

**City of Chilton**  
**Department of Public Works**  
**Snow and Ice Control Policy**

**PURPOSE**

The purpose of this policy is to define and outline snow and ice control objectives and procedures as established by the City of Chilton Public Works Department. This policy supersedes any and all previously written documents or unwritten policies of the City of Chilton regarding snow and ice removal.

**IN GENERAL**

The intent of establishing the City of Chilton’s Snow and Ice Control Policy is to provide a uniform understanding of the priorities and procedures used to combat snow and ice related road conditions. Each winter storm has unique characteristics and climatological factors such as storm intensity and duration, wind, temperature, and moisture content, which affect the total amount of snow/ice accumulation and influence the methodology used to combat the resulting snow and/or ice related road conditions.

**PERSONNEL**

During snow and ice control operations, almost all other operations of the Street Department are of secondary importance once the program is initiated and continued until such time as the snow has been sufficiently removed to go back to the normal 8 hour shift. While almost all snow removal operations are performed by personnel of the Street Department, private operators and equipment may also be employed. (Hauling Snow).

**NOTE:** This policy is predicated on a 4 or 5 man Street Department crew with the following equipment available to remove snow or ice:

<b>#51</b>	2019	Larue D40 Snowblower
<b>#50</b>	2011	772GP John Deere Grader V Plow, Wing
<b>#58</b>	2018	Deere 544K Loader & Plow
<b>#59</b>	2013	John Deere 310SK Backhoe
<b>#16</b>	2009	International 7300 Truck with Wing & Plow 5-Yard Single Axle
<b>#18</b>	2020	Western Star 4700 SF Truck with Wing & Plow 5-Yard Single Axle
<b># 3</b>	2010	Dodge Pick Up 2500 4 X 4 ¾ Ton
<b>#15</b>	2016	Western Star Dump Truck with Wing & Plow, 10-Yard Tandem Axle
<b>#53</b>	2016	Trackless with Snow Blower, Broom, Plow, Sander

**ALERTING SNOW AND ICE CONTROL PERSONNEL**

Snow and ice control operations are conducted on a 24 hour basis, 7 days a week. Therefore, the Street Department is prepared to work outside their

normal weekly hours any time it becomes necessary to institute snow and ice control operations.

## **RESPONSIBILITY**

The City of Chilton Street Department is responsible for ensuring that the roads and streets, under the control of the City are maintained in accordance with this Snow and Ice Control Policy.

### ***Calumet County is responsible for the following sections:***

- County "Y" (Madison St. to the eastern City Limits)
- Madison St. (Chestnut St. south)
- Madison St. (500 feet north of Breed St.)
- Chestnut St. (Intersection of Hwy. 151 and CTH 57/32 south)
- Hwy. 151 - 1747 ft. east of Irish Road
- Hwy. 151/Quinney Road intersection to the west

In the event it becomes necessary to begin snow and ice control operations outside of the normal working day, a current telephone call list is provided to the Calumet County Sheriff's Department and is used to notify the affected personnel.

## **GENERAL SNOW AND ICE CONTROL PROCEDURES**

The City is divided into four(4) or five(5) snowplow routes, with one snow and ice removal vehicle and operator assigned to each route. Each route is further divided into priority street classifications. The street classifications are intended to indicate the level of service the street will receive and the order in which the service will be performed.

1. **Arterial streets** are those which are hospital and emergency routes or are major traffic carrier or major school routes.
  - a. **Fire Station and Police Office Entrance – Egress and Exit**
2. **Collector streets** are those which are secondary routes into or through the City. Collector streets also provide access to such public places as churches, libraries, industries and the like.
  - a. **Wastewater Treatment Plant driveway**
  - b. **Water Treatment Plant #8**
3. **Local streets** usually are residential streets.
  - a. **Wells #7, 9, 10, 11**
4. **Low Traffic streets** are dead end streets, cul-de-sacs or those with few residences fronting on them. This classification would also

include any alleys, parking lots and sidewalks that the City is obligated to maintain.

