

City of Monona – Department of Public Works

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SNOW & ICE REMOVAL POLICY

(Updated November 2012)

The City of Monona maintains snow removal services on sixty-eight lane miles of City streets. The Dane County Highway Department maintains eight lane miles of county roads through the City.

The DPW director, assistant director, and Monona police will be responsible for monitoring the weather during the winter snow plowing season. In coordination with the public works director, the assistant director will be responsible for managing all snow removal efforts based on the guidelines listed below. For snow events that require full removal efforts, the assistant director will manage the operation from within the limits of the City.

SNOW REMOVAL

Unless otherwise requested by the City Administrator or the Monona Police Chief, snow removal guidelines are as follows:

Pre-Spray: As dictated by current weather forecasts, the assistant director will coordinate the “pre-spray” on City hills, bridges, curves and streets prior to the forecasted snow event.

2 Inch Accumulation: When City streets have about 2 inches of snow cover the assistant director will determine if the hills, bridges, curves, and City streets need treatment, and coordinate as needed.

2 - 3 Inch Accumulation: For snow events reaching 2 – 3 inches of accumulation that end during the workday, snow removal operations will occur immediately. When snow events end during the evening and overnight, snow removal operations will begin the following morning around 4:00am (for snow events Sunday evening through Friday afternoon). Weekend snow removal operations (Friday evening to Sunday afternoon) will occur as needed.

**See Parking Prohibited section below.*

Greater Than 3 Inch Accumulation: If greater than 3 inches are expected full snow removal procedures will not be in effect until the snow has stopped falling. During the snow event the assistant director will monitor City streets and coordinate any removal efforts as needed.

6 Inch Accumulation or Greater: If snow fall accumulates to prevent traffic movement, the plows will be called out when accumulation reaches 6 inches. At this time hills and high traffic local roads will be plowed with one pass only. The police and fire areas at City Hall will be plowed as well. After the snow event has ended or let up the plow crew will commence with full snow removal operations.

Full snow removal will typically consist of two or three passes, and be from curb to curb. The center lane will be plowed first followed by another pass in the parking lane in each direction. Center lane plowing speed shall not exceed 20 mph, and parking lane speed shall not exceed 15 mph.

SNOW PLOWING SEQUENCE / PRIORITY

The streets with hills, bridges, and curves in the City will be attended to first with a pre-spray application. In no particular order they are:

- Baskerville Ave. – Winnequah Rd. to Tonyawatha Trl.

- Birch Haven Cir. – hills east and west
- Bridge Rd. – Midwood Ave. to Winnequah Rd.
- Coldspring Ave.
- East Gate Rd – Kings Row to Queens Way
- Femrite Drive – Roselawn Ave. to Monona Dr.
- Ford St.
- Frost Woods Rd. – Queens Way to Monona Dr.
- Ferchland Pl.
- Graham Ave. – Ridgewood Ave. to Winnequah Rd.
- Joyce Rd.
- Mathys Rd. – Winnequah Rd. to top of hill
- Mesa Rd. – Wyldhaven Ave. to top of hill
- Navajo Trl. – Schluter Rd. to Healy Ln.
- Nichols Rd. – Healy Ln. to Midmoor Rd.
- Nichols Rd. – Monona Dr. to Schofield Ave.
- Owen Rd. – intersection with Bridge Rd.
- Panther Trl. – Pheasant Hill Rd. to Monona Dr.
- Pheasant Hill Rd. – Stone Ter. To Panther Trl.
- Royal Ave. - South Towne Dr. to Speedway Gas Station
- Sioux Trl. – Schluter Rd. to Healy Ln.
- South Towne Dr. – round-a-bout
- Stone Ter. – Pheasant Hill Rd. to Brandt Pl.
- Tonyawatha Trl. – Winnequah Rd. to top of hill
- Tonyawatha Trl. – Winnequah Rd. to boat launch
- West Gate Rd – Woody Ln. to Kings Row
- Winniquah Rd. – various sections

Once the hilly areas have been taken care of the plow crews will then begin priority plowing as required beginning with emergency responder locations and Designated Snow Emergency Routes within the City.

Designated Snow Emergency Routes:

- Fire Station
- Police Station
- Nichols Road
- Dean Avenue
- Owen Road
- Frost Woods Road
- Femrite Drive
- Bridge Road – Nichols Road to Winnequah Road
- Winnequah Road
- Midmoor Road
- Schluter Road – Nichols Road to Winnequah Road
- Maywood Road – Nichols Road to McKenna Road
- McKenna Road – Maywood Road to Dean Avenue
- Shore Acres Road – Dean Avenue to Nichols Road

Once the Designated Snow Emergency Routes have been cleared the plow crews will begin full snow removal operations based on pre-determined routes on all City streets.

Cul-de-sacs are cleared in conjunction with residential street plowing.

Full snow removal from City streets takes between 4-6 hours to complete, depending on severity of the storm.

ROADS NOT MAINTAINED BY THE CITY

Not all streets in the City of Monona are maintained by DPW. Dane County Highway Departments is responsible for maintaining the following roads:

Monona Drive – (CTH BB) from the Beltline to the north City limits with the City of Madison.

