



SNOW AND ICE RESPONSE POLICY

Effective: January 2015
City Council **Resolution 521**

Mission

The City of Rose Hill is dedicated to providing an immediate and efficient response to weather related traffic hazards.

Objective

The objectives of the Snow and Ice Response Policy is to

1. Make roads passable as much as possible for emergency response vehicles
2. Reduce the hazard of inclement road conditions for motorists and pedestrians
3. Facilitate the allocation of resources in providing this service
4. Maintain safe, passable school bus routes
5. Mitigate the impact of snow and ice storms on in-town commerce

This policy facilitates the coordination of personnel, equipment, and materials involving the Department of Public Works and Police Department during inclement weather.

Roles

City Council: Confirm this plan and review as necessary

Street Superintendent: Maintain inventory of supplies and vehicles, have responsibility for initiating this plan, contacting and dispatching crew, maintaining communication with public safety officials and Public Works Director, exercising sound judgment when circumstances may dictate deviation from the plan, and making recommendations for amendments to this plan as necessary

Public Works Director: Maintain communication with Street Superintendent and assist as needed, assist with dispatching, and keep the Mayor and City Administrator informed on any significant developments

Public Works Crew: Operate equipment necessary to treat and remove snow and ice at the direction of the Street Superintendent

Public Safety: Assist with execution of the plan particularly helping identify problem areas, critical locations, and emergency needs

Butler County: Assist with maintaining County Roads such as Rose Hill Road and Rosewood (until such assistance is provided, City will treat these as its own for the purpose of this policy)

City Administrator: Help facilitate inter-agency and multi-jurisdictional cooperation

Priorities

1. Emergency Routes and Arterial Traffic Routes as designated in attached map

2. All essential municipal and public facilities, school zones, train track intersections, problem intersections, and major intersections
3. Collector Traffic Routes as designated in the attached map
4. Minor Collector Traffic Routes as designated in the attached map
5. Residential streets
6. Non-essential municipal and public facilities
7. Sidewalks for which City is responsible as designated in the attached map

Note: The street-type designations used in this plan do not necessarily correspond to street type designations used for engineering, planning, State, or Federal classification systems.

Equipment and Materials

The City maintains the following equipment and materials:

- ~~1989 Ford L8000 dump truck with plow and salt brine applicator~~
- 1995 Ford L8000 dump truck with plow and sand spreader
- 2001 Chevy 2500 with plow
- 2002 Ford F250 with plow
- 2014 Bobcat Skid Steer
- 2013 John Deer front-end loader
- 2000 Caterpillar front-end loader
- 160 tons of sand (approximate three storms worth)
- Salt brine is typically donated by the City of Derby and picked up as needed
- Snow fence panels

Operations Matrix

WEATHER CONDITIONS	ACTION	RESPONSE	EQUIPMENT SOURCES	EMERGENCY SERVICES
Less than 3" of Snowfall	-Brine Pre-treating -Salt & Sand Spreading -Plowing where and if necessary (drifts)	-Treatment of Intersections -Bridges and Primary Traffic Routes -Facility ice melt at entrances	-Truck mounted brine tanker and spreader	None
3" to 6" Snowfall	-Plowing and Sanding streets -Plowing sidewalks	-Plow will begin as soon as practical after snowfall. -Ice melt application on sidewalks adjacent to City facilities	-All snow equipment	-Traffic control assistance as necessary based on weather and road conditions
6" Snowfall and above	-Plowing and Sanding streets and sidewalks	-Repeat plowing of drifting areas -Apply salt/sand	-All snow equipment	-Traffic control assistance as necessary based on weather and road conditions

