

Elk Point Snow and Ice Removal Policy

I. General

The City of Elk Point annually budgets funds for the removal of snow and ice from the City's street system. Reasonable snow and ice control is necessary for routine travel and emergency services. The City will provide such control in a safe and cost effective manner, keeping in mind safety, budget, personnel and environmental concerns. The City will utilize city employees, equipment and/or private contractors when necessary to provide this service. Snow and ice control may be terminated at any time that the Public Works Director or his designee determines that rising or falling temperature, visibility and or the rate of accumulation makes the control unsafe, ineffective or unnecessary. Should a subsequent storm occur within the time that the current snow removal operation is being conducted, then such subsequent storms will become the storm referred to in this policy.

II. Street Department's Overall Snow and Ice Control Goals

1. Monitor, in conjunction with the Police department, weather and road conditions twenty-four hours a day.
2. Maintain streets in a safe driving condition.
3. Perform snow removal and ice control tasks in a timely manner.
4. Perform all maintenance tasks equally and in the best interests of Elk Point's citizens.
5. To inform the local media regarding the progress of snow operations, as conditions permit

III. Operations

The start of snow and/ or ice operations for any storm is dependent upon immediate and anticipated conditions. The most critical times are weekday and evening rush hours. When feasible, the City will attempt to remove snow and ice from major arterial streets prior to rush-hour periods. Once the priority areas are plowed and opened, the remaining streets and alleys in the residential, commercial and industrial areas will be plowed and sanded.

Snow and ice removal operations will be conducted only when weather conditions do not endanger the safety of employees and when operations will be effective. Under severe conditions, limited visibility or where weather patterns suggest additional ice and snow, streets may not be plowed "full width" and plowing in some areas may be delayed at the discretion of the Public Works Director or his designee. Factors that may delay snow and ice control operations may include: severe cold, significant winds, limited

visibility, and rapid accumulation of snow. Normally, after a street has been opened, the maintenance crew will proceed with the final plowing to “full width”, or curb to curb.

IV. Equipment

The City will acquire, maintain, repair, and replace equipment in a timely manner, as the City’s established budget will allow. To provide for the utilization of equipment in a cost-effective manner, the City may use City truck(s), motor grader(s), frontend loader(s), and other equipment as may be useful for control of ice and snow. Equipment that can be used only for snow and ice control, will be acquired and utilized only if deemed absolutely essential.

The City will solicit quotes from contractors prior to the beginning of each snow season for the purpose of providing truck(s), motor grader(s), front-end loader(s) and other equipment as may be deemed necessary for the control of ice and snow on City streets.

V. Procedures

The Public Works Director and/or with the assistance of the Elk Point Police Department, with City employee input, and concerns expressed by residents, will identify particular street problem areas, which may vary from storm to storm and season to season. City street maintenance personnel are then notified and the removal of ice and snow will commence.

VI. Dispatching of Equipment

The Public Works Director, or his designee, will determine dispatching of equipment. Plowing and/or sanding operations may occur during a regular work shift 7:30 A.M. to 4:00 P.M., or on a specific situation call out. If the situation requires operators to respond other than their regular work shift, the Public Works Director, or his designee, will contact the affected operators. The response time will be as soon as possible depending upon weather conditions to allow safe travel for the operator to report to work. The Public Works Director, or his designee, has discretion to dispatch City equipment to the operator’s residence to provide transportation or to clear a route for the operator to follow so the operator can report to work immediately in a safe manner when weather conditions warrant such actions. Once the regular or specific call out work shift has ended, the Public Works Director, or his designee, has the discretion of responding immediately to other specific situations or waiting until a new work shift begins.

VII. Work Hours

Operators will be expected to work in excess of eight hours. The preferred shift is a maximum of 12 hours in a twenty-four hour period. There may be instances when this will not be possible depending upon storm conditions or other circumstances. Operators will take approximately 20-minute breaks, approximately every two hours with a half

hour meal break after approximately six hours for the safety of the plow operators and the public.

For emergency vehicles responding to emergency situations (fire, medical, and police) within the City, necessary workers and equipment will be dispatched as soon as possible. The request for assistance must be received directly from the Police Department, Fire Chief or the Ambulance Director.

VIII. Snow Plowing: Snow Routes and Residential Streets

Snow will be plowed in a manner so as to minimize traffic obstructions. The center of the street will be plowed first. The snow will then be pushed from left to right with discharge going on the edge of the street or boulevard area of the right-of-way.