**a. South water tower**

**b. Lift Stations (Irish Road, Heimann Street)**

These are General Snow and Ice Control Procedures and may be deviated from when an emergency situation arises or as conditions warrant. (*See Emergency Situations section*).

The following general guidelines have been established for snow and ice control operations in the City of Chilton.

1. The Department will refrain from applying salt on a newly constructed concrete street for a period of two years.
2. Snow plowing operations generally do not begin unless snowfall accumulations measure **more than two inches** (less if combined with freezing and icing conditions) and snow is falling and/or weather forecasts call for additional accumulations. Salting and sanding may begin earlier to help prevent the adherence of snow and ice to the pavement (on higher priority streets). Salting and snow plowing operations may be conducted simultaneously.
3. During major snowstorms, snowplow operators on each route are instructed to plow two lanes on arterial streets first. The operators are further instructed to maintain two lanes on the other streets with respect to the priority of the street. (i.e. collector streets will precede local streets, etc.) As weather conditions deteriorate, collector, local and low traffic streets may be plowed to a single lane only, working in reverse priority order. (i.e. A low traffic street will be the first street to be plowed to a single lane only, etc.) If weather conditions further warrant, the streets may not be plowed, again working in reverse priority order. (i.e. The low traffic street will be the first to not be plowed.)
4. City-wide snow emergency parking restrictions may be implemented when snow or ice conditions warrant. The Director of Public Works shall place these restrictions into effect after notifying the Police Chief and the Mayor.
5. Snow will be hauled from the City when it reaches **24 inches**.

These practices are of a General Nature Only and will depend, to a great degree, on storm factors, (i.e. wind, temperature, moisture content, etc.) and may be deviated from at the discretion of the Director of Public Works.

## **EMERGENCY SITUATIONS**

Provisions must be made for situations involving emergencies; therefore, in the event the Police Department receives notification of an emergency situation, equipment necessary to handle the emergency will be dispatched immediately to assist until the emergency is resolved. In order to eliminate false emergency calls, all such calls will be routed through the Police communications network. The Police Department is authorized to publicly announce that non-emergency travel is not recommended when snow or ice conditions warrant such warnings.

## **STANDARD OPERATING PROCEDURES**

These standard operating procedures contain statements of policy and directives basic to the organization and operations for the chemical and abrasive program, snow and ice control program and plowing program.

1. The City Police Department or Director of Public Works is authorized to institute a snow and ice program. Field operations shall be directed by the Street Department Leadman.
2. The Director of Public Works shall be responsible for providing snow and ice control maps to the equipment operators. Equipment operators are expected to keep this information available in the vehicle and to request additional copies of this information if it has been lost or damaged.
3. Equipment operators required during snow and ice control operations may be assigned to four hour shifts through the duration of a storm which is anticipated to last longer than twelve hours. The Director of Public Works will determine shift arrangements.

## **ORDINANCES INCLUDED BY REFERENCE**

1. Chapter 5, Section 5.06 Snow and Ice Removal
2. Any applicable State of Wisconsin Regulations

## **SNOW ROUTE AREA MAPS**

The Director of Public Works shall maintain in his office a map showing the Priority Routes.

## **DEPARTURE FROM POLICY**

The City recognizes that conditions may be so unusual or unexpected that a departure from these general policies should be authorized. Therefore, the Director of Public Works, may order a departure from these general rules when, in his opinion, conditions warrant such action.

## **CLEAN UP OPERATIONS**

Clean up operations, such as removing snow from churches and schools, widening of the streets to full width, clearing intersections to improve visibility, loading and hauling snow from parking lots, etc., will not commence until all streets have been cleared sufficiently to allow passage of two vehicles going in opposite directions. Normally, these operations will take place after the snowfall has stopped, other than snowfall from Friday and Saturday, these operations will be done during normal working hours. The exception is the Main Street parking lanes clearing which will be done during the evening hours when traffic and parking are generally less congested. These clean up operations will, generally, follow the same priority of service that the snow plowing operations follow. (i.e. arterial streets will be serviced before collector streets., etc.). Again, the exception is the Main Street area which will be serviced as soon as possible. (*See attached Map A and Map B for snow removal areas.*) Cleanup procedure may be deviated from as conditions warrant.

