

CITY of LA GRANDE

City Council Work Session

Monday, April 24, 2023
6:00 p.m.

Council Chambers
La Grande City Hall
1000 Adams Avenue
La Grande, Oregon

You can view the Work Session on Facebook Live at the following link:
www.facebook.com/CityofLaGrande

AGENDA

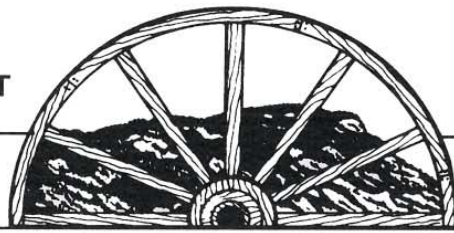
The purpose of a Work Session is to provide an opportunity to informally discuss topics of common concern and interest and to exchange ideas with Staff, not to make decisions or to direct Staff toward a specific action or conclusion beyond identifying additional information the Council would like to have presented at a later date. As no decisions are made, there will be no voting at the Work Session. The City Manager or members of the Staff may confirm any additional information required as part of any future discussions regarding the presented topic(s). If a Work Session topic subsequently requires official action, it will become an action (voting) item on a following Regular Session Agenda. In accordance with the Oregon Public Meetings Law, Council Work Sessions are open to the public; however, in order to make efficient use of time, public comments and questions generally are not entertained during the discussion segment of the Work Session. Time will not be designated for public comments at the conclusion of the discussion. Members of the public are routinely provided with an opportunity to address the Mayor and Council during the Public Comments portion of each Regular Session Agenda.

1. **CALL to ORDER** 6:00 p.m.
~ Justin B. Rock, Mayor
2. **SNOW RESPONSE PLAN REVIEW**
~ Kyle Carpenter, Public Works Director
~ Ryan Tsiatsos, Street Superintendent
3. **ADJOURN** 7:00 p.m.

Stacey M. Stockhoff
City Recorder

Persons requiring special accommodations who wish to participate in the Work Session are encouraged to make arrangements prior to the meeting by calling 541-962-1309. The City of La Grande does not discriminate against individuals with disabilities

CITY OF



LA GRANDE

THE HUB OF NORTHEASTERN OREGON

TO: Robert Strope, City Manager

CC: City Council

FROM: Kyle Carpenter, Public Works Director
Ryan Tsiatsos, Water Superintendent

DATE: April 17, 2023

RE: Snow Removal Policy Recommended Revisions

The City of La Grande provides snow plowing and roadway sanding services during significant snow events with the main priorities being to provide an adequate flow of traffic in the City during ice and snow conditions, to assist emergency services in fulfilling their duties, and to provide safe, passable roadways. In the process of fulfilling these services, it is noted several times within the current policy that the financial state of the snow removal budget should also be considered when making operational decisions. The current Snow Removal Policy was approved in 2009, and has worked well, but is due for an update. The attached draft policy addresses changes that the Staff believes will enhance our program. Also attached you will find a memo outlining the costs associated with snow removal operations (current costs) and a historical breakdown of the actual costs from the snow removal budget line. Below is an explanation of the recommended changes to the policy, along with other actions we plan to take.

Items for Discussion:

- Current plan calls for notification of public by radio. Union County currently provides notification via text message to subscribers and the City posts information on the Public Works Facebook page. We believe it would be beneficial to provide a notification service similar to the County and plan to explore options to do so prior to next winter.
- The plan outlines the procedure of breaking the City into two separate divisions to remove snow effectively and having each division managed by a separate superintendent. This strategy was put in place to limit required communication between crews with the thought it would speed up the snow removal operations. Staff is proposing that the new plan follows the incident command structure developed by

the Federal Emergency Management Agency (FEMA) which utilizes a single manager (Street Superintendent) who oversees the event with support from other staff. This structure allows for one overall strategy for the incident response and provides the ability to more quickly adapt to changing conditions.

- Currently, the plan states that a plowing event triggers the entire town to be plowed when there is 6 inches on the ground and more snow in the forecast. The revised policy states that Collector and Arterial Streets are a higher priority and the trigger to plow these roadways is being changed to 4" if there is more snow on the way. Residential streets would remain at 6" if there is more snow on the way. While meteorological forecasts are inconsistent at best, new weather prediction models are able to supply staff with sufficient information to determine if upcoming conditions support a snow removal response or if conditions will correct themselves. Utilizing multiple weather sites and models, decisions are based not only on the chance of ongoing precipitation but also consider future temperatures and long term forecasts.
- The current plan does not have guidance concerning snow removal from private property being placed into the public right of way. The revised plan calls for all snow removed from sidewalks and drives outside of the roadway remain on property and not be pushed into the street. This is a problem we face downtown and in many neighborhoods during large snow events. When snow is pushed into the street (after our crews have been through) it causes major drainage issues, as well as parking issues as the ice and snow build up in the gutter. This buildup becomes a major safety issue for motorists and pedestrians.
- City crews use the wings on the plows to try to keep as much snow out of the driveways as possible. There is a small berm of snow left behind the wing (less than 6" tall) due to spacing on the snow plowing equipment. While trailing equipment will work to clear large berms left from a missed driveway, staff is directed to not detour from snow removal operations to remove the smaller berm left by equipment using their wings.

City of La Grande Snow Response Plan

Section 1 Snow Removal Policy

General

It is the policy of the City of La Grande to provide snowplowing and sanding services for the following reasons:

- To provide an adequate flow of traffic in the City during ice and snow conditions, while staying within the snow removal budgets.
- To assist Police, Fire, and Emergency Medical Services in fulfilling their duties.
- To provide safe, passable roadways and school bus routes.

The Public Works Department will notify the public of snow plowing activities through the Public Works social media outlets, as well as press releases to local radio stations and the La Grande Observer. Additionally, information will be distributed through a bulk text messaging service for any citizens who subscribe to the service. After the first priority streets are opened, the public will be notified of what areas (if any) are scheduled to be plowed, as shown numerically on Map B. Usually, the decision to plow is made outside of regular work hours, making early notification difficult. The public will be requested to remove their vehicles from the streets to improve plowing time, drainage, and public response. It should be noted that changes in this plan will no doubt be necessary as special snow conditions may arise. However, when considering changes, the Public Works Department must also contemplate the financial state of the snow removal budget.

