

City of Urbana  
Snow and Ice Control Policy

## INTRODUCTION

The purpose of the Snow and Ice Control Policy is to establish the City of Urbana's policy level of service for clearance of snow or ice and maintenance of its street system during the winter months. The Policy will serve as a practical guide for effective snow removal operations in the City. Snow and ice control is necessary for routine travel and emergency services. The City will provide snow and ice control in a safe and effective manner, weighing environmental impact, safety, equipment, availability of deicing materials, and personnel concerns. This Policy is intended to satisfy the requirements for governmental exemptions within Iowa Code Section 668.10(2) and supersedes all previous written policies of the City of snow and ice control operations. Provisions contained in this Policy may be updated and reviewed as conditions or circumstances warrant change.

1. **IMPLEMENTATION:** The Snow and Ice Policy will be in effect for normal winter operations at times when weather conditions could cause accumulation of frost, sleet, ice, or snow in the City.
2. **WEATHER FORECASTING:** Weather information is essential for good planning of both snow and ice control operations and other weather-related emergencies. The City will utilize 24 hour predictions of the National Weather Service to prepare for storm events. The City will also monitor and gather current weather information from local sources.
3. **NOTIFICATION OF SNOW AND ICE ACTIVITY:** The Mayor or the Public Works Director will initiate the appropriate action following the guidelines set forth in this Snow and Ice Control Policy. The Public Works Director will inform the City Clerk's Office and Police Department that snow and ice control procedures have commenced.
4. **OPERATIONS:** The Public Works Director may confer with the Police Department in making a judgment when to begin snow or ice control operations based on the following criteria:
  - a. Icy conditions on the streets which affect travel;
  - b. The depth and time of snow accumulation along with the volume of traffic;
  - c. Snow and ice control operations will generally not be conducted for snowfall of less than two inches.
5. **PRIORITIES:** In order to make efficient use of available resources, the following priorities are established:
  - a. The City will prioritize "Main Arteries", which connect major sections of the City, provide access for emergency fire, police, medical services, schools, and commercial businesses or are bus routes.
  - b. The second priority is snow and ice control on local streets.
  - c. The City policy identifies that alleys are the last priority in snow removal efforts. After all streets are cleared then the City will clear City owned alleys.

6. **USE OF ABRASIVE MATERIAL AND CHEMICALS:** The City will use sand, salt and other chemicals when there is ice. The City will apply ice control materials at varying application rates depending upon the temperature, time, and nature of the street conditions. Generally a mixture of salt and sand will be used. A reduced amount of salt will be used when salt is in short supply. The City may apply liquid anti-icers or deicers (such as liquid calcium chloride or magnesium chloride), prior to and during storm conditions to prevent the bonding of snow and ice to the pavement.

The effect chemicals and abrasives have upon the environment, along with budget constraints and availability of chemicals will limit the use of sand, salt and other chemicals. Priority for the use of abrasives and chemicals is to intersections, hills, curves and bridges. Streets will not always be able to be completely cleared of snow and ice.

7. **CITIZEN COMPLAINTS:** Citizen complaints concerning snow and ice control efforts will be routed to the Public Works Director. The Mayor and Public Works Director will determine appropriate response to citizen complaints.
8. **PARKING:** No parking shall be permitted on a City Street when three (3) or more inches of snow are forecasted by the National Weather Service or when three (3) or more inches of snow has fallen, as by measured at the Urbana City Hall. City Ordinance 69.10 prevents parking on City streets during snow removal operations unless the snow has been removed and the snow has ceased to fall.
9. **SNOW ACCUMULATION REMOVAL:** The Public Works Director will determine when snow accumulations will be removed by truck from an area. Snow removal will primarily be conducted where accumulated piles of snow create a hazardous condition or at the discretion of the Public Works Director. Snow removal operations will commence after other snowplowing of streets has been completed. Snow removal operations may be delayed depending on weather conditions, personnel, or equipment.
10. **WORK SCHEDULE FOR SNOWPLOW OPERATORS:** Snowplow operators are expected to work eight-hour shifts. In severe snow emergencies, operators may have to work in excess of eight-hour shifts. However, because of budget and safety concerns, no operator shall work more than a sixteen (16) hour shift and be scheduled for another shift within eight hours.
11. **WEATHER CONDITIONS:** Snow and Ice control operations will be conducted only when weather conditions do not endanger the safety of city employees and equipment. Factors that may delay snow and ice control operations include severe cold, significant winds, and limited visibility.
12. **SIDEWALKS:** As outlined in Chapter 136.03, Removal of Snow, Ice and Accumulations of the Municipal Code, all sidewalks adjacent to private property are the responsibility of the property owner. (Snow is to be removed down to the concrete along the entire width and length of the sidewalk abutting property).

The City's responsibility is to plow the streets and keep them open to traffic. Due to the location of some sidewalks and the volume of snow being moved, there will be occasions where the plowing operation may deposit additional snow on the sidewalk. It is still the responsibility of the property owner to remove all snow from their sidewalk.

The City may provide snow and ice control on other areas bordering city property as required but specifically the areas identified below. The City will also maintain the sidewalks along these major arterial routes for the benefit of the entire community.

- a. Wood Street Park
- b. Parking in Front of Legion Hall

As there is a limited number of personnel available, the City will only maintain these sidewalks after all the streets have been plowed.

13. **DRIVEWAYS:** City snowplows will not clear private driveways. The snow placed in driveways by City plows is the responsibility of the property owner to remove. Snow from a private driveway may not be placed no or pushed across a City Street in accordance with Chapter 135.12 Dumping of Snow of the Municipal Code.
14. **MAILBOXES:** The City will only clean the snow within the confines of curb line to curb line of a street. The adjacent property owner is responsible for any other snow cleaning around mail boxes and to assure the mail box is properly installed behind the curb line and able to withstand snow clearing efforts by the City. The City will replace mailboxes physically damaged by the plow hitting it. The City will not replace mailboxes damaged by the weight and/or force of the snow coming off the plow. The City will not be responsible for improperly installed or deteriorated posts.
15. **DISCLAIMER:** The Policies identified may be affected by at least one or more of the following events, which could delay or alter the snow and ice control by the City:
  - a. Equipment breakdown;
  - b. Vehicles disabled in deep snow;
  - c. Weather so severe as to cause crews to be called in from the streets;
  - d. Unforeseen conditions and emergencies; or
  - e. The availability of ice control materials.