



POLICY AND PROCEDURE MANUAL

SNOW AND ICE REMOVAL

CITY OF STORM LAKE

REVISED 12/17/2018

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**POLICY AND PROCEDURE MANUAL
SNOW AND ICE REMOVAL
CITY OF STORM LAKE**

POLICY

This document states the normal snow and ice removal policies of the City of Storm Lake. However, under certain circumstances; emergency situation, budgetary concerns, personnel problems, and the unpredictability of weather conditions in Northwest Iowa, these policies may have to be suspended or superseded when conditions warrant.

The City of Storm Lake does not utilize a “Bare Pavement” snow/ice removal policy.

IOWA WEATHER CONDITIONS

The average annual snowfall in Storm Lake is 39.75 inches per year. We anticipate 25 snowfall or ice events per year, which requires action on part of the City for removal or control.

The overall budgetary and planning goal for our snow and ice removal efforts is: plan for the worst, hope for the best, budget for an average snowfall, and use contingency funds if we have a severe winter.

DECLARATION OF SNOW EMERGENCY

The City Manager or designee will declare a snow emergency when weather conditions constitute snow removal. The Public Services Supervisor shall set the duration of the snow emergency however it may be amended if weather conditions constitute.

In the Central Business District (CBD), said prohibition shall be between two o'clock (2:00) A.M. to six o'clock (6:00) A.M. unless specified in the declaration. In the Residential District, said prohibition shall be between the hours of ten o'clock (10:00) P.M. and six o'clock (6:00) A.M. Two parking lots are designated for overnight parking, they are parking lot A. located at the corner of Geneseo Street and W 6th Street and parking lot C, located on the east side of the 700 block of Erie Street. Parallel parking, rather than diagonal, is encouraged when necessary in the CBD.

Notification the public is sent through a press release to the media, the City of Storm Lake web page is updated, there is also a snow emergency number citizens can call (712-213-7669), also a WENS notification is sent out to users who have signed up to received such notifications. There are also signs posted at the following businesses: City Hall, Tyson Pork, Fareway, Hy-Vee, Walmart and Bomgaars. Tyson Poultry is notified via email.

USE OF CHEMICALS AND ABRASIVES (SALT AND SAND)

The policy of the department is to use salt or salt brine for melting of ice and hard packed snow. Salt is used only when it can be effectively applied. As a general rule, it will not be applied when temperatures are below 20°F and falling, for salt -10° for salt brine.

A mixture of 50% salt and 50% brine is the normal mix rate. More concentrated salt mixes will be used when conditions dictate.

Locally available screened/washed sand is used as an abrasive to help remove ice and hard packed snow and as a driving aid during slippery conditions. Because of the environmental impact on the lake, calcium chloride is not used at this time, but will continue to be investigated as an effective ice-melting agent below 20°F. Other chemicals will also be investigated and monitored for cost-effective ice removal.

EQUIPMENT AVAILABLE

The primary equipment available to remove snow and ice will be supplied by the City Public Services Department. The Parks Department may assist with equipment to remove snow from public sidewalks. See appendix for full equipment list.

During normal snow removal operations, 6 truck plows, 2 end loaders, 1 road grader, and 6 sanding trucks are available.

All truck-mounted snowplows have quick attachments and can be mounted in 15 minutes or less per truck.

The sanding units consist of 5 end gate type sanders and 1 live bottom dump body sander.

During a major blizzard event, contractor emergency equipment may be placed in service.

MANPOWER AVAILABLE

The primary manpower for snow removal shall be supplied by the City Public Services Department. (See Appendix) The manpower consists of 1 supervisor, 1 assistant supervisor and 7 operators.

For normal snow events, the City Public Services Department Supervisor and City Manager shall determine hours, as conditions direct.

