



Agenda
Public Works Committee Meeting
625 52nd Street, Room 202
Monday, November 28, 2016
5:30 PM

Chairperson David F. Bogdala
Vice Chairperson Mitchell Pedersen
Alderspersion Jesse Downing

Alderspersion John Fox
Alderspersion Kevin E. Mathewson
Alderspersion G. John Ruffolo

Call to Order
Roll Call
Citizens Comments

Approval of the minutes of the meeting held on November 14, 2016.

1. Ordinance by the Mayor – To Repeal Section 1.06 A.A. (of the Code of General Ordinances) Entitled “Ethics Board”, to Create Section 1.295 (of the Code of General Ordinances) Entitled “Confidentiality and Impartiality: to Repeal and Recreate Section 29.06 (of the Code of General Ordinances) Relating to Penalties for Failure to File a Statement of Economic Interest, and to Repeal and Recreate Chapter 30 (of the Code of General Ordinances) Entitled “Code of Ethics”. (referred to PS&W, SWU and L/P)
2. Acceptance of Project 15-2031 Kenosha Engine Plant C2 Soil Remediation (5555 30th Avenue) which has been satisfactorily completed by A.W. Oakes & Son, Inc. (Racine, Wisconsin). The final amount of the contract is \$1,095,384.78. (District 7)
3. 2016-2017 Snow Plow Procedures.
4. GPS Tracking Demonstration.

ALDERPERSONS' COMMENTS

IF YOU ARE DISABLED AND NEED ASSISTANCE, PLEASE CALL 653-4050 BY NOON BEFORE THIS MEETING TO MAKE ARRANGEMENTS FOR REASONABLE ON-SITE ACCOMMODATIONS.

PUBLIC WORKS COMMITTEE
- MINUTES -

MONDAY, NOVEMBER 14, 2016
5:30 PM

Chairperson David F. Bogdala
Vice Chairperson Mitchell Pedersen
Aldersperson Jesse Downing

Aldersperson John Fox
Aldersperson Kevin E. Mathewson
Aldersperson G. John Ruffolo

The regular meeting of the Public Works Committee was held on Monday, November 14, 2016 in Room 202 of the Municipal Building. At roll call the following members were present: Chairperson David F. Bogdala, Vice Chairperson Mitchell Pedersen, Alderspersons Jesse Downing, John Fox, and Kevin E. Mathewson. Aldersperson G. John Ruffolo was excused. The meeting was called to order at 5:31 PM. Staff members in attendance were Cathy Austin, Deputy Director of Public Works/City Engineer, Mayor John Antaramian, Matt Knight, Assistant City Attorney, Aldersperson Wilson, Aldersperson Rose, Ed St. Peter, General Manager of Water Utility, and Water Utility Staff.

Citizen's Comments – None

Approval of the minutes of the meeting held on November 7, 2016.

It was moved by Aldersperson Downing, seconded by Aldersperson Pedersen to approve. Motion passed 5-0.

1. Ordinance by the Mayor – To Repeal Section 5.04 (of the Code of General Ordinances) in its Entirety Entitled “Streets, Alleys, And Sidewalks”, And to Recreate Section 5.04 (of the Code of General Ordinances) Entitled “Public Utilities, Right-of-Way Excavation, Streets, and Alleys. (referred to PSW)
Staff: Cathy spoke and answered questions.
It was moved by Aldersperson Downing, seconded by Aldersperson Pedersen to approve. Motion passed 5-0.
2. Award of Contract for Project 16-1430 Strawberry Creek Park Playground Equipment Installation (13580 66th Place) to Bluemel’s Maintenance Service, Inc. (Greenfield, Wisconsin) in the amount of \$72,000. (District 16) (referred to Parks)
Staff: Cathy spoke.
It was moved by Aldersperson Downing, seconded by Aldersperson Pedersen to approve. Motion passed 5-0.
3. Change Order (Contract Deadline Only) for Project 16-1417 2016 Tree Removal (Citywide Locations). (All Districts). (referred to Parks)
Staff: Cathy spoke.
It was moved by Aldersperson Mathewson, seconded by Aldersperson Pedersen to approve. Motion passed 5-0.
4. Acceptance of Project 16-1431 Petzke Park Dream Playground Surface Removal and Installation (2820 14th Avenue) which has been satisfactorily completed by Bluemel’s Maintenance Service, Inc. (Greenfield, Wisconsin). The final amount of the contract is \$582,813.47. (District 1) (referred to Parks)
Staff: Cathy spoke and answered questions and the Mayor spoke.
It was moved by Aldersperson Mathewson, seconded by Aldersperson Pedersen to approve. Motion passed 5-0.

5. Acceptance of Project 13-1413 Petzke Park Phase 2 (1700 29th Street) which has been satisfactorily completed by Rasch Construction & Engineering, Inc. (Kenosha, Wisconsin). The final amount of the contract is \$551,009.05. (District 1) (referred to Parks)

Staff: Cathy spoke and answered questions.

It was moved by Alderperson Mathewson, seconded by Alderperson Downing to approve. Motion passed 5-0.

6. Acceptance of Project 13-1132 River Crossing Swale Phase 2 (From 67th Street South 415 FT along rear lots between 107th Avenue and 108th Avenue) which has been satisfactorily completed by Applied Ecological Services (Brodhead, Wisconsin). The final amount of the contract is \$39,671.76. (District 17) (referred to SWU)

Staff: Cathy spoke.

It was moved by Alderperson Mathewson, seconded by Alderperson Pedersen to approve. Motion passed 5-0.

ALDERPERSONS' COMMENTS – None

ADJOURNMENT – *There being no further business to come before the Public Works Committee, it was moved, seconded and unanimously approved to adjourn the meeting at 5:55 PM.*

Drafted 11/10/16

SPONSOR: THE MAYOR

TO REPEAL SECTION 1.06 A.A. OF THE CODE OF GENERAL ORDINANCES ENTITLED "ETHICS BOARD", TO CREATE SECTION 1.295 OF THE CODE OF GENERAL ORDINANCES ENTITLED "CONFIDENTIALITY AND IMPARTIALITY; TO REPEAL AND RECREATE SECTION 29.06 OF THE CODE OF GENERAL ORDINANCES RELATING TO PENALTIES FOR FAILURE TO FILE A STATEMENT OF ECONOMIC INTEREST, AND TO REPEAL AND RECREATE CHAPTER 30 OF THE CODE OF GENERAL ORDINANCES ENTITLED "CODE OF ETHICS"

The Common Council of the City of Kenosha, Wisconsin, do ordain as follows:

Section One: Section 1.06 A.A. of the Code of General Ordinances for the City of Kenosha, Wisconsin, is hereby repealed.

Section Two: Section 1.295 of the Code of General Ordinances for the City of Kenosha, Wisconsin, is hereby created as follows:

1.295 CONFIDENTIALITY AND IMPARTIALITY

A. Definitions.

1. Covered Official means any individual holding an elective City office and any individual holding an elective City office serving as a member of a City Board, Committee, Commission or Authority, who is not otherwise covered under Chapter 30 of the Code of General Ordinances. Covered Official does not include any individual holding the office of municipal judge who is governed by State law.

2. Confidential Information means documents that are protected from disclosure under Wisconsin's Public Records Law as well as documents and conversations which are the subject of a closed session under the Wisconsin's Open Meetings Law. Confidentiality shall cease with respect to the following, as hereinafter specified:

- a. Contracts & Leases - When a final agreement is approved and executed by the parties.
- b. Litigation - When a final order or judgment has been entered by a court or administrative tribunal, and all appeals times have expired with regard to the final order or judgment, excepting matters of attorney/client privilege.

c. Claims Settlement Where No Litigation Exists - When a final release has been executed and received, excepting matters of attorney/client privilege.

d. Deeds and Easements - When a deed or easement is received and accepted.

e. Labor Negotiations - When a labor agreement is approved and executed.

Notwithstanding the above, the Mayor, City Administrator or Department Head responsible for any of the above may waive confidentiality, where a waiver will not damage the interest sought to be protected. However, in no event will the strategy used to achieve a given result be made public, nor will preliminary drafts of documents or agreements, unless required to document or support the City's position in a court of law or before any administrative agency.

3. Disclose, with respect to Confidential Information, means to provide, show or relate documents or conversations to a person who is not privy to Confidential Information or whose input is not essential or beneficial to the processing of a transaction.

4. Quasi-Judicial Capacity means to act in the capacity of an administrative hearing examiner, with respect to the following:

a. Employee disciplinary hearings before the Civil Service Commission, Board of Police and Fire Commissioners, or any other Board, Committee, Commission or Authority.

b. License or Permit suspension, revocation and nonrenewal hearings before the hearing body designated by ordinance or state statute.

Quasi-Judicial Capacity shall not include the process of determining whether or not charges are to be filed or action taken, nor shall it include any legislative acts.

The quasi-judicial process commences, for purposes hereunder, at the time a formal written complaint or appeal is served and filed and shall terminate upon a final decision being made and filed by the hearing body.

B. Construction

This Section shall be construed so as to acknowledge that it is subordinate to Federal and State laws, rules and regulations governing specific Covered Official conduct, and also so as to acknowledge that it is subordinate to Federal and State constitutional rights of a Covered Official.

C. Standards

1. Confidential Information.

a. No Covered Official may disclose any information gained during the course of their service in a confidential capacity to any person, where not expressly or impliedly authorized to do so, unless and until such information is or becomes a public record.

b. No Covered Official may use any information gained during the course of their service in a confidential capacity for their own personal financial gain unless and until such information is or becomes a public record.

The obligation to preserve confidentiality shall continue, following termination of service, for so long as the City's need for confidentiality exists, unless and until such information is or becomes a public record.

2. Quasi-Judicial Hearings.

a. No Covered Official, while acting in a Quasi-Judicial Capacity, may have ex-parte communications, oral or written, initiated or received, with any person having an interest in the matter, outside of the scope of the formal hearing process, when said communication bears on the merits of any issue which is pending before their respective hearing body. Procedural issues are not deemed issues which bear on the merits. A matter shall not be deemed pending until a complaint has been filed. A Covered Official acts in a Quasi-Judicial Capacity when serving on a body which is engaged in conducting a due process hearing.

b. A Covered Official who inadvertently violates the above subsection, shall forthwith notify, in writing, their respective body of the act, date of circumstances, and names of persons involved, attaching a copy of any written communications thereto. A copy of such notice shall also be served upon the parties, or their respective attorneys, which are a party directly involved in the hearing process.

c. No Covered Official may influence or attempt to influence any person who is engaged in conducting a quasi-judicial hearing outside of the hearing process, with respect to the merits of any issue.

D. Penalties

Except as hereinafter provided, anyone violating any of the provisions of this Section, upon conviction thereof, shall be subject to a forfeiture not to exceed One Thousand (\$1,000.00) Dollars, plus the payment of the costs of prosecution, assessments and surcharges, and in default of the timely payment thereof, shall either be committed to the County Jail for a period not to exceed ninety (90) days, or the Court may suspend the Defendant's motor vehicle operating privileges until the forfeiture, assessment, surcharges and costs are paid, except that the suspension period may not exceed one (1) year.