Service Priorities

The City of La Grande Public Works Department has the overall responsibility for snow removal and sanding operations. Snow removal operations will be effectively managed in the same manner as other natural hazards utilizing the National Incident Management System (MINS). All snow removal operations will be managed by the Street Superintendent who will be acting as the Incident Commander. If the Street Superintendent is absent, an Incident Commander shall be appointed by the Public Works Director to oversee snow removal. Snow plowing will be accomplished by the use of truck plows, graders, front-end loaders, backhoes, snow blowers, or other necessary equipment. As indicated below, other Departments will assist in snow removal when necessary. It should be noted that the Sewer Collection System and Wastewater Treatment Plant staff is available to assist either District with the approval of the Wastewater Superintendent. Snow removal and sanding activities shall take place according to the following priority list:

Roadway Priorities

1. **Hospital Emergency Routes** (Refer to attached Map A) – the Public Works Department performs snow removal as well as improving street parking along the emergency route. Snow removal will begin when the snow depth in the street reaches 4 (four) inches and the weather forecast predicts continuing snowfall. When snowfall has reached 4 (four) inches, it may be necessary to remove slush during periods of rapid melting. Sanding will be implemented as

determined necessary by the Public Works Department or under the advisement of the Police Department.

2. **Arterial, Central Business District and Major Roads and Intersections** (Refer to attached map A) – The Public Works Department performs snow removal as well as improving street parking along the route. Snow removal will begin when the snow depth in the street reaches 4 (four) inches and the weather forecast predicts continuing snowfall. When snowfall has reached 4 (four) inches, it may be necessary to remove slush during periods of rapid melting. Arterials that are outside of the City Business District will be plowed to the curb when possible. Plowing to the center is not feasible due to the width and the fact that it restricts left turns into private drives and alleys. Snow removal on Adams Avenue will normally begin within 2 (two) hours of plowing. All street intersections will be opened within 15 (fifteen) minutes of plowing or as soon as practical. Alley intersections of the City Business District streets will be opened the same day. Sanding will be implemented as determined necessary by the Public Works Department or under the advisement of the Police Department.
3. **Residential Streets & Alleys** - The Department performs snow removal as well as improving street parking in the residential areas. Snow removal will begin when the snow depth in the street reaches 6 (six) inches and the weather forecast predicts continuing snowfall. When snowfall is between 4 (four) inches and 6 (six) inches, it may be necessary to remove slush during periods of rapid melting. Residential roads will be plowed to the curb. The City will attempt to open driveways utilizing a wing on the plowing equipment; however, the Department cannot assure that all driveways will be opened. During snow removal events, crews are trailed by a piece of heavy equipment that is utilized specifically to open driveways, clear intersections, or deal with any small scale removal areas (e.g. cul-de-sacs, etc.). It should be noted that there will be a small berm (less than 6”) left behind the wing due to spacing on the plow equipment. Crews will not detour from regular snow removal activities to remove this small berm if left in front of driveways. Because these roads are not a first priority, these roads maybe compacted by traffic; therefore, they will not be plowed until the snow melts or additional snowfall requires attention. Some residential hill streets will require sanding at stop signs after all arterial sanding has been completed.

Downtown Priorities

1. **Adams Avenue** – Crews will plow snow to the center of the street in order to allow better parking, storm run-off, and increase pedestrian traffic safety. Snow removal will normally begin within 2 (two) hours of plowing and all intersections will be cleared within 15 (fifteen) minutes of plowing. Snow from the sidewalks along Adams should be stored in the “furniture zone” of the sidewalk and in tree wells. Snow should be placed in the street as a last resort to assist in meeting the previously mentioned goals made possible by plowing snow into the center of the street. Note that Adams Avenue is also covered in Roadway priorities, Number 2.
2. **Parking Lots** – All City-owned parking lots will be cleared after all streets have been opened. All other parking lots will be the responsibility of the property owner.
3. **Sidewalks** – The Parks and Recreation Department will remove ice and snow from all sidewalks adjacent to City property and on the Second Street viaduct. All other sidewalks shall be the responsibility of the adjacent property owners. Special attention should be given by adjacent property owners to sidewalk wheel chair ramps, as they present an extreme hazard to pedestrians.

4. **Alleys** – Due to the restricted access and low traffic volume, alleys located in the Central Business District will not have snow removed unless the snow is causing an unusual drainage situation or traffic problems. In the event that snow must be removed, it will be removed with a truck and loader.

Public and Residential Sidewalks

Adjacent property owners are responsible for removing snow and ice from all sidewalks in accordance with City Ordinance Number 2952, Series 1999. Special attention should be given by adjacent property owners to sidewalk wheel chair ramps, as they present an extreme hazard to pedestrians. Snow removed from sidewalks and driveways shall be stored on adjacent owner's property and not placed into the street. Snow placed into the street can cause major issues with parking and drainage.

Section 2 Snow Plowing Policy

General

The Street Superintendent, or designee, of the Public Works Department will issue the order to begin snow-plowing activities pending the Public Works Director's approval. When the acting Incident Commander gives the order, Department Employees shall:

1. Begin plowing when the snow depth reaches about 4 (four) inches and the weather forecast is predicting continued snow.
2. Consider the moisture content of the snow. "Dry" light snow can accumulate to 6 (six) inches before plowing is necessary in certain conditions. "Wet" heavy snow or slush may need to be removed when the accumulation reaches 4 (four) inches.
3. Plow priority routes to keep arterial and emergency service routes open.
4. Follow specified staffing and plow routes for the following:
 - a) Midnight to Dawn Shift: The Incident Commander will decide which employees, pieces of equipment and service priorities to be addressed.
 - b) Dawn to Midnight Shift: The Incident Commander will decide which employees, pieces of equipment, and service priorities to be addressed.
 - c) **Minimum Rest between shifts shall be in accordance with Article 4.4 of the Collective Bargaining Agreement.**
5. Sand all arterial streets and hospital routes as determined necessary by the Public Works Department and/or Police Department. Sanding will be conducted from 6 am to 9 pm. Special conditions may require sanding after 9 pm, such as freezing rains or special community events. If the Police Department determines that an area needs to be sanded for safety, the Officer will notify the Public Works Department if emergency conditions exist after 9 pm. Sand will not be applied during heavy snowfall due to the limited benefits it provides for traction enhancement during those time periods. Some residential hill streets will require sanding at stop signs after all arterial sanding has been completed.