EMERGENCY SNOW ROUTES

A system of unmarked snow routes has been established for effective snow removal on the collector and arterial system. The snow routes consist of 14(fourteen) miles for 24% of the street system and provide service to within three blocks of all residential properties; and direct access to nursing homes, government buildings, schools, and businesses. Any hour snow and ice removal will be provided to the emergency snow routes. (See Appendix)

MONITORING AND NOTIFICATION OF ICE/SNOW EVENTS

The Police Department and the Public Services Supervisor when inclement weather is approaching shall continuously monitor weather reports. The Police Chief, Public Services Supervisor and City Manager shall keep each other informed of anticipated snow events, including timing and intensity of the event. The primary responsibility shall rest with the Public Services Supervisor.

During nighttime, weekends and holidays the Police Department shall monitor weather reports and road conditions and notify the Public Services Supervisor when potential action is needed by the City Public Services Department.

During normal weekday operations, the Police Department Shift Supervisor (lieutenant) shall notify the appropriate crew chief on duty when action may be needed by the Public Services Department. (See call list in appendix for notification of appropriate personnel.)

SANDING/SALTING PROCEDURES

Sand and salt shall be used sparingly and only when application will produce a positive result. Only dangerous intersections and other hazardous areas will be sanded or salted.

SNOW REMOVAL PROCEDURES

Snowfalls less than 2(two)-3(three) inches will not be plowed from streets unless drifting is occurring. Accumulation of snow on or drifting of streets may dictate variations in snowplowing activity.

Snow removal efforts shall be made on a priority system as follows:

- | | |
|---|--|
| Emergency Snow Routes | - Any hour service by the City Public Services Department. |
| Residential Streets & Central Business District | - Cleared within 48 hours of end of snow event by City Public Services Department. |
| Alleys | - Cleared within 48 hours of end of snow event by City Public Services Department. |
| Public Parking Lots | - Snow moved from parking areas within 72 hours or more of end of snow event by City Public Services |
| Department | depending on severity of occurrence. |
| Sidewalks, City responsibility | - Cleared within 48 hours of end of snow event by City Public Services Department. |

TOWING VEHICLES ILLEGALLY PARKED

Cars parked on the streets during a snow removal effort may be ticketed and/or towed away. The City Code states:

“9-9-2: PROHIBITED PARKING DURING SNOW EMERGENCY: Upon declaration of the City Manager or his/her designee of a snow emergency, no person shall park, abandon or leave unattended any vehicle on any public street, alley, or City-owned off-street parking area between the hours of ten o’clock (10:00) P.M. and six o’clock (6:00) A.M. unless otherwise specified in the declaration. In the Central Business District (CBD), said prohibition shall be between two o’clock (2:00) A.M. to six o’clock (6:00) A.M. unless specified in the declaration. Every declaration of a snow emergency shall include a statement setting forth the duration of the snow emergency but which duration can be amended by subsequent declaration if unexpected weather or other factors warrant such amendment.”

The Police Department shall contact the Public Services Department and coordinate ticketing and towing operations ahead of the snow removal effort.

BOUNDARY STREET JURISDICTION-RESPONSIBILITY

The City of Storm Lake will not be responsible for any snow removal outside our municipal boundaries (other than at the municipal airport).

SIDEWALKS – PRIVATE RESPONSIBILITY

All sidewalks adjacent to private property are the responsibility of the property owner or occupant. All complaint calls shall be routed to either the Police Department or the Communications Center for complaint follow-up and code enforcement. The City Code states as follows:

“10-1-12: Cleaning: It shall be the duty of the owners or occupants of all lots or lands to keep all sidewalks in front of or adjoining the property owned or occupied by them, free and clear from all snow and ice and other accumulations from the abutting property. In the event that snow and ice or other accumulations from the abutting property be permitted to remain upon any sidewalk for a period of seventy-two (72) hours, the City may, without notice to the property owner, cause the same to be removed, in which case the expense thereof shall be specifically assessed against the abutting property and the owner thereof in an amount not exceeding one and one-half (1½) times the cost of the labor involved, and the Clerk shall certify to the County Treasurer the amount of the assessment.”

A reasonable time period shall be 72 (seventy two) hours for purposes of enforcement. The City lacks available manpower to clear sidewalks so every effort should be made to convince the property owner to clear the sidewalk of ice and snow.

