

**City of Rockford**  
**SNOW PLOWING/ICE CONTROL POLICY**

**I. PURPOSE AND NEED FOR POLICY**

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The City of Rockford, being a growing City, needs to annually review and adopt a policy regarding efficient and timely removal of snow and ice in order to best provide for safe travel for the greatest number of persons. This policy outlines the responsibility within the Public Works Department in order to accomplish this goal.

**II. POLICY**

Each year the Public Works Department prepares a map of the City showing the public street system. This map clearly delineates thoroughfare and local residential streets. This map is divided into three (3) routes for the purposes of snow and ice control.

Within each of the areas, the City has classified city streets based on the street function, relative traffic volume, and importance to the welfare of the community, those streets classified as priority "A" streets and will be plowed first. These are higher volume streets which connect major sections of the city and provide access for emergency fire, police, and medical service. The second priority streets "B" are those streets providing access to schools, homes and commercial businesses. The third "C" is low volume alleys parking lots. Cul-de-sacs will be hauled when time permits. (See exhibit A)

**III. PROCEDURES**

The Wright County Sheriff Department assists the City of Rockford Street Department in monitoring street conditions and will notify the Public Works Department of ice and snow conditions needing attention. Public Works is notified in accordance with the Public Works Department schedule for (see exhibit B)

The street department with the assistance of the Wright County Sheriff Department, monitors street conditions and is responsible for making the decision to call out personnel and equipment to begin snow and ice control operations.

**IV. RESPONSIBILITY**

The Street department with the assistance of the Wright County Sheriff Department monitors the street conditions to determine the timing and amount of equipment and personnel necessary to clear the streets.

The Street Department has the responsibility of determining plow routes and sequencing of operations in accordance with priorities as established in Exhibit A. The superintendent shall retain the latitude to adjust sequencing or route assignment based on storm conditions, equipment availability and/or other conditions warranting changes.

**V. COMMENCEMENT OF OPERATIONS**

Snow plowing and/or ice control operations shall commence under the direction of the street superintendent. In his absence the Public Works Supervisor will determine when and what operations will begin in accordance with provisions of Exhibit B attached.

In general, operations shall commence as follows:

- A. Snow accumulation of 2", with continual snow fall, warrants commencement of plowing operations.
- B. Drifting of snow may warrant commencement of partial of full operations depending upon conditions
- C. Icing of pavements may warrant partial or full operations depending upon extent and conditions.

## **VI. HOW SHALL WE PLOW**

Snow shall be plowed in a manner so as to minimize traffic obstructions. The center of the roadway will be plowed first. The snow shall then be pushed from left to right with discharge going into the boulevard area of the right-of-way. It is the Street Departments goal to have the entire street system cleaned after a "typical" snowfall in approximately 10 hours, assuming a general plowing operation beginning at 2:00 A.M. and snowfall ending by 7:00 A.M. Depending on snowfall conditions and duration of the storm, cleanup operations can widely fluctuate. The Street department will attempt every day to leave the streets in good winter driving condition when they go out of service at 3:30 P.M.

## **VII. USE OF SALT AND SAND**

The City is concerned about the effect of sand and salt on the environment and will limit its use for that reason. Application of salt/sand is generally limited to priority "A" routes, steep grades and high volume intersections. Application is limited on lower volume streets and cul-de-sacs. The city cannot be responsible for damage to grass caused by the sand/salt and therefore will not make repairs or compensate residents for salt damage to turf areas in the street right-of-way.

## **VIII. SUSPENSION OF OPERATIONS**

Generally, operations shall continue until all roads passable. Widening and clean up operations may continue immediately or on the following working day depending upon conditions and circumstances. Safety of the plow operators and the public is important. Therefore, snow plowing/removal operations may be terminated after 10-12 hours to allow personal adequate time for rest. There may be instances when this is not possible depending on storm conditions and other circumstances. Operations may also be suspended during periods of limited visibility. Any decision to suspend operations shall be made by the street superintendent and shall be based on the conditions of the storm. The City will still provide access for emergency fire, police and medical services during a major snow or ice storm.

