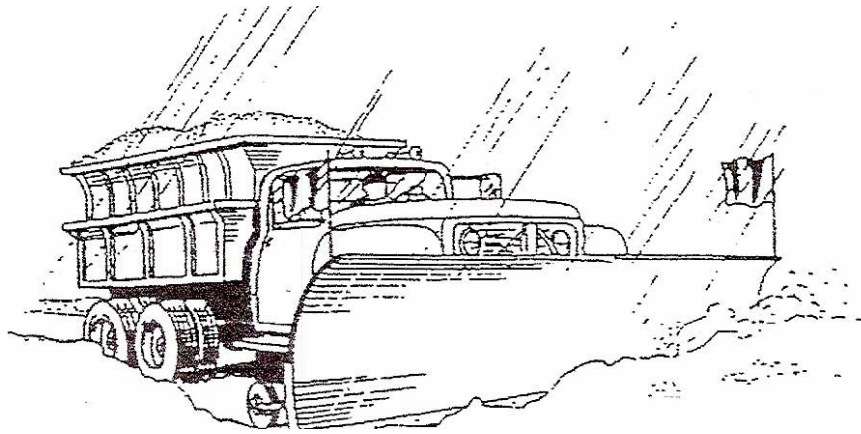


**TOWN OF LYNDON**  
**DEPARTMENT OF PUBLIC WORKS**



**STANDARD OPERATING PROCEDURE (SOP)**

**Department of Public Works  
SOP**

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Adopted

## INTRODUCTION

Town of Lyndon roads are subject to freezing rain, icy snow and snow drifting any time during fall, winter and spring months. Normally winter storms can be expected during the months of November through April. The responsibility for keeping vehicular traffic moving on Lyndon's nearly 32 miles of roads during and following snow and ice storms lies with the township's Road Superintendent under the direction of the Town Chairperson and Supervisors.

The following policy and plan of operations for winter road maintenance has been adopted by the Town of Lyndon Board of Supervisors.

## SNOW AND ICE CONTROL

The township is responsible for maintenance of 32 miles of roads. Approximately 30 miles of the 32 miles is classified into first priority plowing and salting roads. The balance of roads will be plowed and sanded as time allows.

### ICE REMOVAL

- The township does apply rock salt to their roadways at a minimum amount.
- The town does not mix and with salt because they work against each other.
- The town does add salt to pile of sand to keep it pliable all winter.
- Salt is applied in drifting situation to hills, curves, and intersections. Otherwise, it is used for all other roadways.
- Sand is used in below zero weather (salt does not work) and on gravel roads.

### SNOW REMOVAL

Planning for snow removal operations beginning when there is (1) one inch or more of snow expected is expected to accumulate.

### PERSONNEL AND EQUIPMENT

- Lyndon has two (2) plow trucks w/wings and sanders. If we breakdown or have hard packed snow we use grader w/wing. We use payloader w/wing and plow if needed.
- High priority will be attached to snow and ice removal operations. The town may not have sufficient equipment or qualified operators to handle all snowstorms or severe ice storms, due to budget limitations. The township may request Sheboygan County Highway Department if available. Normally the county is not available during bad weather as they are also trying to handle their own roads with limited equipment operators.
- Where as the shop is not equipped with proper water and bathroom facilities, and since there are commercial businesses close by which allow the use of their facilities to the public, it is policy that public works employees are directed to use these facilities as needed and are allowed to take time to go to these facilities while on town wage. They are informed that this is not to be abused but is for their health, safety and comfort.
- Where as the heating units are occasionally exposed to exhaust fumes and these can be corrosive, it is necessary that the units be inspected each fall before use to ensure that they are functioning properly and not giving off CO exhaust.
- Where as there is no exhaust system in the shed, when vehicles are started, they should be moved out of the shed promptly so that fumes are not allowed to accumulate inside the shed. Also, the overhead door should be opened when work which will give off excessive fumes (i.e. welding, painting large projects, etc.) is being performed.

### SNOW PLOWING AND ICE PRIORITY ROADS

This is what determines how priority roads and streets were classified:

1. Major and minor collector roads (State of WI – by function)
2. All daily traveled school bus routes
3. All daily traveled U.S. mail routes
4. Traffic Volume according to WIS DOT
  - (a) Examples:
    - Blueberry Lane 600/day
    - Pheasant Valley 20/day

All other roads will be plowed as soon as equipment available or in the immediate area with available time.

## **INFORMATION AND COMPLAINTS**

- Information about road conditions and operations can be obtained from the Chairperson, Supervisors, Clerk, or road Superintendent at their respective residences.
- Complaints should be directed to the DPW Superintendent and then to the Town Chairperson. These will be investigated and discussed with the Town Board. Final action on complaints rests with the Town Board.
- Complaints given to spouses or other family members if given in a respectable manner will be relayed to proper personnel. The Town Board, employees, spouses and family members will NOT deal with rude or belligerent complaints.
- Complaints regarding individual operators must be submitted in writing, signed and filed at the town hall office. The complaint will be reviewed by the Town Board at their first regular posted Board meeting. All people involved will have the opportunity to be present at that time.

## **MAILBOXES**

- Operators are instructed to be very cautious near mailboxes. In most cases, a properly installed mailbox will permit a snowplow to clear snow under it. Most cases of damaged mailboxes are caused by heavy snow hitting the box. The mailboxes are not usually hit by the plow. The town will repair a mailbox installation if we hit it and are notified. The town will do this repair after the snowplowing operation of the storm is over. This will be done to the best of our ability. You may wish to install it yourself. The town assumes no liability for mailbox damage or losses.

## **DRIVEWAYS**

- The Town does not have any obligation nor are we able to clean the snow out of driveways. Considering the large number of driveways in the township, it would be too costly and not practical to use our personnel and equipment to clean driveways.
- Things you should consider about your snow removal from your driveway:
  - Standing in your driveway facing the road, shovel all your snow to your right at driveway entrance. This way the snowplow will take the snow down the road.
  - If possible, do not plow your driveway until the snowplow has gone by.
- Town of Lyndon asks you do not plow any snow from driveways onto the town road.

## **CIRCUMSTANCES OR EXCEPTIONS OF THIS POLICY**

This policy will be adjusted to meet specific storm circumstances. Listed below are several special conditions:

- Plowing of snow will be limited in storms early in the fall and late spring on gravel surface roads, due to the lack of frost to support the snowplows. Plowing gravel off the road creates a hazard as well as being very expensive to the taxpayer.
- Plowing may be limited on paved roads during spring break up. Operations may be suspended or reduced if:
  - fuel is not available due to lack of electricity
  - qualified operators are not available
  - equipment breaks down

The Chairperson has the authority to suspend snow and ice control operations. This may be done in severe storm conditions when there is danger to operators or it is not practical or cost effective to continue.