

# ***CITY OF COGGON***

## **SNOW PLOWING AND ICE CONTROL POLICY**

**Subject:** Snow Plowing and Ice Control

**Approved By:** City Council

**Effective Date:** 01/10/2023

### **PURPOSE:**

The purpose of this policy is to outline procedures related to Snow Plowing and Ice control in the City of Coggon.

### **SCOPE:**

This policy is applicable to all residents within the City of Coggon

### **POLICY AND PROCEDURE**

#### ***Policy.***

The City of Coggon will provide snow and ice control in a safe and cost-effective manner, weighing environmental impact, safety, budget, equipment, availability of deicing materials, and personnel concerns. A reasonable level of service for clearance of snow or ice of the street system during the winter months is necessary for routine travel and emergency services. This Policy supersedes all

previously written or unwritten policies of the City regarding snow and ice removal. The Public Works Department will review this policy periodically and will make recommendations as needed to the City Council and City Clerk.

***When Snow or Ice Control Operations Begin.***

The Public Works Director, City Clerk or Mayor will decide when to begin snow or ice control operations based on the following criteria:

- Icy conditions
- Snow will be removed when:
  - Accumulations of two (2) inches of snow; the Emergency Routes only will be plowed.
  - Accumulations reach three (3) inches or more; the entire City will be plowed.
  - Public Works will clean up and plow appropriate accumulations during normal business hours. Public Works will not work overtime unless there is an accumulation of more than 2 inches of snow.
  - When blowing and drifting of snow seriously affects traffic.
  - Anytime snowfall is expected to reach or exceed three (3) inches the City will issue a Snow Emergency. This requires all vehicles to be removed from designated Emergency Snow Routes. (See Attachment A)

Snow Emergency notices will be posted/run on the City's website and TV Channels KCRG, KGAN and KWWL. The City of Coggon will declare a 2-day snow emergency to ensure the City streets are sufficiently cleaned. During the snow emergency, cars are to park on the even side of the street on even days and on odd side of the street on odd days. On streets where parking is prohibited on one side of the street, the City will allow parking on the prohibited side during a snow emergency only. Streets where parking is prohibited on both sides will remain in effect during a snow emergency.

Failure to remove vehicles from the Emergency Snow Routes while under a Snow Route Parking Emergency may result in a parking ticket being issued by the Linn County Sheriff's Office.

All sidewalks adjacent to private property are the responsibility of the property owner. The City will provide snow and ice control on those sidewalks adjacent to City property.

Snow placed in driveways by City plows is the property owner's responsibility for removal. Snow from a private driveway may not be placed on or pushed across a City Street.

Snow placed on sidewalks by City plows is the property owner's responsibility for removal. Snow from a sidewalk may not be placed on or pushed across a City Street.

Snow around a fire hydrant adjacent to private is the property owner's responsibility for removal. Snow must be cleared 3 feet around the entire hydrant so our fire department can always access the hydrant.

The City will only clean snow within the confines of curb line to curb line of a street. The property owner is responsible for any other snow cleaning around mailboxes and to assure the mailbox is properly installed behind the curb line and able to withstand snow clearing efforts by the City.

***Plow Damage.***

During a snow event it is very difficult, at times, for plow operators to judge where curbs and other obstacles are located. The City encourages residents without curbs to place markers on their property, so snowplow drivers know where the edge of the street is to prevent damage in any of these areas.

If damage occurs to your yard due to plowing operations the City will repair sod damage in a timely manner in the spring.

Mailboxes must be installed in such a manner as to provide access by Post Office personnel or other parcel carriers and to allow for Public Works equipment to maintain the streets. Mailboxes and posts should be constructed securely enough to withstand snow rolling off a plow or wing. Any posts that are rotten or too weak to withstand winter weather will not be the responsibility of the

City. The City will bear the cost of the repair of a damaged mailbox only if it is a result of City equipment hitting the mailbox and not from the weight of the snow. The mailbox owner will be reimbursed with a mailbox and post with something identical and at the same value. The City will make temporary repairs to mailboxes for mail delivery if City plows hits a mailbox. When weather and time permit, the Public Works Department will complete the correct permanent repairs.

