

Village of Poynette

Snow Removal Policy

The Village of Poynette has approximately 20 centerline miles under its jurisdiction. The snow and ice removal is a vital public service.

Providing snow and ice removal is a large task subject to variations in weather conditions, time, temperature, precipitation amounts and rates, and traffic making the problem complex.

Some hazards and obstacles faced by the Public Works Department are parked cars, garbage cans, and traffic traveling too fast or too close to snow removal equipment.

Snow Plowing Procedures

To keep on top of the weather conditions, the Public Works Department (DPW) works with the Poynette Police department to respond as soon as possible to hazardous road conditions. Snow fall of 2-3 inches will generally prompt plowing procedures to start. However, exceptions are made for storms based on the driving hazards they cause. For example, if at the onset of a storm there is freezing rain or icy conditions, surface treatments may be applied. The PWD relies on the experience of its employees to make the best decision as to what equipment to use, the type of surface treatment needed, and when to mobilize snow removal equipment.

Plowing Priorities

During a snow plowing operation, the DPW will start by plowing main arterial streets, the school area Monday-Friday, the Police station, the Fire station area, and the 100 block of Main Street. After these areas are plowed, operators will

move to the residential streets followed by the alleys. In an intense snow storms the PWD may only plow the center of the road to try and keep as many roads open as they can. A full width plowing will be completed as the storm ends. Village parking areas will be cleared as soon as equipment and manpower allows.

Snow Hauling Operation

Snow hauling may occur in areas where there is limited snow storage after a series of storms. The down town area will be removed first. This will occur early mornings or at night when traffic is light. The DPW will then remove snow in other areas as needed during regular business hours. The DPW crew asks that you try and stay clear of the area that they are removing snow.

Helpful Hints and Reminders

- It is unlawful to deposit snow or ice into any village street, alley, whether or not it has been plowed.
- Village ordinances prohibit snow from private properties being plowed across village right-of-way and on to other private or public property.
- The Village is not responsible for any damage caused to mailboxes that are not properly installed or by the process of clearing snow.
- The process of plowing the streets will mean additional snow will be deposited at the end of everyone's driveway.
- It is the responsibility of the land owner to ensure access to the mailboxes for the mail carrier.
- All property owners in the Village that have fire hydrants located on their property, or adjacent road right-of-way, are responsible for removing all snow and ice from a two foot radius around each hydrant
- Mailbox Placement and Replacement Policy attached



VILLAGE OF POYNETTE, WISCONSIN Department of Public Works & Utilities

Mailbox Placement and Replacement Policy

Installing a Mailbox

This is a guide to residents on proper installation of a mailbox as well as other mailbox information. All mailboxes need to be installed according to the United States Postal Guidelines, which are detailed below.

All Mailboxes

1. Mailbox door must be behind the back edge of the curb for streets with curb and gutter, or behind the gravel edge on streets without curb and gutter.
2. Mailbox height should be 36" from the top of the curb to the bottom of the mailbox, or 42" from the top of the gravel to the bottom of the mailbox.
3. An acceptable support for a mailbox includes treated wood post 4" x 4" square, round post 4.5" in diameter, or soft metal 1.5" to 2.5" in diameter. Posts should be embedded no more than 24" into the ground and compacted with sand or gravel, not concrete.
4. Decorative mailboxes that have massive supports such as telephone type pole sections, heavy metal posts, concrete posts, brick or stone posts, brick planters, antique farm equipment, or other similar objects are prohibited because they do not meet federal break-away standards. Any supports must be designed so that if struck, it will bend away from the striking vehicle to prevent severe damage to the vehicle or injury to the traveling public. Property owners may be held liable for injury or damages for mailboxes that do not meet postal guidelines.
5. Street number should be posted on your mailbox and your house.
6. Mailbox should state "Approved by U.S. Post Office Dept."

Mailbox Complaints

If your mailbox is damaged as a result of municipal operations please call the Department of Public Works at 635-2122, #221 to report it. The Director of Public Works will investigate all damaged mailbox reports that are received.

The Village will install a temporary mailbox until repair/replacement is completed. For damage that occurs during the winter months, temporary repairs or mailbox will be put in place until the snow has melted and frost is out. The Village will retrieve any temporary mailbox by May 15th from any residence that did not have a properly installed mailbox.

If damaged occurred to your mailbox and it was not installed according to postal standards the Village will not be responsible for any repairs or replacement. Mailboxes that lean toward the street past the back edge of the curb or that has decorative items that cross the back edge of the curb are considered to be not compliant. In addition, the Village will not be responsible for

damage to mailboxes that have inadequate materials such as rotted wood posts. Cracked or rotted posts will fail when snow from the plow pushes against the mail box.

If damage occurs to a properly installed mailbox (items 1 – 3 above) due to municipal operations the Village will be responsible for the repairs to include labor, and the cost of materials up to \$100.00. The homeowner is responsible for any costs that exceed \$100. The Village will not provide labor for mailbox posts other than wood or soft metal as indicated in number 3 above.

The homeowner will be responsible for repair/replacement of designer or decorative mailboxes. If damage occurs to a non standard, designer or decorative mailbox (see number 3 above) due to the fault of the Village the Village will reimburse the homeowner for repairs/replacement up to \$100.00.

Village staff will survey and document mailboxes in October of each year for improperly installed mailboxes. Should a mailbox be improperly installed or be of defective material the Department of Public Works will notify the homeowner in writing that their mailbox is in need of repair. If the homeowner fails to make repairs the Village will not be responsible for any damage that may occur.

Reminder

Homeowners are reminded to clear snow away from the mailbox area after each plowing. Snow that remains in front of the mailboxes will get compacted by post office vehicles and make subsequent plowing less effective.