General Process

- Prior to the snow storm season (approximately November 1), the City will ensure:
 - All equipment is operational and in working order
 - Staff is trained in operation
 - Staff is informed of the expectation to follow this plan
 - Snow fencing is installed where known drift locations occur
- Anti-icing treatments will begin upon forecast of severe weather. Every attempt will be made to treat the pavement surfaces before they become glazed or icy. Brine and Sanding units will be dispatched in accordance with the priorities established in this plan.
- Generally, snow removal is not necessary for accumulation less than 3". Pre-treatment procedures will be implemented as necessary to maintain safe driving conditions. Staff will monitor road conditions and respond accordingly. Typically, snow removal begins as soon as practical after snowfall has ceased. Every effort will be made to provide safe driving conditions prior to peak traffic hours from 6 a.m. to 9 a.m. and 4 p.m. to 6 p.m.
- Employees who live in Rose Hill City Limits and are responsible for snow removal may drive home snow removal equipment when severe weather is anticipated to ensure they are not prevented from accessing equipment essential to executing this City service.
- Depending on the duration of the snowfall event, it may be necessary to continually clear arterial streets in order to assure public safety. Once snowfall has ceased, priority streets within the City will be cleared before snow removal begins on collector streets.
- A snow emergency is defined as a point in time when 3" of snow has fallen and continues to fall or if weather forecasts indicate that additional snow will fall. At that time employees will begin plowing as close as practical to the time the snowfall ceases. The intent is to avoid plowing more than once for a single snowfall. Depending on the amount of snow, the City's goal is to plow and to clear all arterial and collector streets within 48 hours. Final clean up of areas will take place after removal operations cease. The City is not responsible for snow/ice deposits in driveways or sidewalks due to the removal operations.
- The City does not have an ordinance prohibiting parking on streets during winter weather. As such, the City cannot plow both sides of Minor Collector and Residential streets. The City plans to make a center path on these streets – this reduces the amount of plowed snow gathering on driveways and sidewalks. The City also does not have an ordinance requiring adjacent property owners to clear sidewalks.
- This policy is not intended to create any duty to any individual member of the public or to protect any particular or circumscribed class of persons.

Scheduling and Callout Procedures

The Street Superintendent or his or her designee, with assistance from the Police Department, will monitor street conditions to determine when to begin snow removal and/or pre-treatment operations. The Police Department will notify Public Works of snow and ice conditions requiring immediate attention. The Street Superintendent will determine when additional operators will be

needed to meet the priorities and goals detailed in this plan, and he or she also is responsible for allocating work hours to ensure safe operations, continuity of normal City operations, and preventing excessive overtime.

Operators

The City commits the following positions to snow and ice response and purposes to operate as much as possible without incurring unnecessary overtime expenses.

- Street Superintendent
- Maintenance Operator (four positions)
- Water/Wastewater Operator
- Water/Wastewater Supervisor
- Public Works Director

Priorities and exceptions

In determining priority routes, considerations are given to topography, traffic volumes, and special usage. Heavily traveled routes are given greater priority. Streets adjacent to schools and commercial areas are given additional consideration and are identified as first priority areas. With available resources, the City expects to be able to clear all City streets with 48 to 72 hours of a four- to six-inch snow. For snowfalls over six inches or prolonged periods of cold conditions and repeated snowfalls, the City may not be able to clear all streets within that same time frame and will focus on the established priorities in this plan. Nothing in this plan shall preclude the City from exercising sound judgment in accordance with prevailing conditions and circumstances, including but not limited to: Equipment breakdowns, weather so severe as to cause crews to be called in from the streets, equipment rendered inadequate by the depths of the snow or drifts, employee rest periods and stops required for fueling or refilling of material spreaders and general maintenance, and unforeseen emergencies.

Damage to Property

Only mailboxes that have been damaged by City snowplows will be repaired by the City. Temporary repairs will be made by the City to mailboxes that are hit by the City plow to avoid interruption of mail service. Permanent repairs will be made when weather permits. The City is not responsible for sprinkler heads, shrubbery, planters or any decorative materials located in the right-of-ways that are damaged as a result of snowplowing. If a property owner's grass is damaged, the damaged area will be repaired by the Public Works Department when the schedule allows. The City is not responsible for cleaning of right-of-ways due to build up of sand or for dead grass due to chemical applications from City deicing operations.

Street Classifications/Snow Routes

1. Arterial
 - Rose Hill Road, extent of City limits

- East and West Rosewood, extent of City limits
- East Silkmitter, from Rose Hill Road to City limits
- East School, Rose Hill Road to Bentwood

2. Collector

- Bentwood, School to Silkmitter
- Strode, School to Parkwood
- Warren, School to Silkmitter
- Berry, RHRD to Strode
- Ridgeway and Park and Berlin (loop)
- McCaskey and Young, to Rose Hill Road (loop)
- E. Waitt and Main, to Rosewood
- Osage and Tanglewood and Foxbrier, to Rose Hill Road (loop)

