

**GUIDELINES FOR SNOW PLOWING AND ICE CONTROL**  
**FOR THE VILLAGE OF DENMARK**

Drafted November 22, 2000

Approved December 4, 2000

UPDATED:

December 2006

March 5, 2007

October 16, 2008

November 6, 2009

June 20, 2013

June 17, 2015

July 21, 2015

September 13, 2016

January 17, 2019

Common rock salt mixed with sand spread on the pavement can effectively lower the freezing point of the liquid and easily melt a thin ice cover or break or prevent the bond of thicker ice and packed snow making the snow/ice accumulation ready for mechanical removal with a plow.

For economic reasons the Village does not maintain a “bare pavement” policy for all of its 14.19 miles of road. There are different classes of streets, each with different approaches for snow plowing and ice control to achieve traffic safety. It would not be economically feasible to keep all roads completely free of all snow on a continuous basis.

Excessive salt can also have a negative effect upon individual property owner’s concrete driveways therefore the spreading of salt in residential areas needs to balance concerns for neighborhood traffic safety with those concerns residents have about concrete driveways.

For environmental reasons, the Village stores and handles salt with utmost concern that the spreading of salt for snow and ice control is done properly. Salt and dissolved chlorides can leach into the groundwater if not properly stored or spread. Salt can have negative impacts on soil, vegetation and water, as well as the influence of residues on the behavior of animals. Corrosive impacts on steel in automobiles, bridges and concrete reinforcing bars are also a concern. The Village insists on the careful use of salt in order to retain the public’s confidence that the Village is a prudent user of both salt and other chemicals used for winter maintenance.

The Village continues to emphasize the need to provide for winter road safety and to keep in mind the concerns of individual property owners as well as the environment therefore the Village has decided to maintain its roads during the winter months with the prudent use of chemicals.

**NO PARKING**

As the Village does not have the staff to contact individuals who decide to park on Village streets between the hours of 2:00 a.m. and 6:00 a.m. in order to ask them to move their vehicles so that the plowing of snow can occur any driver who violates the local on-street overnight parking ordinance in effect during the winter months (November 1<sup>st</sup> to April 1<sup>st</sup>) faces a monetary fine for each offense as well as the cost involved with the of towing of said vehicle.

### **NO SHOVELING OF SNOW INTO STREETS/ROADS**

It is illegal according to Village ordinance to relocate snow into the right-of-way (this includes both residential and commercial snow plowing, blowing and shoveling operations). Violators face a monetary fine for each offense.

### **GENERAL**

The removal of snow shall be accomplished through the use of a private contractor hired on a competitive basis by the Village. The contractor's employees are conscientious of their duties and the general public should attempt to be understanding and recognize that they are following Village – approved/mandated general guidelines. All residents should further note that the main vehicular corridors in the Village (Hwy KB, Hwy T, Hwy R, DePere Road, Main Street and Wisconsin Avenue) are the responsibility of the Brown County Highway Department and not the Village.

Snow control should continue through the length of the stormy period or until service level expectations have been achieved. Two (2) -way traffic should be maintained during a storm.

Plowing and salting will be done using a strategy that is responsive to the type of snowfall, intensity of the wind, temperature and traffic density.

The private contractor hired by the Village of Denmark is responsible for maintaining all Village streets and roads. At this time there are 14.19 miles of streets or a total of 28.38 lane miles. On average, four (4) to four and one-half (4 ½) tons of salt are applied to village streets per storm event (or 299 to 336 pounds per lane mile).

### **SHOULDERS/CURBS – (Hauling of Snow)**

Generally, a light accumulation of snow on Village street shoulders is not considered hazardous and time will not be taken to remove it until weather conditions warrant or allow that such street shoulders be cleared.

The Village streets are plowed from curb to curb during all winter storms. In the event of a heavier than normal snow season Village roads will be kept as wide as possible. If the road is not wide enough for two (2) vehicles to pass one another at the same time every effort will be made by the Village's contractor to remove the excess snow as soon as possible.

The Village's contractor will remove and haul snow away from Main Street, DePere Road up to and including 221 DePere Road, Wisconsin Avenue up to Kellner Street, Broadway Street from the intersection of DePere Road to Hardware Hank's driveway, and County T up to the intersection of Pine Street at 1:00 a.m. after a snow event.

Whenever the snow depth reaches between five (5) to six (6) inches or three (3) to four (4) inches of wet snow a path shall be cut through all Village streets and then, later, go back to widen said streets. The salting of streets shall occur whenever there is less than two (2) inches of snow which will prevent the snow from being "packed" down and turning to ice. Unfortunately this does create some issues with slushy conditions until the salt has had time to work completely.

## **CALL OUT PROCEDURES**

The Brown County Highway Department has an official snow plan with call out procedures. Any concerns regarding County highways that are within the Village should be forwarded to them at (920) 492-4925.