Equipment and Staffing Summary

The Public Works Department uses 20 (twenty) to 25 (twenty-five) employees and up to 24 (twenty-four) pieces of equipment for snow removal. All equipment used and the required license needed to operate the equipment is listed in Table 1 below. A list of all qualified operators, what they are qualified to operate, and their emergency contact information can be found at the end of this document.

Table 1. Snow Removal Equipment

Quantity	Description	Required License
1	2000 CAT 924 G Loader	Prior Training & CDL
1	2002 GMC 1-Ton Flat Bed w/Sander	None
1	2008 Freightliner 12 yd Dump Truck	CDL
1	2008 CAT Backhoe	Prior Training
1	2005 10 yd Dump Truck	CDL
1	1988 Chevy 5 yd Dump Truck	CDL
1	1985 GMC w/Sander	CDL
1	2012 John Deere Grader	Prior Training & CDL
1	1983CAT 120 Grader	Prior Training & CDL
1	2005 CAT 140H Grader	Prior Training & CDL
1	1990 Chevy 5 yd Dump Truck	CDL
1	JF 750 Dozer	CDL
1	1994 Ford 9030w/Snow Blower	Prior Training
2	1998 GMC 6-8 yd Dump Truck	CDL
1	1999 CAT 416c Backhoe	Prior Training
1	1999 Wg64 Volvo 10 yd Dump Truck	CDL
3	Heavy Duty Pickup outfitted with snow plow	Prior Training
2	2009 Plows	CDL
2	Can-Am 4-Wheeler with blade	Prior Training

Complaints

Citizens and other interested parties should direct comments and complaints about the City of La Grande's snow and sanding policy and procedures to the Public Works Department during regular business hours. All complaints received will be put on a list of priority and as soon as an employee is free from mandatory snow removal activities, the complaint will be investigated and corrected if necessary.

Significant Snow Events

If a severe snowstorm occurs, the Public Works Department will advise motorists to use off-street parking whenever possible along the designated arterials, hospital emergency route, and the Central Business District including Adams Avenue. During a significant snow event (anything over 4 (four) inches of accumulation), the Incident Commander will coordinate the snow plowing and removal, as well as sanding. The Incident Commander will coordinate all snow removal tasks using all qualified

staff and equipment available to accomplish necessary snow removal operations with the following priority:

1. Major public streets (main arterials and hospital emergency routes).
2. Any complaints registered.
3. Residential areas.
4. City-owned parking lots.
5. At times it may be necessary to combine all crews in order to concentrate on a single area that needs attention.

