

CITY OF STOUGHTON

WINTER

ROAD & SIDEWALK

PROCEDURES

Revised and Accepted by the Public Works Committee on:
September, 2014, Revised - October 18, 2016

GENERAL

The purpose of this policy is to set up acceptable procedures and policies for the winter maintenance of public areas, as to snow and ice removal in the City of Stoughton, Wisconsin. This policy replaces all prior written or unwritten policies of any part of the governing or employed body of the City of Stoughton, Wisconsin. The existing ordinances for sidewalk and parking control are not repealed.

The intent of establishing the City of Stoughton, Winter Maintenance policy concerning snow and ice, is to provide a uniform understanding of the priorities and procedures used to combat snow and ice related conditions. Each winter storm has unique characteristics. Climatological factors such as storm intensity and duration, wind, temperature, and moisture content affect the total amount of snow and/or ice accumulation and influence the methodology used to combat the resulting snow and/or ice related conditions.

The timing of a storm will influence the removal of snow and ice. The City of Stoughton Street and Parks Department has regular work hours, and if a storm requires attention during weekends or holidays, overtime may be required.

The Department of Public Works endeavors to maintain safe roadways for the motoring public and pedestrian travel. Bare, dry pavement should not be expected after each snowfall or ice storm. Furthermore, this does not mean the streets will be free of ice and snow.

ROADS AND PUBLIC AREAS

Concern for public safety, general welfare, and traffic volume necessitate that priority be given to certain roadways or public areas over others. A map of the City showing the various classes of maintenance is on file at the Public Works Department office and in the City Clerk's office. Power outage, water main breaks, fires, ambulance calls, or other emergencies may necessitate the need for plow operations to commence immediately in the subject area to allow emergency personnel to render aid.

ROAD AND PUBLIC AREA WINTER MAINTENANCE PRIORITY

The following list indicates the classifications of roads or public areas, and the order to which service will be directed based on priority.

1. Mains – High volume roadways, school zones, hospital campus area
2. Secondary's – Residential Neighborhoods with low traffic volumes
3. Tertiary - Parking Lots and Sidewalks

DETERMINATION OF NEED FOR MAINTENANCE

The need for implementation of this snow and ice maintenance policy shall be the actual occurrence of a snowfall of depth greater than 2 inches. The policy may be implemented if snowfall is less than 2 inches if combined with freezing rain which may pose a threat to public safety.

Weather reports issued by the National Weather Service or local news outlets shall be taken into account to prepare for anticipated maintenance service.

The responsibility for ordering personnel and equipment into service for a winter maintenance operation shall be primarily with the Director of Public Works or their designee. The Police Department, during off-hours, shall keep watch and assist in notification to the Director of Public Works of needed service. The Mayor of the City of Stoughton may also direct the Public Works Department to commence winter maintenance operations.

SNOW AND ICE OPERATIONS

EQUIPMENT

<u>Number</u>	<u>Equipment</u>
9	Truck mounted snow plows with salt or sand spreaders
1	Motor grader
2	End-loaders
1	Snow blower, 4 feet wide
1	Skid loader
1	Polar Track Attachment
1	Tool Cat

Outside private equipment may be contracted for, if authorized by the Mayor or Council Committee.

PERSONNEL

All team members in the Public Works Department are expected to participate in snow plow operations. This includes full time employees, part time employees and management staff. Outside contract help may be utilized and shall be authorized by the Mayor or Council Committee.

Outside sources of personnel may be, but is not limited to:

1. Members of the City of Stoughton Utilities/City Employees
2. Private contract personnel
3. Former city employees that resigned in good standing

OVERTIME POLICY/SUBCONTRACTING

The need for overtime shall be established dependent upon the severity of the storm. The determinations of when to use overtime or subcontractors in the removal of snow or ice shall be made by one of the following:

Director of Public Works or their designee
Mayor

PLOWING

Plowing shall consist of moving the snow or ice to either side of the specific area, or may also include loading and trucking to a point of non-environmental concern.

Winter maintenance activities shall commence as the Director of Public Works or his designee shall direct.

All streets and roadways in classified as Mains shall have two lanes of traffic open if at all possible at all times.

Within the Central Business District parking may be restricted by the Director of Public Works or the Police Department until clear of snow or ice.

Secondary streets shall have two lanes of traffic open within 36 hours after a storm.

Tertiary areas shall be open to travel within 48 hours after a storm.

Private sidewalks - After proper notification by the City and failure to maintain by the property owner, then snow removal shall be done in accordance with Section 8.10 of the Stoughton Municipal Ordinance, which requires that all walks be maintained. This will result in a penalty and a future assessment on the tax roll.

There will be no plowing of private driveways by City Personnel. Some snow and ice will be deposited in private driveways during snow and ice removal operations. This will not be removed by the City.