The Village's contractor shall monitor inclement weather conditions and respond to such appropriately. Potential sources for weather forecasting include local weather stations, radio and contacting weather forecast services. The Village's contractor shall evaluate such forecasts and review all necessary information obtained from Brown County in order to properly respond to a storm.

Both the Village President and the Public Works Director have the authority to order call outs or additional clean up services. Both can also order special assessments to be charged for any additional services provided.

Further, informal discussions between the Village's contractor and the Police serve to aid in the overall improving of snow removal services.

## **PROVIDING INFORMATION**

The Village's contractor shall keep the Public Works Director fully advised of storm related problems as requested. The Village's contractor shall supervise the storm from the field as much as practical. The Village President shall provide the Village Board of Trustees, the general public and the media with information/issues as appropriate. When possible or practical any/all pertinent information will be uploaded onto the Village's website ([www.denmarkwi.org](http://www.denmarkwi.org)).

## **PROCEDURES PRIOR, DURING AND AFTER A WINTER SNOW STORM EVENT**

A wide range of ice and snow conditions imposes an equally wide range of possible responses. The following "concepts for actions" should be carried out prior, during and after a winter storm event in three (3) temperature ranges.

- PRIOR: Plow – check equipment for safety concerns. Salt – monitor supply in order to have sufficient salt supply readily available.
- DURING (SLEET OR SNOW – RISING TEMPERATURE): Plow – if the depth requires. Salt – only after the street has been plowed or in those known slippery/treacherous areas created by traffic flow.
- DURING (FALLING TEMPERATURE): Plow – if the depth requires. Salt – no salting if temperature is below ten (10) degrees F. Sand – apply a salt and sand blend in those locations where salting would be ineffective.
- AFTER: Plow – first priority until temperature rises. Salt – no salting until road is cleared except in those slippery, treacherous areas as needed.

## **GUIDELINES FOR THE OPERATION OF EQUIPMENT**

All snow removal equipment will be checked to ensure equipment and safety lights are working in good order prior to operation. Driveways are not to be opened by the Village's contractor. Homeowners/occupants are responsible for opening their driveways and removing the windrow.

## **MAILBOXES**

Any mailbox damaged by coming into contact with the snow plow shall be reported to the Police Department or the Village Hall (920) 863-6400. Said mailbox shall be either repaired or, if necessary, replaced at the contractor's expense. The Village and the Village contractor are not responsible for any

mailbox either damaged or destroyed that occurs from snow coming off the blade. Upon occasion an equipment driver may unintentionally encroach upon a property during the snow plowing of a roadway or cul de sac. In such situations either the driver or the property owner should notify the Village Hall about the lawn damages and the Public Works Director and the Village's contractor will review the matter and when appropriate/warranted will arrange to have the lawn repaired in early spring of the year.

All mailboxes must be installed in accordance with the United States Postal Guidelines. If any damages or destruction occur to a mailbox not installed in accordance with such postal standards the Village and the Village's contractor will not be responsible for any repairs or replacement.

Mailboxes that lean toward the street past the back edge of the curb or that has decorative items that cross the back edge of the curb are considered to be non-compliant. Further, the Village and the Village's contractor will not be responsible for damages if the mailbox has inadequate materials such as a rotted wood post or rusted posts. Residents need to ensure that their mailbox is secure as well as compliant before winter.

If damage occurs to a properly installed, compliant mailbox due to municipal snow removal operations the Village's contractor will be responsible for said repairs to include labor and the costs of materials to a maximum of \$75.00.

Homeowners are reminded to clear snow away from the mailbox areas after each plowing. Snow that remains in front of the mailboxes will get compacted by Post Office vehicles resulting in the possible non-delivery of mail and make subsequent plowing by the Village's contractor less effective.

#### **FIRE HYDRANTS**

All property owners that have a fire hydrant located on their property or adjacent road right-of-way shall be responsible for the removal of all snow and ice within a two (2) foot radius around said fire hydrant. Clearing of any ice/snow shall be done within the twenty-four (24) hour period from the last snowfall. Any fire hydrant located on a lot line shall be the responsibility of the property owner to the north or to the east to ensure that the fire hydrant is clear of snow and ice.

#### **ROUTES FOR SNOW REMOVAL**

Curb to curb snow removal shall be accomplished by the Village's contractor or other service providers, private contractors, and Brown County as follows:

- **VILLAGE CONTRACTOR:** Railroad Avenue, Highridge Avenue, Diamond Ridge Circle, Ridge Park Court, Lee Street, Johnston Street, Scandinavian Court, Kronborg Court, Danish Way, North Avenue, Kellner Street, S. Wall Street, Hagar Road, Bohemia Drive, Kvitek Road, Schlies Lane, Prospect Street, Chicago Street, Grand Avenue, Mahlik Lane, Pleasant Avenue, Church Street, Jacob Drive, Carlsburg Court, Tivoli Trail, Melissa Court, Steven Court, Kelley Drive, Park Lane and the Veterans Memorial Park, Broadway Street, Green Bay Road, St. Claude Street, Solvang Lane, Woodrow Street, Jorgenson Street, Pine Street, Maiden Lane, Oak Court, Woodrow Court, Elaine Court, Harvest Hill Drive, Morning Star Lane, Red Clover Way, Foxpath Trail, Hidden Hollow Court, Feucht Road and Copenhagen Lane, Hershman Avenue, Garden View Lane, S. St. Claude Street, Lynch Avenue, William Avenue, Dworak Avenue, the water tower, Well #3 and the Wastewater Treatment Plant.

