

CITY OF ALPENA
COUNCIL POLICY STATEMENT

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| General Subject: Snow Removal | Policy No.: <u>16</u> |
| Specific Subject: Policy for City Snow Removal Operations | Date Issued: <u>11-16-92</u> |
| | Effective Date: <u>11-17-92</u> |
| | Revised Date: <u>1-15-96</u> |
| | Amended: <u>12-07-09</u> |

Copies to: City Council, City Manager, City Attorney, Department Heads, Chamber of Commerce, File

PURPOSE:

To establish priorities and procedures for the removal of snow and ice on public streets, sidewalks and parking lots.

STATEMENT OF POLICY:

I. Objectives

A. Primary

The primary goal of the snow removal policy is to assure accessibility and safety on the City's major thoroughfares.

B. Secondary

1. The secondary goal of the snow removal policy is to:
 - a. provide reasonable access from residential areas and other land uses along the City's local street system to the major thoroughfares.
 - b. accommodate vehicular parking in public parking lots

C. Third

1. To maintain access along primary pedestrian routes.
2. To maintain access along other public rights-of-way, including alleys, which are utilized on a frequent and routine basis.

II. Sequence

Snow removal operations shall occur in the following sequential order of priority:

A. Primary

Trunklines and Major Thoroughfares.

B. Secondary

1. Local Streets.
2. Public Parking Lots

C. Third

1. Bridge Walkways.
2. Regularly Used Alleyways (Map 1).
3. Sidewalks.
4. Snow Storage Areas Along Designated Streets (Map 2).
5. Snow Storage Areas In Public Parking Lots (Map 3).

III. Procedures

Actual procedures to be deployed for the removal of snow will be influenced by a variety of factors including rate of accumulation, temperature, time of day, current depth, etc. It will be the responsibility of the City Engineer or his designee to consider such factors in directing the efficient and effective use of City resources in achieving the objectives of this policy. The following, therefore, serves only as a generalized guideline of the snow plowing and removal operation.

A. Salting

Light flurries with accumulations of under one to two inches and ice will normally be removed by salting of roads, except during periods of extremely low temperatures. Salting will also be applied in localized situations where the reduction or removal of small accumulations of snow or ice by such a technique is an efficient and cost-effective alternative to plowing. This would include the salting of intersections, parking lanes and snow storage areas.

B. Plowing

Snow plowing will normally occur for accumulations in excess of one to two inches. Plowing will be accomplished in the sequential order described in Section B. Snow on streets will be plowed to the "snow accumulation areas" located between the curb and walkway. The walkway is defined as the area within five feet of the boundary line of the public right-of-way.

Due to the magnitude of the overall snow plowing operation, it is unlikely that all activities will be performed within one work day. However, every effort will be made to plow/remove the snow as expeditiously as possible. The City will, however, commit the personnel and equipment necessary to maintain accessibility on City streets and public parking lots (during regular business hours) to the maximum extent feasible without jeopardizing the safety of City employees. This may necessitate the use of overtime to accomplish these objectives in a timely manner. Other objectives, such as plowing of sidewalks and alleys, will be accomplished as soon as practical and as other snow removal

activities allow within the confines of the regular work day schedule of the Public Works Department, or unless an emergency situation develops. Those alleys in which snow plowing will be accomplished are depicted in Map 1.

C. Snow Removal

Snow removal activities consist of the periodic removal of snow piles in the public parking lots and snow storage areas along designated public streets and sidewalk snow storage areas.

1. Designated Streets

The designated streets primarily entail those major streets and trunklines with inadequate area between the curb and sidewalk for storage of snow accumulations without periodic removal. The designated streets for snow removal are classified into the following two categories, as depicted on Map 2.

- a. Central Business - These areas consist of the central commercial/service areas of the City. This area reflects the highest density of business and service land uses in the City, resulting in the largest volume of pedestrian traffic. Correspondingly, this category reflects the greatest need for snow removal in order to allow sufficient access to and along these walkways. Snow removal activities will be undertaken along those streets designated by solid lines on Map 2 as Central Business when the average height of accumulations in the snow storage areas exceed twenty inches or as determined by the City Engineer or his designee.
- b. Commercial Corridors - The streets designated by dotted lines in Map 2 as Commercial Corridors reflect lower pedestrian volumes than the Central Business streets. Snow removal activities will, therefore, be initiated when average accumulations in the snow storage areas exceed thirty inches, or unless otherwise dictated by weather conditions or as determined by the City Engineer or his designee.

2. Public Parking Lots

The removal of snow, stockpiled within Public Parking lots, will be of the lowest priority and will be accomplished only if other winter work activities allow, or at the end of an overtime shift if warranted by the Public Works Division Head. The exceptions to this are the Culligan Plaza parking lot and the parking lot off from First Avenue between Chisholm Street and Park Place. These lots have insufficient snow storage areas and the regular removal of stored snow is vital to maintain adequate parking.

3. Additional Snow Storage

When the snow storage needs exceed the snow storage area, snow will be removed to allow for anticipated snow storage needs of the city on any city property, i.e., a snow bank in a right-of-way. This will be done on an as-needed basis as determined by the City Engineer or his designee.

4. Supplemental Service

A limiting factor in the City's snow removal operations is snow hauling resulting from major storms with unusually large accumulations. In such instances, additional

manpower and/or equipment might be needed for snow hauling. The City may, therefore, seek competitive bids for snow hauling services on an "as needed" basis from private firm(s) to meet these added demands which cannot be adequately accomplished with City resources. Such action shall be determined by the City Engineer or his designee.

6. Complaints

All complaints concerning City snow and ice control procedures during regular work hours are to be directed to the City Engineer. Complaints received by the Police Department during off hours should be reviewed in the field and if appropriate referred to one of the following people in order and based on time of complaint:

1. The working Day Shift Public Works Employee
2. The working Night Shift Public Works Employee
3. The on call Public Works Employee
4. Public Works Division Head
5. City Engineer

7. Snow Emergency

In the event of hazardous conditions or a severe storm event, the City Manager, or his designee, may declare a snow emergency. Once declared, the snow emergency allows the Public Works Division Head and City Engineer to utilize all available manpower and equipment, and contracted manpower and equipment, as approved by the City Manager, to accomplish necessary snow removal operations. The snow removal operations, during a snow emergency will be directed at the State Trunklines, City Major Streets, City Local Streets, and public parking lots only. Once completed, the City manager, will declare the snow emergency abated and snow and ice removal operations shall resume per the snow removal policy