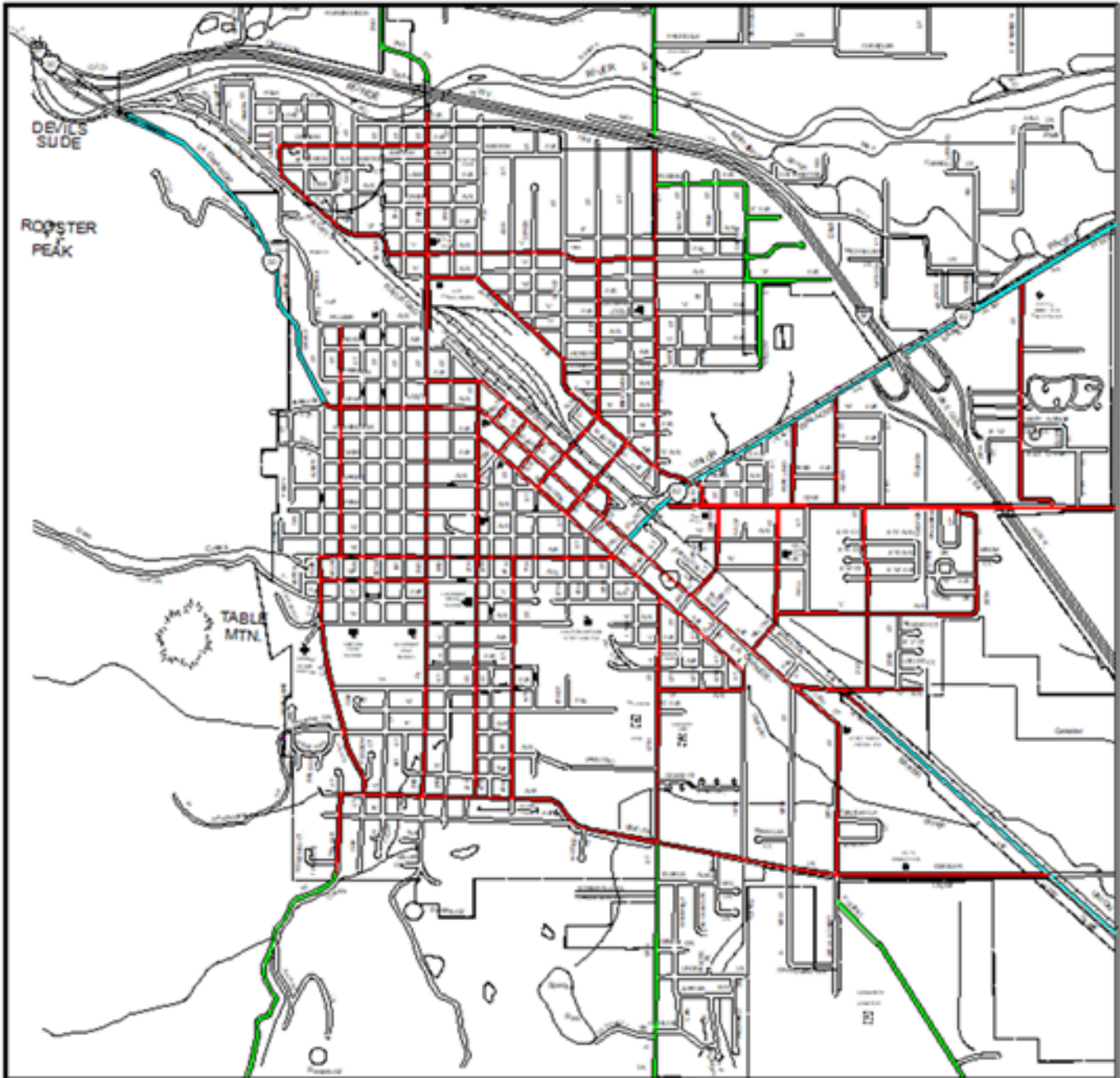
Snow Plowing Instructions

Operators shall not leave assigned routes or areas unless the following conditions exist:

1. The equipment is needed to help another plow that is stuck.
2. The Incident Commander orders a change in route.
3. It is the drivers designated relief period.
4. The Police Department calls or the employee knows an emergency vehicle (police car, fire truck, ambulance) is in need of assistance.

Drivers must follow these guidelines:

1. Never chain plows down.
2. Plow to the outside of streets, except Adams Avenue and the Central Business District, leaving snow in gutter if walk is right behind curb. Place snow on curb at all other locations.
3. Push intersections clear on final pass through.
4. Check equipment before every shift and during the shift when you return to the shop area for your relief period. Check tires and plow blade height. Steel blade should be 1 (one) to 1½ (one and half) inches above the street during travel. Operators should never allow the blade to ride directly on the ground. Allowing the blade to ride on the ground will cause the blade to wear out prematurely and may result in injury to the driver and damage to the equipment if the blade strikes a manhole or catch basin cover.
5. Clean off lights when needed, especially on rear of equipment. Be sure warning lights are clear. Plow with spotlights directed on the path of travel so they do not blind traffic.
6. Check windshield wipers.
7. Plow to and from the Public Works Shops if possible.
8. Call in for radio check at start of shift.
9. Report any defective equipment to your supervisor and the mechanics so an equipment work order can be developed. Never take out equipment that poses a hazard to you or to others.



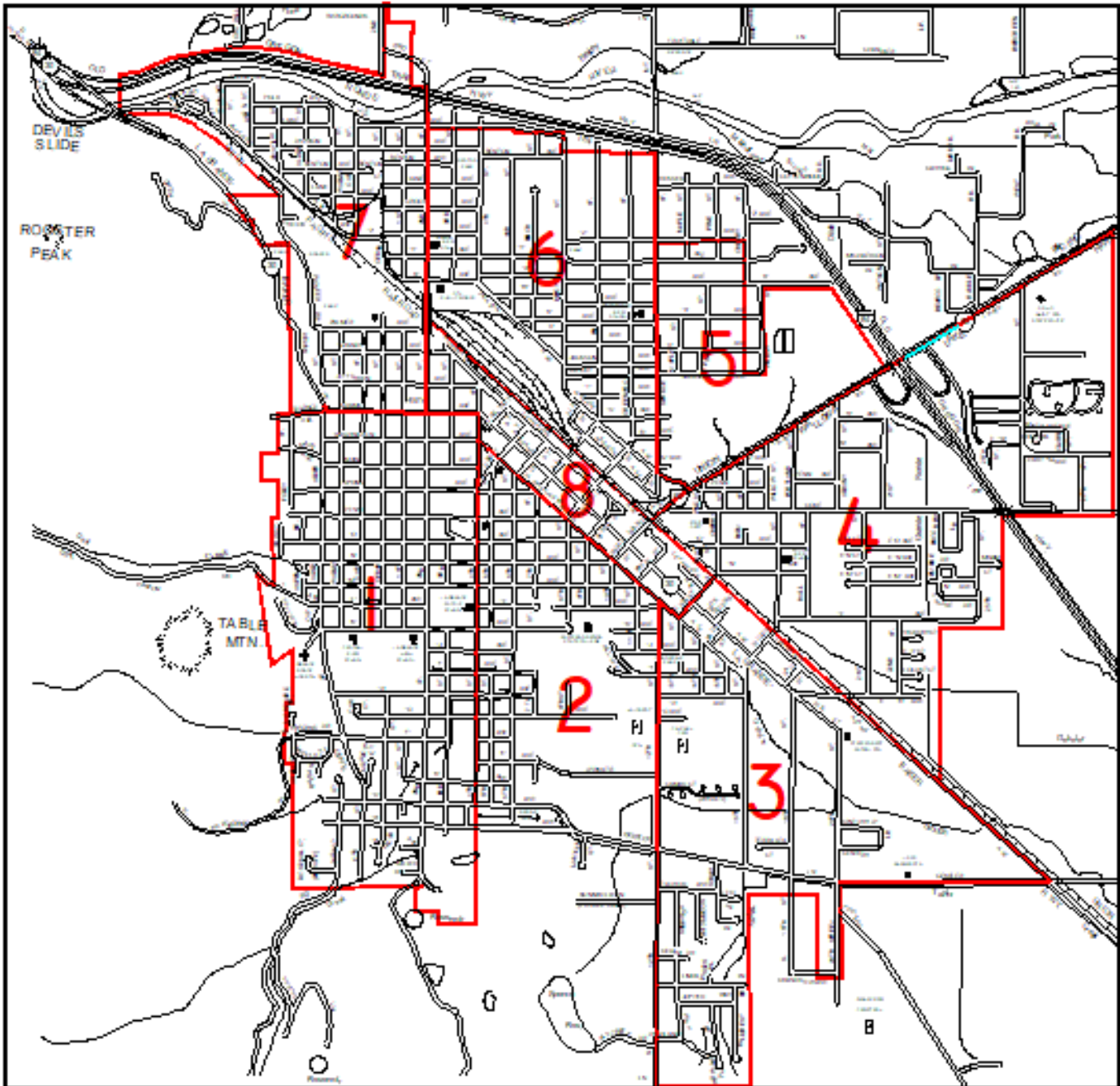
SNOW REMOVAL PLAN

CITY 1ST PRIORITY —
 STATE HIGHWAY —
 UNION COUNTY —

**NOTE: MOST HOMES ARE WITHIN
 3 BLOCKS FROM A PLOWED STREET.**

MAP 'A'

