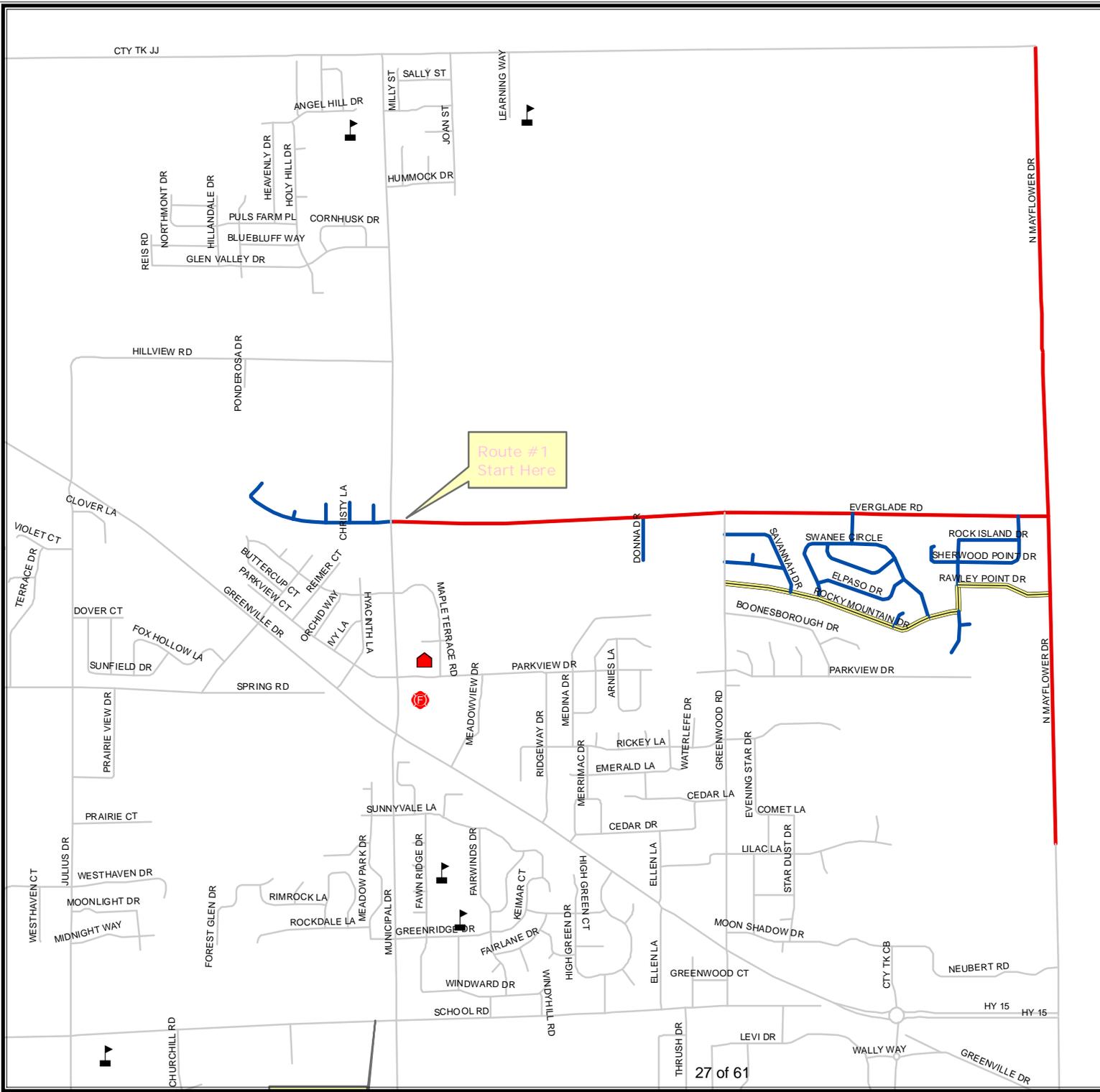
This map provides data containing geographic information about the Town of Greenville. The data was obtained from multiple sources and agencies. The Town of Greenville provides this information with the understanding that it is not guaranteed to be current, correct or complete and assumes no responsibility for the accuracy of this map or its use or misuse. The map is intended for use as a general reference only.

Prepared November 1, 2012 By:
Town of Greenville - GIS Department
W6860 Parkview Dr.
P.O. Box 60
Greenville, WI 54942
(715) 757-7276 Phone
(715) 757-6342 Fax
Website: www.townofgreenville.com
Email: gis@townofgreenville.com



Individual Plowing Routes

(Individual Plow Route Maps)

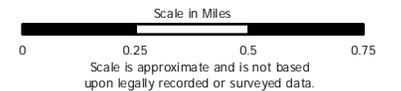


Plow Route 1

9.23 Total Miles

- Non Plow Route
- Route #1, Primary - 4.44 miles
- Route #1, Secondary - 1.11 miles
- Route #1, Residential - 3.68 miles
- School
- Town Hall
- Public Safety Building

