

# **Menominee County Highway Department**



## **Snow Removal and Ice Control Policy**

**Developed by the  
Menominee County Highway Department and  
Approved by the  
Menominee County Highway Committee on  
11 Dec 2012 (Updated 09 Jan 2023)**

# Snow Removal and Ice Control Policy



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## Snow Removal and Ice Control Policy

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### 1. What is the purpose of this policy?

- 1.01 The purpose of this snow and ice removal policy is to ensure that Menominee County Highway Department's (MCHD) snow removal and ice control operations provide the greatest amount of benefit to the greatest amount of people in the shortest period of time. It accomplishes this by taking into consideration factors such as safety, road classes, population density, business and education centers, emergency services routes, road conditions, areas prone to drifting or icing, and financial constraints on snow and ice removal operations.
- 1.02 Due to the variable nature of snow removal and ice control work, this policy is not all inclusive and is intended to provide flexibility based on conditions. The snow and ice control operator's experience and judgment will ultimately dictate decisions made regarding snow removal and ice control on a case-by-case basis. Accordingly, this policy is intended to provide guidance to the snow and ice control operator during his/her decision making process.
- 1.03 This policy does not assure a bare pavement for all classes of roads, for continuous sections of pavement may not be regularly sanded/salted or have anti-icing agents applied. As such, Menominee County residents and users of the Menominee county, town and tribal road system will need to exercise caution and drive with care.

### 2. How are roads prioritized in Menominee County? Roads throughout Menominee County are prioritized on a scale of one to four, with one being the highest priority and four being the lowest priority.

- 2.01 Priority 1 – The highest priority in terms of snow removal and ice control is assigned to the minor arterial roads<sup>1</sup> and select roads listed below. These roads will be maintained to bare pavement and certain portions may have anti-icing agents applied, especially in areas prone to icing, such as bridge decks, shaded areas and corners (Note: routes will not necessarily be plowed in the exact sequence shown):
  - A. State Highway 47 (minor arterial);
  - B. State Highway 55 (minor arterial);
  - C. Courthouse Lane (EMS route);
  - D. Wolf River Drive (government, Law Enforcement and EMS route);
  - E. Our Children's Road (fire route);
  - F. Weso Road Road (fire route);
  - G. White Cedar Road (fire route); and
  - H. Intersection at CTH "M" and "AA", including fire station parking lot (fire route).
- 2.02 Priority 2 – The second highest priority is assigned to the major collectors and other select roads listed below. These roads may or may not be maintained to bare

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<sup>1</sup> There are five functional classes of roads in the State of Wisconsin: (1) principal arterials, which generally consist of interstate highways; (2) minor arterials, which generally consist of State trunk highways; (3) major collectors, which generally consist of County trunk highways; (4) minor collectors, which generally consist of roads connecting higher traffic roads to local roads; and (5) local roads. There are no principal arterial roads in Menominee County.

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pavement and certain portions may have anti-icing agents applied, especially in areas prone to icing, such as bridge decks, shaded areas and corners (Note: routes will not necessarily be plowed in the exact sequence shown):

- A. CTH "M", east and west;
- B. CTH "VV", east and west;
- C. CTH "AA";
- D. Tribal Office Loop Road;
- E. Old South Branch Road;
- F. Rushes Lake Road;
- G. Rabbit Ridge Road;
- H. Long Lake Road;
- I. East Line Road; and
- J. Go Around Road.

2.03 Priority 3 – The third highest priority shall be provided to the minor collectors and other select roads listed below. These roads may or may not be maintained to bare surface and certain portions may have anti-icing agents applied, especially in areas prone to icing, such as bridge decks, shaded areas and corners (Note: routes will not necessarily be plowed in the exact sequence shown):

- A. Selected roads in the Keshena area:
  1. Burnette Lane and Brooks Lake (Commot Lane and Pine Ridge);
  2. Warrington Road, Chief Tomah Road to Chief Souligney Road;
  3. Keshena Falls Road; and
  4. Keshena Lake Road.
- B. Selected roads in the Neopit area:
  1. White City – All roads;
  2. Dog Town – All roads;
  3. Sewer Circle – All roads;
  4. M-Connector; and
  5. Ponfil Road.
- C. Midway – Midway Road
- D. Selected roads in the Middle Village area:
  1. Hickory Road; and
  2. Yellow Birch;
- E. Selected roads in the South Branch area:
  1. St. Joseph's Church Road;
  2. Joe Johnson Road; and
  3. Nacotee Addition.
- F. Selected roads in the Legend Lake area:
  1. North Side
    - (a) Lake View North;
    - (b) Lake View South;
    - (c) Grey Eagle;
    - (d) Timber Trail – Tall Moon;
    - (e) Spotted Fawn;
    - (f) Blue Heron Trail; and
    - (g) Sun Dance Lane.
  2. South Side
    - (a) Silver Canoe;
    - (b) Onanekwat Resort (Trailer Court);
    - (c) Rawhide Road;

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- (d) Round Lake;
  - (e) Rainbow Road;
  - (f) Sunrise Road and Sunrise Path;
  - (g) S.E. Bass Lake;
  - (h) Twin Oaks Road and Twin Oaks Court;
  - (i) Red Wing Way; and
  - (j) Moshawquit Lake Road.
- 2.04 Priority 4 – The fourth highest priority shall be provided to all local roads (e.g., those not assigned as priority 1, 2 or 3).