## **EQUIPMENT AND OPERATOR**

Equipment operators are expected to be knowledgeable about the routes they are plowing. They are to be familiar with existing conditions that would affect the speed or rate at which they plow and should use every precaution in avoiding plowing practices that would cause damage to private or public property.

Equipment operators are expected to inspect all equipment prior to leaving the City Garage or yard areas, to be sure that the equipment is in proper working condition. Brakes, lights, horns, turn signals, plow and/or material handling hydraulics, steering, cutting blade, edges, chains, fluid levels, tires, etc., should be checked.

Operators must check fuel tanks before taking the vehicle into the field. Any malfunction of the equipment, before or during operations, must be reported to the Street Department Leadman immediately.

Individuals operating equipment or vehicles are expected to obey all traffic regulations during snow removal operations. Individuals operating vehicles or equipment who are involved in an accident are required to report the accident to their supervisor immediately and must complete and submit an accident report no later than the end of their shift.

## **ASSISTING MOTORISTS**

Snow plowing and removal and sanding or salting of public streets is easier and safer if the streets are unobstructed and clear of vehicles. Vehicles stranded in the public streets create emergencies that require assistance in order to remove the obstruction. Therefore, the Department of Public Works is

authorized under the authority of law enforcement to assist citizens in pushing or towing of private vehicles from the public streets if such pushing or towing can be done safely, the owner consents to such assistance and the owner takes responsibility for attaching the towing or pulling device to the private vehicle.

### **PRIVATE PLOWING**

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

1. Pushing snow or ice onto a pedestrian or City street.
2. Pushing or carrying and depositing snow or ice onto a public way that is maintained for pedestrian or vehicular traffic.
3. The blowing of snow or ice onto a pedestrian sidewalk or City street.

Removal may also be made by the City, through notification of the property owner. (Refer to Chapter 5, Section 5.06 (4) of the Municipal Code). A penalty, plus actual removal cost would be assessed against the property owner as a special assessment.

### **MAILBOXES**

All plow drivers are instructed to use caution on streets where there are mailboxes. All mailboxes shall be installed in accordance with specifications as determined by the U.S. Postal Service. (*See Attachment C*).

1. It is the owner's responsibility to replace or repair mailboxes damaged due to the force of plowed snow.
2. It is the City's responsibility to repair or replace any mailbox damaged as a result of being hit by the equipment if the mailbox is installed in accordance with specifications as determined by the U.S. Postal Service.

### **SIDEWALKS**

All sidewalks within the City are included with Class 4 streets and will be cleared after the storm has ended. All City employees are instructed not to plow any drives or sidewalks abutting private property unless specifically directed by the Director of Public Works.

The City's first sidewalk priority is on sidewalk where the City is the abutting property owner. Second will be crosswalks which would affect driver vision of

oncoming traffic. Please note that removing snow and ice from crosswalks is actually the responsibility of the abutting property owner. Third will be to clear snow and ice from sidewalks abutting property other than City-owned in accordance with Chapter 5, Section 5.06 of the Municipal Code.

Snow plow drivers are instructed not to deviate from this policy unless otherwise instructed by the Street Department Leadman or the Director of Public Works.

### **COMPLAINTS**

Complaints for snow or ice removal shall be made to the Director of Public Works office during regular business hours Monday through Friday 7:30 a.m. to 4:30 p.m.

