



**MARSHFIELD**

► The City in the Center ◀

**DEPARTMENT OF PUBLIC WORKS**

**Street Division**

Approved June 3, 2019

**Snow and Ice Operation Manual**





March, 2019

The City of Marshfield is currently responsible for over 307 lane miles of streets, 6.78 miles of paved alleys, 6.32 miles of unpaved alleys, 83 Cul du Sacs and 13 Public Parking Lots

The Department of Public Works - Street Division is preparing to provide standard-setting snow removal services for our community this winter. We developed this Snow and Ice Control Manual to help us continually refine our snow and ice removal program.

Included in the Manual are guidelines and instructions for carrying out the snow and ice control program for the City of Marshfield. For more detailed information concerning our snow-fighting program, please do not hesitate to contact us.

Sincerely,

A handwritten signature in cursive script that reads "Dean A. Schiller".

Dean A Schiller  
Street Superintendent  
City of Marshfield

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# Snow and Ice Control Policy





**City of Marshfield  
Department of Public Works  
Street Division**

**SNOW AND ICE CONTROL POLICY  
March, 2019**

The purpose of this Snow and Ice Control Manual is to establish the City’s policy and level of service in respect to clearing of snow/ice and maintenance of its public parking lots, sidewalks, alleys & street system during the winter months. It will also serve as a practical guide for cost effective snow removal operations in the City of Marshfield. This Manual supersedes all previously written policies of the City on snow and ice control operations.

**1. IMPLEMENTATION**

This Manual will be in effect during normal winter operations at times when weather conditions could cause accumulation of frost, sleet, ice, snow or other occurrences on the streets, alleys, sidewalks and public parking lots of the City of Marshfield.

**2. DEFINITION OF SUPERVISOR**

When “Supervisor” is used in this Manual it is defined as the person who is on duty at that time directing the snow/ice removal operations for the Street Division. These individuals include: Director of Public Works, Street Superintendents, Asst. Street Superintendent, and/or any other individuals who may be assigned the responsibility of Supervisor.

**3. WEATHER FORECASTING**

Weather information is essential for good planning of snow and ice control operations and other weather-related emergencies.

The City will rely upon information from a private vendor, Data Transmission Network (DTN), National Weather Service, WisDOT Road Weather Information System (RWIS), TV and radio stations, along with various Internet sites, which will be monitored to gather current weather information.

#### **4. MONITORING AND NOTIFICATION OF ICE AND SNOW ACTIVITY**

Street Division shall monitor anticipated inclement weather. During City working hours (7:00 A.M. to 3:00 P.M. Monday through Friday) the Supervisor on-duty will initiate the appropriate response for snow and ice removal.

During off duty hours, weekends and holidays, the on-call Supervisor will monitor weather reports and road conditions. In the event of inclement weather, the on-call Supervisor will initiate the appropriate response action.

#### **5. COMMUNICATIONS**

All operators of snow and ice control equipment will keep in radio communication with the on-duty Supervisor at all times.

The on-duty supervisor will be the main line of communication between the snow plow operators, City staff and Police Department. The Police Department at times will assist in advising the Street Division of current road conditions. It will be the sole responsibility of the on-duty Supervisor to direct the operations for the Street Division.

The media notification of emergency parking bans, snow emergency declarations, road closures, and other media contact for inquiries on road conditions will be made by the Street Superintendent or the Director of Public Works.

#### **6. CITIZEN INQUIRIES**

All citizen issues concerning snow and ice control efforts will be routed to the Street Division. The Supervisor on-duty will determine appropriate follow-up responses to citizen inquiries depending on severity of the situation.

#### **7. INTERSECTION RIGHTS-OF-WAY & TURN LANES**

After periods of extraordinary snow events, the City may elect to haul snow from designated intersection rights-of-way and turn lanes to minimize sight obstructions. The decision to initiate this operation will be dependent upon the depth and accumulation of snow and analysis by on-duty Supervisor of any sight triangle issues. Priorities will be assigned to intersections based on street classification, school zones, traffic volumes and severity of sight restrictions. Snow will only be removed from intersections where a public street intersects with another public street. This operation will typically be conducted after other higher priority post storm activities have been completed. Under normal circumstances, hauling of the snow will be conducted during normal work hours. Snow removal from the rights-of-way into private property driveways will be the responsibility of the adjacent private property owner.

**8. COUNTY, STATE AND BOUNDARY ROAD JURISDICTION AND RESPONSIBILITY**

The following table outlines the responsible each agency has to roads bordering the City of Marshfield corporate limits and the County and State Highways that run through the City of Marshfield. The agencies listed below have first response maintenance responsibility to these streets. If the City of Marshfield has its snow routes open and serious problems remain on the County, State or boundary streets, City of Marshfield snow plows may assist based upon the judgment of the on-duty Supervisor.