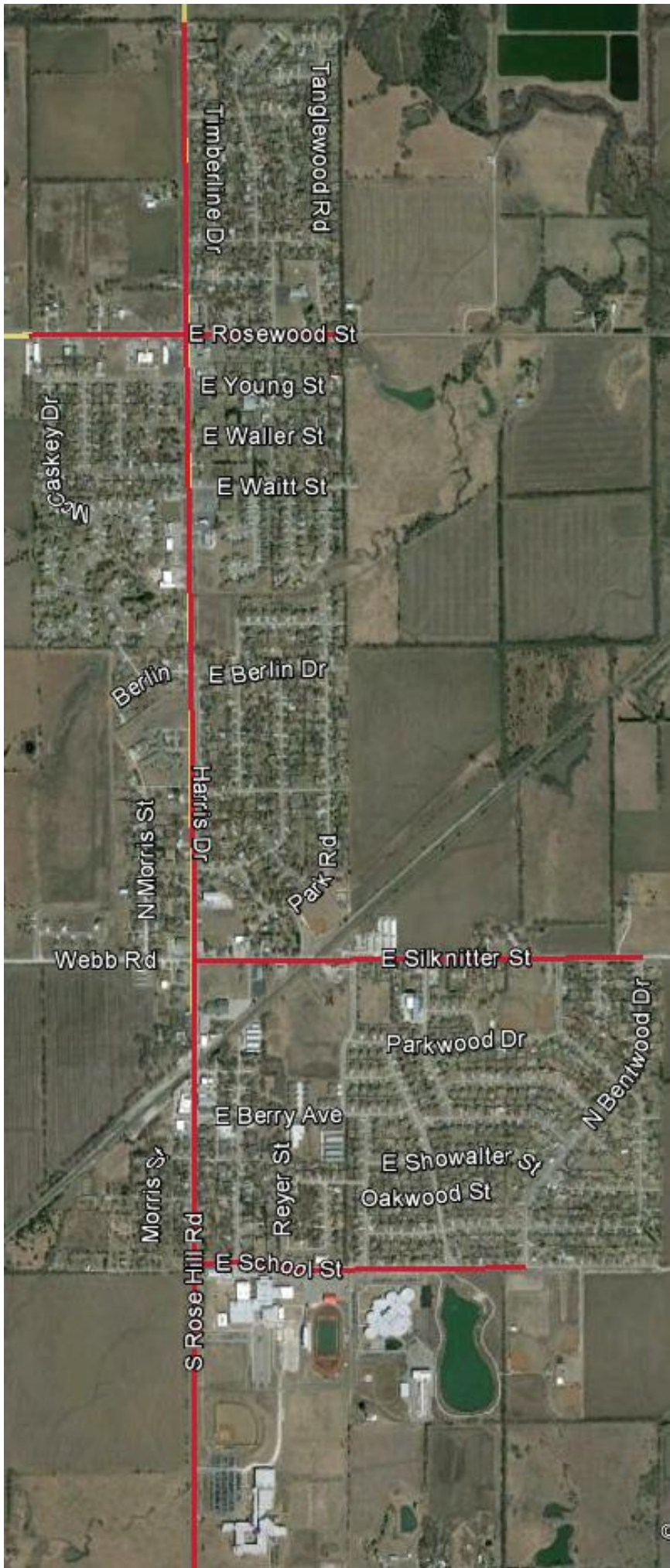
3. Minor Collector

- Cedarwood and Parkwood and Warren (loop)
- Poston, Silkmitter to Parkwood
- Park Lane, Silkmitter to Park
- West Waitt, Rose Hill Road to McCaskey
- Cedar Point Circle
- N. Main, Rosewood to Osage
- *Sienna Drive, Rose Hill Road to SW 150th
- *Sienna Drive, Timber Trail, Stoney Creek, Pine Creek, Willow Creek

*Sienna Ranch streets are designated minor collectors due to the logistical complications of the location of the City's snow removal equipment. These streets likely would be the first of the minor collectors cleared.

Maps


See attached.



