

POLICY STATEMENT



SNOW & ICE CONTROL POLICY

01-DPS-09

Effective Date: 2-12-2010
Last Revised: 7-14-2010

Office of Origin: Department of Public Services
Authorized By: City Commission

Applicable Departments:

Policy Keywords: *searchable keywords associated with policy*; snow, ice, call-in procedure, snow route emergency

Policy Statement

The Department of Public Services has the responsibility of providing snow and ice control for the City's infrastructure which includes 70 miles of streets, 4 Public Building Complexes, an Airport, and 14 City parking lots.

This policy will act as a guideline for DPS personnel to follow when applying anti-icing liquids or clearing city streets of snow and ice before, during, or immediately following a snow or ice event.

Purpose of Policy

This policy will not only act as a guideline for DPS but will inform the citizens of Sturgis as to what they can expect from their DPS in terms of winter maintenance.

Section 1) Goals and Objectives

The goal of this Department is to make all City owned facilities safe and accessible during the winter season. However, additional caution is advised for citizens using City facilities during the winter season due to the potential for hazardous conditions caused by rain, snow, wind, and freezing temperatures.

The DPS will work to make all streets, courts, cul-de-sacs, City owned parking lots, and sidewalks, safe and accessible for vehicles and pedestrians as quickly as possible following snow or ice events.

After a snowfall has ended, DPS crews will clear and remove snow in the following order:

- A. State highways and major streets
- B. Local streets, essential parking lots and sidewalks, and the airport
- C. Dead end streets, cul-de-sacs, non essential parking lots, alleys, and non essential roads

Section 2) Call-in Procedure

During normal working hours, 7:30 a.m. to 4:00 p.m. Monday through Friday, snow and ice control falls under the control of the Director of Public Services.

After normal working hours, week-ends, and holidays, the Sturgis Police Department will notify DPS on-call personnel when weather conditions have caused roadways to become hazardous.

The on-call personnel will then report to work, assess conditions, determine the treatment necessary and call additional personnel as needed. If it is determined by the on-call person that there is more than

3" of snow accumulation, he will contact the Director of Public Services or his designee who will develop and administer a complete plan of action.

Section 3) Department Policy and Procedure

The Department of Public Services has developed procedures to perform snow and ice control operations for varying weather conditions. Personnel will respond when they are notified that weather conditions have caused roadways to become hazardous.

The Department's snow and ice operations are sophisticated and efficient. From as few as two (2) staff members and two (2) trucks to as many as fourteen (14) staff members and fifteen (15) pieces of equipment are available to respond to various winter weather conditions.

Equipment available for use includes:

- (6) – Dump Trucks with front mount or underbody blades
- (2) – Wheel Loaders
- (5) – 4 x 4 Pickup Trucks with front plows
- (1) – Bobcat Skidsteer Loader
- (1) – John Deere Mower with 48" front plow

- **Minimal Event**

Predicted snow or ice events of less than 1" accumulation will be considered a "Minimal Event" by the DPS and operations will focus on application of anti-icing liquids at major intersections in advance of the event.

- **Minor Event**

Snow or ice events of less than 3" accumulation are considered a "Minor Event" by the DPS and operations will focus on salting. In addition, State highways will be cleared and treated with salt as necessary per the City's contract with MDOT. Major streets will be cleared as necessary and treated with salt. Local streets will not be cleared, but the intersections will be treated with salt as necessary.

- **Normal Event**

Snow events of greater than 3" accumulation are considered a "Normal Event" by the DPS and operations will focus on snow clearing and removal. State highways, major and local streets, parking lots, downtown sidewalks, and the Airport will be cleared and treated with salt as required.

- **Major Event (Snow Removal Emergency)**

Forecasted snow events greater than 4" accumulation are considered a "Major Event" by the DPS. As snow or ice begins to accumulate, DPS crews will concentrate their efforts on maintaining roadways in passable condition for motorists using State highways and major city streets. As snow diminishes near the end of a storm, clearing operations on local city streets, city parking lots, sidewalks and the Airport will begin. A Major Event will initiate a Snow Removal Emergency as provided in the City Code of Ordinances (attached), which is intended to facilitate efficient snow removal operations.