Section Three: Section 29.06 of the Code of General Ordinances for the

City of Kenosha, Wisconsin, is hereby repealed and recreated as follows:

29.06 PENALTY

A. Any City officer or employee, other than the Mayor or an Alderperson, subject to this Chapter who fails to file a Statement of Economic Interest within the time provided in Section 29.04 shall be notified in writing of their failure to do so by the City Clerk/Treasurer. The notice shall provide that the City officer or employee file a Statement of Economic Interest within ten (10) calendar days and that their failure to do so shall subject them to suspension without pay from their office or position until such time as compliance with this Chapter is achieved. The City Clerk/Treasurer shall report noncompliance to the Mayor who shall be responsible for suspending the non-compliant City officer or employee without pay from their office or position until compliance is achieved. ~~In addition, noncompliance with this Chapter may also constitute a violation of the Code of Ethics contained in Chapter XXX of the Code of General Ordinances subject to enforcement and penalty as provided in the Code of Ethics.~~

B. Any Mayor or Alderperson subject to this Chapter who fails to file a Statement of Economic Interest within the time provided in Section 29.04 shall be notified in writing of their failure to do so by the City Clerk/Treasurer. The notice shall provide that the Mayor or Alderperson file a Statement of Economic Interest within ten (10) calendar days and that their failure to do so ~~may constitute a violation of the Code of Ethics contained in Chapter XXX of the Code of General Ordinances subject to enforcement and penalty as provided in the Code of Ethics.~~ shall subject them to the withholding of the payment of their salary and expenses. The City Clerk/Treasurer shall report noncompliance to the Director of Finance who shall be responsible for withholding payment of their salary and expenses until compliance is achieved.

C. Any candidate for elective City office subject to this Chapter who fails to file a Statement of Economic Interest within the time provided in Section 29.04 shall be precluded from having their name placed on the election ballot.

D. Any nominee for a City board, commission, authority or committee subject to this Chapter who fails to file a Statement of Economic Interest within the time provided in Section 29.04 shall be precluded from assuming the position to which they have been nominated.

E. In addition to any other penalties, any person violating any of the provisions of this Section shall, upon conviction, be subject to a forfeiture not to exceed One Thousand Dollars (\$1,000.00), together with the costs of prosecution, assessments and surcharges; and, in default thereof, shall be imprisoned for a period not to exceed ninety (90) days, or the Court may suspend the Defendant's motor vehicle operating privileges until the forfeiture, assessments, surcharges and costs are paid, except that the suspension period may not exceed one (1) year.

Section Four: Chapter 30 of the Code of General Ordinances for the City

of Kenosha, Wisconsin, is hereby repealed and recreated as follows:

30.01 PURPOSE

~~The purpose of the "CODE OF ETHICS" is to:~~

~~— A. Establish a standard of ethical conduct for covered personnel;~~
~~— B. Require such financial disclosures as will enable the Code to be enforced; and,~~
~~— C. Establish procedures which will assist covered personnel in determining their compliance with the Code before the fact, and in establishing a lack of intent for a violation in the event of an inadvertent violation.~~
The purpose of this Code is to establish a standard of ethical conduct for a Covered Person; require such financial disclosures as will enable this Code to be enforced; establish procedures to assist a Covered Person in determining their compliance with this Code before the fact and in establishing a lack of intent for a violation in the event of an inadvertent violation; and to provide for the enforcement of this Code.

30.02 DEFINITIONS

A. ~~"CODE"~~Code shall mean the "CODE OF ETHICS"~~this Code of Ethics.~~

B. ~~"COVERED PERSONNEL/PERSON" shall mean any City officer or employee, whether elected or appointed, paid or unpaid, full or part time, any member of any City Board, Committee, Commission or Authority, and any employee of the Library, Museum, Housing Authority and Redevelopment Authority. Covered personnel shall also mean, for purposes of §30.06 F., a former employee.~~Covered Person means any non-elected City officer or employee, any non-elected member of any City Board, Committee, Commission or Authority, and any employee of the Library, Museum, Housing Authority and Redevelopment Authority. For purposes of Section 30.06 E. of this Code, Covered Person also means any former non-elected City officer or employee.

Covered Person does not include any candidate for an elective City office, any individual holding an elective City office, or any individual holding an elective City office serving as a member of any City Board, Committee, Commission or Authority.

Any candidate for elective City office, except a candidate for municipal judge, is considered a candidate for local public office subject to the code of ethics for candidates set forth in Section 19.59 of the Wisconsin Statutes, as may be amended from time to time. Any candidate for municipal judge is considered a candidate for state public office subject to the code of ethics for public officials set forth in Sections 19.41-19.58 of the Wisconsin Statutes, as may be amended from time to time.

Any individual holding an elective City office, except the office of municipal judge, and any individual holding an elective City office serving as a member of any City Board, Committee, Commission or Authority is considered a local public official subject to the code of ethics for local government officials set forth in Section 19.59 of the Wisconsin Statutes as may be amended from time to time.

Any individual holding the office of municipal judge is considered a state public official subject to the code of ethics for public officials set forth in Sections 19.41-19.58 of the Wisconsin Statutes as may be amended from time to time.

C. ~~"CONFIDENTIAL" shall mean documents which are marked as "Confidential" and protected from disclosure, as such, under the State's Public Records Law; and documents and~~

~~conversations which are the subject of an "Executive Session" permitted, as such, under the State's Open Meeting Law.~~

~~— Confidentiality shall cease with respect to the following, as hereinafter specified:~~ Confidential Information means documents that are protected from disclosure under Wisconsin's Public Records Law as well as documents and conversations which are the subject of a closed session under Wisconsin's Open Meetings Law. Confidentiality shall cease with respect to the following as hereinafter specified:

1. Contracts & Leases - When a final agreement is approved and executed by the parties.
2. Litigation - When a final ~~O~~order or ~~J~~judgment has been entered by a ~~C~~court or ~~A~~administrative ~~T~~ribunal, and all appeal times have expired with regard to the final order or judgment, excepting matters of ~~A~~attorney/~~C~~lient privilege.
3. Claims Settlement Where No Litigation Exists - When a final release has been executed and received, excepting matters of ~~A~~attorney/~~C~~lient privilege.
4. Deeds and Easements - When a deed or easement is received and accepted.
5. Labor Negotiations - When a labor agreement is approved and executed.

Notwithstanding the above, the Mayor, City Administrator or Department Head responsible for any of the above may waive confidentiality, where a waiver will not damage the interest sought to be protected. However, in no event will the strategy used to achieve a given result be made public, nor will preliminary drafts of documents or agreements, unless required to document or support the City's position in a ~~C~~court of law or before any administrative agency.

D. ~~"DISCLOSE"~~Disclose, with respect to Confidential Information, means to provide, show or relate documents or conversations to a person who is not privy to ~~a transaction~~Confidential Information or whose input is not essential or beneficial to the processing of a transaction.

E. ~~"QUASI-JUDICIAL CAPACITY"~~Quasi-Judicial Capacity means to act in the capacity of an administrative hearing examiner, with respect to the following:

1. Employee disciplinary hearings before the Civil Service Commission, Board of Police and Fire Commissioners, or any other Board, Committee, Commission or Authority.
2. License ~~and or~~ ~~P~~permit suspension, revocation and nonrenewal hearings before the hearing body designated by ~~O~~rdinance or ~~S~~tate ~~S~~statute.

~~Said term~~Quasi-Judicial Capacity shall not include the process of determining whether or not charges are to be filed or action taken, nor shall it include any legislative acts.

The ~~Q~~quasi-~~J~~judicial ~~P~~process shall commence, for purposes ~~hereunder of this Code~~, at the time a formal written complaint or appeal is served and filed and shall terminate upon a final decision being made and filed by the hearing body.

30.03 POLICY

It is the declared policy of the City of Kenosha that ~~a~~ eCovered ~~p~~ Personnel act:

- A. Impartially and responsibly.
- B. Through the proper channels of the governmental structure.
- C. In accordance with the policies promulgated by the Mayor and Common Council.
- D. In obedience of all applicable laws, rules and regulations.
- E. In a manner as will promote public confidence.
- F. Without regard for personal gain attained through the use of their position, other than for authorized compensation.
- G. Without regard to age, race, creed, religion, color, handicap, sex, national origin, ancestry or sexual orientation, unless permitted by law.
- H. In accordance with employee work rules and relevant established standards of employee performance, where applicable.
- I. Within the scope of their authority.
- J. In full cooperation with other employees, except where prohibited by confidentiality.

30.04 CONSTRUCTION

This Code shall be construed so as to acknowledge that it is subordinate to Federal and State laws, rules and regulations governing specific ~~e~~ eCovered ~~p~~ Personnel conduct, and also so as to acknowledge that it is subordinate to Federal and State ~~C~~ eonstitutional rights of ~~a~~ eCovered ~~p~~ Personnel. In the event of a clear and unambiguous conflict, this ~~Ordinance Code~~, with respect to employees, shall be subordinate to the Civil Service Ordinance and to any applicable labor agreement.

30.05 APPLICATION OF CODE

Any Covered ~~p~~ Personnel may protect themselves from the inadvertent violation of this Code by procuring a written advisory opinion from the City Attorney prior to acting. Any ~~e~~ eCovered ~~p~~ Personnel who acts in accordance with said opinion shall not be subject to prosecution under this Code, even if such interpretation is later reversed or withdrawn.

Any Covered ~~p~~ Personnel may mitigate the consequence of an inadvertent violation of this Code by making a full disclosure of any facts which would form a basis for determining a violation of this Code, prior to acting, as hereinafter provided. Such disclosure will not preclude

prosecution under this Code in the event of a violation thereof, but may be a mitigating factor which could lessen the severity of the offense and subsequent discipline. The required disclosure must be made in writing or noted in the minutes or record of proceedings of any unit or subunits of City government. ~~Any Covered Person who is a member of Members of the Common Council, Committees thereof or of~~ any City Board, Commission or Authority, shall make such disclosure to said respective body. City Department Heads shall make said disclosure to the Mayor or City Administrator. Other employees shall make said disclosure to their Department Head. Employees of the Library, Museum, Housing Authority and Redevelopment Authority shall make said disclosure to their respective Director.

30.06 STANDARDS FOR ETHICAL CONDUCT

A. Crimes Against Government And Its Administration. No ~~e~~Covered ~~p~~Personnel shall ~~shall~~ may violate Chapter 946, Wisconsin Statutes, "Crimes against Government and its Administration".

B. Public Contracts, Financial Transactions, Real Estate Transactions And The Purchase Or Sale Of Material, Supplies Or Services. No ~~e~~Covered ~~p~~Personnel shall ~~shall~~ may vote on or participate in a decision-making capacity in any transaction involving a City contract, City financial transaction, City real estate transaction, or in the purchase or sale of any material, supplies or services under circumstances in which they have a personal financial interest therein.

C. Gifts.

1. No ~~e~~Covered ~~p~~Personnel, within any calendar year, shall ~~shall~~ may accept any gift, favor, service, or thing of value, or combination or multiple thereof, from any one person, party, firm or corporation, which is related to City service or employment, which equals or is in excess of Fifty (\$50) Dollars.

2. No ~~e~~Covered ~~p~~Personnel, in the course of their service or employment, shall ~~shall~~ may give to any person any gift, favor, unauthorized service, or thing of value which may tend to gain any undue or improper favor for them or the City.

~~D. Campaign Contributions. Campaign contributions shall not be construed as gifts, etc. under Subsection C. hereof, but shall be reported by candidates for elected office in a timely manner in accordance with State law.~~

- ~~E~~D. Personal Use of City Property. No ~~e~~Covered ~~p~~Personnel shall ~~shall~~ may use or permit the use of City property for personal financial gain.

~~F~~E. Confidential Information.

