



Public Works Committee

Alderman Bob Kordus Chairman

Alderman Ellyn Kehoe

Alderman Al Kupsik

Alderman Rich Hedlund

Alderman Sarah Hill

Director of Public Works Daniel S. Winkler, P.E.

Assistant Director of Public Works Tom Earle

City of Lake Geneva 626 Geneva Street Lake Geneva, WI 53147-1914

[www.cityoflakegeneva.com](http://www.cityoflakegeneva.com)

Phone: (262) 248-3673

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## Agenda

February 6, 2015

The regular meeting of the Public Facilities Committee will be held on Thursday, February 12, 2015 at City Hall, 626 Geneva Street, Lake Geneva, WI in the second floor meeting room at 6:00 P.M.

Meeting called to order by Chairman Bob Kordus.

Roll Call.

Minutes of the Prior Meeting.

Public Comments.

Comments from the public as allowed by Wis. Stats. §19.84(2), limited to items on this agenda. Comments will to be limited to 5 minutes.

Communications.

1. Projects & Activities Update-DPW Winkler.
2. DNR Master Planning Schedule for Big Foot State Park.

Agenda Items:

1. Possible Addition of Street Light or Lights to the West Side of Cook Street Between Main Street and Geneva Street-Discussion.
2. Signage in the Downtown Regarding Making It Uniform-Continued from December 2014 Meeting.
3. Snow Removal Policy Review (Downtown, Mailbox Damage, Picking up of Piles, and Salt/Sand Mix Percentage).
4. Snow Piles/Removal from Sidewalk or Roadway Shoulder on Walworth County Section CTH "H"/Interchange North Between Grant Street & Geneva Square Traffic Signal.
5. Fueling System Pump Controls Replacement Proposals-Street Department.
6. No Fee Permit Application for Agricultural Equipment.
7. Dog Park Fencing Bids.

Adjourn.

Approved by Bob Kordus  
Chairman 02/06/15

Reviewed by Dennis Jordan  
City Administrator  
Date 02/06/15 dsw

Requests from persons with disabilities who need assistance to participate in this meeting or hearing should be made to the City of Lake Geneva at 262-248-3673 with as much advance notice as possible.

No official Council action will be taken, however a quorum of the Council may be present.



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## February 12, 2015 Meeting Explanation

DATE: February 10, 2015

### MEMORANDUM

TO: Chairman Bob Kordus & Members of the Public Works Committee

FROM: Daniel S. Winkler, P.E. *DSW*  
Director of Public Works & Utilities

SUBJECT: February 12, 2015 Public Works Committee Meeting Agenda

The Public Works Committee is scheduled to meet at **6:00 PM** at City Hall.

**Members in attendance:**

Chairman Bob Kordus \_\_\_\_\_  
Alderman Ellyn Kehoe \_\_\_\_\_  
Alderman Sarah Hill \_\_\_\_\_  
Alderman Al Kupsik \_\_\_\_\_  
Alderman Rich Hedlund \_\_\_\_\_

**Staff Present:**

City Administrator Dennis Jordan \_\_\_\_\_  
Director Daniel Winkler (DPW) \_\_\_\_\_  
Mayor Jim Connors: \_\_\_\_\_

Other: \_\_\_\_\_

Public in attendance: \_\_\_\_\_

**Approval of the Minutes of the Prior (January) Meeting:**

Motion to approve by Ald. \_\_\_\_\_ and seconded by Ald. \_\_\_\_\_. The motion passed \_\_\_\_-0.

**Public Comments:**

None.

**Communications:**

1. Projects & Activities Update-DPW Winkler.
2. DNR Master Planning Schedule for Big Foot State Park.

**Agenda Items:**

1. Possible Addition of Street Light or Lights to the West Side of Cook Street Between Main Street and Geneva Street-Discussion.
2. Signage in the Downtown Regarding Making It Uniform-Continued from December 2014 Meeting.
3. Snow Removal Policy Review (Downtown, Mailbox Damage, Picking up of Piles, and Salt/Sand Mix Percentage).
4. Snow Piles/Removal from Sidewalk or Roadway Shoulder on Walworth County Section CTH "H"/Interchange North Between Grant Street & Geneva Square Traffic Signal.

5. Fueling System Pump Controls Replacement Proposals-Street Department.
6. No Fee Permit Application for Agricultural Equipment.
7. No Fee Permit Application for Agricultural Equipment.

**Public Works Projects Update**

Below please find an update on Public Works projects:

- ✓ Disc Golf Course –North pedestrian bridge Eagle Scout project pending.
- ✓ 2014 Street Maintenance Program- Stark Asphalt Done for Year. Finished Edgewood. Looking at TIF#4 Projects. Sent 2015 Street List to WE Energies for Their Use.
- ✓ Flat Iron Park Pavilion-Awarded to Glen Fern. Construction is scheduled for some time in March.
- ✓ Street Department Ventilation & Heating- Westenn is working on.
- ✓ 1070 Carey Street Exterior Siding & Overhead Doors-Project Complete.
- ✓ Crackfilling-Bid awarded 11/10/14. Work in Spring.
- ✓ Cobb Park Restroom Remodel- Glen Fern Construction Has Performed Demolition.
- ✓ Fuel System Controls Replacement-Bid quotations being sought.
- ✓ Dog Park Fencing-Bid Opening 02/12/15.

In addition, this winter the Street Department has been out on twelve (12) snow and ice events through February 3<sup>rd</sup>.

The DNR has provided the City with their schedule for their master plan update. It is attached.

**Agenda Item No. 1-Possible Addition of Street Light or Lights to the West Side of Cook Street Between Main Street and Geneva Street-Discussion.**

Delaney Street has requested an ornamental street light in front it its business. Chair Kordus has requested this item be placed on the PWC agenda for discussion. In 2011, we purchased and let a contract to install street lights on the east side of the street to illuminate the road. The east side was selected due to the interfering trees and interfering underground utilities on the west side of the road. The cost was \$7,000 for each light fixture and \$3, 500 for installation per fixture. Staff believes the light pole or poles may run closer to \$8,000 each and installation probably doubled to the \$5,000 to \$8,000 range per pole due to the underground utilities. There is no City budget for this work in 2015. The BID normally initiates street lighting requests. They are evaluating the request also, and may have a recommendation to the City regarding additional light poles and funding for them by meeting time.

Direction is requested.

Motion to \_\_\_\_\_  
 by \_\_\_\_\_, Second by \_\_\_\_\_. Passed \_\_\_\_\_.

**Agenda Item No. 2– Signage in the Downtown-Discussion Regarding Making Uniform-Continued from January Meeting.**

Mr. Schaefer of the Chamber was going to check with other businesses in the downtown and provide a response to the attached wayfaring signage information. The item was continued last month awaiting their recommendation. The sent out information is attached. As a reminder the DPW noted in his staff report that there were a lot of “P” symbols associated with the pay stations, and those “P” designation may or may not cause confusion over following the “P” to the parking lots versus the “P” to the pay stations.

The City and Chamber may also need to discuss who funds the revise or new signage once they decide what they want on the signs.

Direction is requested.

Motion to \_\_\_\_\_  
by \_\_\_\_\_, Second by \_\_\_\_\_. Passed \_\_\_\_\_.

**Agenda Item No. 3- Snow Removal Policy Review (Downtown, Mailbox Damage, Picking up of Piles, and Salt/Sand Mix Percentage).**

As we have some newer aldermen on the PWC and as a refresher, staff would like to present to the PWC some discussion on downtown snow removal procedures, mailbox damage, some issues we have had with picking up of snow piles, and a brief discussion regarding salt/sand mix percentage.

**DOWNTOWN**

Attached are excerpts from the City’s January 1996 Snow Policy and amended on May 10, 2011. To summarize, the policy, (portions of which are attached) distinguishes between 3 different classes of storms. Class “A” is <2”, Class “B” is 2” to 8”, and Class “C” is >8” of snowfall as described in Section IV. Class “B” storms trigger windrowing and pick up of snow in the downtown. To illustrate how duration, classification, and time of day impact our response, Exhibit “D” attached also takes you through a typical reaction to these various snow storms. While not all snow storms are created equal, in situations where more than 2” of snow falls, Street Department windrows the snow to the center of the road for pick up. If accumulations fall into the high Class “B” or Class “C” category, the snow may be picked up twice. The idea is to economize manpower and equipment to the extent possible. All the merchant needs to know is that if the downtown is clear of parked cars (time of day), the Street Department windrows the snow to the center of the street. The merchants have all that day to push their snow to the gutter. The Street Department comes back in the middle of the night after bar time to windrow the remaining snow to the center of the road and uses the front end loader mounted snow blower to load the snow into dump trucks. The dump trucks are ours or a combination of ours and private contractors, depending upon the severity of the snow storm and availability of City dump trucks. The Street Department will continue to remove windrows until they are all removed. The windrow streets are identified in the policy and a notice to our downtown merchants with photographs on where to push the snow is attached for information.

**MAILBOX**

Mailbox damage is unavoidable as part of clearing snow from our City streets. As careful as we try to be, an occasional mailbox is knocked over by snow being rolled to the shoulder or by the plow blade itself. As mailboxes come in all sizes, types, costs and condition, the Street Department investigates all complaints. If the box can be reset, we simply put it back up. According to City mailbox policy 3.2 attached, if the mailbox is damaged or post snapped off, the Street Department does what it can to secure the broken box or post until spring. The mailbox owner subsequently submits a request to City Hall for reimbursement. The policy provides for up to a \$50 reimbursement.

PILES

There have been some locations where the Street Department has historically come back after the heavier snowfall events and picked up some snow piles where the snow was pushed from private property into the street or right-of-way away from the private property whose snow it was. Examples include Pizza Hut who pushes their snow into the windrow on William Street for pick up, and Del's Automotive who push their snow across to the south side of Henry Street for removal later by the Street Department. Pizza Hut runs out of room to pile the snow and Del's has multiple driveways and parks vehicles occasionally on the terrace between the sidewalk and street. The reason for bringing this up is that there is that the ordinance prohibits pushing of snow into and across the street. There are some photographs attached.

SALT/SAND MIXTURE

There is a narrative in the policy regarding Use of Abrasives and Calcium Chloride. It also discusses effectiveness of abrasives mixed with salt and use of straight salt. The Assistant DPW and Street Foreman will be at the meeting to discuss what we do, how effective it is and under what conditions, and inquire into the possibility of revising the City Ordinance regarding salt/sand mix for next winter.

Direction is requested with respect to current practices and any changes the PWC would like to see staff investigate.

Motion to \_\_\_\_\_  
by \_\_\_\_\_, Second by \_\_\_\_\_, Passed \_\_\_\_\_.

**Agenda Item No. 4- Snow Piles/Removal from Sidewalk or Roadway Shoulder on Walworth County Section CTH "H"/Interchange North Between Grant Street & Geneva Square Traffic Signal.**

As the PWC may be aware, the City has entered into a jurisdictional transfer with Walworth County. The first part was they repave CTH "H" from William Street to the northwest City limits and we assume conditional maintenance responsibility for it. In the future upon repaving, the City would conditionally take on the section of CTH "H" from George Street to just beyond the Geneva Square traffic signal. The City as a goodwill gesture, committed in the agreement to windrowing and picking up the snow in William Street between George Street and Grant Street. The primary reason was that there was sidewalk on both sides of the street and it made sense to the City to extend the procedure northward for another 2-1/2 blocks, and north of Grant Street there is a mix of town and City residents and little or no sidewalk on the north/west side of the street between Grant Street and the Geneva Square traffic signal.

Pursuant to the recent Class "C" storm that hit the City a week ago Sunday dropping nearly a foot of snow, Walworth County plowed their segment of CTH "H" and covered the sidewalk between Grant Street and Geneva Square with the snow from the road. Snow was over 2' deep in many locations, prompting several complaints. While the owners eventually cleared their sidewalks, the perception is that it was a City plowing created problem. While the City doesn't wish to be responsible for plowing CTH "H" (Interchange Road) as a solution, there may be some options. The question before the PWC is would they be interested in discussing some road maintenance exchanges with the County?

One of the options would be that during Class "B" and Class "C" storms with accumulations of more than 2" are anticipated, agree with the County that when they plow the road, that they leave the snow about 4' to 5' from the curb along the entire south/east side of this section. The City would come by after the storm and pick it up with snow blower and dump trucks. In exchange for this service, the County could reconsider some or all of its annual approximate \$3,800 charge to the City for their striping the centerline of a certain number of City streets. A solution such as this provides better service to our residents and will reduce the number of complaints both jurisdictions receive.

