

SNOW & ICE CONTROL PLAN Version 10.28.2024

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GENERAL

All snow and ice control operations are considered emergency in nature because public safety is involved. Consequently, regardless of the time of day or day of the week, the work is accomplished as expeditiously as possible. In order to achieve this level of service, long range planning and equipment readiness are undertaken by the Operations and Maintenance Sections. Short range operational planning is done by these sections every time weather forecasts indicate a potential for adverse weather.

Short term advance preparation is often difficult because of the infinite variety of conditions that can occur during the long snow and ice season. The snow and ice season in Nebraska can begin as early as the middle of November and last until the middle of April. While storms can occur outside of these time frames, they are the exception rather than the rule. The rate and accumulation of snowfall moisture content; temperature during and after a storm, pavement temperature, wind direction and velocity during and after the storm, duration of the storm, time of the day or night as well as day of the week, and intervals between storms all interact to make each storm unique in many aspects. Therefore, while a plan exists and there is a standard method of operation, there must be enough flexibility within the plan to provide for any difference or contingency as it arises.

Generally, the greater the snow accumulation, the greater the problem and the more complicated the operational response becomes to ensure proper clearance of streets/sidewalks. However, a snow plan based on snow depth alone would be much too simplistic to be effective. For example, a rapid rate of snow accumulation can close streets before plows can get to them. High winds can quickly cause drifting and block streets while continued wind can make re-plowing of already cleared streets necessary. Heavy, wet snow is more difficult for plows to push than light dry snow; therefore, the time it takes to complete an operation is lengthened.

Timing and temperature can also complicate the operation. A storm during a weekday rush hour is harder to combat than one which occurs early on a weekend day simply because of traffic patterns and congestion. A moderate snowfall on warm pavements may melt quickly when salt is applied. However, a comparable snowfall in inches during sub-zero weather may require plowing and several applications of de-icing material (salt, (sodium chloride) or sand/salt mix), before satisfactory road conditions are achieved.

All factors need to be considered when Managers are formulating plans for each and every snow and ice control operation, when evaluating the effectiveness of a specific operation and the effect any operation has on minimizing a storm's impact on the Community.

GOALS

- 1. Minimize hazards of slippery road conditions to motorists and pedestrians through tried and proven methods of snow and ice control on City streets.
- 2. To reduce economic losses to the community and industry caused by workers and commercial enterprises not being able to get to their jobs, and receive/make deliveries.
- 3. To facilitate handling of emergencies by Fire, Police and Emergency Services activities in winter months.
- 4. To restore normal traveling conditions for the convenience of the general public as soon as possible after each winter storm event.

CLASS OF ROADS

For snow and ice control purposes, there are three (3) distinct classes of roads which are maintained at different levels under the City's winter road maintenance policy. These are listed in priority order as follows:

<u>Main Streets / Lifelines</u> - These include mass transit routes and arterial for through traffic as well as residential streets having unusual geometry, such as hills and curves. Also, included are routes to emergency facilities (Hospital, Fire and Police Depts.).

Residential Streets - These include lesser traveled streets as well as dead ends streets and service drives.

<u>Alleys</u> - Alleys are the lowest priority for snow and ice control and will receive services only after main and residential streets have been completed.

<u>Parking Lots/Sidewalks</u> - Parking Lots are cleaned at the time area streets are being cleared. Hauling is done as a separate operation on both main and some residential streets.

PLAN STATEMENT

The City of Falls City will attempt to keep roads passable even during heavy snow events. We will achieve near bare pavement surfaces as expeditiously as practical, following every storm. This may be achieved through chemical means with the use of salt (sodium chloride), sand/salt mix and possibly calcium chloride (if temperatures are below 15 degrees F, mechanical means (snow plowing), or a combination of both.

During a storm, arterial streets through the business district receive priority followed by other main streets and certain collector streets. These streets are salted and/or plowed to achieve as bare a pavement as possible given the weather conditions as they exist at the time.

Once the mains routes are cleared and in passable condition, residential streets are cleared. **This may not happen for several hours after a significant snow event.** These streets are cleared to as bare a pavement as possible, then de-icing material is applied to the roadway with consideration for resource conservation, facility protection and environmental concerns. Plowing, if necessary, is generally within one foot (1') of the face of the curb.

Alleys are plowed to their full width, one pass in one direction with a V-plow, so that the snow is equally distributed. Alley ends are re-opened after the streets are plowed.