### **3. How does the MCHD respond to winter weather events?**

- 3.01 If the snowfall event is less than one inch:
- A. MCHD will conduct limited snow removal and ice control operations.
  - B. Snow removal and ice control operations will be conducted in areas where Menominee County 911 Center so request.
  - C. MCHD operators will be called in on a limited basis if the event occurs after the MCHD normal business hours.
- 3.02 If the snowfall event is one inch to four inches:
- A. MCHD will conduct snow removal and ice control operations between the hours of 4:00 a.m. and 10:00 p.m.
  - B. Events occurring on or after 10:00 p.m. will not be responded to until 4:00 a.m. the following morning. Limited snow removal and ice control operations will be conducted after 10:00 p.m. and before 4:00 a.m. the following day in areas where the Menominee County 911 Center so requests.
  - C. All MCHD operators, including the Mechanic and Shop Clerk, schedules may be adjusted to ensure that MCHD can effectively respond to the event.
  - D. Graders and/or front-end loaders may be used to plow certain dirt roads (e.g. South Line Road, Old South Branch Road Cut-Across, Spirit Rock Road, etc.).
- 3.03 If the snowfall event is in excess of four inches:
- A. MCHD will conduct snow removal and ice control operations throughout the duration of the snowfall activity regardless of time of day.
  - B. All MCHD personnel, including the Mechanic and Shop Clerk, schedules will be adjusted to ensure that MCHD can effectively respond to the event.
  - C. Under no circumstance will an operator be allowed to remain on the road in excess of 14 hours.
  - D. Notwithstanding lunch and routine breaks, operators are required to take 15 minute breaks outside of their vehicles every four hours.
  - E. In the event a snowfall event is expected to exceed 8 inches, graders and/or front-end loaders will be used to help plow/move heavy accumulations of snow. Graders may also be used to address heavy drifting and hard packed snow and ice on roads.
- 3.04 If the winter event involves freezing rain, drizzle, or an ice storm:
- A. MCHD will conduct ice control operations throughout the duration of the event regardless of time of day.
  - B. Anti-icing operations (e.g. applying salt granules, salt/sand mix, brine or other deicing agents) will commence prior to the start of the event.
  - C. All MCHD personnel, including the Mechanic and Shop Clerk, schedules will be adjusted to ensure that MCHD can effectively respond to the event.
  - D. Under no circumstance will an operator be allowed to remain on the road in excess of 14 hours.

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- E. All operators shall be provided a minimum of a six hour rest period between shifts.
  - F. Notwithstanding lunch and routine breaks, operators are required to take 15 minute breaks outside of their vehicles every four hours.
- 3.05 If the winter event results in downed trees or the potential for downed trees, MCHD will cut or remove those trees prior to conducting snow removal and ice control operations.

### 4. What are all of the Assigned Routes?

No.	Route	Driver
5.01	STH 47	Rick Wilber, Highway Maintenance Specialist; Truck No. 30
5.02	STH 55	Slade King, Highway Maintenance Technician; Truck No. 31
5.03	Neopit and Zoar Streets, CTH "M" West to CTH "WW", Wheelock Road, White Cedar Road.	Adrian Feather, Highway Maintenance Technician; Truck No. 27
5.04	CTH "VV" East (includes the southern portions of Legend Lake, South East Bass Lake area, Moshawquit Lake area, LaMotte Lake Roads, CTH "VV" East, and Round Lake)	Ken Casper, Patrol Superintendent; Truck No. 21
5.05	Middle Village Area, Max Martin Road, West Branch area, and CTH "VV" West	Andy Gracia, Highway Maintenance Technician; Truck No. 36
5.06	Old South Branch Road (includes northern portions of Legend Lake and Old South Branch Trail)	Elliott Miller, Highway Maintenance Technician; Truck No. 26
5.07	South Branch area (includes CTH "M" East, CTH "M" West to "WW", CTH "AA", Church Loop, Milk Run, Joe Johnson, Camp 23, Gus Corn, Otrodovec Loop, Trampe, Fanny Lemay Road, Goodman Fields)	Frankie Reiter, Highway Maintenance Technician; Truck No. 38
5.08	Keshena area (includes Keshena Streets, Warrington Addition, School View, Pine Ridge and Brooks Lane, Tribal Office Loop, Go Around Road, Rabbit Ridge area, Kittecon Road, Keshena Lake Road, Transfer Site Road, Fair Grounds Road, Courthouse Lane and Tribal Clinic area)	John Eggert, Highway Maintenance Technician; Truck No. 23
<b>NOTE:</b> Routes will not necessarily be plowed in the exact sequence shown above.		