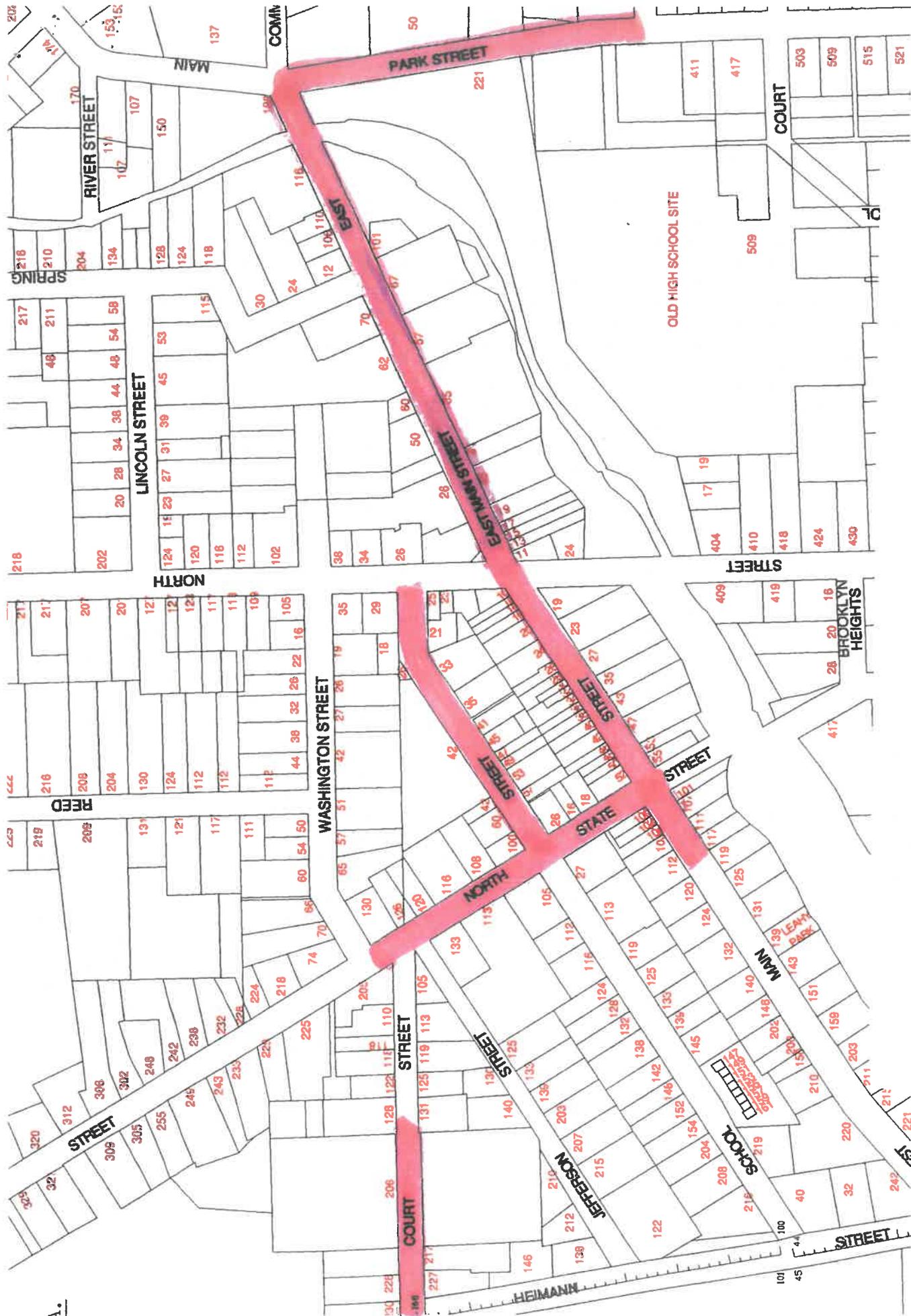
The office personnel will notify the proper persons for action if necessary.

### **YEARLY REVIEW**

This policy is to be reviewed and/or up-dated annually.

