

City of Monona – Public Works & Utilities

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SNOW & ICE REMOVAL GUIDELINES

(Updated 10/2017)

The information written in this document is intended to guide personnel of the Department of Public Works responsible for plowing, deicing, and snow removal efforts. It not only provides snow removal crews with a set of guidelines to follow, but also informs Monona residents of the procedures followed so they may have a better understanding of the factors considered when planning the City's snow removal efforts.

All existing Ordinances regarding snow removal from sidewalks and parking regulations during snow emergencies remain in effect and are considered a necessary part of the overall snow removal plan. The City of Monona will strive to maintain safe conditions for drivers observing winter driving conditions. However, this should not be interpreted as an absolute bare-pavement policy. Salt applications are generally limited to bridges, intersections, hills, and curves. Salt will typically not be applied to straight, long runs of City streets.

It should be recognized that the information provided in this document serves as a guideline for snow and ice control. Each storm has its own character with variable conditions such as wind, extreme temperatures, timing, duration, and moisture content. Therefore, these guidelines should remain flexible and take into consideration these variables.

DETERMINATION OF NEED FOR SNOW & ICE CONTROL PROCEDURES

Public Works staff keep themselves apprised of changing winter weather conditions, relying heavily on the observations of Monona police, as well as various online weather sites to alert them to road conditions any time of the day.

The Public Works Director, Street Operations Foreman, and Monona police personnel are responsible for monitoring the weather during the winter snow-plowing season. In coordination with the Public Works Director, the Street Operations Foreman is responsible for managing all snow removal efforts based on the guidelines in this document.

The implementation of the guidelines outlined in this document shall be dictated by actual road conditions. Three inches or more of accumulation will generally prompt plowing procedures to start. However, if the onset of a storm is accompanied by freezing rain or icing conditions, deicing procedures may already have been instituted.

PROCEDURES

Deployment for ice control, snow plowing, and snow removal procedures commence at the direction of the Street Operations Foreman. Services shall be provided in accordance with the following procedures.

ICE CONTROL

Ice control will commence when an unsafe condition for travel exists. Deicing operations can vary greatly, depending on whether there is a need for citywide coverage, or if the slippery areas are isolated. Public Works

staff will be in contact with the Police Department to ensure that priority locations are completed in a timely manner. Attention is given to City streets according to the designated priorities as follows:

- Priority 1: arterial and collector streets /high-traffic streets
- Priority 2: low-volume residential streets

When icy conditions occur in the City, hazardous situations will present themselves in numerous locations at the same time. It must be realized that salting crews cannot be in all places at all times, and the effect of salting is not immediate. Salt is most effective when road temperatures are above 15°F. Salt will lose its effectiveness for melting ice at approximately 15°F. Application rates will vary depending on condition. The use of salt will be minimized during extremely cold temperatures.

Anti-icing is a road maintenance strategy that tries to keep the bond between ice and the pavement surface from forming. It involves applying ice control chemicals before or at the very beginning of a storm at bridges, curves, and other hazardous locations. Please see below for a list of these areas. Using this strategy reduces total chemical use and allows a higher level of service to the traveling public.

SNOW PLOWING

Snow plowing will commence, when, in the opinion of the Streets Operation Foreman, sufficient snow exists to be a hazard to traffic. Snow events with accumulations of three (3) inches or more will prompt the Streets Operation Foreman to prepare for a citywide plowing operation to include all streets, alleys, and municipal parking lots. Attention is given to City streets according to the designated priorities as follows:

- Priority 1: arterial and collector streets /high-traffic streets
- Priority 2: low-volume residential streets

Where steep hills or other safety concerns exist, a street may be advanced to a higher priority for plowing. For operating efficiency, some lower priority streets may be done when equipment is in the area rather than doubling back at a later time. This will vary by storm severity.

Plows must make two to four passes down a street to clear it curb to curb. The City tries to do this one at a time so residents can shovel out driveways and sidewalks. Residents are advised that it is best to wait, if possible, until the crews have finished plowing before shoveling their driveway approaches.

Parked and abandoned vehicles present obstacles to plows attempting to get as close to the curb as possible. The crew will return to plow snow where vehicles had previously been parked.

When heavy snows are occurring during peak travel times, Priority 1 streets (collector streets) will be monitored and plowed as frequently as possible. Priority 2 streets (low-volume residential streets) may not be plowed until the storm abates. Snow plowing planning will remain flexible, and efforts will be dictated by the current weather forecast and predicted snowfall amounts. Certain municipal parking lots will be maintained per City Ordinance during a declared snow emergency (see list below).

