



SNOW AND ICE CONTROL POLICY

2014



THE CITY OF WAUKEE, IOWA

RESOLUTION 14-

APPROVING ADOPTING A SNOW AND ICE CONTROL POLICY

IN THE NAME AND BY THE AUTHORITY OF THE CITY OF WAUKEE, IOWA

WHEREAS, the City of Waukee, Dallas County, State of Iowa, is a duly organized Municipal Organization; **AND**,

WHEREAS, the City of Waukee upon the recommendation of the Director of Public Works the City Council deems it appropriate to adopt said Snow and Ice Control Policy as provided in the attached new policy; **AND**,

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Waukee that the Snow and Ice Control Policy, is hereby approved.

Passed by the City Council of the City of Waukee, Iowa, and approved the 6th day of January, 2014.

William F. Peard, Mayor

Attest:

Rebecca D. Schuett, City Clerk

ROLL CALL VOTE	AYE	NAY	ABSENT	ABSTAIN
Shane Blanchard				
Casey L. Harvey				
Shelly Hughes				
Brian Harrison				
Rick Peterson				

CITY OF WAUKEE
SNOW AND ICE CONTROL POLICY
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1. INTRODUCTION

The purpose of the Snow and Ice Control Policy is to establish and maintain uniform definitions and procedures concerning snow and ice control operations for the City of Waukee. The City will provide such control in a safe and cost-effective manner, taking into account safety, budget, personnel, and environmental concerns.

This policy does not guarantee that streets, sidewalks, parking areas, trails or other public property will be free of snow and ice after the execution of the Snow and Ice Control Policy. Bare, dry pavement should not be expected and will not always be provided. This plan attempts to maintain an adequate driving surface for properly equipped vehicles and drivers prepared for winter driving conditions, and to provide pedestrians with safe routes of travel.

The removal of snow and ice from public streets, public parking lots, and other public areas is an emergency operation that takes precedence over other non-emergency work for the Public Works Department.

2. MONITORING AND NOTIFICATION OF ICE/SNOW EVENTS

The observation of road and bridge conditions will be performed by the Public Works and/or Police departments to initiate snow crew notification. When inclement weather is approaching weather reports and forecasts will also be used in conjunction with on-the-street observations to determine notification timing. Resources permitting, first crew response will be snow removal vehicles with material spreaders. Public Works crews may initiate additional crew calls as the need arises.

3. EMERGENCY (Exhibit A)

In order to make the most efficient use of available resources it is necessary to establish emergencies for snow and ice removal. The following roads will remain open 24 hours a day:

- **6th Street/Ute Avenue** from I-80 and 6th Street to N. 6th Street and N. 6th Street dead end
- **N 10th Street/R-22** from N 10th Street and Highway 6/West Hickman Road to N 10th Street and 270th Street
- **SE Ashworth Drive/SE L.A. Grant Parkway** from Ashworth Drive and Highway 6/West Hickman Road to SE L.A. Grant Parkway and SE Ashworth Road
- **Laurel Street** from Laurel Street and 6th Street to SE Laurel Street and SE Dartmoor Drive
- **Northview Drive** from Northview Drive and 6th Street to Northview Drive and Warrior Lane
- **Warrior Lane** from Warrior Lane and Aidan Street to N. Warrior Lane and NE Fox Run Trail
- **Ashworth Road** from Ashworth Road and 6th Street/R-22/Ute Avenue to SE Ashworth Road and SE Waco Place

- **SE University Avenue** from SE University Avenue and Warrior Lane to SE University Avenue and 142nd Street
- **Alice's Road** from SE Alice's Road and SE University Avenue to NE Alice's Road and Meredith Drive
- **SE Legacy Pointe Boulevard** from SE Legacy Pointe Boulevard and Highway 6/ East Hickman Road to SE Legacy Pointe Boulevard and SE Laurel Street
- **SE Boone Drive** from SE Boone Drive and SE University Avenue to SE Boone Drive and SE Boone Drive end (corporate limits)

4. PRIORITIES (Exhibit B)

Consecutively running with the emergency routes (when possible), the following priority routes will be plowed:

- a. 3rd Street from Laurel Street to Windfield Parkway
- b. 3rd Street from Ashworth Drive to University Avenue
- c. Windfield Parkway from 3rd Street to SE Cardinal Lane
- d. SE Cardinal Lane to SE Olson Drive
- e. SE Westgate Drive from SE Olson Drive to Hickman Road
- f. SE Olson Drive from SE Cardinal Lane to Alice's Road
- g. SE Olson Drive from SE Brick Drive to SE Boone Drive
- h. SE Brick Drive from Hickman Road to SE University Avenue
- i. SE Waco Place from Hickman Road to SE University Avenue
- j. SE Stone Ridge Drive from SE Brick Drive to SE Waco Place
- k. SE Laurel Street from Alice's Road to SE Legacy Point Boulevard
- l. SE Westbrook Drive
- m. NE Dartmoor Drive from SE Laurel Street to NE Fox Run Trail
- n. NE Venture Drive from N Warrior Lane to NE Dartmoor Drive
- o. NE Horizon Drive
- p. SE Florence Drive from SE University Avenue to SE Pleasant View Drive
- q. SE Pleasant View Drive from SE Kellerman Drive to SE Parkview Crossing Drive
- r. SE Westown Parkway from SE LA Grant Parkway to SE Parkview Crossing Drive

5. RESIDENTIAL (Exhibit C)

After emergency and priority streets have been completed, the residential streets will be plowed.

6. TRAILS/SIDEWALKS (Exhibit D)

After emergency, priority and residential streets have been completed, trails and sidewalks will be cleared.

Plowing or material spreading of any streets may be stopped at any time to go back to higher priority areas to re-apply material or plow, if conditions warrant.

7. COMPONENTS OF THE SNOW REMOVAL PROCESS

- a. City Roadway Snow Removal
 - i. Arterial Roadways
 - ii. Collector Streets
 - iii. Residential Streets
 - iv. Triangle Business District Cleanup

- v. Public Safety Drives & Sidewalks
- vi. Rural Roadways
- b. Anti-icing, De-icing & Sand/Salt Application Operation
- c. Gravel Roadway Snow Removal
- d. Public Parking Lots/Facility Sidewalk Snow Removal & Ice Control
- e. Public Sidewalk & Trail Snow Removal
- f. Downtown and Cul-de-sac Snow Removal
- g. Storm Snow Removal Cleanup
 - i. Wing back curblines
 - ii. Slush control removal
 - iii. Parked car spot removal
 - iv. Fixed structure repair
 - v. Piled snow relocation
 - vi. Request and complaint resolution
- h. Snow Ordinance Enforcement Support/Site Snow Removal
- i. Emergency Support
- j. Fleet Maintenance – Breakdown/Repair/Cleaning
- k. Management of Snow Removal Operations

8. EMERGENCY SITUATIONS

Emergencies may arise which warrant a departure from the stated priorities. Examples include but are not limited to:

- A. Immediate need for Police, Fire and Rescue emergencies.
- B. If City personnel must leave the public right-of-way to respond to an emergency, snow removal crews may provide necessary assistance such as opening a driveway or parking lot to give access for emergency crews.
- C. Isolated problem areas where traction is urgently needed before all other areas are handled. NOTE: The Police Department may only advise of road conditions and shall not direct snow and ice control operations of the Public Works Department.
- D. Icing conditions where a water main break has occurred.

9. SNOW REMOVAL OPERATIONS

The depth and timing of snow accumulations, along with traffic volumes, will normally dictate when snow removal operations begin. Removal will take place during a snow event as needed to keep accumulations on the pavement surface at a manageable level. It is likely that several passes will be made on most streets to clear accumulated snow from the roadway.

Snow removal operations will be carried out in accordance with the established priorities set forth in Sections 3, 4, 5, and 6 of this policy. Such removal operations may at times be done in conjunction with material applications.

