**SNOW REMOVAL POLICY**

11/19/2019

1. **Introduction**

The city of Springfield believes it is in the best interest of the residents for the city to assume basic responsibility for control of snow and ice on city streets. Reasonable ice and snow control is necessary for routine travel and emergency services. The city will provide such control in a safe and cost-effective manner, keeping in mind safety, budget, personnel, and environmental concerns. The city will use city employees, equipment, and/or private contractors to provide this service.

This policy does not relieve operators of private vehicles, pedestrians, property owners, residents, and all others using the public streets of their responsibility to act in a reasonable, prudent, and cautious manner given the prevailing conditions.

1. **When will city start snow or ice control operations?**

The Street Superintendent will decide when to begin snow or ice control operations. The criteria for that decision are:

1. Snow accumulation of 1 inch or more;
2. Drifting of snow that causes problems for travel;
3. Icy conditions which seriously affect travel; and
4. Time of snowfall in relationship to heavy use of streets.

Snow and ice control operations are expensive and involve the use of limited personnel and equipment. Consequently, snowplowing operations will not generally be conducted for snowfall of less than 1 inches.Partial snow removal operations may be conducted from time to time at the discretion of the Street Superintendent depending on the conditions.

1. **How snow will be plowed?**

Snow will be plowed in a manner so as to minimize any traffic obstructions. The center of the roadway will be plowed first. The snow shall then be pushedfrom left to right. The discharge shall go onto the boulevard area of the street. When a plow goes on a bridge, the driver shall slow down so snow does not go over the bridge, if possible. In times of extreme snowfall, streets will not always immediately be able to be completely cleared of snow.

1. **Snow removal**

The Commercial Downtown District and School Area will receive priority snow removal by truck hauling. Equipment may be contracted for hauling and additional emergency personnel may be employed by the City to operate equipment. This area will be cleared upon a declaration by the Street Superintendent of a snow emergency.

Additional snow removal will occur by truck after completion of emergency snow removal operations. Such snow removal will occur in areas where there is no room on the boulevard for snow storage and in areas where accumulated piles of snow create a hazardous condition. Snow removal operations may also be delayed depending on weather conditions, personnel, and budget availability. The snow will be removed and hauled to a snow storage area. The snow storage area will be located so as to minimize environmental problems.

1. **Priorities and schedule for which 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 (Exhibit A – 2019). Those streets classified as “Emergency Snow Routes” will be plowed first. These are high volume routes, which connect major sections of the city and provide access for emergency fire, police, and medical services. Police, Ambulance & Fire Hall driveways will be maintained as necessary in coordination with 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. The fourth priority areas are alleys and city parking lots.

Emergency Snow Routes & School/Business District streets need to be complete with snow removal operations curb to curb by 7am (unless snowfall continues) prior to proceeding with snow plowing operations on priority level 3 residential streets.

1. **Work schedule for snowplow operators**

Snowplow operators will be expected to work eight-hour shifts. In severe snow emergencies, operators sometimes have to work in excess of eight-hour shifts. However, because of budget and safety concerns, no operator shall work more than a twelve-hour shift in any twenty-four hour period. Operators will take a fifteen-minute break every two hours with a half-hour meal break after four hours. After a twelve-hour day, the operators will be replaced if additional qualified personnel are available. Cost of meals for snow personnel during an extended twelve-hour day may be approved by the Street Superintendent.

To help ensure public safety and that employees are well rested before operating snow removal equipment, there shall be a minimum of an eight (8) hour break between the end of an employee’s last shift and the start of a new shift.

Snow and ice control operations will be conducted only when weather conditions do not endanger the safety of city employees and equipment. Factors that may delay snow and ice control operations include: severe cold, significant winds, and limited visibility.

1. **Use of sand, salt, and other chemicals**

The city will use sand, salt, and other chemicals when there are hazardous ice or slippery conditions. The city is concerned about the effect of such chemicals on the environment and will limit its use for that reason.

1. **Sidewalks**

The city will maintain sidewalks adjacent to City owned property. The City will only maintain these sidewalks after the streets have been plowed, or within 24 hours of the snow event. Property owners in the downtown business district where there is no other practical place to place snow may push snow onto the street within 12 hours of an accumulating snow provided it is 18”-36” from the curb.

1. **Mailboxes**

Damage to mailboxes is a risk that snowplow operators face during snow removal operations. The City will replace the mailbox with a comparable mailbox and replace the support post as necessary with a 4” x 4” decay-resistant wood support post if mailbox was damaged or destroyed by the city if the damaged occurred while the City was winging or blowing snow beyond the curb off of the street onto the property. Alternatively, the city will reimburse the mailbox owner for the mailbox and support posts that meet City standards, as well as state and federal requirements for mailbox size, support, and placement. To be eligible for mailbox replacement or reimbursement the following criteria must be met:

1. The mailbox was damaged by City employees in the above described manner during snow removal operations; and
2. The mailbox was, before the damage, situated so that no part of it extended over the curb and into the street, and was legally so situated just prior to the damage; and
3. The mailbox belonged to the property owner making the claim; and
4. The property owner did not in any way contribute to such damage; and
5. The alleged damage to the mailbox occurred within six months of the owner making the claim; and
6. All mailboxes must be replaced in a location with the front of the mailbox a minimum of six inches behind the back edge of the curb.

The property owner who claims the above described damage to his or her mailbox shall file with the Clerk a written claim setting forth the description and address of the property where the mailbox was located at the time of the damage, the date of the alleged damage to the mailbox, the manner in which the damage occurred, the cost of repair or actually expended along with a receipt showing his or her payment therefore and a verified statement substantiated the required elements set forth in this section. The Street Superintendent shall investigate the claim and make a report to the Council. The Council shall make a determination based thereupon whether or not the damage claim is an appropriate claim to be reimbursed or not reimbursed and the amount to be paid, if any.

1. **Deviation from Policy**

The Street Superintendent may deviate from this policy when in his or her judgment it is in the best interest of the City in consultation with the City Manager.