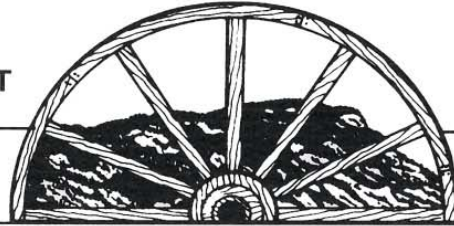
UPDATED JAN. 2004



SNOW REMOVAL RESPONSE AND FLOODING AREAS

MAP 'B'

UPDATED JAN. 2004



Typically it will take between 24 to 30 hours to plow the entire town. If we have continuous snowfall, we will have to occasionally drop back to main roadways so additional time will be required. The City has 86 lane miles of roadway to plow, of which 48.5 lane miles of collector's and arterials. When collectors and arterials have been plowed, there are no spots in town that will be more than 3 blocks from a cleared street.

Available Equipment for snow removal is:

- 3 Motor Graders equipped with specialized cutting edges
- 6 Truck Plows (Dump trucks outfitted with snow plows)
- 2 Backhoes
- 1 Front Loader
- 2 Flat Bed Trucks outfitted with Sander
- 3 Heavy Duty Pickup outfitted with snow plow
- 2 Can-Am 4-Wheeler with blade

Additional available Equipment for downtown snow removal (Center Berm):

- 1 Truck Mounted Snow Blower
- 3 Dump Trucks
- 1 Bull Dozer (to pile snow at dump site)

Staffing for a common snow removal event will consist of 11 operators in the field utilizing various pieces of equipment. One to two supervisors will investigate call ins and observe conditions throughout town. Three operators and two mechanics will be at the shops for spot duty, regular utility system operations, and to complete repairs on any equipment that is damaged. Additionally, there are three staff members available to answer phones.

Costing of snow removal, for a typical snow event (costing only field crew and equipment charges) is as follows:

Snow removal per hour:	\$1,100.00
Snow removal per 12 hour shift:	\$15,000.00
Snow removal per event:	\$30,000.00 to \$36,500.00
Additional cost to remove snow from downtown:	\$15,000.00 to \$19,500.00

City of La Grande Snow Removal Cost History

Budget Year	Snow Removal Cost	Application of Sanding Rock	Sweeping of Sanding Rock	Total
2013-2014	\$ 11,150	\$ 8,550	\$ 8,675	\$ 28,375
2014-2015	\$ 35,050	\$ 7,400	\$ 19,550	\$ 62,000
2015-2016	\$ 350	\$ 9,550	\$ 18,600	\$ 28,500
2016-2017	\$ 125,150	\$ 34,150	\$ 26,825	\$ 186,125
2017-2018	\$ 25,400	\$ 16,700	\$ 31,725	\$ 73,825
2018-2019	\$ 124,550	\$ 23,675	\$ 38,500	\$ 186,725
2019-2020	\$ 23,150	\$ 23,800	\$ 26,175	\$ 73,125
2020-2021	\$ 61,263	\$ 10,677	\$ 7,076	\$ 79,016
2021-2022	\$ 96,404	\$ 16,622	\$ 25,614	\$ 138,640
Average	\$ 55,830	\$ 16,792	\$ 22,527	\$ 95,148

City of La Grande Snow Response Plan

Section 1 Snow Removal Policy

General

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- To provide an adequate flow of traffic in the City during ice and snow conditions, while staying within the snow removal budgets.
- To assist Police, Fire, and Emergency Medical Services in fulfilling their duties.
- To provide safe, passable roadways and school bus routes.

The Public Works Department will ~~attempt to~~ notify the public of snow plowing activities through the Public Works social media outlets, as well as press releases to local radio stations and the La Grande Observer by radio when snow is plowed. Additionally, information will be distributed through a bulk text messaging service for any citizens who subscribe to the service. After the first priority streets are opened, the public will be notified of what areas (if any) are scheduled to be plowed, as shown numerically on Map B. Usually, the decision to plow is made outside of regular work hours ~~prior to 6 am~~, making ~~earlier~~ early notification difficult. The public will be requested to remove their vehicles from the streets to improve plowing time, drainage, and public response. It should be noted that changes in this plan will no doubt be necessary as special snow conditions may arise. However, when considering changes, the Public Works Department must also contemplate the financial state of the snow removal budget.

Service Priorities

The City of La Grande Public Works Department has the overall responsibility for snow removal and sanding operations. ~~The City has been broken into two separate divisions in order to remove snow effectively. District 1, which will be managed by the Street Superintendent, contains Adams Avenue and every road that is located south of the Union Pacific Railroad (UPRR) mainline tracks. District 2, which will be managed by the Water Superintendent, contains every road that is north of the UPRR mainline tracks.~~ Snow removal operations will be effectively managed in the same manner as other natural hazards utilizing the National Incident Management System (MINS). All snow removal operations will be managed by the Street Superintendent who will be acting as the Incident Commander. If the Street Superintendent ~~in charge of either Division~~ is absent, ~~the lead person in that Division~~ an Incident Commander shall be appointed by the Public Works Director to ~~will~~ oversee the District in question snow removal. ~~All decisions made by the Superintendent or lead person will be subject to the Public Works Director's approval.~~

Snow plowing will be accomplished by the use of truck plows, graders, front-end loaders, backhoes, snow blowers, or other necessary equipment. As indicated below, other Departments will assist in snow removal when necessary. It should be noted that the Sewer Collection System and Wastewater Treatment Plant staff is available to assist either District with the approval of the Wastewater Superintendent. Snow removal and sanding activities shall take place according to the following priority list:

