

# CITY OF McPHERSON

## SNOW AND ICE CONTROL POLICY



Last Updated  
January 23, 2012

# Section 1

## Operations

### 1-1 SNOW AND ICE OPERATIONS:

The City of McPherson believes that it is in the best interest of the residents for the City to assume basic responsibility for ice and snow control on city streets. Reasonable ice and snow control is necessary in order to maintain routine travel and emergency services. The city will provide such control in a safe and cost effective manner, keeping in mind safety, budgets, personnel and environmental concerns. The City will use city employees and equipment, and/or private contractors, to provide this service.

### 1-2 PRE-TREATMENT

The City has a brine application unit that can be used by staff to pre-treat streets in the City before a storm. If the Street Superintendent, or his/her designee, determines that a storm is approaching based on available weather forecasts they may elect to pre-treat Priority A and Priority B streets if time allows. The pre-treatment is designed to assist crews in maintaining the streets during and after a storm event.

There are many factors that determine if this application is necessary or useful. Even after application, many factors determine the effectiveness of the pre-treatment.

### 1-3 HOW WILL SNOW BE PLOWED:

Snow will be plowed in a manner so as to minimize traffic obstructions. On most streets, the center of the roadway will be plowed first. When a plow goes on a bridge, the driver shall slow down so that snow does not go over the bridge railing, if possible. In the Central Business District, snow will initially be plowed away from curbs to the center of the street, then later loaded and hauled away when manpower and equipment become available. In cul-de-sacs, one pass will be made with the plow on the perimeter pushing snow off of the street, and the remainder of the cul-de-sac will have snow plowed to the center. In times of extreme snowfall and/or blizzard conditions, it will not always be possible to immediately clear streets of snow. In those cases, streets will be cleared as soon as weather conditions, and manpower and equipment availability, permit.

### 1-4 WORK SCHEDULE FOR SNOWPLOW OPERATIONS:

Snowplow operators will be expected to work eight hour "shifts". In severe snow emergencies, operators sometimes have to work in excess of 8 hour "shifts". However, because of budget and safety concerns, no operator shall work more than a 12 hour "shift" in any consecutive twenty-four hour period unless written approval is given by the Director of Public Works on a case-by-case basis. If working 12 hour "shifts", operators will take a fifteen minute break every 2 hours with a half hour meal break after four hours, with a minimum of 8 hours off between "shifts".

### 1-5 MISCELLANEOUS

City's plowing operations may cause snow and ice to be deposited or windrowed at private drive entrances and on sidewalks. Property owners adjacent to such situations are responsible for removal of the snow and ice as needed for driveway access, and for public use of sidewalks and ADA ramps.

City will not be responsible for damage to the following within the public right-of-way:

- Mailboxes and supports which project beyond the back of curb.
- Sprinkler heads which project above top of curb.
- Landscape features and plantings in the public right-of-way adjacent to the street which project beyond or above top of curb, and are not readily visible during snow events. Residents are urged to place brightly colored, readily visible posts to mark such features.

Snow removal contractors and businesses shall not plow snow off of private property into public streets and alleys.

City will not plow Airport facilities unless requested by Airport Management. If plowed, Airport will be billed for labor and equipment time per the current year hourly rates approved by the City Commission.

# Section 2 Procedure

## 2-1 SNOW AND ICE REMOVAL PROCEDURES

In all “snow and ice operations”, the first priority will be to open and maintain traffic in those routes designated as PRIORITY A streets. Other priorities will be PRIORITIES B and C, in order. When PRIORITY A streets are serviced and can be maintained in an acceptable condition, efforts will move to PRIORITY B streets, and so forth. In extreme conditions, PRIORITY A streets may absorb the majority of the snow and ice control efforts, and some time may pass before attention can be given to PRIORITY B streets, and so forth for PRIORITY C streets.

**PRIORITY A:** Streets that carry the highest traffic volumes and form the primary transportation “grid” for the City, including streets that serve primary public services (hospitals and emergency services), and including Central Business District public parking and City public parking lots. If it is a school day and schools are open, streets adjacent to schools will be Priority A; otherwise, school streets will be Priority B.

