

AGENDA ITEM SUMMARY

DATE: 10/12/2021 **DEPARTMENT:** Public Works - Streets **DEPT. HEAD SIGNATURE:** SKS / BY

SUBJECT: Motion to adopt Resolution 2021-____, authorizing the City's Snow Removal Policy. **ACTION ITEM**

AUTHORITY: ID Code _____ IAR _____ City Ordinance/Code _____
(IF APPLICABLE)

BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:

The City's Snow Removal Policy is attached. The policy has not changed from the 2020/2021 version. This Snow Removal Policy will be in effect until amended or repealed.

FISCAL IMPACT / PROJECT FINANCIA ANALYSIS: Caselle # _____
Budget Line Item # _____ YTD Line Item Balance \$ _____
Estimated Hours Spent to Date: _____ Estimated Completion Date: _____
Staff Contact: _____ Phone # _____
Comments:

ACKNOWLEDGEMENT BY OTHER AFFECTED CITY DEPARTMENTS: (IF APPLICABLE)

- | | | |
|---|--|---|
| <input type="checkbox"/> City Administrator | <input type="checkbox"/> Library | <input type="checkbox"/> Benefits Committee |
| <input type="checkbox"/> City Attorney | <input type="checkbox"/> Mayor | <input checked="" type="checkbox"/> Streets |
| <input type="checkbox"/> City Clerk | <input type="checkbox"/> Planning | <input type="checkbox"/> Treasurer |
| <input type="checkbox"/> Building | <input type="checkbox"/> Police | _____ |
| <input type="checkbox"/> Engineer | <input checked="" type="checkbox"/> Public Works | _____ |
| <input type="checkbox"/> Fire Dept. | <input type="checkbox"/> P & Z Commission | _____ |

RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:

Motion to adopt Resolution 2021-____, authorizing the City's Snow Removal Policy. **ACTION ITEM**

ADMINISTRATIVE COMMENTS/APPROVAL:

City Administrator _____ Dept. Head Attend Meeting (circle one) Yes No

ACTION OF THE CITY COUNCIL:

Date _____

City Clerk _____

FOLLOW-UP:

*Ord./Res./Agrmt./Order Originals: Record
Copies (all info.): _____
Instrument # _____

*Additional/Exceptional Originals to: _____
Copies (AIS only)

**CITY OF HAILEY
RESOLUTION NO. 2021-_____**

**RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF HAILEY
AUTHORIZING THE CITY OF HAILEY'S SNOW REMOVAL POLICY.**

WHEREAS, the City of Hailey understands the city's limitations to snow removal operations when large snow and ice storms occur,

WHEREAS, the City of Hailey desires to establish priorities for different category storms to ensure the safest streets and sidewalks possible in each snow removal response effort,

WHEREAS, a City-adopted policy provides guidelines and direction to all City departments involved in snow removal operations.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HAILEY, IDAHO, that the City of Hailey authorizes and adopts the Snow Removal Policy for the winter of 2021/2022, which shall remain in effect through future winters until amended or repealed.

Passed this 12th day of October, 2021.

City of Hailey

Martha Burke, Mayor

ATTEST:

Mary Cone, City Clerk



City of Hailey

Public Works - Street Division

Snow Removal Policy

Adopted by City Council Resolution 21-104



PRESEASON...

The Public Works Department's primary objective during the winter storm season is to provide safe transportation, emergency vehicle access to all citizens and support education and commerce during adverse weather conditions. In October, the Public Works Director and the Street Division Manager will meet to update this plan and develop a strategy to inform the general public of how their cooperation can help maximize the effectiveness of the snow removal operations.

The Street Division Manager will develop a report outlining equipment readiness and repairs needed for equipment; will develop a procedure for obtaining snow removal contracts and rental equipment; and outline the personnel required for snow removal work. The Public Works Director and Street Division Manager will meet with the Chief of Police to review vehicle towing procedures.

Public education is a key element to a successful snow removal plan. A press release will be issued in November and again in January that outlines impediments that restrict our ability to efficiently and safely conduct snow plowing operations. The Street Division will survey each street for encroachments that have occurred and "tag" each with a message outlining City Ordinances. The Police Department will provide warnings to vehicles that would be subject to towing during a snow event.

BEFORE THE STORM...

The Public Works Department will monitor the national weather service reports during the day to notify snow removal personnel that snow plowing is highly probable. The Street Division Manager or Crew Supervisor will assign personnel to be on first call if snow and ice control operations are implemented. To provide support as needed during a winter maintenance operation, the Street Division Manager will maintain on file the following information:

- ❖ The Snow and Ice Control Plan (current year)
- ❖ Status of materials
- ❖ List of operable and inoperable equipment
- ❖ List of primary personnel on alert status
- ❖ List of contracted services
- ❖ Location of storage sites
- ❖ List of support equipment/staff in the City of Hailey

DURING THE STORM...