Motion to \_\_\_\_\_  
by \_\_\_\_\_, Second by \_\_\_\_\_. Passed \_\_\_\_\_.

**Agenda Item No. 5- Fueling System Pump Controls Replacement Proposals-Street Department.**

Assistant DPW Earle is soliciting bid quotations to replace the fueling system controls. This item is in the approved CIP. Hopefully they will be received and available for discussion at the meeting for a review and recommendation.

Motion to \_\_\_\_\_  
by \_\_\_\_\_, Second by \_\_\_\_\_. Passed \_\_\_\_\_.

**Agenda Item No. 6- No Fee Permit Application for Agricultural Equipment.**

The new law allows for the City to issue permits for farm equipment to go through the City. A memorandum with recommendation, form and route map are provided for action.

It is recommended to approve the No Fee Permit (Ag-CMV) for implements of Husbandry using only the approved roadways through the City as shown on the map.

Motion to \_\_\_\_\_  
by \_\_\_\_\_, Second by \_\_\_\_\_. Passed \_\_\_\_\_.

**Agenda Item No. 7- No Fee Permit Application for Agricultural Equipment.**

Sealed bids will be received and opened this on February 12<sup>th</sup> for the dog park fencing project. The information will be brought to PWC for review and a recommendation to Council. As of February 9<sup>th</sup>, we have had 5 bidders take out packets.

Motion to \_\_\_\_\_  
by \_\_\_\_\_, Second by \_\_\_\_\_. Passed \_\_\_\_\_.

**MINUTES  
OF THE PRIOR  
MEETING**



# Public Works Committee

Alderman Bob Kordus Chairman

Alderman Ellyn Kehoe  
Alderman Rich Hedlund

Alderman Al Kupsik  
Alderman Sarah Hill

Director of Public Works Daniel S. Winkler, P.E.

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Phone: (262) 248-3673

## January 15, 2015 Meeting Minutes

DATE: January 16, 2015

### MEMORANDUM

TO: Chairman Bob Kordus & Members of the Public Works Committee

FROM: Daniel S. Winkler, P.E. \_\_\_\_\_  
Director of Public Works & Utilities

SUBJECT: January 15, 2015 Public Works Committee Meeting Minutes

The Public Works Committee met at **6:00 PM** at City Hall.

**Members in attendance:**

Chairman Bob Kordus  X   
Alderman Ellyn Kehoe  X   
Alderman Sarah Hill  X   
Alderman Al Kupsik  X   
Alderman Rich Hedlund  X

**Staff Present:**

City Administrator Dennis Jordan  X   
Director Daniel Winkler (DPW)  X   
Mayor Jim Connors:  X

Other:  Sylvia Mullally (Parking Enforcement) \_\_\_\_\_

Public in attendance: Mr. Jeff Prey (DNR), Mr. Dan Schuller (DNR), Mr. Jim Weiss, Mr. Chris Schultz, Mr. Ross Adams, Mr. Brian Pollard, Ms. Penny Roehrer, Ms. Mary Jo Fesenmaier, Mr. Richard Melmin, Mr. Terry O'Neill.

**Approval of the Minutes of the Prior (December) Meeting:**

Motion to approve by Ald. Hill and seconded by Ald. Kupsik. The motion passed 5-0.

**Public Comments:**

Ms. Fesenmaier asked if the PWC would put on a future agenda to discuss requiring public sidewalks on north Sage Street. Ms. Roehrer said she was against any roadway changes at Big Foot State Park. Mr. O'Neill asked if the City had to purchase all of its County 600-ton allocation of sand/salt mix from the County. The reply given at the meeting was that we only had to pay for what the City actually uses from its set aside allocation.

**Communications:**

1. Projects & Activities Update – DPW Winkler said the list of project updates was attached for information and he would answer any questions.

### **Agenda Items Discussed:**

1. Signage in the Downtown-Discussion Regarding Making Uniform-Continued from December Meeting
2. South Lakeshore Drive at Big Foot State Park.
3. Downtown Landscaping Maintenance Contract-Breezy Hill.
4. Downtown Street Parking Reconfigurations.

### **Agenda Item No. 1– Signage in the Downtown-Discussion Regarding Making Uniform-Continued from December Meeting.**

A motion was made by Alderman Hill and seconded by Alderman Kupsik to continue this item until next month as the Chamber had not as yet provided a reply on the pedestrian signage information given them. The motion passed 5-0.

### **Agenda Item No. 2- South Lakeshore Drive at Big Foot State Park.**

Chair Kordus introduced the discussions City staff was asked to have with the DNR regarding South Lakeshore Drive shoreline erosion problems. He said the discussions included possible roadway realignment alternatives. DPW Winkler reported that when the DNR met with the City regarding the shoreline, the DNR advised us they were considering roadway possibilities as part of a planned update to their park master plan. Their goal was to improve the situation at the lake, making it safer for day users.

Mr. Schuller of the DNR spoke regarding their plans for the park and meetings with City staff including the roadway. Alternatives were discussed with the priority to maintain the north-south South Lakeshore Drive connection from Linn to the City and the City's desire to explore relocating the City launch ramp to the park at the same trailer parking spaces count as the City presently has. He mentioned the alternative roadway concepts. It was noted that in Concept "B" that the roadway bridge over the lagoon would be very expensive, so the road concept along the east side of the lagoon seemed to be the frontrunner alignment. He explained that other potential improvements to include the improvement/replacement of present visitor center and bathroom facilities, an improved safer beach with adjacent parking and handicapped access, reducing pedestrian street crossing conflicts to the beach, kayaking launching and rentals, bike/pedestrian trails, and working with the adjacent youth camp to make their situation safer with a potential pedestrian underpass.

Mr. Schuller pointed out that the DNR never condemns property for public purpose, and any final plan is always the outcome of a public and transparent process that will probably only move forward if the stakeholders are interested in seeing the State invest to improve Big Foot Park. He also offered to Mr. Weiss to meet with the Town of Linn Board to discuss the park master plan, gauge their interest and preferences, and solicit input.

Mr. Prey of the DNR discussed the various potential elements of their concept plan, and that DNR funding would probably be in 2017-2019 time-frame. Mr. Winkler said the question before the PWC was are they interested at all in working with the DNR on their master plan including a new South Lakeshore Drive on the east side of the lagoon as the DNR Concept Alternative "C". The PWC consensus was that safety was important to them, the roadway alignment in the context of the DNR concept plan made sense, continue working with the Town of Linn and the youth camp as they are both stakeholders in Big Foot State Park, get answers to some of the issues discussed including any legal matters, timing/scheduling, funding and costs, and report back to the PWC before going to Council.

### **Agenda Item No. 3– Downtown Landscaping Maintenance Contract-Breezy Hill.**

It was moved by Alderman Hill to recommend to Council to extend the landscaping contract with Breezy Hill for another 3-year term at 3% in 2015, 0% in 2016 and 3% in 2017 as recommended by staff. The motion was seconded by Alderman Kupsik and approved 5-0.

**(This item needs to go to Finance and Council for consideration).**

**Agenda Item No. 4– Downtown Street Parking Reconfigurations.**

DPW Winkler explained he and Parking Enforcement Manager Sylvia Mullally, who was in attendance to answer questions, examined additional parking opportunities in the downtown and provided the PWC with a list of recommendations. He also explained that added angle or parallel parking needed to be in City ordinance to be enforceable. By consensus the Committee agreed/approved of the list.

**Motion to Adjourn:**

Motion to adjourn was made by Alderman Hedlund and seconded by Alderman Hill. The motion passed 5-0.

Cc: Mayor Jim Connors/Dennis Jordan/Sabrina Waswo/Common Council Members not on Committee/File

## Big Foot Beach State Park Schedule

### 2015

#### January

City of Lake Geneva Public Works Committee Meeting  
Cost Estimate – Alt C

#### February

Confirm Alt C option – private lands  
Confirm Township issues  
Confirm City schedule

#### March

A/E contact for road design / estimate

#### April

Start department master plan variance process  
Updated cost estimates

#### May

Department master plan variance preparation

#### June

Department master plan variance preparation

#### July

Draft department master plan variance public review period  
Cost estimates included

#### August

Final draft department master plan variance

#### September

Department master plan variance approval (administration approval)  
Publish department master plan variance

#### October

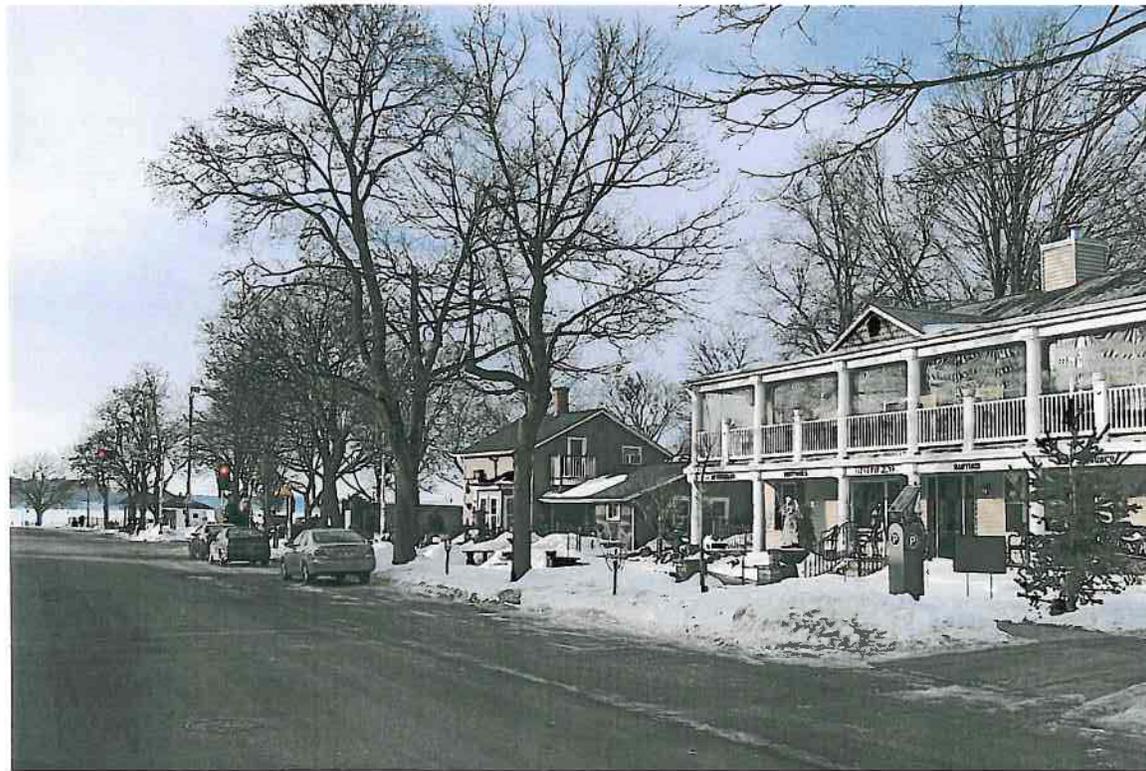
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# **AGENDA ITEM NO. 1**



COOK STREET LIGHTING







# **AGENDA ITEM NO. 2**

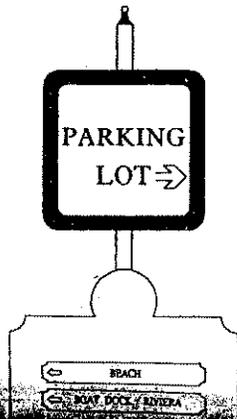
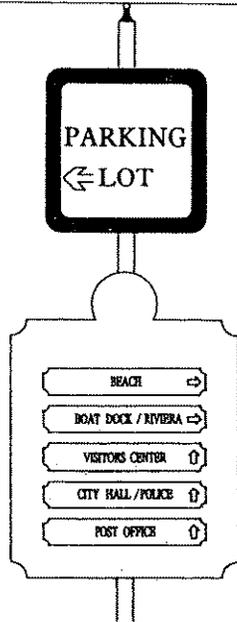