DRIVEWAYS – PRIVATE

City snowplows will not clear private driveways or snow or ice from private property. The snow or ice placed in driveways by city plows is the responsibility of the property owner to remove. Snow or ice from a private driveway or property may not be placed on or pushed across a city street. Please notify the Police Department of any violations of the following section of the city code.

“10-6-1: REMOVAL OF SNOW AND ICE: It shall be unlawful for any person, firm, or corporation to remove snow, ice, and accumulations of snow or ice from private premises and to deposit or place the same upon any public highway, street, avenue, alley, or public park within the City of Storm Lake, Iowa, unless said public park has been designated by the City as a snow depository.

A violation of this Chapter shall constitute a Municipal infraction subject to the penalties and alternative relief authorized by Title 1, Chapter 20 of this Code and by Section 364.22 of the Code of Iowa.”

PLOWING PRIVATE PROPERTY

It is strictly forbidden for a city plow to clear snow or ice from private property unless it must be done to allow emergency vehicles access to private property for ambulance, fire, or police calls.

MAILBOXES

Every attempt will be made by the snowplow operator to clean snow adjacent to mailboxes to allow rural type mail delivery. The snow will only be cleaned, however, from curb line to curb line. The adjacent property owner is responsible for any other snow cleaning and to assure the mailbox is properly installed to withstand snow-clearing efforts by the City. The City will not be responsible for damage to mailboxes unless they were properly constructed and run over by a snowplow. It must be shown that a City plow actually struck the mailbox or the support structure of the mailbox in order for the City to be held responsible for any damage. The City will not be responsible for any damage to mailboxes caused by snow and/or ice or the force of snow and/or ice thrown from the plow during plowing operations.

If a complaint is received regarding a mailbox suspected of being hit by a snowplow, an incident report must be filled out by the citizen issuing the complaint. Incident report forms can be found at City Hall, 620 Erie Street, Monday through Friday, 8am to 5pm.

The Public Services Supervisor will investigate the complaint and notify the citizen of the outcome.

COMMUNICATIONS

All snowplow equipment shall keep in radio communication with the Buena Vista County Communications Center or supervisor at all times. Check the radio before starting duty. Radio communications by snowplow operators shall be between supervisor, equipment, and/or Buena Vista County Communications Center dispatcher.

All communications, whether they are direct, telephone, or radio shall be made in a kind, courteous, businesslike manner.

The supervisor on duty shall periodically keep the City Manager informed on road conditions and snow removal efforts.

The Storm Lake School District may be kept informed on road conditions by the Police Department with information also supplied by the Public Services Department.

The media notification or contact shall be made by the Police Department for inquiries on street conditions or if any street needs to be closed.

CITIZENS COMPLAINTS

All citizen complaints on the snow removal effort shall be routed to the Supervisor on duty. Snowplow operators shall avoid verbal confrontations with citizens. All citizen complaints shall be treated courteously and followed up on promptly.

WORK HOURS AND RULES

Employees will be compensated according to the effective Employee Policy.

All Public Services Department employees who will be out of town November 15th through March 31st on weekends or holidays must notify their supervisor prior to leaving.

All Public Services Department employees are subject to 4(four)-hour duty call, seven days a week from November 1st through March 31st. The 4(four) hours is a planning tool only, and is not a “paid” standby situation. Any vacation requested during this time may be denied and/or suspended if needed.

SAFETY PROCEDURES

Safety is paramount to any snow event. The sole purpose of the snow/ice removal operation is to make the streets, sidewalks, alleys, and parking lots safe for the motoring and walking public. All snowplow operators shall observe the following safety rules.

Check your snow removal equipment prior to leaving the yard including:

All working lights and emergency lights

Radio

Snowplow and frame for damage

Sander

Rearview mirrors

Flags and reflectors

Windshield wipers

Heater and defroster

Oil and gas levels

OBEY ALL TRAFFIC LAWS

Report any non-working equipment immediately.

Use reasonable caution in operation of snow removal equipment.

Do not drive too fast.

Slow down if in cramped quarters with parked cars on a street.

Know your route and any fixed objects covered by snow.

