

CITY OF EL DORADO, KANSAS
DEPARTMENT OF PUBLIC WORKS
SNOW AND ICE CONTROL POLICY

PURPOSE:

It is the goal of the City of El Dorado, Kansas, to provide a level of service to the community, which will ensure the safe and efficient movement of vehicle and pedestrian traffic during snowfall/icing events, and provide for removal procedures and operational tasks.

GENERAL MAINTENANCE REQUIREMENTS:

SNOWFALL LESS THAN 1"

Generally, snow removal is not necessary, sanding procedures are adequate to provide safe driving conditions during inclement weather.

SNOWFALL OF 1 to 6"

Typically, snow removal begins as soon as practical after snowfall has ceased, depending on the timing of the snowfall event. Every effort will be made to provide safe driving conditions prior to "peak traffic hours".

SNOWFALL GREATER THAN 6"

Each area has a system of primary and secondary streets that link neighborhoods, major arterial routes, and facilities such as schools, etc. Depending on the duration of any snowfall event, it may be necessary to continually clear primary streets in order to assure public safety.

Once snowfall has ceased, priority streets within each area will be cleared before snow removal begins on secondary streets. In addition to streets and alleys, the Public Works Department is responsible for snow removal from parking areas at city hall, city parking lots, and the Public Works Maintenance Facility.

EQUIPMENT AND PERSONNEL

The Public Works Department six (6) single axle trucks (all with sanders and plows), three (3) tandem axel trucks (all with sanders and plows), one (1) tanker truck designed to apply anti-ice material, one (1) motor grader, one (1) front end loader and three (3) back hoes to remove snow from city streets and city parking areas.

All Public Works maintenance personnel will be available as needed for snow removal and deicing operations. In addition to this, various employees from the Public Utilities and the private sector may be used during extreme adverse weather conditions.

All calls or complaints from the public will be referred to the secretary of Public Works during normal working hours. He/she will keep a running list of the problem areas reported. The street superintendent will keep in contact with the secretary and respond to the reported areas on a priority need basis.

The normal scheduled working hours are from 7:00 AM until 3:00 PM, Monday through Friday. Management staff is available from 8:00 AM until 5:00 PM.

CALL OUT PROCEDURES

During regular scheduled working hours the Public Works Department, with assistance from the El Dorado Police Department, will monitor street conditions and are responsible for analyzing street conditions and determining when to begin snow removal and/or sanding operations.

During nonworking hours the El Dorado Police Department will monitor street conditions. The dispatcher will notify the Public Works Director after receiving notice from the law the enforcement shift supervisor of snow and ice conditions requiring attention.

SNOW REMOVAL PROCEDURES

If a snow or ice event occurs after or before normal working hours or on holidays or weekends the Public Works Director or his/her designee will be notified by the dispatcher after receiving notice from the law enforcement shift supervisor. A snow emergency is defined as a point in time when 2" has fallen and it is still snowing or if weather forecasts indicate that additional snow will fall. At that time employees will begin plowing as close as practical to the time the snowfall ceases. The intent is to avoid plowing more than once for a single snowfall. Depending on the amount of snow, our goal is to remove snow from curb to curb within 48 hours in the downtown business district and on primary and secondary streets. Final clean up of areas will take place the next working day.

The city is not responsible for snow/ice deposits in driveways or sidewalks due to the removal operations.

PLOWING PRIORITIES

In determining priority routes, considerations are given to topography, traffic volumes, and special usage. Heavily traveled routes are given greater priority over less traveled routes.

Streets adjacent to schools, medical centers, and commercial areas are given additional consideration. Necessary county roads and state highways outside the city's corporate limits will be maintained by the individual jurisdictions.

MUNICIPAL AIRPORT

Public Works will remove snow on the runways, taxiways, and other hard surfaced areas at the Captain Jack Thomas (El Dorado) Municipal Airport within 48 hours after a snow event subsides. The use of deicing chemicals or abrasives are strictly forbidden on taxiways and runways unless authorized by the Director of Public Works.

PUBLIC BUILDINGS AND MUNICIPAL PARKING LOTS

Public Works crews will utilize the staff and equipment in order to remove snow and ice from public buildings and municipal parking lots. Once it is feasible the Public Works Department will use backhoes to clear parking areas at the following locations:

- Civic Center
- El Dorado Senior Center
- Bradford Memorial Library
- City Hall
- Police Station
- Municipal Parking Lot #1 & #2
- Depot
- Fire Station #2

Once the initial snow and ice has been removed the Public Works Department will treat the cleared areas in order to provide a safe travel path for the public.

TREATING OPERATIONS

When streets become glazed or icy, units will be dispatched to sand stop signs, intersections, hills, curves and other problem areas as needed. When icing conditions exist the dispatcher will notify the Public Works Director immediately to enact anti-icing or deicing procedures. All vehicle or pedestrian accidents will be served as a priority.

MISCELLANEOUS INFORMATION

Only mailboxes that have been damaged by city snowplows will be repaired by the city. If it is determined that the mailbox is damaged or knocked down due to the force of the snow the property owner is responsible for repair or reinstallation. Temporary repairs will be made by the city to mailboxes that are hit by the city plow to avoid interruption of mail service.

