



STREET DEPARTMENT SNOW AND ICE CONTROL POLICY

Policy No.: 26

Purpose: Provide for safe and orderly movement of vehicular and pedestrian traffic throughout the City during winter weather events. The City will provide such a service in a safe and cost effective manner, keeping in mind safety, budget, personnel and environmental concerns.

Frequency: As needed

Effective Date: August 31, 2015

Revision Date: November 13, 2018

26.1 SNOW AND ICE CONTROL PLAN

The City will use City employees and equipment to provide this service. The Street Supervisor shall direct the operations to utilize their manpower and equipment as necessary. Employees in the Street Departments will have the main responsibility for sanding intersections, steep graded roads and other slick areas, the Lake and Park Departments will assist the Street Department in the removal of snow, as outlined in Section 26.8. Removal of ice and snow from downtown sidewalks and other City owned facilities will be the responsibility of the Cemetery and Parks Departments; the Golf Course Maintenance and Sanitation Departments will be called in to assist as needed.

This policy shall be reviewed annually with all departments to ensure proper implementation of the plan and a safe operation. This review will occur prior to the first winter storm. It is recommended that the policy be reviewed at the end of the winter storm season also to evaluate the effectiveness of the plan and possible revisions.

26.2 STORM WARNING MODIFICATIONS

26.3 WORK SCHEDULE

Snowplow and sanding operators will work no more than a 14-hour shift in any consecutive twenty-four (24) hour period.

Normal scheduled working hours are from 8:00 AM until 5:00 PM, Monday through Friday with one staff member on standby through the weekend.

26.4 MOBILIZATION

26.5 SNOW AND ICE CONTROL MATERIALS

Pre-Treat - A salt brine solution sprayed on the streets to help prevent ice and snow buildup. Salt brine has a lower freezing temperature than water and slows or prevents the snow/ice from adhering to the road surface. It can also be applied to existing snow/ice to soften or loosen the material for easier removal.

Sanding - The material used for de-icing is a mixture of road sand and calcium chloride. A liquid calcium chloride solution is sprayed over the sand as it is being deposited onto the streets.

Calcium Chloride - Instantly generates heat on contact with ice and snow to speed the deicing and melting process. When used as directed, will not damage trees, shrubs, flower beds or grass and will not chemically or physically attack concrete. Calcium chloride will melt ice at temperatures to **-25° F.**

26.6 EQUIPMENT INSPECTION

26.7 EQUIPMENT CALIBRATION

26.8 SNOW ROUTES

Primary (Arterial)	160 Hwy. West – (81 hwy to Slate Creek Bridge)
	160 Hwy. East – (A St. to east city limit marker)
	81 Hwy – (north city limit to south city limit)
	Vandenburgh Ave. – (15 th St. to A St.)
	16 th St. – (Vandenburgh Ave. to Crestview St.)
	Crestview St. – (160 West to north city limit marker)
	Botkin St. – (81 South to RR tracks)
	Woodlawn Ave. – (160 East to Lincoln Ave.)
	H St. – (16 th St. to Hillside)
	Hillside – (81 hwy. to H st.)

Secondary (Collector)	Jefferson Ave. – (Botkin St to 21 st St.) Washington Ave. – (Botkin St. to RR tracks then 11 th St. to 21 st St.) South Woodlawn Ave. – (1 st St. to Botkin St.) 9 th St. – (Woodlawn Ave to C St.) Crusader Dr. – (Woodlawn Ave. to High School) Lincoln St. – (Arthur to C St. then Jefferson Ave. to Blaine St.) Harvey St. – (Cemetery to C St. then F St. to High Dr.) High Dr. – (16 th St. to Shady Ln.) A St. – (Harvey St. to 15 th St.) B St. – (Harvey St. to 15 th St.) C St. – (Lincoln St. to 15 th St.)
Downtown Business District	Washington Ave. – (11 th St. to RR tracks) Harvey St. – (C St. to F St.) Lincoln St. – (C St. to Jefferson Ave.) Jefferson Ave. – (8 th St. to Lincoln Ave.)* only if large amount of snow 7 th St. – (Washington Ave. to Jefferson Ave.)* only if large amount of snow 8 th St. – (Washington Ave. to Jefferson Ave.)* only if large amount of snow
Parking Lots	9 th and Jefferson- (SE corner) Lincoln and Jefferson – (NE corner) City Building – (North and South side of building)

26.9 LOADING PROCEDURES

26.10 SPREADING AND PLOWING PROCEDURES

SNOWFALL LESS THAN 2"

Typically, snow plowing is not necessary, but sanding will begin at the intersections of the Primary, Secondary, Downtown snow routes and bridges. Next, sand is spread at all hills, railroad crossings and streets intersecting with the highways.

SNOWFALL OF 2"-ABOVE

In addition to sanding, plowing will also begin at the Primary, Secondary and Downtown snow routes. Snow will be plowed in a manner as to minimize traffic obstructions. Major intersections will be cleared with a loader by pushing snow into piles at the corner of intersections.