- 5.09 Operators initially assigned to Priority 1 routes must clear both lanes of Priority 1 routes before switching to Priority 2 routes, while operators initially assigned to Priority 2 routes must clear both lanes of Priority 2 routes before switching to Priority 3 routes, and so on.
- 5.10 Operators that have cleared their routes may be re-tasked to perform work on other routes.

### 5. How does the MCHD Prepare for Snow and Ice Control Operations? During an average year, snow removal and ice control accounts for half of the planning, preparation

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and operation of the MCHD. MCHD recognizes that residents, businesses, schools, government employers, and emergency services personnel depend on MCHD to provide a safe, winter driving experience with a minimum amount of interruption. Examples of the steps MCHD takes to ensure its operators are well-trained, prepared, and equipped to respond to winter driving conditions include the following:

- 5.01 The Highway Commissioner and Foreman make all route assignments for the Highway Maintenance Specialists and Technicians by September 30<sup>th</sup> of each year.
- 5.02 Blades for all plow and wing assemblies are ordered by the Shop Clerk by July 15<sup>th</sup> of each year.
- 5.03 Operators will conduct dry runs and inspect roads for manhole covers and overhanging tree limbs to determine if they need to be trimmed or cut down;
- 5.04 Blades for all plows and wing assemblies are installed by the Mechanic by October 31<sup>st</sup> of each year. Plow and wing assemblies are staged in the shop yard by October 31<sup>st</sup> of each year.
- 5.05 All snow and ice control equipment are installed at a time deemed appropriate each year.
- 5.06 All salt supplies are ordered and delivered by November 15<sup>th</sup> of each year.
- 5.07 Video and hands-on training is provided to the operators by November 15<sup>th</sup> of each year.
- 5.08 Operators conduct dry runs to familiarize/re-acquaint themselves with their routes and plow equipment prior to any winter event.
- 5.09 The Highway Commissioner and the Foreman use the Maintenance Decision Support System to monitor the weather and road conditions. This system uses information gathered from the National Weather Service to make predictions on road conditions and makes recommendations on road treatments.
- 5.10 The MCHD also relies upon first-hand accounts provided by law enforcement, emergency services personnel, and the community.
- 5.11 Briefings prior to snow removal and ice control operations are conducted, and debriefings are conducted at the conclusion of the operations to identify improvements that can be made.
- 5.12 Detailed statistics regarding labor, equipment and material usage are tracked and reported to the State and Highway Committee.
- 5.13 All operators conduct pre-trip inspections of their vehicles prior to disembarking on their routes, to include a radio check.

### **6. What can I keep on the road surface, road shoulder, or in the right-of-way?**

Generally, you should try to keep parked vehicles, basketball hoops and other recreational equipment, landscaping, fencing, and garbage receptacles off of the road surface and out of the road shoulder and right-of-way. Although MCHD operators are well trained and experienced in snow removal and ice control operations, weather events, road conditions, and traffic, among other factors, present certain driving challenges for the operators. As such, MCHD is not responsible for damage to private property placed on the road surface, road shoulder, or in the rights-of-way. In addition, parked vehicles are required by law to be kept off of the shoulders and out of the right-of-ways beginning on November 15<sup>th</sup> and ending on March 15<sup>th</sup>.

### **7. Will MCHD repair or replace my mailbox if it is damaged by a snowplow?**

MCHD will only repair or replace mailboxes that are damaged as a result of a direct impact from plows or wings or damaged due to the force of the snow and ice rolling off the plow; provided that, the mailbox has been installed in accordance with the U.S. Postal Service's Mailbox

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Guidelines (refer to the U.S. Postal Service's website at <https://www.usps.com/manage/know-mailbox-guidelines.htm> for more information). MCHD will only replace mailboxes if it cannot repair the mailbox, and MCHD will only replace the mailbox with mailboxes available in stock at the MCHD facility. Operators are required to report suspected damage to mailboxes at the time of the incident.