Updated 11/16/10
 Updated 11/15/11
 Updated 11/28/12
 Updated 10/31/14



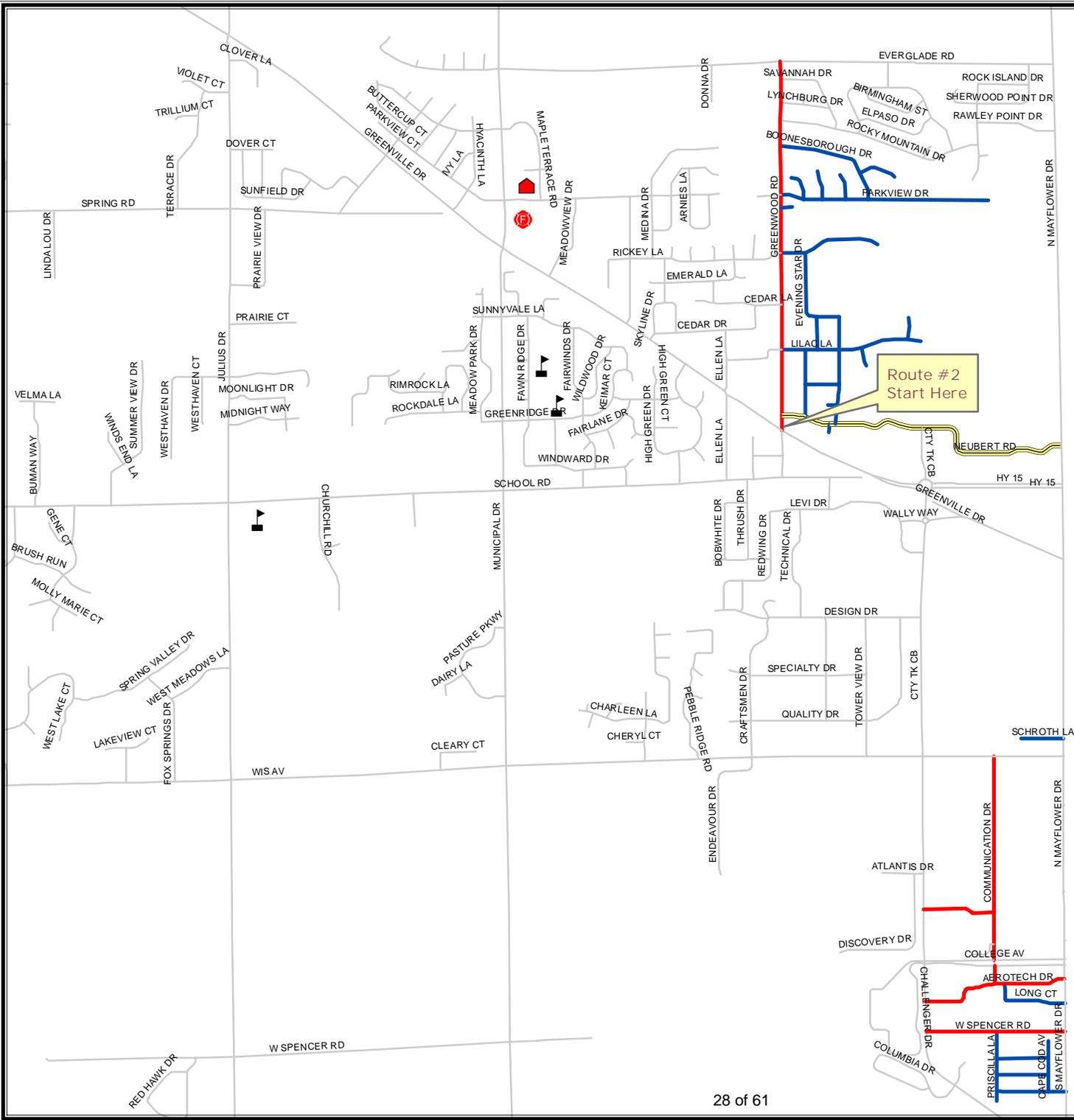
Source: WIDOT - 2014

This map provides data containing geographic information about the Town of Greenville. The data was obtained from multiple sources and agencies. The Town of Greenville provides this information with the understanding that it is not guaranteed to be current, correct or complete and assumes no responsibility for the accuracy of this map or its use or misuse. The map is intended for use as a general reference only.

Prepared October 31, 2014 By:
 Town of Greenville - GIS Department
 W6860 Parkway Dr.
 P.O. Box 60
 Greenville, WI 54942
 (920)757-7276 Phone
 (920)757-6342 Fax
 Website: www.townofgreenville.com
 Email: gis@townofgreenville.com

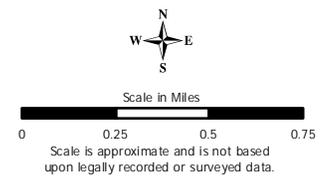


Plow Route 2 10.31 Total Miles



- Non Plow Route
- Route #2, Primary - 3.76 miles
- Route #2, Secondary - 1.10 miles
- Route #2, Residential - 5.45 miles
- ▲ School
- 🏠 Town Hall
- 🚓 Public Safety Building

Updated 11/16/10
 Updated 11/15/11
 Updated 11/28/12
 Updated 10/31/14



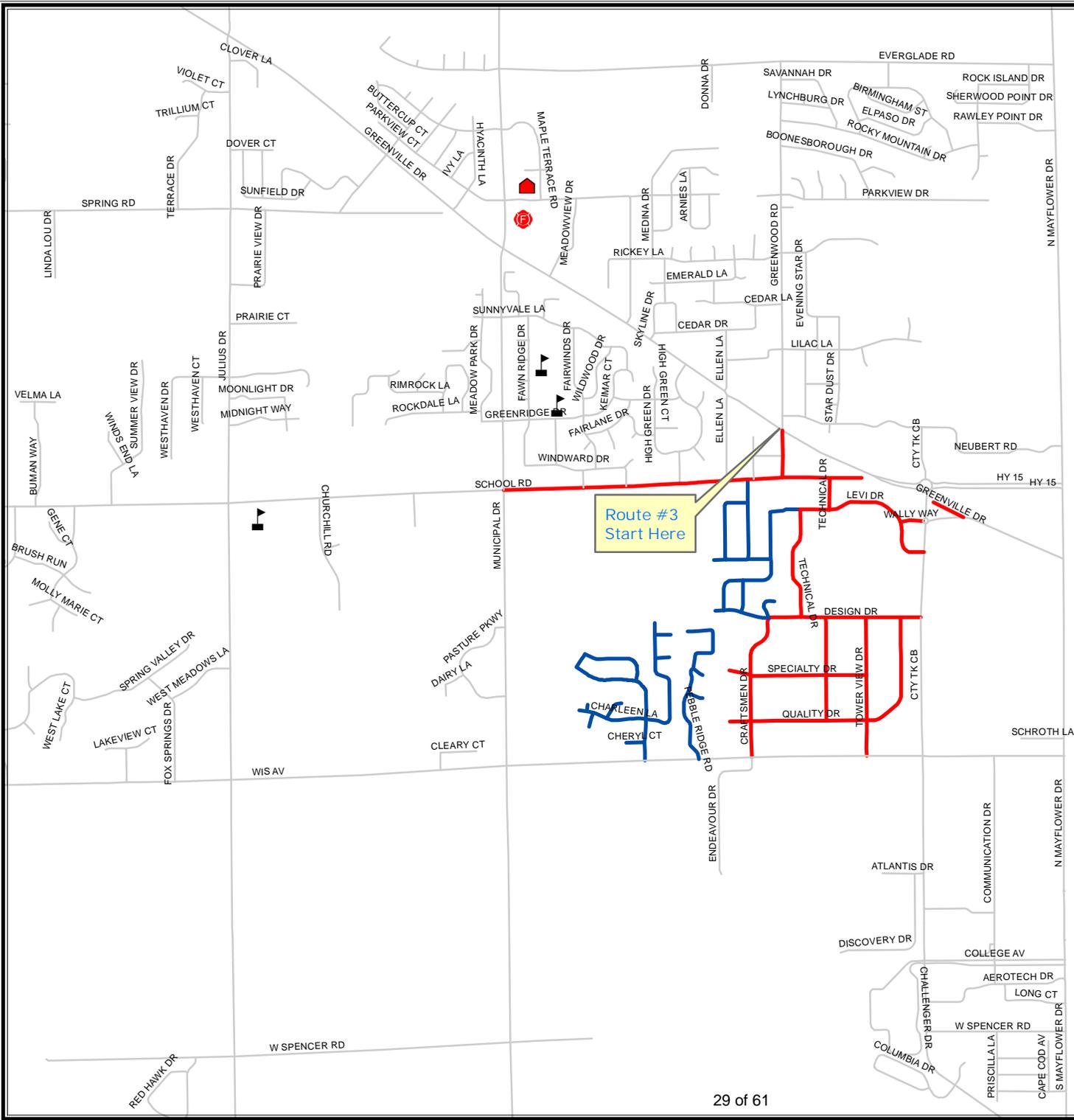
Source: WIDOT - 2014

This map provides data containing geographic information about the Town of Greenville. The data was obtained from multiple sources and agencies. The Town of Greenville provides this information with the understanding that it is not guaranteed to be current, correct or complete and assumes no responsibility for the accuracy of this map or its use or misuse. The map is intended for use as a general reference only.

Prepared October 31, 2014 By:
 Town of Greenville - GIS Department
 W6860 Parkview Dr.
 P.O. Box 60
 Greenville, WI 54942
 (920)757-7276 Phone
 (920)757-6342 Fax
 Website: www.townofgreenville.com
 Email: gis@townofgreenville.com

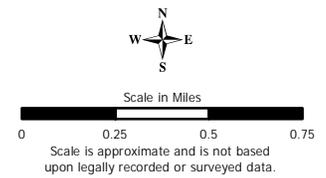


Plow Route 3 10.62 Total Miles



- Non Plow Route
- Route #3, Primary - 6.16 miles
- Route #3, Residential - 4.46 miles
- School
- Town Hall
- Public Safety Building

Updated 11/16/10
 Updated 11/15/11
 Updated 11/28/12
 Updated 10/31/14
 Updated 11/09/15