The Department of Public Services is also responsible for snow clearing and removal at the Kirsch Municipal Airport. The goal of the DPS is to keep the Airport safe and accessible for winter operations of aircraft. As quickly as possible following a snowfall, crews will clear the main taxiway and the

North/South runway allowing for limited or emergency use. When City streets have been cleared or as crews and equipment become available the remainder of the airport will be cleared.

Section 4) Overtime

Certain snow and ice conditions may dictate the necessity of overtime by DPS staff. In most cases, once priority ice and snow removal operations are completed, DPS personnel will discontinue their shift once 8 hours have been worked. As required by law, all time worked in excess of 40 hours will require overtime pay at one and one half times the normal rate. Overtime is at the discretion of the Public Services Director.

Section 5) General Snow and Ice Procedures

It should be expected by citizens that some snow will be plowed into driveways as a normal part of snow clearing operations. Attempts will be made to keep excessive amounts from accumulating; however, each driveway will receive a certain amount of snow. Because of the large number of courts and cul-de-sacs City wide, and the amount of time needed to clean each one, residents in these areas can expect a nominal amount of snow in their driveway as well.

Section 6) Supplemental Operations

As the city owned sidewalks throughout the downtown and around City Hall, the Library, Auditorium and Doyle Community Center become slippery after being covered with ice and or snow they will be de-iced with the proper ice melter.

If there is an accumulation of snow, they will be cleared, and then de-iced.

After the sidewalks around City Hall, the Library, Auditorium and Doyle Community Center have been cleared and treated, downtown barrier free ramps, downtown sidewalks, and sidewalks around City owned parking lots will be cleared and de-iced. Downtown sidewalks will only be cleared of snow when there is an accumulation of 3".

Snow moved from the downtown area and stockpiled in the downtown parking lots will be hauled to a nearby vacant lot during normal working hours. The downtown area includes: Chicago Rd from Monroe to Jefferson, N. Nottawa from Chicago Rd to West St, S. Nottawa from Chicago Rd to the City parking lot, North St. from Chicago Rd north to City parking lot, S. Clay from Chicago Rd. to City parking lot, Pleasant St. from Chicago Rd to City parking lot.

Section 7) Property Damage & Mailboxes

During the course of operations throughout any given winter, a certain amount of damage to City and private property may be incurred by snow removal forces. In the event that terrace damage is sustained due to a plow riding over a curb, the Department of Public Services will repair said damages as soon as weather conditions permit. Black dirt and seed will be used to repair all damaged areas. Any damage sustained due to salt brine inadvertently splashed onto a terrace during the course of the winter will not be treated or repaired by the City.

The City will not be responsible for removing gravel or broken asphalt from lawns and terraces caused by plowing streets without curb and gutter.

If a City snow plow makes contact with and damages a mailbox during snow removal operations, the City will reimburse the property owner the cost to replace the mailbox up to a maximum amount of \$100. If snow, being moved by a City plow makes contact with and damages a mailbox, the mailbox will not be replaced by the City.

Keeping rural mailboxes open for mail delivery during and after heavy snowfall is the responsibility of the property owner/resident. The City will make every attempt to clear the mailboxes in the ensuing days after a heavy storm, but will not be responsible for mail not being delivered.

Section 8) Assistance to Private Property

Under no circumstances will a City employee be allowed to use a City owned vehicle to push, pull, or tow a stranded private vehicle from a roadway or parking lot. The employee may, if a hazard exists, use his radio to notify the Police dispatcher of the hazardous condition or situation. Likewise, under no circumstances will a City employee use a City owned vehicle to perform any snow removal or ice control operation on private or commercial property and employees will not be allowed to use personal equipment during working hours.

Section 9) Departure from Policy

The City recognizes that each snow or ice event is unique and some conditions may be so unusual or unexpected that a departure from these general policies should be authorized. Therefore when conditions warrant, the Director of Public Services in consultation with the City Manager, may order a departure from these general rules when, in the opinion of the Director, conditions require such action.

