



CARLISLE
THE NATURAL CHOICE

Snow and Ice Control Policy

Approved by

Carlisle City Council

On December 11, 2019



Public Works Department

645 Railroad Street, Carlisle, Iowa 50047

Phone 515-989-3224

Honorable Mayor and Council Members

Ladies and Gentlemen:

The Public Works Department has developed policies and standards for snow and ice control within the City of Carlisle. This policy has been developed based off past practices, current procedures, future trends and is in line with the City's goal of providing exceptional service at the best price. My team and I are committed to regular review and update of our operations and this document.

Our citizens depend on all weather use of the transportation system within the City of Carlisle to perform their daily activities. The City of Carlisle stands ready to provide excellent customer service during the upcoming winter weather.

The following policy contains guidelines and information pertinent to expectations for snow and ice control within the City of Carlisle. Please do not hesitate to contact us for more detailed information regarding our snow and ice control policy

Sincerely,

Tommy Thompson
Public Works Superintendent

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PURPOSE

The purpose of the City of Carlisle Snow and Ice Policy is to provide direction and standards on maintaining the City's transportation network during snow and ice events. The intent is to provide safe and efficient movement of the traveling public and emergency response vehicles.

Every snow and ice event is unique; however the response of the City of Carlisle will be consistent with the policies and procedures outlined in this document. Field conditions will always warrant changes as the event progresses, but the goal of providing excellent customer service through efficient snow and ice control at the best price while maintaining the safety of the traveling public will always take precedence.

FORECASTING

The City of Carlisle does not employ the services of a private weather forecasting service. Public Works staff will monitor commercially available web based forecasts (i.e. Weather Underground, Weather.com), government forecast information (National Weather Service, Iowa State University Meteogram Generator), Iowa DOT Road Conditions, and local television news forecasts.

The City will use all of this information to formulate a response to impending winter weather. The timing, duration, and temperatures involved in a winter weather event will dictate the scope of the response from the City of Carlisle.

SNOW AND ICE CONTROL

Snow plowing is the primary means for mechanical removal of snow from City streets. The timing of initiation of plowing activities will begin based off a number of factors including weather forecast, traffic volumes, timing and intensity of snow, and many more. The overall goal of beginning to plow will be to attempt to stay ahead of the accumulation and to maintain the safe and efficient movement of emergency vehicles and the traveling public.

It is important to remember that plowing while a winter weather event is ongoing will not necessarily leave the street in a finished state. It is common for snow fall rates to be high enough to give the appearance that a street has not been plowed even though the plow may have made a pass very recently. Only after the winter weather event has ended can final cleanup commence and the streets begin to be returned to normal conditions. There may be several passes of plow equipment required to fully plow a street curb to curb.

Ice control procedures are used to break and/or prevent the bond of ice to the pavement. The public works director will have the discretion to modify the rates and types of ice control materials based upon weather and street conditions. Anti-icing is defined as the application of ice control materials prior to a winter weather event. The intent is to delay or prevent the bond of ice and/or melted snow to a pavement surface. Sodium Chloride (NaCl) road salt will be procured on an annual basis. An estimated annual amount will be procured and delivery will occur in advance and during the winter season.

CLEAN UP

Once the defined levels of service have been achieved and the snowfall has finished, cleanup activities will commence. These activities include hauling of snow, benching of snow windrows, clearing of slush

from roadway pavement, removal of snow from sight triangles at intersections, removal of piled snow from cul-de-sacs, etc. Clean-up activities will typically take place during normal business hours. The ultimate goal is to return the pavement to a dry condition as quickly as possible and is time dependent on the limitations of the weather, availability of resources, and traffic volumes.

HAULING

Room for storage of snow in business areas is limited. Therefore, the City may haul snow that is accumulated in the right of way or in public parking lots in and around the Downtown Business District. This hauling may occur during overnight hours to maximize the efficiency of the snow removal operations. Snow may be hauled from other locations within the right of way as deemed necessary to maintain safety for pedestrians and vehicles. All hauling operations will be at the discretion of the public works director. If additional trucks are needed to haul snow in an efficient manner, they will be contracted as necessary.

SNOW ORDINANCE

The purpose of the Snow Ordinance is to allow for safe and efficient snow removal operations throughout the City. If forecasts indicate that two inches of snow or more is probable the City of Carlisle will begin proactive notification that the Snow Ordinance will go into effect. The notification will include local television, radio, and print media, as well as official City social media sites such as Facebook and Twitter. It will be the City's goal to time the commencement of the Snow Ordinance to minimize the inconvenience on the public; however, the timing of the beginning of the ordinance will be dictated by the winter weather event.