# SIGN REFERENCE

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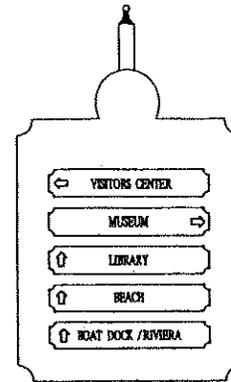
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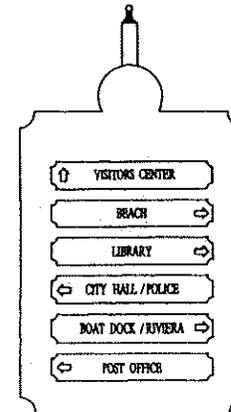


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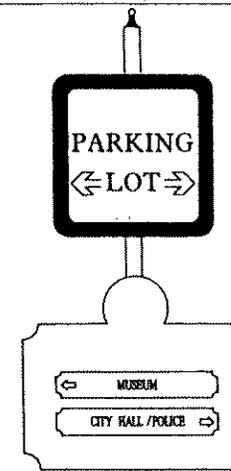


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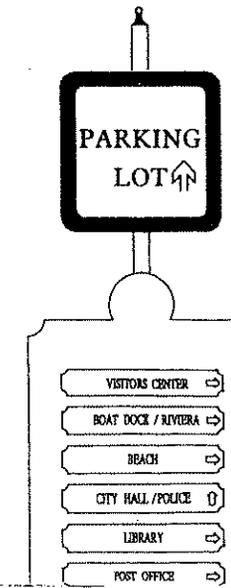


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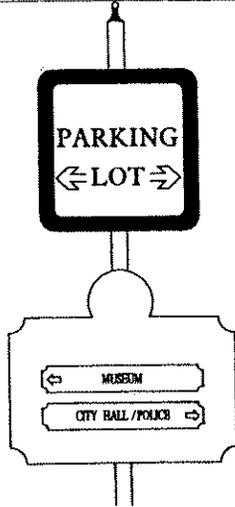


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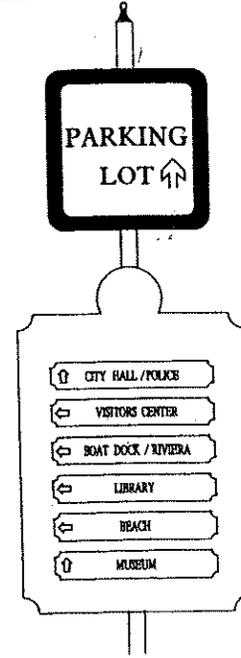


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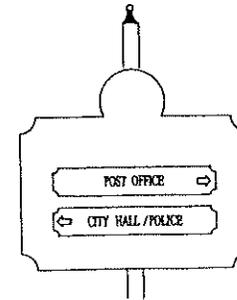


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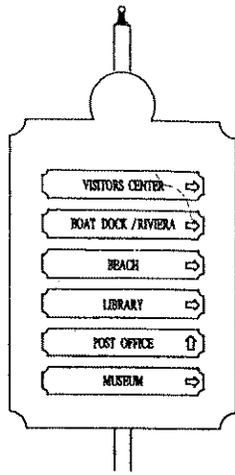
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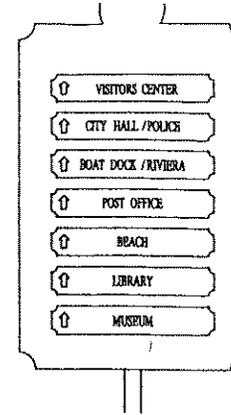
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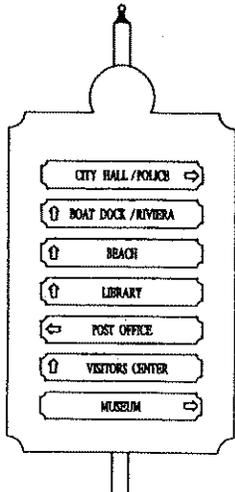
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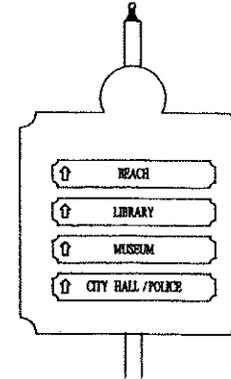
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ALL SIGNS ARE  
MADE OF WOOD

THE LOCATION OF UNDERGROUND STRUCTURES OR FACILITIES SHOWN ON THE PLANS ARE BASED ON AVAILABLE RECORDS AT THE TIME OF PREPARATION AND ARE NOT GUARANTEED TO BE COMPLETE OR CORRECT. THE CONTRACTOR IS RESPONSIBLE FOR CONTACTING ALL UTILITIES 72 HOURS PRIOR TO CONSTRUCTION TO DETERMINE THE EXACT LOCATION OF ALL FACILITIES AND TO PROVIDE ADEQUATE PROTECTION DURING THE COURSE OF THE WORK.

**SNYDER, INC.**  
& ARCHITECTS

WI (414)723-5600  
30 Shebovian, WI (414)458-5512

TRAFFIC SIGNAL &  
SIGNING REVISIONS  
CITY OF LAKE GENEVA

PROJECT NO.  
96186

SHEET NO.  
2 OF 6



# **AGENDA ITEM NO. 3**



### 3.4 SNOW & ICE CONTROL

**I. PURPOSE**

To provide policy to ensure Lake Geneva roadways are safe and passable for the motoring public and for public service vehicles.

**II. DEPARTMENT RESPONSIBLE**

The Street Department is responsible for snow and ice control.

**III. COMMITTEE OVERSIGHT**

The Common Council will oversee any changes to this policy.

Adopted by Common Council	01/??/1996
Amended by Common Council	??/??/2011

## SECTION 1: INTRODUCTION, PURPOSE, AND GOAL

### **Introduction**

Lake Geneva is a progressive and rapidly growing community of approximately 7,689 people, located forty-five miles southwest of Milwaukee. Highways 120 and 12 intersect at Lake Geneva. The City is recognized as one of the premier vacation destinations in Wisconsin and attracts world-wide visitors. Area resorts capitalize on rolling acres of pristine landscapes that meet the shores of Geneva Lake. Its proximity to Milwaukee, Madison, Chicago and Rockford also makes it a very popular destination for one day visitors. It is essential that our community provides the best and most efficient snow and ice control possible.

### **Background**

Due to its geographic location, Lake Geneva is subject to freezing rain, ice, and snow anytime during the fall, winter, and spring months. Normally, winter storms can be expected during the months of November through April. The responsibility for keeping vehicular and pedestrian traffic moving safely on Lake Geneva's 40 plus miles of city streets following snow and ice storms lies with the Public Works Department.

### **Purpose**

The purpose of a good snow and ice removal policy is to make the roadways safe and passable for the motoring public and for public service vehicles; however, there is a general awareness that the chlorides have a negative environmental impact on nearby soils, vegetation, waterways, and vehicles. There is also damage to the pavement itself. Every effort shall be made to minimize salt usage and still provide safe travel ways. The City shall use sand-salt mix of which salt comprises 18% to 20% (per ordinance) to keep the sand from freezing solid in the stockpile and be effective when applied to roadways.

### **Goal**

The City's overall goal is to clear all of its roadways curb to curb, from arterial and collector streets, to local residential street and alleys, of snow accumulation within twelve (12) hours after the snow has stopped in a Class "B" Storm. The first action in fighting any storm is spreading the sand/salt mixture on arterial streets, major collector streets, hills, and stopping areas that abut these major collector streets as well as hills and intersections

with stop sign control on local streets. It is necessary to apply sand and rock salt before the snow packs to enable the snow plows to clean the pavement. The lesser traveled roadways and the constant mixing and grinding of the sand/salt particles enables the chemical action to penetrate deeper and melt ice and snow more effectively. Where traffic volume is low, the particles are pushed to the roadside and are much less effective.

## SECTION 2: CITY ORDINANCES FOR SNOW AND ICE CONTROL

### **Publication of Notice**

A public notice detailing the City's snow and ice control policies shall be published on or about the first of November each year. A draft notice is attached hereto under Exhibit A.

### **Snow Emergency Declaration**

*PER MUNICIPAL CODE:*

SECTION 74-10(a). DECLARATION. "The Mayor or in the Mayor's absence the President of the City Council shall have the authority to declare a snow emergency whenever conditions arise which in their judgment necessitate the same.

SECTION 74-10(b). AUTHORIZED ACTIONS. Upon the declaration of a snow emergency, the Police and Fire Chiefs are authorized to hire tow trucks, require snowplows to accompany rescue squads and ambulance both inside and outside the corporate limits of the City, establish a public information telephone reception center, advise radio station WLKG of declaration of snow emergency, and take any other action necessary.

SECTION 74-10(c). PLOWING. The Street Department "shall first clear and keep clean all primary routes and entrances and exits to the emergency facilities, then all secondary routes shall be cleared and maintained." A map of streets designating facilities is in the office of the City Clerk and in the Utility Commission waiting area.

SECTION 74-10(d). PARKING. "During a snow emergency, there shall be no parking on all primary and secondary routes. Any vehicles parked on such routes shall be towed away at the owner's expense as provided in Section 74-37."

SECTION 74-10(e). TERMINATION. "The snow emergency may be terminated by the Mayor or City Council. The snow emergency shall be limited to the time during which such snow emergency conditions exist."

SECTION 74-60(a). NO PARKING SIGNAGE FOR SNOW REMOVAL. "For the purpose of removing snow from the streets and surrounding areas, the Street Department may erect signs prohibiting parking in the particular area where snow is intended to be removed."

SECTION 74-60(b). PENALTY FOR VIOLATION. "The Police Department may tow away all vehicles parked in violation of the no parking sign pursuant to this subsection."

### **Sidewalks**

If sidewalks are not cleared within 24 hours, the following procedure will be employed in accordance with Section 62-223:

- 1) written warning will be delivered to property owner by the Police Department, Public Works, or Code Enforcer within 24 hours from the date and time of the warning (Exhibit "F"). The exception to this notice is any business located in the downtown business district. The City may schedule removal of snow anytime after the 24 hour time period has lapsed. The downtown has heavy pedestrian usage; therefore the risk of public health, safety, and welfare is an overriding consideration.
- 2) the sidewalk shall be inspected upon expiration of the warning time and forfeiture levied of not less than \$20 or more than \$30 for the first offense, and not less than \$30 or more than \$50 for any subsequent offense. Each 24 hour period shall cause a separate offense.
- 3) the sidewalk shall be cleared by the City crews or a City hired contractor. Contractor shall provide before and after photographs to the City for documentation purposes.
- 4) twice the City cost of removal shall normally be charged to the property owner in accordance with City Ordinance.
- 5) deposit of snow in streets prohibited in accordance with Section 62-221, "No person shall cause to be deposited snow from his premises onto the sidewalk abutting thereon or onto any street..."

## SECTION 3: RESPONSIBILITIES OF CITY PERSONNEL

### **Public Works Department**

The task of keeping vehicular traffic moving on the City of Lake Geneva's 40 plus miles of streets during and following snow storms is the duty of the Street Department. The Department is responsible for the coordination and supervision of the entire snow and ice control operation. Tracking of storm warnings, making decisions as to type and timing of a snow and ice control operation, alerting personnel, tracking costs (Ice and Snow Control Report, Exhibit "D") and the continual observation of ice and snow operations are all part of these responsibilities. Although the Street Department directs snow plowing and ice control under the direction of the Director of Public Works, it depends heavily upon the continual support and cooperation of all other municipal departments within the City.

### **Lake Geneva Police Department**

Two primary functions of the Police Department are assistance with deteriorating road conditions and the ticketing and towing of the vehicles in violation of Sections 74-10(d) and 74-60 of the Municipal Code of the City of Lake Geneva. The Police Department provides the first notice of hazardous conditions to the Street Department particularly during the late evening and early morning hours. The Police Department also is responsible for communicating snow emergencies to the media.

City Code provides "the Police Department may tow away all vehicles parked in violation of the no parking sign pursuant to this subsection." It shall be the policy of the City that vehicles found in violation will be ticketed and towed by the Police Department after two consecutive tickets, in a snow emergency the vehicles in violation will be towed immediately or as soon as possible under existing conditions. In times of extreme emergency, the City may opt to tow all cars to a central location such as public parking lot or the Street Department on Carey Street.