WHEN TO PLOW

The decision to plow is typically made by the Public Works Director and/or his/her designated representative by recommendation of the Street Foreman. The decision whether to plow the streets, apply salt or sand/salt or both is not a straight forward matter. It is the responsibility of the Street Foreman to evaluate the conditions of each storm occurrence. The Street Foreman may decide to wait until the following morning to plow if the snow ends in the late evening or night, even if the snowfall is substantial. Several things are taken into account when making this decision. Ultimately safety is paramount when deciding when to plow; our plow equipment consists of very heavy, powerful and large equipment. Our operators must be vigilant and well rested before starting to plow.

When the storm has accumulated any ice making surfaces slick and/or snow accumulation of a minimum of one inch (1"), the plowing procedures for emergency routes (Priority Level 1) shall commence immediately by the Snow Control Team. The Falls City Police Department will monitor the street conditions and contact the on-call staff of the Street Department once street conditions are believed to warrant snow/ice control operations. The on-call street team member will then contact the Snow Control Team to report to duty. If accumulation is expected to be less than two inches (2") only the emergency routes will receive plowing/control procedures.

When the storm has or is projected to snow greater than two inches (2") by 5 A.M, the plowing procedures for routes of residential streets (Priority Level 2) begin at 4 A.M. When the storm has or is projected to snow greater than two inches (2") by 8 A.M, the plowing procedures for residential streets (Priority Level 2) begin at 7 A.M. or only a portion of the crew is called in early to concentrate on ice conditions. When the storm has or is projected to snow greater than two inches (2") between 7 A.M and 4 P.M, the plowing procedures for residential streets (Priority Level 2) will begin once snow has accumulated approximately two inches (2") or only a portion of the crew is called in early to concentrate on ice conditions. For more severe snowfalls or during an event, the crews are concentrating on keeping routes open at the safest possible level and a complete snow plowing operation may begin the next day.

Snowstorm hazards can be declared during severe storms as recommended by the Street Foreman and approved by the Public Works Director and/or his/her designated representative. During these events, plowing operations may be suspended until we can effectively conduct a plowing operation. During these periods, two (2) employees will remain available at the Municipal Services Building to ensure that emergency services (Police, Ambulance, Fire, etc.) can respond to all locations in their service areas.

PRIORITY SNOW & ICE CONTROL

Falls City's Snow and Ice Control Plan is based upon a priority system and designated routes. That is, those streets which have the highest priority receive the first attention. These streets are often classified as Emergency Routes and City Parking lots because of their proximity to both residential and commercial areas and of the need to allow accessibility for emergency vehicles, allow normal business operations and are situated so that most residents can gain access to a plowed street within a few blocks from their homes. Next, the snow and ice control operations concentrate on the less traveled collector streets and finally the residential streets and alleys. The routes are not changed for each event, therefore, those residents last on the route could consistently be the last. The exact route may change due to a different driver covering the route during an employee's absence. A summary of the priority is as follows:

- Priority Level 1 (Icy Conditions and/or 1" of Snow Accumulation)
 - o Emergency Street Routes
 - o Parking Lots & Sidewalks
 - Fire/Ambulance Hall
 - City Hall
 - Downtown Public Parking Lots
- Priority Level 2 (Snow Accumulation exceeding 2")
 - Collector Street Routes
 - o Paved Alleys
 - o Dead End Streets
 - o Parking Lots & Sidewalks
 - Prichard Auditorium | Pioneer Park | Stantons Lake | Legion Park | Dallas Jones
 Memorial Park | Grandview Park | Water Tower Park | Library
 - Public Parking Sidewalks at 1514 & 1614 Chase
 - Steele Cemetery
- Priority Level 3 (As Needed)
 - o Rock Alleys

DOWNTOWN BUSINESS DISTRICT

Equipment will be assigned to the downtown area immediately after a snow storm. The snow equipment will operate to ensure the removal of snow from the downtown business district at the same time as the plow operators start. Snow shall be stored near the curb or at the corners of the block until removed. Business owners are encouraged to clear pathways through the snow storage area at the start/end of each parking space and pile snow on snow plow windrows. Business owners shall not push snow from sidewalks into the street after street has been cleared and snow hauled offsite however we encourage property owners to push snow from their sidewalk into the snow piles created by city staff located in the corners of the blocks.

The downtown areas are a top priority by this equipment at the outset of the snow removal operation. Snow from the streets is pushed to the curb lines, allowing parking in the parking lanes, and removed as soon as feasible however removal may not be performed until the subsequent evening.