Roadway Priorities

- 1. Hospital Emergency Routes** (Refer to attached Map A) – the Public Works Department performs snow removal as well as improving street parking along the emergency route. Snow removal will begin when the snow depth in the street reaches ~~6~~ 4 (four) inches and the weather forecast predicts continuing snowfall. When snowfall ~~is between~~ has reached 4 (four) inches ~~and 6 inches~~, it ~~will~~ may be necessary to remove slush during periods ~~sof~~ rapid melting. Sanding will be implemented as determined necessary by the Public Works Department or under the advisement of the Police Department.
- 2. Arterial, Central Business District and Major Roads and Intersections** (Refer to attached map A) – The Public Works Department performs snow removal as well as improving street parking along the route. Snow removal will begin when the snow depth in the street reaches ~~6~~ 4 (four) inches and the weather forecast predicts continuing snowfall. When snowfall ~~is between~~ has reached 4 (four) inches ~~and 6 inches~~, it ~~will~~ may be necessary to remove slush during periods of rapid melting. Arterials that are outside of the City Business District will be plowed to the curb when possible. Plowing to the center is not feasible due to the width and the fact that it restricts left turns into private drives and alleys. Snow removal on Adams Avenue will normally begin within 2 (two) hours of plowing. All street intersections will be opened within 15 (fifteen) minutes of plowing or as soon as practical. Alley intersection-s of the City Business District streets will be opened the same day. Sanding will be implemented as determined necessary by the Public Works Department or under the advisement of the Police Department.
- 3. Residential Streets & Alleys** - The Department performs snow removal as well as improving street parking in the residential areas. Snow removal will begin when the snow depth in the street reaches 6 (six) inches and the weather forecast predicts continuing snowfall. When snowfall is between 4 (four) inches and 6 (six) inches, it ~~will~~ may be necessary to remove slush during periods of rapid melting. Residential roads will be plowed to the curb. The City will attempt to open driveways utilizing a wing on the plowing equipment; however, the Department cannot assure that all driveways will be opened. During snow removal events, crews are trailed by a piece of heavy equipment that is utilized specifically to open driveways, clear intersections, or deal with any small scale removal areas (e.g. cul-de-sacs, etc.). It should be noted that there will be a small berm (less than 6") left behind the wing due to spacing on the plow equipment. Crews will not detour from regular snow removal activities to remove this small berm if left in front of driveways. Because these roads are not a first priority, these roads maybe compacted by traffic; therefore, they will not be plowed until the snow melts or additional snowfall requires attention. Some residential hill streets will require sanding at stop signs after all arterial sanding has been completed.

Downtown Priorities

- 1. Adams Avenue** – ~~The Street Division~~ Crews will plow snow to the center of the street in order to allow better parking, storm run-off, and increase pedestrian traffic safety, ~~and snow removal~~. Snow removal will normally begin within 2 (two) hours of plowing and all intersections will be cleared within 15 (fifteen) minutes of plowing. Snow from the sidewalks along Adams should be stored in the "furniture zone" of the sidewalk and in tree wells. Snow should be placed in the street as a last resort to assist in meeting the previously mentioned goals made possible by plowing snow into the center of the street. Note that Adams Avenue is also covered in Roadway priorities, Number 2.

2. **Parking Lots** – All City-owned parking lots will be cleared after all streets have been opened. All other parking lots will be the responsibility of the property owner.
3. **Sidewalks** – The Parks and ~~Leisure Services~~[Recreation](#) Department will remove ice and snow from all sidewalks adjacent to City property and on the Second Street viaduct. All other sidewalks shall be the responsibility of the adjacent property owners. Special attention should be given by adjacent property owners to sidewalk wheel chair ramps, as they present an extreme hazard to pedestrians.
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Public and Residential Sidewalks

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Section 2 Snow Plowing Policy

General

The Street Superintendent ~~and the Water Superintendent~~, or ~~appropriate lead person~~[designee](#), of the Public Works Department will issue the order to begin snow-plowing activities pending the Public Works Director's approval. When ~~the either Superintendent~~[acting Incident Commander](#) gives the order, Department Employees shall:

1. Begin plowing when the snow depth reaches about ~~6-4~~ [\(four\)](#) inches and the weather forecast is predicting continued snow.
2. Consider the moisture content of the snow. "Dry" light snow can accumulate to 6 [\(six\)](#) inches before plowing is necessary [in certain conditions](#). "Wet" heavy snow or slush ~~should~~ [may need to](#) be removed when the accumulation reaches 4 [\(four\)](#) inches ~~or more~~.
3. Plow priority routes to keep arterial and emergency service routes open.
4. Follow specified staffing and plow routes for the following:
 - a) Midnight to Dawn Shift: The ~~Superintendent or Lead Person~~[Incident Commander](#) will decide which employees, pieces of equipment and service priorities to be addressed.
 - b) Dawn to Midnight Shift: The ~~superintendent or Lead Person~~[Incident Commander](#) will decide which employees, pieces of equipment, and service priorities to be addressed.
 - c) ~~No Employee shall work a 12 hour shift without an 8 hour relief period.~~ [Minimum Rest between shifts shall be in accordance with Article 4.4 of the Collective Bargaining Agreement.](#)

5. Sand all arterial streets and hospital routes as determined necessary by the Public Works Department and/or Police Department. Sanding will be conducted from 6 am to 9 pm. Special conditions may require sanding after 9 pm, such as freezing rains or special community events. If the Police Department determines that an area needs to be sanded for safety, the Officer will notify the Public Works Department if emergency conditions exist after 9 pm. Sand will not be applied during heavy snowfall due to the ~~fact that~~[limited benefits](#) it provides ~~little for~~ traction enhancement during those time periods. Some residential hill streets will require sanding at stop signs after all arterial sanding has been completed.

Equipment and Staffing Summary

The Public Works Department uses 20 ([twenty](#)) to 25 ([twenty-five](#)) employees and [up to 24 \(twenty-four\)](#) pieces of equipment for snow removal. All equipment used and the required license needed to operate the equipment is listed in Table 1 below. A list of all qualified operators, what they are qualified to operate, and their emergency contact information can be found at the end of this document.