### **Water, Wastewater & Cemetery Departments**

Wastewater and Cemetery employees may be called upon during snow emergencies to supplement manpower shortages for reasons to include: illness of Street Department personnel, inability to get to work, or extended storm fighting conditions. Water Department employees shall ensure that substations, wells, towers, and hydrants are clear of snow and ice. In extreme circumstances, the City may call upon all employees with valid CDLs to plow during manpower shortages.

## **Street Department—Repair Shop**

The function of the Street Department Repair Shop in Lake Geneva's Snow and Ice Control Plan is to prepare all the equipment needed well in advance of the winter season. The street worker mechanic may also be called upon to assist in plowing operations during Class "B" and Class "C" Snow Alerts. Included are repairs to any equipment that breaks down during any class storm either in the shop or at snow zone location. Preventative maintenance is also done on the trucks, loaders, tractors, spreaders, and blower. Whenever possible, an additional employee is assigned to the street worker mechanic to assist with two-man repairs to broken equipment.

### **SECTION 4: STORM CLASSIFICATIONS**

#### **Class "A" Storm (Less than 2 inches total accumulation)**

This is a snow storm with an accumulation of less than 2 inches in depth and involves only a sanding operation with salt/sand mixture. Plow trucks with spreader are dispatched to work each of the four zones treating the arterial and collector streets, including the approaching intersections as well as the hills, curves, controlled intersections on local roadways that serve the Police Station, Fire Station, and schools. However, during a freezing rain when extremely dangerous slippery conditions exist, straight salt may be used instead of a salt/salt mixture.

After normal working hours and weekends, only one or two drivers will be called to work depending upon conditions. The overtime Street Department employee will always be called per the ongoing overtime call-in list. The Street Superintendent shall determine the need to call in other employees to assist if he/she feels the conditions require additional help. In the absence of the Street Superintendent, the Foreman or the Director of Public Works may call in additional labor. It then will be their decision whether to upgrade to a Class "B" storm or continue with a Class "A" alert.

#### **Class "B" Storm (2" To 8" Inches total accumulation)**

This storm is a snowfall of two (2) inches to eight (8) inches in depth and involves a full plowing and sand/salting operation. A snow emergency will be declared during a Class "B" Storm if conditions continue to deteriorate and accumulations significantly increase.

Under a Class "B" Storm alert, the Street Department begins to plow routes by dispatching plow trucks to each of the four zones. The plow trucks with spreaders first plow and spread sand on the arterial and collector streets before beginning to clear residential streets. Two plow trucks begin windrowing the snow downtown. Windrow streets include Main, Wrigley, Cook, Center, Broad, Williams, Dodge, and Geneva. During normal business hours downtown the plows may have to plow the snow to the backs of parked cars if there isn't enough room on the roadway. In this event, employees will be called in during early morning of the next day to bring this snow to the center of the road. Some parking places are blocked off in this type of operation. As soon as possible after the snow has been windrowed, the blower and a minimum of two plow trucks with snow boxes, either street trucks or contractor, are dispatched to downtown to start removing the windrows. Every effort is made to keep open as many parking places as possible. When the blower has started picking up windrows this operation will continue until all snow has been removed from the downtown area.

After all the windrows have been picked up downtown, the plow trucks are sent to assist the drivers with the ongoing clean up in the four zones. The blower operator returns the blower to the garage and then takes the bobcat, snow bully or other required equipment and begins to clear parking lots and sidewalks.

During an early call-in, an employee will take a one-ton truck to clear alleys and a loader to clear parking lots. This shall be done before cars start using them for parking to the extent possible. This snow is moved into piles or pushed into windrows for removal later as the situation dictates. The 4-wheel drive pickup with plow may assist in the operations depending upon availability of drivers.

Residential streets will always be the last to be plowed. As drivers clear their zones they are instructed to pull off the residential streets from time to time to check the arterial and collector streets for buildup and then return to residential streets. Drivers shall rotate the beginning location of their zones from storm to storm; one storm they shall start in sub-zone "A" and the next storm start first clearing sub-zone "B." If a driver starts on the north side of his sub-zone on a snow storm, he/she is to start on the south side on the next storm. This will reduce complaints that certain streets are always the last to be plowed.

Drivers are furnished with a color coded map of the zone they have been assigned. The arterial and collector streets are highlighted. Drivers are instructed to plow and sand their arterial and collector streets first before entering residential areas. Drivers are to return to the arterial and collector streets from time to time to check if they are still clear. The Street Superintendent may assign a driver to keep arterial and residential streets clear. This action would allow zone drivers to continue plowing on residential streets.

The Street Superintendent will be on patrol to watch out for build up on different areas. He/She will call drivers off of residential streets when he/she feels that the arterial and collector streets need immediate attention. He/She will remain in contact with the Police Department to relay messages to drivers of trouble spots. The Director of Public Works may also reclassify a storm as appropriate. He/She will remain aware of the forecasted weather and work with the Street Superintendent to call in employees as needed. Employees from other Departments may also be called in as needed.

A Class "B" Storm should be able to be handled by City of Lake Geneva employees, but if the need arises, the Street Superintendent or Director of Public Works can authorize outside contractors to assist. All streets, parking lots, alleys, and municipal building sidewalks should be cleared in about 10-12 hours for a Class "B" Storm. During storms of this class some employees may be sent home to rest with directions to return at a set time to clear downtown windrows, parking lots, and alleys. In this case, two drivers may be kept back after normal hours to keep arterial and collector streets open and sanded. These employees will then come in the next day at their normal time. Every attempt will be made to make sure for safety purposes that no employee works more than sixteen (16) consecutive hours without eight (8) hours rest. If needed, employees from other Departments may be called in to supplement Street Department employees.

### **Class "C" Storm (8" or more total accumulation)**

This storm is extremely heavy snowfall, eight (8) inches or more in depth, occurring in a period of twenty-four hours or less. In this storm, life threatening situations can arise as emergency vehicles can become bogged down and stranded. When existing conditions and weather forecasts indicate a Class "C" Storm event is imminent, the Street Superintendent and Director of Public Works will maintain close communication with drivers and Police Department. The Street Superintendent or Director of Public Works may arrange for outside contractors to assist City Employees.

## SECTION 5: SNOW REMOVAL PRIORITIES

### **Snow Zones**

Zones have been established to divide the City into approximately four equally sized snow removal routes. These geographic areas have been chosen to provide a balance between mileage and travel time. Each zone in turn is further divided into an "A" and the next storm start in sub-zone shall be given alternate priority by snow storm. For example a plowing crew will start in sub-zone "B." Before the zones are entered, arterial and collector streets are cleared from end to end, sometimes using two trucks running in tandem. Equipment and staffing issues are addressed later in this policy.

### **Appropriate Level of Service**

Matching the level of service to roadway classification and vehicular volume will effectively provide a high quality winter travel-way for our citizens. The priorities are as follows:

- 1) Arterial roadways
- 2) Major and minor collectors
- 3) Local residential streets
- 4) Cul-de-sacs and dead end streets
- 5) Alleys and parking lots. Alleys and parking lots may be cleared during regular working hours.
- 6) Sidewalks in front of City property

The extreme cost and negative environmental impacts of a "bare pavement" policy at all times for each and every roadway is not feasible. If a citizen drives carefully for 1-2 blocks on their local street to a collector or major roadway with a higher level of service, then travel throughout Lake Geneva is easy and safe. Balancing level of service with resources is the more efficient use of Lake Geneva tax dollars and minimizes damage to our environment and vehicles. Local streets will not generally be sanded during the plowing operation (except maybe certain intersections) but will receive a sand/salt mixture during freezing rain and where the forecast is for continued low temperatures. However, hills curves, and stop sign intersections will receive a sand/salt mixture in each of the Class A, B, or C Storm. Straight salt will only be spread during a severe ice storm to break the bond between the ice and the pavement. When this bond has been broken, the remaining ice will be plowed off the pavement. Snow and Ice Control Plan flow charts for Class "A" and Class "B" Storms appear in Exhibit "E" because frequency and duration storms occur during morning, daytime, and evening hours.

## **Cul-de-sacs and Dead Ends**

Cul-de-sacs and dead ends require special equipment and are difficult to clear; therefore they are last on the street cleaning list. Drivers shall plow past cul-de-sacs and dead ends if they intersect with a through street. When a driver has completed all arterial, collector, and through residential streets, he then returns and plows cul-de-sacs and dead ends. Other drivers who have completed their zones will assist in any other zone with cul-de-sacs and dead ends.

## **Parking Lots and Alleys**

Alleys and parking lots shall be plowed soon after the snow stops to allow residents, shoppers, and employees to park their vehicles off-street. This operation is completed by using the front end loader with "snow bully" bucket. The half-ton four wheel drive pickup may also be used in the smaller parking lots. The parking lot plow list is as follows:

- 1) Fire House
- 2) City Lot in 700 block of Geneva Street
- 3) City Hall
- 4) City Lot in 800 block of Geneva Street
- 5) Center Street (2 Lots)
- 6) Chamber of Commerce
- 7) Riviera Lot
- 8) Sage Street Lots by Museum
- 9) Dunn Field Parking Lot (If City agrees to assist the School District)

## **Sidewalks**

The Street Department is responsible for snow removal on sidewalks adjacent to City owned buildings and property. After the City parking lots and alleys are plowed, a Street Department employee will transfer from a front end loader to either tractor with the broom or the bob-cat tractor with the front mount snow blower to clear sidewalks. The tractor selected will depend upon the depth and the wetness of the snow. Priorities are as follows:

- 1) Fire Station
- 2) City Hall
- 3) Library Park
- 4) Riviera Ballroom
- 5) Select/School Cross-walk Corners
- 6) Bridges
- 7) Moss Park
- 8) Dodge Street Cemetery
- 9) Flat Iron Park

- 10) Seminary Park
- 11) Designated Bike Trail Routes
- 12) City sidewalk snow removal plan are those sidewalks adjacent to private property which, under City ordinance, are the responsibility of the abutting property owner for snow removal. City ordinance authorized the City to initiate sidewalk snow removal for public safety and welfare if the snow and/or ice have remained on the sidewalk surface for a period in excess of 24 hours after the termination of the storm. The procedure is set forth under the Public Notice section of the policy.

NOTE: In any storm event, sidewalks will not be done until all streets are passable.

### **Private Streets**

Snow removal from private streets shall not be provided unless as an agreement between the adjoining property owners and the City has been executed. The agreement shall provide for the reimbursement to the City for all costs associated with the snow and ice control services. Said costs may include: labor and fringe benefits; equipment rental (based on rates established by the state); sand, salt, and other supplies; fleet, property, and liability insurance; etc.

Private Streets Currently Being Plowed:

- 1) Ceylon Court
- 2) Knoll Lane N.
- 3) Knoll Lane S.
- 4) LaGrange Drive
- 5) Maytag Drive
- 6) Shore Acres (1121 S. Lake Shore Dr.)
- 7) Windsor (Somerset)

## **SECTION 6: SAFETY AND TRAINING PROCEDURES**

### **Purpose**

The purpose of Safety and Training Procedures is to protect and provide safe conditions for city personnel, motorists, and pedestrians. To that extent, City operations shall do the following:

- 1) Always check the equipment before entering the vehicle.
- 2) Report all mechanical problems to the Supervisor immediately.

- 3) Obey all traffic laws. Do not use excessive speed and be certain to stop for all stop signs and traffic signals.
- 4) Be as courteous as possible to those who are stranded or stuck in the snow. Notify the Police Department by radio for assistance. Do not get involved unless somebody is injured or it is otherwise a dangerous situation.
- 5) As a matter of policy, Street Department plowing operators shall not work longer than sixteen (16) hours in a twenty-four (24) hour period without having at least eight (8) hours off for rest.
- 6) All employees shall be familiar with the City Safety Manual and adhere to its guidelines.

### **Personnel Training**

At the direction of the Street Superintendent, a four (4) hour training session may be scheduled during the months of the October or November for the snow removal crews. The training session will emphasize the following:

- 1) Route and Zone changes (additions and/or deletions)
- 2) Supervisor's Role
- 3) Operator's Role
- 4) Updates on new equipment
- 5) Preparation of snow equipment (plow hook-up, maintenance check, maintenance repairs, etc.)
- 6) Vehicle run of routes and zones.
- 7) Feedback from drivers on conditions of route, ideas and suggestions

It will be the policy of the Street Department that all personnel should take a snow fighting course or a refresher course at least once every five (5) years. No new personnel will be allowed to operate a vehicle until they are qualified and have been adequately trained to the satisfaction of the Street Superintendent.