Snow will be deposited into driveways since snow accumulated on the plow has no place to go but onto the driveways. The City will not be responsible for plowing snow from any driveway due to financial restraints and limited availability of personnel. Residents are not to deposit snow from the driveway onto City right-of-way.

The City will not be responsible for removing snow from sidewalks or boulevards. If a significant amount of snow is discharged from the plowing operation onto the sidewalk or boulevard after the walk has been cleaned by the resident, the City may at the discretion of the Public Works Director, or his designee, clean the walk or boulevard as personnel and equipment are available. For narrow streets, the Public Works Director, or his designee, may choose to plow snow from one side to the other. It is the Departmental goal to have the streets passable within 12 hours after the snow has ceased from falling, assuming a general plowing operation beginning at 4:00 A.M. and snowfall ending 7:00 A.M. Depending on snowfall conditions and duration of the storm, cleanup operations can vary widely.

IX. Snow Plowing and Removal: Central Business District

Snow will be removed in the business district in such a manner that will minimize the disruption of the business operation within the central business district.

Due to the lack of snow storage within the central business district, snow will normally be plowed from the left and right side to the center of the street and be placed into a windrow. Snow from adjacent sidewalks and boulevards will be permitted to be deposited into the street right of way due to the lack of storage. This deposit must be made prior to the snow being plowed by the City. Snow from private parking lots will not be permitted to be placed into the street or alley. The Public Works Director, or his designee, may have the snow plowed outward to the left and right side of the street depending upon temperature and amount of snowfall, if it is determined that the snow left along the curb will not hinder motorists from using the parking area. The windrow may, dependent upon the amount of snowfall per storm, require motorists and pedestrians to adjust to unusual conditions and to adjust their driving and walking. Adequate sight

distance at the intersections will be provided to the extent reasonably possible. The intersections within the district will be cleared of the windrow within three hours after the final windrow has been placed in the intersections. The snow pile at the end of each windrow at the intersecting streets may cause motorists and pedestrians to adjust their driving and walking to the condition created.

The Public Works Director, or his designee, may, at his discretion, push the windrow into a pile at each intersection of the street. The determination will be based upon the cost effectiveness to pile the snow versus placing in a windrow, which would not contain enough snow to load onto trucks with a snow blower unit. This will usually occur when clean up operations are being done after the initial accumulation of snow has been removed or a minimal accumulation of snow has been deposited (Approximately 1 to 2 inches). The piles of snow should be removed within eight hours after the piles have been placed in the intersection. Limited sight distance at the intersection will be provided to the extent reasonably possible. The pile may require motorists and pedestrians to adjust their driving and walking to the condition created. The snow windrowing /piling operation within the central business district will normally be accomplished during early morning hours to avoid traffic and parked vehicle congestion dependent upon the amount of snowfall and the time the snowfall ceases.

City owned parking lots and alleys within the central business district are generally plowed at the same time as the central business district. The snow from the parking lots may be deposited into the street windrow or piled within the parking lot at the discretion of the Public Works Director, or his designee, dependent upon the amount of snow received and the amount of storage available. Snow removed from the alleys will be deposited into the street windrow due to the lack of storage area.

The goal of the Street Department is to remove the snow from the central business district as soon as possible to alleviate traffic and pedestrian disruption. To accomplish this goal, it may be necessary to remove snow during normal business hours.

For emergency vehicles responding to emergency situations (fire, medical, and police) outside the City, necessary workers and equipment will be dispatched as soon as possible by the jurisdiction requesting assistance.

X. Snow Plowing: Alleys

Snow will usually be plowed in the alleys with the use of a “V” plow or wheel loader. The plow will move snow from the center of the alley and deposit the snow to all abutting property. The snow in alleys abutting streets where the snow is windrowed within the central business district may be pushed into the windrow. The alleys are the lowest priority within the snow removal operation. Access to the residents abutting alleys can be accomplished from the plowed public street.

Adopted by the Elk Point City Council on November 1, 2010.

XI. Exceptions

In the event of equipment failure, extreme snowfall, or other unanticipated events including the necessity of resting snowplow crews, deviation from these standards may be appropriate at the discretion of the Public Works Director, or his designee.

XII. Snow Storage

Ongoing snow and ice control efforts require the use of City owned right-of-ways and easements for storage of plowed snow. Depending upon volume of snow, storage within right-of-way could create sight obstructions at intersections, because it is financially unfeasible and impractical to remove all snow from intersection corners.

Where space does not allow for snow to be piled outside the driving lanes, the City will remove the snow by hauling. Timing of such hauling will be at the discretion of the Public Works Director, or his designee.