PRIVATE PLOWING

No snow or ice removed from private property shall be deposited in the public ways, in areas expected to be cleared by personnel from the City of Stoughton. This would include any of the following which are prohibited:

1. Pushing snow or ice across a roadway or walk.
2. Pushing or carrying and depositing snow or ice on a public way, where expected to be maintained for pedestrian or vehicular traffic.
3. The flowing of snow or ice onto a pedestrian or vehicular travel area.

Any of the above are dangerous and could cause injury or accidents, and may not allow for safe passage by the public.

Violation of any of the above may result in a forfeiture action against the property owner, punishable by a per diem fine, to be set by ordinance, until such nuisance shall be removed.

Removal may also be made by the City, through notification of the property owner. A penalty, to be set by ordinance, plus actual removal cost would be assessed against the property owner as a special assessment on the tax roll.

SALTING

Salting shall provide placement of calcium chloride or sodium chloride upon a snow or ice surface to remove accumulation when temperatures are below freezing. Salt brine mix is used to pre-wet salt to accelerate activation of rock salt and to prevent bounce on roadway. Salt brine mix will also assist with melting snow and ice when temperatures reach sub-zero.

Note: Salt shall be used only when absolutely necessary as determined by the Street Superintendent in areas of high volume traffic or dangerous conditions. Salt may have adverse effects on the environment and shall be used with this in mind.

Salt is not effective when temperature is below a certain degree adjusted by the amount of available sunlight.

SANDING

Sanding shall consist of spreading sand to provide a traction surface on packed snow or ice and shall be applied only in areas of high traffic movement or unsafe areas as determined by the Street Superintendent.

Note: Sanding of streets can cause a buildup of sand in storm sewers and points of discharge, which could require additional maintenance or environmental concerns. Therefore, sand shall be used only as absolutely needed.

SALT AND SAND MIXTURE

A mixture of sand and salt may be required as directed by the Director of Public Works to provide traction during extreme cold weather when salt may not be effective. This practice should only be used as a last resort as sand tends to migrate into the storm sewer over time.

The City of Stoughton prepares a mixture of sand and salt for general use by residents on private sidewalks. This mixture may be picked up in owner's containers at the 4th Street garage for private use.

LIQUIDS

Sodium Chloride (salt) and water (brine) typically makes up at least 80% of the liquid used in snow operation. Liquids shall be used to pre-wet the salt in the auger before it is dispensed at the spinner. Liquid pre-wetting will help to reduce salt bounce or scatter as it hits the pavement and will help to accelerate the melting process. Salt brine combined with other additives such as, Geomelt and Calcium Chloride or other additives may be added to salt brine to lower the freezing point. The use of additives typically consists of no more than 20% of the liquid solution.

ANTI-ICING

Anti-icing (pre-treating) may be applied up to 3 days before a snowfall event is forecasted. Anti-icing will be applied to mains, inclines and bridges throughout the city to provide salt bond to roadway to prevent snow packing to street surface.

EMERGENCY REQUESTS FOR SERVICE

Emergency calls may be made when threatening conditions may lead to damages, injury or loss of life. Also this may include power outage, downed power lines, water main breaks or other similar occurrences.

Calls may be made to the Police Department for emergency maintenance service. The Police Department personnel will notify the proper personnel depending on the type of emergency.

COMPLAINTS

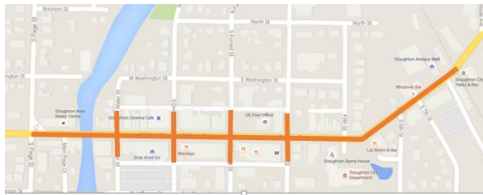
Complaints for snow or ice removal shall be made to the Department of Public Works office.

DOWNTOWN SNOW REMOVAL

Property owners within the downtown corridor, marked in orange below, will be responsible for clearing snow from the sidewalk to the curb line within 24 hours of the end of a snowfall. Property owners on the corner will still be responsible for clearing the sidewalk ramps as well. Staff will make every effort, by straightening the plow, to not deposit snow on the sidewalk ramps, but there may be some residual snow that will be left behind.

Downtown Corridor Defined

Main St – Railroad Track to S. Page St
Water St - Jefferson St to Washington St
Division St - Jefferson St to Washington St
Forrest St - Jefferson St to Washington St
Fourth St - Jefferson St to Washington St



During the snow event, city staff will plow to the curb line and property owners will remove snow from their sidewalk to the curb line. The snow will then be collected, typically, the following night after the end of a storm starting at midnight.

During cleanup, crews will push the snow from the curb using a grader to move the snow to the middle of the street. large snow blower attached to a loader will then fill dump trucks with the snow and haul to a predetermined location storage. During a typical storm, city staff will have the snow removed from downtown during the overnight hours day after a snowfall.



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