Upon notice of a damaged mailbox, it shall be the responsibility of the Public Works Director or his designee to investigate the site. The investigator should determine if the damage was done by a direct hit of a plow blade or a windrow of moving snow. It should also be determined if the damage was caused when City crews were plowing snow. Existing post and mailbox conditions should be considered. Any posts that are rotten or too weak to withstand winter weather will not be the responsibility of the City. Owners should be contacted and present for the investigation if possible.

If the damage is the result of a direct hit by a City truck the City will:

- Replace mailbox which shall be identical to your current box OR reimburse the owner with a complete replacement cost at the same value of what was damaged.
- Make temporary repairs to the post for mail delivery until weather and time permit for a permanent solution.

Damage determined by the investigator to be from the wave of moving snow will be the responsibility of the owner. All mailboxes must be breakaway and installed according to USPS regulations and allow for Public Works equipment to maintain the streets. Moving the mailbox location must have approval of the local Postmaster.

Custom mailboxes will not be installed by Public Works staff. Custom mailboxes will only be eligible for complete reimbursement regardless of value.

The City will assume no responsibility for damage to underground irrigation systems, private lighting systems, trees, shrubs, specialty grasses, rocks, fences or similar landscaping installed in City controlled right-of-way, parking or street during snow plowing or ice control.

***How snow will be plowed.***

Snow will be plowed in a manner to minimize any traffic obstructions. Generally, the center of the roadway will be plowed first, and the snow shall then be pushed from left to right. The discharge shall go onto the boulevard or parking area of the street. In times of extreme snowfall, the process of clearing the streets of snow may be delayed, and it may not be reasonably possible to completely clear the streets of snow.

Generally, operations shall continue until all roads are passable. Widening and cleanup operations may continue immediately or on the following working day depending upon conditions and circumstances. Due to safety concerns for the plow operators and the public, operations will be terminated after 10-12 hours to allow personnel adequate time for rest.

Cul-de-sacs will be plowed with one pass along the curb to provide an outlet for the driveways, with snow being piled in the middle of the cul-de-sac. Crews will clean up the cul-de-sac later that day or the following day as time permits.

The downtown area will be plowed from curb to curb with the snow pushed into piles where feasible.

***Priorities and Schedule for how Streets will be plowed.***

The City has classified City streets based on the street function, traffic volume and importance to the welfare of the community. Those streets classified as "Emergency Snow Routes" will be plowed first, in addition to Emergency service parking lots. The Emergency Snow Routes are high volume streets, which connect major sections of the City and provide access for emergency fire, police, and medical services. Attachment A lists the "Emergency Snow Routes". The second priority streets are those streets providing access to schools and commercial businesses. The third priority streets are low volume residential streets and remainder City-owned parking lots. The fourth priority areas are dead end streets, any alleys as designated by the City Council and cul-de-sacs.

***Motorists and Safety Concerns.***

Observe all parking bans; this expedites snow removal efforts by City staff.

Remain off the road during snowstorms unless absolutely necessary.

Do not allow children to play at the edge of the street or to build snow forts in or near the street.

Reduce your speed and drive cautiously, remember driving on slick winter pavement is hazardous, even if they have been plowed.

Do not follow plows too closely. During their operation they occasionally must stop and back up.

**Attachment A**

**EMERGENCY SNOW ROUTES-PRIORITY STREETS**

Linn Street- Highway 13 to Buffalo Creek Park Entrance

Main Street- 3<sup>rd</sup> Street to North Railroad Street

2<sup>nd</sup> Street- 3<sup>rd</sup> Street to Linn Street

3<sup>rd</sup> Street- Buffalo Creek Bridge to Highway 13

6<sup>th</sup> Ave- From Highway 13 to 3<sup>rd</sup> Street