

City of Monona – Public Works & Utilities

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SNOW & ICE REMOVAL GUIDELINES

(Updated 11/2019)

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

All existing Ordinances regarding snow removal from sidewalks, and parking regulations for 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, these guidelines are not 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 are guidelines for snow and ice control. Each storm has its own character with variable conditions such as wind, extreme temperatures, timing, duration, and moisture content. These guidelines should remain flexible and take into consideration these variables.

DETERMINATION OF NEED FOR SNOW & ICE CONTROL PROCEDURES

Affected City staff generally keep themselves apprised of changing weather conditions. Public Works staff relies heavily on the observations of the Police Department, and various Internet weather sites to alert them to road conditions any time of the day.

The DPW director, operations supervisor, and Monona police will be responsible for monitoring the weather during the winter snowplowing season. In coordination with the public works director, the operations supervisor will be 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 the 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 will commence at the direction of the operations supervisor. 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 done in a timely manner. Attention is given to City streets according to the designated priorities as follows:

- Priority 1: Arterial Street, Collector Streets/High Traffic Streets
- Priority 2: Low Volume Residential Streets

Priority 1 and 2 streets are listed in [Appendix A](#).

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 [Appendix A](#) 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 operations supervisor, sufficient snow exists to be a hazard to traffic. Snow events with accumulations of (3) inches or more will prompt the operations supervisor 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

Priority 1 and 2 streets are listed in [Appendix A](#).

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 later. 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. It is best to wait, if possible, until the crews have finished plowing before shoveling out your driveway approach.

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 amounts. Certain municipal parking lots will be maintained per City Ordinance during a declared snow emergency. The list of municipal parking lots to be cleared during a declared snow emergency is listed below.

[Parking lots to be maintained during declared Snow Emergency:](#)

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

SNOW REMOVAL

Snow removal is necessary after heavy storms or a series of storms where there is limited or no snow storage area. 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 snowstorm, 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.

Parking and terrace area snow removal on Inland Way and Yahara Lane will be completed frequently due to limited storage and high amount of foot traffic. Snow removal operations in this area will be completed in the early morning hours, prior to 7:00a.m.

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 block 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, Fireman'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 DPW. 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 DPW

DPW staff will clear snow from designated sidewalks based on the guidelines listed below.

- Sidewalks maintained by DPW crews will typically be cleared after street plowing has been completed, and is dependent on available staff.
- DPW 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 DPW will typically be cleared during the normal workday.
- Snow will be cleared on sidewalks to the pavement. When ice or hard snow pack remains on the sidewalk, they will be salted or sanded.
- DPW staff will clear all median crosswalks on East & West Broadway and Monona Drive in the City's jurisdiction. DPW staff will be responsible for clearing the crosswalk median at St. Theresa Terrace and at Lofty Avenue.
- Madison DPW will clear the crosswalk median at Buckeye Road and at Cottage Grove Road.

SNOW and ICE REMOVED from SIDEWALKS

City Ordinance Section 395 - 8; Snow and ice removed from sidewalks and crosswalk ramps/openings.

- (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 and crosswalk ramps/openings abutting such lot and shall, if necessary, spread sand, salt, ashes or other material on the sidewalk and crosswalk ramps/openings to keep them clear and prevent them from being or becoming slippery. The person responsible for maintaining the sidewalk and crosswalk ramps/openings as outlined above shall clear the sidewalk and crosswalk ramps/openings 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. Sidewalks and crosswalk ramps/openings shall be cleared to the full width of the sidewalk and crosswalk ramp/opening. 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 and crosswalk ramps/openings in safe condition.
- (b) The Department of Public Works shall cause all sidewalks and crosswalk ramps/openings 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.

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 supervisor 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 15th, 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 has decorative items that cross the back edge of the curb are considered to be not compliant. In addition, the City will not be responsible for damage to mailboxes that have inadequate materials such as rotted wood posts. Cracked or rotted posts will fail when snow from the plow pushes against the mailbox.

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:

6 – 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 dump truck with plow
1 – mini loader w/bucket, broom, blower	1 – ¾ ton pickup with plow
1 – front end loader	1 – Bobcat with blower and broom
1 – John Deere rider 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.

Appendix A:

Priority 1 Plowing Areas – (arterials, collectors, high traffic):

- Fire Station
- Police Station
- South Towne Drive, south of Beltline (arterial)
- Industrial Drive (arterial)
- Bridge Road, West Broadway to Owen 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
- Inland Way, Broadway to Bridge Road
- 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
- Yahara Lane, Bridge Road to Inland Way

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, in no particular order they are:

- 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