Signatures (section to be completed by City Manager or City Clerk)

CITY MANAGER Reviewed <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Michael L. Hughes City Manager	CITY COMMISSION Approved <input checked="" type="checkbox"/> Not Applicable <input type="checkbox"/> City Commission Meeting Date: 2/12/10 Motion: Commissioner Fisher Second: Commissioner Smith Vote: 9 Yea ; 0 Nay
--	---

Revision History

Revision Date	Section(s) Revised	City Manager Reviewed / Approved	Commission Approved
xx/xx/xx	List headings with revisions	Include initials and date	Indicate either N/A or date of approval
11/7/12	Added Airport Clarification	MH 11/7/12	
7/14/10	Section 3: Major Snow Event changed from 6" to 4"; changed Snow Emergency Route to Snow Removal Emergency; deleted attached ordinance		Approved 7/14/10

REGULAR MEETING - STURGIS CITY COMMISSION

WEDNESDAY, JULY 28, 2010

Moved by Comm. Fisher and seconded by Comm. Malone to consider this the 2nd Reading and approval of an amendment to the City Code of Ordinances Section 58, Article IV, Division 2 pertaining to Snow Removal Emergencies as presented, to be effective September 1, 2010.

AMENDMENT TO PART II – CHAPTER 58 OF THE ORDINANCES OF THE CITY OF STURGIS

An ordinance to amend Part II – Chapter 58, Article IV, Division 2 – Snow Emergency Routes - of the ordinances of the City of Sturgis.

WHEREAS, the City Commission has determined that it is in the best interest of the residents of the City to amend Part II – Chapter 58, Division 2, of the City Ordinances by modifying Sections 58-151-156 relating to parking on City streets during a snow emergency;

NOW, THEREFORE, the City of Sturgis, St. Joseph County, Michigan, ordains:

Part II – Chapter 58, Division 2 is hereby amended to provide as follows effective as of September 1, 2010:

Sec. 58-151. Definitions.

The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Coordinator means the city manager or designee.

Snow removal emergency means a snow condition as provided under Section 58-152(a).

Streets means all public roadways within the corporate limits of the city.

Sec. 58-152. Parking prohibited on all streets during a snow removal emergency.

(a) The parking of a motor vehicle on any street is prohibited under one or more of the following conditions:

(1) Snow or ice has accumulated to a depth of greater than four inches.

(2) Whenever the coordinator finds it necessary to prohibit parking based on snow or other weather conditions or a weather forecast.

(b) During the period of time that a parking prohibition is in effect, a motor vehicle shall not be parked or remain parked on any street.

(c) The parking prohibition shall remain in effect until one or more of the following events occur:

(1) Termination of the snow removal emergency by the coordinator with a public announcement.

(2) A street has been cleared of snow between two successive street intersections from

curb to curb or from shoulder to shoulder.

Sec. 58-153. Abandoning disabled vehicles.

(a) The owner or operator of a motor vehicle disabled during a parking prohibition shall take immediate action to have the motor vehicle removed from any street during a snow removal emergency.

(b) No person shall abandon a motor vehicle during a snow removal emergency longer than the time needed to get assistance to remove the motor vehicle.

Sec. 58-154. Public announcements of declarations pursuant to the snow removal emergency ordinance.

(a) All announcements of a declared snow removal emergency by the coordinator pursuant to the snow removal emergency ordinance shall be broadcasted on a local radio station and published in a newspaper of general circulation whenever reasonably feasible.

(b) Each such notice shall contain the following information:

(1) A description of the action taken or to be taken.

(2) The effective time with respect to any such action.

(3) The street or streets affected by any such action.

(c) The coordinator shall record the action taken pursuant to this section and the time of any such announcements.

Voting yea: Nine

Voting nay: None

MOTION

CARRIED

Airport Snow Removal

STANDARDS FOR SNOW REMOVAL

Snow removal will take place at Kirsch Municipal Airport based on the standards for snow removal set by the Department of Public Services and the airport. These standards are as follows:

1. 3 inches of dry snow
2. 1 inch of wet snow
3. Drifting of snow on runways or taxiways so as to prevent use of the airport

Based on conditions, variations to these standards may be requested by the airport staff but determinations are at the discretion of the DPS Manager. Requests outside of the set standard should be kept to rare circumstances of need.

