



## **Public Works Department**

### **Snow & Ice Control**

“Plans for an orderly winter maintenance of Town streets”

It's a planned approach especially essential in an emergency situation. It also provides for safety and mobility of the public and helps protect the Town for unreasonable liability claims. Operations are directed to Mead Public Works.

This plan also provides interested citizens with a feeling for the complexity and difficulties of snow and ice control and is a summary of procedures and policies of the Town of Mead related to snow and ice control.

#### **Section I**

- Summarizing the procedures and policies, the experience and judgment of public works personnel are acknowledged as the basis for the contents of this plan.

#### **Section II**

- Objectives, priorities and methods

#### **Section III**

- Emergency on call number

#### **Section IV**

- Operations
  - General snow removal procedures
  - Director and supervisory employee responsibilities
  - Plowing and de-icing operations

#### **Section V**

- Snow and ice control responsibilities
  - Public sidewalks
  - Routes (maps)
  - Public parking lots (maps)

#### **Section VI**

- Seasonal preparation
  - Snow removal training
  - Equipment
  - Materials
  - Revising the plan



## **DESCRIPTION DETAIL**

### **Section I**

The Town of Mead snow and ice control plan has been developed to help provide for the safe and orderly movement of automobile traffic in and around the Town of Mead limits. The procedures presented in this plan help to outline the manner in which the Mead Public Works crew will handle the snow and ice control operation under both ordinary and emergency situations. Providing the detailed plans provides assistance and information in a concise form, readily available and adaptable for major snow and ice control operation. It is recognized that a pre-planned orderly approach can help reduce the cost effects of hurried decision common in stressful situation such as an emergency snow removal operation.

The Town's snow policy is to provide maximum service on major arterial and other selected streets comprising of the basic street network needed to move the majority of Town's traffic in an orderly and safe manner.

#### **Priority 1**

All arterials considered to be minimum network which must be kept open to EMS, basic transportation moving

#### **Priority 2**

School, access routes, Business Park

#### **Priority 3**

All remaining streets including residential, when snow depth and conditions warrant, based on man power and equipment available. Single pass each direction only to prevent damage to cars and drainage.

Except for unusual conditions, all priority one and two streets will be kept open and maintained at all times. If not possible priority two will be dropped.

Only under unusual circumstances would the public works director/supervisor elect to plow residential streets, if snow accumulation is expected to significantly block traffic movement, another major snow is expected to follow on the heels of the most recent accumulation or if temperatures are expected to remain quite cold causing a delay in melting. Equipment will be provided as necessary to respond to police dispatched residential emergencies however.

In addition to above described snow removal policies, the placing, dumping or pushing of snow onto town streets from adjacent properties shall not be allowed per Mead Municipal Code Article I Section 11-1-20(c) "*obstruction of public right-of-way*".

Methods of snow pack and ice removal is sand, salt and ice slicer. The Town is slowly moving to ice slicer to cut down on water quality issues and save money on repeated sweeping.



**Section II**

Public Work Employees:

Chain of command:

- Public Works Shop
  - Dan Dennison, Director } 970/535-4770
  - Walter Garcia, Supervisor } 970/534-0953 cell
  - Chris Larmon, Maintenance II } On call cell -
  - Gary Mast, Maintenance } 970/534-0956
  - Mike Cornell, Maintenance }

Public Works shop hours are from 7:a.m. to 3:30p.m. Monday – Friday

- ALL calls after hours should be directed to the on call number or the Director cell phone.

**Section III**

**EQUIPMENT:**

- 1 – 1999 Tandem – 10’ blade and V box sander
- 1 – 1989 Single axle – 11’ blade, spread sander
- 1 – 2001 One ton – V blade, spread sander
- 1 – 1997 ¼ ton – 8’ blade, small V box sander
- 1 – 1986 Grader – 14’ blade
- 1 – 2001 JD – backhoe & bucket
- 1 – 2005 Kubota – 7’ blade and 6’ rear blade
- 1 – 2008 Craftsman 28’ snow blower
- 2 – 20\_\_ ½ ton – Ford Ranger(s)
- 1 – 1992 ½ ton – Ford Ranger
- 1 – 1997 ¾ ton – Dodge maintenance

**CONTRACT EQUIPMENT (EMERGENCY ONLY):**

In an emergency situation the Town may need additional equipment and operators to adequately meet the needs created by adverse weather, natural disaster and other unanticipated events. These rates shall be a total cost to the town for services and equipment of the contractor and all maintenance, repairs, fuel and labor shall be borne by the contractors. All insurance shall meet town requirements, compensation for employees, general liability, auto/equipment combined single limit of \$1,000.000 each. The contractor will work under the direction of public works command. All contractors called out will be guaranteed a minimum of two (2) hours of work per call out.