1. No ~~e~~Covered ~~p~~Personnel shall ~~shall~~ may disclose any information gained during the course of their service or employment in a confidential capacity to any person, where not expressly or impliedly authorized to do so, unless and until such information is or becomes a public record.

2. No ~~e~~Covered ~~p~~Personnel ~~shall~~ may use any information gained during the course of their service or employment in a confidential capacity for their own personal financial gain unless and until such information is or becomes a public record.

The obligation to preserve confidentiality shall continue, following termination of service or employment, for so long as the City's need for confidentiality exists, unless and until such information is or becomes a public record.

G.F. Laws, Rules and Regulations. No ~~e~~Covered ~~p~~Personnel ~~shall~~ may, in the course of their service or employment, intentionally violate, cause to be violated, or direct to be violated any Federal, State or City law, rule or regulation.

H.G. Discrimination. No ~~e~~Covered ~~p~~Personnel ~~shall~~ may intentionally engage in any discriminatory conduct as prohibited by local, State or Federal law, rule or regulation.

H.H. Representing Private Interests. No ~~e~~Covered ~~p~~Personnel ~~shall~~ may represent any person or party before any City legislative, quasi-legislative, judicial or quasi-judicial body, other than for themselves or their spouse or child. ~~However, nothing herein contained shall be construed to prohibit an elected officer from representing their constituent before any such body.~~

H.I. Political Activity.

1. No ~~e~~Covered ~~p~~Person ~~shall~~ may use, cause to be used, or direct to be used, any City personnel or equipment during working hours, for any political campaign.

2. No ~~e~~Covered ~~p~~Person ~~shall~~ may coerce any employee or person to contribute monetary or other assistance to any political candidate, party or purpose, or to otherwise restrict any employee or person in the free exercise of their ~~C~~onstitutional rights in such regard, except where such restriction is imposed by law, rule or regulation.

K.J. Quasi-Judicial Hearings.

1. No ~~e~~Covered ~~p~~Person, while acting in a ~~e~~Quasi-~~j~~Judicial ~~e~~Capacity, ~~shall~~ may have ex-parte communications, oral or written, initiated or received, with any person having an interest in the matter, outside of the scope of the formal hearing process, when said communication bears on the merits of any issue which is pending before their respective hearing body. Procedural issues are not deemed issues which bear on the merits. A matter shall not be deemed pending until a complaint has been filed. ~~A~~Covered ~~p~~Personnel ~~acts~~ in a ~~e~~Quasi-~~j~~Judicial ~~e~~Capacity when serving on a body which is engaged in conducting a due process hearing.

2. ~~Any~~ ~~e~~Covered ~~p~~Person who inadvertently violates the above subsection, shall forthwith notify, in writing, their respective body of the act, date of circumstances, and names of persons involved, attaching a copy of any written communications thereto. A copy of such notice shall also be served upon the parties, or their respective attorneys, which are a party directly involved in the hearing process.

3. No ~~e~~Covered ~~p~~Person shall ~~may~~ influence or attempt to influence any person who is engaged in conducting a quasi-judicial hearing outside of the hearing process, with respect to the merits of any issue.

~~L~~K. ~~Not For Profit Corporate Affiliations.~~ ~~Anyone covered under Section 30.02 B. of the Code of General Ordinances, especially members of the City Common Council, shall disclose any and all affiliation(s) they may have with any not for profit organization seeking financial support from the City of Kenosha. Disclosure shall occur at the earliest time practicable and shall be included in the disclosure required pursuant to Section 30.07. Common Council members shall refrain from voting on funding applications of organizations with which they, or an immediate family member, serve as a Director, officer or in any paid position. "Immediate Family" shall mean a spouse, cohabitant or domestic partner.~~ For Profit and Not-For-Profit Organization Affiliations. A Covered Person shall disclose any and all affiliation they may have with any for profit and not-for-profit organization seeking financial support from the City of Kenosha. Disclosure shall occur at the earliest time practicable and a Covered Person who is subject to Chapter 29 of the Code of General Ordinances shall make such disclosure on the Statement of Economic Interest required thereunder.

~~30.07 STATEMENT OF ECONOMIC INTEREST~~

~~—Any person covered under Section 30.02 B. of the Code of General Ordinances and who is subject to Chapter XXIX of the Code of General Ordinances shall file a true, correct and complete Statement of Economic Interest required thereunder. The failure to file a true, correct and complete Statement of Economic Interest shall be unlawful and constitute a violation of this Code of Ethics subject to enforcement and penalty as provided in this Code.~~

~~30.08 ADMINISTRATION AND ENFORCEMENT~~

~~—Except as otherwise provided in this Chapter, the Code of Ethics shall be administered and enforced by the Ethics Board.~~

~~30.09 ADVISORY OPINIONS~~

~~—Any covered person or the Office of the City Attorney may make a written request of the Ethics Board for an advisory opinion regarding the propriety of any matter or matters to which the covered person is or may become a party. Any appointing officer, with the consent of the prospective appointee, may make a written request of the Ethics Board for an advisory opinion regarding the propriety of any matter to which the prospective appointee is or may become a party. The Ethics Board shall review a written request for an advisory opinion and advise the person making the request. Advisory opinions of the Ethics Board shall be in writing. It shall be prima facie evidence of intent to comply with the Code of Ethics when a person making a written request for an advisory opinion abides by the advisory opinion of the Ethics Board provided the material facts are as stated in the advisory opinion request.~~

~~—The identity of the person requesting the written advisory opinion, the request for an advisory opinion, any documents or records obtained or filed in connection with the request for an advisory opinion and any written advisory opinion of the Ethics Board shall not be made~~

~~public and shall be closed in whole to public inspection unless the individual requesting the advisory opinion consents in writing to make public the individual's identity, the request, documents, records and/or advisory opinion. Meetings of the Ethics Board at which deliberations and actions are taken in connection with a written request for an advisory opinion shall not be open to the public. A person who makes or purports to make public the substance of or any portion of an advisory opinion requested by or on behalf of the person waives the confidentiality of the request for an advisory opinion, documents or records obtained or prepared by the Ethics Board, including the Ethics Board advisory opinion, in connection with the request for an advisory opinion. Notwithstanding the foregoing, the Ethics Board may, but is not obligated to, make public a summary of an advisory opinion after making sufficient alterations in the summary to prevent disclosing the identities of individuals involved in the opinion.~~

~~30.10 COMPLAINTS~~

~~—A. Filing of Complaints. Any person may file a complaint against any covered person alleging a violation of the Code of Ethics with the Ethics Board. The complaint shall be filed with the City Department of Human Resources. The complaint shall be in writing and shall be verified. A separate written verified complaint shall be required for each named covered person. The complaint shall state with specificity the date of the alleged offense, the provision of the Code of Ethics alleged to have been violated, and the facts and circumstances upon which the allegations are based. Allegations shall be deemed to be made upon personal knowledge unless stated as being made upon information and belief. Within fifteen working days of the filing of the complaint, the director of the Department of Human Resources or his/her designee shall forward by quickest reasonable means a copy of the complaint to the chair of the Ethics Board. For purposes of this section, "working day" means a day that City administration is open to the public for the conduct of regular business.~~

~~—B. Sufficiency of Complaints. Within forty five (45) working days of the filing of the verified complaint with the Department of Human Resources, the Ethics Board shall forward by regular mail to the accused covered person a copy of the verified complaint and a general statement of the applicable provisions of the Code of Ethics. Within twenty (20) working days after mailing, the Ethics Board shall meet to determine whether based upon the face of the verified complaint sufficient facts are alleged to constitute a violation of the Code of Ethics. If the Ethics Board determines that the verified complaint does not allege facts sufficient to constitute a violation of the Code of Ethics, the Ethics Board shall dismiss the complaint and notify the complainant and the accused covered person. If the Ethics Board determines that the verified complaint was brought for harassment purposes, the Ethics Board shall so state.~~

~~—If the Ethics Board determines that the verified complaint alleges facts sufficient to constitute a violation of the Code of Ethics, the Ethics Board shall conduct an investigation. The Ethics Board shall authorize any investigation by a motion which shall state the nature and purpose of the investigation and the actions or activities to be investigated. Upon adoption of a motion, the Ethics Board shall notify each accused covered person who is the subject of the investigation. Within ten (10) working days of the adoption of the motion, the Ethics Board shall forward by regular mail a copy of the motion to each accused covered person identified in the motion together with a notice informing the accused covered person that he or she is the subject~~

~~of the investigation together with a general statement of the applicable provisions of the Code of Ethics involved in the investigation. Service of the notice is complete upon mailing.~~

~~— If during the course of an investigation, the Ethics Board finds probable cause to believe that a violation of the Code of Ethics other than one contained in the verified complaint has occurred, the Ethics Board may amend the complaint upon its own motion to include such violations and to conduct an investigation. Within ten (10) working days of the adoption of the motion amending the complaint, the Ethics Board shall forward by regular mail to the accused covered person a copy of the motion, the amended complaint and a general statement of the applicable provisions of the Code of Ethics involved in the amended complaint and investigation. Service is complete upon mailing.~~

~~— C. Limitations. No action may be taken by the Ethics Board on any complaint which is filed with the Ethics Board later than two (2) years after a violation of the Code of Ethics is alleged to have occurred. Any complaint, investigation or prosecution regarding violations of the Code of Ethics initiated prior to the effective date of this ordinance and any proceedings arising therefrom shall proceed pursuant to the provisions of Chapter XXX in effect prior to the effective date of this Ordinance and shall be unaffected by the adoption of this Ordinance.~~

~~30.11 POWERS~~

~~— Pursuant to any investigation or hearing conducted under this Chapter, the Ethics Board has the power to:~~

~~— A. Require any person to submit in writing such reports, documents, information and answers to questions in connection with the proceedings conducted under this Chapter as the Ethics Board may prescribe, such submission to be made within such period and under oath or otherwise as the Ethics Board may determine.~~

~~— B. Require all persons who are the subject of the investigation or hearing to execute releases, authorizations and/or waivers to permit the Ethics Board to obtain information and documents in connection with the proceedings conducted under this Chapter as the Ethics Board may prescribe.~~

~~— C. Administer oaths and issue subpoenas signed by the chairperson, or vice chairperson in the absence of the chairperson, compelling the attendance and testimony of individuals and the production of any documentary evidence relating to the investigation or hearing being conducted.~~

~~— D. Request and obtain from the Wisconsin Department of Revenue copies of state income tax returns and access to other appropriate information under Section 71.78 Wis. Stats. regarding all persons who are the subject of the investigation or hearing.~~

~~— E. Retain the services of a court reporter, investigator, outside legal counsel, or other experts and staff as may be necessary from time to time in the administration of this Chapter.~~

~~30.12 PROBABLE CAUSE OF VIOLATION~~

~~— Upon conclusion of the investigation, the Ethics Board shall make a determination of whether or not probable cause exists to believe that a violation of the Code of Ethics has occurred. If the Ethics Board determines that no probable cause exists, the Ethics Board shall send written notice of such determination to the accused covered person and the complainant as soon as practicable. If the Ethics Board determines that there is probable cause to believe that a violation of the Code of Ethics has occurred, the Ethics Board shall issue written findings of fact and conclusions setting forth the basis for the probable cause finding which may also contain a referral to the district attorney recommending further investigation and possible prosecution and /or an order setting a date for a hearing to determine whether a violation of the Code of Ethics has occurred. The notice of hearing, probable cause findings and conclusions and a copy of the complaint shall be served upon the accused covered person. The hearing shall be held within forty five (45) days after the date it is ordered unless the accused covered person petitions for and the Ethics Board consents to a later date. The Board of Ethics shall provide the accused covered person or his or her counsel exculpatory evidence in the possession of the Ethics Board.~~