- 8. Can I shovel or blow snow into the road or sidewalks?** Generally, you should not. It will result in larger windrows/drifts in front of your home. Additionally, piles of snow in the area of the gutter will inhibit drainage resulting in buildups of ice in the gutter and on the sidewalk. Residents are advised to place all snow removed from sidewalks and driveways on adjacent landscaped areas. This practice will benefit the vegetation, reduce the amount of runoff, and will help to manage the amount of snow and ice in the street.
- 9. What should I do if I have an emergency and my road isn't plowed?** If an emergency situation occurs, call 911. Equipment will be diverted for emergencies only when requested by the Menominee County 911 Center.
- 10. Will the MCHD provide assistance to drivers?** MCHD operators will not tow, push or pull drivers stuck in the snow or who are involved in other non-life threatening situations. In the event of an accident or life threatening situation, MCHD operators will contact 911 immediately and provide assistance if they can do so safely and in a manner consistent with their training. The decision to provide assistance is subject to the operator's sole discretion.
- 11. Can the MCHD plow my driveway?** Under no circumstance can a MCHD operator use county equipment to plow or salt privately owned, commercial, or residential property.
- 12. Does the MCHD repair potholes during the winter?** Yes. Freeze and thaw effects on pavement can rapidly form potholes. Operators are dispatched as quickly as possible to repair potholes that create a hazardous condition or create the potential for vehicle damage. Residents are encouraged to contact MCHD to report potholes.
- 13. Why didn't the operator plow my road when he/she drove by?** The operator is required to plow higher priority roads first before he/she can address lower priority roads, so he/she will make it back to your road after once both lanes on higher priority roads are cleared first. It's also possible the operator is returning back to the MCHD shop for fuel or maintenance.
- 14. Why do the plows always deposit snow in my driveway?** Unfortunately, current plowing methods will often result in snow being deposited in driveways. This is a problem for most residents living in the Midwest during the winter months.
- 15. What types of chemicals/agents are deposited on the roads by MCHD?** At the present moment, MCHD only uses salt, sand/salt mix, or a salt brine solution for anti-icing and deicing operations. There are no future plans to use chemicals or other agents.
- 16. How far behind a snowplow should I operate my vehicle?** For your own safety, MCHD recommends you stay 200 feet (15 car lengths) back behind a snowplow. This will ensure that you are able to see oncoming traffic in the event a snowplow throws up a cloud of snow thereby reducing your visibility.



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- 17. Should children play in the shoulder or rights-of-way while a snowplow is operating?** A snowplow can throw snow well into the right-of-way, and the snow it throws may consist of ice, rocks and other debris. In addition, most snowplows have a wing mounted on the right side of a snowplow that can clear snow and ice well into the shoulder of a road. For these reasons, parents are urged to tell their children to stay clear of the road shoulders and rights-of-way as snowplows are passing, and they should never attempt to catch or be covered by the snow being thrown from the plows. Moreover, mounted on the backs of the snowplows are powerful salt spreaders and augers that contain fast moving parts that can severely injure or result in the death of a person, especially children, attempting to catch (or “hook”) a ride on a passing snowplow.
- 18. Will snowplows pull over if there are too many cars behind them?** If there are five or more cars behind a snowplow, MCHD expects its operators to pull over to the side to allow traffic to pass the vehicle. It’s possible, however, that MCHD operators are not able to see traffic behind them, especially during blowing snow conditions or heavy snowfall events.
- 19. What personnel and equipment does MCHD have?**
- 19.01 Personnel
- A. MCHD has the following 13 employees:
    - 1. Highway Commissioner;
    - 2. Patrol Superintendent;
    - 3. One Office Manager;
    - 4. One Maintenance Specialist;
    - 5. Six Maintenance Technicians; and
    - 6. One Mechanic.
  - B. Nine of the eleven employees carry Commercial Drivers Licenses and are authorized to conduct snow removal and ice control operations.
  - C. The Mechanic will only conduct snow removal and ice control operations on an as-needed basis.
- 19.02 Facilities and Equipment. MCHD has—
- A. Eight plow/sander trucks;
  - B. Two graders for conducting heavy snow removal operations;
  - C. Two front-end loaders capable of limited snow removal operations;
  - D. One 2,000 ton enclosed salt storage shed;
  - E. One 3,000 gallon brine tank;
  - F. One 200 gallon anti-icing trailer-mounted tank; and
  - G. Other assets designed to help in snow removal and ice control operations.
- 20. Is there a map of the routes?** Yes, there is a map of the snowplow routes. That map is available on the MCHD website and is updated annually. Copies of the map are also available at the MCHD offices.
- 21. Can MCHD deviate from this policy?** Yes, but only for exceptional events. When conditions warrant, the Highway Commissioner, in consultation with the Foreman, Sheriff, and/or Emergency Management Director, may order a departure from these guidelines when, in his or her opinion, conditions warrant such action.
- 22. Where can I get more information?** Please contact the MCHD if you have any questions or need more information about our snow removal and ice control operations. We can be reached at W2703 Chief Carron Road, Keshena, WI 54135, or by calling 715-799-3635.