SNOW HAULING

Snow from the downtown business district is removed after roads have been plowed and when there has been sufficient snowfall to warrant the removal and when the conditions are right. In the past, this is typically when the snowfall is in excess of four inches (4") and temperatures are low enough to crystalize the snow. However, if the quantity of snow is in excess of four inches (4"), the snow will be hauled away regardless of the temperature. Snow will be hauled to the stock pile locations detailed in the attached Apendix's. Snow removal may be delayed when short range forecasting predicts that additional snow will require plowing. Snow is typically not hauled on Saturday or Sunday mornings. The majority of the snow hauling is done outside of business hours to eliminate conflicts with traffic and parking. An alternative to parking on the street is provided for immediately by the Department's plowing of public parking lots and ensuring that the sidewalks are fully cleared.

ICE CONTROL PROCEDURES

The objective is to complete salting operations for all the main streets and city owned parking lots/sidewalks no later than 10:00 AM on weekdays and weekends unless the timing of the storm makes this impossible. This depends on when the storm begins and ends.

The following is a check list for the Public Works Director or Street Foreman to help guide them through an Ice Control Operation and ensure that all procedures are being followed:

Salting will not typically occur during a snow storm until after the snow has stopped; it is typical to plow more than one time during a storm. Plowing a salted street is wasteful, costly and ineffective

- 1. The Police Department will notify the On-Call Street Phone to inform the on-call team member that road conditions warrant the start of the salting procedure.
- 2. Prior to calling out the full Snow Control team, the on-call street team member shall make observations of road conditions as you report to duty. If you suspect localized problems not present in the entire City, patrolling police squads may be contacted by radio through the dispatcher for additional information. This could save valuable time for certain types of storms such as localized ice storms.
- 3. Begin calling in personnel in accordance with the appropriate snow control roster:
 - Plow/Salt Truck Operators
 - Skid-Steer operators, Loader Operator & Tractor/Blade to clean Municipal Services lot and load trucks with salt
 - Fleet Mechanic if needed
- 4. Upon arrival at the Public Works facility, report to the Street Foreman to be sure that the callout is proceeding according to the roster and the appropriate number of operators have been called.
- 5. If the operation is related to a major storm the Street Foreman will prepare a Storm Report Form.
- 6. Hand out assignments in the usual salt route priority order unless special instructions have been given by the Street Foreman. The areas are dispatched in the following order:
 - Priority Level 1 Emergency Street Routes
 - Priority Level 1 On-Street Parking & Parking Lots
- 7. Once the driver has been made aware of how they are to handle the route assignments, they must check the equipment they are assigned to. Adjustments are made on the insert bodies. Gates are usually cranked open when the trucks are washed and may need to be reset at the beginning of an operation.
- 8. Proper spreader setting of each individual salt spreader is done to avoid using more salt than necessary depending on the severity of the storm. Proper setting also reduces wasted time by not spreading a sufficient amount.

- 9. It is best if the Street Foreman can be behind the spreader in order to observe first hand that the amount of salt discharging and pattern of salt spread is correct. The Street Foreman should observe each route as early in the operation as possible as well as remind operators to look for themselves.
- 10. Continue observation in the field, to spot check routes and make any adjustments necessary either to spreader adjustments, spinner speeds or if another route driver needs help plowing
- 11. Stay in contact with the Street Foreman and provide progress statements so that they know what is happening with the operation. The office is in the position to communicate information both to the public and the operators.
- 12. When snow is becoming significant or there is more than one inch of snow on the pavement, you may want to consider salting and plowing at the same time. Contact the Street Foreman at this point.
- 12. If the snow continues to accumulate, you are in doubt what action to take next and snow plowing seems eminent, contact the Street Foreman immediately. (If for any reason Street Foreman is unavailable, contact the Public Works Director). In general, if the snowfall amounts are such that the need for a plowing is borderline, a decision to plow should be made!
- 13. Operators should make out Salt Area forms after salting has been completed.
- 14. Schedule spreader maintenance of the salt spreaders as soon as practical after an operation.
 - Wash spreader after every use. Make sure no material is left under auger/ chain and/or inside trough.
 - Inspect and retighten fasteners after every 5-7 hours of operation.
 - Lubricate bearings every 7-10 hours of operation using general automotive grease.
 - Inspect terminals/connectors every time you disconnect spreader from wire harness. Apply thin layer of dielectric grease on terminals. If any tarnish/corrosion is found, clean terminals and apply dielectric grease.
 - Use dielectric grease on all electrical connectors before an electrical connection is made or after connector is disconnected
 - Empty the spreader of all ice control materials when not in use. Wash out the spreader to prevent material builds up.
- 15. Operators must check trucks and salter. Lubricate required equipment after each storm in preparation for next storm

Prior to the start of the snow season, the drivers will coordinate with the mechanic to make sure that the spreader trucks are properly calibrated to discharge 500 lbs. per mile. The way the routes are designed, this means an average of 250 lbs. per lane mile of road.