Priority 1 Plowing Areas – arterials, collectors, high-traffic streets:

- Fire Station
- Police Station
- South Towne Drive, south of Beltline (arterial)
- Industrial Drive (arterial)
- Bridge Road, West Broadway to Frost Woods Road
- Cops Avenue, East Broadway to Femrite Drive
- Dean Avenue, Winnequah Road to Monona Drive
- Femrite Drive, Cops Avenue to Monona Drive
- Frost Woods Road, Bridge Road to Monona Drive
- Industrial Drive, Gisholt Drive west to City limits
- Midmoor Road, Winnequah Road to Owen Road
- Nichols Road, Monona Drive to Winnequah Road

- Owen Road, Monona Drive to Winnequah Road
- Tompkins Drive, Monona Drive to Bjelde Lane
- Winnequah Road, Monona Drive to Bridge Road

Priority 2 Plowing Areas – all other low-volume residential streets not listed in Priority 1 above. This includes, per recorded agreement, the shared Lottes Park and Treysta entrance.

Streets Receiving Pre-Spray Salt Application – streets with hills, bridges, and curves:

- Baskerville Avenue – Winnequah Road to Tonyawatha Trail
- Birch Haven Circle – hills east and west
- Bridge Road – Midwood Avenue to Winnequah Road
- Coldspring Avenue
- East Gate Road – Kings Row to Queens Way
- Femrite Drive – Roselawn Avenue to Monona Drive
- Ford Street
- Frost Woods Road – Queens Way to Monona Drive
- Ferchland Place
- Graham Avenue – Ridgewood Avenue to Winnequah Road
- Joyce Road
- Mathys Road – Winnequah Road to top of hill
- Mesa Road – Wyldhaven Avenue to top of hill
- Navajo Trail – Schluter Road to Healy Lane
- Nichols Road – Healy Lane to Midmoor Road
- Nichols Road – Monona Drive to Schofield Avenue
- Owen Road – intersection with Bridge Road
- Panther Trail – Pheasant Hill Road to Monona Drive
- Pheasant Hill Road – Stone Terrace to Panther Trail
- Royal Avenue – South Towne Drive to Speedway Gas Station
- Sioux Trail – Schluter Road to Healy Lane
- South Towne Drive – round-a-bout
- Stone Terrace – Pheasant Hill Road to Brandt Place
- Tonyawatha Trail – Winnequah Road to top of hill
- Tonyawatha Trail – Winnequah Road to boat launch
- West Gate Road – Woody Lane to Kings Row
- Winnequah Road – various sections

Parking Lots Maintained During Declared Snow Emergency:

- Ahuska Park
- Lottes Park
- Winnequah Park
- Frost Woods Beach Park
- Fireman's Park
- Maywood Park
- Schluter Park

SNOW REMOVAL

The removal of snow piles is necessary after heavy storms or a series of storms in areas where there is limited or no available area for snow storage. Snow removal does not occur every time plowing operations occur. This will vary depending on the timing of the storm, the amount of snow received, and the forecast.

In the days following a heavy snow storm, crews will remove snow piles from dead ends, municipal parking lots, intersections and cul-de-sacs during normal working hours. This operation will not be performed after every storm event.

OPERATIONAL NOTES

EMERGENCY SNOW REMOVAL REGULATIONS

City Ordinance §434-13 Parking during and after snowstorm; restrictions.

- A. Placing Snow in Streets.** It is unlawful for any person to:
- (1) Plow or otherwise remove accumulated snow from a private parking lot and deposit same on a city street or right-of-way.
 - (2) Plow or otherwise place snow from a private driveway and deposit same on a city street in such a manner as to decrease the drivable width of any such street.
 - (3) Plow or otherwise place snow from a private driveway and deposit same in such a manner as to bloc or decrease the useable width of any other private driveway or to block a fire hydrant.
- B. Interference with Snow Removal.** It is unlawful for any person to obstruct, harass, prevent or otherwise interfere with any employee of the City engaged in snow removal service or to obstruct, cause damage to or otherwise interfere with any City-owned, -leased or -contracted vehicle used in conjunction with snow removal services.
- C. Mayor May Declare a Snow Emergency.** Whenever the Mayor or the Mayor's designee, after consultation with the Chief of Police and/or Director of Public Works, determines that an emergency exists because of existing or threatened snow or ice conditions which necessitate prompt removal of accumulation of ice and snow from such streets and highways, the Mayor or the Mayor's designee may by appropriate public media declare a snow emergency during which the following emergency snow parking regulations shall be in force in the City.
- D. Snow Emergency – Parking.** No person shall park, leave standing, or cause to park or leave standing, any vehicle on any street or public parking lot during a declared snow emergency until the City has declared the snow emergency to be ended.
- (1) Notwithstanding the preceding provisions of this subsection, residents may park vehicles in the following City of Monona parking lots: Ahuska, Lottes, Winnequah, Frost Woods Beach, Firemen's, Maywood, and Schluter park parking lots for no more than 48 consecutive hours while snow is being cleared from City streets.
- E. Signs and Posting.** The Director of Public Works shall place appropriate signs at or reasonably near the City limits on all state and county trunk highways and connecting highways informing motorists that snow emergency and snow removal parking regulations may be in effect in the City.

