



Public Works Department

Policies and Procedures, Work Programs and Safety Rules

CHAPTER 7002 – WORKS PROGRAMS

7002.2 – Specific Seasonal Programs  
7002.2(a) Snow and Ice Removal on Public Streets and at Public Facilities

Approved by The Village of Sturtevant Board – Resolution #2007-

Date Approved:

**7002.2 – Specific Seasonal Programs**

**7002.2(a) – Snow and Ice Removal on Public Streets and at Public Facilities**

**I - PURPOSE**

The Village of Sturtevant believes that it is in the best interests of the residents for the Village to assume basic responsibility for control of snow and ice on Village streets. Reasonable ice and snow control is necessary for routine travel and emergency services. The Village will provide such control in a safe and cost effective manner, keeping in mind safety, budget, personnel, and environmental concerns. The Village will use Village employees, equipment, and/or private and public contractors to provide this service.

The goal is to have all roads passable within a reasonable amount of time after a snowfall has stopped. The Village does not assure a completely bare road and will not salt/sand entire sections of roadway. Our goal is to provide snow removal in order to facilitate safe traffic flow for drivers using Village roads. The removal of snow and ice from Village lots and facilities is also important as it provides public access to these facilities and ensures that public employees can report for work. The clearing of all public facility areas will be conducted in accordance with this policy.

**II - DEFINITION**

The Director of Public Works will identify clearing of Village Streets using maps and prioritize streets/roadways using the following color code.

RED - The highest priority. Identifies main streets and through ways within the Village as identified by Village Ordinances (Ord 7.03 (2)(a) and 7.05 (1)) and any additional streets as deemed by the Director of Public Works (i.e. Fire Department entrance of the Village Complex).

GREEN – The second highest priority. Identifies streets and roadways that are important, but not as critical in the safe movement of traffic throughout the Village as those identified are RED. Examples are truck routes in Renaissance and emergency vehicles access to Village Complexes (to include parking and fire lanes)<sup>1</sup>.

BLACK – Identifies hills and stop signs within the Village.

SALT RUN – The initiation of plowing and salting streets/roadways identified as RED, GREEN, and BLACK only when snowfall accumulations are less than 4”.

<sup>1</sup> Comm 14.03(13) (13) FIRE LANES. This is a department rule in addition to the requirements in NFPA 1 section 3-5.5: Fire lanes may not be obstructed in any manner including the parking of vehicles or the **accumulation of snow**. The minimum required clearances shall be maintained at all times.



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III - BACKGROUND

The time required removing snow and ice varies depending on the following conditions:

- Snowstorm intensity
- Snowstorm duration
- Temperature
- Traffic conditions
- Time of day
- Wind Conditions
- Growth of Village
- Available Employees

Because of these variables, the Department of Public Works Snowplowing Crews may not be able to plow or salt roads at the same hour each day or on occasion even the same day of the storm.

***Important Considerations***

- Declaration of Snow Emergency and Parking Regulations as prescribed by ORD # 7.04 (4).
- Plowing shall begin as a Salt Run as soon as there is sufficient snowfall accumulation. Salt Runs will transition into a Full Plow Run where all streets are plowed once a Snow Emergency is declared. Once a snow emergency declaration has been issued, DPW will continue clearing primary Village roads and Emergency Service access to ensure traffic flow along primary roads in the Village. Throughout the course of the snow emergency, crews will clear remaining Village roads and public facilities once the primary routes have been cleared or as directed by the Director of Public Works or designee. Upon termination of the snow emergency declaration the DPW will resume snow-clearing operations in accordance with the standard clearing procedures outlined.
- Limited salting is done during a snowfall because falling snow covers the salt and it is scraped away on subsequent plowing passes. Salting of residential areas will ONLY occur at Stop Signs or areas deem hazardous by the Director of Public Works (i.e. ice build up).
- Residential roads will not be plowed if parked vehicles or other obstructions interfere with the safe and continuous operation of snow removal equipment. Equipment will return to plow after parked vehicles or obstructions are removed.
- Mailboxes installed along roadways are at the risk of the owner. Mailboxes damaged from lack of owner maintenance, snow load from plowing, or vandalism are not the responsibility of the Village. Postal regulations require residents to clear snow in front of mailboxes to allow for mail delivery.
- Residents with fire hydrants on their property are responsible for clearing around the hydrant.



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Remaining Village Roads and Public Facility Clearing<sup>2</sup>: Roads in the Village will be cleared in a systematic fashion to ensure effective and timely removal of snow. The clearing of the remaining areas in the Village will be accomplished by utilization of a snow clearing route map (appendix a). Once initial snow removal and salting is accomplished, additional plowing and salting will occur as needed within the procedures outlined above.

Employees will be tasked with clearing public facility areas of snow and ice on a timely basis. Additionally, each public facility will have a salt container and a snow shovel available for use to clear minor accumulations and perform periodic salting as needed.

Employees will also ensure that snow accumulations are removed from lift stations and related equipment.

DPW Supervisor will collect data to evaluate the effectiveness of the clearing operation and after each snowfall the DPW Supervisor will submit a report indicating; the labor hours, fuel usage and material cost of the clearing operation to the Village Administrator. The purpose of this reporting is to anticipate budgetary needs for each subsequent season.

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<sup>2</sup>Comm 32.21(1) (1) No person may work on the surface of any structural member, floor, or other working platform which has become slippery from ice, snow, frost, paint or other cause, unless the surface is cleaned, sprinkled with sand or made non-slippery insofar as the nature of the work will permit.