~~30.13 INVESTIGATION AND HEARING PROCEDURE~~

~~— The Ethics Board shall have the power to adopt by laws and rules of procedure, including those related to the manner of conducting investigations and hearings. Any hearing before the Ethics Board shall be presided over by the chairperson or vice chairperson in the absence of the chairperson. The Ethics Board may retain counsel and other experts and staff as needed in accordance with its by laws to assist and advise the Ethics Board. The accused covered person may be represented by counsel. The accused covered person may present evidence, call and examine witnesses and cross examine any witnesses called. All witnesses shall be sworn and all testimony shall be recorded by a court reporter. Upon request the Ethics Board shall issue subpoenas to compel the attendance of witnesses. The formal rules of evidence will not apply although basic principles of relevance, materiality, hearsay and probative value will be observed. The Ethics Board shall not find a violation of the Code of Ethics except upon a preponderance of the evidence admitted at the hearing. The hearing shall be conducted in closed session unless the accused covered person requests in writing that the hearing be open to the public.~~

~~30.135 ALTERNATE HEARING PROCEDURE~~

~~— The City may enter into an intergovernmental cooperation agreement with any other municipality to provide reciprocal hearing services. Unless there is an objection from the covered person responding to the Complaint, if the City has entered into such an intergovernmental cooperation agreement, notwithstanding the provisions of Section 30.13, the hearing on the Complaint shall be heard by the ethics board of the other municipality pursuant to the intergovernmental cooperation agreement. In the event of an objection by the accused covered person responding to the Complaint, the hearing will be conducted pursuant to the procedures in Section 30.13, the intergovernmental cooperation agreement notwithstanding. An objection by the accused covered person to the application of the hearing process articulated in the intergovernmental cooperation agreement must be made by filing such objection in writing with the City Clerk within seven days of the service of the finding of probable cause upon the accused covered person, or it is deemed waived.~~

30.14 DETERMINATIONS

~~—Deliberations of the Ethics Board during or following a hearing shall be in closed session. Unless otherwise extended, within forty five (45) days following the conclusion of the hearing, the Ethics Board shall issue written findings, determinations and recommendations. If the Ethics Board determines that no violation of the Code of Ethics occurred, the Ethics Board shall as soon as practicable send written notice of such determination to the accused covered person and the complainant. If the Ethics Board determines that a violation of the Code of Ethics has occurred, the findings and determinations may contain one or more of the following recommendations:~~

~~—A. In the case of a covered person who is a City elected official a recommendation to the Common Council that:~~

- ~~—1. the elected official be required to conform his or her conduct to the Code of Ethics,~~
- ~~—2. the City Attorney commence a civil forfeiture action in Municipal Court against the elected official for a violation of the Code of Ethics,~~
- ~~—3. the District Attorney investigate and/or prosecute the elected official for a violation of the Code of Ethics, or~~
- ~~—4. the elected official be sanctioned, reprimanded, censured, suspended or removed from office.~~

~~—B. In the case of a covered person whose appointment to a City board, commission, authority, or committee specified in Chapter 1 of the Code of General Ordinances has been confirmed by the Common Council a recommendation to the Common Council that:~~

- ~~—1. the appointed person be required to conform his or her conduct to the Code of Ethics,~~
- ~~—2. the City Attorney commence a civil forfeiture action in Municipal Court against the appointed person for a violation of the Code of Ethics,~~
- ~~—3. the District Attorney investigate and/or prosecute the appointed person for a violation of the Code of Ethics, or~~
- ~~—4. the appointed person be sanctioned, reprimanded, censured, suspended or removed from the City board, commission, authority or committee.~~

~~—C. In the case of a covered person who is a City employee a recommendation to the Civil Service Commission or the Board of Police and Fire Commissioners, as appropriate, that:~~

- ~~—1. the employee be required to conform his or her conduct to the Code of Ethics,~~
- ~~—2. the City Attorney commence a civil forfeiture action in Municipal Court against the employee for a violation of the Code of Ethics,~~
- ~~—3. the District Attorney investigate and/or prosecute the employee for a violation of the Code of Ethics, or~~
- ~~—4. the employee be disciplined or discharged from employment. Notwithstanding the foregoing, no employee subject to the jurisdiction of the Civil Service Commission or the Board of Police and Fire Commissioners shall be suspended or removed other than in accordance with the rules and regulations thereof.~~

30.15 REIMBURSEMENT OF LEGAL EXPENSES

~~—In the event a complaint against an accused covered person is dismissed in its entirety the Ethics Board, the accused covered person shall be paid by the City for the reasonable cost of the defense upon assigning to the City any cause of action to recover the legal expenses incurred by the accused covered person from the complainant. The City in its discretion may pursue such assigned cause of action to recover the legal expenses from the complainant where the complaint has been dismissed in its entirety by the Ethics Board.~~

~~30.16 PUBLIC INSPECTION OF RECORDS~~

~~—Except as provided in this Section, all records in the possession of the Ethics Board shall be open to public inspection at all reasonable times. The following records in the possession of the Ethics Board are not open to public inspection:~~

~~—A. Records obtained in connection with a request for an advisory opinion other than summaries of advisory opinions that do not disclose the identity of individuals requesting such opinions. The Ethics Board may however, make such records public with the consent of the person requesting the advisory opinion. A person who makes or purports to make public the substance of or any portion of an advisory opinion requested by or on behalf of the person is deemed to have waived the confidentiality of the request for an advisory opinion and of any record obtained or prepared by the Ethics Board, including the advisory opinion, in connection with the request for an advisory opinion.~~

~~—B. Records obtained or prepared by the Ethics Board in connection with an investigation, except that the Ethics Board shall permit inspection of records that are made public in the course of a hearing by the Ethics Board to determine if a violation of the Code of Ethics has occurred. Whenever the Ethics Board refers investigation and hearing records to the appropriate disciplinary authority under Section 30.14 the records may be made public in the course of prosecution initiated under this Ordinance.~~

~~30.17 FAILURE TO COOPERATE~~

~~—The failure of any accused covered person to cooperate with the Ethics Board in the investigation, hearing and disposition of complaints filed under this Ordinance shall be deemed a violation of the Code of Ethics subject to enforcement as provided in this Ordinance.~~

~~30.18 SEVERABILITY~~

~~—If any provision of this Ordinance is invalid or unconstitutional, or if the application of this Ordinance to any person or circumstances is invalid or unconstitutional, as finally determined by a court of record, such invalidity or unconstitutionality shall not affect the other provisions or applications of this Ordinance which can be given effect without the invalid or unconstitutional provision or application.~~

~~30.19 PENALTY~~

~~—In addition to any other action, any covered person who violates the Code of Ethics shall be subject upon conviction to a forfeiture of not more than One Thousand (\$1,000.00) Dollars plus the cost of prosecution for each violation, including actual reasonable attorney fees and~~

~~expenses, and in the event of failure to make timely payment thereof shall be committed to the County Jail for a period not to exceed thirty (30) days.~~

30.07 ENFORCEMENT

This Code shall be enforced by outside legal counsel, hereinafter known as the "Enforcing Officer". The Enforcing Officer shall be appointed on an as-needed basis by the City Attorney.

30.08 INVESTIGATION OF COMPLAINTS

A. Filing of Complaints. Any officer, employee, citizen of the City of Kenosha or person involved in any City transaction, may file a complaint against any named Covered Person with the Enforcing Officer through the City Human Resources Department alleging a violation of this Code. A separate complaint shall be required for each named Covered Person. Complaints must specify the date of the alleged offense and the provision of this Code alleged to have been violated. Allegations shall be deemed to be made upon personal knowledge unless stated as being made upon information and belief.

B. Investigation. The Enforcing Officer shall accept and investigate any verified complaint, submitted in writing, and signed and sworn to under oath from any authorized complainant, which states the name of any Covered Person alleged to have committed a violation of this Code and which sets forth the alleged violations. The Enforcing Officer, within ten (10) working days of the receipt thereof, shall forward to the accused Covered Person a copy of the complaint and a general statement of the applicable Code provisions. If the Enforcing Officer determines that the verified complaint, on its face, even if true, does not allege facts sufficient to constitute a violation of this Code, the Enforcing Officer shall dismiss the complaint and notify the complainant and the accused Covered Person. If the Enforcing Officer determines that the verified complaint, on its face, alleges facts, which, if true, may be sufficient to constitute a violation of this Code, the Enforcing Officer shall make an investigation with respect thereto. If the Enforcing Officer determines that the verified complaint was frivolous, the Enforcing Officer shall so state. The complaint shall be a public record upon filing. However, the investigation, while pending, shall be confidential in nature. The final disposition of the complaint shall be a public record.

Pursuant to any investigation conducted under this Chapter, the Enforcing Officer has the power to require any Covered Person to submit, in writing, such reports and answers to questions relevant to the investigation as the Enforcing Officer may prescribe, such submission to be made within such period and under oath, or otherwise, as the Enforcing Officer may determine.

No investigation of any Covered Person may be commenced until the Covered Person, who is the subject of the investigation, has been furnished with a copy of the complaint as herein provided. Should the Enforcing Officer during the course of the investigation find probable cause to believe that violations other than those alleged in the verified complaint occurred, the Enforcing Officer may, on the Enforcing Officer's own motion, cause the complaint to be amended to include said violations and, in such event, the Enforcing Officer shall furnish the complainant and the Covered Person with a copy thereof, in the same manner as provided herein for new complaints.

C. Limitations. No complaint shall be made or processed before the Enforcing Officer

where the alleged violation of this Code occurred after the effective date of this Code, but where the alleged violation of this Code occurred more than one (1) year prior to the date of the filing of a verified complaint with the City Human Resources Department.

D. Probable Cause of Violation. At the conclusion of the investigation, the Enforcing Officer shall make a determination of whether or not probable cause exists to believe that a violation of this Code has occurred. If the Enforcing Officer determines that no probable cause exists, the Enforcing Officer shall send written notice of such determination to the accused Covered Person and to the complainant as soon as practicable. If the Enforcing Officer determines that probable cause exists to believe that a violation of this Code has been committed, the Enforcing Officer may commence a civil forfeiture action in the City Municipal Court and/or recommend disciplinary action.

30.09 DISCIPLINE

Upon receipt of a Municipal Court Judgment that this Code had been violated, and/or recommendations by the Enforcing Officer for disciplinary action, a Covered Person may be disciplined by the appropriate disciplinary authority in accordance with Chapter 17 of the Wisconsin Statutes, where applicable or in accordance with other applicable law; but no Covered Person subject to the jurisdiction of the Civil Service Commission or to the Board of Police and Fire Commissioners shall be suspended or removed otherwise than as in accordance with said applicable laws, rules and regulations.

30.10 UNFOUNDED COMPLAINTS

In the event a Covered Person should be charged under this Code and the charges are dropped or dismissed, the Covered Person shall be paid by the City for the reasonable cost of their defense, upon assigning to the City any cause or action they may have for malicious prosecution. The City may pursue such assigned cause of action to recover the costs of defense against the person bringing the unfounded charges.

30.11 SEVERABILITY

If any provision of this Code is invalid or unconstitutional, or if the application of this Code to any person or circumstances is invalid or unconstitutional, as determined by a court of record, such invalidity or unconstitutionality shall not affect the other provisions or applications of this Code which can be given effect without the invalid or unconstitutional provision or application.