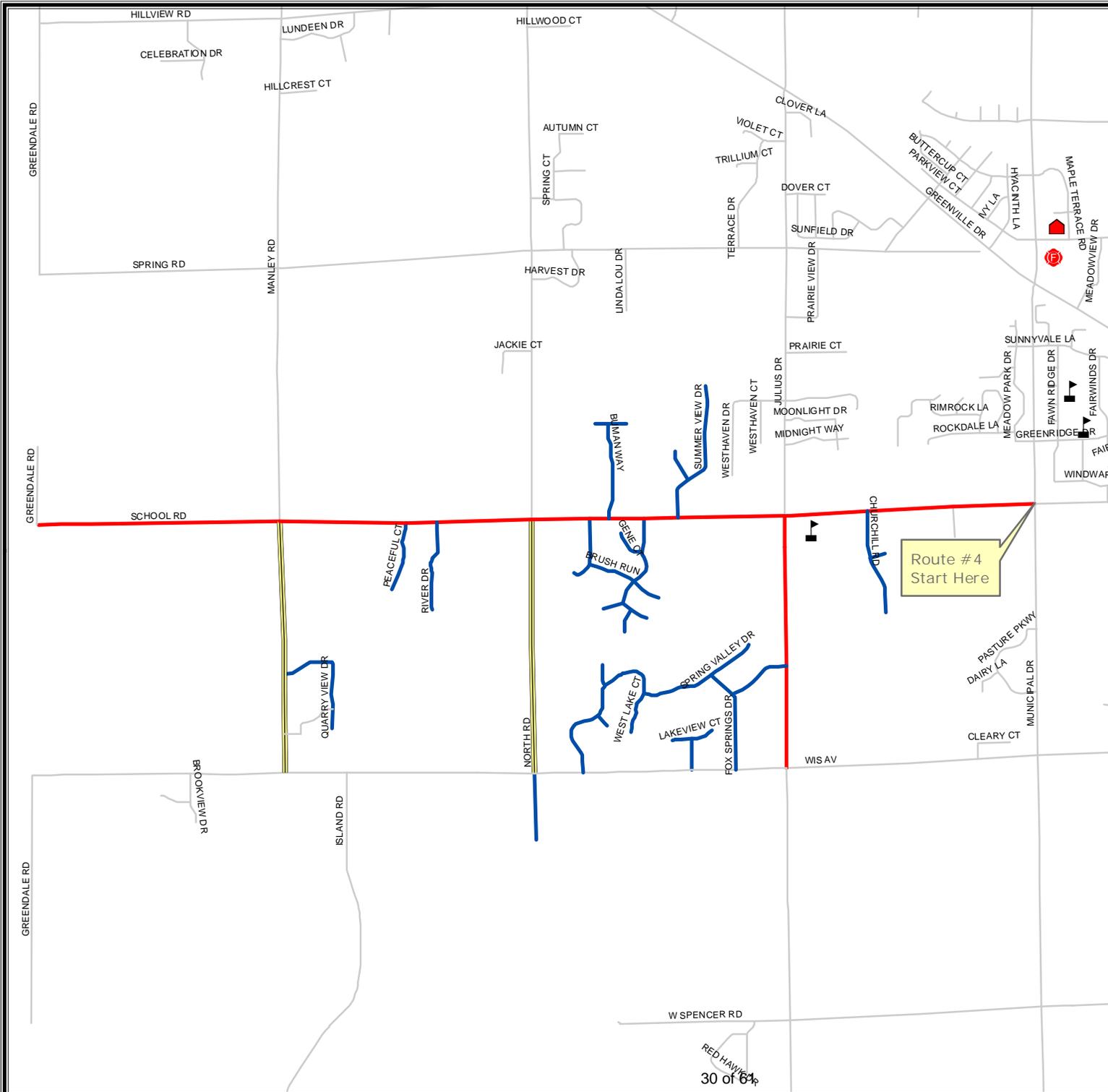


Source: WIDOT - 2014

This map provides data containing geographic information about the Town of Greenville. The data was obtained from multiple sources and agencies. The Town of Greenville provides this information with the understanding that it is not guaranteed to be current, correct or complete and assumes no responsibility for the accuracy of this map or its use or misuse. The map is intended for use as a general reference only.

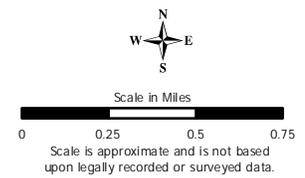
Prepared October 31, 2014 By:
 Town of Greenville - GIS Department
 W6860 Parkview Dr.
 P.O. Box 60
 Greenville, WI 54942
 (920)757-7276 Phone
 (920)757-6342 Fax
 Website: www.townofgreenville.com
 Email: gis@townofgreenville.com

Plow Route 4 13.82 Total Miles



- Non Plow Route
- Route #4, Primary - 4.96 miles
- Route #4, Secondary - 2.00 miles
- Route #4, Residential - 6.86 miles
- School
- Town Hall
- Public Safety Building

Updated 11/16/10
 Updated 11/15/11
 Updated 11/28/12
 Updated 10/31/14



Source: WIDOT - 2014

This map provides data containing geographic information about the Town of Greenville. The data was obtained from multiple sources and agencies. The Town of Greenville provides this information with the understanding that it is not guaranteed to be current, correct or complete and assumes no responsibility for the accuracy of this map or its use or misuse. The map is intended for use as a general reference only.

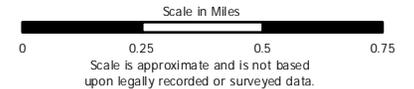
Prepared October 31, 2014 By:
 Town of Greenville - GIS Department
 W6860 Parkway Dr.
 P.O. Box 60
 Greenville, WI 54942
 (920)757-7276 Phone
 (920)757-6342 Fax
 Website: www.townofgreenville.com
 Email: gis@townofgreenville.com



Plow Route 5 19.54 Total Miles

-  Non Plow Route
-  Route #5, Primary - 2.04 miles
-  Route #5, Secondary - 1.33 miles
-  Route #5, Residential - 16.17 miles
-  School
-  Town Hall
-  Public Safety Building

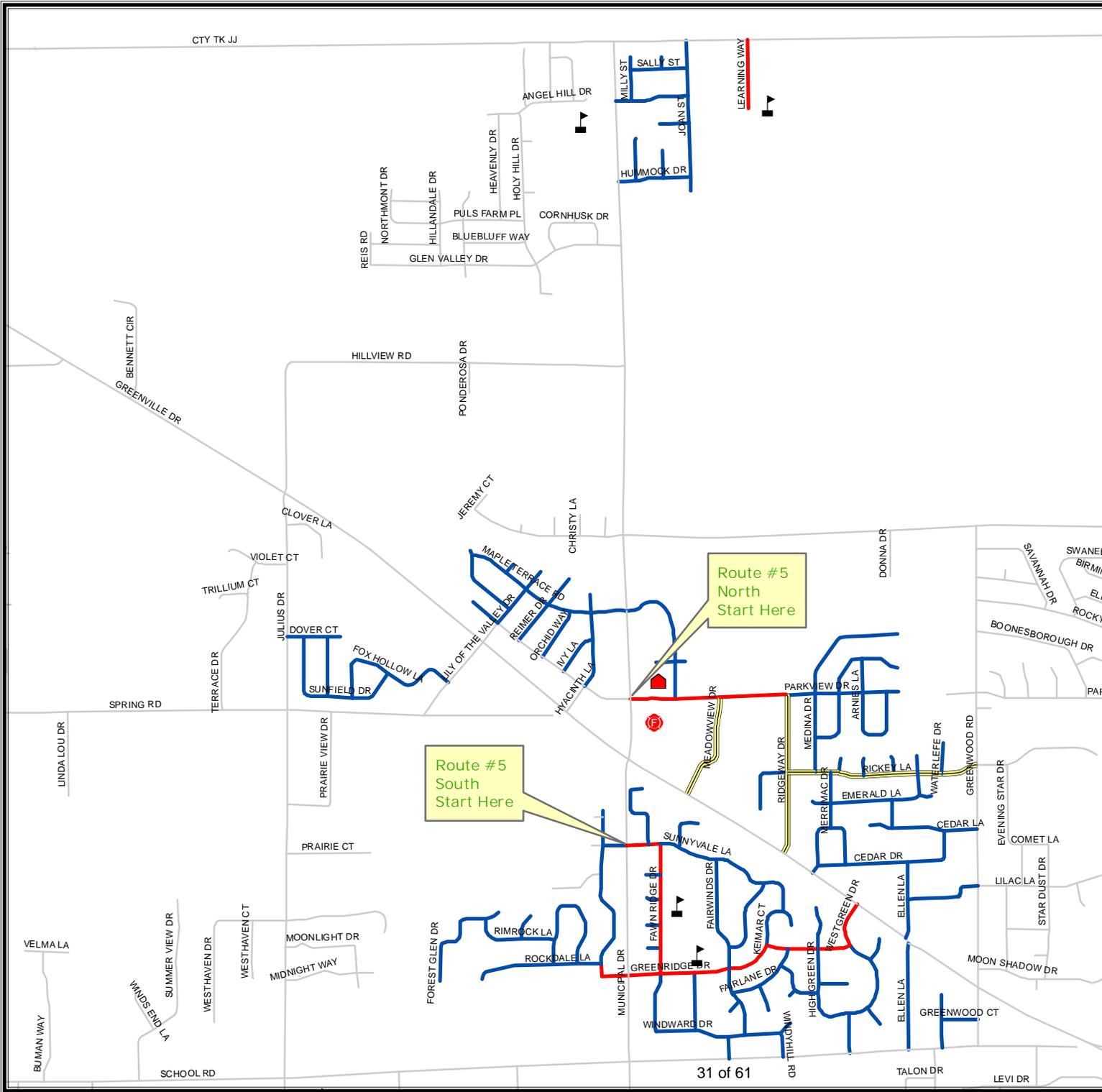
Updated 11/16/10
 Updated 11/15/11
 Updated 11/28/12
 Updated 10/31/14



