

CITY OF LONE TREE EMPLOYEE POLICY 2020-1

CITY STREET MAINTENANCE SNOW and/or ICE REMOVAL

The purpose of the snow and/or ice removal policy is to establish and maintain uniform procedures concerning snow and/or ice removal operations for the City of Lone Tree. The City of Lone Tree shall provide such control in a safe and cost-effective manner, taking into account, safety, budget, personnel, and environmental concerns.

This policy does not guarantee that streets will be free of snow and/or ice after the execution of the snow and ice removal plan. Bare, dry pavement should not be expected and will not always be provided. This plan attempts to maintain an adequate driving surface for properly equipped vehicles and drivers prepared for winter driving conditions.

The depth and timing of snow and/or ice accumulations along with traffic volumes, will normally dictate when snow and/or ice removal operations begin. Removal will take place during an event as needed to keep accumulations on the pavement surface at a manageable level. It is likely that several passes will be made on most streets to clear accumulated snow from the roadway. It shall be at the discretion of the Mayor, Director of Public Works, or the Superintendent of Streets and Parks to decide when snow and/or ice needs to be cleaned and removed from city streets.

Operators must have a valid State of Iowa driver's license. The license shall be Class D at a minimum. A copy of the current driver license shall be on file with the City Clerk before any work is performed.

The Mayor has permission of the City Council to hire any part-time help they feel may be necessary to do the job in a timely manner. An application with a copy of current driver's license shall be on file with the City Clerk before employment begins.

It shall be the responsibility of the operators to:

1. Read the snow removal policy and review the city map.
2. A minimum of two employees shall be used at all times of snow and/or ice removal, unless approved by the Mayor.
3. Obey all traffic laws, including speed limits and all stop signs.
4. Check fluids and tire pressure.
5. Care shall be taken not to overload trucks with salt sand.
6. Care shall be taken not to pile snow at corners of intersections, alleys, or driveways where it could interfere with visibility or traffic in any direction.
7. Plowing shall start no earlier than 4:00 A.M.

8. Plowing shall stop no later than 10:00 P.M. unless close to completion and with consideration to weather forecast.
9. First round of plowing will be one pass each side of center of street.
10. Second round shall widen the street to full width.
11. Where possible care shall be taken not to push large amounts of snow into driveways, steps, and shoveled sidewalks. It is known that some snow will naturally be placed on driveways, steps, and sidewalks.
12. Care shall be taken not to create or cause to be created a pile of snow near or around fire hydrants.
13. Ensure that city buildings have adequate snow removal equipment such as shovels and ice melt.
14. City snow plows shall not clear private driveways or private property, such as parking lots, except as directed by the Mayor during a snow emergency.
15. Emergencies may arise which warrant a departure from the stated priorities.
Examples include but are not limited to the following
 - A. Immediate need for Law Enforcement or Fire and Rescue operations. Operators shall follow the direction of the above entity.
 - B. Isolated problem areas where traction is urgently needed before all other areas are handled.
 - C. Icing conditions where a water main break has occurred.
 - D. Direction from the Mayor.
16. Fasten seat belt and make sure Amber Warning light is on.
17. Plowing or material spreading of any streets may be stopped at any time to go back to higher priority areas to re-apply material or plow, if conditions warrant.
18. When possible, plow snow to the most unoccupied side of the street.
19. Truck #1 (1988 F-700) will do work in the following order:
 - A. North and South DeVoe St.
 - B. East and West Pioneer Road
 - C. East and West Commercial St., Jayne St., Elm St. Linn St.
 - D. North and South Center St., Riggs St. to Pioneer Rd.
 - E. North and South Perkins St., Amlong St., Huskins St., Second St.
 - F. West Kirkpatrick St., Bennett St., Sanders St.
 - G. East and West Sunnyside St. and East Rice St.
 - H. All alleys
 - I. Wastewater Treatment Plant
20. Truck #2 (2003 F-350) will do work in the following order:
 - A. South Baker St., Siebert St.
 - B. Yakish Ct.
 - C. East and West Dougherty Dr., Mapel Dr., Riggs St. South of Pioneer Rd.
 - D. Kimberly Drive
 - E. Carmi-Pat Dr., Ryan St.
 - F. Dorothy Lane
 - G. Perkins St., Jacki Drive off of Hwy 22
 - H. Downtown parking
 - I. Community Building

