

CITY OF LENNOX SNOW REMOVAL AND ICE CONTROL POLICY AND PROCEDURES

JANUARY 14, 2019

PURPOSE: The City of Lennox believes that it is in the best interest of the citizens for the City to assume basic responsibility for control of snow and ice on City streets. Reasonable snow and ice control is necessary for routine travel and emergency service. The City will provide such control in a safe and cost effective manner.

PERSONNEL: All Street Department Personnel shall be familiar with snow and ice control operations. The Street Superintendent also utilizes other departments and seasonal personnel to assist with snow removal operations as the need arises. City crews remove snow from approximately 18 miles of streets within the city.

PROCEDURES

Alert and Call Out: During normal working hours, after hours, on weekends, and during holidays, the Street Superintendent or designee shall be responsible for monitoring street and weather conditions and initiation of snow plowing procedures.

Sanding and Salting: It shall be the policy of the City of Lennox to consider cost, environmental impact of salt usage, impact on infrastructure, as well as safety of the motoring public, when establishing application rates and location for application of sand and/or salt. Sand and salt shall be applied to the street surface in such quantities so as to provide a level of skid resistance that is consistent with standards normally experienced on city streets throughout the State of South Dakota during the snow and ice season. It is recognized that a bare pavement policy is not possible at all times during winter periods in the northern regions of the country. Streets shall be spot sanded to provide skid resistance and traction consistent with area standards in accordance with the following priorities:

- Priority 1: Controlled intersections, school zones, bridges and curves;
- Priority 2: Emergency Routes
- NOTE: Blanket sanding of general snow pack on residential streets will not be accomplished.

When practical, sanding will be accomplished concurrent with plowing operations, however, not all equipment used in snow removal is capable of sanding. In those cases or when conditions warrant, the first priority shall be the snow removal with sanding occurring as appropriate equipment becomes available.

Snowplowing and ice control operations will typically commence under the following circumstances:

- Snow accumulation of 2 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

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 snowfalls of less than 2 inches. Work periods shall not exceed safe limits that operators can continue without rest. In the interest of wise use of public dollars, overtime is kept to a minimum. If the snow falls on a weekend or a holiday and is not considered a threat to public safety, only the State Highways and emergency route streets will be plowed and sanded until the next normal work day when the normal plowing procedure will take place.

Snowplow priorities: Snowplowing shall proceed as rapidly as possible in accordance with the following priorities:

- Snow and ice control operations will be conducted only when weather conditions do not endanger the safety of City employees and equipment. Factors that may delay snow and ice control operations include: severe cold, significant winds, and limited visibility
- Priorities for removal will be:
 - Priority 1: Emergency Routes, School Zones
 - Priority 2: Emergency vehicle locations
 - Priority 3: Residential streets and alleys, city parking lots.

The City is divided into 3 snow removal zones, which will be cleared by two city snow plow trucks and a combination of road graders and/or front-end loaders. In each zone heavily traveled streets are plowed first (Main Street, Elm Street, First Avenue, Second Avenue, Fourth Avenue, Boynton Avenue). Plows then disperse to the less traveled residential areas. Sanding at this time is kept to a minimum so plows can open the streets as soon as possible for residential and emergency access. Storms of larger magnitude will take longer depending on severity. Extreme snowfalls may warrant the opening of one lane initially and full width plowing to follow at a later time. Once snow removal is completed in a zone, Public Works employees will move to another zone to assist with removal in that area.

Timing of the snow fall is critical to when the snowplowing operation starts. Typically the department will start at 5:00 a.m., unless there is too much snow expected to fall later in the morning or the visibility is such that safety would be comprised. At 5:00 a.m. each unit goes to their designated route. The motor graders pull all the snow from the curb into the wind rows in the center of Main Street in the downtown area. Under normal circumstances, later that day this snow is loaded into trucks and hauled to the snow dumps by city crews. Municipal parking lots are also hauled out at this time. This process takes place only after the town has been plowed curb to curb.

During times of excessive snowfall in which work conditions deteriorate beyond safe limits, snow removal operations may be suspended until work conditions improve. Excessive snowfall may at times demand a larger labor response to efficiently and effectively remove snow. In such

cases, additional employees from the Water and Wastewater department will be temporarily assigned to the Streets department to assist in snow removal.

