



## **Snow and Ice Removal Policy**

**Updated January 2019**

Policy, and procedures for use by City Representatives in administering snow and ice removal  
And related matters.

**PURPOSE:** While the winter season is a wonderful time of year, it can also prove expensive and dangerous. In order to control costs to the taxpayers of the City, a written policy must be established. This policy will guide personnel of City of Tetonia with plowing, snow removal, deicing, and traction material decisions. This policy will also help the general public better understand the City's snow removal efforts.

This is the official policy for snow removal for the City of Tetonia. All existing ordinances regarding snow removal from sidewalks and parking regulations for snow emergencies remain in effect.

The City of Tetonia will strive to maintain safe conditions for travelers observing winter driving conditions. However, this is not an absolute "bare pavement" policy. It must be recognized that each storm has its own character with variable conditions such as wind, extreme temperatures, timing, duration, and moisture content. This policy must remain flexible and take into considerations these variables.

The Public Works Department would like to remind residents against parking in the public right-of-way between the hours of 2 a.m. and 6 a.m. between November and April each year. You may be ticketed at your own expense. Also, please do not shovel, push, plow or throw any snow back into the roadways.

The City is not responsible for damage to private property (cars, trash cans, etc.) or private improvements (grassy areas, irrigation systems, fences, shrubs, etc.) that fall within the public street right of way.

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## I. DETERMINATION OF NEED FOR SMOW AND ICE CONTROL PROCEDURES

The on call employee shall generally keep themselves apprised of changing weather conditions. However, the departments of Public Works relies heavily on the observations of Sheriff personnel, citizen reports, local media and various internet weather sites to alert them to road condition any time of day. Three inches or more accumulation will generally prompt plowing procedures to start.

## II. SNOW PROCEDURES

Snowplowing during non-business hours will commence when, in the opinion of the on call employee, sufficient snow exists to be a hazard to traffic. Snow events with accumulation of three inches or more will prompt the on call employee to prepare for City wide plowing operations to include all streets and municipal parking lots. During lesser snow events, city staff will plow streets as time permits to reduce the buildup of snow that results in deep ruts and spring slush events. Staff will also scrape streets during warm up event when warranted. Attention is given to City streets according to the designated priorities as follows:

- 1<sup>st</sup> priority- Heaviest traveled sections of road (including most primary routes) and dangerous spots, such as sharp curves with significant traffic levels, busy intersections, emergency services and school bus routes.
- 2<sup>nd</sup> priority- Lighter traveled sections of road, including routes traveled by commuters.
- 3<sup>rd</sup> priority- is to clear City owned parking lots.
- 4<sup>th</sup> priority- is to clear sidewalks used downtown core access.

Where specific safety concerns exist, a street may be advanced to a higher priority for plowing. This will vary by storm severity.

Plows must make two to four passes down a street to clear it curb to curb or edge to asphalt. The City tries to do this at one time so residents can clear their driveways and sidewalks. It is best to wait, if possible, until we've finished plowing before shoveling out your driveway.

Parked and abandoned vehicles present obstacles to plows attempting to get as close to the curb as possible. We do not regularly return to plow snow where vehicles had previously been parked.

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## III. SIDEWALKS /PATHWAYS

Sidewalks in the downtown core will be cleared at the City's digression and/or as time permits.

#### IV. PRIVATE DRIVES AND PARKING LOTS

No private driveway or parking lot will be plowed by public work crews. Some snow and ice may be deposited in private driveways by normal plowing operations. The Public Works Department shall not and will not be responsible for snow berms left in driveways, approaches and around mailboxes due to plowing actions. Slush berms caused by spring warmer temperatures may be occasional removed by city crews during especially heavy events, if time permits.

#### V. DAMAGED MAILBOXES

Damage is sometimes occurred with incorrect placement of mail boxes. The U.S. Postal Service has requirements for mailbox placement and the Public Works Department has requirements that must be adhered to in order for the snow plow operators to clear snow from the curb line and edge of roadways.

The face of the mailbox may not extend past the back of the curb and no further away that (1) foot behind the curb. The mailbox height should be 42'' inches from the top of the curb to the bottom of the mailbox. In areas where there is no curb, the height of the mailbox should be 48'' from top of the ground to the bottom of the mailbox and a minimum of (1) foot behind the edge of asphalt.

If a plow damages a mailbox due to the force of the snow rolling off the plow, the mailbox will not be repaired or replaced by the City of Tetonia. If the mailbox is damaged by operator error, the operator will notify the City Offices of the location and amount of damage. The department of Public Works may choose to replace the damage mailbox with a standard mailbox approved by the U.S. Postal Service.

#### VI. COMPLAINTS

Complaints regarding snow removal operations should be directed to the City of Tetonia during normal working hours of 8:30 a.m. to 3:30 p.m. Monday –Thursday. The phone number to the Tetonia City building is 208-456-2249.