Source: WIDOT - 2014

This map provides data containing geographic information about the Town of Greenville. The data was obtained from multiple sources and agencies. The Town of Greenville provides this information with the understanding that it is not guaranteed to be current, correct or complete and assumes no responsibility for the accuracy of this map or its use or misuse. The map is intended for use as a general reference only.

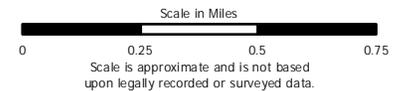
Prepared October 31, 2014 By:
 Town of Greenville - GIS Department
 W6860 Parkway Dr.
 P.O. Box 60
 Greenville, WI 54942
 (920)757-7276 Phone
 (920)757-6342 Fax
 Website: www.townofgreenville.com
 Email: gis@townofgreenville.com

Plow Route 8 11.44 Total Miles

-  Non Plow Route
-  Route #8, Primary - 3.35 miles
-  Route #8, Secondary - 1.88 miles
-  Route #8, Residential - 6.21 miles
-  School
-  Town Hall
-  Public Safety Building

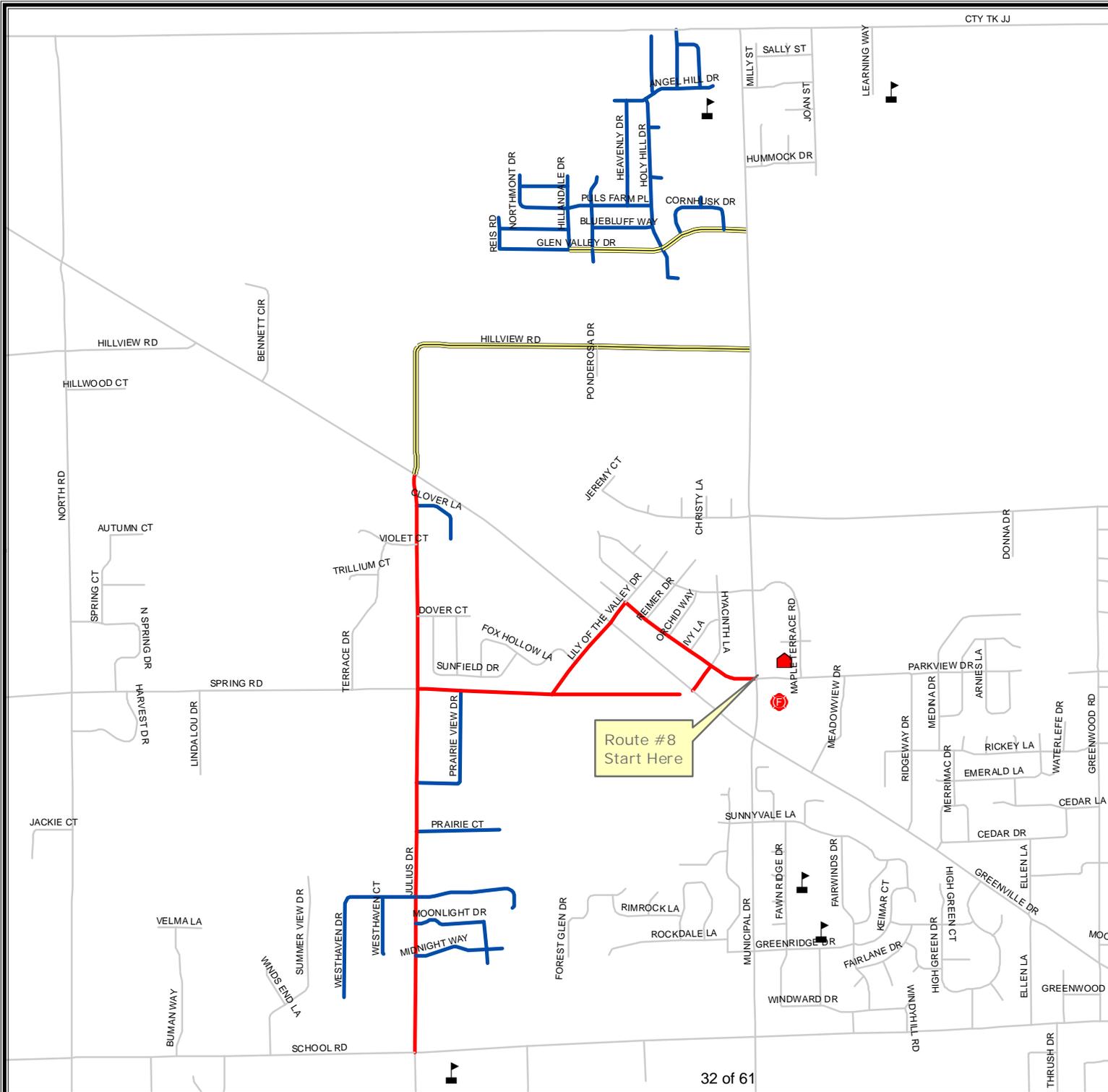
Updated 11/16/10
 Updated 11/15/11
 Updated 11/28/12
 Updated 10/31/14



