

Snow Removal Summary

Policy Includes:

Storm Classifications

1. Four Categories based on snow conditions
2. Defines area of clearing and what PW handles
3. Responsibility of property owner and business owners to clear and provide safe travel for pedestrians
4. Provides response times to different levels of snow

Street Classifications

1. Four Classifications for Road Routes and Level of Service
 - a. Priority 1 Emergency – connecting hospitals, police and emergency responders.
 - Level of Service – treated w/ material to accomplish safe passage as soon as practical after completion of storm
 - b. Priority 2 – remaining arterials, collectors, bus routes & school locations to allow continuous traffic flow through the city
 - Treated to provide safe passage as soon as practical
 - c. Priority 3 – remaining alleys, streets, parking facilities and sidewalks downtown
 - Routes treated with salt/sand mix at intersections as soon as practical
 - d. Priority 4 – remaining rural locations around city
 - Routes treated with salt/sand mix at intersections as soon as practical
 - Efforts to be made on Priority 1, 2,3 to keep open except unusual conditions
 - If one has to be dropped, start with priority 3, then 2. Priority 1 will be maintained unless PW Director says differently
 - If lower priority is dropped, equipment will be assigned to open in emergency situations

Determination of Need for Snow & Ice Control Procedures

1. Review of the weather by PW Director, Operations Mgr, working Foreman, on call personnel as well as PD.
 - a. PD is main alert of road conditions
 - b. PW monitors through online sites
 - www.weather.com
 - NOAA site – www.weather.forecast.gov
 - Local Television Report
2. Policy dictated by actual road conditions
 - a. 2" or more – prompt plowing to start
 - If freezing rain or icing conditions – deicing procedures probably already instituted
 - b. Personnel ordering out of personnel & equipment by PW Operations Mgr
 - c. PD notifies PW Operations Mgr during off peak times, weekends & holidays if conditions require attention
 - d. Snow Plowing – move snow to curbside to no impede pedestrian traffic. Lifting plows & wings. Open sidewalks & driveway approaches
 - e. Snow Removal – Downtown Business District – move snow to center of street and remove windrow when visibility & safety issues arise

3. Follow “Normal Snow Plowing & Removal Procedures – revised Nov 1, 2022 w/ Streets Foreman. Lays out # of staff needed, equipment used, and time of day when snow plowing procedures are used for snow even of 4” or more.

530 Ordinance for Sidewalk Snow Removal

1. Downtown Businesses & sidewalks adjacent to City properties kept clear with Ord 530
2. Property owners in Business District responsible for removal < 2”
3. PW does final cleanup
4. ARTS Trail – not plowed, used as snowmobile trail maintained by Snowmobile Club. Private parties can not place snow on trail
5. No snow plowing or maintenance on Lake Front trail.

Operational Notes

1. Emergency Declaration (Ord 504.52) - Mayor/Designee may declare Snow Emergency
 - a. Mayor, PW Director, PD Chief review current/future conditions to declare Snow emergency
2. Surface Treatment (Ord 536) - Salt, Salt/Sand or Liquid Chemical
 - a. Pavement temperature & conditions determine primary use of Sodium Chloride and/or 5% salt/95% mixture with discretion of prewetting agent material Magnesium Chloride
3. Extended Operations – References union rules for OT above regular working hours
 - a. Expectation – return to work from scheduled vacation when snow removal operations in affect & personnel are needed
4. City Snow Storage located Ellis Fire Hall (3rd Street & Stuntz Avenue)
5. Parking Enforcement – Ordinance 504.44
 - a. November 1 to April 1
 - b. No parking on any city streets 12:00 midnight – 6:00am
 - c. Odd/even parking on residential streets & avenues
 - d. Parking Prohibition (504.51) – 4” or more, no parking on any street or avenue
 - e. Ordinance 504.55 – any vehicle in violation may be towed or removed per the City Police Department. PW & PD work in partnership to regulate parking in fair & equitable manner for safe and efficient snow removal.
6. Private Plowing (Ord 534.10)
 - a. No person in COA shall place, push or move snow from private property to street or obstruct view of vehicular traffic.
 - b. Forfeiture not less than \$100 or more than \$500
7. Mailbox Damage
 - a. The COA will not be responsible for repair of damaged mailboxes
8. Citizen Complaints
 - a. Direct snow or ice complaints to PW during business hours of 7:00am – 3:30pm, Mon – Fri.
 - b. Ops Mgr or PW Mgr reviews and makes appropriate response
 - c. Sidewalk snow removal enforcement – complaint driven
9. Jurisdictional Agreements w/ Ashland County
 - a. City DPW will plow and apply material as needed in the County jurisdiction located on Lake Shore Drive East from 15th Ave. to 29th Ave. The County to be billed time and materials for said maintenance.
 - b. The City DPW will extend plowing and maintenance on Ellis Ave. from 13th St. to 16th St. and in exchange, the County will plow and maintain Sanborn Ave. from 6th St. to Lake Shore Drive.

- c. The City DPW will plow and maintain the South ½ mile of MacDonald Road to County 'A' and in exchange, the Town of Sanborn will plow and maintain Lake Park Road from 36th Ave. East to the East end of the City Limits.
10. US Hwy 2 Bayfront Closure
- a. Physical Closure – Ashland & Bayfield County Hwy Dept
 - b. Determination – COA PD w/ consultation of the two County Departments for timing of event
 - c. Procedures in place for enforcement & notification