- J. Cemetery
 - K. Fire Station drive way and parking
 - L. Water Treatment Plant
 - M. Clear Intersections
 - N. Church parking areas
21. Truck #1 and Truck #2 will assist each other if one is complete before the other.
 22. Care shall be taken when plowing snow from parking areas so as not to push large amounts of snow onto sidewalks or steps. It is known that naturally some snow will be placed on sidewalks and steps
 23. After all is completed trucks shall be filled with fuel and fluids and tire pressure checked.
 24. City sidewalks will be cleaned as soon as possible after truck #1 and/ or truck #2 are put away.
 25. Snow piles on DeVoe St. that were made by the city will be moved as soon as possible as well as those piles at the Fire Station and Water Treatment Plant.
 26. Care shall be taken not to push snow on to sidewalks or steps while removing snow piles.
 27. Snow removal shall occur as soon as it is known that a tagged vehicle has been moved from City streets or parking areas.
 28. As soon as possible trucks and sanders will be cleaned.
 29. All snow/ice removal equipment shall be ready for the season no later than November 1st with consideration to the current weather and weather forecast. Snow plow blades and sanders will be installed and checked for proper operation. Preventive maintenance shall also be performed on all necessary City equipment prior to the start of the snow removal season and after the snow removal season.
 30. Snow and ice control operations may cause property damage to improvements in the public right-of-way, even under the best of circumstances and watchful care of equipment operators. Any such damage shall be investigated and dealt with on an individual basis.
 31. Residents are responsible for assuring that their mailbox is properly installed and that the mailbox meets the requirements of the United States Postal Service regarding delivery and collection of mail to curbside boxes. It shall be the responsibility of the box owner to remove snow and ice accumulations from the approach and exit to mailboxes to allow the mail carrier to deliver mail safely and efficiently.
 32. It shall be the City's policy to investigate and attempt to resolve all written complaints on file with the City Clerk.
 33. As new streets are added to the City the routes to be cleaned shall be updated and priorities may be changed.

Snow Emergency Declaration:

A snow emergency is defined as a special condition of a snowfall event requiring residents to move their vehicles off city streets to accommodate emergency snow removal. A snow emergency declaration allows for the towing of vehicles from city streets. A snow emergency is normally declared after a measurable snowfall of 4 inches or more; however, any amount of snow combined with ice, rain, and/or wind can also

require a snow emergency to be declared. The Mayor or Public Works Director may declare a snow emergency. A snow emergency may be declared in advance of an anticipated storm, to start at a specific time; or a snow emergency may be declared anytime during or after a storm. A snow emergency will normally not last more than 24 hours past the end of the last snowfall. That a snow emergency has been declared will be communicated to the public through mass media outlets as deemed appropriate by the Mayor or Public Works Director. A resident may file an appeal at the City Office for a special exception to the parking prohibition during snow emergencies. The Public Works Director, after reviewing the appeal and finding that a sufficient hardship exists and a special exception should be allowed, may issue a special parking permit for use during snow emergencies. However, those who have acquired a special exception parking permit must make an effort to alternate parking during snow emergencies to facilitate snow removal operations.

Ice Procedures:

1. Salt/sand will be applied to DeVoe St. as needed.
2. When temps get around 18 degrees or below salt does not work effectively so sand will be placed as needed for stopping and traction. Giving extra consideration to hills, intersections and general public meeting areas (ie: churches).

ALL RESOLUTIONS OR PARTS OF RESOLUTIONS IN CONFLICT WITH THE PROVISIONS OF THIS RESOLUTION ARE HEREBY REPEALED.

POLICY 2020-1 (SNOW AND/OR ICE REMOVAL) APPROVED THIS ____ DAY OF _____, 2020.

MAYOR, JOANNE HAVEL

**ATTEST
CITY CLERK, STEPHANIE DAUTREMONT**

*EMPLOYEE SIGNATURE

DATE

*My signature indicates that I have reviewed this policy and I understand it.