

## SNOW REMOVAL AND ICE CONTROL OPERATIONS MANUAL

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## **SNOW REMOVAL AND ICE CONTROL OPERATIONS MANUAL**

### **1) INTRODUCTION**

The following policies and procedures of this Manual will provide a guide in planning for common sense, effective snow and ice removal for the City of Forest City, Iowa. Our goal is to provide the best snow removal and ice control possible under emergency conditions to the best of our ability. By preparing this Manual and planning for a "Snow Emergency", we will provide effective snow and ice control for the citizens of Forest City.

Several departments assist the Street Department in these efforts to remove snow and ice. The Police Departments' advisories to street conditions are very important. Manpower from the Sanitation and Line Departments are utilized in the operating of the trucks and loader; the Parks Department assists in cleaning sidewalks. Without planning and cooperation, our efforts would be greatly hindered.

NOTE: This Manual is subject to change at any time with the recommendation of the Street Superintendent and approval by the Mayor/Council.

### **2) SCOPE OF PROGRAM**

In the City of Forest City, we have approximately thirty miles of streets and alleys. We have five City parking lots, a clinic complex, and a one and one-half mile long airport runway and taxi area. With an average of 40 inches of snow per year and in excess years 95-100 inches of snow will fall in Forest City. The problem of snow and ice control is very large, complex, and costs thousands of dollars annually.

The City does not have a bare road policy. Streets will become snow packed and may remain that way for an extended period of time.

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### **3) GENERAL INSTRUCTIONS**

The Street Department has the primary responsibility for snow removal and ice control in the City of Forest City, Iowa, with the field operation directed by the Street Superintendent, under the direction of the Mayor. Assistance is provided by the Line Department, Sanitation Department, Parks/Rec Department, and Police Department. This is invaluable to the success of the snow and ice control program.

Normal hours of operation are from 7:00 a.m. to 3:30 p.m., as stated in Section 2.10 Work Day, in the employee handbook. Every effort will be made to allow employees time off from 8:00 p.m. till 3:00 a.m., so crews can be rested.

During off-duty hours, when conditions warrant initiating snow removal operations, Street Department personnel will contact the Street Superintendent to notify him of their availability to work. If a Street Department employee, or an employee working for the Street Department on snow removal, is going to be out of town, the Street Superintendent will be notified.

All accidents involving City-owned vehicles during snow removal and ice control will be reported to the Street Superintendent and Police Department immediately.

### **4) STORM PROCEDURES**

During the stages of winter storms, the Street Department, with aid from the Police Department, will attack the snow as conditions develop:

- a) The Police Department notifies the Street Department of hazardous driving conditions due to snow or ice.
- b) The Street Superintendent monitors conditions and decides to commence operations.
- c) The Street Superintendent will keep abreast of changing forecasts and conditions.
- d) If snow or ice cause hazardous driving conditions during non-working hours, the Police Department will contact the personnel on call and the Street Superintendent.

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### **5) SNOW REMOVAL OPERATIONAL PROCEDURES**

#### **a) PHASE I**

- 1) Snow removal on snow routes.
- 2) Roadways plowed curb to curb.
- 3) Sand/salt application operation on arterial roadways, clinic & ambulance public safety drives, intersections and snow route intersections.
- 4) Parks Department plows and treats City sidewalks.
- 5) Snow ordinance enforcement support in effect.

#### **b) PHASE II**

- 1) Snow removal on residential streets, cul-de-sacs, gravel roads and public alleys.
- 2) Snowplows make two passes on all residential streets to open the streets for traffic.
- 3) Front-end loader dispatched to City parking lots for snow removal operation. Thorough cleanup at each is made.
- 4) Sand/salt application operation on residential street intersections.

#### **c) PHASE III**

- 1) Uptown Business District snow removal cleanup operation.
  - a) Operation begins at 1 a.m. to 7 a.m.
  - b) Snow is removed from sidewalks and public parking, and is wind rowed to the middle of the street and relocated.
  - c) Sand/salt reapplication operation to public parking areas and streets.

#### **d) PHASE IV**

- 1) Storm snow removal cleanup.
- 2) Sand/salt application operation on slick sites.