SNOW PLOWING OPERATION

The City of Falls City's objective is to achieve near bare pavement as quickly as reasonable by utilizing either chemical or mechanical means or both while considering resource conservation, facility protection and environmental concerns.

1. Weather Monitoring: It pays to stay on top of the weather during the winter months for several reasons. It helps in projecting work assignments, especially where the temperature may have an effect on what is being planned. As managers we need to know what type of weather is in store. We need to make sure that we are available if needed for a large snow storm. Or, if we should stay close to a phone on any given day or night when an operation might be necessary.

The City of Falls City monitors winter weather forecasts and conditions from three or four primary sources which the Public Works Director and Street Foreman can check:

- a. Local News Stations: These are generally good for getting a long range forecast.
- b. Cable Weather Channel: Good for 24 hrs. advance forecast.
- c. National Weather Service: Has the most up to the minute forecasts.
- d. By visual check of road conditions.
- **2. Training:** The Department of Public Works will hold an annual training session on snow plowing. Audio and visual aids may be used to illustrate some of the techniques discussed during the training.

This training should take place prior to the start of the winter season and should involve everyone who will or could possibly operate equipment for the Department during the winter season. While some of the material is rather basic information, it never hurts to review it so that everyone is operating under the same premise.

In addition to the formalized classroom type training, a second segment which often may be overlooked but is equally as important if not more important than the classroom situation is to physically drive the routes. For those operators who have permanent route assignments, time should be taken to allow them to drive their route prior to the winter season. They should look out for potential hazards such as low hanging branches, raised manholes, etc. The driver should note any hazards that can be repaired or corrected prior to winter snow plowing season. If repairs are not made prior to winter plowing season, drivers should note any hazards on their snow plowing area map to inform substitute drivers. This map should be kept in their trucks/equipment at all times so if any other hazards are noticed they can be added to the map. A copy of this map must be filed with Street Foreman whenever hazards are noted or corrected.

3. Manpower and Equipment Assignments: Each fall the Street Foreman develops a Plowing Roster, which contains the names, phone numbers, equipment truck number, radio and contact info of all personnel who have regular assignments during a plowing operation. While management tries to keep in mind operator preference for routes and vehicles, equipment is generally assigned to routes for specific reasons. The roster also contains names of extra personnel (those who do not have regular assignments) who can be called on in an emergency to fill vacancies on regular routes due to absences. The Public Works Director or Street Foreman will make adjustments as necessary. Having the same person on the same route with the same equipment helps develop a familiarity with the route, which in turn leads to more efficient plowing.

4. Equipment: Prior to the startup of a snow plowing operation, the Public Works Director or Street Foreman checks with the Maintenance Mechanic to see if any of the front line vehicles normally used in the plowing are inoperable due to pending repairs. When this happens, replacement vehicles are used. A list of the equipment which is used for snow plowing appears in the attached Appendix's.

The use of extra or specialized equipment may sometimes be necessary because of events during a particular storm. At least one front end loader and/or skid steer is used to load ballast/salt on dump trucks and the others are used as needed to clean up dead ends, parking lot snow piles and downtown snow piles. Most of the specialized equipment is used after a storm and will be discussed under cleanup operations.

5. Plowing Routes

a. General Instructions: There are a series of general instructions that must be given to plow operators at the beginning of each operation as a reminder of what must be done. The objective should be to clear accumulations of snow and/or ice from the streets and get as close to the curb as possible the first time through the streets, so that individuals who must clear their walks and driveways are not unnecessarily inconvenienced. Supervisors must check to make sure that drivers are plowing close enough to the curb. If not, they should be sent back immediately to re-do that section of the route that is determined as not being cleaned close enough to the curb.

b. Efficient Plowing for Plow Operators:

- 1. Be sure to clear all streets from curb to curb. If there is a furrow down the middle of the street because of incomplete plowing, make sure it is removed. Get close enough to rural type mailboxes so that mail delivery can be made, generally 1 foot (1') from curb face. If the blade is equipped with a plastic plow guide, the guide should occasionally be hitting the tops or sides of the boxes. This will assure that the trucks are close enough to the curb.
- 2. Always travel with the blade down when going from one destination to another unless the street is clean. Plow a travel lane or clean up to the curb.
- 3. Whenever possible, layout the route to plow snow to the North and East side of the roadway thence after to the South and West side of the roadway.
- 4. Be sure to communicate with the Public Works Director or Street Foreman if you must leave the assigned route area or have a mechanical breakdown. Being away from your route without prior approval may result in disciplinary action.
- 5. Any accident or property damage (including parked vehicles, mailboxes, fences etc.) must be communicated immediately to both the Dispatcher, the Public Works Director or Street Foreman. Property damage accidents must have a Police report filed unless the Police Department approves otherwise because of other emergencies. In this case, be sure that the Public Works Director or Street Foreman has had a chance to investigate before any of the parties leave the scene.

- 6. Notify the Street Foreman when the route is completed before starting clean-up plowing. It may be necessary to re-assign you to help plow a different route, therefore delaying the final clean up on your route.
- **6. Route Sections:** The entire City has been divided into four (4) separate sections or routes. The Public Works Director or Street Foreman must make every effort by calling all personnel, extras and outside drivers to have a full complement of persons and equipment.

A map is available of each route that encompasses the entire area to be plowed. Each map shall have additional information about the routes attached to it. For example, the proper side of the street to push snow, special problems such as driveways close to the ends of dead ends to be aware of, a host of similar problems. Streets are plowed in order of priority. Each route is a separate section. This is done in order to make it easier to keep track of where trucks are working, how much has been done and what is left to do. It is important that the drivers and Public Works Director or Street Foreman working during the storm communicate regularly with each other. Progress reports are necessary so that manpower and equipment can be shifted to where it is needed most.

- 7. Downtown Stone & Chase Street (14th to 19th): The downtown business area of Stone Street & Chase Street driving lanes will be plowed by the route truck as best as practical. Immediately after the plow truck has cleared this zone, the skid-steer(s) and/or front end loader(s) shall push the snow along the on-street parking, curb lines to the end of the block to not block pass thru traffic. Ideally, snow will be piled in the on-street parking at the end of the block to be later hauled offsite outside normal business hours as to not impede with downtown business operations and safety of city staff and citizens. Property owners are encouraged to place snow from their sidewalks into the curb/gutter area if the city street has not been cleared or push the snow from their sidewalk to the designated on-street snow pile locations. Property owners shall not push snow into the curb and gutter area after streets has been cleared.
- 8. Parking Lots: Parking lots may be plowed by the route truck or in most cases by skid-steers and/or front end loaders equipped with box blades. A list of lots for which the City has responsibility, the plow route on which they appear, and any other special notations needed for the winter season is attached. It is the Department's policy that parking lots be plowed prior to the time at which they are normally used. Therefore, operators should be taking place on a workday. A special note needs to be made relative to the City Fire Department, City Volunteer Fire Department, Volunteer Ambulance Squad and Rural Fire Department facility accessways. (Plowing operation should not block Emergency Personnel driveways and lots.)
- 9. Cul-de-sacs: Large cul-de-sacs provide a challenge to abutting property owners due to the size of them and the lack of area for the snow to be plowed to. It is typical to make one pass in the cul-de-sac and push the snow with a straight blade into a lawn area around the perimeter. In some cul-de-sacs this is not possible due to landscaping or property owners not wanting a large pile of snow in their lawn. This results in a significant amount of snow plugging the ends of driveways. When the city has received more than four inches of snow the route truck operator will make the first pass along the curb pushing outward. Subsequent passes shall push the snow into a pile in the middle of the cul-de-sac. After the snow storm passes City crews will remove the piles from the center of the cul-de-sacs.

- 10. **Alleys:** Alleys throughout the City are plowed with a truck outfitted with a V-plow. The plow blade is typically set on the V setting to give equal distribution of snow on each side. Alley ends will be opened by a loader, one ton or ¾-ton truck or skid steer, whichever becomes available first. It is <u>important that speed</u> <u>be reduced</u> while in the confined spaces of alleys. Watch carefully for obstructions such as walls, fences, etc., which if damaged will result in expensive claims paid by the City.
- 11. Dead Ends: Many of the dead ends or cul-de-sacs will be plowed by a regular plow truck on the route is to open these areas as much as possible without blocking driveways or alley openings. For a small cul-de-sac, the best method is to back into the bulb and push the snow out and to the side. If the bulb is large enough to make the turn, backing may be unnecessary. The same is true for dead ends. Several of these dead ends have barriers to prevent accidents. Care should be taken when plowing snow against these barriers so that they are not damaged. Snow will be pulled from the dead ends as time permits.
- **12. Recording Progress:** One of the goals is to be able to better chart the progress toward completion of snow plowing on a City wide basis. This means developing routes that will always be plowed in the same manner. This will enable the Public Works Director or Street Foreman in charge with overseeing the operation to determine the progress of each route.