Broadway Avenue – (CTH BW) from Stoughton Road to the Beltline at South Towne Drive

DEICING

The City uses a salt brine solution, salt, and sand/salt mix for maintaining City streets. As a rule of thumb for the City, rock salt will not be applied on the main runs of the street to remove snow from the streets. Snow removal will be completed through plowing. Pre-Spray of salt brine solution will occur on hills, bridges, curves and streets based on the forecasted snow event. Salt or sand/salt will be applied to main runs of the streets as needed or as dictated by street conditions.

Applying salt to roads with blowing snow and cold temperatures will cause drifting snow to stick to the pavement. DPW crews will avoid applying salt in these situations so the dry snow will continue to blow off the cold road surface.

When road temperatures are above 15 F salt can be used for ice covered roads. When temperatures fall below 15 F a sand/salt mixture will be used. Salt will lose its effectiveness for melting ice at approximately 15 F. Application rates will vary depending on condition.

Black Ice – if the temperature of the pavement is at or below the dew point temperature, moisture will form on the roadway. If the pavement temperature is at freezing, 32 F, frost or black ice will form on the roadway.

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.
- No call-in overtime will be allotted for clearing sidewalks if snow falls on Sunday through approximately noon on Friday.
- Sidewalks and crosswalks maintained by DPW will typically be cleared during the normal work day.
- For snow events that occur from Friday at 3:30pm to Sunday morning at 7:00am, staff will clear all areas of responsibility for accumulations greater than 1”.
- For snow events that occur from Friday at 3:30pm to Sunday morning at 7:00am and produce a dusting or less than one inch of snow on sidewalks, DPW staff will clear sidewalks the following Monday.
- The guidelines listed above do not apply to the Senior/Community Center. Snow removal at this location will be based on scheduled events and is the responsibility of the Facility Maintenance Lead-worker.
- The Facility Maintenance Lead-worker is responsible for City Hall, Library, and Senior/Community Center sidewalks.
- 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.

RESIDENTIAL/BUSINESS RESPONSIBILITY

It shall be the policy of the City that opening or clearing private driveways or clearing the front of mailboxes will not be the responsibility of the City. Property owners are responsible for clearing their own driveway and mailbox area.

Per City Code 6-1-8, the owner /occupant of any lot or parcel shall remove all snow and ice which may have fallen or accumulated upon the sidewalk in front of such parcel within 24 hours after the snow event has ended. If ice and snow cannot be removed the owner/occupant will be required to sprinkle material on the sidewalk to prevent it from becoming dangerous to pedestrians.

DEPOSITING SNOW IN STREETS PROHIBITED

State Statutes 346.94 and City Code 10-1-26 prohibit snow from being deposited on state/county/City streets by City property owners/occupants. Shoveling, blowing, or plowing snow from sidewalks and driveways into or across streets is prohibited. Such action will be enforced in accordance with Article E, 10-1-50 of the City Code.

PARKING PROHIBITED

City Code 10-1-26 states that it is unlawful for any person to park or cause to be parked any vehicle on any public street within the City of Monona at any time within twelve (12) hours after a snow fall of two (2) inches or more, unless within such time the public street has been cleared of snow.

SNOW EMERGENCY DECLARED

The Mayor or the Mayor's designee, after consultation with the Public Works Director and/or Police Chief determines that an emergency exists because of existing or threatened snow or ice conditions which necessitate prompt removal of accumulations of ice and snow from such streets and highways, the Mayor or the Mayor's designee may by appropriate public media declare a general or limited snow emergency during which the following emergency snow parking regulations shall be in force in the City.

General Snow Emergency – during a declared snow emergency no person shall park any vehicle at any time on a designated snow emergency route and no person shall park any vehicle on any other street within the City.

Limited Snow Emergency – during the declared limited snow emergency no person shall park any vehicle at any time on a designated snow emergency route.

Termination of Emergency – a snow emergency may be terminated by public announcement in the appropriate public media declaring the termination.

Signs and Posting – “Snow Emergency Route” signs will be placed on or along the streets or portions designated as snow emergency routes as discussed above. Signs will be placed at or near the City limits and on all State and County Highways and connecting highways informing motorists that a snow emergency and snow removal parking regulations may be in effect in the City.

CITY OWNED PARKING LOTS

DPW staff will maintain City park parking lots throughout the winter. For parking during declared snow emergencies residents can park in Winnequah Park and Healy Lane parking lots. Certain parking lots will be cleared based on priority. These are:

- Fire, EMS, and Police parking lot – *high priority-as required*
- Library parking lot – before 9:00am weekdays
- Senior Center parking lot – before 8:00am weekdays
- City Hall parking lot – before 8:00am weekdays
- Winnequah Park parking lot
- Fireman's Park parking lot
- Healy Lane parking lot

DPW staff will clear the following City park parking lots when normal snow removal operations are complete: Ahuska Park, Schluter Park, Nichols Road (Winnequah Park), Frost Woods Park, and Lottes Park.

SALT/SAND BARRELS

Salt/sand barrels will be set out by the third Friday in November each year on Nichols Road. Salt/sand barrel use is to be limited to roadway use only and not intended for personal use.

SNOW REMOVAL PERSONNEL AND EQUIPMENT

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

9 – DPW staff members	3 – 5 yard plow with wing
1 – 12 yard plow with wing	1 – 5 yard plow
1 – flatbed truck with plow	2 – pickup truck with plow
1 – tractor with bucket	1 – lawn tractor with snow blower
1 – front end loader with plow	1 – walk-behind snow blower
1 – bobcat with snow blower	1 – lawn tractor with sweeper