All drivers are instructed to drive their assigned routes prior to the first snowstorm to look for obstructions like raised manholes and water shut off boxes. These obstructions shall be repaired as soon as possible, but if an early storm hits, the drivers will proceed cautiously in these areas. New employees are trained in plowing operations and proper snow fighting techniques. They shall also initially be given less critical routes and zones. A more experienced driver will ride with the newer employee on their preseason drive. The newer driver will be instructed on proper snow fighting techniques and what obstructions to watch for during emergency snow plowing operations.

Drivers are instructed to respect private property. They are to plow around any stranded or disabled vehicles and then radio their location to the Police Dispatcher. Any driver finding a vehicle completely blocking a street will radio the Police Dispatcher or Street Superintendent for immediate removal. Drivers are instructed to continue plowing their routes or zone until they are sure that all roads are passable. Drivers shall not stop to assist any motorist or pedestrian unless an emergency exists which threatens public safety. Drivers shall not plow or sand any private property unless assisting ambulance or fire department response personnel. Drivers are instructed to continue to plow past any driveway even if the accumulated snow from their plow blocks the end of the driveway. It is the responsibility of the private property owner to clear any snow from their driveway. Drivers shall not stop to clear any sidewalks.

## SECTION 7: MATERIALS AND EQUIPMENT

### **Preparation of Equipment**

Each year during the month of September, the Street Department staff will inspect all snow removal equipment and accessories and prepare them for installation on the vehicles during the month of October and early November. Spreaders shall be attached to the trucks and tested no later than November 1 of each year. Plows shall be positioned in the Street Department garage so as to allow the rapid connection of the plow to the truck in the event of a snow storm not later than November 15. Once all the equipment has been mounted, tested, and presumably ready for operation, the operators assigned to the vehicle should make a trial run over their routes. All equipment should be tested on dry runs during good weather. Any mechanical failures shall be reported immediately to the Street Superintendent who will arrange for immediate repair or replacement.

Annually, not later than November 1, each spreader shall be calibrated by the assigned employee and a listing of the calibration be prepared for each unit. A copy of this listing should be placed inside the truck for the driver's reference during snow operations. The Director of Public Works or Street Superintendent will report to the City Administrator when all equipment is ready for snow fighting operations. The overtime call-in list will be updated by October 31 to show updated phone numbers of all City Employees involved in snow removal.

## **Calibration of Spreaders**

The Street Department repair shop shall, prior to the start of each season, adjust the spreader settings to the same application rate, at 20 M.P.H. to spread a uniform width of twelve (12) feet. This pattern will typically be offset from the vehicle centerline by two feet (2) toward the driver's side. All of the city's snow removal trucks shall be equipped with spreaders.

## **Winter Street Sweeping**

The street sweeper may be sent out whenever "above freezing temperature" opportunities allow removal of accumulated sand and salt on bare pavement streets.

## **Operator Check List**

Before leaving the Street Garage for a snow fighting assignment, each piece of equipment shall be thoroughly inspected by the assigned operator. The operator is responsible for its condition and should report any items which are broken or may break to the Street Superintendent. Arrangements can then be made to repair or replace the piece of equipment. The operator, each time he/she leaves the truck or equipment, for lunch, a rest period, or at the end of a day, shall walk around the truck and do an exterior inspection. The operator shall also check all fluid levels and lights each time he/she enters the vehicle. During snow and ice control, the following inspections shall be made prior to the start of a shift and as required:

- 1) Inspect the condition of the mold board and cutting edge of all snow plows. Inspect plow blades frequently. If blade wear reaches back plate, it will be very costly to replace. Any blades which are wearing to this critical point shall be reported immediately so the proper repairs can be made.
- 2) Inspect snow plow hoists. Check all air and hydraulic hoses and other crucial parts of the power units.
- 3) Inspect all vehicle lighting and warning lights.
- 4) Check all spreaders, hoses, and fittings. Check the spinners, augers, controls, and attachments to see that all are functioning properly. All plow assemblies, shoes and shoe assemblies should also be checked on a frequent basis.
- 5) Check all brakes, steering, clutches, transmissions, and engines so that all are in proper working condition.
- 6) Check operation of the vehicle's heater, windshield wipers, window washer, head lights; both high and low beams; plow lights, and marker lights.
- 7) Check all safety equipment, fire extinguishers, flashing lights, radio and First Aid Kits in the trucks and other equipment.

## **Use of Abrasives**

Abrasives do not prevent nor do they remove build up of snow pack. They can be an advantage instead of chemicals where traffic is light or where temperatures are extremely low. However, they must be mixed with rock salt in about 5:1 ratio in the salt shed to prevent stockpile caking and freezing. This material shall be cleaned from the streets and storm sewers in the winter as time allows and in the spring.

## **Calcium Chloride**

Studies have shown that a straight salt or salt treated with calcium chloride is more economical to use, with better results than abrasives. Abrasives can damage vehicles because of "sand blasting" effect as the sand is thrown up off the tires onto the body of the vehicle. It has been proven that one ton of salt can give the same results as three tons of sand. Even better results have been accomplished by pre-treating the salt with calcium chloride. This starts the salt working as soon as it hits the pavement. Because it is wet, calcium chloride is not thrown to the side of the road by the spreader or traffic. Several Wisconsin counties are using this combination, and consideration should be given to this product application in the future. Until then, the Street Crews will continue to generally apply a sand/salt mixture.

## **SECTION 8: ACCIDENTS**

There will be times during snow emergencies when an employee will be involved in an accident. If, while driving a City vehicle, an employee is involved in an accident, the employee shall initiate the following procedure:

- 1) The Police Department shall be immediately contacted by radio.
- 2) The Police shall be given the location of the accident and whether an ambulance is needed.
- 3) Make sure that, if injuries have occurred, all persons are comfortable until the emergency personnel arrive. Do not make any statement to anybody until the Police, Street Superintendent or Public Works Director arrives. A complete accident report must be filed, as well as an in-house report to the Director of Public Works which outlines the circumstances under which the accident occurred. Any time parked cars are struck, the same procedure shall apply.
- 4) Contact the Director of Public Works or Street Superintendent. The Director of Public Works or Street Superintendent will make an immediate investigation of the accident.

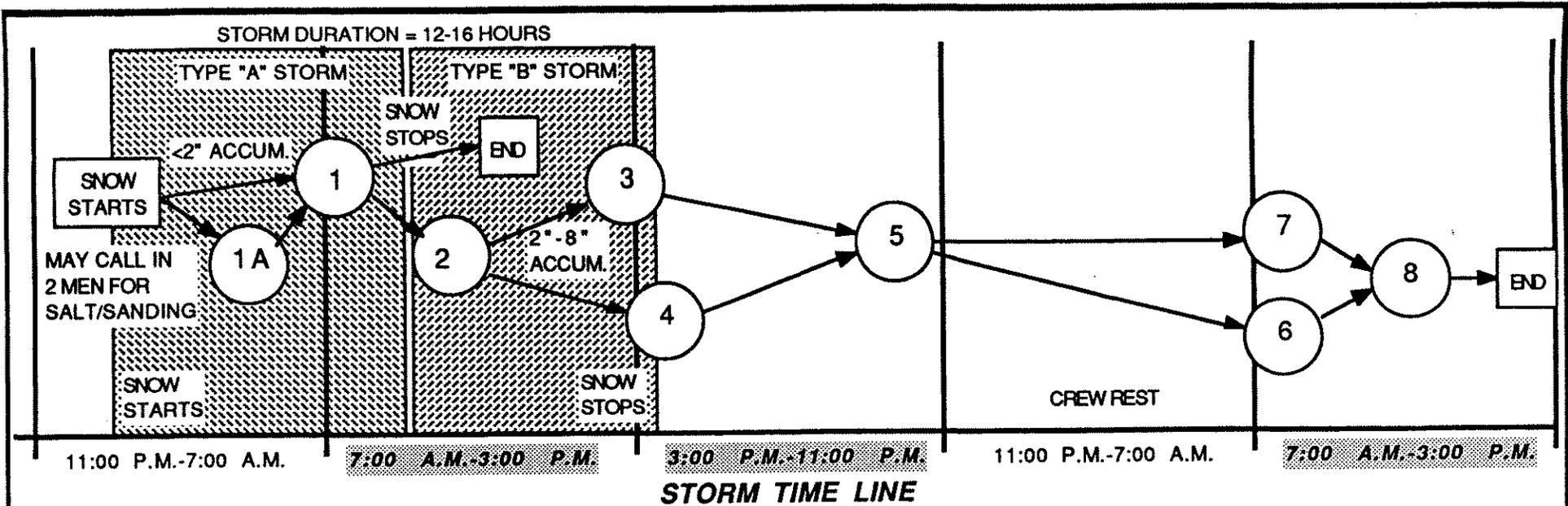
## **Property Damage**

If garbage cans, mailboxes, or other such small items are damaged by plow or snow rolled from the plow blade, you should notify Police Dispatch and the Street Superintendent immediately, via radio, with the address, when and where the damage occurred. A notation of the incident must be recorded and turned into the supervisor by the end of the storm.

If questioned by a property owner about damage to mailboxes, the City will by policy pay the property owner \$50.00 to replace damaged mailboxes if the plow struck the box or post. If the damage occurred because the box was not installed in accordance with Post Requirements (see Exhibit C) or because it was damaged by snow from a plow, then repairs will be the responsibility of the property owner.

## **On the Job Injuries**

Injuries must be immediately reported to the Street Superintendent who will assist the employee with completing an Accident Investigation Report and also report the incident to City Administration for filing of an Accident Insurance Claim.



**TYPICAL PROGRESSION IN THROUGH A CLASS "A" AND CLASS "B" STORM EVENT**  
**EARLY MORNING STORM (BEGINS BETWEEN 10:00 P.M. & 6:00 A.M.)**

NUMBER	ACTIVITY DESCRIPTION
1 A	EARLY STORM PLOWING SALT/SAND OF ARTERIAL & COLLECTOR ROUTS
1	SALT/SAND RUN
2	PLOW ARTERIAL & COLLECTOR ROUTES
3	FULL PLOW OF ALL RESIDENTIAL STREETS BY ZONE
4	PLOW ALLEYS AND PARKING LOTS
5	FULL PLOW RUN BY ZONE ENDS
6	REMOVE WINDROWS
7	CLEAR SIDEWALKS
8	GENERAL CLEAN-UP

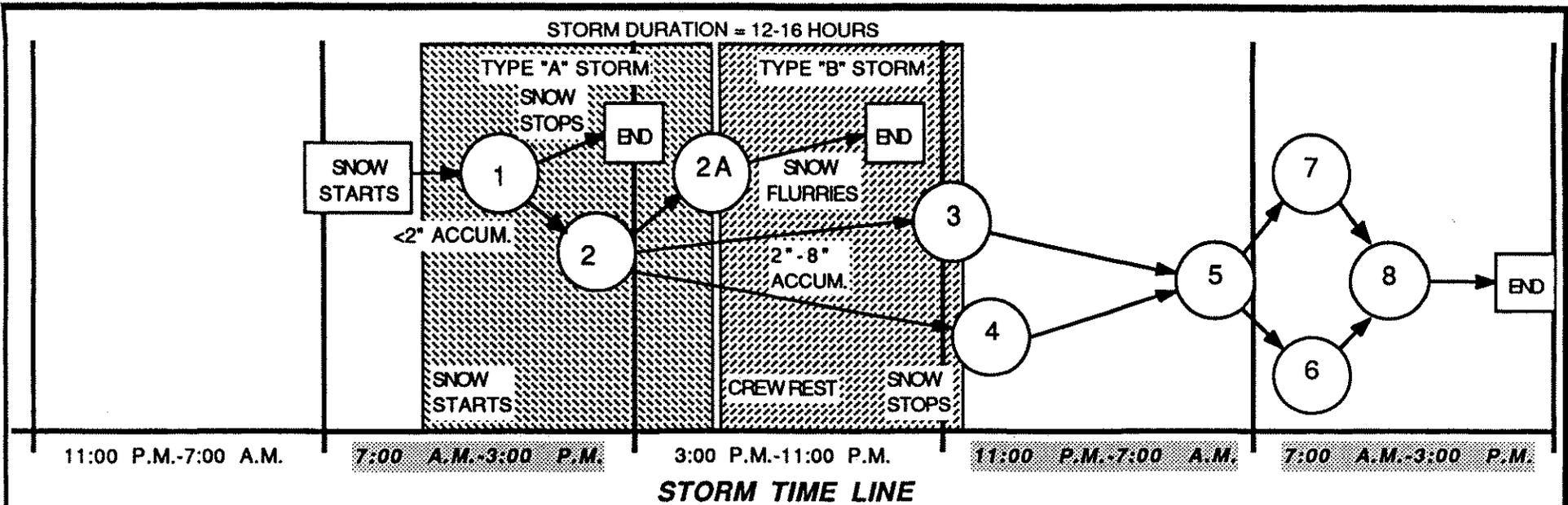
**LEGEND**

**7:00 A.M. - FULL PLOW CREW ON DUTY**

**EXHIBIT "D"**  
**PAGE 1 OF 3**

<b>SNOW &amp; ICE CONTROL PLAN</b>		
<b>EARLY MORNING STORM</b> (BEGINS 10:00 P.M. - 6:00 A.M.)		
DRAWN BY DSW	CITY OF LAKE GENEVA PUBLIC WORKS & UTILITIES	CHECKED
DATE 12-6-95	LAKE GENEVA, WI	PROJ. NO. NONE