ROADS NOT MAINTAINED BY THE CITY

Not all streets in the City of Monona are maintained by the City, as they are considered highways of Dane County. The Dane County Highway Department is responsible for maintaining the following roads:

- Monona Drive – (CTH BB) from the Beltline to Cottage Grove Road
- East & West Broadway – (CTH BW) from Stoughton Road to the Beltline at South Towne Drive

SIDEWALKS & CROSSWALKS MAINTAINED BY THE CITY

Public Works staff will clear snow from designated sidewalks based on the following guidelines:

- Sidewalks maintained by Public Works crews will typically be cleared after street plowing has been completed, and is dependent on available staff.
- Public Works staff will begin clearing snow from sidewalks fronting City facilities and parks within 24 hours from the end of the snow event.
- Sidewalks and crosswalks maintained by Public Works crews will typically be cleared during the normal work day.
- Snow on sidewalks will be cleared to the pavement. When ice or hard snow pack remains on the sidewalk, it will be salted or sanded.
- Public Works staff will clear all median crosswalks on East and West Broadway and Monona Drive in the City's jurisdiction. Public Works staff are also responsible for clearing the crosswalk medians at St. Theresa Terrace and at Lofty Avenue.

- Madison Public Works will clear the crosswalk medians at Buckeye Road and at Cottage Grove Road.

SNOW AND ICE REMOVED FROM SIDEWALKS

City Ordinance §395-8 Snow and ice removed from sidewalks.

- A.** The owner, occupants or person in charge of each lot or part of lot shall remove all snow and ice which may have fallen or accumulated on the sidewalk abutting such lot and shall, if necessary, spread sand, salt, ashes or other material on the sidewalk to keep it clear and prevent it from being or becoming slippery. The person responsible for maintaining the sidewalk as outlined above shall clear the sidewalk of accumulated snow and ice as soon as possible, but in no event later than 24 hours after such snow and ice cease to accumulate. Any person violating this section shall, in addition to being subject to citation and forfeiture, be primarily liable for any damage resulting from the failure to properly maintain the sidewalk in safe condition.
- B.** The Department of Public Works shall cause all sidewalks which shall not have been cleared of snow and ice as above described to be cleared upon default of the person whose duty it shall be to clear the same. The Department of Public Works shall keep an accurate account of the expenses so incurred in front of each lot or parcel of land in accordance with the Public Works Special Services Fee Schedule. The expenses shall be billed to the owner of record for each lot or parcel of land, and payment shall be due within 30 days of the date of the invoice. If the charges are not paid within said period of time, they shall be entered in the tax roll by the Clerk as a special tax against the appropriate lot or parcel of land, and the same shall be collected in all respects like other taxes upon real estate. Prosecution under Subsection **A** of this section shall not bar the City from proceeding under Subsection **B** of this section, nor shall proceeding under Subsection **B** bar prosecution under Subsection **A**.
- C.** No person shall deposit snow or ice on another person's property without his/her consent.
- D.** Any person found to have violated Subsection **A** above shall be subject to forfeitures as prescribed by the Fee, Forfeiture and Deposit Schedule as adopted by the Common Council.

First Offense – \$25

Second Offense – \$50

Third Offense – \$75

Fourth and Subsequent Offenses – \$100 for the fourth offense with the forfeiture increasing \$25 for each subsequent offense.

RESIDENTIAL/BUSINESS RESPONSIBILITY

Opening or clearing private driveways or clearing the front of mailboxes will not be the responsibility of the City. Snow and ice may get deposited in private driveway openings and in front of mailboxes by normal plowing operations. Property owners are responsible for clearing their own driveway and mailbox area.

DAMAGED MAILBOXES

If your mailbox is damaged as a result of municipal operations, please call the Department of Public Works at 222-2525 to report it. The street operations foreman will investigate all damaged mailbox reports that are received.

The City will install a temporary mailbox until repair/replacement is completed. For damage that occurs during the winter months, temporary repairs or a mailbox will be put in place until the snow has melted and frost is out of the ground. For mailboxes that were properly installed, the City will then complete the permanent repair or replacement by May 15 and retrieve any temporary mailbox.

If damage occurred to your mailbox and it was not installed according to postal standards, the City will not be responsible for any repairs or replacement. Mailboxes that lean toward the street past the back edge of the curb or that have decorative items that cross the back edge of the curb are considered to be non-compliant. In addition, the City will not be responsible for damage to mailboxes with inadequate materials such as rotted wood posts. Cracked or rotted posts will fail when snow from the plow pushes against the mail box.

Please see MyMonona.com to view the Mailbox Placement & Damage Policy.

SNOW REMOVAL PERSONNEL AND EQUIPMENT

The personnel and equipment used for snow removal operations in the City include:

5 – DPW staff	
2 – 12-yard trucks with plow, wing, salter	3 – 5-yard trucks with plow, wing, salter
1 – flatbed truck with plow	1 – 1-ton pickup with plow
1 – tractor with bucket	1 – ¾-ton pickup with plow
1 – front end loader	1 – Bobcat with blower and broom
1 – John Deere with broom	1 – Ventrac tractor with blower, broom, salter

COMPLAINTS

Complaints regarding snow and ice removal operations should be directed to the Public Works Department at 608-222-2525.