

CITY OF ARMA

SNOW PLOWING/ICE CONTROL POLICY

1. PURPOSE

The City of Arma needs to adopt a policy regarding efficient and timely removal of snow and control of ice in order to best provide for safe travel within the City of Arma. This policy outlines the responsibility within the Public Works Department (PWD) in order to accomplish this goal.

2. POLICY

The Director of Public Works (DPW) has classified city streets based on street function, relative street function, relative traffic volume, and importance to the welfare of the community. Those streets classified as priority "A" streets will be plowed first. These are higher volume streets, which connect major sections of the city and provide access for emergency fire, police, and medical services. The second priority streets "B" are those streets and alleys providing access to schools and commercial businesses. The third priority streets "C" are low volume residential streets and intersections. Fourth priority "D" are residential alleys.

3. PROCEDURES

The DPW or designated representative (DR) monitors the street conditions during normal PWD business hours, Monday thru Friday/ 7:00 AM-3:30 PM. During DPW "off hours" the Arma Police Department personnel shall notify the DPW or his DR. of deteriorating travel conditions within the city and he in turn notifies PWD personnel of snow or ice conditions needing attention. PWD personnel are notified any time travel conditions are deteriorating and the DPW or DR feels a need to act upon it.

4. RESPONSIBILITY

The DPW or DR monitors the street conditions to determine the timing and amount of equipment and personnel necessary to clear the streets.

The DPW or DR has the responsibility of determining plow routes and sequencing of operations in accordance with priorities as established in Exhibit A. The DPW or DR shall retain the latitude to adjust sequencing or route assignments based on storm conditions, equipment availability and/or other conditions warranting changes.

It is the responsibility of each Snow Plow/ Equipment Operator in the PWD to be aware of the department guidelines for Snow Plow/Equipment Operators. (See Exhibit B). It is the DPW responsibility to discuss these guidelines as well as the whole Snow Plowing/Ice Control Policy with all PWD personnel on an annual basis.

5. COMMENCEMENT OF OPERATIONS

Snow plowing and/or ice control operations shall commence under the direction of the DPW. In his absence a DR will consult and determine when and what operations will begin.

In general, operations shall commence as follows:

- A. Icing or snow accumulations under 2 inches may warrant partial or full operation depending upon extent and conditions.
- B. Snow accumulations of 2 inches, with continual snowfall, warrants commencement of plowing operations.
- C. Drifting of snow may warrant partial or full operations depending upon conditions.

5. HOW SNOW WILL BE PLOWED

Snow will be plowed in a manner so as to minimize traffic obstructions. The center of the roadway will be plowed first. The snow shall then be pushed from left to right with the discharge going onto the parquet area of the right-of-way on each side of the road, except for the Business area of East Washington from North 2nd. To North 5th., where the snow will be piled in the center of Washington street and hauled to a snow storage area after all other snow plowing operations have been completed. It is the goal of PWD to have the street system opened after a "typical" snowfall in approximately 5 Hours. Depending on snowfall conditions and duration of the storm, cleanup can widely fluctuate.

7. USE OF SALT AND SAND

The City is concerned about the effect of salt on the environment and will limit its use for that reason. Therefore, it is the policy of the City to utilize sand and salt mixture in the ratio of approximately 2 parts sand to 1 part salt. This provides for traction and limited melting but is not intended to provide bare pavement during winter conditions.

Application of salt/sand mixture is generally limited to Priority "A" routes, steep grades, curves, in front of fire hydrants, and high volume intersections. Application is limited on all other areas unless completely iced over. The City cannot be responsible for damage to grass or other vegetation or any other private property caused by the salt/sand mixture and therefore will not make repairs or compensate residents for salt damages near street right-of-way.

8. SUSPENSION OF OPERATIONS

Generally, operations will continue until all roads are passable. Widening and cleanup operations may continue immediately or on the following day depending on conditions and circumstances. Safety of the plow operators and the public is important. Therefore, snow plowing/removal operations may be terminated after 10-12 hours to allow personnel adequate time for rest. There may be instances when plowing is not possible depending on storm conditions and other circumstances. Factors that may delay snow and ice control operations include: severe cold, significant wind, and limited visibility. Any decision to suspend operations shall be made by the DPW or DR and shall be based on the conditions of the storm or length of time an employee has been on the road. The City will still provide access for emergency fire, police, and medical services during a major snow storm.