REVISED 12-15-95



**TYPICAL PROGRESSION IN THROUGH A CLASS "A" AND CLASS "B" STORM EVENT**

**DAYTIME STORM (BEGINS BETWEEN 6:00 A.M. & 2:00 P.M.)**

<b>NUMBER</b>	<b>ACTIVITY DESCRIPTION</b>
1	SALT/SAND RUN
2	PLOW ARTERIAL & COLLECTOR ROUTES
2A	POST STORM SALTING/SANDING OF ARTERIAL & COLLECTOR ROUTES
3	FULL PLOW OF ALL RESIDENTIAL STREETS BY ZONE
4	PLOW ALLEYS AND PARKING LOTS
5	FULL PLOW RUN BY ZONE ENDS
6	REMOVE WINDROWS
7	CLEAR SIDEWALKS
8	GENERAL CLEAN-UP

**LEGEND**

7:00 A.M. - FULL PLOW CREW ON DUTY

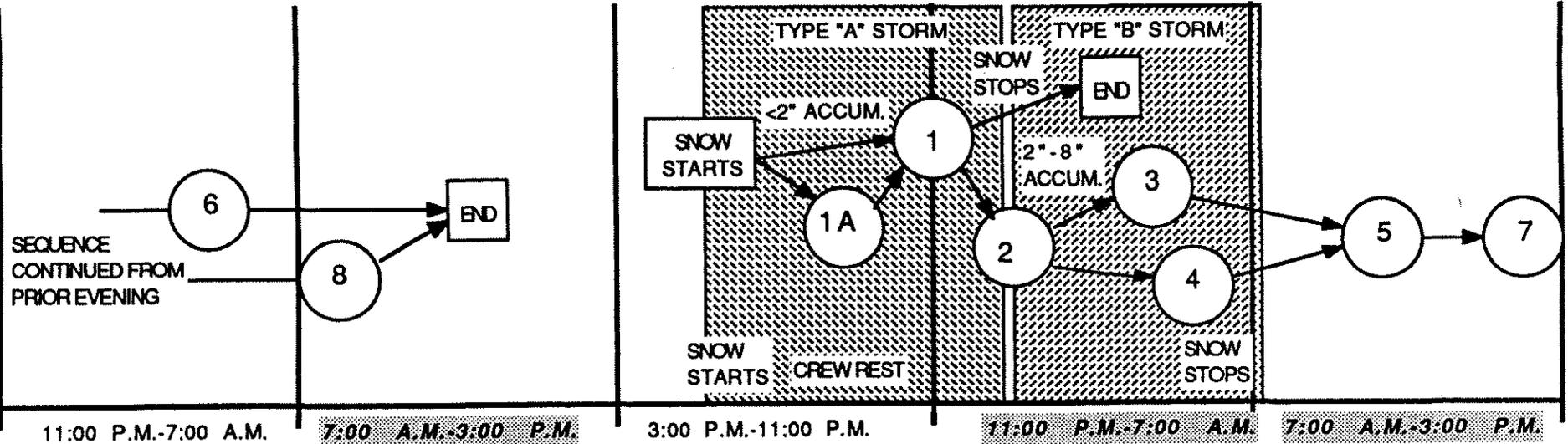
**SNOW & ICE CONTROL PLAN**

DAYTIME STORM  
(BEGINS 6:00 A.M. - 2:00 P.M.)

DRAWN BY DSW	CITY OF LAKE GENEVA PUBLIC WORKS & UTILITIES LAKE GENEVA, WI	CHECKED
DATE 12-6-95		PROJ. NO. NONE

REVISED 12-15-95

STORM DURATION = 12-16 HOURS



**STORM TIME LINE**

**TYPICAL PROGRESSION IN THROUGH A CLASS "A" AND CLASS "B" STORM EVENT  
EVENING STORM (BEGINS BETWEEN 2:00 P.M. & 10:00 P.M.)**

NUMBER	ACTIVITY DESCRIPTION
1A	EARLY STORM PLOWING SALT/SAND OF ARTERIAL & COLLECTOR ROUTES
1	SALT/SAND RUN
2	PLOW ARTERIAL & COLLECTOR ROUTES
3	FULL PLOW OF ALL RESIDENTIAL STREETS BY ZONE
4	PLOW ALLEYS AND PARKING LOTS
5	FULL PLOW RUN BY ZONE ENDS
6	REMOVE WINDROWS
7	CLEAR SIDEWALKS
8	GENERAL CLEAN-UP

**LEGEND**

**7:00 A.M. - FULL PLOW CREW ON DUTY**

EXHIBIT "D"  
PAGE 3 OF 3

SNOW & ICE CONTROL PLAN		
EVENING STORM (BEGINS 2:00 P.M. - 10:00 P.M.)		
DRAWN BY DSW	CITY OF LAKE GENEVA PUBLIC WORKS & UTILITIES LAKE GENEVA, WI	CHECKED
DATE 12-6-95		PROJ. NO. NONE

REVISED 12-15-95

CITY OF LAKE GENEVA

REMINDER NOTICE

SNOW REMOVAL FROM DOWNTOWN  
SIDEWALKS AFTER STORMS



This notice is a special reminder that our downtown merchants have the responsibility to remove snow from the sidewalk in front of your business as soon as possible after a 2" or deeper snowstorm, but no later than 24 hours after the snowfall ends. This means you must push the snow off the sidewalk entirely and into the gutter. You have properly done the job if you can see both the top and face of the gutter after the snow has been pushed into the street. If you use a snow-thrower, do not blow the snow more than 5' into the street from the face of the curb. This also means you must clear snow from around any benches, trash containers, trees or planters in order for shoppers to properly access your store and avoid snow build-up.

The Business Improvement District would also wish to remind you that as owners and businesses in the downtown, you must do your part and keep a clear path at corners, crosswalks, and alleys to your business. This means both before and after the City plows do their part. If you have a neighbor who does not clear their sidewalk, contact City Hall at 248-3673 and the City will have the snow removed at a significant expense to the owner.

For those businesses not familiar with City procedures, the City crews plow the snow from the gutter to the center of the street after significant snow storms and remove it with special equipment. This is done in the early morning hours, usually the day after the storm ends. So please push the snow completely off the sidewalk and into the gutter. This greatly assists us and you in the snow removal effort.

Everybody's cooperation is greatly appreciated. Please call City Hall (249-4089), the Director of Public Works (248-2311), or the Street Department (248-6644) with any concerns or questions. You may also contact the helpful people at the B.I.D. or Chamber of Commerce.



**Properly cleared sidewalk with snow pushed into the street**



**Un-cleared sidewalk**





## 3.2 MAILBOX REPLACEMENT

### I. PURPOSE

To provide a process for repairing damaged mailboxes caused by streets personnel.

### II. DEPARTMENT RESPONSIBLE

The Streets Department is responsible for reviewing mailbox replacement requests.

### III. COMMITTEE OVERSIGHT

The Public Works Committee and Common Council will oversee this policy.

Adopted by Common Council	??/??/??
Amended by Common Council	??/??/2010

## MAILBOX REPLACEMENT POLICY

Snowplow operators use a great deal of care when plowing our City roads under sometimes very difficult conditions. However, accidents can happen and mailboxes may be damaged.

Upon written or telephone notification by the property owner within one (1) week of damage, the City will conduct an investigation of the alleged damage. The investigation will be conducted by the Street Superintendent or his/her designee.

Should the Street Superintendent or his/her designee determine that the damage was due to improper installation or other defects as described in "A" below, the City of Lake Geneva will not be responsible for damage, and repair or replacement will be entirely at the property owner's responsibility and expense.

Should the Street Superintendent or his/her designee determine that the mailbox was properly installed and not otherwise defective as described in "A" below, and damage was made by physical contact by City equipment, the City will repair the mailbox *or, at the City's discretion, reimburse the property owner* a cost not to exceed \$50.00.

### Below are activities related to mailbox damage:

- A. The City will not be responsible for damage to mailboxes that are determined to have been improperly installed, have deteriorated posts and/or mounting material, or were not physically hit by City equipment.
- B. The City shall not replace decorative mailboxes or posts of any kind. Should the investigation determine that the City equipment damaged a decorative mailbox, the property owner shall present a receipt to the City offices in order to receive reimbursement, not to exceed \$50.00.
- C. Should the property owner dispute the findings of the public works personnel, they may request the matter be placed on the agenda for the next City Council meeting for discussion.
- D. As a service to our residents, if damage is deemed the City's responsibility, public works personnel may install a temporary mailbox when the existing mailbox is

deemed unusable, if conditions do not allow for the timely installation of a permanent mailbox. The temporary mailbox may remain until the permanent mailbox has been installed, not to exceed four (4) months.



CITY OF LAKE GENEVA  
& THE UNITED STATES POSTAL SERVICE



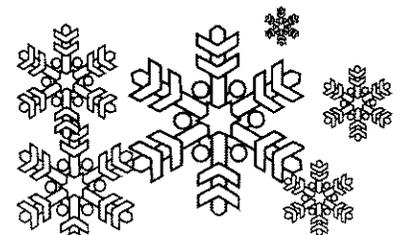
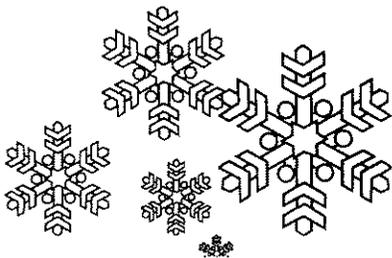
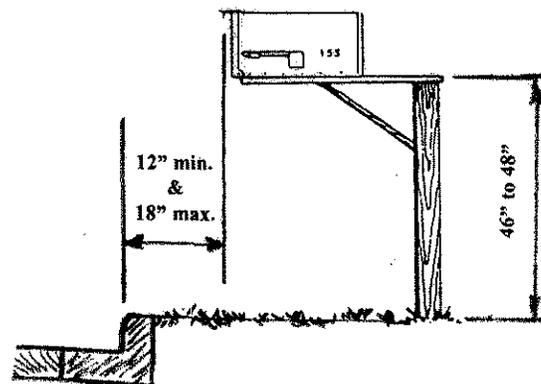
## MAILBOX CLEARANCE NOTICE

The City of Lake Geneva and the United States Postal Service hereby advise that the location of your mailbox may affect service delivery and snow removal. All mailboxes shall comply with the following requirements:

- ◆ Be positioned in height 46" to 48" from the bottom of the mailbox to the street.
- ◆ Be positioned such that the closest part of the mailbox to the road is a minimum of 12" but no more than 18" from the face of the curb at the street (See picture). Note: The measurement should be taken from the handle or other protrusion. This distance can easily be measured by taping a 4' string with a weight to the end of a one-foot ruler and holding the other end of the ruler against the mailbox. Simply check to see if the weight is hanging over the curb or the street gutter. If over the street gutter, the mailbox is too close and needs to be moved back until the weight touches the face of the curb.
- ◆ All mailboxes should have a handle, a flag and the house number on the right hand side as you face it.