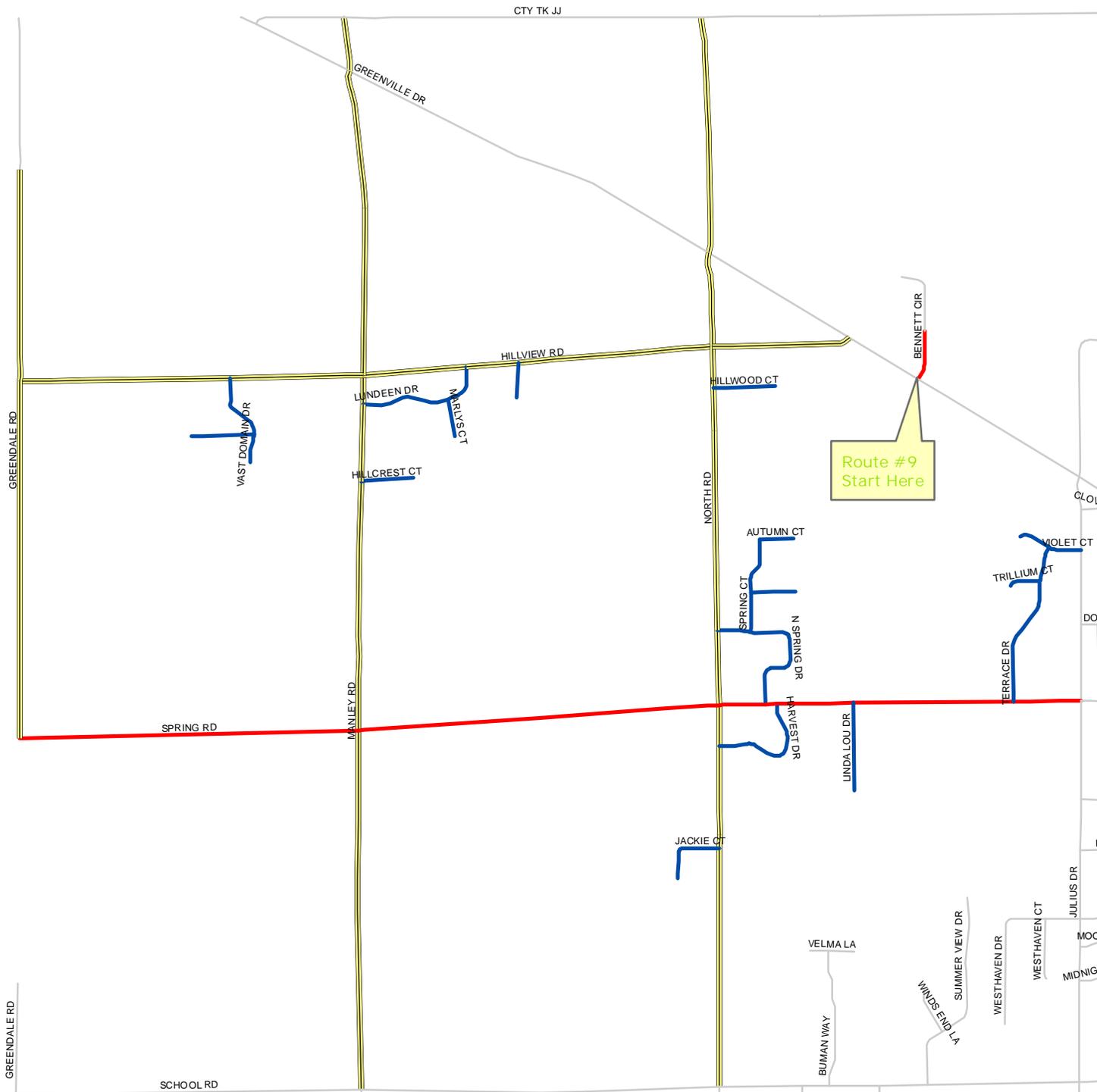
Source: WIDOT - 2014

This map provides data containing geographic information about the Town of Greenville. The data was obtained from multiple sources and agencies. The Town of Greenville provides this information with the understanding that it is not guaranteed to be current, correct or complete and assumes no responsibility for the accuracy of this map or its use or misuse. The map is intended for use as a general reference only.

Prepared October 31, 2014 By:
 Town of Greenville - GIS Department
 W6860 Parkway Dr.
 P.O. Box 60
 Greenville, WI 54942
 (920)757-7276 Phone
 (920)757-6342 Fax
 Website: www.townofgreenville.com
 Email: gis@townofgreenville.com

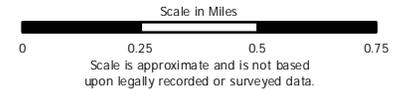



Plow Route 9 16.77 Total Miles



-  Non Plow Route
-  Route #9, Primary - 3.10 miles
-  Route #9, Secondary - 9.91 miles
-  Route #9, Residential - 3.76 miles
-  School
-  Town Hall
-  Public Safety Building

Updated 11/16/10
 Updated 11/15/11
 Updated 11/28/12
 Updated 10/31/14



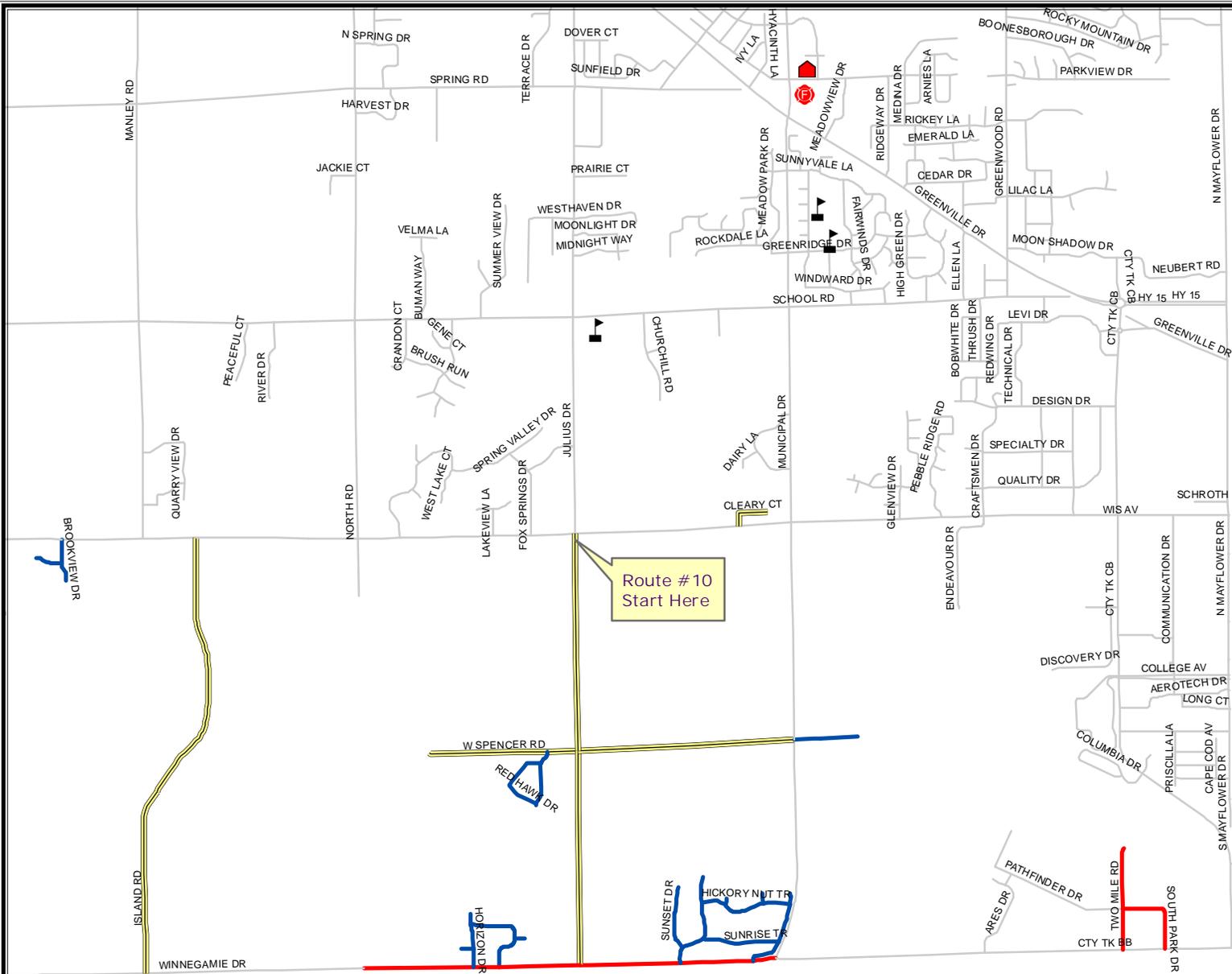
Source: WIDOT - 2014

This map provides data containing geographic information about the Town of Greenville. The data was obtained from multiple sources and agencies. The Town of Greenville provides this information with the understanding that it is not guaranteed to be current, correct or complete and assumes no responsibility for the accuracy of this map or its use or misuse. The map is intended for use as a general reference only.