## **IX. PROPERTY DAMAGE**

Snow plowing and ice control operations can cause property damage even under the best of circumstances and care on the part of the operators. The major types of damage are to improvements of the right-of-way which extends approximately 10' to 15' beyond the curb location. The intent of the right-of-way is to provide room for snow storage, utilities, sidewalks and other City uses. However, certain improvements such as mailboxes are required within this area. Therefore the City will cooperate with the property owner to determine if the damage is the responsibility of the City and when it shall be the responsible of the resident. The City accepts responsibility for mailboxes that are at legal height and placed in the road right-of-way, if the damage is by physically being struck by a plow blade, wing or other piece of equipment. Mailboxes should be constructed sturdily enough to withstand snow rolling off a plow wing. Therefore, damage resulting from snow is the responsible of the resident. The City will repair or replace mailboxes in those instances where the City is responsible for the damage. Damage to fences, trees or other structures will be repaired or replaced by the City if not in road right-of-way and are on private property. Lawns that are scraped or gouged by City equipment will be repaired by top dressing and seeding the following spring. Residents are requested to assist by watering the area that is repaired.

In instances where there is disagreement as to the source of the damage and the responsibility therefore, the Public Works Department shall determine the responsibility.

## **X. DRIVEWAYS**

One of the most frequent and most irritable problems in the removal of snow from public streets is the snow deposited in driveways during plowing operation. Snow being accumulated on the plow blade has no place to go but in the driveway. The driver's make every attempt to minimize the amount of snow deposited in driveways, but the amount can still be significant. Based on priorities and

staffing level, City personnel do not provide driveway cleaning. Possible exceptions are at the discretion of the Supervisor for emergency situations.

## **XI. MAIL DELIVERY**

- The snow plow operators make every effort to remove snow as close too the curb line as practical and to provide access to mailboxes for the Postal Department. However, it is not possible to provide perfect conditions and minimize damage to mailboxes with the size and type of equipment the City operates. Therefore, the final cleaning adjacent to mailboxes is the responsibility of each resident.

## **XII. COMPLAINTS**

Complaints regarding snow and ice control or damage shall be taken during normal working hours and handled in accordance with the City's complaint procedures. Complaints involving access to property or problems requiring immediate attention shall be handled on a priority basis. Response, time should not exceed twenty-four (24) hours for any complaint. It should be understood that complaint responses are to ensure that the provisions of this policy have been fulfilled and that all residents of the City have been treated uniformly. It is the City's intention to log all complaints and upgrade this policy as necessary in consideration of the constraints of our resources.

### **EXHIBIT A**

#### **PLOWING/SANDING PRIORITIES**

##### **PRIORITY "A"**

- Streets with greatest priority

##### **PRIORITY "B"**

- Streets providing access to schools and commercial property

##### **PRIORITY "C"**

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Lower volume streets, alleys, and cul-de-sacs

**EXHIBIT "B"**

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SNOW AND ICE REMOVAL AND SNOWBIRDS- CITY ORDINCES

**SANDING—EMERGENCY NOTIFICATION OF PUBLIC WORKS**

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Commencing with the winter snow season a standby person has been created within the Public Works Street Department for the specific purpose of sanding localized hazardous icy conditions in the city. The Sheriff's Department could assess the conditions to determine if the problem is localized and if a response is necessary; for the standby operator needs to be contacted the standby operator shall respond and upon completion shall discuss the situation with the Public Works Supervisor. A decision from the following choices shall be made:

- A. Finish assignment and secure for the day/night.
  
- B. Snow accumulation of 2", with continual snowfall – call maintenance supervisor at 1:00 A.M. For commencement of plowing operations by 2:00 A.M.
  
- C. Drifting of snow warranting commencement of partial of full operation – call street

supervisor

By 1:00 A.M. to advice

D. Icing of pavements warranting a partial or full operation – call street supervisor by 2 A. M. to advise

For each option Except “A” the Street Department Supervisor of the Pubic Works Supervisor shall determine the start and stop time and extent of the operation.

SNOW PLOWING. /WIDE-SPREAD HAZARDOUS ROAD CONDITONS- EMERGENCY  
NOTIFICATION OF PUBLIC WORK

In the event of snowfall in excess of 2” or wide-spread hazardous road conditions where plowing or sanding throughout the community is necessary, the street supervisor shall call the Public Works Supervisor as follows

A. For snowfall accumulation exceeding 2”, by 1:00 A.M for a 2”00 A.M. commencement of snow plowing operation.

B. By 2:00 A.M commencement of city-wide sanding operations.

This will allow the Street Maintenance Department to prepare the streets for morning rush hour traffic.

Public Works will attempt every day to leave the streets in good winter driving condition when they go out of service.