

CITY OF OSHKOSH SNOW & ICE REMOVAL POLICY

Revised 2-20-19

In order for a snow and ice removal program to be effective, a written policy must be established. This policy will guide personnel of the Street Division of the Department of Public Works concerned with deicing, plowing, and snow removal efforts. It not only gives snow removal crews a set of guidelines to follow, but also informs the general public of the procedures being followed so they may have a better understanding of the city's snow removal efforts.

This document is the official policy for snow removal for the City of Oshkosh. 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 Oshkosh will strive to maintain safe conditions for drivers observing winter driving conditions. However, this is not an absolute "bare pavement" policy.

It must be recognized that, although this policy sets general guidelines to be followed, each storm has its own character with variable conditions such as wind, extreme temperatures, timing, duration, and moisture content. The policy must remain flexible and take into consideration these variables.

DETERMINATION OF NEED FOR SNOW & ICE CONTROL PROCEDURES

The Street Division on call supervisors shall generally keep themselves apprised of changing weather conditions. However, the Department of Public Works relies heavily on the observations of Police Department personnel and various Internet weather sites to alert them to road conditions any time of the day. Weather reports issued by the National Weather Service also aid in preparation of snow and ice control deployments.

The implementation of the policy shall be dictated by actual road conditions. Three inches or more 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.

The responsibility for ordering out personnel and equipment for winter operations shall primarily be with the on call Street supervisor. During off duty hours, the on call Street Division supervisor and the Police Department shall keep watch. Second and third shifts will also keep the on call Street supervisor aware of changing road conditions.

SNOW & ICE CONTROL PROCEDURES

Deployment for ice control or snow plowing will commence at the direction of the on call Street supervisor. Services shall be provided in accordance with the following procedures.

ICE CONTROL

Ice control will commence, when, in the opinion of the on call supervisor, 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. The Street Division and Police Department will be in radio contact to assure that priority locations are addressed in a timely manner. Attention is given to city streets according to the following priority:

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| Priority 1 | Main Streets (Arterials) |
| Priority 2 | Secondary Streets (Collectors) |
| Priority 3 | Low Volume Residential Through Streets (Locals), Dead Ends, Cul-De-Sacs and Alleys |

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. The city uses salt by spreader application for most deicing operations. It should be noted that salt is only 20% as effective at 20° degrees as it is at 30° degrees. At colder temperatures it is even less effective. At very low temperatures, salt/abrasives may be used. This is much more expensive. For icy or packed snow conditions, we may use a salt/abrasive mixture to provide traction. These mixtures will be used at intersections where start/stop movements are frequent, at railroad crossings, on bridges, and on steep hills where slippery conditions make driving hazardous. The use of salt shall be minimized during extremely cold temperatures.

Anti-icing is a road maintenance strategy that attempts to keep the bond between ice and the pavement surface from forming. It involves applying salt brine before or at the very beginning of a storm at bridges, curves, and other hazardous locations. Using this strategy reduces total salt use and allows a higher level of service to the traveling public.

SNOW PLOWING

Snow plowing will commence when, in the opinion of the on call Street supervisor, sufficient snow exists to be a hazard to traffic. Snow events with accumulations of (3) inches or more will prompt the on call supervisor to prepare for City-wide plowing operations to include all streets, alleys, and municipal parking lots. Attention is given to city streets according to the designated priorities as follows:

Priority 1	Main Streets (Arterials)
Priority 2	Secondary Streets (Collectors)
Priority 3	Low Volume Residential Through Streets (Locals), Dead Ends, Cul-De-Sacs and Alleys

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 at a later time. 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 at one time so residents can shovel out driveways and sidewalks. It is best to wait, if possible, until we've finished plowing before shoveling out your driveway approach.

Parked and abandoned vehicles present obstacles to proper snow removal. Please refrain from parking on city streets during all snow removal operations.

When heavy snows are occurring during peak travel times, main streets (arterials) will be continually patrolled. Secondary streets (collectors) will be patrolled as frequently as possible. Low volume residential streets (locals) may not be plowed until the storm ends.

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 precipitation received, and the forecast.