**PRIORITY B:** Streets that are generally classified as Collector Streets which form the secondary transportation “grid” for the City, and serve to collect and distribute traffic from and to residential and business areas. Priority B streets will only be serviced when Priority A streets have been serviced and can be maintained in an acceptable condition.

**PRIORITY C:** Remaining streets not covered under Priority A and Priority B, primarily consisting of residential areas.

2-2 The Director of Public Works is responsible for planning, organizing, and measuring performance of the snow and ice removal efforts. The City Police Department, because they have personnel traveling the City streets 24 hours a day, and receive the public comments most frequently, will be responsible for contacting the Street Superintendent when snow/ice control operations are needed.

2-3 The Street Superintendent has primary responsibilities for field operations when a “snow and ice removal operation” exists. In the absence of the Street Superintendent, the designated personnel will act as his/her substitute.

**CRITERIA:** The criteria for the decision when to begin snow or ice control operations are:

- A. Icy conditions which adversely affect travel and public safety.
- B. Snow accumulation which adversely affects travel and public safety.
- C. Drifting of snow that causes problems for travel.
- D. Timing of snowfall in relationship to heavy use of streets.

2-4 The primary responsibility for snow and ice control is assigned to the Street Department. The Street Superintendent is to assign his/her equipment and operators to sand/salting, snow plowing, and snow removal according to procedures and as he/she sees fit to address unusual circumstances. The Street Superintendent, or his/her designated substitute, shall be responsible for directing personnel and equipment utilized in snow and ice control operations. All instructions/directions given to personnel shall be through/by the Street Superintendent to assure an efficient, safe, and coordinated effort. If conditions warrant, the Director of Public Works shall utilize the resources of other City Departments to assist the Street Department with snow and ice control efforts.

2-5 STORM – Storms will be classified as Class 1, Class 2, Class 3, and Class 4.

**Class 1** will cover storms consisting of snow up to 1-1/2” accumulation, or sleet, freezing rain, and/or ice. Snow plowing operations are Street Superintendent or designated substitutes discretion. Sanding and salting at intersections with traffic control devices (lights, yield signs, stop signs) only is done at this stage. The parking garage ramp and upper level will be closed, and will not be salted or sanded. Priority A and B streets will be serviced. Intersections, and inclines leading to intersections, are the only areas salted.

**Class 2** covers storms of between 1-1/2” and 5” of snow accumulation (or lesser accumulation when equivalent drifting occurs). At this stage, snow plowing operations are implemented, and the snow is plowed and streets are sanded/salted simultaneously with plowing. Priority A and B streets will be serviced.

**Class 3** covers snow falls of more than 5 inches and less than 12 inches or when drifting exceeds Class 2 accumulation. After Priority A streets are maintainable in a satisfactory condition, Priority B streets will be serviced. Only when Priority A and Priority B streets can be maintained in acceptable conditions will Priority C streets be serviced. Due to manpower and equipment limitations, servicing of Priority C streets may be delayed until storm conditions moderate. At this Class 3 stage, private contractors may be called-in if requested by the Director of Public Works and approved by the City Commission. Street Department personnel shall work overtime up to allowed limitations operating all available equipment. As soon as melting occurs, Street Department personnel shall clean snow and ice from around catch basins and inlets.

**Class 4** covers snow accumulations greater than 12 inches or 5 to 12 inches if blizzard conditions exist. After Priority A streets are maintainable in a satisfactory condition, Priority B streets will be serviced. Only when Priority A and Priority B streets can be maintained in acceptable conditions will Priority C streets be serviced. Due to manpower and equipment limitations, servicing of Priority C streets may be delayed until storm conditions moderate.

The Mayor, upon request of the Director of Public Works and approval of the City Commission will make appeals to the public through the local media to limit travel until weather conditions moderate. Upon request of the Director of Public Works, and approval of the City Commission, contractors may be employed by the City to assist City forces with snow and ice control. Contractors shall receive directions for their work from the Street Superintendent.

2-6 Park Department and Cemetery crews will be responsible for snow removal from decks and ramps, and sidewalks, including the downtown street corner intersections – after all of their other work is completed, or as directed by the city Street Superintendent.

2-7 Sidewalks.