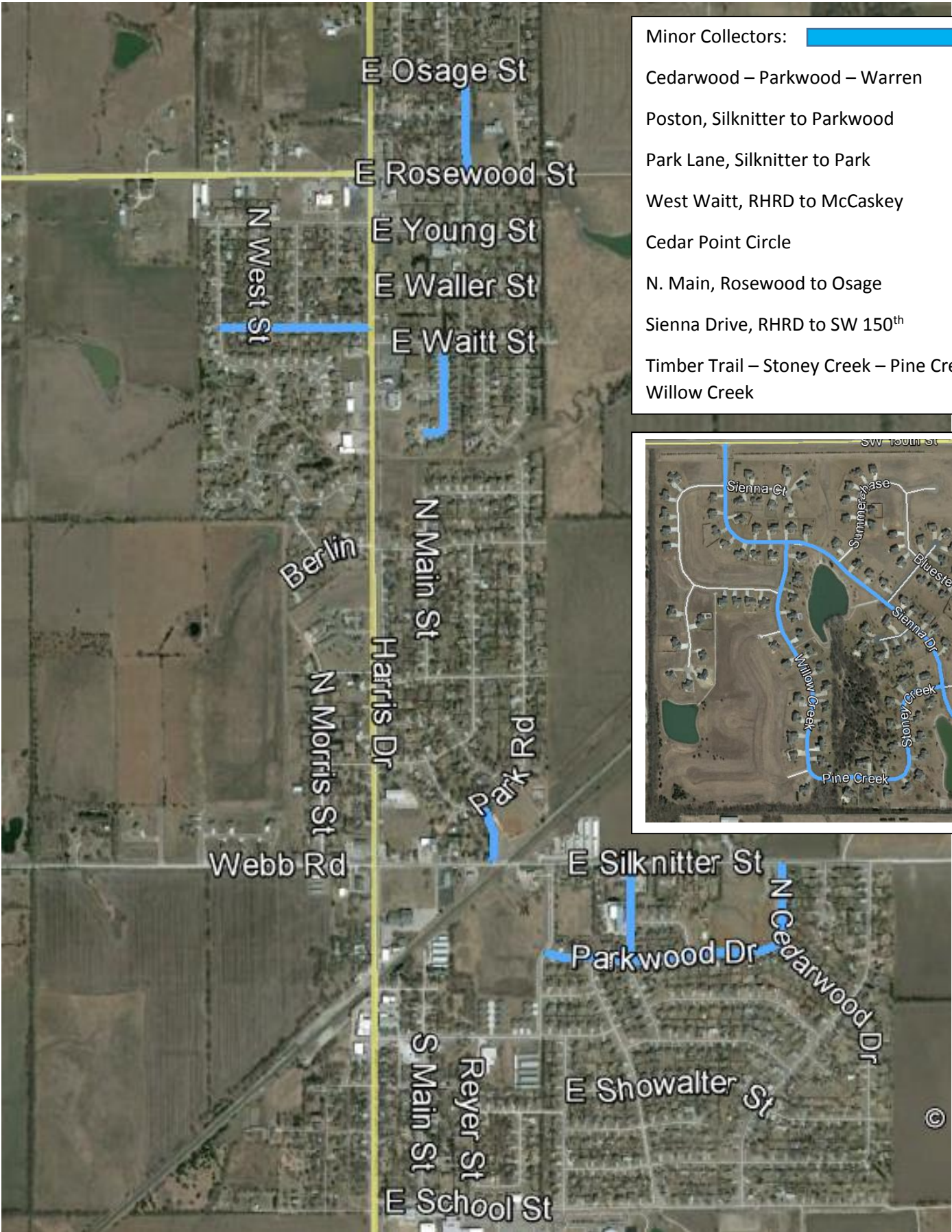
- Arterial Snow Routes:
- Rose Hill Road
 - East and West Rosewood
 - East Silknitter
 - East School, RHRD to Bentwood