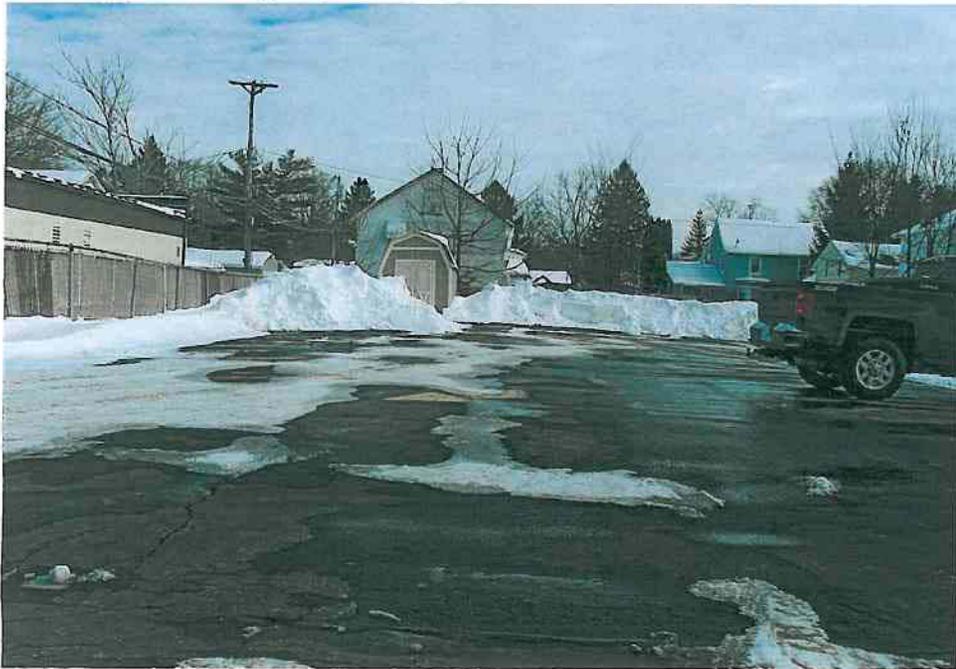
If your mailbox doesn't measure up to the standards, please make the necessary changes prior to December 1<sup>st</sup>. Mailboxes in violation of the minimum setback requirements that are not relocated by December 1<sup>st</sup>, will not be repaired or replaced if damaged by snowplowing activities.

Your cooperation is greatly appreciated as we strive to serve you better. If you have any questions, please call the City's Public Works/Utilities Director, Daniel S. Winkler, at 248-2311 or the Postmaster, Mr. Nick Chapel, at 248-3545.





**DEL'S**

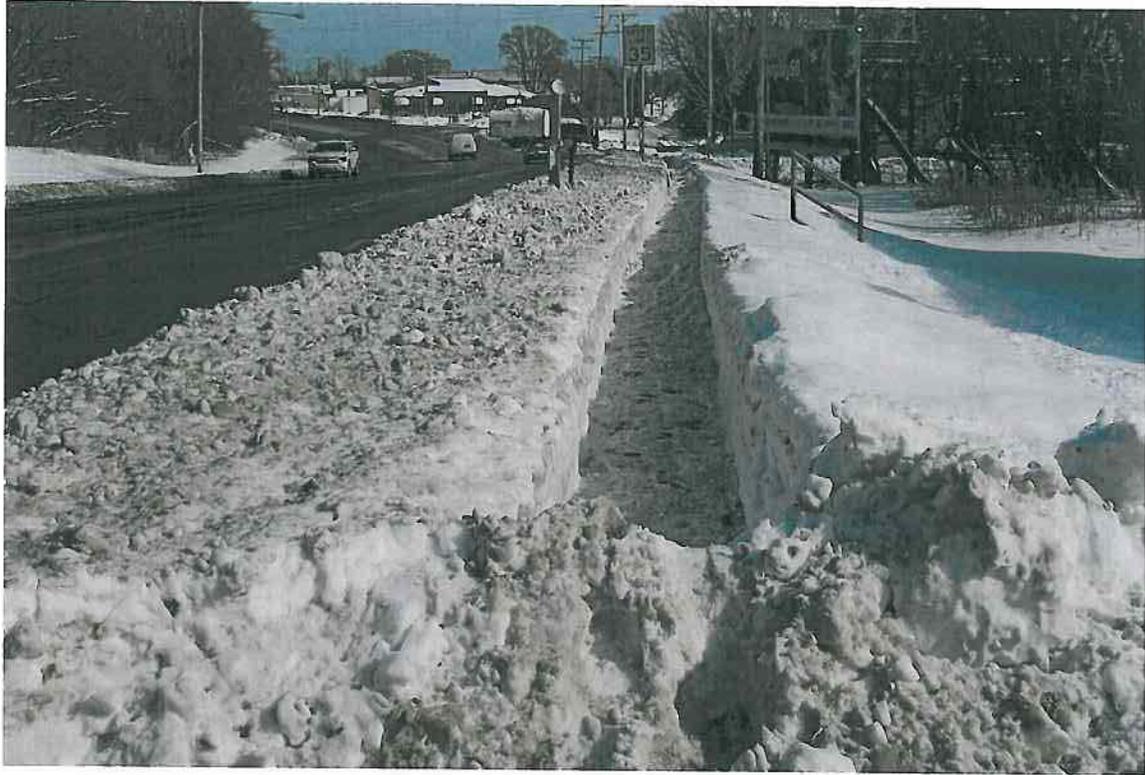


**PIZZA HUT**



**SNOW PUSHED ACROSS STREET  
FROM DEL'S**

**AGENDA ITEM  
NO. 4**



INTERCHANGE NORTH  
SIDEWALKS



INTERCHANGE NORTH  
SIDEWALKS

# **AGENDA ITEM NO. 5**

# **AGENDA ITEM NO. 6**



## Public Works Committee Alderman Bob Kordus, Chairman

Alderman Ellyn Kehoe  
Alderman Rich Hedlund

Alderman Al Kupsik  
Alderman Sarah Hill

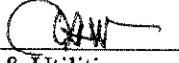
Director of Public Works Daniel S. Winkler, P.E. Phone (262) 248-2311  
Tom Earle, Assistant Director of Public Works Phone (262) 248-6644

City of Lake Geneva 626 Geneva Street Lake Geneva, WI 53147-1914  
[www.cityoflakegeneva.com](http://www.cityoflakegeneva.com) Phone: (262) 248-3673

DATE: January 20, 2015

### MEMORANDUM

TO: Dennis Jordan  
City Administrator

FROM: Daniel S. Winkler, P.E.   
Director of Public Works & Utilities

SUBJECT: No Fee Permit Application for Agricultural Equipment

#### Background

This memorandum responds to your above subject permit draft.

#### Discussion

We discussed this matter today at staff meeting. The permittee shall obtain their permit from the Utility Commission office using only an approved route as shown on the "Approved Routes" map attached. All permits should also contain a clause that any pedestrian crossing signs knocked down by the implement or agricultural vehicle shall be reset immediately after the implement or vehicle passes the location or forfeit their ability in the future to travel east-west through the community using Main Street (STH 50).

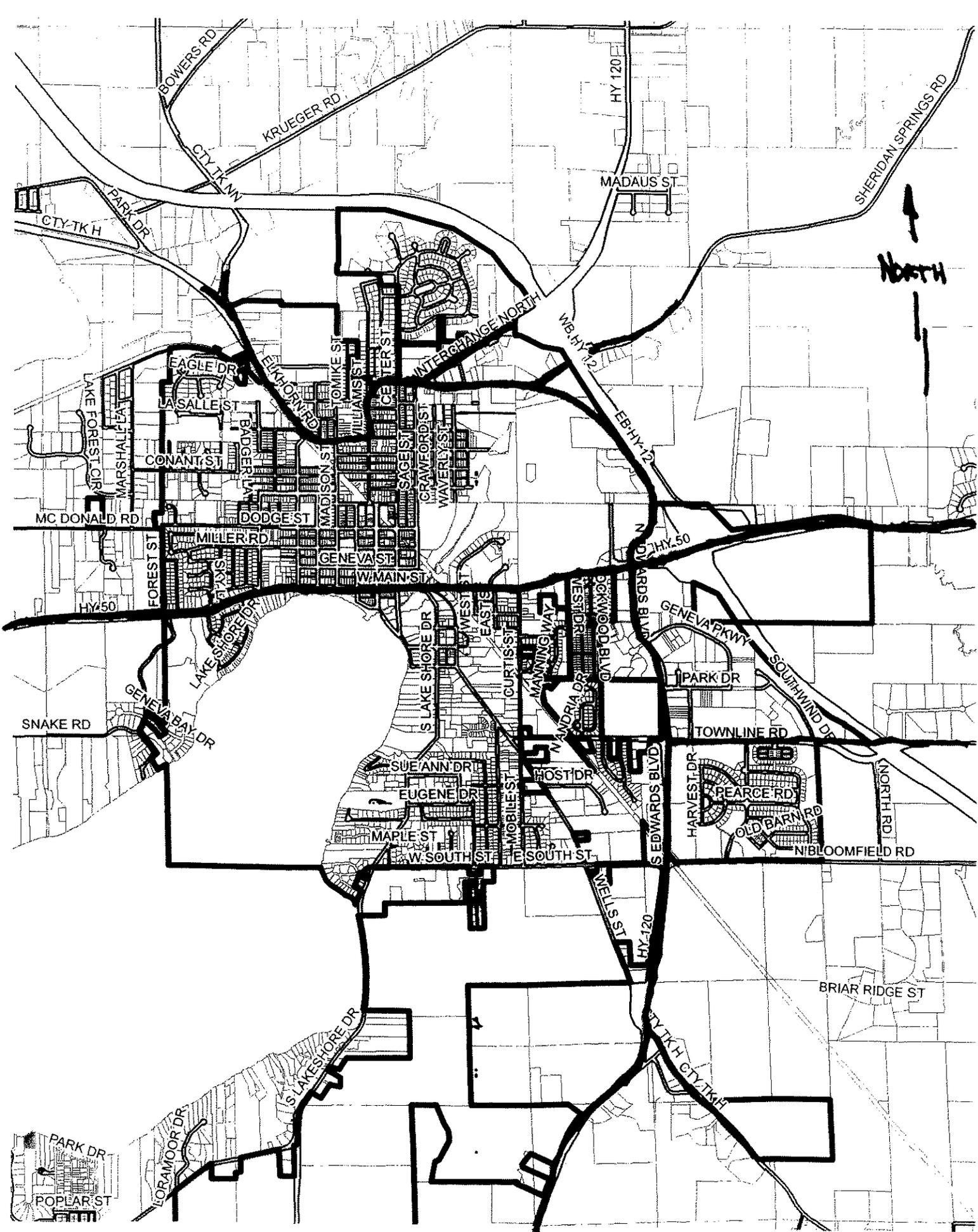
The map routes were chosen utilizing roads in our system which are wider and better built, so they can reasonably accommodate heavier and wider farming implements, vehicles and equipment. Agricultural equipment and vehicles can travel to and from the four points of the compass, particularly now that we have an improved Edwards Boulevard frontage road.

Wells Street, South Lakeshore Drive, and Wrigley Drive in front of Flat Iron Park are all too narrow and contain numerous pedestrian crossing warning signs in the center of the street to accept Agricultural implements and vehicles. No permit would be approved using any of these three roadways for the protection of our pedestrian safety signage and the tourist visiting the community.

Does the permit form and map need to be placed in ordinance form in order for me to issue the permits or direct which roadways agriculture can use? Does it need to go to any City Committee or back to the Council? I will also need the blank original of this form in Word or PDF format. Word would be preferred so we may customize it as needed.

#### Recommendation

It is recommended to proceed with the permit as presented with the discussed inclusions.



APPROVED ROUTES

9-20-15  
DSW



**NO FEE PERMIT APPLICATION FOR IMPLEMENTS OF HUSBANDRY (IoH) and AGRICULTURAL COMMERCIAL VEHICLES (Ag-CMV)**

Wisconsin Department of Transportation  
MV2578 5/2014

**PART A**

Permit must be carried in the vehicle authorized and produced in either printed or electronic format according to s.348.28(1)(b), Wis. Stats.

