

# CITY OF MOLINE

# SNOW AND ICE CONTROL PLAN

Revised November 2008

## OPERATIONAL GUIDELINES

### Goal of Snow and Ice Control Operations

The City of Moline will conduct snow and ice control activities that will provide emergency vehicles and the motoring public passable road surfaces consistent with stated priorities and resources. To the extent possible, the bond of snow and ice to the pavement will be prevented by the timely application of ice control chemicals (anti-icing strategy). Abrasives may be used as necessary to provide temporary friction improvement.

Certain conditions such as blizzards, whiteouts, other locally severe snow or ice events, thin ice formation in the absence of or during very light and spotty precipitation, and other conditions unknown to or beyond the control of the City of Moline's maintenance forces, may temporarily preclude achieving this goal.

For the purpose of improving efficiencies and eliminating redundancies between the Streets and Parks Maintenance Sections, this single comprehensive Municipal Service Division Winter Snow Plan has been developed to enhance both sections' abilities to provide snow removal services. This plan incorporates neighborhood parks into residential snow routes, and creates a separate route for essential areas and parking lots.

The Municipal Services Supervision will coordinate snow removal of all essential and all nonessential plowing obligations of street, parking lots, pathways, and sidewalks, hand and tractor routes with available equipment and personnel.

Municipal Services has a total of 45 personnel with CDL classifications to drive trucks plowing snow, and 9 additional employees to do snow removal for City buildings.

**The supervisor will assign City employees to work 12-hour shifts as needed during snow removal. A driver may be on duty a maximum of 16 hours; at which point the driver then must be off duty for a minimum of 8 continuous hours before returning to work.**

Third shift work assignments will be made by supervision through the Crew Leaders. Work assignments will be reviewed by supervision the following morning with Crew Leaders to evaluate the evening's progress and to discuss the next evening work assignments.

Municipal Services Division employees, when available, will operate the snowplow trucks and be responsible for snow removal. Public Works employees other than Municipal Services will be called in to drive snowplow trucks when there are not enough Municipal Services employees

available during first shift. The citywide master overtime volunteer list of employees will be used if still more drivers are needed.

The following is a guideline only. Keep in mind that each storm has its own problems and the guidelines may be altered to meet needs.

## LEVEL I

### Freezing Rain or Light Snow - Plowing Not Needed

The hills, curves, inclines and intersections on the four main routes and the six hill routes will be either pretreated using liquid anti-icing system or salted as needed.

This level of storm requires 10 salt trucks with additional trucks added as needed.

If conditions warrant, after the main routes and highlighted areas are complete, all trucks will be sent to spread salt on hills and intersections and into residential and City parking lots.

Parking lots that need to be salted before 7:00 a.m. are City Hall, East Annex, Lot P, Southeast Library, Emergency Center (2), Metro Link Ramps, Scottish Rite, Senior Center, Collectors Center, Garden Center, and Municipal Services Building. All other parking lots will be plowed when all of the City streets have been cleared. Parks Operations will salt Memorial Park Cemetery and Riverside Cemetery as requested by the Sexton or the Parks Operations Manager.

Janitors will shovel and salt all City buildings' entry sidewalks and ramps.

During a Level 1 storm, it is possible, but not likely, that two 12-hour shifts would be implemented.

Alleys on sanitation routes will be salted in problem areas as requested by Sanitation drivers or by the supervisor. Other alleys will be salted on a complaint basis, case-by-case after the main streets and hill routes are completed.

## LEVEL I SALTING ONLY

<u>Route</u>	<u>Vehicles</u>	<u>Route</u>	<u>Vehicles</u>	<u>Route</u>	<u>Vehicles</u>
Main 1	673, 10 ton	N.E. Hills	619, 1 ton	S.E. Hills	609, 3 ton
Main 2	613, 10 ton	N.W. Hills	622, 1 ton	S.W. Hills	612, 3 ton
Main 3	607, 3 ton	N.C. Hills	615, 1 ton	S.C. Hills	611, 3 ton
Main 4	614, 10 ton				

Essential Areas: 506 2-ton, 550 3/4-ton

## LEVEL II

### Snow Forecast for Over 2" - Plowing and Salting Needed

During a Level II storm, two 12-hour shifts are likely, depending on the length of the storm.

The four main routes will have two plows each. The eight plows will stay on the four main routes until complete, curb-to-curb and all intersections and approaches to them are salted and cleared. As the main routes are completed, the plows on them will be sent to team up with the twelve plows already on the hill routes.

Each of the six hill routes will have two plows with salt spreaders. Highlighted areas will be done first. When hills and highlighted areas are safe, the crews will begin plowing side streets within their area. When the snow stops, streets should be widened to within 4" to 6" of the curb and intersection corners pushed back to the same 4" to 6" from the curb. Check hills and highlighted areas periodically as side streets are plowed.

Essential Areas/Parking Lots that need to be plowed and salted before 7:00 a.m.: City Hall, East Annex, Lot P, Southeast Library, Emergency Center (2), Metro Link Ramps, Scottish Rite, Senior Center, Collectors Center, Garden Center, and Municipal Services Building. All other parking lots will be plowed when all of the City streets have been cleared. Parks Operations will salt Memorial Park Cemetery and Riverside Cemetery as requested by the Sexton or the Parks Operations Manager.