***Updated 9/15/2020 Snow & Ice Control Policy***

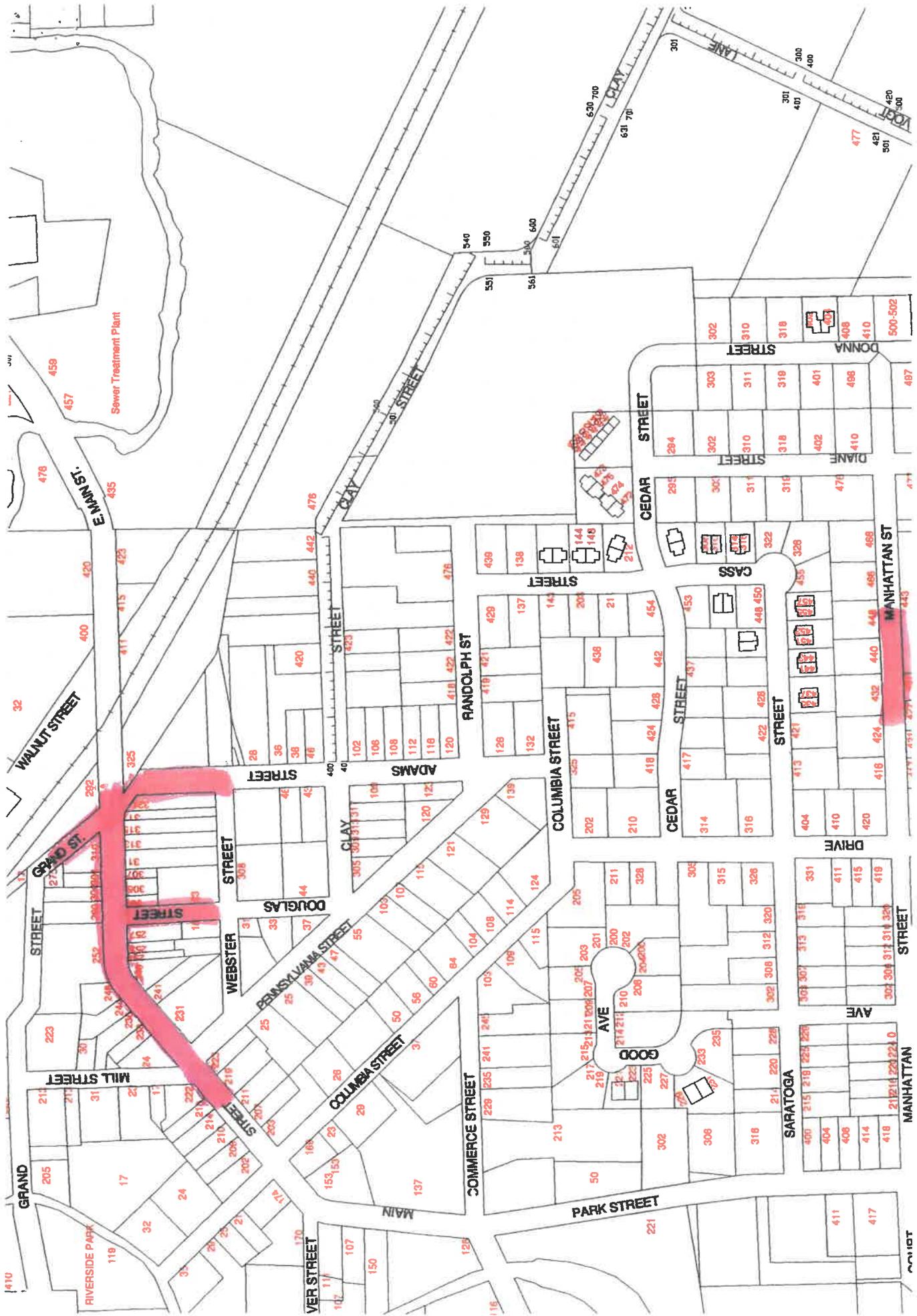
Map A.



# Normal Snow Removal – Uptown Area\*

(This policy may be deviated from when circumstances warrant.)

Map B.



# Normal Snow Removal – Downtown Area\*

(This policy may be deviated from when circumstances warrant.)

Mail box should be mounted  
4" Back from the Street Side  
of the Curb

Bottom of Mailbox should  
be 42" above the Gutter  
line