Only travel on wrong side of street if another truck is blocking traffic.

Do not follow cars or other snow removal equipment too closely.

Slow down prior to turning – your plow will tend to push you where it wants to go.

Snowplows are emergency equipment, but they still must obey all traffic laws and give right-of-way to other vehicles.

Notify following truck prior to turning, when plowing in tandem.

ACCIDENTS

Report all accidents immediately to your supervisor and the Police Department. The Police Department will be called to investigate the accident.

CARE AND USE OF EQUIPMENT

The snowplow operator is responsible for routine maintenance on his vehicle. Report any maintenance needed to the supervisor on duty. Check vehicle before and after use for any maintenance needed or damage to equipment. The vehicle is to be refueled at the end of duty shift.

During snow removal emergencies snow removal equipment maintenance will take priority over any other city equipment or vehicles, subject to the discretion of the department supervisor.

No towing or pushing of vehicles, other than city vehicles, shall be allowed. No “jump” starting private vehicles shall be allowed. Rides to private citizens, other than city employees shall not be allowed except for emergency purposes only, i.e.: doctors to surgery, nurses needed for surgery, pharmacist for medicine calls, any other rides must be approved by the City Manager.

SEVERE STORM & DECLARED EMERGENCY MANAGEMENT

In the case of severe storms or state or federally declared disasters as they apply to snow events, and when the city’s emergency operations center is activated, the management of extreme snow emergency incidents will be conducted utilizing the National Incident Management System (NIMS) and Incident Command System (IC).

APPENDIX INDEX

POLICY AND PROCEDURE MANUAL SNOW AND ICE REMOVAL PUBLIC SERVICES DEPARTMENT CITY OF STORM LAKE

ITEM

Equipment Available – Public Services Department

Emergency Snow Route List

Parking Lot Priority

Sidewalk Cleaning Priority

Public Services Snow Removal Data

Snow Removal FAQs

**PUBLIC SERVICES DEPARTMENT
SNOW & ICE REMOVAL
EQUIPMENT ASSIGNED**

Equipment from other divisions as needed.

| <u>Unit</u> | <u>Year</u> | <u>Make</u> | <u>Function</u> |
|-------------|-------------|---|--|
| 5 | 99 | Chevy Truck C-8500 | w/reversible plow |
| 16 | 97 | John Deere 624G End Loader | w/V plow & reversible plow |
| 60 | 2002 | Freightliner FL80 Tandem Axel | Reversible plow with wing & End gate sanding unit w/brine tank |
| 12 | 95 | Chevy Kodiak | End gate sander w/brine tank |
| 13 | 97 | International 4700 Truck Used for spreading limestone chips on pavement surrounding permeable pavers and new concrete streets only. | Sander & Brine Tank |
| 61 | 2001 | Komatsu Loader (Airport) | w/reversible plow |
| 117 | 2002 | Snow Go Blower | Front End Loader Mounted |
| 113 | 2003 | Chevy C8500 | w/reversible plow and sander |
| 63 | 2008 | Freightliner | w/reversible plow |
| 62 | 2005 | John Deere 672CH | V-plow and wing |
| 65 | 2009 | Volvo L110F | w/ V plow and pusher |
| 59 | 2002 | Sterling LT9513 Tandem Axel | w/reversible plow wing and endgate sander unit w/brine tank |
| 01 | 2014 | International Workstar 7400 FS | w/plow, sander, and underbody Blade |
| 14 | 2017 | Western Star | w/plow, sander and wing plow |

**CITY OF STORM LAKE
EMERGENCY SNOW ROUTES**

5th Street: From Hwy. 110 to West Railroad
West Railroad to East Fourth
East Fourth to Expansion Blvd.

Lakeshore from Flindt to Grand Avenue
Grand Avenue: Lakeshore Drive to Fifth

Vestal: 5th Street North to 10th Street
Russell: 10th Street to Milwaukee Ave.
East Milwaukee: Russell Street to Radio Road
10th Street: Vestal Street to Russell Street

Northwestern Drive: Fifth Street to West Milwaukee Avenue
Lake Avenue: Lakeshore Drive to C-49
Hyland Drive: Northwestern Drive to Abner Bell Road
Oneida Street: East Milwaukee Avenue to 3rd Street
3rd Street: Oneida Street to Highway St.