Table 1. Snow Removal Equipment

Quantity	Description	Required License
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1	1988 Chevy 5 yd Dump Truck	CDL
1	1985 GMC w/Sander	CDL
1	2012 John Deere Grader	Prior Training & CDL
1	1983CAT 120 Grader	Prior Training & CDL
1	1989 Dresser 870 2005 CAT 140H Grader	Prior Training & CDL
1	1990 Chevy 5 yd Dump Truck	CDL
1	JF 750 Dozer	CDL
1	1994 Ford 9030w/Snow Blower	Prior Training
4	1995 Case 580sl Backhoe	Prior Training
2	1998 GMC 6-8 yd Dump Truck	CDL
1	1999 CAT 416c Backhoe	Prior Training
1	1999 Wg64 Volvo 10 yd Dump Truck	CDL
3	Heavy Duty Pickup outfitted with snow plow	Prior Training
2	2009 Plows	CDL
2	Can-Am 4-Wheeler with blade	Prior Training

Complaints

Citizens and other interested parties should direct comments and complaints about the City of La Grande's snow and sanding policy and procedures to the Public Works Department during regular business hours. All complaints received will be put on a list of priority and as soon as an employee is free from mandatory snow removal activities, the complaint will be investigated and corrected if necessary.

Significant Snow Events

If a severe snowstorm occurs, the Public Works Department will advise motorists to use off-street parking whenever possible along the designated arterials, hospital emergency route, and the Central Business District including Adams Avenue. During a significant snow event (anything over ~~6-4 (four)~~ inches of accumulation), the ~~Street Superintendent and Water Superintendent, or designee~~[Incident](#)

Commander will coordinate the snow plowing and removal, as well as sanding. ~~The Street Superintendent will coordinate the removal of snow on Adams Avenue and the District 1 are shown on Map A. The Water Superintendent will coordinate the removal of snow in the District 2 area, also shown on Map A. Each Superintendent~~The Incident Commander will coordinate all snow removal tasks ~~in their assigned are~~ using all qualified staff ~~available~~ and equipment available to accomplish necessary snow removal operations with the following priority: ~~At times it may be necessary to combine all crews in order to concentrate on a single area that needs attention.~~

1. Major public streets (main arterials and hospital emergency routes).
2. Any complaints registered.
3. Residential areas.
4. City-owned parking lots.
5. At times it may be necessary to combine all crews in order to concentrate on a single area that needs attention.

Snow Plowing Instructions

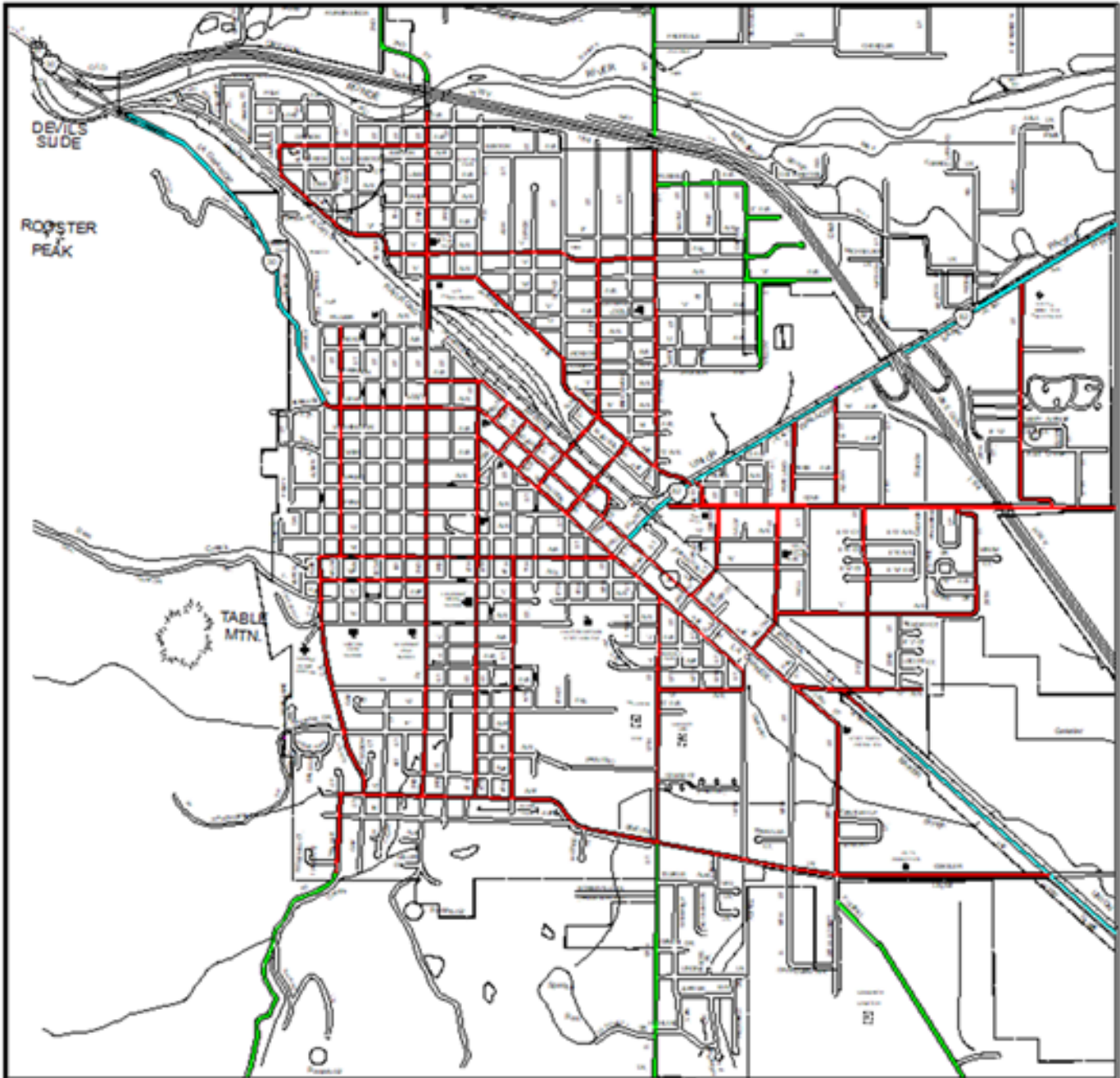
Operators shall not leave assigned routes or areas unless the following conditions exist:

1. The equipment is needed to help another plow that is stuck.
2. The ~~Superintendent in charge~~Incident Commander orders a change in route.
3. It is the drivers designated relief period.
4. The Police Department calls or the employee knows ~~it is~~ an emergency vehicle (police car, fire truck, ambulance ~~assist~~) is in need of assistance.