#### **e) PHASE V**

- 1) Fleet maintenance, equipment repair and cleaning.
- 2) Sand/salt application operation on roadways and intersections, as needed.

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### 6) SNOW ORDINANCE

- a) 69.13 Snow Removal. No person shall park, abandon or leave unattended any vehicle on any public street, alley, or City-owned off-street parking area when the snow is falling and for a period of forty-eight (48) hours after cessation of a snowfall, unless the snow has been removed or plowed from said street, alley, or parking area. (*Code of Iowa, Section 321.236(1).*)
  
- b) 135.12 Dumping of Snow. It is unlawful for any person to throw, push, or place, or cause to be thrown, pushed or placed, any ice or snow from private property, sidewalks, or driveways onto the traveled way of a street or alley so as to obstruct gutters, or impede the passage of vehicles upon the street or alley or to create a hazardous condition therein; except where, in the cleaning of large commercial drives in the business district, it is absolutely necessary to move the snow onto the street or alley temporarily, such accumulation shall be removed promptly by the property owner or agent, and only after first making arrangements for such prompt removal at the owner's cost of the accumulation within a reasonable short time. (*Code of Iowa, Section 364.12(2).*)
  
- c) 135.13 Accumulation of Snow at Corners. It is unlawful for any person to throw, push or place, or cause to be thrown, pushed or placed, any ice or snow on private property at the corners of intersections of traveled streets, so as to obstruct the view of motorists as they approach the corner, except when in the cleaning of a large commercial driveway or parking lot, it is absolutely necessary to move the snow into the corner temporarily, and only after first making arrangements for the removal of the accumulation at the owner's cost within a reasonably short time.
  
- d) 136.03 Removal of Snow, Ice and Accumulations. It is the responsibility of the abutting property owners to remove snow, ice and accumulations promptly from sidewalks. If a property owner does not remove snow, ice or accumulations within twenty-four (24) hours, the City may do so and assess the costs against the property owner for collection in the same manner as a property tax. (*Code of Iowa, Section 364.12(2b & e).*)

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### **7) SNOW PLOWING GENERAL INSTRUCTIONS**

- a) Snow plowing will consist of two passes on each side of the street to move snow to the curb of the street.
- b) Snowplow operators will not clean driveways. Snow pushed in driveways is the property owner's responsibility. According to the Ordinance, snow will not be thrown from private driveways or sidewalks onto a City street. If an emergency arrives and a private driveway has to be cleaned, the Mayor and Street Superintendent will be notified.
- c) Mailboxes are the property owner's responsibility to clean out. Every effort will be made to clear snow to the curb line. The City will be responsible for damage to mailboxes only if they were properly constructed and follow the guidelines as follows:
  - 1) Height: 42 inches from roadway surface to bottom box.
  - 2) Lateral Offset: Post is set back of curb line and face of box is six inches back of the back of curb. No part of the box may extend beyond the curb.
- d) According to Ordinance, parking on City streets, alleys, and parking lots is prohibited during and for 48 hours after a snowstorm, or until said street, alley, or parking lot is cleaned. The Police Department is notified when we begin plowing and will ticket and/or tow any violators.
- e) Railroad crossings will be sanded as requested by the railroad companies to prevent vehicles from sliding into the path of trains.
- f) Complaints will be monitored by City Hall and will be logged on complaint forms.

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### 8) CHEMICALS AND ABRASIVE SPREADING

The City of Forest City does use sand premixed with salt at the rate of 200 pounds to 1 ton of sand. Because of our hilly terrain, the City will mix for an average winter – 500 tons of sand to 50 tons of salt. Rock salt is also used, which averages 150 tons per season. Chemicals are applied to intersections, curves and steep grades.

### 9) SNOW PLOWING SYSTEM

Streets receiving “First Priority” plowing will be major arterial and collector streets. These will connect police, fire, ambulance and clinic areas. These routes will be kept open whenever possible. When conditions make this impossible, plowing will be done on an emergency basis only.