SNOW REMOVAL PRIORITIES

City-wide snow removal priorities are as follows:

1. State highways and major streets
2. Local streets, airport, essential parking lots and sidewalks
3. Dead end streets, cul-de-sacs, non-essential parking lots, alleys, and non-essential roads

As per the City's Snow and Ice Control Policy, the goal of the DPS is to keep the Airport safe and accessible for winter operations of aircraft. As quickly as possible following a snowfall, crews will clear the main taxiway and the North/South runway allowing for limited or emergency use. When City streets have been cleared or as crews and equipment become available the remainder of the airport will be cleared.

Due to variances in the timing of winter weather events and limits to the hours City DPS staff can legally work under CDL rules, the timeframe at which the entire airport will be cleared of snow may vary. However, no more than 24 hours will pass between the end of a snow event and clearance of the entire airport. In the case of a dramatic snow event, the City Manager may authorize a change to this policy.

SIGNIFICANT SNOW EVENTS

In cases of heavy snowstorms, continual maintenance of snow emergency routes and major City streets by DPS will extend the time between first clearance of the airport and the end of the snowstorm as well as the time between first clearance of the airport and total clearance of the airport. In these cases, Sturgis DPS will, prior to ending snow plowing operations for their work period, ensure that either:

- 1) Taxiway A and the North/South runway (18/36); or
- 2) Taxiway C and the crosswind runway (6/24) remain clear of snow.

The area to be cleared will be communicated to DPS by airport staff. If no indication is made by airport staff, Taxiway A and the North/South runway will be cleared.

If these areas are no longer clear, DPS will clear these areas again. Full clearance of the airport will occur within 24 hours after this time as per the above.

SCHEDULED FLIGHTS

During the winter season (November to March or when winter weather conditions are predicted to exist), scheduled flights should be registered with the airport terminal building, whose staff will communicate this schedule to Sturgis DPS as soon as possible. As a priority, City DPS will ensure a portion of the ramp¹, taxiway A, and runway 18/36 are clear for any flight so-scheduled. Flights may request clearance of taxiway C and runway 6/24 in lieu of 18/36, however which area gets cleared will be at the discretion of airport staff and DPS based on all scheduled flights and predicted weather conditions.

Flights scheduled to arrive or depart between Tuesday, 8:00 a.m. (local time) through Saturday, 3:00 p.m. (local time) must contact the airport at least 24 hours before departure. Flights scheduled to arrive or depart Saturday 3:01 p.m. (local time) through Tuesday, 7:59 a.m. (local time) must contact the Airport by 3:00 p.m. (local time) the Friday prior. Flights called in to the terminal building between Friday at 3:00 p.m. (local time) and Monday 8:00 a.m. (local time) will be communicated to DPS Monday morning once airport staff arrives.

NOTIFICATION OF AIRPORT CONDITIONS

During regular business hours (Monday through Friday, 8:00 a.m. to 5:00 p.m.), airport staff should make regular checks and a log of runway / taxiway conditions and provide timely NOTAM reports, particularly during weather events. In cases where weather, ice, or snow removal conditions warrant it, closure of one or both runways is to be immediately posted via NOTAM and removed following clearing operations. When airport conditions meet any of the Standards for Snow Removal listed above, airport staff should contact DPS to notify them of the need for clearance.

During non-business hours, including weekends and holidays, City staff is responsible for monitoring airport weather conditions. Responsibility for review of conditions and call-out (where necessary) will mimic that of the City's Snow and Ice Control Policy. In addition to informing DPS staff, the parties responsible for monitoring conditions will also report to the airport's designee, who will issue appropriate NOTAMs as soon as possible. When the airport has been cleared, the designee should be contacted again so NOTAMs may be revised or cancelled.

MEETINGS

Members of DPS staff, the City airport liaison, and airport staff will hold pre- and post- winter planning meeting to review priorities and make adjustments as necessary. The pre-winter meeting will be tentatively scheduled for the first Thursday in November, to coincide with the regular airport management meeting, and the post-winter meeting will be tentatively scheduled for the first Thursday in March.

¹ This is to include the area around the fuel pumps and space sufficient to park a small jet or similar sized plane.