ICY CONDITIONS

Pre-Treat, Sanding and/or Calcium Chloride will be applied to bridges, intersections and sloped streets before or during icy conditions.

OTHER AREAS OF SERVICE

On school days, the City will sand streets and intersections around all schools. The City will also sand the Police and Fire facility and both the main emergency entrances at the hospital as well as churches for Sunday services and funerals as needed.

SIDEWALKS

The Park Department, as well as the Cemetery, Lake and Golf Dept. are responsible for clearing snow around downtown planters and wheelchair ramps and sidewalks adjacent to city owned and operated property.

MUNICIPAL AIRPORT

The Airport Manager will remove snow on the runways, taxiways, and other hard surfaced areas at the Wellington Municipal Airport.

DRIVEWAYS

One of the most frequent and frustrating problems for some residents in removal of snow from public streets is the snow deposited in driveways during plowing operations. The amount of snow deposited in the driveways may be significant but is unavoidable due to the nature of snow removal as the plows push the snow to the curb line. The City does not have the resources to clear driveways throughout the city. Property owners are responsible for clearing their driveways.

26.11 SNOW STORAGE

SNOW HAULING

In the event of excessive snow in the Downtown area, snow shall be pulled away from the curb and placed in windrows in the center of the street. From this point the windrows will be picked up and hauled away once the Primary and Secondary routes are safe to travel.

Snow hauling will typically occur during off business hours in heavy areas of traffic first. Then, it will move to the side streets of downtown. Hauling will continue for as long as necessary to complete.

Snow pickup will be accomplished using such personnel, equipment and methods appropriate to maintain a reasonable and safe passage of vehicles and pedestrians at all times.

26.12 PROPERTY DAMAGE

The City accepts responsibility for mailboxes that are physically struck by a plow blade or other piece of equipment. The City will repair or replace mailboxes in those instances where the City is responsible for the damage. If a mailbox is damaged by any indirect cause, such as weight of plowed snow, the City will not participate in the cost of repair or replacement. It is the resident's responsibility that the mailboxes are constructed sturdy enough to withstand snow rolling off a plow. Therefore, damage resulting from the snow is the responsibility of the resident.

26.13 PARKING LIMITATIONS

HELPFUL HINTS FOR CITIZENS

Travel at a speed appropriate for the road conditions. The road surface may remain slick even after plowing and sanding operations.

Travel at a safe distance from pre-treat truck, sand trucks and snow plows at all times to avoid damage to your car. Do not try to pass these vehicles when spreaders are operating.

Limit and restrict travel unless absolutely necessary during severe weather.

Park vehicles off-street if possible if you live on a street that receives scheduled or regular snow plowing.

Snow removal contractors and businesses shall not remove snow off of private property and place into public streets or alleys.

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PPE checklist –

Proper clothing, safety glasses, vest, hard hat, gloves, gloves for calcium, snow cleats, shovel, check all radios before going out.

Checklist on plow –

Blade- amount of blade left, bent or broken blades and loose bolts
Plow & main frame, inspect for bent, broke, loose or worn parts and hoses.
Lights, working and clean
Watch your speed when plowing snow (20 mph max. on streets, 30 mph max. on highways) manholes and curbs may be covered with snow, some manholes are raised higher than the surface and will catch the blade this changes from year to year. When not plowing watch your speed so the plow is not bouncing up and down.

Checklist when sanding –

Calcium tank full and gate valve on, sand in spreader, chain oil reservoir full and open, lights working, mirrors clean, do not overload sand spreader, when sanding try not to sand where the plows are removing snow let them clear the lanes before you sand, Beacon & any other warning lights on at all times. Watch for vehicles following too close you may need to flip the sand spreader on & off to warn them or slow way down and let them back off or go around.
When you are done with your shift fill the sand spreader, calcium tank, oil tank and fuel tank, remove trash (at the end of a storm we may want to let the sand spreader get empty to inspect the chain).

Checklist on Grader –

Amount of blade left, bent or broken blades and loose bolts
grader main frame, inspect for bent, broke, loose or worn parts and hoses.
Beacon & any other warning lights on at all times. Watch for vehicles following too close. Keep fuel tank full.

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Check list Loader & Backhoe - Amount of blade left, bent or broken blades and Loose bolts, Beacon & any other warning lights on at all times. Watch for vehicles following too close or coming up on you when cleaning out intersections. Watch curbs and manholes. Watch when clean City Hall or other places for low lines or awnings. Keep fuel tanks full.

Check list Dump trucks –

Lights working, mirrors clean, bed treated 1 hour before Hauling snow. Keep fuel tanks full. Keep a chain in at least one truck

Operator Responsibility -

Report any damage to property or equipment
(we cannot fix what we don't know)
Keep track of all loads of snow and sand hauled
Let trucks & equipment idle before going out and before shutting down
Keeping all Fluid levels full