First Priority Streets (see Attached Map)

- a) Clark Street (Park Street to “O” Street)
- b) “J” Street (Best Street to North Golf Course Road)
- c) 4<sup>th</sup> Street (Jct Hwy 69 to Secor Avenue)
- d) Secor Avenue (4<sup>th</sup> Street & “L” Street to Jct of Hwys 69 & 9)
- e) “I” Street
- f) Crystal Lake Road (Spring Valley Road to 4<sup>th</sup> Street)
- g) Spring Valley Road (Crystal Lake Road to “I” Street)
- h) “O” Street (City Limits – West – to Secor Avenue)
- i) 11<sup>th</sup> Street (“O” Street to “J” Street)
- j) “K” Street (6<sup>th</sup> Street to Central Street)
- k) “L” Street (6<sup>th</sup> Street to 4<sup>th</sup> Street)
- l) Park Street (Clark Street to 4<sup>th</sup> Street)
- m) North and South Golf Course Road (Hwy 9 to Pilot Knob Road)
- n) Pilot Knob Road (South Golf Course Road to City Limits)
- o) Clinic Drive (From Highway 9 to Clinic Complex)
- p) John K. Hanson Drive (“J” Street to South of Indian Avenue)
- q) All other streets will receive second priority, with alleys being last priority.

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**10) ROUTE ASSIGNMENTS AND EQUIPMENT** (See attached maps for Locations)

<u>Route Assignments</u>	<u>Equipment</u>
Unit No. 172	Two-Way Plow/Sander
Unit No. 173	Two-Way Plow/Sander
Unit No. 174	Two-Way Plow
Unit No. 175	Two-Way Plow
Unit No. 176	Maintainer
Unit No. 621C	End Loader

**11) EMERGENCY TELEPHONE NUMBERS**

a) Mayor	582-4889 (H)	582-5431 (W)
b) Street Superintendent	585-3349 (H)	585-2829 (W)
c) Electric Superintendent	582-5635 (H)	585-2362 (W)
d) Water Superintendent	582-4591 (H)	585-2463/581-2341 (W)
e) Police Department	585-2113	
f) Parks/Rec Director	585-3522 (H)	585-4860 (W)
g) Medical Center	585-2904	

**12) BUSINESS DISTRICT** (see attached map for Business District definitions)

Immediately after a snowstorm, the City windrows snow to the curb of the business district streets and stockpiles snow in City parking lots. As soon as possible, snow will be hauled from the business district. Parking lot stockpiles will be hauled as time permits.

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### **13) SNOW HAULING LOCATIONS**

- a) Clark Street from "M" Street to "G" Street
- b) 6<sup>th</sup> Street from "L" Street to "I" Street
- c) 4<sup>th</sup> Street from "L" Street to "J" Street
- d) "I" Street from Clark Street to 6<sup>th</sup> Street
- e) "J" Street from 6<sup>th</sup> Street to Central Street
- f) "K" Street from 6<sup>th</sup> Street to 4<sup>th</sup> Street
- g) "L" Street from 6<sup>th</sup> Street to 4<sup>th</sup> Street
- h) City Parking Lot – 4<sup>th</sup> & "K" Streets
- i) City Parking Lot – School Street
- j) City Parking Lot – Law Enforcement Center & Immanuel Lutheran Church
- k) City Parking Lot – City Hall
- l) City Parking Lot – Police Station – "O" & 4<sup>th</sup> Streets
- m) City Parking Lot – 200 Block of North Clark Street

### **14) SNOW HAULING STORAGE LOCATIONS**

- a) Pammel Park Road – East
- b) Highway No. 69 – West Side – South of East "G" Street

### **15) SNOW FENCE LOCATIONS**

- a) Country Club Road – North Side – 6 Rolls – 120' Set Back
- b) Dellwood Drive – North Side – 4 Rolls – 120' Set Back
- c) John K. Hanson Drive – 15 Rolls
- d) Spring Valley Road – 15-20 Rolls
- e) West "I" Street and Hillhaven Drive – 1 Roll

### **16) DAILY LOG (Sample Attached – P. 10)**

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**17) MAPS (See Attached)**

- a) Business District Map
- b) Emergency First Priority Map
- c) Route Assignment – Unit #172
- d) Route Assignment – Unit #173
- e) Route Assignment – Unit #174
- f) Route Assignment – Unit #175
- g) Route Assignment – Unit #176
- h) Route Assignment – Unit #621C
- i) Daily Log Sample Sheet