Call Out Procedures:

Snow removal activities are generally performed during the night for safety and efficiency. For snow events occurring during the night the Police Officer on duty will monitor the accumulation of snow. When the accumulation is 3" or the weather pattern notes the likelihood of reaching 3" is imminent the Officer on duty will call the Street Division Manager to begin the call out of snow removal personnel. During the day the Public Works Department will monitor snow events and perform snow removal activities to the extent they can be safely performed. Sidewalks will be a



priority during the day if accumulations are presenting safety hazards to citizens.

The Street Division Manager shall develop and maintain all information needed to adequately, promptly, and verbally inform the Public Works Director of the status of work, personnel assignments, equipment and material needs, and facts concerning developing situations. Types of information which shall be assembled:

- ❖ A city map with markers to designate problem areas and accidents
- ❖ An equipment and personnel status report; number of personnel in the field, equipment in the field
- ❖ Street condition status report to include Priority 1, 2, 3, and 4 streets
- ❖ Current status of materials
- ❖ Storm data, i.e., accumulated snowfall, temperature forecast, etc.
- ❖ Projected needs for personnel and equipment

All information will be summarized in a form which the Public Works Director can quickly review in either an emergency or routine daily reporting task. The Street Division Manager will serve as the communications link with field personnel, administrative personnel, and police dispatchers. The Public Works Director will respond to questions and requests from the general public.

The news media, School District, Blaine County and City of Hailey Fire and Police Departments will be informed of all street closings. The Public Works Director must approve all street closings before notices are issued.

AFTER THE STORM...

When the storm is over, the Street Division Manager will prepare a written review of the snow and ice control operations that will contain:

- ❖ Amount and cost of time and overtime hours for Street Division employees
- ❖ Amount of all other time and costs, regular and overtime hours, for other divisions/departments
- ❖ Complete breakdown for contract equipment and cost
- ❖ Recommended additions and/or corrections to be made to the current Snow and Ice Control Plan

In addition to the above, begin the following procedures:

- ❖ Additional hauling and dumping operations needed
- ❖ Additional sanding as may be needed
- ❖ Inspection of all equipment utilized during the storm
- ❖ Report needed equipment repairs
- ❖ Inventory stockpile of sanding/de-icing material
- ❖ Cleaning of intersections as soon as possible
- ❖ Have a post-meeting with all employees to discuss possible improvements



Duties and Responsibilities:

This summary lists the major duties and responsibilities of various team members involved in the snow control plans for the City of Hailey.

Public Works Director:

- ❖ Review snow removal plan annually
- ❖ Coordinate public education efforts
- ❖ Authorize snow removal operations to begin
- ❖ Oversee Snow and Ice control operations
- ❖ Declare a snow emergency when conditions warrant
- ❖ Open emergency operations center when conditions warrant
- ❖ Monitor weather forecasts
- ❖ Respond to citizen complaints

Street Division Manager:

- ❖ Provide annual safety training for all employees involved in snow removal operations
- ❖ Prepare equipment readiness reports
- ❖ Examine snow storage areas for accessibility
- ❖ Coordinate snow removal operations
- ❖ Coordinate encroachment removal
- ❖ Prepare written report at the completion of each snow event

The Public Works Director, Police Chief or their designees are the only persons authorized to instruct the Street Division personnel to close certain streets or portions of streets to traffic. Barricading and signage shall be done in accordance with the Manual Uniform Traffic Control Devices.

Specific complaints will be handled as directed by the Public Works Director, but will not hamper the established orderly operations as described herein. Driveways, residential or commercial, shall not be plowed open unless specifically authorized by the Public Works Director. Driveways that are blocked during ice peeling operations will be cleaned as soon as possible.



Storm Classifications

The City of Hailey uses four storm categories and a Snow Emergency designation, defined as follows:

CATEGORY I

0" - 3" of snow resulting in icy conditions throughout the city.

All main arterials, selected collector streets, bus routes, around schools, hazardous stops, hills and all emergency facilities are treated with sanding and de-icing material. **Special attention will be given to the North sides of buildings with curb and gutter for ice buildup. Sidewalks will be plowed as needed.**

CATEGORY II

3" - 6" of snow resulting in sleet and slushy conditions; streets are plowed throughout the city.

All main arterials, selected collector streets, bus routes, around schools, hazardous stops, hills and all emergency facilities are treated with sand and de-icing material if necessary.

CATEGORY III

6" - 12" causing hazardous conditions.

All main arterials are plowed, treated with sand and de-icing material until the storm subsides. Then collector streets, bus routes, around schools, hazardous stops, hills and all emergency facilities are plowed and treated with sand and de-icing material.

CATEGORY IV

A major snowstorm amounting to 12" or more.

Concentration is given to all main arterials and emergency facilities. Thereafter, collector streets, bus routes and around schools are treated with sand and de-icing material and plowed as soon as possible. Residential streets are plowed and treated with de-icing material as soon as priorities allow, at the discretion of the Public Works Director.