The following sidewalks are to receive ice and snow control efforts:

1. Central Business District: Main Street from Skancke to RR Tracks.

Notices for private citizens to clean their sidewalks will be given to the designated low bid contractor selected annually. He/she will clean these sidewalks within 24 hours of receiving any work orders from the city.

Civil Preparedness, the Fire Department, and the Park Department will help provide emergency transportation for essential employees who cannot get to work on their own. The Public Works Department will provide radio communication and snow removal equipment to assist emergency transfer situations.

2-8 During normal City working hours (8:00am to 5:00pm, Monday through Friday), Street Superintendent (or designated substitute) in consultation with Police Dispatcher and Director of Public Works will determine storm classification. Outside normal working hours, determination of the storm classification will be made by the Police Department “Officer-in-Charge” that is on duty, in consultation with other officers. The Police Officer-in-Charge shall notify the Street Superintendent (or designated substitute) when he/she believes storm Class 1, 2, 3, or 4 conditions are occurring.

For Class 1 storms, the dispatcher shall keep a list of slick intersections as called in by officers out on patrol. The dispatcher shall call the Street Superintendent (or designated substitute) with the report of such conditions and the Street Department shall sand/salt those streets and others that the dispatcher may report.

In general, the objective is to communicate Class 1 storm conditions to the Street Superintendent (or designated substitute) not later than 4:00am such that Priority A and Priority B intersections can be salted/sanded by 8:00am. Similarly, Class 2 or higher storm conditions should be communicated to the Street Superintendent (or designated substitute) not later than 4:00am such that Priority A streets can be serviced by 8:00am (if physically possible), and Priority B streets as soon thereafter as feasibility.

# Section 3

## Street Priority List

### Priority A, East-West Streets

| Street Name | From         | To         |
|-------------|--------------|------------|
| Northview   | 81 By-Pass   | Maxwell    |
| Fourth      | Hospital Dr. | Main St.   |
| First       | 81 By-Pass   | Centennial |
| Woodside    | 81 By-Pass   | Ash        |
| Euclid      | Walnut       | Ash        |
| Marlin      | Walnut       | Ash        |
| Kansas Ave. | 81 By-Pass   | Eby        |
| Elizabeth   | Maple        | Ash        |
| Sutherland  | Maple        | Ash        |
| Avenue A    | 81 By-Pass   | Centennial |

### Priority A, North-South Streets

| Street Name  | From            | To         |
|--------------|-----------------|------------|
| 81 By-Pass   | Bridger Ct.     | First      |
| Hospital Dr. | First           | Fourth     |
| Walnut       | Marlin          | Euclid     |
| Maple        | Sutherland      | Woodside   |
| Main St.     | UPRR            | 81 By-Pass |
| Ash          | Sutherland      | Woodside   |
| Oak          | Avenue A        | First      |
| Grimes       | First           | Northview  |
| Maxwell      | Turkey Creek Dr | Northview  |
| Centennial   | Avenue A        | First      |

### Priority A Parking Lots

- Fire Station Bay Access
- Maple at Euclid, SW Corner
- 300 Block N. Maple, E. Side
- 400 Block N. Maple, E. Side
- Maple at Elizabeth, NE Corner
- 100 Block S. Main, E. Side
- 200 Block N. Ash, W. Side
- Marlin at Ash, SE Corner
- Elizabeth at Ash, SW Corner
- Parking Garage, Lower Level
- Law Enforcement Parking Lot
- Animal Shelter Parking Lot
- City Municipal Building Parking Lot

### Priority A on days school is in session

### Priority B on non-school or school canceled days

| Street Name                         | From       | To        |
|-------------------------------------|------------|-----------|
| <b>Eisenhower Elementary School</b> |            |           |
| Wickersham                          | Main       | Grimes    |
| Grimes                              | Wickersham | Northview |
| <b>Lincoln Elementary School</b>    |            |           |
| Allison                             | Main       | Grimes    |
| Earl                                | Main       | Grimes    |
| Ash                                 | First      | Loomis    |
| Elm                                 | First      | Loomis    |
| Loomis                              | Ash        | Elm       |

**Roosevelt Elementary School**

|          |          |          |
|----------|----------|----------|
| Ave. C   | Walnut   | Chestnut |
| Chestnut | Avenue C | Avenue A |
| Walnut   | Avenue C | Avenue A |