The Public Works Director or Street Foreman will be able to keep the Municipal Services office informed as to areas completed, who in turn will be better able to respond to calls from the public. This process will provide everyone with better information from which to answer questions regarding a specific plowing operation. In addition, it will be easier to make equipment/manpower re-assignments from routes which are completed to those which still have work left to do.

However, the most important objective in reporting progress is to provide for a more balanced operation and one which has a better chance of achieving the goal of finishing the entire City at about the same time. Based on past and accurate information, plow power should be balanced so as to avoid specific areas always lagging behind or being the last to be plowed.

13. Handling Emergencies: During a storm, there may be a need to respond to an even greater emergency than just the snow on the ground. Calls from the Police or Fire Dispatchers are to be forwarded to the Street Foreman for disposition immediately. These may include such things as opening pathways or driveways for emergency vehicles on roadways or parking lots that have not yet been plowed, or providing access for uniformed personnel for some other type of declared emergency.

The Street's Foreman is also to notify the Public Works Director immediately in emergency and needs ingress or egress to/from a particular location. The drivers will make every effort to accommodate these types of calls. These items are a priority and need to be handled immediately, even if it means the temporary re-assignment of equipment.

It should be noted here, that such things as routine doctor appointments or other non-emergency type visitor appointments will <u>not</u> receive this type of service at the height of a snow emergency.

SNOW CLEAN UP

Several important elements are included under the heading of snow clean up. There are actually two types of cleanup which are generally practiced after each plowing operation.

First, take care of snow islands, areas of snow where vehicles or other obstructions prevented the snow from being completely plowed or widening areas where the snow was not completely pushed back to the curb. This is also the time to push snow back at intersections where there are no sidewalks to block. Caution must be taken not to push snow onto fire hydrants or damage other types of street furniture. The second is when all the streets on the routes have been plowed curb to curb, operators turn their attention to preparing their equipment for snow hauling from the Business District and City parking lots.

1. General Instruction:

- a. Clear windrows (plow furrows which might impede traffic from corners and intersections).
- b. Be sure that all crosswalks at Business intersections have been cleared.
- c. Clear all right and left turn lanes for their full widths. Also, all school drop-off lanes should be cleared.
- d. Make sure that snow is pushed close enough to the curb in front of mailboxes so that delivery can take place.
- e. Clear any snow islands (areas which were not plowed the first time because of a parked automobile) which remain on the route.
- f. Mark down and make the Public Works Director or Street Foreman aware of any special problems which may exist and need extra attention during daytime clean up following the storm.
- g. It is impossible to plow the streets and not leave a furrow across driveway approaches. Use good judgement and try not to fill in driveways especially during clean up and after the approach has been cleared by the resident.
- h. All snow hazards must be cleared from the route before reporting as complete to your Public Works Director or Street Foreman.
- 2. Snow Hauling: The first area hauled is the Downtown Business District, with this operation typically starting outside of normal business hours. The parking lots can be cleared if needed pending snow accumulation and meltdown.

There are several locations where snow is temporarily stored during an initial plowing operation and then later removed at a more convenient time. Removal from these locations is usually a daytime operation and follows within the first few days after a storm. The following is a list of locations which are checked regularly after each storm to see if any hauling needs to take place:

- a. Cul-de-sacs after a significant snow event
- b. All City Parking Lots
- c. Library Parking Lot
- d. School Areas (along streets)
- e. High visibility corners (Corners needing wide vision triangle)

Following several successive snow storms with no thawing or unusually large storms, there may be other areas which might need to have snow hauled in order to maintain free flowing traffic conditions or reserve room for future snow storms. The Public Works Director or Street Foreman can direct additional hauling from areas they deem necessary.

PLOW VEHICLE PREPARATION, INSPECTION & CLEANING EQUIPMENT

Mounting Blades: If the plowing takes place during the day or is scheduled well in advance, the mechanic tries to mount as much equipment as possible in the time allowed. He will be assisted by members of the Street Department. Those trucks with blades not mounted will have them attached by the person assigned to the vehicle. If assistance is required, another operator or the Mechanic can be called upon. Wings on graders are mounted by the operators with assistance from other personnel or the Mechanic.

