

CITY OF PARKVILLE, MISSOURI

Policy Title:	Emergency Snow Operations Policy		
Policy Number:	100-09	Category:	Board
Effective Date:	November 12, 1999	Updates:	Resolution No. 17-004; 2/7/17

INTRODUCTION

The City of Parkville annually budgets funds for snow removal and ice control operations for the public streets and public parking lots maintained by the City. 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 employees, equipment, and/or private contractors when necessary to provide this service. Snow removal and ice control may be terminated at any time the Director of Operations or his designee determines that rising or falling temperature, visibility and/or the rate of accumulation makes the control unsafe, ineffective, or unnecessary.

In the event that a subsequent storm occurs within the time that the current snow removal and ice control operations is being conducted, then such subsequent storms will become the storm referred to in this policy.

GOALS

- Monitor, in conjunction with the Police Department, weather and road conditions twenty-four hours per day.
- Maintain public streets in a safe driving condition.
- Perform snow removal and ice control operations in a timely manner.
- Perform all snow removal and ice control operations equally and in the best interest of the Parkville taxpayers.

POLICY

General:

Each year, Public Works reviews and makes changes as necessary to the City-wide map showing the City maintained street system. The City is divided into routes in which snow removal and ice control operations will be performed by City employees and private firms under contract with the City. The routes are periodically revised to correspond with the budgetary, equipment, and personnel resources available. Within each route, the collector/arterial streets are defined along with the street and highways within the City limits that are maintained by Platte County, Parkville Special Road District, or Missouri Department of Transportation will be maintained under the respective County, District, and State maintenance policies.

The start of snow removal and ice control operations for any storm is dependent upon immediate and anticipated conditions. The most critical time periods are weekday morning and evening rush-hours. When feasible, the City will attempt to remove snow and ice from the public collector/arterial streets prior to rush-hour periods. Normally collector/arterial streets are cleared first. Once the priority areas are plowed and opened, the remaining streets in the residential, commercial, and industrial areas will be plowed and treated. The alleys within the City may not be plowed until the next work shift due to snowplow operators having worked in excess of the preferred 14 hour work shift.

Snow removal and ice control operations will be conducted only when weather conditions do not endanger the safety of employees or equipment and operations are effective. Under severe conditions, limited visibility, or at which time weather patterns suggest additional snow and ice, streets may not be plowed to full width and plowing in some areas may be delayed at the discretion of the Director of Operations or his designee. Factors that may delay snow removal and ice control operations may include: severe cold, significant wind, limited visibility, and rapid accumulation of snow. Normally within 24 hours after the public streets are open, Public Works will proceed with the final plowing and clearing of residential snow and ice.

Equipment:

The City will purchase, maintain, repair, and replace equipment on a timely basis as the City's established budget will allow. To provide for utilization of equipment in a cost-effective manner, the City may use trucks, front-end loaders, and other equipment as may be useful for snow removal and ice control operations. Equipment that can be used only for snow removal and ice control will be acquired and utilized only if deemed absolutely essential.

The City may solicit quotations from contractors prior to the beginning of each snow season for the purpose to provide trucks, front-end loads, and other equipment as necessary for the snow removal and ice control operations on public streets.

Procedures:

Based on input from the Police Department and City employees, as well as concerns that are expressed by residents, the Director of Operations will identify particular problem areas which may vary from storm to storm and season to season. Public Works personnel are dispatched for snow removal and ice control operations.

Dispatching of Equipment:

The start of snow removal and ice control operation for any storm is dependent upon immediate and anticipated conditions. Dispatching of equipment will be determined by the Director of Operations or his designee. Snow removal and ice control operations may occur during a regular work shift (Monday thru Friday, 6:00am to 2:30pm) or on a specific situation call-out. If the situation requires operators to respond other than their regular work shift, the Director of Operations or his designee will contact the affected operators and/or contractors. The response time will be as soon as possible depending upon weather conditions to allow for safe travel for the operator to report to work. Once the regular or specific call-out or work shift has ended, the

Director of Operations or his designee has the discretion to respond immediately to other specific situations or wait until a new work shift begins.

Operators will be expected to work in excess of eight hours. The preferred shift is a maximum of 14 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 a 20-minute break every four hours for the safety of the plow operators and the public.

Collector / Arterial 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 snow deposited in the right-of-way at the edge of the street. Snow may be deposited in the driveways. The City will not be responsible for plowing snow from sidewalks or driveways. For narrow streets, the Director of Operations or his designee may choose to plow snow from one side to the other. Public Works staff will make every effort to have the streets passible within 14 hours after snow has ceased from falling, assuming a general plowing operation beginning at 3:00am and snowfall ending at 7:00am. Depending on snow and ice conditions and duration of the storm, clean-up operations can widely fluctuate.

Downtown Business District:

Snow will be removed in the downtown business district in such a manner that will minimize the disruption of business operations. Due to the lack of a snow storage area within the downtown business district, snow will normally be plowed into various piles.

At the discretion of the Director of Operations or his designee, snow may then be removed by contracted haul truck to the designated haul area. Snow from adjacent sidewalks will be permitted to be deposited into the street right-of-way due to the lack of storage. Snow from private business parking lots will not be permitted to be placed in the street or alley.

The Director of Operations or his designee may, at his discretion, plow the snow outward to the left and right side of the street depending on the amount of the amount of snowfall per storm. This may cause motorists and pedestrians to have to adjust to unusual conditions and to adjust their driving and walking to the condition created by the windrow.

Adequate site distance at the intersections will be provided to the extent reasonable possible. The snow piles at or near intersecting streets will cause motorists and pedestrians to adjust their driving and walking due to the condition created.

