

**Enterprise**

# Snow and Ice Removal Plan



## **Introduction**

The City of Enterprise's City Hall, Police and Public Works Departments are dedicated to providing a high level of professional service to the citizens and customers. The intent of the plan is to provide the City Council, City Staff and Enterprise Citizens with general guidelines for the removal of snow and ice from surfaced areas within the city. The main focus of this "Snow and Ice Removal Plan" is to provide the citizens of Enterprise with a plan that is designed to provide the safest possible roadway system and to keep a network of roads open throughout the community for emergency response personnel.

## **Mission**

The City of Enterprise's Public Works Department has over 34 miles of roads and is responsible for maintaining the safety of streets within the city limits. As part of its mission, the Public Works Department conducts sanding and snow removal operations to mitigate hazardous driving conditions during snow and ice events.



Enterprise's Snow and Ice Control Plan has been designed to provide the safest possible roadway system. However, this plan does not guarantee that streets will be free of snow and ice after plowing. Bare, dry pavement should not be expected and will not be provided. This plan attempts to maintain an adequate driving surface for properly equipped vehicles and drivers prepared for winter driving conditions.

The Snow & Ice Plan is designed to open major arterials and collector streets necessary to provide an adequate network of roads for emergency response personnel. The identified major arterial and collector streets for emergency response access are the first priority of the snow removal crews and will be followed by second, third and fourth priority roads.

## **FAQ'S**

### **Can't the Town remove the snow they put in my driveway and sidewalk?**

When you consider the large number of driveways and amount of sidewalks in the city, it is just too costly and time consuming to use additional people and equipment to perform this service. Our primary duty is to open and keep open the main roadway system.

### **Why not plow to the center?**

Piling snow to the center of a street can create a hazardous situation. Traffic flow is restricted by eliminating a portion of a lane. The freeze-thaw cycle creates problems when the melting snow freezes on the road surface every evening. This practice can also create sight

obstructions for low vehicles and cause problems for residents entering and exiting their driveways.

### **Can I park my car on the street?**

Sure, but when snow begins to accumulate we ask that you find an alternate place to park. Having to swerve a snowplow in and out between parked vehicles is not only dangerous, but also nerve-racking for our drivers. We cannot do an efficient job with parked vehicles on the street. Also, we could plow your car in with a snow bank. So please do not park on the street when there is snow or ice.

### **Why are residential streets the last plowed or seldom plowed?**

With over 34 miles of streets to maintain it is usually not possible to keep all roads open during a storm event because of continue plowing and sanding of emergency response routes. The city has prioritized the streets according to their relative necessity.

## **Equipment**

The City of Enterprise Public Works Department has two trucks with plows, two backhoes, one tractor with snow-blower, and one sander truck with plow. Staffing includes the 6 full-time maintenance personnel; however, please keep in mind that the Public Works Staff is responsible for maintaining the water and wastewater system as well as maintaining streets and each area requires daily maintenance activities.

## **Snow and Ice Operations**

Snow and ice removal operations will be conducted on a 24-hour basis, seven days a week, as needed. Equipment operators and supervisors should be ready to commence snow and/or ice removal operations at any time it is determined that operations must begin.

**While each snow event is different, it is likely that the following call-out procedures will be utilized:**

1. In the event of a winter snow advisory, with a predicted accumulation of greater than 2", the Public Works Director and/or Public Works Supervisor may call in the personnel he feels will be required to have an effective initial response. All available Public Works employees resources may be called in initially, but at least two employees shall be sent home within four (4) hours two work a latter shift, if it appears that plowing and sanding shall be a multi-shift response in order to keep up with weather conditions.
2. In the event of wet pavements and predicted temperatures below freezing the Public Works Director and/or Public Works Supervisor may authorize the activation of sander units. The goal is to be pro-active and to sand streets before the pavement temperature reaches freezing to reduce the potential for ice induced accidents.