- **BROWN COUNTY:** Hwy. 96, County Trunk T (North Wall), County Trunk KB, County Trunk R, Main Street, DePere Road and Wisconsin Avenue.

- **SNOW BLOWER OR BROOM:** Sidewalks - Downtown merchant area covered under “cross-lease use” parking lot agreement (merchants require sidewalk to be cleared by the time their establishment opens) and various other small additional areas throughout the Village.

### **SIDEWALKS**

Section 260-5 of the Village Municipal Code requires homeowners, property owners and or occupants to promptly remove all snow and ice from the front of their property. If a property owner, or occupant fails to remove all snow from their sidewalk within twenty-four (24) hours from the last snowfall the Village shall use its contractor to remove the snow and will bill the owner at a rate of \$80.00 per hour. Any unpaid charges will be assessed against the property at the end of the year.

Village owned properties with sidewalks shall also be clear of snow and ice. The Village’s contractor shall remove snow from sidewalks located at the following areas:

- Central Business District parking lot and sidewalks per the “cross-lease use” agreement.
- Sidewalks in front of the Veterans Memorial Park (140 Wisconsin Avenue). The Veterans organization to be billed for service.
- Both sides of the railroad tracks on Main Street (the state will be billed).
- Both sides of the Green Bay Road/DePere Road intersection.
- Sidewalk across from Rookie’s – Village owned – prior roadway.
- Sidewalks/pavement around the yellow shelter building in the Veterans Memorial Park. The Veterans organization to be billed for service.
- Trails Head area (including a path to both bathrooms) & Pine Street sidewalk.
- The sidewalk in front of the road stub area of Danish Meadow Lane on North Avenue.
- The sidewalk and driveway at Well #2 on Grand Avenue.
- Sidewalk and SE corner of CTH KB and CTH R
- Woodrow Street Daybreak Park sidewalk.
- Shovel in front of Village Hall doors (front and back)
- The sidewalk on CTH KB between 629 DePere Road and 657 DePere Road.

The Village’s contractor will not clear snow on sidewalks from the front of any homeowner’s sidewalk when driving equipment from one (1) location to another to clear snow from those properties identified as being the Village’s responsibility to keep clean.

The Village’s contractor shall utilize motorized snow removal equipment (blower/broom) whenever possible to reduce the amount of time it would take to achieve snow removal manually and in order to reduce the risk of injuries.

**SNOW PLOWING/WASTEWATER TREATMENT PLANT, etc.**

The Village’s contractor will be responsible for the plowing and salting of the wastewater treatment plant roads, the Norse Lift Station lot on Schlies Lane, and Well #3 at 500 Jorgensen.

**GUIDELINES FOR THE USE OF SALT, SAND, MIXTURE OR OTHER APPLICATIONS**

Different weather and road conditions will necessitate different responses to a variety of weather and road conditions. The following conditions are listed with suggested responses:

**CONDITIONS**

Snow less than 2”  
Ice – below 10 degrees  
Snow above 2” and over 10 degrees  
Snow above 2” and under 10 degrees

**SUGGESTED SALT, SAND, MIXTURE OR OTHER APPLICATIONS TO BE USED IN RESPONSE TO**

Salt  
Sand/salt mix of 1 to 5 ratio  
Plow then salt  
Plow then sand/salt 1 to 5 ratio

**ICE CHUNKS/BOULDERS/GRAVEL/DEBRIS FROM ROAD**

The primary responsibility of the contractor in this situation is to remove snow from Village road surfaces. Upon occasion weather conditions may create large ice chunks that can unintentionally be thrown into lawn areas. Property owners are responsible for the removal of such ice chunks or other debris should they feel they need to be removed. Ordinarily the ice chunks will melt when the temperature returns to normal. The Village removes snow, ice and ice chunks from roadways and not off of private driveways, sidewalks or lawns.

**ST. CLAUDE STREET BETWEEN DEPERE ROAD AND GREEN BAY ROAD SNOW REMOVAL**

St. Claude Street requires special plowing procedures. The snow on St. Claude Street must be pushed from the east side of the road to the west side of the road into the driveway for the All Saints Church/School parking lot. The snow removal contractor for All Saints Church/School will push the snow farther into the driveway and make a pile in the parking lot.