Drivers must follow these guidelines:

1. Never chain plows down.
2. Plow to the outside of streets, except Adams Avenue and the Central Business District, leaving snow in gutter if walk is right behind curb. Place snow on curb at all other locations.
3. Push intersections clear on final pass through.
4. Check equipment before every shift and during the shift when you return to the shop area for your relief period. Check tires and plow blade height. Steel blade should be 1 (one) to 1½ (one and half) to ¾ inches above the street during travel. ~~Rubber blade should ride on the street with weight on shoes.~~ Operators should never allow the blade to ride directly on the ground. Allowing the blade to ride on the ground will cause the blade to wear out prematurely and may result in injury to the driver and damage to the equipment if the blade strikes a manhole or catch basin cover.
5. Clean off lights when needed, especially on rear of equipment. Be sure warning lights are clear. Plow with spotlights directed on the path of travel so they do not blind traffic.
6. Check windshield wipers.
7. Plow to and from the Public Works Shops if possible.

8. Call in for radio check at start of shift.
9. Report any defective equipment to your supervisor and the mechanics so an equipment work order can be developed. Never take out equipment that poses a hazard to you or to others.



SNOW REMOVAL PLAN

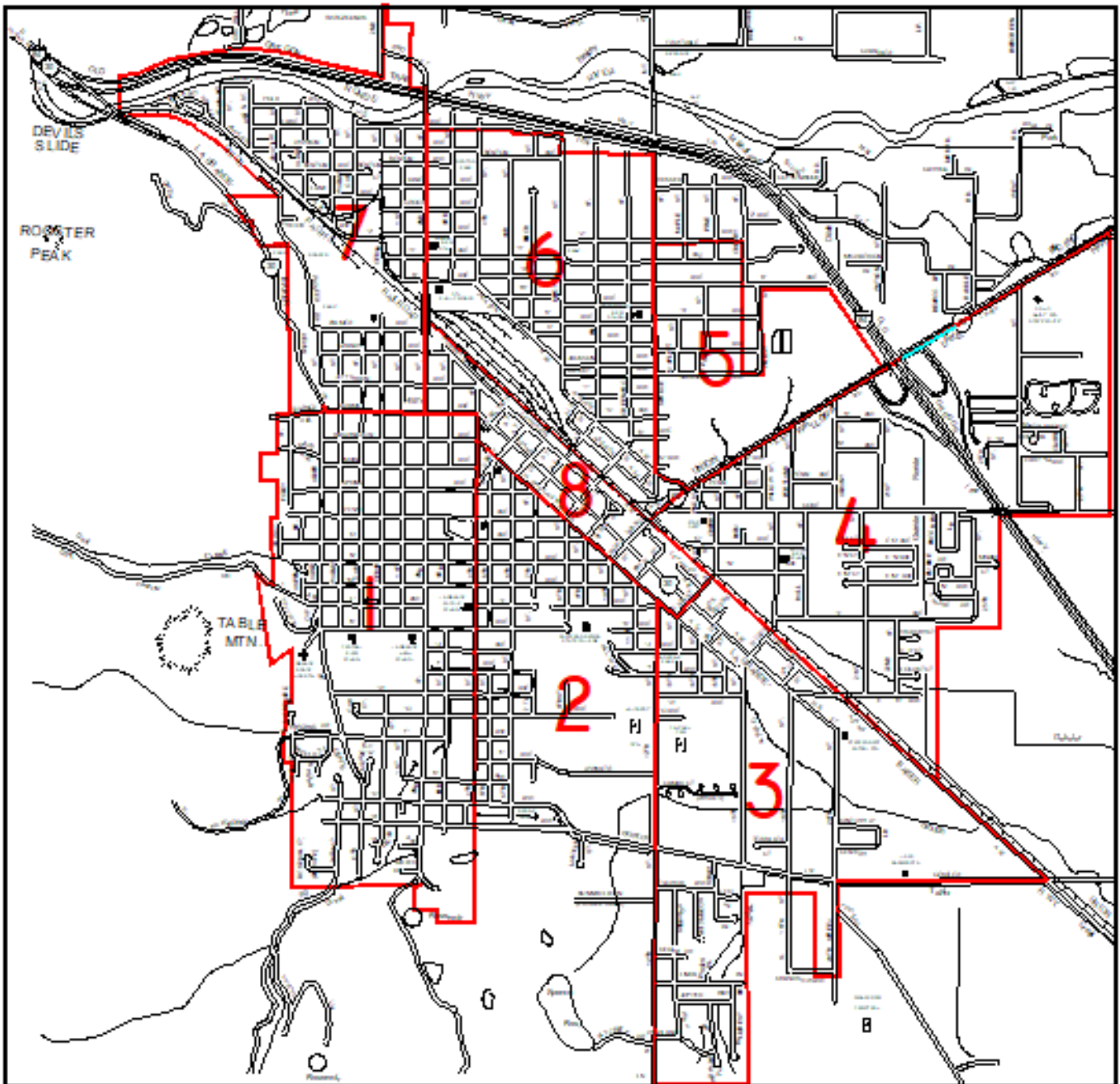
CITY 1ST PRIORITY
 STATE HIGHWAY
 UNION COUNTY



NOTE: MOST HOMES ARE WITHIN
 3 BLOCKS FROM A PLOWED STREET.

MAP 'A'

UPDATED JAN. 2004



SNOW REMOVAL RESPONSE AND FLOODING AREAS

MAP 'B'

UPDATED JAN. 2004