

# Town of Russell

35900 State Highway 13  
Bayfield, Wisconsin 54814  
(715) 779-5338 or Fax (715)779-0249

E-mail [townofrussell@centurytel.net](mailto:townofrussell@centurytel.net) Website [www.townofrussell.org](http://www.townofrussell.org)

Paul "Rocky" Tribovich  
Chairman

Judy Meierotto  
Deputy Clerk/Treasurer

David L. Good  
Clerk/Treasurer

September 12, 2018

Dear Town of Russell Driveway Snow Plowing Customer:

The Town Board has agreed to continue plowing of residential driveways for Town residents and property owners for the winter of 2018-2019.

Changes the Town Board is implementing are as follows:

1. The sign-up deposit will remain at \$50 if paid on or before October 31, 2018. A late sign-up penalty of an additional \$50 will apply for sign-ups on November 1, 2018 or later. This penalty will not apply as a credit to plowing services.
2. The Town provides sand at the Town Garage for your use on your icy driveway. You are allowed to take small quantities during the winter at no charge.
3. The Town will not plow driveways for COMMERCIAL BUSINESSES. We will plow to access a garage or a parking area to a residence associated with a business.

## SNOW PLOWING NOTICE PLEASE READ

To: Any Town resident and/or property owner wishing to have snowplowing service for the winter 2018-2019 season.

The Town of Russell will be plowing driveways provided that the following conditions are met:

- A. The release form is signed and filed with the Town Clerk accompanied with the required fee in advance of the snowplowing season. All outstanding bills with the Town must be paid before snowplowing services begin.
- B. Driveways will be plowed only after all school bus and mail routes have been plowed. All driveways must have adequate clearance. They must be clear of stumps, rocks, cars, boats, etc., and other obstructions. There must be adequate space for turning the snowplow around. **NOTE:** You must mark with a pole or appropriate marker all culverts, road entrances, septic tanks, wells, power and telephone pedestals in the vicinity of the area being plowed. If these conditions are not met, your driveway will not be plowed. Also, if there are known medical or health problems in your family, please make private arrangements to have your driveway plowed. The Town's first priority is to plow all Town Roads.
- C. The Town of Russell, its officials, and employees will not be held liable for any personal injury or property damage while engaged in snowplowing on private land.
- D. The Town Board of Supervisors reserves the right to withdraw service at any time if any or all conditions are not met.
- E. The Town will charge \$109.20 per hour or \$1.82 per minute for all driveways. There will also be a mobilization charge of \$3.00 for each time your drive is plowed. All residents who receive the

snowplowing service will be charged a minimum fee of \$50.00; payable to the Town of Russell before the snow season begins. You will be billed at the end of the season for any amount over the \$50.00. These amounts will be subject to a 1.5% monthly service charge if not paid within 30 days of invoicing. No money will be refunded on the minimum fee of \$50.00. All accounts must be paid in full before the next plowing season or the service will not be extended to you in the following year.

F. For more information, or to receive a snowplowing application, please call 779-5338 and leave a message.

- The Town road maintenance crew will plow when snow depth at the Town garage reaches 3", or when a Town Supervisor reports a snow-depth of 3" or more elsewhere within the Town.
- If snow depth in a particular area of the Town is less than 3", driveways in that area may be excluded from plowing, at the discretion of the road crew. Operators plowing Town roads are in radio contact with the operator plowing driveways, and will advise of snow conditions.
- The road crew will follow an established route which prioritizes more heavily populated areas, while ensuring efficient use of equipment and manpower.
- Established snowplowing priorities include maintaining emergency service access to driveways, ensuring safe school bus routes, and facilitating safe passage for commuters and residents with scheduled medical appointments.
- Road crews will begin plowing Town roads at 4 am following, or during, a qualifying snowfall. An operator will begin plowing driveways 30 minutes later, to eliminate windrows left from road plowing.
- Driveways will be plowed in the same sequence as roads to optimize efficiency, and to facilitate the estimation by residents of likely plow arrival times. Note that it will take longer to complete plow routes following major storms.
- During on-going snowstorms, Town roads personnel may, at their discretion, plow the established route according to the aforementioned criteria in the afternoon, to facilitate safe travel by school buses and returning commuters.
- The Town of Russell Board of Supervisors is committed to clearing all Town roads as expeditiously as possible, and to clearing participating Town residents' driveways in 48 hours or less following a major storm.
- Residents must submit a signed agreement, and be current on account, to be eligible for driveway plowing services.
- Participants must enroll in the Town residential snow-plowing program by November 1 to permit inspection of their premises prior to the first snowfall.
- All residents who have signed and submitted a driveway plowing agreement will be plowed each time equipment is mobilized in their area to ensure efficiency, and minimize cost.
- Residents requiring intermittent, or on-demand, snowplowing are advised to obtain the services of a private contractor, if they cannot wait for the next mobilization of Town equipment.
- Driveways must be clear of cars, boats, rocks, stumps, low-hanging tree limbs and other obstructions, and there must be adequate space for turning equipment around. All culverts, road entrances, septic tanks, wells, power and telephone pedestals in the vicinity of the area being plowed must be clearly marked.
- Driveway plowing charges will be invoiced at \$1.82/minute plus a \$3.00 mobilization charge, and reflect the average number of minutes required to plow a resident's driveway. Note that some trips may require more or less time, depending on snow depth, but residents will always be charged the cost of an "average" trip.
- In winters with heavy snowfall, it may occasionally be necessary to mobilize equipment primarily to "wing-back" driveway perimeter snowbanks to facilitate continued plowing. Trips to "wing-back" driveway snowbanks will be charged at the standard rate.
- Residents who add additional plowing requirements to their driveway after their work has been timed, will have their requested work re-timed and their trip charge adjusted to reflect their new requirements.
- Residents will be invoiced for snowplowing services in June.
- The Town of Russell, its officials and employees will not be held liable for any personal injury or property damage while engaged in snowplowing on private property.
- The Town reserves the right to withdraw service at any time if any of the aforementioned conditions are not met.
- Residents should direct any road or driveway plowing concerns to a Town of Russell Supervisor, and not to the road maintenance crew.

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## 2018-2019 Snowplowing Authorization Form Return with Payment

I, the undersigned, request the snowplowing service offered by the Town of Russell. I certify that my driveway conforms to the standards as listed in the snowplowing notice and that the Town of Russell, its officials, and employees will not be held liable for any personal injury or property damage while the Town of Russell is engaged in snowplowing on private property.

Name Resident / Property Owner

\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Mailing Address for Billing \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Address of Property to be Plowed if Different than Mailing and Billing Address

\_\_\_\_\_

Contact information – Telephone ( \_\_\_ \_\_\_ ) \_\_\_ \_\_\_ - \_\_\_ \_\_\_

E-mail \_\_\_\_\_

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Mail this form and deposit to:

Deposit if paid on or before Oct 31, 2018 \$50.00

Add penalty if paid on Nov 1, 2018 or later \$50.00

Town of Russell - Clerk  
35900 State Highway 13  
Bayfield, WI 54814

Amount Paid \$ \_\_\_\_\_ Date \_\_\_\_\_