10. MATERIAL APPLICATIONS

Conditions may warrant the application of deicing materials. Conditions may also

warrant the addition of liquid deicing chemicals to any such mixture in order to obtain the desired results from the application of a material mixture. The definition of Material in this policy may consist of salt or liquid deicing chemicals, or any combination of the two. Applications of material will follow the same priorities established for snow removal.

11. JOINT JURISDICTION

The following jurisdictions are responsible or share responsibility with the City for the following boundary streets:

- a) The City of Waukee will provide snow and ice removal on the following section of paved street at no cost to the City of Clive:
 - a. Waukee – The portion of County Road R-30 (Alice’s Road) which lies within the corporate limits of the City of Clive
- b) The City of Waukee will provide “Full Service Maintenance” on the following paved roads without reimbursement from Dallas County for their portion of the roadway:
 - a. Waukee – N. 10th Street (a/k/a U Avenue) from Hickman Road north to Meredith Drive (270th Street); Waukee: 1.36 Miles, Dallas County: 1.98 Miles, Total 3.34 Miles
 - b. 6th Street (Ute Avenue) from Ashworth Road northerly to 300th Street; Waukee: 1.33 Miles, Dallas County: 2.22, Total Miles 3.55
 - c. Ashworth Road from Ute Avenue (R-22) east to L.A. Grant Parkway (V Avenue); Waukee: 0.13 Miles, Dallas County: 1.48 Miles, Total Miles 1.61
- c) The City of Waukee will provide “Full Service Maintenance” on the following granular surfaced road without reimbursement from Dallas County for their portion of roadway:
 - a. N. Warrior Lane (V Avenue) from Meredith Drive (270th Street) south to Little Walnut Creek Drive; Waukee: 0.62 Miles, Dallas County: 1.13 Miles, Total Miles 1.75
 - b. 312th Place from 6th Street (Ute Avenue) east to corporate limits; Waukee: 0.65 Miles, Dallas County: 0.65 Miles, Total Miles 1.30
- d) The City of Waukee will provide snow and ice removal on the following sections of paved streets at no cost to the City of West Des Moines:
 - a. University Avenue (Between 142nd Street & 98th Street)
 - b. 98th Street (Between Ashworth Road & University Avenue)
 - c. 105th Street / Alice’s Road (Between Wendover Road and North Terminus of 105th Street / Alice’s Road I-80 Bridge)

12. PUBLIC PROPERTY PARKING AREAS

Parking areas on public property will be cleared of snow by the Public Works Departments. Snow clearing may include the application of deicing materials on the driveway portion of parking areas only. Public parking area snow removal operations will commence after street operations are substantially complete.

13. SIDEWALKS – CITY OWNED

City owned sidewalks will be cleared and treated with ice melt as needed. This may require overtime on weekends.

Every attempt will be made to clear the walks and step areas at entrances to the City Hall, Library, Public Safety, Community Center, and Public Works buildings at least 15 to 30 minutes before normal business hours. In addition to maintenance staff's efforts to keep the entrances to public buildings open, a snow shovel and ice melt will be placed at each building entrance to allow staff from each facility to assist in keeping the entrances open to the public.

14. DRIVEWAYS/PRIVATE PROPERTY PLOWING

City snowplows will not clear private driveways or private property, such as parking lots, except in an emergency as previously discussed.

The removal of snow placed in a driveway or on sidewalks by City plows is the responsibility of the property owner.

15. COMPLAINT PROCEDURES

Public Works Management Staff or Administrative Assistant may handle emergency complaints.

16. REPORTS

A Storm Report shall be completed for each snow removal operation. This report contains operating times, weather conditions, resources committed and results.

17. REPAIR OF DAMAGED PROPERTY

Snow and ice control operations may cause property damage to improvements in the public right-of-way, even under the best of circumstances and watchful care of equipment operators.

The City will restore sod areas damaged by City snowplows during snow removal operations. All other damage within the public right-of-way is the responsibility of the property owner including, but not limited to, trees, shrubs, bushes, landscaping materials, decorative rock or concrete, and lawn/landscaping irrigation systems.

Residents are also responsible for assuring that their mailbox is properly installed and that the mailbox meets the requirements of the United States Postal Service regarding delivery and collection of mail to curbside boxes. Mailboxes damaged by snow removal equipment will be repaired and/or replaced at a cost not to exceed \$150.