30.12 PENALTY

Any Covered Person who violates this Code shall be subject, upon conviction, to a forfeiture of not more than One Thousand (\$1,000) Dollars, plus the cost of prosecution for each violation, and in the event of failure to make timely payment thereof shall be committed to the County Jail for a period not to exceed thirty (30) days.

Section Five: This Ordinance shall become effective upon passage and publication.

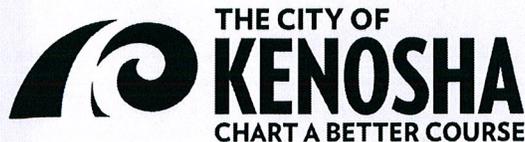
ATTEST: _____ City Clerk/Treasurer
DEBRA L. SALAS

APPROVED: _____ Mayor Date: _____
JOHN M. ANTARAMIAN

Passed:

Published:

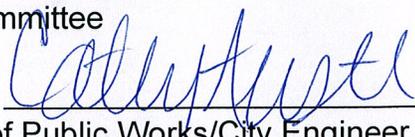
Drafted By:
JONATHAN A. MULLIGAN
Assistant City Attorney



CATHY AUSTIN, PE
Deputy Director of Public Works/City Engineer

November 21, 2016

To: David F. Bogdala, Chairperson
Public Works Committee

From: Cathy Austin, PE 
Deputy Director of Public Works/City Engineer

Subject: Acceptance of Project 15-2031 Kenosha Engine Plant C2 Soil Remediation

Location: 5555 30th Avenue

Please be advised that the above referenced project has been satisfactorily completed by A.W. Oakes & Son, Inc., Racine, Wisconsin. This project consisted of removal stockpiling, transportation of surface pavement and former building foundations, excavation and transportation of impacted soil, excavation backfilling with compaction using on-site materials, installation of storm water features and connection to existing storm sewer, grading and placement of earthen cover.

It is recommended that the project be accepted in the final amount of \$1,095,384.78. Original contract amount was for the subtotal bid amount of \$880,900 plus \$100,000 allowance (for removal of unknown quantities of subsurface materials) plus \$27,745 for Alternate 1 for a We Energies gas line plus \$150,355.00 in contingency for unforeseen conditions (if needed), for total award amount of \$1,159,000.00. Funding for \$748,767.88 is from Ready for Reuse Loan and funding for \$410,232.12 is from BEBR.

CMA/kjb



SHELLY BILLINGSLEY, MBA, PE
Director of Public Works

November 22, 2016

To: David F. Bogdala, Chairperson, Public Works Committee

From: Shelly Billingsley, MBA, PE
Director of Public Works

Subject: ***Snow and Ice Control Manual***

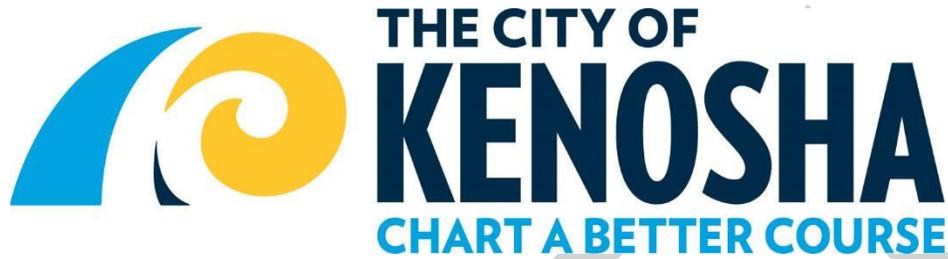
BACKGROUND INFORMATION

Public Works Staff has analyzed and reviewed our previous Snow Manual over the past year to update it to conform to current standards. Going forward this update should be done yearly to incorporate changes as they occur effectively making this a living document.

Staff analyzed all route maps and optimized them for more even distribution of lane miles for salt runs as well as full plows. During this process the reds and greens were also updated to reflect changes in bus routes, schools, collectors or arterials, etc. to ensure that if any additional areas needed to be added or removed this was done at this time. The updated policy also includes some information as it relates to anti-ice, prewetting and direct liquid application.

RECOMMENDATION

Staff recommends the document be received and filed.



City of Kenosha

JOHN M. ANTARAMIAN, MAYOR

MANUAL FOR SNOW AND ICE CONTROL

PUBLIC WORKS DEPARTMENT 2016

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DRAFT

Manual for Snow and Ice Control

PUBLIC WORKS DEPARTMENT 2016

INTRODUCTION

1. General Summary

Snow and ice control in the City of Kenosha is a combined effort of the various divisions of the City's Public Works Department. Each fall, representatives from the Public Works Department will meet to review and update the Snow and Ice Control Manual for the coming winter season. All divisions and personnel are responsible for aiding in winter operations and strive to be as effective and cost efficient as possible. The guidelines set forth in this manual should be adhered to whenever practical in order to provide the best service possible to the citizens of the City of Kenosha, while also being environmentally and fiscally responsible.

It is the goal of the Public Works Department to provide a transportation system that is safe and passable as often as possible within the limitations imposed by the natural environment and the availability of equipment, material and personnel resources. Due to such limitations, it is known that there will be occasions in which roadways, alleys and bridges may be slippery and snow and ice covered. During these periods, citizens must recognize the conditions and operate their vehicles in an appropriately safe manner. It is the goal of this manual to establish procedures to help limit such conditions as effectively and cost efficiently as possible.

Snow and ice control in the City of Kenosha is a joint effort by all Public Works Department personnel. This manual provides procedures and guidance to assist the Public Works Department in conducting snow and ice control operations. This manual will be used for the annual training of City of Kenosha personnel.

The content of this manual reflects best practices as determined by a review of other municipalities, counties, etc. as it relates to snow and ice control. This policy and proposed data collection took into consideration the South Eastern Wisconsin Regional Planning Commission (SEWRPC) Prospectus for Chloride Impact Study. Considerations were also made for the unique environment of the City of Kenosha as it relates to winter operations. This manual is intended to be a living document that is responsive to new technology, techniques and ideas. Suggestions for change may be submitted to the Director of Public Works.

2. Officials in Charge

The Director of Public Works is immediately responsible to the Mayor for directing and coordinating all snow and ice control efforts. The Director of Public Works shall have the authority to mobilize personnel from other City departments and utilize all available equipment necessary to complete winter operations.

The Director of Public Works or their designee shall supervise and coordinate the scheduling of personnel and equipment to ensure the completion of operations. The designee is expected to keep the Director apprised of the general conditions of all streets, alleys, parking lots and sidewalks and is responsible for recommending actions to achieve the completion of operations.

All Public Works superintendents and supervisors may be responsible for supervising or scheduling personnel and equipment, when required by the Director of Public Works or their designee, to ensure the completion of snow and ice control operations.

3. Specific Information for Residents and Property Owners

3.1 General Suggestions for Citizens and Property Owners to Ensure the Safety and Efficiency of Snow and Ice Control Operations

- a. When possible, do not park on City streets during snow and ice events, even if a parking ban may not be in effect.
- b. Between December 1st and March 31st Alternate Side Parking is in effect and must be adhered to between 1:00 AM and 6:00 AM (Ordinance 7.06). Cars may be ticketed or towed if they hinder the completion of snow and ice control due to non-compliance.
- c. Upon the declaration of a parking ban due to a snow emergency, all parked cars must be removed as quickly as possible (See 3.5 Parking Bans for full ordinance).
- d. Do not relocate snow from the parkway, sidewalks, driveways or personal property onto the paved street. Doing so is a violation of Ordinance 7.13 G (See 3.6 Snow Placement in the Right of Way for full ordinance).
- e. Store as much of the snow as possible from the driveway or handicap ramps downstream of the direction of traffic to help reduce larger windrows in front of such areas.
- f. According to Ordinance 5.11.1 it is the responsibility of the property owner to remove snow and ice from sidewalks abutting their property (See 3.7 Sidewalk Clearing for full ordinance). Fire hydrants and mailbox areas should also be cleared by the abutting property owner.
- g. Snow and ice control crews do not clear accumulated snow from private driveways or driveway aprons. This includes any additional snow (windrows) that may result from plowing operations.

- h. Attempt to wait for City plows to push snow from the street to the curb area before clearing driveway approaches to avoid leaving excess snow in the street.

3.2 Plow Trucks with Plows Raised

A truck with a raised plow does not necessarily indicate that the driver has completed your neighborhood or area. Here are a few examples of possible explanations for a truck with a raised plow:

- a. Returning for fuel or vehicle service
- b. Returning to the yard for additional treatment material (salt, prewet liquid, etc.)
- c. Responding to a call to assist emergency services for an accident or other emergency situation

Please be patient in these instances, as a plow will return to the area.

3.3 Mailboxes and Turf Damage

Plow operators are instructed to take precautions to avoid hitting mailbox posts. Citizens can help reduce the possibility of a damaged or broken mailbox or mailbox post by installing mailboxes at the maximum usable distance from the back of curb or edge of pavement.

The City shall not assume responsibility for damage to mailboxes or mailbox posts unless the plow physically contacts said mailbox. Mailbox replacement will only consist of a breakaway post and standard mailbox.

In the event that your mailbox is struck by a plow or your parkway is damaged, contact the Street Division as soon as possible at (262) 653-4070 (normal work hours are Monday through Friday 7:00 AM to 3:00 PM). Any damage from snow and ice control operations must be reported by April 1 of each year, or the claim may be denied. Any installation within the right of way (including a mailbox/post, sprinkler head and landscaping) is placed at the owner's risk. When placing a new mailbox, please follow the standards set by the US Postal Service; make sure the front face of the mailbox is at least 6-8" behind the curb in curbed areas and at least 6-8" behind the edge of pavement in rural areas, at a height of 41-45" above the road surface.

3.4 Priority of Treatment

The "treatment" of roadways as a part of snow and ice control operations takes on various forms. Treatment methods utilized by the City of Kenosha may include, but are not limited to, the application of salt, brine or other chemicals and the use of plows. A map displaying a visual representation of treatment areas by priority is located in Appendix A.

3.5 Parking Ban

The declaration of a snow emergency will follow Ordinance 7.13 F.1 Snow Emergency Ordinance.

Ordinance 7.13.F.1

The Director of Public Works, or in his/her absence the City Administrator, or in their absence, the Director of Engineering (Deputy Director of Public Works/City Engineer), may, in their discretion, declare an emergency to exist in the City, or in a section or sections thereof, for one (1) or more periods of seventy-two (72) hours, where snow, freezing rain, sleet, ice, snow drifts, flooding or other phenomena cause, or are likely to cause, hazardous road conditions on City streets or highways, which conditions will or may endanger the public health, safety or welfare, or which conditions will or may impede the movement of emergency vehicles or other vehicular traffic.

A parking ban will be in effect on any posted snow routes when snow or sleet accumulates to a depth of two (2) inches in any twenty-four (24) hour period, measured throughout the City by Public Works supervisors.

Some City streets are designated “Narrow Snow Emergency Streets” and are to be signed, according to the provisions under **7.13.F.2b**, enforcing a parking ban after four (4) inches of snow accumulation in a twenty-four (24) hour period. The majority of the signs on these designated streets have been replaced with signs enforcing a parking ban after two (2) inches of snow accumulation in a twenty-four (24) hour period, matching the provisions laid out for general snow routes or “Snow Emergency Streets” as described above. It must be determined whether these narrow streets should be considered under the same restrictions as general snow routes, as they are currently signed, or if they must be defined under different restrictions, as stated in the ordinance. Additional locations that may warrant the “Narrow Street” determination will be evaluated this coming season.