Alleys identified as problem areas will be plowed for sanitation and alley complaints will be handled on a case-by-case basis. Alleys will only be plowed during regular hours after all other snowplowing obligations have been completed.

A Level II storm requires all available snow removal equipment from Water, W.P.C. and Parks to be used to augment the Streets snowplow equipment for maximum service, including, but not limited to, trucks 713, 804, 806, 506, and 507.

### LEVEL II PLOWING AND SALTING

<b>Route</b>	<b>Vehicles</b>		<b>Route</b>	<b>Vehicles</b>	
Main 1	673, 10 ton	713, 3 ton	N.W. Hills	622, 1 ton	621, 2 ton
Main 2	613, 10 ton	806, 10 ton	N.C. Hills	615, 1 ton	506, 1 ton
Main 3	607, 3 ton	627, Grader	N.E. Hills	620, 2 ton	616, 2 ton
Main 4	614, 10 ton	608, 3 ton	S.W. Hills	612, 3 ton	610, 3 ton
			S.C. Hills	611, 3 ton	619, 1 ton
			S.E. Hills	609, 3 ton	618, 3 ton
Essential Areas/Parking lot – 550, 3/4-ton					
Tractor 1 – 552		Tractor 2 - 513			

During heavier snow events, the motor grader will be used on a main route rather than a second truck. One of the end loaders will be used to clear parking lots.

Plowing obligations for Water and WPC will be met with truck #809, which is also WPC's response truck for emergency call out. WPC stand-by crew will handle this small amount of plowing.

Parks Level II snow removal plan begins with the clearing of all assigned sidewalks and ponds.

The Park Maintenance Section plowing obligations will be done with their 4WD pickups and small tractors and snow blowers as in the past. Two Parks MEOs will be assigned to plow snow on third shift to improve customer service and avoid unnecessary overtime. The Park Maintenance Manager or Parks Crew Leader will coordinate the use of snowplow trucks as needed with the Street Supervisor or Crew Leader.

Public Works employees, other than Streets, will be called to fill in driving plows when there are not enough Streets workers. The master volunteer list of employees from other departments will be used if still more drivers are needed.

## **SNOW EMERGENCY**

The Mayor will be contacted by the General Manager or supervisor in charge and asked to declare a Snow Emergency. After a Snow Emergency is declared, the City Information Officer will contact the local media and the access channel to inform the public of the City’s snow removal plans and the snow route policy for moving cars off designated snow routes.

The Police Department will then be contacted to coordinate the towing of vehicles from snow routes.

The Streets Section will mobilize all City snow removal equipment from Parks Maintenance, Water and Water Pollution Control.

During a snow emergency, snow removal becomes a 24/7 operation until all streets, parks, and essential parking lots are cleared. Municipal Services snow removal personnel are all placed on one of two 12-hour schedules depending on the shift that they are assigned, either working first shift from 7 a.m. to 7 p.m., or third shift 7 p.m. to 7 a.m.

Municipal Services Division will prioritize snow removal during a snow emergency in the following order:

1. Emergency requests from ambulances, Police and Fire departments
2. Four Mains and Six Hill Routes
3. Residential Routes
4. All other park areas and nonessential parking lots will be plowed when each corresponding residential route is plowed and pushed back. Each hand route and each tractor route will be plowed at the direction of supervision, or in their absence a Crew Leader, starting at 7 a.m.

Residential alleys will be plowed only after four inches of snow has fallen and only after all main, hill and residential plowing is completed and only as time permits. The priority for plowing alleys will be for emergency vehicles, sanitation trucks and off-street parking only. Complaints will be evaluated on a case by case basis. Street crews will begin clearing alleys only after all other snow removal obligations have been completed and only during regular work hours.

### **SNOW EMERGENCY PLOWING AND SALTING**

<u>Route</u>	<u>Vehicles</u>		<u>Route</u>	<u>Vehicles</u>		
Main 1	673, 10 ton	713, 3 ton	N. W. Hills	622, 1 ton	621, 2 ton	550, ¾ ton
Main 2	613, 10 ton	806, 10 ton	N. C. Hills	615, 1 ton	617, 1 ton	502, 1 ton
Main 3	607, 10 ton	627, Grader	N. E. Hills	619, 2 ton	616, 2 ton	506, 1 ton
Main 4	614, 10 ton	608, 3 ton	S. W. Hills	612, 3 ton	610, 3 ton	804, 1 ton
			S. C. Hills	611, 1 ton	620, 1 ton	507, 1 ton
			S. E. Hills	609, 3 ton	618, 3 ton	626, loader

Other vehicles available are: 603 – ¾ ton, and 501 – ¾ ton

During snow emergencies, Parks Maintenance Section will assist Streets with their plowing and will remove snow during a snow emergency from only essential park areas until all City streets have been cleared. All other park areas will be plowed at the discretion of the manager in charge.

During a snow emergency, snow removal becomes a 24/7 operation until all streets are cleared. Street personnel are all placed on one of two 12-hour schedules depending on the shift that they are assigned, either working first shift from 7 a.m. to 7 p.m., or third shift from 7 p.m. to 7 a.m.