The Public Works Department will coordinate with the Police Department to begin the ticketing and towing. The Public Works Department will strive to wait until it appears that the snow is ending before doing the final clean up. The Police Department will work to clear the streets of parked vehicles through ticketing and towing ahead of the Public Works Department. Vehicles may be towed immediately after being ticketed to maintain efficient snow removal operations.

FIRE HYDRANTS

During snow and ice control operations, fire hydrants tend to get buried under snow. Residents are asked to review the location of fire hydrants near their properties. If the hydrant is covered cleaning an area three feet wide around the hydrant will ensure that the Carlisle Fire Department can locate the hydrant quickly during an emergency.

EMERGENCIES

As a winter weather event unfolds, emergency scenarios not covered by this policy may arise. At that time, consideration will be given to life and public safety when making decisions regarding snow and ice control. Those decisions will be made by the public works director. These decisions may vary from the written policy depending upon actual weather and road conditions, projected winter weather forecast, and the nature of the emergency.

PRIORITIES

The main goal of the City of Carlisle is to allow safe and easy access on the main thoroughfares and secondary thoroughfares leading to them. This will allow the public to utilize these thoroughfares to gain access to main traffic arteries such as Highway 5 and Army Post Road. The secondary goal is to provide citizens with a manageable unplowed distance to and from the designated thoroughfares.

The City Council has established the following priorities for **snow plowing** during winter weather events:

Priority	Classification	Streets Included
1	Main Thoroughfares Essential City Service Accesses	Railroad Street – Public Works & Electric Dept. North 1 st Street & Accesses to Police Department & City Hall Main Street from North 1 st Street to North 2 nd Street North 2 nd Street from Main Street to School Street School Street South 5 th Street Downtown Business District
2	Secondary Thoroughfares Tertiary Thoroughfares	North 5 th Street North 9 th Street Scotch Ridge Road Veteran’s Memorial Drive Market Street
3	Residential Streets Public Parking Lots Downtown Alleys	All other streets and sections not previously listed
4	Sidewalks Trails Alleys Shared Use Paths	Plowing will typically start after snowfall ends and after street priorities are finished.

During an average storm, the goal is that snow plowing operations will be completed in **16 hours**. Actual performance will vary greatly, depending upon factors such as actual snowfall amount vs. forecast

amount, air and pavement temperatures, previous accumulations, etc. It is important to note that many of these factors are outside of the control of the City. The public works director and their designees will have the discretion to make decisions in line with the goals and expectations of the snow policy.

Priorities do not necessarily indicate the final routes that our snow plowing equipment utilizes. In their regular operations, these priorities will indicate the order of focus staff will give to certain streets. There may be priority 2 or 3 sections that are plowed in conjunction with priority 1 sections. Routes are developed with the priorities and efficient use of resources and equipment in mind.

LEVEL OF SERVICE GOALS

The level of service goals indicated in the following pages are the guidelines for the various street classifications within the City of Carlisle. The goals have been developed based on various criteria including road safety, budgetary considerations, labor and equipment limitations, and environmental factors. The goals have been defined to create a common understanding of expectations for the general public and employees responsible for performing snow and ice control duties within the City of Carlisle.

While the City of Carlisle will strive to meet these goals, it is important to understand that the time it may take to achieve them will be dependent upon weather conditions and other factors that may be outside the control of the City.

A pavement that is ***generally bare of snow and ice*** is defined as a travel lane surface that is free from drifts, snow ridges, and as much snow and ice pack as practical. It should not be confused with a ***dry pavement*** or a ***bare pavement*** which is essentially free of ***all*** snow, ice, and free of moisture.

Under the definition of ***generally bare of snow and ice***, motorists can expect some inconvenience and will be expected to modify their driving practices to suit the road conditions. This is supported by The *Iowa Motor Vehicle Code* section 321.285 (1) which states: *“Any person driving a motor vehicle on a highway shall drive the same at a careful and prudent speed not greater than nor less than is reasonable and proper, having due regard to the traffic, surface, and width of the highway and of any other conditions then existing...”*

LEVEL 1 & 2 PRIORITIES

Snow routes have been identified by City Council as priority locations to provide safe and efficient movement of traffic during snow and ice events. These routes will have some generally bare pavement, primarily in the wheel paths at the end of plowing operations and may have areas of bare pavement.