Prepared October 31, 2014 By:
 Town of Greenville - GIS Department
 W6860 Parkview Dr.
 P.O. Box 60
 Greenville, WI 54942
 (920)757-7276 Phone
 (920)757-6342 Fax
 Website: www.townofgreenville.com
 Email: gis@townofgreenville.com

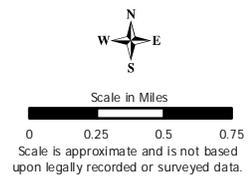


Plow Route 10 14.85 Total Miles



-  Non Plow Route
-  Route #10, Primary - 2.75 miles
-  Route #10, Secondary - 8.09 miles
-  Route #10, Residential - 4.01 miles
-  School
-  Town Hall
-  Public Safety Building

Updated 11/16/10
 Updated 11/15/11
 Updated 11/28/12
 Updated 10/31/14



Source: WIDOT - 2014

This map provides data containing geographic information about the Town of Greenville. The data was obtained from multiple sources and agencies. The Town of Greenville provides this information with the understanding that it is not guaranteed to be current, correct or complete and assumes no responsibility for the accuracy of this map or its use or misuse. The map is intended for use as a general reference only.

Prepared October 31, 2014 By:
 Town of Greenville - GIS Department
 W6860 Parkview Dr.
 P.O. Box 60
 Greenville, WI 54942
 (920)757-7276 Phone
 (920)757-6342 Fax
 Website: www.townofgreenville.com
 Email: gis@townofgreenville.com



**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)**

Winter Storm Record

TIME	Date	Time	
Time Storm Started			am / pm
Time Storm Ended			am / pm
Time Road was Cleared			am / pm

Total Hours of
Precipitation

Total Accumulation
in inches

DESCRIPTION

Dry Snow	
Wet Snow	
Sleet	
Freezing Rain	
Black Ice	

Visibility

Good	
Fair	
Poor	

WISDOT Readings

Average Temp (F)		Wind Speed	
Pavement Temp (F)		At what time	
Wind Direction			

Results

PROCEDURES	Used Y/N	Good	Fair	Poor
Salt				
Salt Blend				
Plowing				
Abrasives				
Anti-Icing				

Time Spent

	From	To	Total Hours

LABOR

PERSONNEL	Call-in	Regular	OT	Total Worked	Call-in	Regular	OT	Total Worked
Rodney Koleske								
Brandon Powell								
Tony Nowak								
Steve VanDynHoven								
Dean Schiller								
Chip Garrow								
Chris Thelen Jr								
Jeff Wege								
Jacob Rick								
Steve Tuesburg								
Tim Sambs								
Tom Becher								
Immel 1 (Al)								
Immel 2 (Paul)								
County 1 (Adam)								
County 2 (Tim)								

EQUIPMENT and MATERIALS

Equip	Asset #	Hours	Salt	Abrasives	Salt Blend	Anti-Icing Solution	Hours	Salt	Abrasive	Salt Blend
Top Kick	15									
Cat Payloader	300									
Tandem Axle Dump (org)	4									
Tandem Axle Dump (grn)	5									
Tractor	7									
Back-hoe	9									
Payloader	11									
Payloader - Volvo	12									
1/2 Ton Truck	10									
San/Storm 1 ton	261									
Toolcat	19									
County Grader (Tim)										
County Single Axle (Adam)										
Immel (Al)										
Immel (Paul)										

OPERATOR DAILY VEHICLE INSPECTION REPORT

Date:
Operator: Asset #: Miles: Hours:

I detect no defect in this motor vehicle as would be likely to affect the safety of its operation or result in its mechanical breakdown.

I detect the following defect in this unit:
Indicate defects below, supply adequate information to assist the mechanic in making the proper repairs.

Signature of Inspecting Operator:

MECHANIC/CREW CHIEF EVALUATION

Defect Corrected

Defects need not be corrected for safe operation of unit

Signature of Mechanic/Crew Chief:

OPERATOR DAILY VEHICLE INSPECTION REPORT

Date:
Operator: Asset #: Miles: Hours:

I detect no defect in this motor vehicle as would be likely to affect the safety of its operation or result in its mechanical breakdown.

I detect the following defect in this unit:
Indicate defects below, supply adequate information to assist the mechanic in making the proper repairs.

Signature of Inspecting Operator:

MECHANIC/CREW CHIEF EVALUATION

Defect Corrected

Defects need not be corrected for safe operation of unit

Signature of Mechanic/Crew Chief:

Daily Salt Use Ticket

Date:

Operator information:

Operator: Start Time: End Time:
 Asset #: Starting Mile/hours: Ending Mile/hours:
 Total Miles: Total Fuel Used Gal:

Route	Salt (tons)	Salt Blend (tons)	Abrasives (tons)	Liquids (Gal)

Daily Salt Use Ticket

Date:

Operator information:

Operator: Start Time: End Time:
 Asset #: Starting Mile/hours: Ending Mile/hours:
 Total Miles: Total Fuel Used Gal:

Route	Salt (tons)	Salt Blend (tons)	Abrasives (tons)	Liquids (Gal)

Daily Salt Use Ticket

Date:

Operator information:

Operator: Start Time: End Time:
 Asset #: Starting Mile/hours: Ending Mile/hours:
 Total Miles: Total Fuel Used Gal:

Route	Salt (tons)	Salt Blend (tons)	Abrasives (tons)	Liquids (Gal)

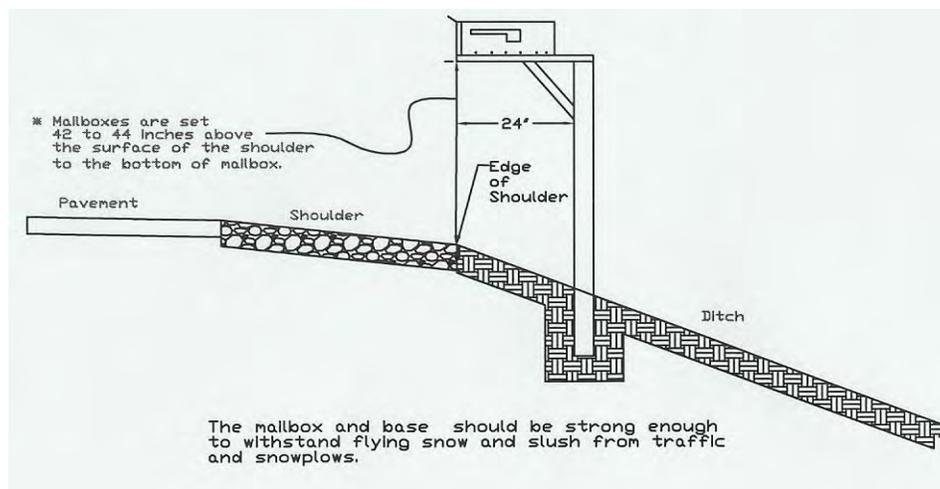
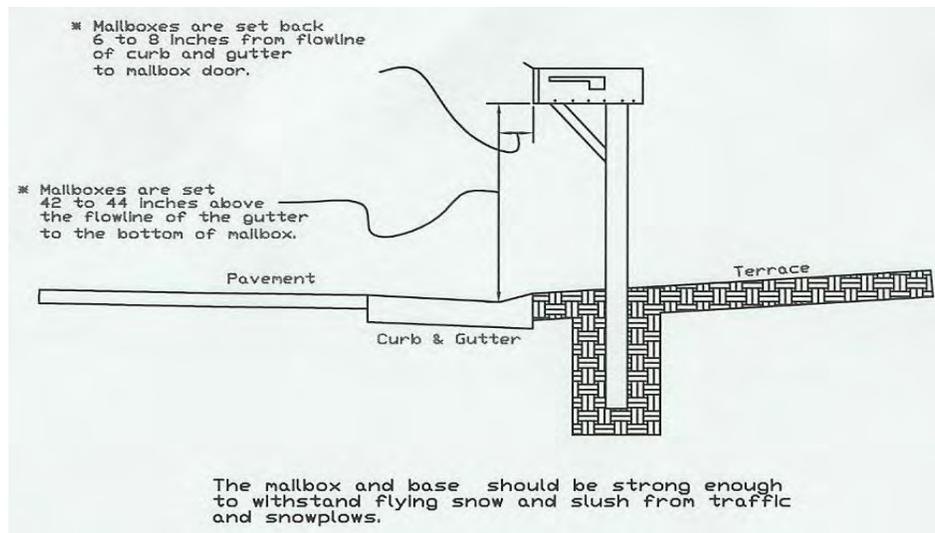