Vestal St.: West Fifth to C-49
C-49: Vestal to 1075 590th St
Bargloff Edition
Sunrise Park Rd: East Lakeshore to City Limits
East Milwaukee: Russell to Radio Rd
Richland: Flindt to Radio Rd
Expansion: Fourth to Hwy 71
Gilbert: Expansion to Hwy 71
Russell: East 10th to East 6th

**CITY OF STORM LAKE
SNOW REMOVAL
PARKING LOT PRIORITY**

| <u>PRIORITY</u> | <u>PARKING LOT</u> |
|-----------------|-----------------------------------|
| 1 | Fire Station |
| 2 | Police Station |
| 3 | Erie Street (North) |
| 4 | City Hall |
| 5 | Erie Street (South) |
| 6 | 6 th & Michigan Street |
| 7 | 6 th & Geneseo |
| 8 | Library |
| 9 | 7 th Street Garage |
| 10 | Senior Center |
| 11 | Kings Pointe Resort |
| 12 | Sunrise Campground |

**CITY OF STORM LAKE
SNOW REMOVAL
SIDEWALK RESPONSIBILITY & PRIORITY**

| <u>PRIORITY</u> | <u>LOCATION</u> |
|-----------------|--|
| 1 | School Crossings Underpass, west side south to Park West 5 th Street Railroad Crossing, both sides Cayuga Street Railroad Crossing, both sides Park Street & Flindt Drive, East & West side Michigan Street, Ontario Street – Water Tower Lake Avenue Railroad Crossing, both sides |
| 2 | Miscellaneous City Hall Library Rear Parking (North) Erie Street Parking Lot, front (South) Erie Street Parking Lot, front 6 th & Geneseo Parking Lot, north side of lot Fifth and Michigan to Sixth, East side Sixth and Michigan to alley, South side Railroad Crossing, Lake Avenue South Police Front Parking West 10 th Street: Field of Dreams to Ontario (south side only) N Lake Avenue from 10 th to C-49 |

**CITY OF STORM LAKE
SNOW REMOVAL DATA**

1. 50 miles of paved streets which equate to 110 lane miles (not all streets are 2 lane)
2. 1.5 miles of paved alley ways in the business district
3. 6 miles of non-paved alleyways and streets
4. 6 square acres of paved parking lots in the Downtown area including the city hall lot
5. 3 lane miles of the Water Plant well roads
6. West Marina roads and some parking areas
7. Frank Star Park parking area
8. Kings Pointe parking lots
9. Golf Course parking lot
10. Senior Center parking lots
11. Campground roadways as well as the parking lot south of the Campground facility
12. All of the Lake trails and sidewalks in the park system *
13. All City of Storm Lake School crossings
14. Shelter House at Chautauqua Park including parking area
15. Library facility front and rear
16. Storm Lake Police Dept. front and rear
17. Storm Lake Fire Dept. front and rear
18. Storm Lake Public Services facility
19. Storm Lake Park Shop
20. Storm Lake Golf Course Maintenance Building
21. 12 lane miles at the Storm Lake Municipal Airport with taxi ways, tarmac and hanger areas

The 2017-2018 snow removal was \$209,196.00 of which \$156,846.13 was spent.

*The total of #11 & #12 is approximately 40 lane miles of paved pathways including the North Lake Ave Trail.

CITY OF STORM LAKE FAQs

Here are answers to the most commonly asked snow plowing and winter road condition questions. Please look through these questions first before calling. During storms, we are often too busy to take the time to give complete explanations. These answers will better inform you about our snow removal policies and procedures.

Why can't you plow my street now?