City owned parking lots and alleys within the downtown business district are generally plowed at the same time as the downtown 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 Director of Operations or his designee depending 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 Public Works is to remove the snow from the downtown 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, ambulance, and police) outside the City, necessary workers and equipment may be dispatched by the jurisdiction requesting assistance.

Exceptions:

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

Snow Storage:

Ongoing snow removal and ice control operations require the use of City-owned right-of-ways and easements for storage of plowed snow. Depending upon the volume of snow, storage within the right-of-way could create sight obstructions at intersections, because it is financially infeasible 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 Director of Operations or his designee.

Material Spreading:

During periods when snow and ice are prevalent, Public Works will utilize salt and chemicals only on such places as upon hills, intersections, or upon high speed or arterial roadways where vehicle traction is particularly critical. Only if, in the opinion of the road authorities, removal of snow and ice, reduction of hazardous conditions by blading, plowing, sanding including chemicals needed for the free flow of sand, or natural elements, cannot be accomplished within reasonable time.

In order to save the environment and to remain cost effective, the city policy will be to provide an abrasive surface at intersections of collector/arterial streets, residential streets, and hills. The abrasive material will normally be a mixture of washed sand and salt in the ratio of approximately one part sand and one part salt. This provides for traction, but is not intended to provide a 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.

Private Property:

Unless there is direct benefit to the City operations, as determined by the Public Works Director, or unless emergency vehicles need access, there will be no plowing or sanding of private property with City equipment.

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 on the City right-of-way immediately adjacent to the street curb. While the installation of mailboxes on 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 vehicles. If the mailbox is damaged due to direct contact by a snow removal vehicle, 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 metal support as approved by the Public Works Director at a cost not to exceed \$40.

A property owner may desire to replace or repair the mailbox themselves. The City may reimburse the property owner, for materials only, not to exceed \$40, provided the owner has contacted the Director of Operations or 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. Examples: dental type equipment, an airplane propeller etc. If a mailbox is damaged due to indirect contact, including the force of snow generated by the snow removal vehicle, the City assumes no responsibility.

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 Department. However, it is not possible to provide perfect conditions and minimize damage to mailboxes with the size of equipment the City operates. Therefore, the final cleaning adjacent to mailboxes is the responsibility of each resident.

Emergency Snow Route:

In an effort to snow removal and ice control operations, the City implemented Ordinance No. 2781 to revise emergency snow routes. The emergency snow routes are identified in high traffic areas that historically experience overnight parking. The current emergency snow route is identified in Exhibit A.

The purpose of the emergency snow route ordinance is to ensure that the snowplow operators can complete necessary snow removal and ice control operations without obstruction. When the City has an accumulation of snow or ice, the ordinance prohibits parking on designated

streets. The designated areas are posted with signs indicating emergency snow routes from midnight to 6:00am. Overnight parking on the street is restricted.

Utility Structures:

Except as otherwise provided in any license or franchise agreement, the City will only be responsible for damage to utility pedestals and 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 damages as documented by invoices submitted to the City by the utility.

Landscaping:

Landscaping, including nursery and inanimate materials that are installed by a property owner or encroach on City right-of-way and are allowed by City Ordinance will be the responsibility of the owner and the owner will assume all risk. Damage to trees, shrubbery and other landscaping will not be considered for compensation. The City cannot reasonable 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, will repair by reseeding or replacing sod only on City owned right-of-way that is removed as the result of plowing activities. The City, at its option, may replace, trim or remove landscaping, including nursery and trees and inanimate materials.

Lawn Sprinkling, Lighting Systems, and Personal Property:

The City will assume no responsibility for damage to aboveground 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 which is being stored on the City right of way.

Driveways:

One of the most frequent and most irritable problems in removal of snow 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 in the driveway. The amount of snow deposited in the driveways may be significant but is unavoidable due to the nature of snow removal. The City will not clean driveways based on financial restraints and available personnel.

Sidewalks:

The City budget constraints will not allow for a sum of money designated for winter maintenance of public sidewalks.

Taking into consideration the financial and personnel resources available to the City and the inability of the City to conduct winter maintenance for public sidewalks, the City requires the businesses and residents of Parkville to clean the sidewalks adjacent to their buildings.

1. Sidewalks should be cleared as thoroughly as possible, but need not be cleared of all ice and snow. The sidewalk does not need to be maintained to bare a pavement.
2. Sidewalks which abut alley approaches will have compacted snow due to the inability of the City to financially and reasonably provide resources to remove snow and ice due to vehicular traffic crossing the walks frequently.
3. The crosswalks at each intersecting street and sidewalks located directly behind the street curb will have snow deposited upon the radius and sidewalk. Snow being accumulated on a plow blade has no place to go but in the crosswalk area or sidewalk. The amount of snow on the radius or the sidewalk directly behind the street curb may be significant but is unavoidable due to the nature of snow removal.

Cul-De-Sacs:

Depending upon volume of snow, the storage of snow may be required inside of cul-de-sacs, because it is financially infeasible and impractical to remove all snow during a heavy snow storm. As soon as reasonably possible the Director of Operations or his designee will determine the timing of this complete snow removal.

Trails:

The City budget constraints will not allow for a sum of money designated for winter maintenance of trails.

Responsibility:

The Director of Operations, with the assistance of the City Police Department, will monitor the street conditions to determine the timing and the number of crews and/or contractors necessary to clear the city-maintained, public street system.

The Director of Operations or his designee has the responsibility of determining plow routes and sequencing. The Director of Operations or his designee will retain the latitude to adjust sequencing or route assignments based on storm conditions, equipment availability, and/or other condition warranting changes.

Complaints and Requests for Future Services:

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

Review of Policy:

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.

EXHIBIT A
EMERGENCY SNOW ROUTE