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

Late spring and early snowfalls may be left on roadways if melting is determined eminent or if substantial damage will be caused to the pavement surface if plowed.

Snowplowing Alleys: Alleys will be plowed when all residential streets are plowed provided the department is fully staffed and all equipment is operational. In the spring and early fall, there will be times when gravel alleys and gravel roads will be soft due to lack of frost. To preserve the integrity of the road, they may not be plowed at that time.

Snow Alerts

Declaration of Alert: Whenever, in the opinion of the Public Works Director or in his or her absence, the his or her designee, a snow event requiring removal efforts exists he or she may declare a snow alert and cause an announcement thereof to be made to local news media (KELO, KSFY and KDLT television stations) and local residents via appropriate communication channels such as the City Website, Facebook and the city-wide text alert system (See City Ordinance 525, 07-09-12).

Beginning and Duration of Snow Alert

The alert shall begin and end at the hour specified in the announcement to local media and residents. When possible, residents will have approximately two hours between the start of the Snow Alert and the start of plowing in order to allow additional time to move vehicles from the street.

Parking Restrictions: It is highly encouraged that residents use off street parking for vehicles and trailers. In the event the City of Lennox declares a Snow Alert, residents are required to remove vehicles from all city streets in order to facilitate a safe and complete snow removal effort. Vehicles that are not removed from streets by the beginning of the Snow Alert, violating vehicles will be fined, towed, and stored at the owner's expense. The snow removal violation fine is \$25.00, and the towing fee is \$75.00. Failure to pay the fine within three (3) days will result in additional fines and penalties of \$50.00. These restrictions shall not apply to the following:

- Persons in charge of wreckers or authorized emergency vehicles while actually servicing mechanical, fire, police or medical emergencies; or
- Any street when it has been fully and completely (curb-to-curb) cleared, sanded, salted or cleaned.

Property Damage: It is recognized by the City that on occasion private property is damaged during snow and ice control operations. Where this happens, it shall be the policy of the City to handle damages in the following manner:

- Mailboxes - Where mailboxes are placed adjacent to the street it shall be the policy of the City that snow be plowed as close as practical to the curb to allow for passage of traffic and mail delivery. It shall be the responsibility of the property owner to keep piled snow away from the mailboxes so mail can be delivered.
Where damage to the mailbox occurs, the Street Superintendent shall investigate such damage. If it is determined that the weight of the snow caused the damage, the city will not assume responsibility for the repair or replacement of the mailbox or post. Where evidence indicates that physical contact between the plow and the mailbox occurred, the City will repair or replace the mailbox or provide payment of up to \$50 to the property owner for repair or replacement.
- Boulevard Sod – It shall be the policy of the City to repair any damage to sod where curbs are in place. Street maintenance will repair the damage by relaying the turned up pieces or placing black dirt and grass seed.
- Landscaping (including nursery and inanimate materials that are installed or encroach on City owned right-of-way) will not be repaired by the City. The City will assume no responsibility for damages incurred as the result of snow removal and ice control activities except that the City will repair or replace sod only on City owned right-of-way that is removed as the result of plowing activities.
- The City will assume no responsibility for damage to underground lawn sprinkling systems, exterior lighting systems, underground fencing, and similar landscaping installed in the City owned right-of-way.
- Curbs – Concrete curbs will not be replaced unless the curb back is broken.

Sidewalks and Driveways: In accordance with provisions of City Code 6.0302, it shall be the duty of the property owner, tenant, or person in possession of any property abutting a sidewalk to dispose of accumulated snow and ice upon such sidewalk in such a manner that any snow and ice when removed shall not be deposited within or upon any public street or alley, after such public street or alley has been cleared of snow and ice by the grading of such snow or ice away from the curb or the picking up and carrying away of such snow or sanding or salting of ice by the city.

In the event any owner, tenant or person in possession of any property shall fail to comply with any provision of this chapter, any police officer of the City may issue a citation for such violation. The property owner shall have twenty-four (24) hours to comply with the citation, after which time the street department, at the direction of the Council, shall remove the snow or ice at the cost of the property owner, who shall be billed. The City Council may authorize the assessment of such costs to the property owner if the removal bill is not paid within sixty (60) days. It shall be the responsibility of the police department to ensure the timely enforcement of this section.

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