Permanent repairs will be made when weather permits. The city is not responsible for sprinkler heads, shrubbery, planters or any decorative materials located in the right-of-ways, that are damaged as a result of snowplowing.

RIGHT-OF-WAY REPAIR

In the process of snow removal if a property owner's grass is damaged, the damaged area will be repaired by the Public Works Department in the spring. The city is not responsible for cleaning of right-of-ways due to build up of sand or for dead grass due to chemical applications from city deicing operations.

GENERAL

All of the above are standard procedures. These procedures may be modified by the Director of Public Works in case of emergency. Written snow removal maintenance procedures will be reviewed by the Director of Public Works annually and changes may be made if deemed necessary. Final approval will be authorized by the City Manager.

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 the policy. This policy is not intended to create any duty to any individual member of the public or to protect any particular or circumscribed class of persons. All or parts of this policy may be effected by at least one or more of the following, which will delay all or some of the services provided:

- equipment breakdowns;
- vehicles disabled in deep snow;
- weather so severe as to cause crews to be called in from the streets, (i.e. whiteout conditions/severe icing)
- equipment rendered inadequate by the depths of the snow or drifts; crew breaks, and breaks required for fueling, refilling of material spreaders and installing chains or new blades; and
- unforeseen emergencies.

SNOW ROUTES

1. Downtown Business District

Main St. - (4th Ave to Locust Ave.)

Central Ave. - (Griffith St. to Star St.)

1st Ave. - (Griffith St. to Gordy St.)

Pine Ave. - (Vine St. to Gordy St.)

Gordy St. - (1st Ave. to Pine Ave.)

2. Primary

Southwest Traffic way - (Main St. to Douglas Rd)

Main St. - (From south underpass to Locust Ave.)

Main St. - (4th Ave. to McCollum Rd.)

Central Ave. - (Griffith St. to River Rd.)

Central Ave. - (Star St. to Boyer Rd.)

Haverhill Rd. - (6th Ave. to Towanda Ave.)

6th Ave. - (Main St. to Metcalf Rd.)

Locust Ave. - (Vine St. to Main St.)

Vine St. - (Locust Ave. to Main St.)

12th Ave. - (Main St. to Lake Diamonds)

McCollum Rd. - (Main St. to Country Club Rd.)

Country Club Rd. - (12th Ave. to McCollum Rd.)

Northwest Trafficway - (6th Ave. to Boyer Road)

3. Secondary

Towanda Ave. - (Taylor St. to Haverhill Rd.)

Summit St. - (6th Ave. to Clark Ave.)

Denver St. - (1st Ave. to Towanda Ave.)

Olive Ave. - (Vine St. to Arthur St.)

3rd. Ave. - (Main St. to Boadview St.)

1st. Ave. - (Taylor St. to Denver St.)

Taylor St. - (Central Ave. to 14th Ave.)

Topeka St. - (6th Ave. to Refinery)

Random Rd. - (Main St. to Country Club Rd.)

Post Rd. - (Main St. to Country Club Rd.)

Skyview Dr. - (Country Club Rd. to east end)

McCollum Rd. - (Country Club Rd. to Hazlett St.)

Hazlett St. - (Skyview Dr. to McCollum Rd.)

14th Ave. - (Topeka St. to Taylor St.)

Douglas Road - (Towanda Ave. to S.W. Trafficway)

4. Medical Centers

A. Susan B. Allen Hospital

1. Atchison St. - (Central Ave. to 1st Ave.)

2. Topeka St. - (Central Ave. to 1st Ave.)

3 1st Ave. - (Atchison St. to Topeka St.)

B. Lake Point Nursing Home

1. Southwest Trafficway

C. Vintage Place

1. 12th Ave.

D. Golden Living Center

1. Country Club Lane.

5. **Schools**

A. El Dorado High School

1. McCollum Rd.

B. El Dorado Middle School

1. Central Ave. - (Taylor St. to Denver St.)

1. Taylor St. - (Central Ave. to 1st Ave.)

2. Denver St. - (Central Ave. to 1st Ave.)

3. 1st Ave. - (Taylor St. to Denver St.)

1. New Middle School

1. North Main (U.S. Hwy 77) Wildcat Way

C. Grandview

1. Lawndale Ave. - (Crescent Dr. to Harvard Ave.)

2. Crescent Dr. - (Lawndale Ave. to Norwood Dr.)

3. Harvard Ave. - (Lawndale Ave. to Norwood Dr.)

4. Norwood Dr. - (Harvard Ave. to Crescent Dr.)

D. Lincoln

1. 5th Ave. - (Taylor St. to Atchison St.)

2. 6th Ave. - (Taylor St. to Atchison St.)

3. Taylor St. - (5th Ave. to 6th Ave.)

E. Jefferson

1. 3rd Ave. - (Alleghany St. to Orchard St.)

F. Skelly

1. Towanda Ave. - (Skelly St. to Arthur St.)
2. Park Ave. - (Skelly St. to Arthur St.)
3. Skelly St. - (Park Ave. to Towanda Ave.)
4. Arthur St. - (Park Ave. to Towanda Ave.)