<b>Street Segment</b>	<b>Responsibility</b>	<b>Telephone No.</b>
CTH Y (Galvin Ave. to Lincoln Ave.)	City of Marshfield Street Division	715-486-2081
CTH Y (Lincoln Ave. to Hawthorn Ave.)	Wood County Highway Dept.	715-421-8875
CTH Y (Hawthorn Ave. to west city limits)	Wood County Highway Dept.	715-421-8875
CTH H (Veterans Prky to E. 4 <sup>th</sup> St.)	City of Marshfield Street Division	715-486-2081
CTH H (Lincoln Ave. to Veterans Prky)	City of Marshfield Street Division	715-486-2081
CTH E (N. Central Ave. to Ash St.)	City of Marshfield Street Division	715-486-2081
CTH E Northridge St./Ash St. to Zyg St.)	Marathon County Highway Dept.	715-261-1800
Ash St. (CTH E to Hamus Dr.)	Town of McMillan	715-389-1338
Hamus Dr. (Northridge St. to Wilderness View Dr.)	City of Marshfield Street Division	715-486-2081
STH 97 (Northridge St. to north city limits)	Marathon County Highway Dept.	715-261-1800
STH 97 (McMillan St. to Northridge St.)	City of Marshfield Street Division	715-486-2081
STH 13/ Veterans Prky (Mann St. to 29 <sup>th</sup> St.)	City of Marshfield Street Division	715-486-2081
STH 13/ Veterans Prky (29 <sup>th</sup> St. to Heritage Dr.)	Wood County Highway Dept.	715-421-8875
Draxler Dr. Heritage Dr. to Termini)	City of Marshfield Street Division	715-486-2081
Heritage Dr. (S. Central Ave. to Business Park Ave.)	Town of Cameron	715-676-6030
Heritage Dr. (Business Park Ave. to Washington Ave.)	Town of Cameron	715-676-6030
Heritage Dr. (Veterans Pkwy/STH 13 to Draxler Dr.)	Town of Marshfield	715-387-4222

Galvin Ave. (Veterans Prky to McMillan St. )	City of Marshfield Street Division	715-486-2081
McMillan St. (Galvin Ave. to Lincoln Ave.)	City of Marshfield Street Division	715-486-2081
McMillan St. (Lincoln Ave. to 1320ft west)	City of Marshfield Street Division	715-486-2081
McMillan St. (1320 ft. west of Lincoln Ave. to Wren Rd./Frey Ave.)	Town of Lincoln	715-384-6981
Frey Ave. (McMillan St. to Mann Rd.)	Town of Spencer	715-486-6130
Frey Ave. (Mann Rd. to Frey Ct.)	City of Marshfield Street Division	715-486-2081
Frey Ave. (Frey Ct. to north city limits)	Town of Spencer	715-486-6130
St. Joseph Ave. (McMillan St. to Redhawk Ln. )	Town of McMillan	715-389-1338
Lincoln Ave. (Mann St. to Spencer St.)	Town of McMillan	715-389-1338
Lincoln Ave (Spencer St to McMillan St.)	City of Marshfield Street Division	715-486-2081
Lincoln Ave. (McMillan St to CTH H)	City of Marshfield Street Division	715-486-2081
Lincoln St. (CTH H to Airport Rd.)	City of Marshfield Street Division	715-486-2081
Lincoln Ave. (Airport Rd. to CTH B)	Town of Lincoln	715-384-6981
Mann St. (Veterans Prky to Lincoln Ave.)	City of Marshfield Street Division	715-486-2081
Yellowstone Dr. (Galvin Ave. to east city limits)	City of Marshfield Street Division	715-486-2081

## **9. PRIORITIES FOR SNOW AND ICE CONTROL OPERATIONS**

In order to make the most efficient use of available resources, we have established priorities using the assumption that the severity of a storm is not beyond the normal capabilities of the City's snow removal resources. Depending on the nature of the snowstorm, deviations could occur. The established priorities are as follows:

Priority 1 - Primary Streets (Arterials) and hills

Priority 2 - Secondary Streets (Collectors)

Priority 3 - Public Parking Lots (Downtown District)

Priority 4 - All other Residential Streets (Locals) including Cul-de-Sacs & Alleys

The City's goal is to maintain the roads in as good winter driving conditions as weather, equipment and budget allow. This does not mean bare/dry pavement should be expected after each snowfall or ice storm. Furthermore, this does not mean the roads will be free of ice and snow.