At any time, on any City street, after an emergency is declared under the provisions of **7.13 F.1** and proper notice is given under the provisions of **7.13 F.3.**, parking may be restricted. Once this has occurred, it is the responsibility of the owner or operator of a motor vehicle to remove the vehicle from City streets. Based on the dissemination of this information under **7.13 F.3**, owners or operators of motor vehicles are responsible for ascertaining the existence of weather conditions requiring the removal of parked motor vehicles from the areas designated by the parking ban. The methods of communication that may be utilized to broadcast the declaration of a weather emergency are discussed in Section 10 of the Operational Guidelines, laid out in this manual.

The Police Operations Supervisor should be notified by the Public Works Director or their designee when parking bans take effect or are cancelled. The notifications of such bans are logged on a “Snow Notification Log.” When any police officer finds a vehicle unattended upon any street, alley or municipally-owned parking lot in violation of parking

shall have a mechanic's lien on said vehicle until all relevant towing and storage charges are paid by said owner. (Section **7.128B** of the Code of General Ordinances)

3.6 Snow Placement in the Right of Way

Ordinance 7.13.G

Moving Snow on to Street Right-of-Ways: No person, party, firm or corporation shall shovel, blow, dump, plow, or otherwise place snow in any public street, highway, or alley right-of-way, including sidewalks being a part thereof, except that snow removed from a public sidewalk may be placed in the lawn park area of said right-of-way.

3.7 Sidewalk Clearing

Ordinance 5.11.1

The responsible party shall remove and clear away or cause to remove or clear away all snow and ice from sidewalks within twenty-four (24) hours of the day following a snow fall; provided that when ice has so formed on any sidewalk that it cannot be removed, then the persons herein before referred to shall cause said ice from remaining and presenting a hazard to the users of the sidewalk by use of sand, abrasive material or any product designed to prevent ice from forming or to remain in its form and not to be injurious to the health and safety of the public.

Enforcement of Ordinance 5.11.1 is the duty of the Department of Public Works. Public Works staff will investigate any alleged violation of this ordinance upon receiving a complaint from a party identifying themselves by name and address, or from an alderman. Designees of the Director of Public Works may enforce this ordinance through the furnishing of a twenty-four (24) hour warning and explanation of Ordinance 5.11.1, and if said property is still in violation of Ordinance 5.11.1, then Public Works personnel may order the City contractor to clear the sidewalk and possibly issue the violator a citation. The twenty-four (24) hour time limit to remove or clear the sidewalk resets every time a new snow event occurs. Thus, if multiple events happen in a twenty-four (24) to forty-eight (48) hour time window, the order must be furnished at the end of the final snow event.

3.8 Weather Emergency Declaration

The declaration of an emergency will follow Ordinance 7.13 F.1 Snow Emergency Ordinance.

When an emergency is declared notice shall be given to the local news media for purposes of broadcast or printing, and furnished to the City Fire and Police Departments. Notice must be furnished no less than two (2) hours prior to enforcement of restrictions arising from the declared emergency. The methods of communication that may be utilized to broadcast the declaration of a weather emergency are discussed in Section 10 of the Operational Guidelines, laid out in this manual.

DIRECTORY

TELEPHONE NUMBERS		
Public Works Office	8:00 AM - 4:30 PM	653-4050
Street Division	7:00 AM - 3:00 PM	653-4070
Snow Emergency Information	24 Hour Recording	653-4074
Kenosha Emergency Government	8:00 AM - 5:00 PM or call Police Dispatch	605-7900 or 494-1102 pager
Police Operations Center (Sergeant's Desk)	24 Hour Phone	605-5201

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OPERATIONAL GUIDELINES

1. Goal of Snow and Ice Control Operations

The control of snow and ice on City streets is the primary concern of personnel assigned to the Department of Public Works within the limitations imposed by the natural environment and the availability of equipment, material and personnel resources. The goal of such operations is to provide safe and passable road surface as often as possible while also being environmentally and fiscally responsible. Snow and ice accumulations will be removed as quickly as possible, consistent with policies established in this manual. This will include practices such as anti-icing, direct liquid application, salting (dry or prewetted), and mechanical removal via plowing. All of these practices will focus on breaking the bond between the snow/ice and the pavement. These practices will be used when they are most effective based on standard practices and limitations of the environmental conditions.

2. Typical Treatments Prescribed for Various Weather Conditions

The City of Kenosha has a wide variety of treatments, equipment, and technology that can be utilized to aid in snow and ice control. Examples include, but are not limited to, anti-icing, direct liquid application, salting (dry or prewetted), plows, wings and GPS/Automatic Vehicle Locator (AVL) location and data analysis.

Anti-icing is the process of applying salt brine or a blend of chemicals to the road surface prior to a storm to help delay or break the bond between snow/ice and the pavement. Anti-icing will be performed as often as possible. There are several guidelines that need to be followed prior to the start of anti-ice treatment (see Appendix B). The City is also capable of direct liquid application or the application of salt brine or a liquid chemical blend to the road surface during a storm. Many of the same guidelines that apply to anti-icing will also be applied to direct liquid application. Lastly, the City will prewet salt as often as possible, meaning salt brine or a liquid chemical blend will be applied to the salt prior to use. This technique helps reduce salt waste caused by bouncing and scattering and more quickly activates the chemical reaction that breaks the bond between snow/ice and the pavement. The only situations in which salt would not be prewetted would be mechanical failure of equipment or a complete depreciation of reserve prewet salt piles in storage.

Different liquid chemical blends are only effective at specific pavement temperature ranges and weather conditions. A few examples of this include, but are not limited to: use of salt brine only at temperatures of 20° F and above, use of a mixture of salt brine and organic product to increase the length of anti-ice and other treatments' duration of viability, use of calcium chloride in temperatures of 15° F and falling, and use of a mixture of brine and calcium chloride for ice cutting. Ultimately it is up to the discretion of the Public Works Director or their designee to make the final determination of how to best use these techniques to remove or prevent the bond between snow/ice and pavement, while being environmentally and fiscally responsible and efficient.

The necessary arrangements for delivery and storage of reasonable salt or chemical stock piles should be made well in advance of the winter season and be maintained throughout the season as needed. Upon warning or evidence of an approaching storm, City personnel should go into operation. It is desirable to apply chemicals before there is a definite indication of wet snow sticking to the pavement or the formation of ice in order to prevent the bond to the pavement. Once snow or ice is bonded to the pavement, it is significantly harder and more costly to remove than if done prior to bond formation.

Storage containers for ice control abrasives should be placed at crossing guard locations prior to the winter season (see Appendix C). Such containers should be placed adjacent to the curb, filled with a mixture of sand, salt and calcium chloride and refilled as needed. Barrels should be removed as early as the weather allows in the spring. The Director of Public Works or their designee will designate which, if any, newly placed concrete roads will be protected during their first winter season from salt damage by spraying and sealing them with a 50% linseed oil / 50% mineral spirits sealer.

3. Priority of Streets and General Sequence of Snow and Ice Control

Snow and ice control operations are scheduled and completed in accordance with a priority sequence. Times listed are goals that are set based on the average storm or weather conditions. These are not guarantees, but should be achievable by City personnel under average snow or ice conditions. This timeline could be limited by the natural environment or the availability of equipment, material and personnel resources.

- The top priority is the achievement of plowed and/or salted pavement on all primary salt routes indicated on the snow map in red and green. Those streets displayed in red are typically arterials while those in green tend to be collectors, bus routes, school areas, etc. The goal for these streets is to be cleared within eight (8) hours after the end of a snowfall.
- The next priority is the plowing of all other City streets from curb to curb. The goal for completion of these areas is twenty-four (24) hours after a snowfall ends. This step will occur only after 2" of snow accumulation from one storm or series of smaller storms. Alternatively, these streets may be completed based on a storm's unique characteristics, such as a wet snow with a cold snap coming which could form ice and cause large windrows to freeze. In the event that these secondary streets are plowed prior to the end of the storm, it may be necessary to plow all or some of them a second time.
- Residential plowing includes cul-de-sac and dead-end plowing. The goal for the completion of these areas is twenty-four (24) hours after a snowfall ends, but may be done apart from other residential roads so that the most efficient and cost effective equipment is used in the maintenance of these areas.
- The next priority is the plowing of City alleys with parking access. Alleys with parking access should be evaluated after 2" of snow accumulation to determine if the alleys have become impassable for vehicular traffic and whether or not it is feasible to clear the alleys without causing damage. The plowing of all City alleys with parking access will occur after 4" snow accumulation from one storm or series of smaller storms. The goal for the completion of these areas is twenty-four (24) hours after a snowfall

ends, but will occur after the completion of all residential street plowing. Alleys without parking access will be plowed upon request. This step will occur after the Director of Public Works or their designee determines that the requested alleys have become impassable for vehicular traffic.

- Removal of snow and ice from City-owned parking lots should also occur within twenty-four (24) hours after a snowfall ends.
- The plowing of all City-owned sidewalks, multi-use paths, and bridge pedestrian walkways shall be completed within twenty-four (24) hours of the day following a snowfall as per Section 5.11 of the General Code of Ordinances.
- The removal of snow from dead-end alleys without parking access may occur if alley traffic is adversely restricted by accumulation of snow, as determined by the Director of Public Works or their designee or upon request of the Police Department.
- The removal of snow from sidewalk abutting a property owner's property by force, according to the guidelines per Section 5.11.1 of the Code of General Ordinances, should occur after a twenty-four (24) hour notice has been furnished by City personnel. The violators may also receive a municipal citation.
- All requests for service will be held and scheduled according to the proper priority sequence. No exceptions will be made without the approval of the Director of Public Works or their designee except to provide access for City police or emergency services. Snow and ice removal is an emergency operation and shall take precedence over the scheduling of other work. Roadways shall be cleaned and widened as quickly as possible.
- As a consequence of plowing, cars parked on the street will unavoidably be plowed in and driveways may be blocked by windrows. City policy is not to clear any driveway, parked car, or sidewalk blocked as a result of any plowing operation.

4. Snow and Ice Control Operations

Snow and ice control operations will begin on primary designated streets (Reds and Greens) after an appreciable accumulation. City personnel will monitor roads, make use of forecasts, discuss with City Police, etc. to make this determination. Snow plowing will begin on all other streets once a total accumulation of 2" or greater occurs, when snowfall and weather conditions warrant plowing accumulations of less than 2" of snow, or if the Director of Public Works or their designee determines it is necessary. Once a full plow operation has begun, the process outlined in "Priority of Streets and General Sequence of Snow and Ice Removal" will be followed. The exact sequence will be dictated by the environmental conditions, and it should be understood that it is up to the discretion of the Director of Public Works or their designee to determine how to best utilize City equipment and personnel.

While clearing streets, the snow must be moved off the traveled roadway to the curb line when the curb is free of vehicles. When parked cars are present, streets will be widened as much as possible and cars may be plowed in. In the case that the amount of accumulated snow is such that normal plowing operations can no longer provide a sufficiently wide and usable roadway, or parked vehicles are "side by side" or not staggered enough as to allow vehicles to pass through in a safe manor, the procedure outlined below should be followed:

- a. Investigate the area and make a judgment as to the severity of the condition and which side or sides shall be cleared (Public Works supervisor or police officer)
- b. Report location to the Police Department Shift Commander and Public Works Director or their designee
- c. Post temporary "No Parking" signs
- d. Issue the proper citations that may apply (Police Department)
- e. Remove vehicles in violation (Police Department) and report removals to Street Division Dispatcher
- f. Remove snow by Public Works personnel
- g. Remove temporary "No Parking" signs

5. Cleanup Operations and Record Keeping

After all City streets are open and snow and ice removal operations have officially been terminated, the key personnel responsible for snow removal shall make a thorough inspection of streets within the city limits. This is done to determine which streets need additional work in order to increase the safety of their driving conditions. Verified sight hazards at some intersections may require some snow to be removed. Following a street cleanup operation, public sidewalks adjacent to City property, safety islands, multi-use paths, and crosswalks may be cleared as necessary.