**CONTRACTORS CONTACT INFORMATION:**

<u>COMPANY:</u>	<u>NAME:</u>	<u>PHONE NUMBER:</u>
• Blade Works	Marlin	303/588-9455
• CRCC	Tony	720/810-5781
• Elk Ridge Excavation	Sean	970/402-1537
• EZ Excavation	Shawn	303/772-8121
• Gopher Excavation	Rex	720/244-0926
• Hard Rock Trucking	Jeff	970/534-0781
• John Burch	John	303/513-0750

**Section IV**

**General Snow Removal Procedures:**

- Weather forecast calls for snow or ice accumulation, snow removal personnel are put on alert status.

**Responsibilities:**

- **Town Manager and/or Public Works Director:**
  - Declaring a snow and ice emergency
- **Director:**
  - Coordinates operations, plan, call out of sub-contractors if needed
- **Supervisor:**
  - Acts in directors absence
  - Authorizes employ to alert status
  - Oversee removal operation out in field
  - Assigns personnel and equipment, including sub-contractors
  - Reports to Director the status of the conditions, labor, equipment and materials
  - Help to research bids, purchase of snow equipment
- **Maintenance II:**
  - Acts in the absence of the Director and/or Supervisor
  - Supervises additional needs, plowing operations, monitors weather updates and conditions after hours and on weekends then notifies the Director of the status in his absence
- **All Employees:**
  - Snow and ice removal shall be considered emergencies. For this reason it is essential that all personnel in Public Works be required to work overtime as needed, unless other arrangements or excused by the Director or Supervisor. Therefore during a snow alter they are to “carry phones at ALL times”.

**Maintenance I:**

- Do a pre and post inspection of equipment



- Must be in communication distance
  - Adequately clothed for winter weather
  - Report to Supervisor immediately upon arrival to work station
  - 12 hour shifts, if allowable under conditions and man power. Storm by storm will dictate
  - Report damages, equipment issues to Supervisor and/or Maintenance II
- Plowing operation will commence when the depths reach two (2) inches. All priority streets will be plowed from curb to curb, edge to edge unless otherwise directed. Equipment can be diverted in response to emergencies, judgment call by management/operator. Employees will cooperate with police and/or fire department when such request falls within the guidelines and procedures stated here in.
  - Stalled and/or abandoned vehicles create a significant problem during plowing operations. With approval by the Director or Town Manager, if necessary the vehicle could be towed using one of Town's trucks. It will be noted the vehicles condition, license plate number, make, year, model and location where abandoned.
  - Residential streets are not a main priority for ice and snow removal.
  - Specific citizens requests will be handled as directed by the Supervisor but will not hamper the established orderly operations as described. Driveways, residential and commercial shall not be plowed open unless authorized. If driveways get blocked by multiple plowings, it's still the resident's or commercial user's responsibility to clear his/her driveways, not the Town.

### Section V

#### Snow and Ice control responsibilities:

##### a) Residents Responsibility:

All snow and ice on public sidewalks shall be removed within twenty-four (24) hours of accumulation.

#### Mead Municipal Code Sec. 11-1-20. Snow and ice removal.

- (a) Every owner or occupant of any premises within the Town having a public sidewalk on or adjacent to the premises shall have the duty to keep the sidewalk clean of snow and ice.
- (b) All snow and ice on public sidewalks shall be removed within twenty-four (24) hours of accumulation.
- (c) It shall be unlawful to deposit snow which accumulated upon and is removed from premises onto sidewalks, within the driving lanes of public rights-of-way or onto or against any fire hydrant, or to conduct snow removal in such a fashion as to block or hinder the driveway access of adjacent properties.
- (d) It shall be unlawful for any owner of private property with designated fire lanes to fail to reasonably clear snow and ice from said fire lanes within eight (8) hours after a snowfall of two (2) inches or more has occurred.
- (e) Snow and ice removal from improved streets under a developer's or sub-divider's ownership or control that have not been accepted by the Town as a public improvement



shall be the responsibility of the developer or sub-divider. It shall be unlawful for any developer or sub-divider to fail to reasonably clear snow and ice from said streets within eight (8) hours after a snowfall of two (2) inches or more has occurred.

- b) Town's Responsibility:  
Facilities, public parking lots will be cleared when snow reaches a depth of 2' inches. Due to traffic and parking lots, issues shall occur before the high traffic flow.
- c) Delivery / Mail Box Damage:  
The Town of Mead will replace delivery/mail boxes which are physically hit by snowplows, provided that the delivery/mail boxes are properly located and marked, \$150.00 maximum.

#### **Section VI**

##### **Ordinance - Obstruction**

- Snow routes signage posting
- Removal of vehicles from street
- Possible odd – even days for 24 hour snow removal
- Towing of public safety is an issue

#### **Section VII**

##### **Season Preparation:**

- The diversity, irregularity and unpredictability warrants added school training as well as brain storming to meet the complex, demanding of snow removal.

##### **Equipment:**

- Inspect repairs, upgrade, calibrate, remove and possibly replace if budget allows.

##### **Materials:**

- Purchase materials from CDOT, located here in Mead. The Town will store its own slice and sand starting 2010. Public Works can produce a little better spec product.

##### **Revising the Plan:**

- New Policies
- New Materials
- Priority
- Man power and equipment

#### **Section VII**

##### **Material Safety Data Sheet (MSDS):**

- Product information