Please provide information on operation of vehicle or vehicle combination that **exceed**:

1. Weight Limits:
  - a. Axle Weight Limit exceeding Figure s.348.15(3)(g), Wis. Stats.  
**OR**
  - b. Gross Vehicle or Vehicle Combination Weight exceeding Figure s.348.15(3)(g), Wis. Stats.  
**OR**
2. Length Limits:
  - a. 60 feet for a IoH single vehicle, **OR**
  - b. 100 feet for two IoH vehicles combined, **OR**
  - c. 70 feet for three IoH vehicles combined that will operate at greater than 25 mph, **OR**
  - d. 100 feet for three IoH vehicles combined that will operate at 25 mph or less, **OR**
  - e. 45 feet for an Ag-CMV vehicle.

Submit completed form MV2578 to all highway maintenance authorities, or designees, responsible for the roads on which you wish to operate. Listings and contact information (email, fax and mailing addresses) is available at: [www.dot.wi.gov/business/ag/permits.htm](http://www.dot.wi.gov/business/ag/permits.htm)

**Note:** No Permit is required for certain self-propelled IoH (only applies to weight) as described in 340.01(24)(a)1.b. traveling between fields and operated on the highway for a distance of 1/2 mile or less or for delivery, service or repair of IoH or Ag-CMV by dealer or farmer within 75-mile radius.

**SECTION 1**

Applicant Name and Business Name (enter name of individual or company owner or lessee operating the vehicle) My farm name entered here	
Contact Name John Doe	(Area Code) Telephone Number 608-123-4567
Street Address 123 Any Street	Email Address My email address entered here
City, State, ZIP Code Verona, WI 53593	County Dane

**SECTION 2 – Routes**

Enter the Road(s) Requested (example: Route 1: Origin, west on County Z, north on County H for two miles. Route 2: Origin, east on County Z, north on County S, and return.) Alternatively, please attach a map of the requested roads to be used when operating overweight or over length equipment:

Route 1: Origin, west on Sunset Drive 1 mile, north on Hwy 69 1.5 miles, west on Schaller road 2 miles to destination.

Route 2: Origin, east on Schaller road 2 miles, south in Hwy 69 1.5 miles, east on Sunset Drive 1 mile to destination.

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Signature of Applicant

X John Doe

(Signature of Permit Applicant – electronic signature – Brush Script font)

5/23/2014  
(Date – m/d/yyyy)

**NO FEE PERMIT APPLICATION FOR IMPLEMENTS OF HUSBANDRY (IoH) and AGRICULTURAL COMMERCIAL VEHICLES (Ag-CMV) (continued)**

Wisconsin Department of Transportation MV2578

**PART B**

**SECTION 1 – Description(s) of IoH equipment exceeding statutory limitations on length or weight, or both**

Power Unit – Make Case IH	Power Unit – Model Number 275	Power Unit – Description Tractor	Power Unit – Number #3
Power Unit – Type (choose only one) <input checked="" type="checkbox"/> <b>Implements of Husbandry (IoH)</b> Is vehicle or vehicle combination a <u>Category B type according to s.340.01(24)(a)1.b., Wis. Stats.?</u> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> <b>Agricultural Commercial Motor Vehicle (Ag-CMV)</b>			

**Towed Unit Information (enter the make and model of up to two towed units)**

1. Make Houie	Model Number EL-48-6D	Description 7,300 gallon manure spreader
2. Make	Model Number	Description

**1. Overall Length**

- Single IoH Vehicle Length: \_\_\_\_\_ feet.
- Single Ag-CMV Vehicle Length: \_\_\_\_\_ feet.

**OR**

- Length of the Vehicle Combination: 60 feet.

If applying for a permit for a vehicle or a vehicle combination that will be over length but not overweight, see: Figure 348.15(3)(g).  
 Check here and go to Part A, Section 2 – Routes (first page of this form).

**2. Vehicle Weight**

**a. Total Gross Weight**

Enter the maximum gross weight of the IoH or Ag-CMV power unit and any towed units: 105300 pounds.

**AND**

**b. Axle Weight and Spacing**

Enter the maximum axle weight and spacing from front to rear of the implement/vehicle or implement/vehicle combination, enter the distance in inches, or feet and inches, between axles:

<b>Maximum Axle Weights</b>	10,300	24,000		23,000	24,000	24,000				
<b>Gauge*/Width of Axles</b>	6	8		8	8	8				
<b>Spacing Between Axles</b>	8			3	3	3				

\* **Axle Gauge:** the crosswise distance in feet and inches between the center of the tires on either side of a vehicle. On an axle with one tire on either side of the vehicle, gauge is the distance between the center of the tires on the left and right sides of the vehicle. If the vehicle has two tires on either end of the axle, the axle gauge is the distance from the space between the tandem on the left and right sides of the vehicle.

Frequency Trips per Day: <u>2</u> <b>AND</b> Weeks of Operation: <u>12</u>	Time of Year – Season <input checked="" type="checkbox"/> Spring <input checked="" type="checkbox"/> Summer <input type="checkbox"/> Fall <input type="checkbox"/> Winter
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**For additional vehicles please print as many copies as needed to cover all of the equipment you intend to use that will exceed weight or length limits.**

**NO FEE PERMIT APPLICATION FOR IMPLEMENTS OF HUSBANDRY (IoH) and AGRICULTURAL COMMERCIAL VEHICLES (Ag-CMV) (continued)**

Wisconsin Department of Transportation MV2578

**PART C**

**1. Permit Route Amendments**

Amended Route		Permit Number to be Amended:
Amended Operating Conditions. List conditions:		Amendment Request Received Date (m/d/yyyy)
Issued By – Name	Effective Date (m/d/yyyy)	
Amended Permit Number	Expiration Date (m/d/yyyy)	

**PART D**

**To Apply**

► For an IoH / Ag-CMV Permit to operate on **STATE AND U.S. HIGHWAYS**

Please return your completed form MV2578 *No Fee Permit Application* by:

Email: [AgVehicles@dot.wi.gov](mailto:AgVehicles@dot.wi.gov)

FAX: (608) 264-7751

Mail: Wisconsin Department of Transportation  
PO Box 7980  
Madison, WI 53707-7980

Permit Counter: Hill Farms State Transportation Building  
4802 Sheboygan Ave. Room 151,  
Madison, WI 53707

Directions to Hill Farms State Transportation Building.

Hours are Monday through Friday 7:45 a.m. to 4:30 p.m.

*Be sure to bring a completed application, or all the information required to complete an application.*

► For an IoH / Ag-CMV Permit to operate on **MUNICIPAL, TOWN AND COUNTY HIGHWAYS**

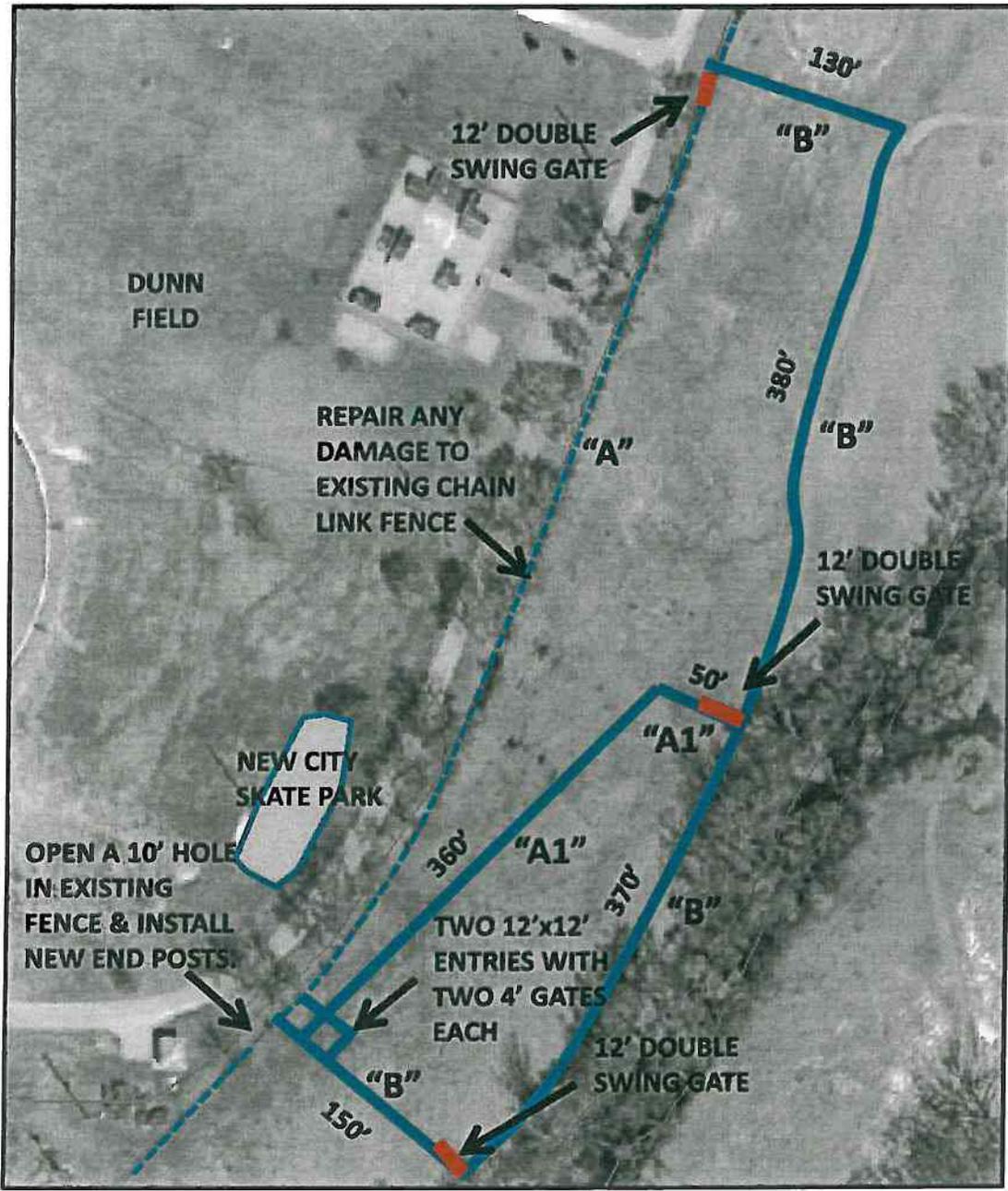
Please locate your local government official by visiting: [www.dot.wi.gov/business/ag/permits.htm](http://www.dot.wi.gov/business/ag/permits.htm)

or if you have any questions please call: (608) 266-7320.

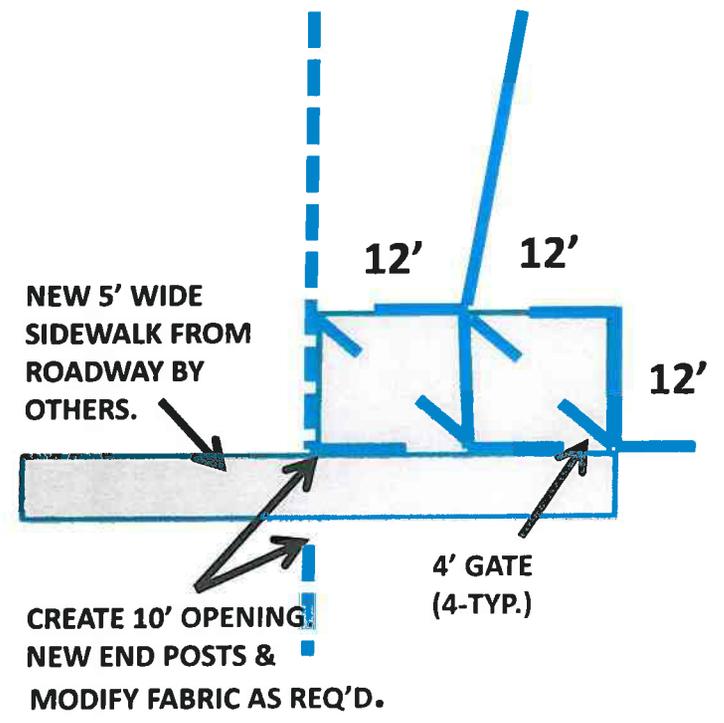
Hours are Monday through Friday 7:45 a.m. to 4:30 p.m.

# **AGENDA ITEM NO. 7**





**WHITE RIVER DOG PARK**  
**NO SCALE**



**ENTRYWAYS LAYOUT**  
**NO SCALE**