Town of Greenville Mailbox Replacement Policy

The Town of Greenville has adopted the following policy for mailboxes damaged directly by Town crews during snow plowing:

- Claims must be submitted to the Public Works department within 36 hours after damage. All claims will be reviewed by Town Employees to be repairable or need of replacement.
- The Town will only replace mailboxes that are physically hit by the snowplow. Any mailboxes that are damaged by flying snow or other vehicles will not be repaired or approved for replacement.
- Only correctly installed mailboxes will be repaired or replaced. The resident is responsible for installing their mailbox to Town and Post Office standards.
- All mailboxes that are able to be repaired to working condition will not be replaced. Scratches, dents etc., that do not affect the mailbox from working properly does not constitute a need for replacement. Town crews will fix the damage to the best of their ability and the claim will not be approved for replacement.
- All residents whose claims are approved for replacement have two options:
 - 1) Upon request, Town Crews will install a replacement mailbox. If Town crews are replacing the mailbox, the Town of Greenville will provide the replacement mailbox and materials, therefore, no reimbursement of materials or mailbox will be given to home owner. A standard black mailbox and 4x4 post will be used to replace all mailboxes the Town installs.
 - 2) The Town will provide reimbursement up to \$50.00 per mailbox damaged by Town crews. Reimbursement is limited to material cost only and must be installed by the home owner to Town and Post Office standards.
- Residents who choose to purchase and install their own mailboxes, must complete installation and turn in the receipt and damaged mailbox to the Public Works Department BEFORE May 1st. All reimbursement approvals are void after this date and will not be reimbursed.
- New mailboxes installed by the home owner must be installed in accordance with Town and Postal Service standards.

These diagrams illustrate a properly installed mailbox according to Town standards.





Town of Greenville Concern/Request Form

Date Reported: _____

Name: _____

Address: _____

Email: _____ Phone #: _____

Concern/Request: _____

Is this situation an emergency? YES NO

For Emergency situations please call the Public Works Department at (920)757-7276.

All non emergency situations will be evaluated and handled within 30 days.

Submit all Concerns and Requests to:

Greenville Public Works Department

P.O. Box 60

Greenville, WI 54942

FOR OFFICE USE ONLY:

Date Claim Received: _____ Claim Received by: _____

Date of Claim Review: _____ Date Claim Resolved: _____

How Claim was Resolved: _____

**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 Hall, Fire Dept, Public Works

Snow Pile



Snow Pile

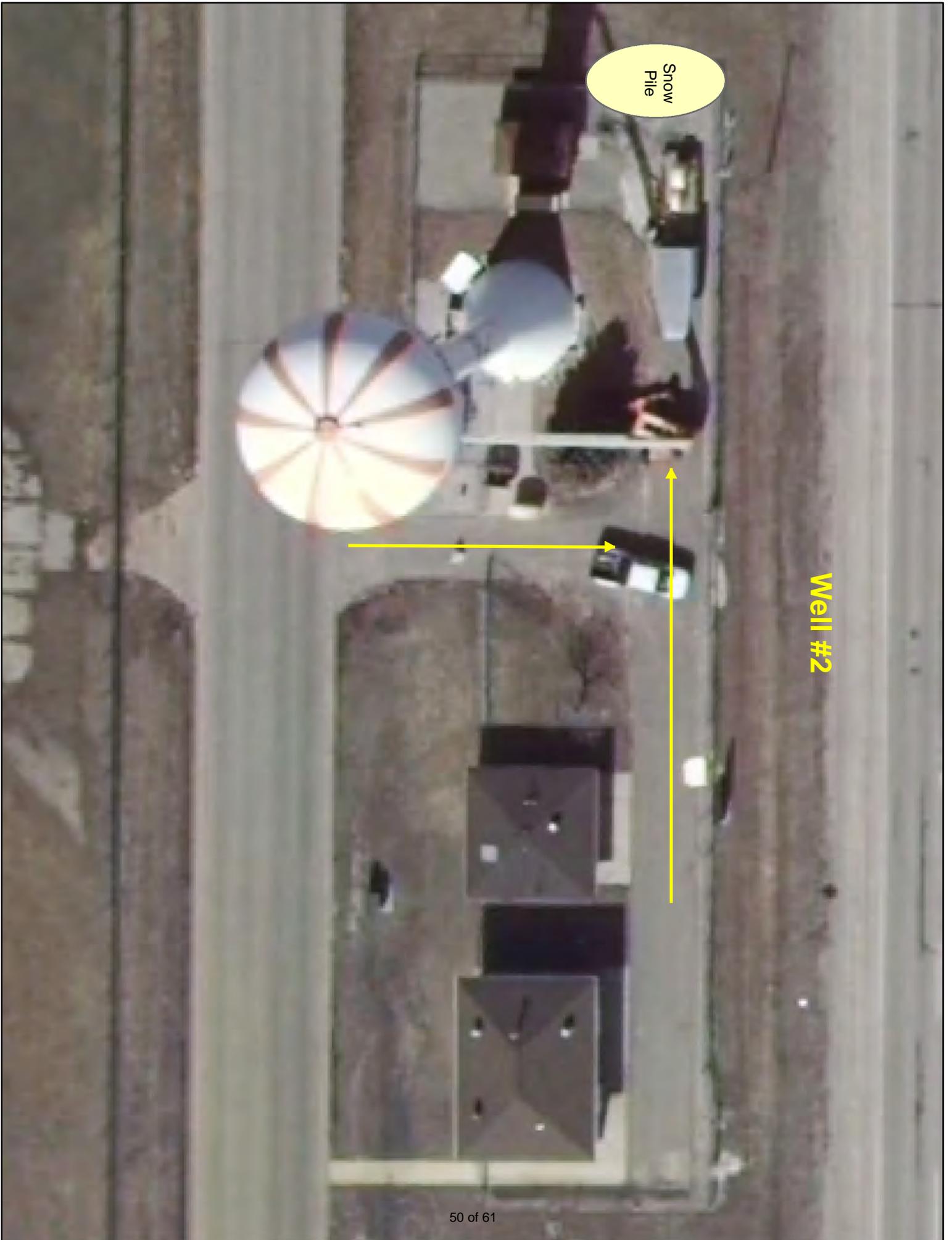
Snow Pile

Well #3



Well #4

Snow Pile



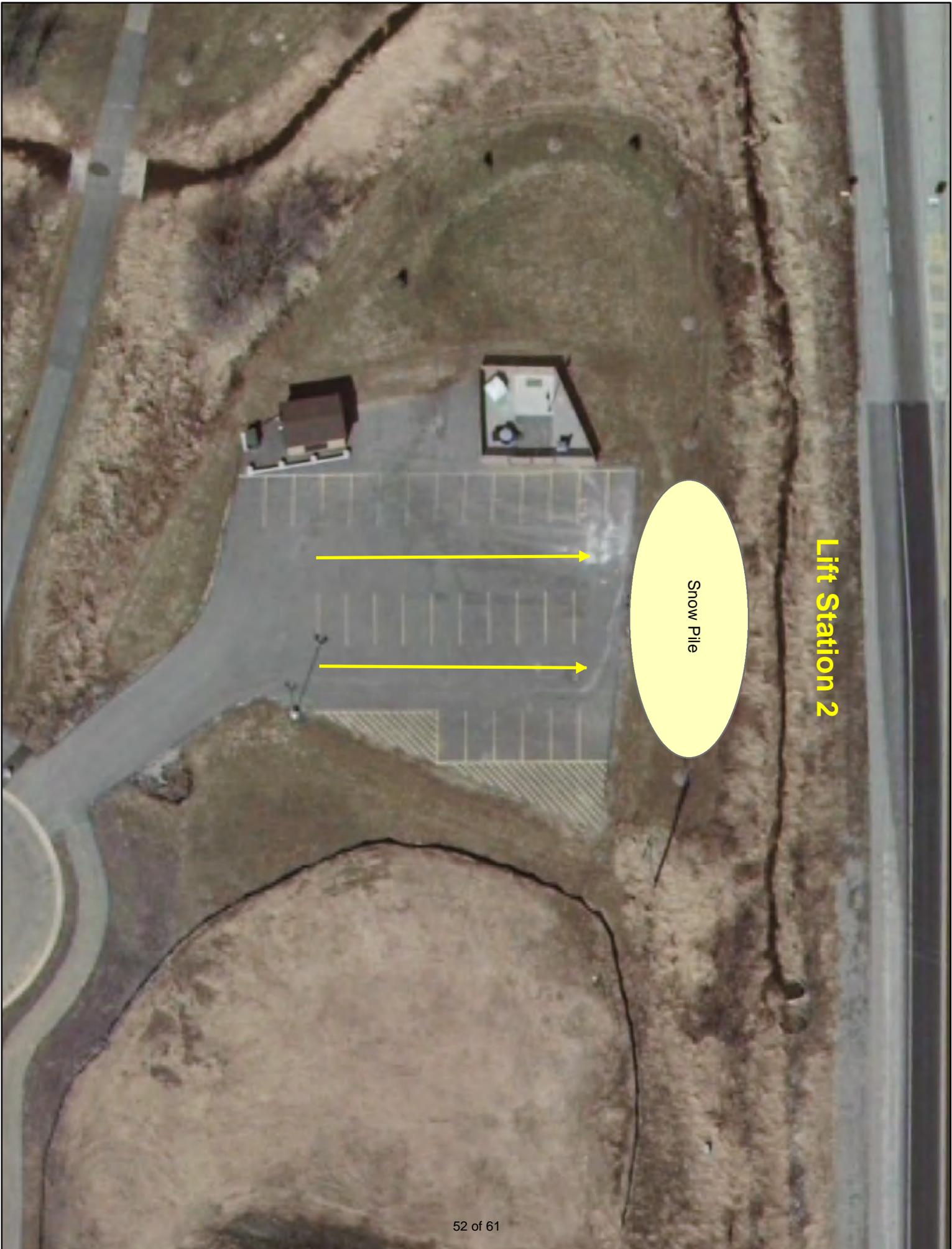
Snow Pile

Well #2



Lift Station 1

Snow Plow with
Tool Cat & Snowblower



Lift Station 2

Snow Pile



Crestview Subdivision



Snow Pile

Water Tower

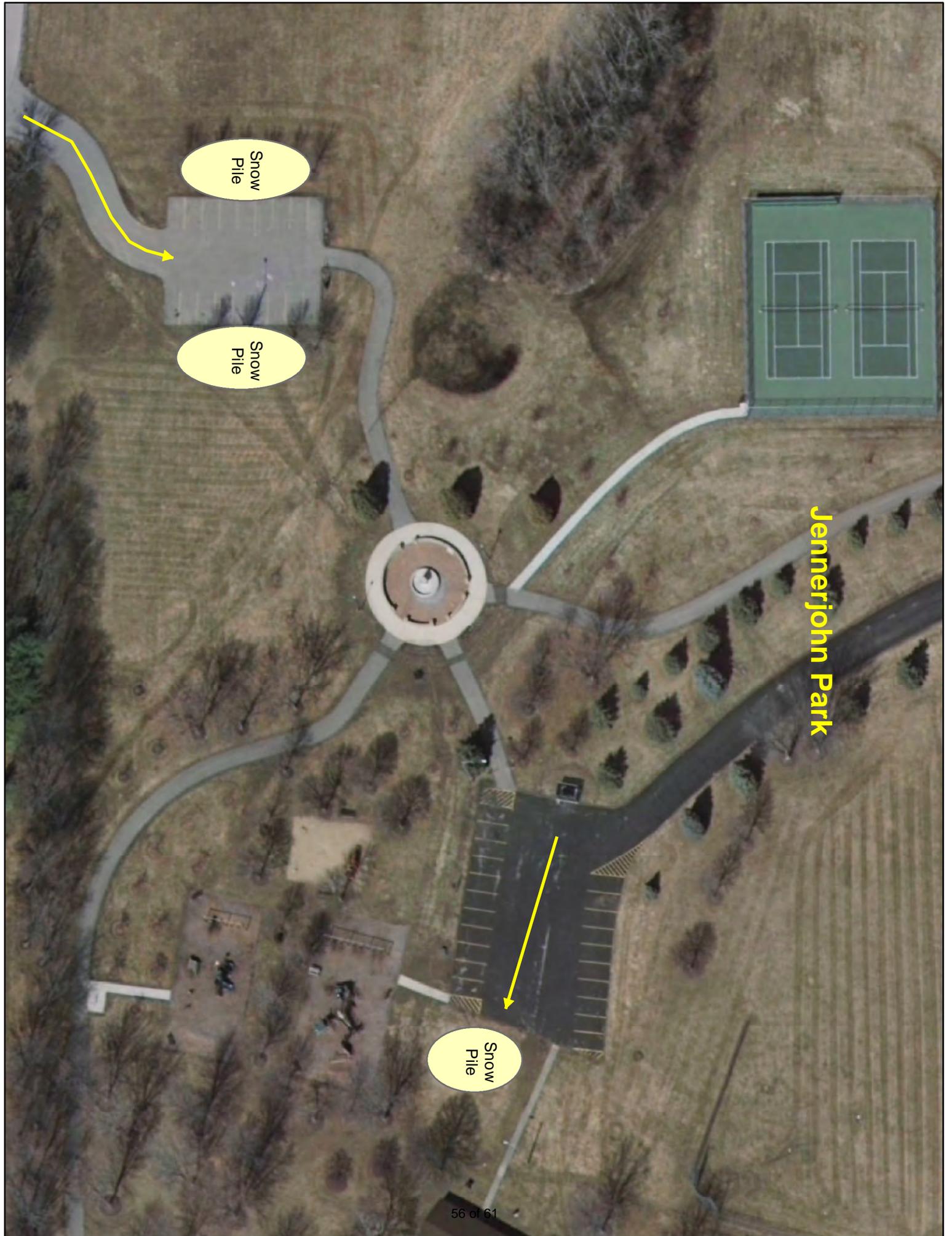
Community Park

Do Not Plow

Snow Pile



Jennerjohn Park



Snow Pile

Snow Pile

Snow Pile



Plow Road Only

Lions Park

**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.

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

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

86.04Adverse 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).