

City of Ward, Arkansas

Snow and Ice Removal Plan

1. Purpose, Goals, Considerations, Policy, Scope, Level of Service
 - a. Purpose: The purpose of the Snow and Ice Removal Policy and Procedure Plan (Snow & Ice Plan) is to communicate the process and level of service for snow removal and ice control for the City of Ward (City). The City's streets are divided into arterials, collector streets and residential streets. Arterial, collector, key intersections and certain residential streets receive priority.
 - b. Goal: The goal of the Public Works Department is to remove snow and ice from our roadway as rapidly and efficiently as possible while keeping roads open and essential traffic moving. This does not mean bare, dry pavement should be expected. The aim of snow and ice control is to return the road surfaces to safe winter driving conditions as soon as possible within the limits of this policy, our limited resources and weather conditions. With proper use of storm forecasts, personnel, equipment, and deicing materials, the desired result can usually be obtained. However, flexibility is needed to adapt to the variety of circumstances and conditions during a snow and ice storm.
 - c. Plan Considerations: In developing the policies for how to best undertake winter maintenance activities the City considers a number of factors including, but not limited to the following:
 - i. Public safety and the safety of our workers.
 - ii. The amount of funds available for these activities.
 - iii. The number and availability of personnel for these activities.
 - iv. The desire to maintain a safe and efficient transportation system.
 - v. The ability to deliver emergency services.
 - vi. Environmental impacts.
 - vii. Weather conditions including temperature and snowfall amounts.

- viii. Protection of City property and personal property; and,
- ix. Effectively allocating resources.

d. Policy Statement:

- i. Objectives:
- ii. Provide safe travelling conditions for motorists
- iii. Provide cost effective snow and ice control services.
- iv. Reduce economic losses to the municipality and to businesses that can result from workers being unable to get to their jobs.
- v. Assist Police, Fire, and EMS in fulfilling their duties; and,
- vi. Provide safe, passable roads.

e. Commitments: It should be noted the following circumstances may prevent or delay complete implementation of this Plan

- i. Equipment Breakdown.
- ii. Vehicles disable in deep snow and weather so severe as to cause crews to be called in from their duties for their safety.
- iii. Equipment rendered inadequate by the depths of the snow or drifts.
- iv. Crew break, and breaks required for re-fueling and refilling deicing materials.
- v. Mechanical failures and needed repair.
- vi. Parked or stalled private vehicles that restrict or prevent safe roadway movement and plowing.
- vii. Unforeseen emergencies.

f. Scope of Responsibility:

- i. The City of Ward Public Works is responsible for snow and ice removal/control on municipal streets within the city limits.
- ii. Snow and ice removal/control on state highways (Hwy 367 & 319) is the responsibility of the Arkansas Department of Transportation (ARDoT); however, the City of Ward Public Works will assist ARDoT as needed depending on the availability of our equipment.

- iii. The City does not remove snow or ice from private drives, parking lots or streets.
 - iv. The City is not responsible for removing snow or ice on sidewalks except those abutting or within municipal facilities or properties.
- g. Level of Service
- i. It is the expectation of our citizens that we will keep all the city streets sufficiently passable during and following a winter weather incident. To accomplish this, the City will provide, to the extent reasonably possible, effective and efficient measure consistent with generally accepted standard practices to restore mobility. Due to the many variable associated with winter weather, each event is unique. Factors that influence when and what measures we use include: air and pavement temperatures, wind speeds and directions, precipitation rates and types, time of onset, duration and traffic activity. Availability of equipment, personnel and materials are also key factors that affect the effectiveness of snow and ice control efforts.
 - ii. Snow and ice control measure are directed to achieving and maintaining relatively safe traffic movement on public streets within a reasonable time period. Therefore, efforts are first concentrated on the main arterials and collectors, identified key intersections, and certain identified residential streets. Residential and other low-volume streets and cul-de-sacs are handled when resources are available.
 - iii. The best level of service is reached when identified streets/intersections are down to “bare pavement.”
 - iv. The minimum level of service is reached when identified streets/intersections are down plowed to packed snow cover and/or sand and/or has been disbursed.
- h. Delay of Snow Removal Services: Removal of snow and ice is a difficult task. It is extremely rough on the equipment and on personnel. Delay of some services is

inevitable. At least one or more of the following situations may delay all or some of the services provided during snow events:

- i. Vehicles parked and blocking the street.
 - ii. Vehicles getting stuck in the street blocking access
 - iii. Equipment breakdown.
 - iv. Manpower shortages due to sickness or injury.
 - v. Manpower shortages due to length of storm.
 - vi. Operator breaks for rest, meals, refueling, restocking sand/salt
 - vii. Downed tree, utility wires, etc.
 - viii. Water and/or Wastewater emergencies
 - ix. Weather so severe that crews must be taken off the streets for their own protection.
 - x. Unforeseen conditions and emergencies.
- i. Property Damage: During the course of operations throughout any given winter, a certain amount of damage to city and private property may occur by snow/ice removal forces.
- i. The City will replace and/or replace – as soon as weather permits – any damaged mailboxes, damaged either through direct contact or due to the force of snow or ice rolling off the plow. All snow/ice crews are required to report any damage to the Public Work Foreman as soon as possible following the damage.
 - ii. All property damage or accidents during snow/ice operations will be handled in that manner that coincides with City policy.
- j. Assistance to Motorists: Under NO circumstances will a City employee be allowed to use a city owned vehicle to push, pull, or tow a stranded vehicle from a roadway or parking lot.