XIII. Sanding, Salting And Abrasive Spreading

The City will provide an abrasive surface at intersections of collector /arterial streets, residential streets and curves. The abrasive material will normally be a mixture of washed sand and salt in the ratio of approximately five parts sand and one part salt. This provides for traction, but is not intended to provide bare pavement during winter conditions.

The City cannot be responsible for damage to grass or driveways, including the approach, caused by the sand/salt mixture and therefore will not make repairs or compensate residents for salt damage to turf areas or driveways including the approach.

XIV. Plowing/Sanding: Private Property

Unless there is direct benefit to the City operations or unless emergency vehicles need access, there will be no plowing or sanding of private property with the City's equipment.

XV. Mailboxes

In those instances in which the U.S. Postal Service does not provide door-to-door delivery, it is necessary for property owners to install mailboxes in the City's right of way immediately adjacent to the street curb. While the installation of mailboxes on the City owned right of way is permitted, the mailbox owner assumes all risk of damage except where a mailbox is damaged through direct contact by snow removal equipment. If the mailbox is damaged due to direct contact by snow equipment, and it is installed as per City installation guidelines, the City at its option, will repair or replace the mailbox with

a standard metal mailbox, acceptable for delivery of mail by the United States Post Office, a wood post type support not to exceed 16 square inches or 4.5 inches in diameter or a metal support at a cost not to exceed \$40.00.

A property owner may desire to replace or repair the mailbox him/herself. The City may reimburse the property owner for materials only, not exceed \$40.00, provided the owner has contacted the Public Works Director for authorization. The property owner will be required to submit an itemized statement.

A property owner assumes all risks and responsibility for replacement of mailboxes and supports that are constructed of materials such as, but not limited to, brick and mortar, stone aggregate ornamental railings or antique type support.

If a mailbox is damaged due to indirect contact, including force of snow generated by the snow removal equipment, the City assumes no responsibility.

XVI. Mail Delivery

The snowplow operators make every effort to remove snow as close to the curb line as practical to provide access to mailboxes for the Postal Carrier. However, it is impossible to provide perfect conditions and minimize damage to mailboxes with the size of equipment the City operates. Therefore, the final cleaning adjacent to the mailboxes is the responsibility of each resident.

XVII. Utility Structures

Except as otherwise provided in any license or franchise agreement, the City will only be responsible for damage to utility pedestal or transformers within the right-of-way resulting from direct contact by City snow and ice removal equipment provided the pedestal or transformer was marked with a minimum 5 foot identification marker attached to the transformer or pedestal. City liability will be limited to actual costs to repair the damage as documented by invoice to the City by the utility.

XVIII. Landscaping

Landscaping, including nursery and inanimate material installed by a property owner that encroach on the City right-of-way and are allowed by City ordinance, will be the responsibility of the owner who assumes all risk. Damage to trees, shrubbery, and other landscaping will not be considered for compensation. The City cannot reasonably control drift or discharge of snow from a snowplow or snow blower.

The City will assume no responsibility for damages incurred as the result of snow removal and ice control activities. The City, at its option, may replace, trim or remove landscaping, including nursery and trees and inanimate materials.

XIV. Lawn Sprinkling, Lighting Systems and Personal Property

The City will assume no responsibility for damage to above ground or underground lawn sprinkling systems, exterior lighting systems, and similar landscaping installed in City owned right-of-way either by direct or indirect contact including flying snow or ice in the course of snow and ice control. The City will assume no responsibility for personal property that is being stored on the City right-of-way.

XX. Bike Trail

Bike trails will be maintained under the same standards established for residential streets. The bike trail is the lowest priority behind alleys in regard to snow and ice control.

XXI. Responsibility

The Public Works Director, or his designee, has the responsibility of determining plow routes and sequencing of operations in accordance with the priorities. The Public Works Director, or his designee, will retain the latitude to adjust sequencing or route assignments based on storm conditions, equipment availability and/or conditions warranting changes.

XXII. Complaints and Requests For Further Services

Complaints and requests for further services regarding snow and ice control or damage will be taken during normal working hours and handled within City procedures. Complaints and requests for further services should be directed to the Public Works Director and will be handled on a priority basis. Response time should not exceed 24 hours after snow has ceased unless conditions or operations prevent the Public Works Director from responding. It should be understood that the responses are to ensure that the provisions of this policy have been fulfilled and that all residents have been treated uniformly.

XXIII. Policy Review

The City will keep on file, comments and complaints received regarding this policy. This policy will be reviewed periodically. Any review will consider comments received since the last review.