DOWNTOWN BUSINESS DISTRICT

The business districts typically have limited areas to store snow during and after plowing activities. Snow removal in these areas will be pushed and piled in strategic locations ***so that the snow can be gathered and hauled away following the end of the plowing operations***. Business owners and adjacent property owners are still required to clear snow from sidewalks. They are encouraged to remove snow as early as possible and push snow into the parking areas to be removed by City equipment. It is imperative to allow time for the snow to be removed prior to business patrons and visitors parking in the area. Once vehicles

begin parking, snow removal operations will not be able to continue in a safe and efficient manner and snow accumulations may need to wait until the following day to be removed. This is the only area and time it is acceptable to push snow into the street.

LEVEL 3 PRIORITIES INCLUDING RESIDENTIAL STREETS

Priority Routes have been identified as those routes that provide additional connectivity throughout the community. These routes typically serve as collector streets or provide access to residential areas and business districts. These routes *typically* see lower traffic volumes than snow routes. These routes will have a mix of residual snow and generally bare pavement following plowing operations. This residual snow aids in traction and helps reduce the overall salt demand citywide.

TRAILS AND SHARED USE PATHS

The trail and shared use path system within the City of Carlisle falls under the jurisdiction of several different entities. The City strives to provide consistent levels of service regardless of the jurisdiction responsible for snow and ice control. At times Public Works crews may assist in removing snow that may accumulate from street plowing in those areas. This assistance is typically a lower priority in overall snow and ice control operations and takes place once normal levels of snow and ice control are completed.

ALLEYS

Alleys will have residual snow accumulation after plowing operations have ceased. Alleys are a low priority and will be plowed during normal business hours. Not all alleys are paved. In unpaved alleys, final level of service will be left up to the Public Works Director.

SIDEWALKS

The City of Carlisle values the many pedestrians who rely on sidewalks as their means of transportation during winter months. As such the City has a duty to ensure that public sidewalks are cleaned from snow and ice following winter weather events. Snow and ice control on sidewalks is the responsibility of the abutting property owner as defined in City Code section 136.03. No property owner shall, for a period of 48 hours after cessation of the snow and ice event allow accumulations of snow and/or ice to remain upon the adjoining and abutting sidewalks.

If a complaint is received that snow and ice have not been removed from sidewalks within the 48 hour timeframe, the City will proceed to investigate the complaint at the City's earliest opportunity following other snow and ice control priorities. Complaints that are received after regular business hours and/or on a weekend will be processed on the next business day. City Hall staff will be responsible for taking snow walk complaints. Public works employees will be responsible for investigating and determining the appropriate action.

The City will go to the physical address of the complaint and ascertain if the sidewalk has been cleared to the full width for full length of the property. If the sidewalk has not been cleared, the property owner or tenant will be notified by a physical paper notice visible on the property. In either case the notice will indicate that the property owner or tenant will have 24 hours from the time of posting to clear the sidewalk. After 24 hours, the property will be re-inspected for compliance. If the snow and ice have been

removed, the posting is removed. If the snow and ice remain, the snow removal may be removed by public works staff or may be contracted out to a third party to remove the snow and ice. The property owner will be responsible for the actual costs of removal.

It is important to note that sidewalk inspections are completed upon complaint only.

REQUESTS FOR SERVICE

There may be areas that require additional coverage or attention due to unpredictable weather and roadway conditions. All requests for additional attention must be made via phone call to Carlisle City Hall at 515-989-3224 and must include the name of the individual requesting as well as the address and location of any specific concern.

Each request will be passed on to the Public Works Department to be evaluated, and an appropriate response will be determined by the Public Works Director, or their designee. The timing of any response will be weighed against the overall winter weather activities throughout town. The goal of the snow and ice control policy is to allow for safe and efficient movement of emergency vehicles and the traveling public. That goal will take precedence over service requests.

EQUIPMENT

The City will utilize many different types of equipment during snow and ice control operations. The equipment will be selected to best fit the requirements of the operations at that time.

The City will utilize primarily reversible plows and underbody plows during plowing operations on City Streets. The City will utilize pickup trucks, utility vehicles, or other small equipment with boxes or plows in areas that require smaller equipment to plow snow.

For physical removal of snow the City may utilize snow blowers or brooms mounted on motor vehicles that will blow the snow off to the side. Snow removal may also be loaded out by traditional methods of bucketing into a dump truck.