3. If the snow or ice event occurs that has not been predicted, the existing procedure of notifying the Public Works Director and/or Public Works Supervisor and On-Call person should be notified.
4. Primary responsibility for snow removal planning, operation direction and snow fighting decision making will be the Public Works Director and/or Public Works Supervisor. There will always be one (1) person in charge of the operations and that person will have all authority and responsibility to conduct snow/ice control operations as outlined in this policy or has he deems necessary in a changing environment.
5. If the decision to commence snow and/or ice removal operations is made during the normal work day, operators and supervisors shall be prepared to cease the activities they are engaged in and begin snow and/or ice removal preparations and operations.
6. If the conditions are such that snow and/or ice removal must begin after normal working hours, the Public Works Director or his designee will notify the On-Call Streets Maintenance Worker or Workers.
7. Rest periods or meal breaks shall be coordinated by the shift Supervisor until all Priority One Streets have been plowed. Employees will normally be limited to a maximum of 14 hours of continuous snow plowing. This is in consideration of the safety of the operator and the public and liability exposure to the City. Employees may be requested to work longer than 16 hours during a declared snow disaster.
8. Cooperation and communication between the Police Department and the Public Works Department is critical during a winter storm. There will be close contact between the two departments during plowing and sanding operations. The Police Department shall keep the Public Works Department informed as to street conditions and be on the alert for trouble spots including icy streets and reduced visibility at intersections. The Public Works Department will inform the Police Department when plowing operations begin, and keep them informed until operations have ceased. The Police Department may request certain areas be plowed or re-plowed if hazardous or dangerous conditions exist. All such requests shall be addressed to the Public Works Director, Public Works Supervisor or Maintenance Worker in charge. It is likely that during significant snow events, all requests shall be made through City Hall during normal working hours and Enterprise Police Department after hours and on weekends.

## **Equipment Operation**

Equipment operators are responsible for their equipment and shall inspect this equipment prior to beginning plowing operations to ensure it is in proper working order. All

malfunctions must be reported to the Public Works Supervisor. Operators will perform an inspection and complete the vehicle pre-trip check for their particular vehicle prior to placing into service. Fueling of equipment will occur at the end of each shift, to prepare for the next shift's operation.

Whenever feasible, equipment operators shall obey all traffic laws during snow plowing and sanding operations. Operators shall strive to avoid pushing large quantities of snow into private driveways or in front of mailboxes. However, given that all of our equipment pushes snow, it is not possible to completely avoid placing snow in front of private driveways or mailboxes. Public Works Staff will not assist residents with clearing snow from private driveways or mailboxes.

Operators who are involved in an accident are required to report the accident immediately to their supervisor and the Police Department. Damage to fixed objects such as mailboxes, etc., should be noted as to time, place, and circumstances in a professionally written report. Operators must also complete an accident report, and submit to their supervisor before the end of their shift.

***The Policy with regards to private vehicles stuck in the snow will be as follows:***

Unless request is made by the Public Works Director, Public Works Supervisor and/or Police Officer the following is prohibited;

- Operators are prohibited from assisting motorists with tire chains, towing or pushing.
- Operators are prohibited from assisting in freeing stuck vehicles, unless the vehicle is blocking the roadway and creating a traffic hazard (*Note; prior to moving any vehicle, the on duty police officer must be present and authorize any movement of the vehicle*). Operators will inform the Police Department Dispatch of the location of vehicles stuck and/or off the road, in order to arrange for towing.

## **Citizen Cooperation**

In order to achieve the best possible result from the Public Works Department's snow and ice removal operations, all citizens of The City of Enterprise are requested to cooperate fully with the Department. During winter storm conditions, all residents are asked to remove their parked vehicles from all City Streets. This will allow snow plows an opportunity to clear the streets quicker and with fewer passes, saving both time and money.

## **Damage Claims**

Any damage claims caused by the Public Works Department snow and ice removal operations shall be submitted to the City Administrators Office through the proper chain of command. The City will not consider payment for damaged mailboxes unless actual contact

is made with the mailbox by the plow unit; and the mail box is placed in accordance with common practices. The City also will reject claims for damage to driveways, fences or other home owner installed improvements within the public right of way, unless actual contact is made by the plow unit.

Claims for damage to individual vehicles due to flying snow or debris shall be considered on a case by case basis.

### **Departure from Policy**

The City Staff acknowledges the policies as set forth in this program are of a general nature and recognizes conditions may be so unusual or unexpected that a departure from this general program may need to be authorized. When conditions warrant, the one duty person in charge, after consulting with the Public Works Director and/or Public Works Supervisor, may order a departure from the general policies when conditions are such that the departure from this policy is necessary and warranted for the health, safety and welfare of the citizens of the City of Enterprise.

### **Policy Priority**

To the extent that any previous rule, regulation, policy or past practice, written or unwritten is in conflict with the provisions of this policy the stricture shall apply.

### **Clearing Private Roads, Driveways and Sidewalks**

If private property and/or persons in charge of private property elect to hire a contractor for snow and/or ice removal, we recommend that normal precautionary practices suggested for hiring a home improvement contractor be utilized in dealing with these businesses. Suggested questions to ask might include:

- \* How long have you been in business?
  - \* Are you licensed and registered with the State?
  - \* Have you done any snow removal jobs like mine before?
  - \* May I have a list of references?
  - \* What types of insurance do you carry?
  - \* Will you be removing the snow, or moving it to a different location? Where?
- Further background inquiries can be made by contacting the Oregon State Construction Contractor License Board (1-503-378-4621) or the Better Business Bureau (916-443-6843).