18. RESPONSIBILITIES OF RESIDENTS

Under City of Waukeee Code of Ordinances Section 218 **Dumping of Snow**: It is unlawful for any persons to remove snow, ice and accumulations from private premises and to deposit the same upon any public highway, street, avenue, alley, sidewalk, public square and commons within the City.

Under City of Waukeee Code of Ordinances Section 502.17 **Prohibited Parking During Snow Emergency**: No person shall park, abandon or leave unattended any vehicle on

any public street, alley or city-owned off-street parking area during any snow emergency proclaimed by the chief of police or his designee unless the snow has been removed or plowed from said street, alley or parking area and the snow has ceased to fall. A snow emergency parking ban shall continue from its proclamation through the duration of the snow or ice storm and the forty-eight (48) hour period after cessation of such storm except as above provided upon streets which have been fully opened.

During periods of heavy snowfall accumulations, there may be times when City equipment cannot physically place all the snow from the curb line onto the City right-of-way. It is the responsibility of the resident to remove snow and ice accumulations from the approach and exits to mailboxes to allow the mail carrier to deliver mail safely and efficiently.

Public notification when a snow ordinance is in effect will be done through the following media outlets:

- KCCI TV 8 & affiliates (KIOA AM, KIOA FM, KRNT AM/FM, KSTZ, KAZR, KLTJ, KPSZ)
- WHO-TV 13
- WHO AM & affiliates (KXNO, KKDM-FM, KDRB-FM)
- WOI TV 5
- KDSM
- KWKY
- KJJY & affiliates (KBGG AM/FM, KGGO FM, KHKI)
- The Des Moines Register
- Waukee City Hall
- Waukee Public Works
- Waukee Public Library
- NIXLE
- Waukee Web Site

19. DISCLAIMER

To the extent that any previous rule, regulation, policy or past practice, written or unwritten, is in conflict with the provisions of this policy, such is hereby withdrawn, voided and all personnel should conduct themselves in conformity with this policy.

This Snow and Ice Control Policy is not intended to create and should not be construed in any manner as creating a guarantee that any driving hazard associated with winter driving conditions is eliminated by the City's efforts to remove snow and ice from City streets in accordance with this Policy. All or parts of this policy may be affected by at least one or more of the following, which will delay all or some of the services provided.

- A) Available personnel.
- B) Equipment breakdown.
- C) Vehicles disabled in deep snow.
- D) Storm severity may preclude all snow removal operations or seriously impede response.
- E) Equipment rendered inadequate by the depth of the snow or drifts.

- F) Shift changes; crew breaks, and breaks required for refueling, refilling of material spreaders and installing chains and new blades.
- G) Snow deposited back into the street after crews have completed snow removal operations.
- H) Snow left on streets due to parked cars.
- I) Unforeseen conditions and circumstances.

20. Sidewalks abutting Private Property – Removal of Snow and Ice Accumulations

Purpose - The following document has been created in order to provide a uniform and consistent method for evaluating, documenting and enforcing Waukee Municipal Code §218.2 Removal of Snow and Ice Accumulations.

- A. Duty of Property Owner. It is the responsibility of the abutting property owner to remove snow, ice and accumulations from the sidewalks within 24 hours after the cessation of the weather event or other cause of the accumulation.
- B. Failure of Property Owner. Any owner who shall, for a period of 24 hours after the cessation of the storm or cause of accumulation, permit snow, ice or accumulation to remain upon the adjoining and abutting sidewalks, is guilty of a municipal infraction punishable by civil penalty of \$50 for the first offense; \$100 for the second offense; and not more than \$750 for each subsequent offense. A penalty will not be assessed until 12 hours after the City of Waukee shall have given a warning to the party responsible to remove such accumulation.
- C. Added Safety Measures. When ice has so formed upon any sidewalk that it cannot be removed, the owner, occupant or person in charge of abutting property shall keep such ice sprinkled with salt, ashes, sawdust or sand in such manner as to prevent such sidewalk from being dangerous to persons using the same.
- D. Dumping of Snow. It is unlawful for any persons to remove snow, ice and accumulations from private premises and to deposit the same upon any public highway, street, avenue, alley, sidewalk, public square and commons within the City.
- E. Removal by City; Assessing Costs. Should snow, ice, or accumulations be permitted to remain upon any sidewalk for a period of ten (10) daylight hours after the cessation of the storm or cause of accumulation, after affording reasonable notice, the city administrator may, in his discretion, cause the same to be removed and the actual cost of the removal assessed against the property in accordance with Iowa Law.