## **10. EMERGENCIES**

Emergencies are defined as follows, but not necessarily limited to:

1. Immediate need for Police, Fire and/or Emergency Medical assistance. If City emergency personnel must leave the public right-of-way to respond to an emergency, snow removal crews may provide necessary assistance such as opening a driveway or parking area to give access to them.
2. Isolated problem areas where access is urgently needed before all other areas are handled.
3. Icy conditions due to a water main break or clearing of streets due to debris blocking streets or access.

## **11. SNOW & ICE CONTROL PROCEDURES**

The objective of snow & ice control is to provide a safe pavement surface for vehicular traffic by attempting to prevent a build-up of snow and ice on the pavement. Snow & ice control also includes attempting to remove any build-up that may occur. This is typically done through an application of chemicals and the use of snow plows.

The City may also apply liquid chemical deicers on designated streets prior to, and during storm conditions to prevent the bonding of snow and ice to the pavement. This activity is known as anti-icing. The effectiveness of deicers used in this process is directly related to pavement temperatures. Based upon conditions, Supervisors will have discretion as to when to implement this activity.

The City will apply snow & ice control materials in accordance with their recommended use. Application rates and locations may vary depending upon the type of storm. The Supervisor will have discretion as to what materials are used and when they are applied.

**Primary** streets will generally be treated the entire length of the street with the treatment being applied down the center of the street. The goal on Primary streets is to have 75% to 100% of the street bare pavement within 24 hours after the end of the storm.

**Secondary** streets will generally be treated the entire length of the street with the treatment being applied down the center of the street. The goal on Secondary streets is to have 75% of the street bare pavement within 24 hours after the end of the storm.

**Public Parking Lots (Downtown District)** will generally be treated before downtown business traffic arrives. Treatment will be applied to all drive lanes, parking stalls and sidewalks. The goal is to provide a safe walking condition for all pedestrian.

**Residential** streets, **cul-de-sacs and alleys** will generally be treated at the intersection, sharp curves and steep hills only. The streets and alleys will be navigable and may still have snow or packed ice. The goal on Residential streets, cul-de-sacs and alleys is to provide adequate movement by a properly equipped vehicle.

## 12. USE OF SALT AND ABRASIVE MATERIALS

The City will typically use rock salt for deicing applications. However, under certain conditions it may be desirable to use abrasives when pavement temperatures inhibit the melting action of rock salt. Abrasives may be utilized to provide traction. Different proportions may be used depending on the temperature, time, and nature of the storm and Street conditions.

Using salt or a salt/sand mix, pre-wetted with liquid deicers has several advantages such as quicker snow melting; melting at lower temperatures, reduction in the amount of material needed and less salt waste. Based upon conditions, Supervisors will have discretion as to what materials are used during a storm event.

## 13. SNOW CONTROL GUIDELINES

The depth and time of snow accumulation, along with volume of traffic, will normally dictate when snow plowing operations will begin. Plowing will take place during a storm as needed in an attempt to keep the accumulation on the pavement surface less than desired guidelines.

Snow plowing operations will be carried out in accordance with the guidelines established for the various street classifications as set forth in the Snow Manual. Such plowing operations may often times be done in conjunction with snow & ice control activities.

**Snow in excess of 1 inch** or more will generally be the rule followed for starting snow plow operations on **Primary & Secondary streets** and select **Downtown Public Parking Lots (Library, Police, Old & New City Hall)** before the end of the storm. Primary & Secondary streets and select Public Parking Lots will be plowed first, during initial start of the storm and maintained until the storm has ended and City wide plowing has started. Once City wide plowing has started, all snowplows will plow the full width of the street whenever possible. Primary & Secondary streets and select Public Parking Lots will be cleared and treated within 8 hours of the storm ending.

**Snow in excess of 4 inches** or more will generally be the rule followed for starting snow plowing operation on **Residential** streets, alleys and the remaining Public Parking Lots before the end of the storm. **Cul-de-sac bulbs** will not be plowed until the storm has ended. Snowplow trucks will plow into and out of the cu-de-sac bulbs to keep the road open. Once the storm has ended, and City wide plowing has started, Residential roads, including cul-de-sacs, alleys and remaining Public Parking Lots will be plowed the full width of the street whenever possible. Residential streets, including cul-de-sacs, alleys and remaining Public Parking Lots will be cleared and treated within 12 hours of the storm ending.

**14. SNOW FENCE**

The Department of Public Works – Street Division may place snow fence where it could minimize blowing snow from accumulating on the pavement. Snow fence will be placed on private property only with mutual consent between the property owner and the City. The City will have sole discretion as to when and where to place snow fence.

**15. EQUIPMENT AVAILABLE**

The primary equipment available to remove snow and ice will be supplied by the Public Works Department – Street Division or its contractors.