The City will utilize spreaders mounted to its fleet of dump trucks. These spreaders will be used for ice control during snow and ice events.

LABOR

The City of Carlisle Public Works Department will handle the primary responsibility for snow and ice control within the City of Carlisle. As weather forecast and timing dictate the Public Works Department will request assistance from other City departments to provide personnel in covering major snow and ice control events.

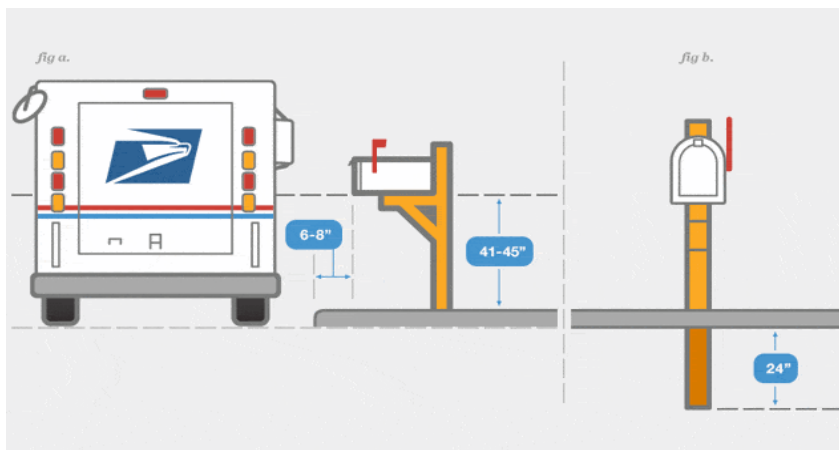
PRIVATE PROPERTY/DRIVEWAYS/MAILBOXES

City of Carlisle snow and ice control operators will not remove snow from private property. Snow removal on private property is the responsibility of the property owner. At no time should snow from private property be deposited on or pushed into or across public streets.

The City of Carlisle will repair any turf that is damaged from plowing operations only. Damage due to deicing chemical will not be repaired by the City. The City will not repair damage to any landscaping (hardscaping, plants, irrigations systems, or accessories such as lighting) that is within the right of way.

During snow and ice control procedures by the City it is common for plowed snow to be pushed and/or thrown back onto sidewalks, driveways, and aprons especially around corners. This unfortunate event results from the need to maintain certain speeds and plow angles to provide efficient and safe snow and ice control. While the City strives to minimize the effects of this thrown snow, it is inherent to snow and ice control activities. Removal of this additional accumulation of material on sidewalks, driveways, or aprons is the responsibility of the abutting *property owner*.

Property owners are also responsible for clearing of snow around their mailboxes to ensure proper delivery of mail. Mailbox installation within the City of Carlisle should comply with United States Postal Service (USPS) guidelines. Proper installation of mailboxes is the responsibility of property owner. Mailboxes should be placed 8" behind the face of curb and should be constructed to be able to withstand snow and ice control efforts by the City. City staff may perform preseason route inspection and identify hazards, including mailboxes that do not comply with regulations. If a mailbox is found to not comply with the minimum clearances or if improvements to the structural integrity of the mailbox need to made, the property owner or resident will be notified by City staff. It will be the responsibility of the property owner or resident to properly relocate or improve the structural integrity of the mailbox prior to winter snow and ice control operations. The City will document the mail box locations that have been notified for improvements. The City will not be responsible for damage to mailboxes which have not been relocated or repaired after the notification has occurred.



Courtesy of https://www.usps.com/assets/images/manage/usps_mailbox_guide_635x358.gif

The City of Carlisle will not be responsible for repair of mailboxes due to drifting or the weight of snow. The City of Carlisle will repair damage to mailboxes as a result of direct contact of City equipment and the mailbox only. Any necessary replacement or repair of a mailbox will be made with similar materials and construction in relation to the original mailbox.

DISCLAIMER

Levels of service may be affected by any one or more of the following events which could delay or alter snow and ice control by the City:

1. Equipment breakdown
2. Vehicles disabled in deep snow

3. Weather so severe as to cause snow and ice control to be stopped for the safety of all personnel
4. Unforeseen conditions and emergencies
5. Significant medical related emergencies
6. Availability of labor and contractors

Snow Route Map - Priorities 1 & 2



Red – Priority 1

Yellow – Priority 2