SNOW EMERGENCY

A Snow Emergency will be declared when either the predicted snowfall over a 24 hour period exceeds 12" or when actual snowfall exceeds 12". A media release will be issued to inform the public of this declaration and the plans for snow removal work including the plowing activities in accordance with the Category IV snowstorm activities noted above. If the snowfall exceeds 12" overtime or Comp time will be authorized as needed during the event.



STREET SNOW REMOVAL PRIORITY

Priority 1 Routes: All main arterials and selected collectors considered to be the minimum network which must be kept open to provide a transportation system connecting hospitals, police and fire stations. These roads include: Main St., River St., 2nd Ave., 3rd Ave., McKercher Blvd., Myrtle St., Bullion St., Croy St., Elm St. (Main to 3rd), Fox Acres Rd., Woodside Blvd., Countryside Blvd., Airport Way, Aviation Dr.

Priority 2 Routes: Selected collectors, bus routes, and around schools. These roads include: Eastridge Dr., Cedar St., Silverstar Dr., War Eagle Dr., Robinhood, Northridge Dr., 4th Ave., Elm St. (Main to Aspen Dr.), Maple St., Buckhorn Rd., Quigley Rd., Empty Saddle, Sixth Ave, Mother Lode Loop, and Glenbrook Dr. including Industrial Park.

Priority 3 Routes: All other selected collectors completing the network covering the major traffic volume streets and selected "**Hot Spots**" such as intersections, hills, and known routes for disabled individuals.

Priority 4 Routes: All remaining streets, such as residential and local streets.

Except for unusual conditions, all priority 1, 2, and 3 streets will be kept open and maintained. When this is not possible, the priority 3 streets will be dropped first, and, if necessary, the priority 2 streets will be dropped. The priority 1 streets will be kept open at all times. The snow routes have been established so that regardless of which priorities are dropped, the remaining portion will be one connected, continuous system.

If snow accumulation completely blocks traffic movement, the priority 4 streets will be plowed when the crews are able to complete their higher priority routes. It is to be emphasized that plowing of priority 4 streets may not occur at all unless the Public Works Director determines the snowfall depth and/or drifting warrant such action. Equipment, however, will be provided as necessary to respond to emergency situations.

When plowed snow either restricts or interferes with traffic, snow will be loaded and hauled to pre-determined storage sites. Because of traffic volumes, the majority of hauling will be done at non-peak traffic volume times and will normally start when the storm ends. The Public Works Director declares a snow emergency in accordance with the definition.



PRIVATE STREET POLICY

Designated Private Streets, generally marked with blue street signs; e.g. all cul-de-sacs, dead ends, Airport West off streets, Jack Pine & Ponderosa, Little Indio Lane & Poulsen Rd.; are not maintained or plowed by city personnel. Private parking areas adjacent to public streets; e.g. Hailey Park Townhouses; are also the responsibility of the private property owners or homeowners' associations.

SIDEWALK POLICY

Priority Sidewalk Routes:

1. Main Street and east side of Woodside Blvd. sidewalks will be plowed and deiced as soon as possible during and after storms.
2. School routes along Elm and Cobblestone Streets, outside public facilities (i.e. City Hall, Library, Blaine County offices, Police Department, and emergency service buildings, sidewalks with curb and gutter between Main Street to River Street and Main Street to First Avenue, west side of Woodside Blvd.

During a **CATEGORY III** and **CATEGORY IV** storm, one pass will be made on Main Street and the east side of Woodside Blvd. Additional cleaning will be prioritized as time and resources allow.

PARKING POLICY

From November 1st to May 1st vehicles may not park within 6' of the asphalt from midnight to 7:00 a.m. on all city streets. This is simply the most effective way to keep cars off the street, a crucial factor in accomplishing an effective snow control plan. Snow emergency routes are posted with signs along the designated streets and will be enforced when necessary.



CONTINGENCY PLAN

The City of Hailey has a limited fleet of equipment and contracts for additional equipment from local contractors, nevertheless we need to plan for assistance should the need arise. The Idaho Transportation Department (ITD) has helped us in the past when we have had short term breakdowns. As always, this is contingent on the availability of their equipment and their work load; as such we should not entirely rely on this option. It is ultimately ITD's responsibility to make certain that the State Highway remains open. If we should have a long-term breakdown of equipment, we will request that they plow all snow to the center of the Highway, we will then utilize our loaders and trucks to remove this snow.

Should there be a major breakdown during a snow episode the Idaho Transportation Department should be contacted through Brad Lynch at 1-208-309-2227 or the State Shop 1-208-720-7502. Additional contacts include Steve Thompson, Blaine County Road and Bridge 1-208-720-7502, the County shop at 1-208-788-5580 and Todd Emerick at Friedman Memorial Airport at 1-208-788-4956 ext. 105.