We wish we had enough snowplows and drivers to take care of every street right away, but our resources are limited and so we must adhere to a carefully laid out system for clearing the streets. If we allowed our plows to be diverted each time a special request was made, our system would be destroyed and it would take far longer to get all the streets in the city cleared. To keep our snow removal operations as effective and efficient as possible, plows are not permitted to deviate from their assigned routes. Arterial streets have first priority for snow plowing. The remainder of the streets are then plowed after the snow subsides.

How will I know when a Snow Emergency has been declared?

For up to the minute information on the Storm Lake Snow Emergency you can call 712-213-SNOW (7669) or go to www.213snow.com. It will also be announced on the local radio station KAYL and KKIA.

The plow left some snow at the end of my driveway. Can you send someone to come and plow it out?

There are approximately 3,000+ driveways in the city. If we used all of our plows and spent just 60 seconds per driveway, it would take several days to clean driveways alone. One thing you can do to minimize the problem is to pile snow that has been shoveled from the driveway on the downstream side of the driveway. Then if the snowplow hits the pile, it will be moved onto the grass or sidewalk, not back into your driveway. The Streets Division crews do not come back and plow out any driveways.

I own a business downtown. How are streets plowed in the Central Business District?

Streets and alleys in the central business district are treated differently from other snow and ice control operations because snow storage within the street and alley rights-of-way is not desirable. Snow plowing procedures are utilized only to the extent that storage of snow along the traveled portion of the roadway will not inhibit vehicle movement in and out of parking stalls. When snow removal operations begin, streets and alleys in and near the central business area are sanded and salted, if deemed necessary. Snow will be hauled from the area after the clearing operations are completed. Snow hauling operations normally commence during night-time hours only when the storm has subsided will day time plowing be considered. Day time plowing is hazardous to the public and public services employees.

Can you tell me exactly when my street will be plowed?

Under ideal circumstances, we can predict fairly accurately when we will have streets in various sections of the City plowed. As weather conditions change we often must alter our snow-fighting strategy in the midst of the snow removal operations in order to control drifting snow, ice or other special problems. We cannot give you an estimate of when your street will be cleared due to ever-changing weather conditions.

Is there a reason why you can't pile the snow in the middle of the street instead of putting it on the sidewalks?

As we plow from curb to curb to provide for safe vehicular flow and mail delivery, snow may inadvertently fall onto the sidewalk. Unfortunately, there are a number of locations in the city where the park area is very narrow and the plowed snow covers the sidewalks. Some have suggested that the plows should go through these areas at a slower speed so the snow will not be thrown onto the sidewalks. However, the plows must maintain a certain speed in order to keep the snow from sticking onto the blades of the plow.

I have a medical condition. Can you plow my street first in case there is an emergency and an ambulance needs to get through?

The potential for a medical emergency does not warrant priority treatment. Anyone needing an ambulance in a medical emergency should contact the Communications Center where all necessary steps will be coordinated.

When is parking prohibited on city streets?

The Central Business District is signed for no parking between 2a.m. and 6 a.m. during a snow emergency and 10p.m. through 6a.m. in the residential areas. Any vehicles remaining on the streets during the snow emergency will be towed. Vehicles may be ticketed more frequently during winter months to ensure that plows are able to plow streets adequately. Anyone leaving town for an extended time (holidays, Spring break) should find suitable off-street parking to avoid ticketing and towing.

What should I do if my vehicle was ticketed and towed for being illegally parked on the street during snow removal operations?

The Police Department coordinates all towing operations. If you find that your vehicle has been towed, contact the Police Department at 712-732-8010.

When I called the Streets Division number to find out about road conditions, the line was busy.

Our telephone lines are understandably jammed during severe weather conditions. We advise limiting your travel, or staying off the roads entirely if possible. Listen to television and radio bulletins about road conditions. Remember that we can only provide information about streets within the city limits. Our phone lines should be used primarily to alert us if a street has been missed or if there is some special problem relating to the snow removal operations.

Why hasn't my street been cleared yet?