**(Note; The City of Enterprise does not and will not make recommendation for contractor services)**

***Important Information - Please Read***

Cleaning and/or plowing driveways, sidewalks or parking lots have always raised the question as to where to place the removed snow or ice. In accordance with The City of Enterprise's Municipal Code Section 9.24.045 Depositing Snow Upon Publicstreets;

- A. It shall be unlawful to remove any snow from private property (including parking lots), or from any portion of a City Street, other than a sidewalk, and place the same on any portion of a City Street, without the consent of the Superintendent of Public Works. Removal of snow from a sidewalk and placement on a City Street does not constitute a violation of this subsection.
- B. The Superintendent of Public Works may order a person who has deposited snow on a City Street in violation of the section to remove the same or may order the snow to be placed at the alternate location on a City Street.
- C. Violation of this section constitutes an offense punishable, upon conviction thereof, by a fine not the exceed \$750.00.

***(Note; This policy will be strictly enforced)***. However, The City of Enterprise understands that there maybe extenuating circumstance and reasonable accommodation can be made at the discretion of the Public Works Director. If you have any question concerning this issue or need to make an appointment to discuss snow or ice removal accommodations please contact Patrick R. Munyan Jr. at 1-541-263-0336.

In accordance The City of Enterprise's Municipal Code Section 9.24.070 Ice and snow removal; It shall be the duty of the owner, lessee, occupant, or person having the control or custody of any premises or unimproved property, to remove all snow or ice which has fallen or has accumulated upon the sidewalks abutting such premises or property within two hours after such snow or ice has ceased to be deposited thereon; provided, however, that if such snow is falling or such ice accumulating after the hour of eight p.m., the same shall be removed within two hours after it shall cease to be deposited, or within two hours after seven a.m. on the next succeeding day, as the case may be. (Ord. 219 § 42, 1939)



## Street, Snow & Ice Storm Event Category Classification

Classification	Description	Action
<b>Category I</b>	0" - 2" of snow resulting in icy conditions throughout the city.	All main arterials, selected collector streets, bus routes, around schools, hazardous stops, hills and all emergency facilities will be sanded as necessary and plowed with snow accumulation of 2" or greater.
<b>Category II</b>	3" - 4" of snow resulting in sleet and slushy conditions throughout the city.	All main arterials, selected collector streets, bus routes, around schools, hazardous stops, hills and all emergency facilities are plowed and sanded if necessary.
<b>Category III</b>	5" - 8" or more with wind causing blizzard conditions.	All main arterials are plowed until the storm subsides: then, collector streets, bus routes, around schools, hazardous stops, hills and all emergency facilities streets will be sanded if necessary.
<b>Category IV</b>	A major snowstorm amounting to 8" or more.	Concentration is given to all main arterials and emergency facilities. Collector streets, bus routes and around schools are plowed as soon as possible thereafter. Residential streets are plowed if needed, at the discretion of the Director of Public Works or the Street Superintendent.

*\*Guidelines only - other factors may necessitate other actions.*

## Priority Streets Snow & Ice Removal

The following priority code reference is to be with the Priority map on the following page. The priority streets are major arterials or collectors and are considered to be first priority routes with respect to plowing and sanding activities:

- **Priority 1:** Arterials which are identified has the minimum network which must be kept open to provide a transportation system connecting the airport, hospitals, police and fire stations.
- **Priority 2:** All remaining arterials, selected collectors, bus routes, and around schools.
- **Priority 3:** All other selected collectors completing the network covering the major traffic volume streets and selected "Hot Spots" such as intersections, hills, and known routes for disabled individuals.
- **Priority 4:\*** All remaining streets, such as residential and local streets. Except for unusual conditions, all priority 1, 2, and 3 streets will be kept open and maintained. When this is not possible, the priority 3 streets will be dropped first, and, if necessary, the priority 2 streets will be dropped. The priority 1 streets will be kept open at all times. The snow routes have been established so that regardless of which priorities

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are dropped, the remaining portion will be one connected, continuous system.

*\* The priority 4 streets will not receive regular winter maintenance. If snow accumulation completely blocks traffic movement, the priority 4 streets will be plowed when the City Crews are able to complete their higher priority districts. It is to be emphasized that plowing of priority 4 streets may not occur at all unless the Director of Public Works or Public Works Supervisor determines the snowfall depth and/or drifting warrant such action. Equipment, however, will be provided as necessary to respond to emergency situations.*