**16. MANPOWER AVAILABLE**

The primary staffing for snow removal and ice control will be supplied by the Department of Public Works - Street Division. Staff will provide 18 hour per day coverage during the storm event. Gap in coverage is necessary to provide operator recovery time. Operator recovery time will typically be between 8 p.m. and 2 a.m., but may vary with specific storm conditions. During larger events, personnel from other City departments and contracted entities may assist with snow removal efforts.

**17. TYPE OF EQUIPMENT**

The City utilizes many different types of equipment during snow and ice control operations. The equipment utilized is chosen to fit the job that must be performed at that time. For ice control operations the City typically utilizes V-Box and tailgate spreaders.

For snow plowing activities the City typically utilizes reversible plows with wing, as well as graders and plows mounted on front end loaders.

**18. EQUIPMENT MAINTENANCE AND REPAIR**

As in all maintenance operations, successful snow and ice control depends upon the skillful use of manpower, personnel, equipment, and material. The efficient and economical control of ice and snow depends on the availability and use of the proper equipment. This availability does not just happen. It involves a well-planned program that is in progress during each season of the year. It also includes a program of routine inspection, maintenance, and repair of equipment utilized in snow removal operations.

**19. DECLARATION OF SNOW EMERGENCY - PARKING BAN**

A snow emergency parking ban may be declared by the Director of Public Works and/or Street Superintendent in accordance with Marshfield Municipal Code Sec. 13 -35 (3). The Police Department and news media in the area will be notified when the parking ban is initiated.

**20. SIDEWALK – PRIVATE RESPONSIBILITY**

All sidewalks adjacent to private property are the responsibility of the property owner. The City’s responsibility is to plow the streets and keep them open to traffic. Due to the location of some sidewalks and the volume of snow being moved off of the streets, there may be occurrences when plowing operations may deposit significant amounts of snow onto the sidewalks. When this occurs, it is the responsibility of the adjacent property owner to remove all snow from the sidewalk. All complaint calls about private sidewalks not being cleared will be routed to the Street Division for complaint follow-up and code enforcement in accordance with Marshfield Municipal Code Sec. 13-35(1).

**21. DRIVEWAYS – PRIVATE**

City snow plows will not clear private driveways except under emergency conditions and with the approval of the Supervisor on duty. The snow placed in driveways by City plows is the responsibility of the property owner to remove. Snow from a private driveway may not be placed on or pushed across a City Street in accordance with Marshfield Municipal Code Sec. 13-35(2).

**22. PLOWING PRIVATE PROPERTY**

The City will not plow or clear snow or ice from private property unless it must be done to allow emergency vehicles access to private property for Fire, Police, or EMS calls.

**23 MAILBOXES**

The City will typically plow snow within the confines of curb line to curb line or edge of shoulder to edge of shoulder of a street. During frequent periods of heavy snow accumulations, storage areas for snow in the right-of-way may be limited. There may be times when City plows cannot physically place the snow to the curb line or edge of shoulder of the street. The adjacent resident will be responsible for cleaning snow around their mailbox to assure delivery of mail. The resident is also responsible for assuring that the mailbox is properly installed as required by the United States Postal Service Guidelines. This requires the face of the mailbox to be installed 6” behind the back of the curb or 6” behind the edge of shoulder and it should be constructed to be able to withstand snow

cleaning efforts by the City. During preliminary routine inspections, City staff will typically notify citizens when potential problems are observed with the location or if improvements to the structural integrity of their mailboxes need to be made prior to winter plowing operations. It will be the responsibility of the residents to properly relocate or improve the structural integrity of the mailbox prior to winter plowing operations. The City will document the mailbox locations that have been tagged for improvements. The City will not be responsible for damage to mailboxes which have not been relocated or repaired after the notification has occurred.

**24. REPORTS**

A storm record will be completed by the Department of Public Works – Street Division for each snow event. A snow event will be classified as any time city resources are used to remove/treat snow or ice. This record should contain operating times, weather conditions, and resources committed.

**25. DISCLAIMER**

This Manual may be affected by at least one or more of the following events which could delay or alter snow and ice control by the City:

1. Equipment breakdown
2. Vehicles disabled in deep snow.
3. Weather so severe as to cause work to be stopped for the safety of all personnel.
4. Unforeseen conditions and emergencies.

**26. DISTRIBUTION OF MANUAL**

This Manual shall be distributed to the following:

- A. City Mayor and City Alderman
- B. City Administrator
- C. Public Works Director
- D. City Attorney
- E. Street Supervisors
- F. Director of Parks and Recreation
- G. Police Chief
- H. Fire Chief
- I. Code Enforcement Division
- J. City Clerk