We wish we had enough snowplows and drivers to take care of every street right away, but our resources are limited and so we must adhere to a carefully laid out system for clearing the streets. If we allowed our plows to be diverted each time a special request was made, our system would be destroyed and it would take far longer to get all the streets in the city cleared. To keep our snow removal operations as effective and efficient as possible, plows are not permitted to deviate from their assigned routes. Arterial streets have first priority for snow plowing. The remainder of the streets are then plowed after the snow subsides. The city has designated an emergency snow route where the primary design of the route is located so streets are within a 3-4 block distance to the emergency snow route.

SNOW AND ICE REMOVAL POLICY
AND PROCEDURE MANUAL
CITY OF STORM LAKE
AIRPORT

**POLICY AND PROCEDURE MANUAL
SNOW AND ICE REMOVAL
CITY OF STORM LAKE
AIRPORT**

POLICY

This document states the normal snow and ice removal policies of the City of Storm Lake Airport. However, under certain circumstances; emergency situations, budgetary concerns, personnel problems, and the unpredictability of weather conditions in Northwest Iowa, these policies may have to be suspended or superseded when conditions warrant.

The City of Storm Lake does not utilize a “Bare Pavement” snow/ice removal policy for City streets and roads but recognizes the unique nature of snow removal on Airport runways and strives for bare pavement on runways and taxiways at the Storm Lake Municipal Airport.

EQUIPMENT AVAILABLE

The primary equipment available to remove snow and ice will be supplied by the City Public Services Department. Equipment available: 2001 Komatsu Loader w/blade, snow pusher and bucket; 4’ snow blower w/cab.

The Storm Lake Public Services Department will also provide additional equipment including but not limited to a Tandem Axel Truck with Snow Plow and Wing Plow, Road Grader with plow and wing plow, and a large snow blower attached to a front end loader when conditions warrant.

MANPOWER AVAILABLE

The primary manpower for snow removal is by the City Public Services Department staff.

COMMUNICATION

The City of Storm Lake, the Airport Commission, and the Fixed Based Operator understand the importance of communication in handling issues at the Storm Lake Municipal Airport.

To facilitate clear communications the following procedures shall apply to communication with regards to this policy.

Other than in the case of an emergency or emergency situation all communication regarding the removal of snow and ice on the runway shall be conveyed the Fixed Based Operator and the Public Services Supervisor.

MONITORING AND NOTIFICATION OF ICE/SNOW EVENTS

The City Public Services Supervisor when inclement weather is approaching shall continuously monitor weather reports. Contacts will be between the Public Services Supervisor and the Fixed Base Operator when plowing will commence and all communication will be handled this way.

SNOW REMOVAL PROCEDURES

Snowfalls less than 1/8" inch will not be plowed from runways unless drifting is occurring. Accumulation of snow on drifting runways may dictate variations in snowplowing activity.

SNOW REMOVAL PRIORITIES

Snow removal efforts shall be made on a priority system as follows:

| | |
|--|--|
| Main runway and turnarounds w/ Clearance on runway edges of at least 3' | - within 48 hours of snow event ending |
| Tarmac for fuel dispensing | - within 48 hours of snow event ending |
| Taxiways | - within 48 hours of snow event ending |
| Runways with clearance of at least 5' | - within 72 hours of snow event ending |
| Rest of tarmacs | - within 72 hours of snow event ending |
| Jet hanger cleared | - within 72 hours of snow event ending |
| Parking lot | - within 72 hours of snow event ending |
| Hangers to within one foot of doors | - within 72 hours of snow event ending |
| Secondary runway | - within 96 hours of snow event ending |

NOTE: if plow operator is working he can remove snow from hanger doors upon request

SAFETY PROCEDURES

Safety is paramount to any snow event. All snowplow operators shall observe the following safety rules:

Check your snow removal equipment prior to leaving the yard including:
All working lights and emergency lights
Radio (aircraft capable)

Snowplow and frame for damage
Rearview mirrors
Flags and reflectors
Windshield wipers
Heater and defroster
Oil and gas levels

CARE AND USE OF EQUIPMENT

The snowplow operator is responsible for routine maintenance on his vehicle. Report any maintenance needed to the supervisor on duty. Check vehicle before and after use for any maintenance needed or damage to equipment. The vehicle is to be refueled at the end of duty shift.