In order to obtain significant cost data relative to snow removal operations, certain information must be documented. Pertinent information to be recorded includes: equipment used, personnel assigned, material used and storm information. The designee of the Director of Public Works is responsible for compiling records after each snow event operation. A report will then be generated for each storm or event that will include these records as well as data provided by the GPS / AVL system for accurate cost analysis.

6. Accidents During Snow and Ice Removal Operations

An employee who has an accident of any type during snow and ice control operations must immediately notify their supervisor of the type of accident and the conditions that created it. If the accident involves a personal injury or vehicle accident, the driver shall remain at the scene of the accident until the police arrive. It is the supervisor's responsibility to notify the police. After the driver has sufficiently informed the police of conditions and other pertinent data concerning the accident, the supervisor will follow the standard operating procedures regarding possible disciplinary actions. In the event of a very minor accident which does not involve a vehicle or a personal injury, the supervisor will determine if the accident warrants calling the police department.

7. Training and Snow Season Preparations

Training sessions will be conducted as needed before and during the snow season. All new personnel shall receive a minimum of four hours of snow plow training prior to plowing on their own. This training shall be with seasoned drivers from Public Works, preferably during an actual anti-icing, salting or plowing event. Along with training new plow drivers, all new snow route supervisors will receive on-the-job training by seasoned supervisors from Public Works. It shall

be a goal to have one supervisor be responsible for coordinating all vehicles and personnel assigned to two or more snow routes. Supervisors shall be responsible for checking the completeness of their routes and reviewing citizen complaints.

Training for all personnel should include the completion of 'dry runs' on routes to identify problems (high manholes, inlets, tree branches, etc.) for the routes prior to the first snowfall, whenever possible. Public Works personnel should also inspect equipment and receive training on any new equipment or technology each season. Checks and calibrations on equipment should occur prior to the snow season, if possible. All training and equipment evaluation is subject to change based on environmental and work load factors, but the goal of Public Works is to have this completed prior to the first snow event of the season.

8. Snow and Ice Control Personnel & Equipment

Snow and ice control is always considered an emergency operation. Public Works personnel will initiate snow and ice control operations but, during full plow runs, it may be necessary to supplement with personnel from other departments. Prior to each snow season, a list will be compiled of all plowing personnel from the entirety of Public works, retirees and other departments. Public Works employees will be the first employees called to assist in snow and ice control operations. If additional help is needed, volunteer plowing personnel on the "Snow Plowing Personnel List" may be mobilized. It shall be the responsibility of any employee contacted for a plowing operation to report for work as requested. Any employee directed to report for emergency overtime work who fails to report may be subject to progressive discipline.

Equipment used in snow and ice control operations is limited in number and capability. Specific equipment assignments will be made based upon these limitations. Personnel are assigned to routes and areas in which they are most familiar, as often as possible, to increase efficiency. Different weather conditions present unique impediments; temperature, wind, visibility, traffic and parked vehicles can reduce effectiveness and efficiency, which ultimately leads to increased operational costs. Every effort will be made to assign the maximum number of pieces of equipment to each route as weather, equipment and personnel availability allow.

Attempts will be made to minimize throwing snow on adjacent public walk areas or private property, as conditions allow. Care should further be taken to plow close to curbs where mail boxes are located at the curb line to allow for delivery of mail. In the instance that snow depth prevents plowing up to the mailboxes, the resident is responsible for clearing a path for the delivery of mail. On designated boulevards and streets adjacent to parks, an effort should be made to plow the snow to the boulevard or park side of the street, traffic permitting.

Personnel must keep in contact with their route supervisor or the Street Division Dispatcher through the use of mobile two-way radios. The use of GPS / AVL technology will allow supervisors and Snow Command to track the location and status of snow and ice control operations. This enables the Snow Command Center to be aware of plowing progress as well as field conditions. Personnel should not leave their route or equipment without prior authorization from their route supervisor.

Cutting edges on plows wear rapidly when in contact with the pavement and should be checked frequently to avoid damage to the cutting edge mountings or mold boards. All pins, springs, and mounts on the plows should be inspected periodically during the storm and at the end of each shift.

The scheduling of personnel and equipment should result in a reasonable and equitable distribution of work in accordance with the plow routes. During continuous snow and ice control operations, employees will normally be scheduled for a double shift. When more than one shift is working, the route supervisor being relieved will brief the oncoming route supervisor of the status of his or her routes and the condition or availability of assigned equipment. Refueling and mechanical checks will be done at the end of each shift so that equipment is ready for immediate operation after a shift change. A written record should be maintained by the Director of Public Works or their designee of personnel and equipment assignments along with the start and completion time of every snow and ice control operation.

9. Snow Transport and Storage

Some areas lack sufficient space to store snow being cleared and therefore require the transport of snow to a storage location. Examples of such areas may include, but are not limited to, intersections prone to snow buildup impeding sight and business district on-street parking areas. Removal and storage of snow is generally conducted with snow blowers, graders, front end loaders, skid steers, toolcats and trucks. Snow shall be dumped in designated disposal areas chosen to limit the environmental impact. Snow dumping on park property shall be coordinated with the Park Division and will comply with any and all regulations established by the Park Commission.

The removal of snow from safety islands and bus stop intersections shall occur whenever a specific sight hazard is identified by Public Works supervisors and approved by the Director of Public Works. This step will normally be initiated after a public complaint and an inspection process verifies a sight hazard. The removal of snow from business district on-street parking areas and other such locations lacking sufficient snow storage space is to be scheduled when necessary, as determined by the Director of Public Works or their designee, and approved by City administration.

When performing snow removal operations it may become necessary to restrict parking in order for snow to be pushed back or removed. This process is accomplished by placing temporary "No Parking" signs in the designated areas. This eliminates the possibility of improper notification. All signing is generally done during the day and at least twenty-four (24) hours prior to the start of snow removal or hauling operations. This enables the City to prosecute individuals who violate these parking restrictions.

10. Communication

Communication with the public is an important part of snow and ice control operations. The Public Works Department may make use of Cable TV (channel 25), WLIP radio, WGTD radio, WRJN radio, TV Channels 4,6,12, 58 and the Kenosha News to keep the public informed of the status of any declared snow emergency. The City's twenty-four (24) hour hotline (262-653-4074) is also updated to notify callers of current parking restrictions.

The City may also post notifications of snow emergencies to the Kenosha Public Stuff App as well as to the City website.

11. Police Updates

The Police Department will be kept informed of snow and ice control operations. They will also be contacted to inquire about existing conditions of City streets at times to help determine if a response is required from Public Works personnel. When operations occur outside of normal working hours, police dispatch should be informed regarding when crews are working, where they are working and when snow and ice control operations have been completed.

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STORM WARNING & ALERTING PROCEDURES

1. Contracted Weather Services & General Procedures

The City contracts annually with a consulting meteorological service to provide storm forecasting services. Such a service will provide as much advanced notice of an impending storm as possible. The Director of Public Works, or their designee, will be notified immediately by the weather service or by the Police Shift Commander if a storm develops which has not been previously forecasted. After notification, the Director of Public Works, or their designee, shall notify the Police Department when snow and ice control operations commence and outline the scope of said operations.

After the decision to commence operations has been made by the Director of Public Works, or their designee, they will determine the proper tactics to employ, based upon the existing environmental conditions and the information provided to them from the contracted weather service. If a designee of the Public Works Director is on duty, they are responsible for the mobilization of assigned personnel, complying with policies and procedures and informing the Director of Public Works of changing or unusual conditions.

A list of available Public Works snow removal personnel should be maintained by Public Works superintendents. The list should account for personnel out of town, on sick leave, etc. in case of a call out. A list of supervisor personnel to be called in the event of an emergency should also be provided to the Police Department.

All statements to the news media about snow and ice control operations will be made by the Director of Public Works, or their designee.

ROUTE MAPPING

1. Priority Streets

The City of Kenosha delineates streets and locations that are treated with salt on the route maps using three designations: Reds, Greens and SYCHs (Stops, Yields, Curves and Hills). Streets shown in red are usually major arterials that the City is responsible for maintaining. Those shown in green are usually collectors, bus routes, school access roads, etc. Lastly, stops, yields, curves and hills that have been identified as requiring treatment are displayed in black.

These route maps should be updated annually to include new roads, added or changed regulatory signs, etc. Located below is the summary, by snow route, of the current centerline mileage, the centerline mileage for Reds and Greens, and the number of stops, yields, curves and hills that are salted.

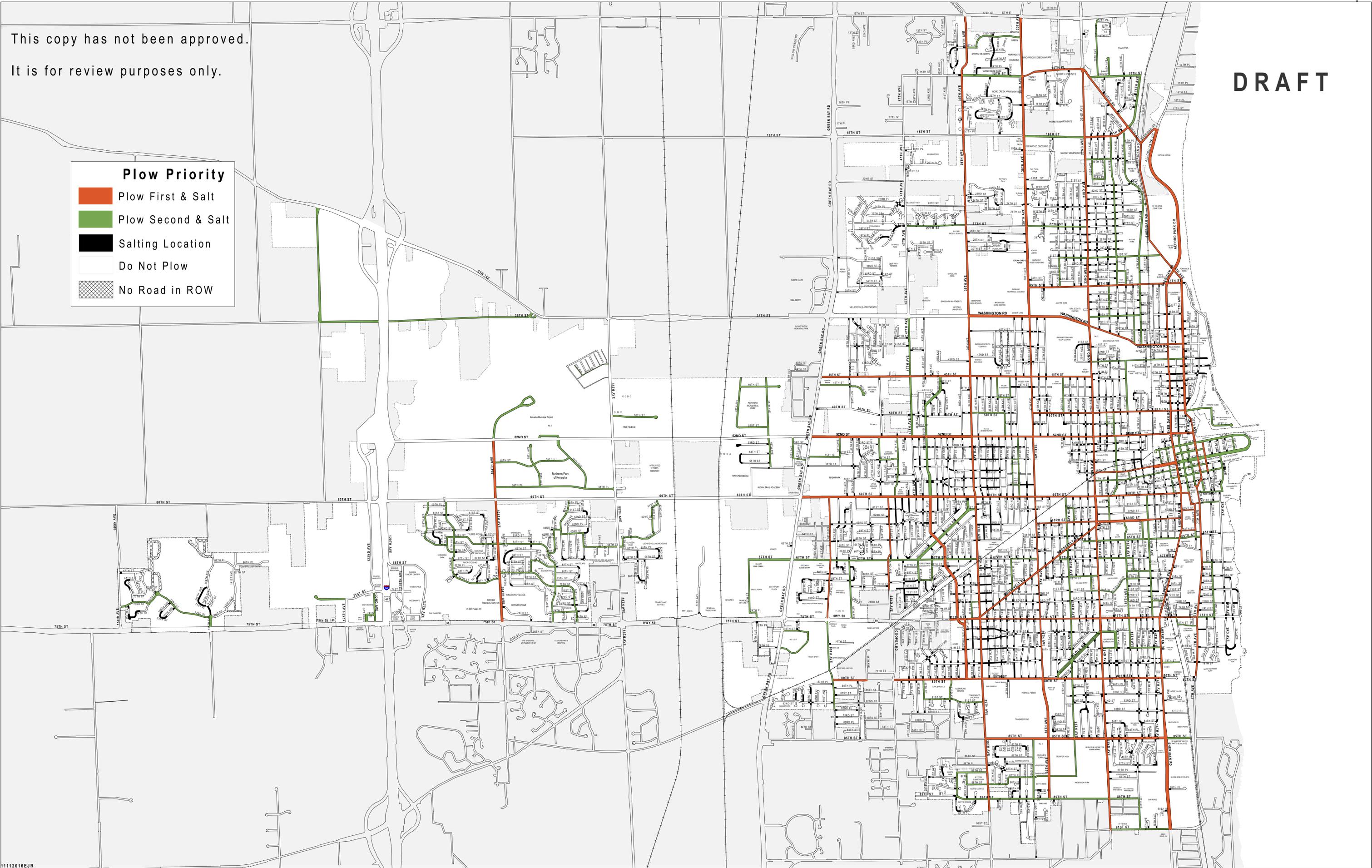
2016 Route	Miles Total Centerlines	Total Reds/Greens	2016 Total # SYCH
1	38.3	15.1	191
2	30.5	8.6	97
3	32.0	16.5	129
4	33.7	12.4	221
5	34.8	10.7	228
6	39.3	14.0	121
7	29.8	12.1	167
8	26.1	10.5	145
9	36.7	9.4	243
10	33.1	14.6	129
	334.2	123.9	1,671