Snow Removal: Major Collectors



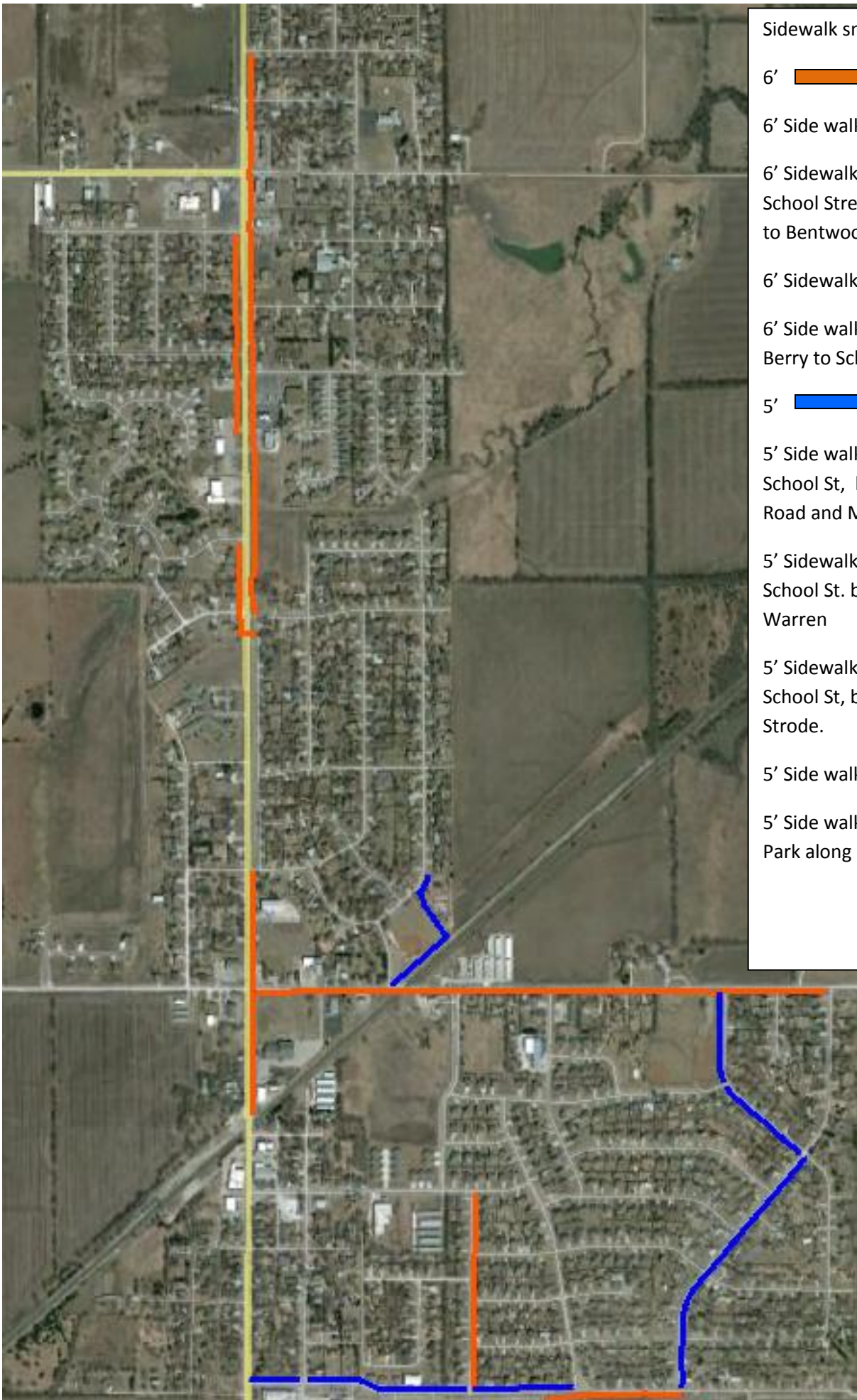
- Major Collector Routes: 
- Bentwood, School St. to Silkknitter
 - Strode, School St. to Parkwood
 - Warren, School St. to Silkknitter
 - Berry, RHRD to Strode
 - Ridgeway – Park – Berlin
 - Primrose – McCaskey – Young
 - E. Waitt – N. Main to Rosewood
 - Osage – Tanglewood – Foxbrier

Snow Removal: Minor Collectors



- Minor Collectors:
- Cedarwood – Parkwood – Warren
 - Poston, Silkknitter to Parkwood
 - Park Lane, Silkknitter to Park
 - West Waitt, RHRD to McCaskey
 - Cedar Point Circle
 - N. Main, Rosewood to Osage
 - Sienna Drive, RHRD to SW 150th
 - Timber Trail – Stoney Creek – Pine Creek – Willow Creek





Sidewalk snow removal:

6' 

6' Side walk along Rose Hill Road.

6' Sidewalk along south side of School Street east of the School to Bentwood.

6' Sidewalk along Silknitter

6' Side walk along S. Warren, Berry to School St.

5' 

5' Side walk along North side of School St, between Rose Hill Road and Main St.

5' Sidewalk along North side of School St. between Main and Warren

5' Sidewalk along North side of School St, between Warren and Strode.

5' Side walk around Grace Park.

5' Side walk, East side of Perkins Park along Cedarwood.