The Public Works Director or Street Foreman will direct personnel when to dismount the plow blades. They may remain on the trucks at the end of an operation if the Public Works Director or Street Foreman expects to use the vehicles for clean-up operations. When all of the plowing and clean up has been completed, personnel will be assigned to make sure that all blades are off the trucks, properly stored (elevated so that the mounting can be accomplished without any problems), that the plow hoists on the truck are retracted (this prevents rusting). Each blade should be stored directly in front of the truck to which it is assigned.

Report of Mechanical Failures or Truck Damage: Whenever an operator has mechanical failure, he should communicate this to the Public Works Director or Street Foreman as soon as it is safe to do so. Sometimes repairs can be made in the field. At other times, the driver will be requested to bring his truck to the garage for repairs. It is important that the Public Works Director or Street Foreman be made aware of trucks which are broke down either by the driver and or the Streets Assistant. If the repair will take a long time or the mechanic is unable to make a repair for whatever reason (usually the unavailability of parts), the Public Works Director or Street Foreman should re-assign that driver to a spare plow vehicle.

It is important that before the driver is re-assigned, he has filled out the written repair request form to indicate what the problem(s) are with the truck. Make sure that vehicles which are inoperable do not block the aisles in the garage and impede the free flow of traffic. Repair slips which should be made out by the driver if there is no mechanic and given to the Public Works Director or Street Foreman.

PLOW DAMAGE REPORTING:

To assure that plows remain in good repair, they should be inspected periodically. Plow blades are to be examined before mounting to make sure that some blade edge remains and the plow itself will not be worn away during the operation. The operator should also inspect the plow during the operations to make sure that they have not worn the blade too far. Finally, at the end of each operation, the operator should inspect the blade for any damage. These plows are re-inspected again as they are dismounted from the truck and put into re-mounting position.

When damage is found to either the blade or the plow itself, a yellow crayon should be used to mark the damage. If there is damage to any of the hoses, springs, or hydraulic rams, it may be easier to indicate where the damage is by showing it to the mechanic. Blades that are used up will be replaced by the operator, with assistance from other personnel. Blades will be repaired by Maintenance and Street Department personnel will be assigned to make sure that the repaired blades are placed in front of the correct trucks before the next storm.

ASSOCIATED SNOW ACTIVITIES

There are several activities which surround the snow plowing and ice control season. Some of these are only indirectly related but nevertheless should not be overlooked.

- 1. Snow Fence: Snow fencing is used in areas that have a lot of drifting or blowing snow. It should be placed so that the snow is dropped by the fence prior to reaching either the sidewalk or roadway area. Because Falls City is largely developed, there are not many locations where snow fencing is needed. Fencing is erected in late Fall, preferably after there is some frost in the ground so that the stakes which are pounded into the ground are not easily removed and taken down again in spring of the following year.
- 2. Sidewalks: The City has an ordinance that each property owner is responsible for his/her own sidewalk/crosswalk adjacent to their home. If the snow or ice is not removed in a timely manner this Ordinance can and is enforced by the Code Enforcement. If the sidewalk/crosswalk area is not shoveled, the Code Enforcement Officer will have the work done by City crews, the cost of which is borne by the property owner. The work is expensive because of the labor and equipment used. It is less costly if the property owner clear the snow/ice themselves or to contract with a service. Sidewalks which are the responsibility of the City are plowed and or salted by the Street and Parks Department.

DAMAGE COMPLAINTS

Due to the nature of snow plow work, there are going to be times when accidents occur. The first priority should be to prevent these occurrences. However, when they do take place, the next response by the Public Works Director or Street Foreman should be to thoroughly investigate the circumstances surrounding the accident or property damage. While this may be difficult to do in the middle of a storm, it is important to try and get to the scene as soon as possible, so that all of the precipitating events can be accurately recorded. The following is a listing of some of the more common types of damage which can occur and procedures for investigating/resolving them:

1. **Mailboxes and/or Fences:** Plow truck operators try to make the mailboxes accessible, however on occasion they may knock one over or hit one. Operators must report these occurrences to the Public Works Director or Street Foreman. The Public Works Director and Street Foreman must also realize that mailboxes can be knocked over without the driver being aware of the fact. It is important to investigate each and every occurrence. We do not replace/repair boxes that were damaged by the snow, only those actually hit by the plow.