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Plow Priority

- Plow First & Salt
- Plow Second & Salt
- Salting Location
- Do Not Plow
- No Road in ROW



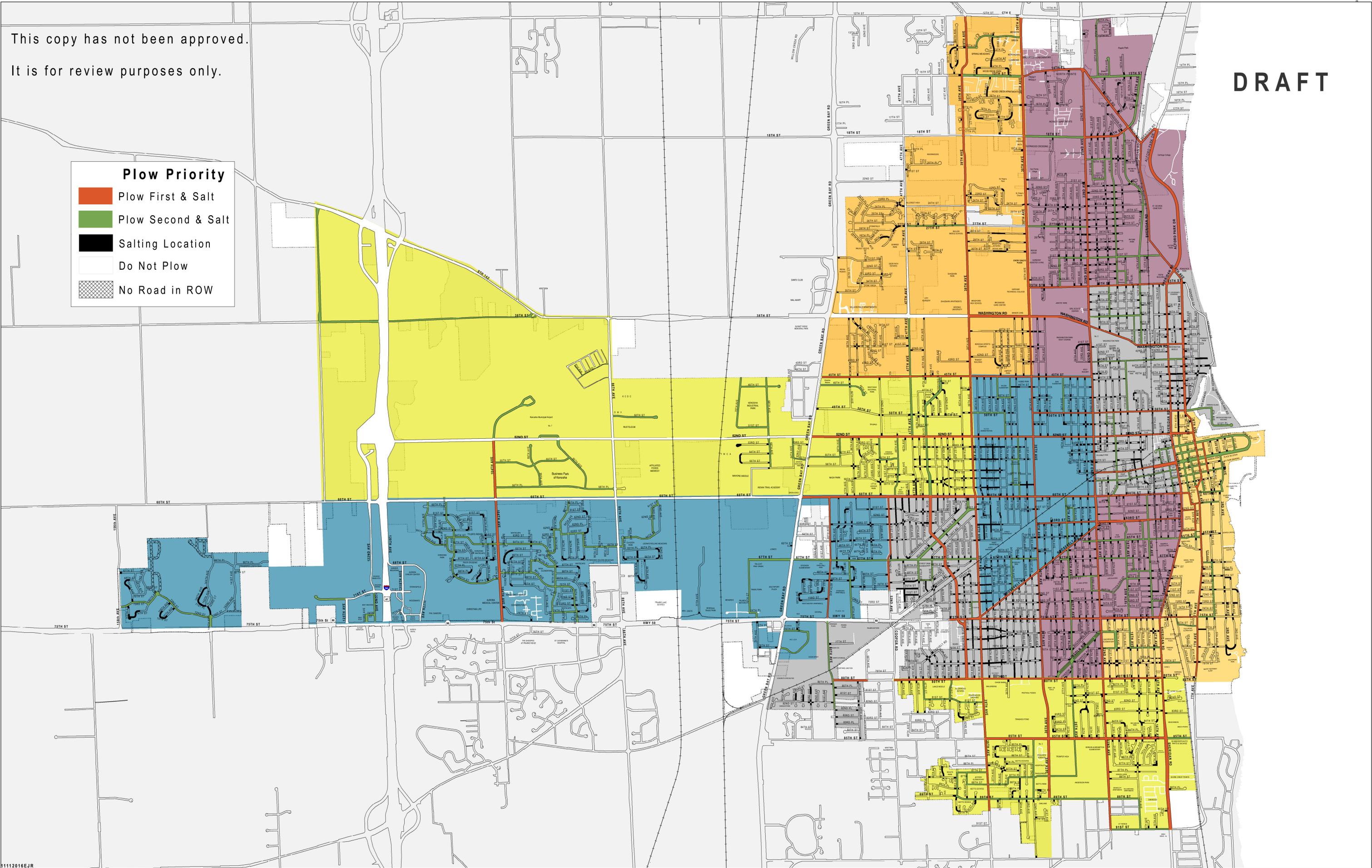


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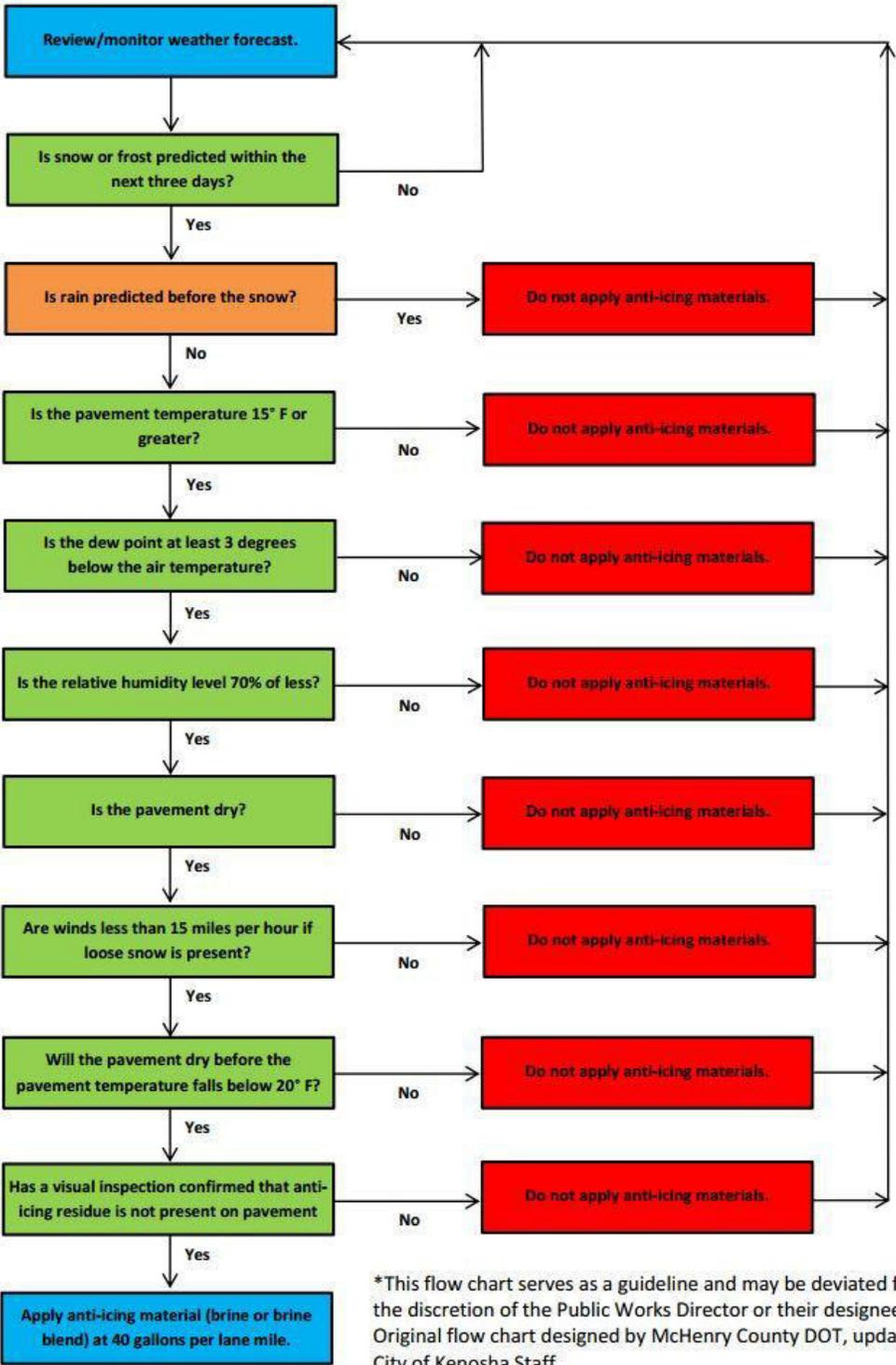
Plow Priority

-  Plow First & Salt
-  Plow Second & Salt
-  Salting Location
-  Do Not Plow
-  No Road in ROW



Appendix B – Anti-Ice Guidelines / Flow Chart

Anti-Icing Application Decision Flowchart



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ID	East West Street	North South Street	Barrel Placement	Notes
1	15th St	19th Ave	Southwest Corner	
2	16th Pl	Birch Rd	Southwest Corner	
3	21st St	22nd Ave	Southwest Corner	
4	28th St	39th Ave	West Side by Bullen	
5	35th St	RR Tracks	East of Tracks	Next to Pole
6	45th St	32nd Ave	Northwest Corner	At Corner Fence
7	43rd St	19th Ave	Southwest Corner	
8	43rd St	Sheridan Rd	Northwest Corner	
9	52nd St	49th Ave	Southwest Corner	
10	52nd St	33rd Ave	Northwest Corner	
11	55th St	49th Ave	Southwest Corner	
12	56th St	19th Ave	Northeast Corner	
13	60th St	33rd Ave	Northeast & Southeast Corners	
14	60th St	18th Ave	Southeast Corner	Band Barrel to Pole
15	65th St	17th Ave	North Side by Brass	
16	65th St	Sheridan Rd	Northwest Corner	
17	67th St	60th Ave	Southwest Corner	
18	67th St	47th Ave	Southeast Corner	
19	Roosevelt Rd	30th Ave	Northeast Corner	
20	69th St	98th Ave	Southwest Corner	
21	Roosevelt Rd	33rd Ave	Southwest Corner	
22	75th St	33rd Ave	Northeast Corner	
23	75th St	22nd Ave	Southeast Corner	Next to Pole
24	75th St	10th Ave	Northeast Corner	
25	75th St	7th Ave	Northwest Corner	Band Barrel to Pole
26	77th St	7th Ave	West Side by Southport	
27	78th St	22nd Ave	Northeast Corner	Band Barrel to Pole
28	80th St	43rd Ave	Southwest Corner	
29	85th St	26th Ave	Northeast Corner	
30	85th St	22nd Ave	Southwest Corner	
31	88th St	39th Ave	Northwest Corner	