In the days following a heavy storm or series of storms, Street Division crews will remove snow piles from dead ends, municipal parking lots, and cul-de-sacs during normal working hours. Hauling from commercial areas/downtown business districts will be done on 3rd shift to prevent disruption to traffic. These operations will not necessarily be performed after every storm event.

OPERATIONAL NOTES

EMERGENCY DECLARATION

PER MUNICIPAL CODE SECTION 27-33 SNOW EMERGENCY PARKING REGULATIONS

(A) Definitions

- (1) "Snow Emergency Parking": During a Snow Emergency, vehicles shall be parked only on the even numbered side of the street on those days and nights bearing an even calendar date during the portion thereof from 12 o'clock noon on the even calendar date to 12 o'clock noon on the following calendar date, and on the odd numbered side of the street on those days and nights bearing an odd calendar date during the portion thereof from 12 o'clock noon on the odd calendar date to 12 o'clock noon on the following calendar date. These parking restrictions would also apply to any bays in terraces or areas with bump-outs. This Section shall not be interpreted to allow on-street parking in areas where parking is otherwise restricted by Section 27-23 (A-11) or any other provision of this Municipal Code or State Statute.
- (2) "General Snow Emergency" means an emergency situation created when snowfall constitutes a serious public hazard, impairing transportation, the movement of food and fuel supplies, medical care, fire, health, and police protection and other vital facilities throughout the City.
- (3) "Limited Snow Emergency" means an emergency situation created whenever snowfall constitutes a serious public hazard, impairing transportation, the movement of food and fuel supplies, medical care, fire, health, and police protection and other vital facilities within a defined area within the City.

(B) Declaration of Snow Emergency. Whenever in their opinion the conditions exist making it necessary to declare a Snow Emergency, the City Manager or Director of Public Works or their respective designee is hereby authorized to declare a General or Limited Snow Emergency. Such emergency shall continue for a period of forty-eight (48) hours from the time it is announced or until such earlier time as snow plowing operations have been declared completed.

(C) Notification Process for Snow Emergency. The City shall provide notification of Snow Emergencies through the City's Media Services Division. The City may also use other means of notification as available and expedient.

(D) Parking of Vehicles During a Snow Emergency. During a Snow Emergency, vehicles within the area subject to the Snow Emergency Declaration shall park in accordance with Snow Emergency Parking Restrictions as defined within this Section.

- (E) Removal of Vehicles Parked in Violation of Snow Emergency Restrictions. It shall be unlawful to park or allow a vehicle to remain parked on any street within the City contrary to Snow Emergency Parking Restrictions. The Police Department may authorize the removal, including towing, of vehicles parked in violation of Snow Emergency Parking Restrictions. The operator or owner of the vehicle shall pay the reasonable charges for moving or towing or any storage of that vehicle parked in violation of Snow Emergency Parking Restrictions.

SNOW REMOVAL OPERATIONS

PER MUNICIPAL CODE SECTION 27-34 PARKING REGULATIONS DURING SNOW REMOVAL OPERATIONS

- (A) Authority to Designate Temporary No Parking Areas. When the Director of Public Works and Chief of Police shall determine that after any snowfall it is necessary to remove snow from the vehicular traveled portion of the streets or that the street is sufficiently narrowed by excessive snow having been plowed toward the curbing, so as to constitute a serious public hazard, impairing transportation and the movement of vehicular traffic, the Chief of Police or his/her designee may establish "no parking" zones on any streets where snow removal operations will be taking place. Such "no parking" areas shall be marked with appropriate moveable signs not less than four (4) hours prior to the commencement of the snow removal operation, and such streets may be shut off and blocked at all times while the crews are operating thereon.
- (B) Parking in Violation of Temporary No Parking Areas. It shall be unlawful to park a vehicle on such streets contrary to any parking restrictions imposed under this section. The Police Department may authorize the removal, including towing, of vehicles parked in violation of parking restrictions imposed under this section. The operator or owner of the vehicle shall pay the reasonable charges for moving or towing or any storage of that vehicle parked in violation of any parking restrictions imposed under this section.

PRIVATE REMOVAL OF SNOW

PER MUNICIPAL CODE SECTION 25-68 (2) SNOW REMOVAL

- (2) Deposit On Streets and Near Fire Hydrants Prohibited.
- (A) No person shall throw, or put, or cause to be thrown or put, any snow or ice onto any fire hydrant, or cause to be blocked or covered or interfere with the use of fire hydrants.