Reports on either mailboxes or fences may come from a citizen rather than a driver. It this occurs, investigate the incident as soon as possible. If it is clear that the damage was done by one of our truck plows striking a mailbox, check if it is possible to repair the damage using Street Dept. personnel.

If not, have the resident make out a claim form at the City Clerk's Office. Be sure to document each time you investigate such damage. The best method is to write up a small report and attach a picture of the scene.

It is the City's policy to pay for damage done when a mail box or fence has been struck by a City vehicle. However, if the damage was done by the weight of the snow being pushed to the curb or alley line, the City does not honor such a claim. Be sure to keep this in mind during the investigation. This makes it very important for residents to clear snow away from their mailboxes. If the snow is cleared it allows snow discharged from the plow to flow around the box and post. If there is a lot of snow around the post the snow will often push the box directly up and off the mount.

2. **Vehicular Damage:** Any time a City truck is involved in an accident with another vehicle, the appropriate law enforcement officials must be notified to investigate at the scene. It is important that all accidents are reported no matter how minor. It is a violation of the law if accidents are not reported to the proper authorities immediately. It is important to have a written record on file for any future claims against the City which may be initiated.

Drivers must also report any damage done to the vehicle they were driving when the accident occurred. Maintenance should be consulted as to whether it is necessary for the truck to be brought into the garage immediately or if the damage can be inspected at the end of the operation.

3. **Lawn Damage:** Most lawn damage will occur because a truck's plow blade rides up and over the curb and rips up the sod adjacent to the curb. This occurs more often in early or late snow storms when there is little or no frost in the ground. Repairs to sod are made on a complaint basis only. The reason for this is that oftentimes if the sod is merely ripped up, it can be replaced in the spring and will take root without having to re-lay new sod.

The Street Foreman should make a list of any properties where damage claims have been registered and are legitimate. These are kept until spring for sod repair. When a resident submits a claim it should be investigated and the resident informed as to if it will be repaired by the City along with some idea of the time frame in which the repairs will be made.

4. **Curb Damage:** Curb damage is also investigated on a complaint basis. If the damage was done by the City plow, the damage should be repaired by the City. These complaints should also be investigated promptly, the owner notified of the disposition and give some idea of when to expect the repair to be made. Curb damaged by others, will be billed to that individual. These repairs should be done as soon as possible in the construction season.

CITY OF FALLS CITY MUNICIPAL SERVICES 2307 BARADA STREET FALLS CITY, NE 68355 (402) 245-2851

REPORT REVIEWED BY:	, Public Works	Director	Date:
DISPTCHED BY:	REPORT COMPLETED BY:		
SUPERVISOR COMMENTS & RESIDENT COM	PLIMENTS/COMPLAINTS	:	
REASON FOR DOWN EQUIPMENT:			
EQUIPMENT DOWN:	LE	NGTH OF TIME:	
Gallons of Brine @	· -	TOTA	\$ AL COST \$
Tons of Sand @			\$
MATERIAL:Tons of Salt @			\$
LABOR:No. of Employees			\$
COST:			
Salter	_ Salter w/ Spray Bar		
EQUIPMENT: Tandem Axle	Single AxleGrad	derLoader _	Trackless
LOADS OF BRUSH COLLECTED:	1-Ton	Tandem Axle	
MATERIALS USED:SaltS	andBrine		
LOCATION:Area WideP	artialInterse	ection	
TEMPERATURE: From F To	F		
FLOODING:NoneLight	Heavy		
POLICE NOTIFIED: START			
TOTAL SNOWFALL:			
TYPE OF SNOW:WetDry			Light Heavy
TYPE OF OPERATION:Plowing TIME OPERATION: Began		<u> </u>	Hauling/Removal
TYPE OF OPERATION: Blowing	Ended Salting		Hauling/Pomoval
TYPE OF STORM:Snowlo			
DATE		EPORT #	
DATE		EDODT #	

SALTING AREAS

DATE:	TIME:	CALL TIME:	CALLED BY:
EMERGENCY	Y ROUTE		
PARKING LC	OTS		
TRUCK #	LOADS SALT:	SAND	
TRUCK #	LOADS SALT:	SAND	
TRUCK #	LOADS SALT:	SAND	
TRUCK #]	LOADS SALT:	SAND	
TRUCK #]	LOADS SALT:	SAND	
TRUCK #]	LOADS SALT:	SAND	
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		SALTING AREAS	
DATE:	TIME:	CALL TIME:	CALLED BY:
EMERGENCY	Y ROUTE		
PARKING LC	OTS		
TRUCK # :	LOADS SALT:	SAND	
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