Purpose

The purpose of the Snow and Ice Control Policy is to establish and maintain uniform definitions and procedures concerning snow and ice control operations for the City of Hugo. 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 use City employees and equipment, as well as private and public contractors to provide this service. It is in the City’s best interest to have a Snow and Ice Control Policy, but because of variability in the weather conditions, this policy must remain flexible.

Public Streets and Public Parking Lots

The removal of snow and ice from public streets and public parking lots is a first-priority operation that takes precedence over all routine work for the Public Works Department. Accordingly, snow removal will normally be preempted only by emergency situations.

Commencement of Operations

Snow and ice control operations are expensive and involve the use of limited personnel and equipment. Consequently, snowplowing operations will not generally be conducted for a snowfall of less than two inches.

The criteria for implementing snow and ice control operations are as follows:

- Snow accumulation of two inches or more
- Drifting of snow that causes problems for travel
- Icy conditions which seriously affect travel
- Time of snowfall in relationship to heavy use of streets

Level of Service

During light or normal snowfalls, streets will be plowed full width. During heavier snowfalls, streets shall be plowed as wide as possible initially, and widened as the storm intensity decreases. After the storm passes, cleanup operations shall begin to clear intersections and snow-storage areas along corners and boulevards, when needed. It is the City’s intent to complete initial plowing and widening operations within approximately 12 hours of the cessation of the storm. Cleanup operations should be complete within approximately 24 hours for light snowfalls, and within approximately 48 hours for heavy snowfalls. These are target time frames and may be affected by a number of considerations. In times of extreme snowfall, streets will not always immediately be able to be completely cleared of snow.

Snow will be plowed in a manner so as to minimize any traffic obstructions. The center of the roadway will be plowed first. The snow shall then be pushed from left to right. The discharge shall go onto the boulevard area of the street. Streets shall be plowed and/or sanded to provide reasonable pavement conditions and sanded intersection approaches and curves. Cul-de-sacs and dead-end streets may have few, if any, bare pavement spots. Gravel and dirt road surfaces shall be plowed to provide a hard pack surface with sand and or abrasive spread, as necessary, for traction.

Placement of Ice Control Materials on Road Surface

- Material should be placed on the crown of road on residential streets, allowing traffic to carry it to curbside. Ice control materials applied along major roads should be placed for total lane width coverage.
• During normal conditions, spot ice control material application in residential areas should be limited to approximately every three hundred (300) feet.
• Materials should not be applied during plowing operations until the final pass except for intersections, stop signs, major roads, and school zones.
• In residential areas, materials should be applied approximately one hundred (100) feet before each intersection with a stop sign, depending upon the conditions present at each particular location. Distances on major roads double, depending on circumstances.

Suspension of Operations

Operations shall continue until all roads are passable, if possible. Operations may be suspended during periods of limited or zero visibility, extreme cold, dangerously high winds, or at such other times that it would be reasonable to suspend snow plowing operations in the interest of the safety of snow plow operators. Any decision to suspend operation is within the discretion of the Contractor or Public Works Director, and may be based on prevailing factors including conditions of the storm.

Accounting for Service

The road mileage for the streets plowed, the time spent, and amount of material (salt-sand) will be logged by the driver. This information will be given to the Public Works Director, or if the work is contracted, it will be sent with the billing.

Public Sidewalks and Trails

The removal of snow and ice from public sidewalks and trails is a lower-priority operation that will begin after all public streets and public parking lots have been cleared of snow.

Identification of Sidewalks and Trails

The sidewalks and trails to be cleared by City crews shall be identified on a map, which shall be approved by the City Council. The following is a list of criteria for selection of sidewalks and trails to be selected for snow removal:

1. Adjacent to major roadways, higher traffic volumes
2. Higher pedestrian traffic
3. Important trail connections
4. Areas where plowed snow is greater
5. School walking routes
6. Areas not currently maintained by associations
7. Sidewalks and trails constructed to a minimum width of 60"
8. Areas directed by the City Council

Commencement of Operations

Sidewalk and trail snow removal will be completed during non-overtime hours whenever possible.

The criteria for implementing sidewalk and trail snow removal operations are as follows:

• Snow accumulation of two inches or more
• Drifting of snow that causes problems for pedestrian travel
• Additional snowfall of two inches or more is not expected within 48 hours of normal commencement

Level of Service

Sidewalks and trails shall be cleared of snow, to a width of 60", one time following a snow event of two inches or more. Traction control materials, such as sand, salt and de-icing agents will not be applied to sidewalk or trail surfaces. It is expected that public sidewalks and trails may have few, if any, bare pavement spots. The snow removed shall be discharged alongside sidewalks and trails in boulevard areas where appropriate.
Right-of-Way

Snow 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 13 feet beyond the curb location. The intent of the right-of-way is to provide room for snow storage, utilities, sidewalks, and other City uses.

The City will repair sod damaged by snowplows during snow removal operations. All other damage within the public right-of-way is the responsibility of the property owner including, but not limited to, trees, shrubs, bushes, landscaping materials, decorative rock and lawn/landscaping irrigation systems.

The City will not repair/replace sod, trees, shrubs, bushes, landscaping materials and driveways that are damaged due to the application of sand, salt or other deicing chemicals.

Mailboxes installed and maintained to City and Postal specifications which are damaged as a result of direct contact by City snow removal equipment will be temporarily repaired within 48 hours of receiving notification of such damage. If the mailbox and post cannot be temporarily repaired, a portable mailbox will be set in place so mail service will be continued. The City will replace the damaged mailbox structure the following spring with a standard No. 1 mailbox mounted on a 4” by 4” treated post.

Mailboxes which are not installed to City and Postal specifications or are damaged due to snow deposit from plows (versus being hit by City snow removal equipment) will not be replaced. The City is not responsible for damage to media or paper boxes and will not repair them.

Upon roll call, members voting AYE:

Voting NAY:

Whereupon said policy was declared passed and adopted this 4th day of April, 2011

_____________________
Fran Miron, Mayor

ATTEST:

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Michele Lindau, City Clerk