Policies - All reported or identified violations shall be reviewed by the appropriate Development Services personnel. However, as the city has limited resources, this procedural guideline for enforcement activity has been developed to maximize the available resources. The procedural guidelines should be used as a flexible document to allow the level of enforcement to reflect the circumstances and situation of the code violation.

It shall be the City's policy to make every effort to encourage voluntary code compliance. Voluntary compliance is generally less expensive for all parties and represents a more satisfactory resolution than citations or assessments.

The Development Services Department shall have the responsibility for determining whether or not the property owner has substantially complied with the responsibilities

identified in the City Code. It shall be the City's policy to ensure that the sidewalks are safe for pedestrian travel; however, there are no guarantees that the sidewalks will be completely free of all moisture.

The City understands that there will be some sidewalks along the City's arterial roadways (for example: SE University Avenue from NW 142nd Street to SE Ashworth Drive/SE LA Grant Parkway) that will require additional discretion due to the proximity of the sidewalk to the roadway. It shall be the City's policy to work with those property owners to develop a satisfactory solution and timeframe to any snow and ice accumulation in a manner consistent with the spirit of the ordinance.

Enforcement Methodology - It is the City's policy to investigate and attempt to resolve all code violation complaints received by the Development Services Department.

Enforcement Procedures (Notice of Violation)

- A. A citizen's complaint shall be made on a complaint form provided by the Development Services Department. The complainant may complete the form, or it may be completed by staff based on a telephone call, letter or other contact from the complainant. If the complaint is received in written format, the document shall be attached to a complaint form completed by staff.
- B. Investigation of the complaint shall be completed by the appropriate code enforcement official within one (1) business day of complaint intake. The purpose of the field investigation is:
 1. to verify the existence and severity of the code violation;
 2. to document the code violation by means of written notes, photographs, video, etc.
 3. if possible, to discuss with the property owner, occupant or other responsible party:
 - a. the nature of the code violation;
 - b. method for complying with the codes;
 - c. timelines for code compliance;
 - d. code enforcement procedures; and
 - e. potential consequences for failure to comply.
- C. If the code enforcement official is not able to make contact with the property owner, notice of violation (including the nature of the violation, method for complying with the code, timeline for code compliance and the potential consequences for failure to comply) will be left in a conspicuous location on the property.

Enforcement Procedures (Enforcement Action) - If corrective action has not been completed as identified in the notice of violation, the City will take action to abate the code violation.

- A. The code enforcement official will review the non-compliant property the day following the issuance of the Notice of Violation. The code enforcement official will document the level of completion on the investigation worksheet.
- B. Following the review, if the property is still not compliant, the code enforcement official will submit the worksheet to the Development Services Administrative Assistant.
- C. The Administrative Assistant will contact the City's snow removal contractor to issue a work order for the non-compliant property.

The City has retained the services of a local contractor to remove the snow/ice accumulations if the property owner fails to proceed with corrective action within the specified time period. The contractor will remove the snow/ice accumulation from the public sidewalk and bill the City for the time necessary to complete the work (minimum one (1) hour charge plus an administrative fee will be billed for any work commenced).

Cost Recovery Procedures - The City will seek to recover the cost of abating the code violation from the property owner. Once the abatement is completed and the City has obtained a bill, the City will invoice the property owner based on the actual cost incurred.

The property owner will have thirty (30) days to pay the invoiced amount. If the property owner does not pay, the overdue invoice will be forwarded to the City Finance Department for collection through property assessment/lien process.