2. The Plan

- a. Pre-Snow/Ice Event:
 - i. The Public Works Director will:

1. Ensure the city's snow and ice vehicles and equipment is ready for the snow/ice season and throughout the season.
2. Will ensure an adequate amount of sand, salt and other snow/ice removal abatement material on hand.
3. Develop a plan is to ensure 24-hour coverage of snow/ice removal crews.
 - a. All Water, Wastewater and Street Department crews will be cross-trained on snow/ice removal equipment.
 - b. Other city employees MAY be utilized to help, as needed and as approved by the Director of HR or the Mayor.
 - c. 12-hours shifts are authorized when the Plan is implemented.

ii. Residents should:

1. Ensure their vehicles are prepared for winter weather.
2. Ensure any vehicle that is normally parked on the street can be moved upon implementation of this Plan.
3. Ensure any items such as basketball goals, etc. can be moved on the street or side of the street upon implementation of this Plan.
4. Upon learning of a potential snow/ice event, move vehicles and other such items out of the roadway as a prelude to activation of the Plan.

b. The Plan: The following policies and procedures outlined herein will be in effect when weather conditions could cause accumulations of frost, sleet, ice or snow on our maintained roadways.

i. Monitoring Snow/Ice Events:

1. During normal working hours (7:30 am to 4:30 pm, Monday thru Friday) the observations of Public Works, Police Department and Fire Department will alert the Public Works Director. The Director will implement the Plan, as needed.

2. After normal working hours, on-duty police officers will make observations and recommendations to the Public Work Emergency On-Call personnel who will contact the Public Works Foreman and Director who will implement the Plan as needed.
 3. The Public Works Director will decide when to begin snow/ice control operations based on the following criteria.
 - a. Snow accumulation, or expected accumulation of 0 – 1” or more;
 - b. Ice accumulation, expected accumulation;
 - c. Time of snowfall in relationship to traffic volumes
- ii. Activation: The Public Works Director (or Public Works Foreman if the Director is unavailable) and the Mayor may implement this Plan, as needed, when needed.
1. Activation should be as soon as practical considering the situation and forecasts.
 2. Notifications will be made via the city social media platform along with the email/text notification.
- iii. Action Upon Activation:
1. The Public Works Director will:
 - a. Ensure all snow/ice equipment is operational and available.
 - b. Implement a personnel plan to support the Plan.
 2. Residents WILL:
 - a. Ensure all parked vehicles are removed from city streets within eight (8) hours of implantation of the Plan
 - i. Vehicles NOT removed from city streets may be towed at the expense of the owner.
 - ii. The City assumes no liability for damage cause to remove a vehicle from the city streets

- b. Ensure that no vehicles will be allowed to park on city streets until the Plan is terminated.
 - c. Ensure that all other items (i.e. basketball goals, etc.) are removed from the street and moved away from the curbside far enough away for a snow plow to come by.
 - 3. The City Assumes no responsibility for any damage to vehicles and/or other item left on a city street or curbside after implementation of this Plan.
 - iv. Snow/Ice Mitigation/Removal Priorities: (The Public Works Director is authorized to deviate from Priorities based on conditions. In particular, in an ice-only event, only certain intersections may be treated to conserve product.)
 - 1. Priority 1: (Note: The below areas are not listed in any particular order to be accomplished)
 - a. Markham Street Railroad Overpass
 - b. Hwy 167 Overpass
 - c. Hwy 367/Moor St Intersection
 - d. Moore Street from Hwy 367 to Owen to include the Central Fire Station and the Railroad Crossing
 - e. Hwy 367/319 Intersection
 - f. Peyton Street from Hwy 367 to Brewer to include the Railroad Crossing
 - g. Fire Station #2 on Peyton St
 - h. Old Austin/Peyton Street Intersection
 - i. Hwy 38/319 Intersection
 - j. Dogwood from Hwy 319 to city limit
 - 2. Priority #2 (Note: The below areas are not listed in any particular order to be accomplished)
 - a. Hwy 319 (Moore St) from Hwy 167 to Hwy 367

- b. Hwy 367 from city limit to city limit
 - c. Hwy 319 from Brewer to Hwy 38
 - d. Brewer from Hwy 319 to city limit
 - e. Markham from Hwy 319 to Brewer
 - f. Erwin Dr (due to slope)
 - g. City side of Huntington Dr and Hwy 38 (due to slope)
 - h. City side of Sierra Dr and Hwy 38 (due to slope)
3. Priority #3 (Note: The below areas are not listed in any particular order to be accomplished)
- a. Hickory St
 - b. Cook St from Markham to Morrison
 - c. Morrison from Cook to Brewer
 - d. Wilson Loop from Hwy 319 to Brewer
 - e. Moon Rood from Wilson Loop to city limit
4. Priority #4
- a. All other roads to include residential roads.