9. PROPERTY DAMAGE

Snow plowing and ice control operations can cause property damage even under the best of circumstances and care on the part of the operators. The major types of damage are to improvements in the City right-of-way, which extends approximately 15 feet beyond the curb location. The intent of the right-of-way is to provide room for snow storage, utilities, and other City uses. However, certain private improvements such as mailboxes are

required within this area. Therefore, the City will cooperate with the property owner to determine if the damage is the responsibility of the City and when it will be the responsibility of the resident. The City accepts responsibility for mailboxes, which are allowed to be placed in the right-of-way, if the damage is by physically being struck by a City plow blade, Or other piece of City equipment. Mailboxes must be constructed sturdily enough to withstand snow rolling off a plow or wing. Therefore, damage resulting from snow is the responsibility of the resident. The City will repair or replace mailboxes in those instances where the City is responsible for the damage. To be properly placed, a mailbox must be installed so its bottom edge is 45" to 47" above street level and the very front does not stick out past the edge of the road. That amount of clearance is needed to keep the edge of the plow from hitting the mailbox. Any other newspaper tubes or other items must be above the 45" minimum height requirement. The PWD will replace standard metal mailboxes on 4"X 4" poles, but will not replace decorative mailboxes. In instances where there is a disagreement as to the source of the damage and the responsibility therefore, the City Administrator and/or City Council shall determine the responsibility.

10. DRIVEWAYS AND SIDEWALKS

One of the most frequent and irritable problems in snow removal from public streets is the snow deposited in driveways during plowing operations. Snow being accumulated on the plow blade has no place to go but to the edge of the road including the driveways. The drivers make every attempt to minimize the amount of snow deposited in driveways, but the amount can still be significant. Based on priorities and staffing, City personnel do not provide driveway cleaning until all roadways, intersections, and alleys are completely cleared. Only the approach will be cleared when personnel and equipment is available and during normal PWD business hours, or in case of emergency situations. The City only shovels sidewalks for government buildings and does not shovel and/or plow any other sidewalks or trails within the City.

11. MAIL DELIVERY

The snowplow operators make every effort to remove snow as close to the curb line as practical and to provide access to mailboxes for the Postal Department. However, it is not possible to provide perfect conditions or eliminate damage to mailboxes with the size and type of equipment the City operates. Therefore, the final cleaning adjacent to mailboxes is the responsibility of each resident.

12. COMPLAINTS

Complaints regarding snow and ice control or damage shall be taken during normal working hours at the Arma City Hall and handled in accordance with the City's complaint procedures. Complaints involving access to property or problems requiring immediate attention shall be handled on a priority basis. It should be understood that complaint responses are to ensure that the provisions of this policy have been fulfilled and that all residents have been treated uniformly. It is the City's intention to log all complaints and upgrade this policy as necessary in consideration of the restraints of our resources.

13. PARKING/DRIVING RESTRICTIONS

In the event of a snowstorm is forecast, we ask residents not to park any vehicles on any City streets so the large snow plows can easily clear the streets the entire width of the

roadway and if you are driving toward a snowplow heading toward you, turn off on the nearest crossroad so the snowplow can easily pass.

EXHIBIT A
PLOWING/SANDING PRIORITIES

PRIORITY "A"

Streets with greatest priority

PRIORITY "B"

Streets and alleys providing access to schools and commercial property

PRIORITY "C"

Lower volume residential streets and intersections

PRIORITY "D"

Residential alleys

EXHIBIT B
GUIDELINES FOR SNOWPLOW OPERATORS

1. Operators will be required to be on stand-by and able to report to work within one hour of notice unless arrangements are made with the DPW or DR.
2. Operator will be responsible for the vehicle they are assigned to. This includes completing a daily maintenance and equipment check before and after each shift and reporting all deficiencies to the DPW. During snowplowing operations any and all downtime or breakdowns will be reported to the DPW or DR.
3. No snow removal vehicles shall be parked with less than one-half tank of fuel.
4. Operators shall not assist stranded vehicles by pushing, pulling, or jump-starting. Operators may assist by calling for help, or offering sand.
5. To minimize damage, no equipment will exceed twenty miles per hour in residential areas.
6. The city recognizes that snowplow operators are exempt from traffic regulations while actually engaged in work on City streets and highways, except for regulations related to driving while impaired and the safety of school children and or pedestrians. Pursuant to this authority, snowplow operators engaged in snow removal or ice control on streets or highways have discretion to disregard traffic laws when in their judgment, it is SAFE TO DO SO. The privileges granted herein to snow removal and ice control vehicles shall apply ONLY if the vehicle is equipped with at least one lighted lamp displaying a flashing, oscillating, or rotating amber light placed in such a position on the vehicle as to be visible throughout an arc of 360 degrees. The forgoing provisions do NOT relieve the driver of an authorized snow removal or ice control vehicle from the duty to drive with due regard for the safety of all persons and does NOT give the operator the right of way in any situation.
7. Operator will report all damage to the DPW or DR at the end of each shift.
8. When an operator has completed assigned route or task, the operator will contact the DPW and will be assigned to assist with other routes or tasks if needed.
9. Before leaving duty at the end of the shift every effort should be made to contact the DPW or DR.
10. No plowing of private property or towing of vehicles will be permitted unless it directly affects traffic. Any decision to do so shall be made by the DPW or DR.
11. Every effort will be made not to damage mailboxes, trash containers, or other structures near roadways.