**Washington Elementary School**

|               |             |               |
|---------------|-------------|---------------|
| Park St.      | Kansas Ave. | Euclid St.    |
| Lakeside West | Euclid St.  | Kansas Ave.   |
| Euclid St.    | Park St.    | Lakeside West |

**Middle School**

|           |          |             |
|-----------|----------|-------------|
| Hartup    | Avenue A | First       |
| Park St.  | Hancock  | Kansas Ave. |
| Hancock   | Hartup   | Park St.    |
| Elizabeth | Park St. | Hartup      |

**High School**

|                |       |                |
|----------------|-------|----------------|
| Myers          | First | Anna           |
| North High Dr. | First | Anna           |
| Anna           | Myers | North High Dr. |

**Priority B, East-West Streets**

| <b>Street Name</b> | <b>From</b>   | <b>To</b>         |
|--------------------|---------------|-------------------|
| Oak Park Dr.       | Main          | North High Dr.    |
| National           | Walnut        | Main              |
| Sixth              | Walnut        | Main              |
| Hulse              | Main          | Maxwell           |
| Euclid St.         | Kelly         | Walnut            |
| Euclid St.         | Ash           | Park St.          |
| Euclid St.         | Lakeside West | McPherson College |
| North Front St.    | East end      | West end          |
| South Front St.    | East end      | West end          |
| Avenue E           | Walnut        | Maple             |

**Priority B, North-South Streets**

| <b>Street Name</b> | <b>From</b> | <b>To</b>   |
|--------------------|-------------|-------------|
| Hickory            | Avenue A    | North end   |
| Dover              | Walnut      | Northview   |
| Walnut             | Avenue E    | Avenue C    |
| Walnut             | Avenue A    | Kansas Ave. |
| Walnut             | Euclid St.  | Northview   |
| Maple              | Avenue E    | Sutherland  |
| Maple              | Woodside    | National    |
| Ash                | Avenue A    | Sutherland  |
| Ash                | Woodside    | First       |
| WWTP Rd.           | Plant       | Avenue A    |
| North High Dr.     | Anna        | Northview   |
| Baer               | Eby         | First       |
| Eby                | Kansas Ave. | Baer        |
| Champlin           | South end   | North end   |

**Priority C**

1. Remaining public streets.
2. Curb side sidewalks on all Priority A Streets.
3. Special or unusual circumstances on a case by case basis.

NOTE: The Street Superintendent schedules street department personnel and equipment to work in various sectors of the city per attached map showing snow plow routes and sectors. The Street Superintendent shall direct the mobilized departments to utilize their manpower and equipment as necessary.

## Section 4 Equipment

| <b>EQUIPMENT</b>     | <b>TASK</b>   | <b>SOURCE</b>      |
|----------------------|---|--------------------|
| #13 Blade            | Plowing Streets                                     | Street             |
| #18B Backhoe         | Parking Lots – Clearing Intersections, Loading Snow | Street             |
| #50 Loader           | Plowing, loading snow, clearing intersections       | Street             |
| #70 Dump Truck       | Plowing, ice control, haul snow                     | Street             |
| #69 Dump Truck       | Plowing, ice control, haul snow                     | Street             |
| #67 Dump Truck       | Plowing, ice control, haul snow                     | Street             |
| #61 Dump Truck       | Plowing, ice control, haul snow                     | Street             |
| Bobcat               | Plowing cul-de-sacs, Parking Deck, Parking lots     |                    |
| #19-09 JD Tractor    | Parking lots  | Park               |
| #19-04 Hustler Brush | Sidewalks CBD with operator                         | Park               |
| #19-12 Hustler Brush | Sidewalks CBD with operator                         | Park               |
| #19-10 Jaguar Brush  | Sidewalks   | Park               |
| Backhoe              | Parking lots with operator                          | Cemetery           |
| Backhoe              | Parking lots with operator                          | BPU<br>Water Dept. |
| #74 Pick Up          | Plowing, Ice Control                                | Street             |

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#56 Pick Up

Parking lots

Engineering

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# **Section 5**

## **Maps**