- (B) No owner of real property within the City shall remove or cause or allow to be removed any snow or ice from private property including but not limited to driveway, parking lot, parking area, business property, or other area onto any public right-of-way or public property. No owner of real property within the City shall remove or cause or allow to be removed any snow or ice from a sidewalk or driveway apron onto any alley or street.
- (C) Snow removed from public sidewalks shall not be stored in any manner which will unreasonably obstruct or limit vehicular or pedestrian vision, movement, or access.
- (D) If the owner of such premises shall fail to remove such snow and ice or to sprinkle a sidewalk as required, or if the owner deposits or causes to be deposited or allows snow or ice to be deposited upon any public right-of-way or public property contrary to these provisions, such actions shall be considered a nuisance. Any person violating any of the provisions of this section shall be subject to a forfeiture of not less than twenty dollars (\$20) nor more than fifty dollars (\$50) for a first offense and not less than thirty dollars (\$30) nor more than one hundred dollars (\$100) for any subsequent offense. Each day any violation of this ordinance continues shall constitute a separate offense.

**PER MUNICIPAL CODE SECTION 25-30.1 TRAFFIC INTERFERENCE CAUSED BY
BUILDUP OF ICE.**

- (A) Property owner to prevent obstruction by ice. No owner or occupant of any lot or premises within the City shall permit or allow water, from a sump pump or any other source upon his premises or premises occupied by him, to form ice so as to obstruct or interfere with the free passage of vehicular or pedestrian traffic upon the streets or sidewalks adjacent to said premises.
- (B) Duty to remove ice after notification by City. No person shall neglect to remove any ice which obstructs the free passage of vehicular and/or pedestrian traffic after being requested and notified to remove same by any police officer, Board of Public Works of the City, or the Director of Public Works of the City.

PRIVATE DRIVES AND PARKING LOTS

No private driveways or parking lots will be plowed by Street Division crews. Some snow and ice may be deposited in private driveways by normal plowing operations. **This snow will not be removed by Street Division crews.**

DAMAGED MAILBOXES

The Department of Public Works Street Division has experienced some problems during snow plowing with the incorrect placement of mailboxes. The United States Postal Service (USPS) has requirements for mailbox placement and the Department of Public Works has requirements in order for the snow plow operators to clear snow. Remember that weather, frost, and age will affect a mailbox and annual maintenance by the resident is recommended.

The USPS requirements are as follows: place the front of the mailbox 6 to 8 inches back from the curb. Place the mailbox 41 to 45 inches from the road surface to the bottom of the mailbox or point of mail entry. In areas where there is no curb, the height of the mailbox should be 48 inches from the top of the ground to the bottom of the mailbox.

The Department of Public Works will not accept liability for mailboxes found with measurements outside of the USPS requirements. If a plow truck damages a mailbox due to the force of the snow rolling off the plow, the mailbox will not be repaired or replaced by the Department of Public Works. Mailboxes that meet the USPS requirements and are able to be repaired to working condition, **will be repaired and will not be replaced**. The Department of Public Works may choose to replace a mailbox damaged beyond repair with a standard mailbox approved by the USPS. The Department of Public Works may, upon request of the property owner, provide \$50.00 towards the replacement cost of said mailbox.

Claims for mailbox damage must be submitted to the Street Division (232-5380) within 36 hours after damage. Final judgment will be made by a Public Works Supervisor.

STALLED VEHICLES

Street Division personnel shall not tow or push stalled vehicles unless so directed by the Police Department in the case of an emergency. Street Division personnel shall not provide rides for stranded motorists. Assistance may be provided to the motorist by contacting a supervisor or calling police.

COMPLAINTS

Complaints regarding snow or ice removal operations should be directed to the Street Division during normal working hours of 7:00 a.m. to 3:00 p.m. Monday through Friday at 232-5380 or the Public Works Department during normal working hours of 8:00 a.m. to 4:30 p.m. Monday through Friday at 236-5065. The Field Operations Manager or Director of Public Works will review the location and nature of the complaint, and make an appropriate response.