



# Town of Stevensville Snow and Ice Control Plan 2018-2019

---



# Table of Contents

Title	Page
Contents.....	1
Overview.....	2
Street Priority Levels.....	2
Levels of Response.....	3
Staff Scheduling.....	4
Equipment.....	4
Public Information and Communication.....	5
Additional Considerations.....	5
Summary.....	6

Attachments:

Exhibit #1, Snow & Ice Priority Routes Map

# Town of Stevensville Snow and Ice Control Plan 2018 - 2019

## Overview

The purpose of the Snow and Ice Control Plan (Plan) is to establish and communicate general policies and procedures that help make travel within the town limits as safe as possible and to minimize economic hardship during and after winter storm events.

In this Plan town streets are classified into four categories:

- 1) Emergency Routes
- 2) Arterials
- 3) Streets serving schools & bus routes
- 4) Streets serving residential neighborhoods

The emergency routes, arterials, and school and bus route streets receive sanding and plowing priority. This assures each residential area is near a plowed street and that emergency services can be provided. Snow and ice control operations are intended to provide prudent motorists with a reasonably safe travel surface. However, caution should be exercised when travelling cleared streets or deciding to drive on non-cleared streets.

The aim of snow and ice control operations is to return road surfaces to safe winter driving conditions as soon as feasibly possible within the limitations of this Plan and the Town's limited resources and weather conditions. However, flexibility is needed to adopt to the variety of circumstances and conditions during a snow or ice storm. This does not mean bare, dry pavement should be expected after a snowstorm.

The Town's goals include:

1. Within available budget, staffing and equipment resources, respond in a cost-effective manner appropriate to the anticipated accumulation levels of snow and ice on town streets necessary to facilitate safe travel;
2. Assist Police, Fire and Emergency Medical Services in fulfilling their duties;
3. Provide safe and passable school bus routes to minimize school closures, and;
4. Reduce economic losses that may result from workers being unable to travel to their jobs.

The Town is committed to effective and efficient winter maintenance to its citizens, however, it must be noted that the following circumstances may prevent or delay complete implementation of this Plan:

- Equipment breakdown.
- Vehicles disabled in deep snow and weather so severe as to cause staff to be called in from their duties for their safety.
- Equipment rendered inadequate by the depths of the snow or drifts.
- Staff breaks and breaks required for re-fueling and refilling sanding materials.
- Mechanical failures and needed repair.

- Parked or stalled vehicles that restrict or prevent safe roadway movement and plowing.
- Unforeseen emergency.

Any portions of this Plan may be altered by the Mayor depending on weather conditions and/or emergencies.

## **Street Priority Levels**

The Town prioritizes streets for plowing and sanding operations based on traffic volume, public safety, and access to emergency facilities and schools.

General priorities during a storm event (which is defined as two inches and accumulating) are arterials with special attention to emergency service routes and school bus routes (see Exhibit #1, Snow & Ice Priority Routes). Certain residential streets are included as a priority based on chronic icing problems such as at hills, curves or intersections that are likely to cause traffic accidents. These priority streets total approximately 16 lane miles depending on school schedule.

Non-priority streets will be addressed after the priority streets have been cleared. Initial plowing operations on streets will be limited to opening two lanes of travel until all streets have been addressed. Once initial coverage across the town has been completed, plowing operations will continue with an intent of achieving curb to curb coverage.

## ***Procedures***

Public Works staff will closely monitor upcoming weather forecasts to prepare equipment and personnel. Early morning and weekend road checks performed by staff will determine the need for sanding/plowing operations and the level of response.

Initial response to a snow event consists of plowing operations on the priority routes, then assignment of the equipment to individual areas of the City. Snow accumulation of six inches or greater may trigger activation of contracted snow plowing in residential streets allowing Town crews to concentrate on the priority routes.

If parked vehicles, garbage containers, or other obstructions interfere with the safe and continuous operation of snow plowing equipment, the street will not receive plowing until the conditions are improved. Mailboxes damaged from lack of owner maintenance, snow load, or vandalism is not the responsibility of the Town. Postal regulations ([Postal Operations Manual 632.14](#)) place responsibility on the resident to maintain the clear approach to the mailbox for delivery.

## ***Levels of Response***

Factors considered when establishing response efforts include snowfall rate and accumulation, moisture content, temperature, wind velocity, time of day, workweek or weekend, and storm duration. Resources will be allocated to provide a cost-effective response appropriate to the weather conditions. The majority of operations typically consists of sanding with plowing occurring when snow levels reach two inches and accumulating.

Five levels of response are planned for as outlined below:

<b>Level</b>	<b>Operation</b>	<b>Equipment</b>
Level 1	Limited sanding	One Truck/sander
Level 2	Full sanding	Two Trucks/sanders
Level 3	Limited Plowing (less than full City/ higher elevations)	One Truck plow/sander
Level 4	Full City plowing	Three pieces of primary equipment, sustained operations
Level 5	Snow removal/clean-up (Downtown)	Loader and dump trucks

### ***State & County Roads***

Some roads & streets designated as Emergency Routes are under the primary jurisdiction of the Montana Department of Transportation (MDT) and the Ravalli County Road Department. Main Street and Eastside Highway (S269 & S203) are normally maintained by MDT. Middle Burnt Fork Road, Logan Lane & Park Avenue South of Philips Street are normally maintained by Ravalli County. The Town of Stevensville recognizes that it is in the interest of public safety and the welfare of all citizens to participate in the winter maintenance of these designated Emergency Routes during periods of heavy snowfall and when assistance may be needed by the agency having primary jurisdiction.

### ***Off-Street Areas***

#### ***Parking Lots***

Town-owned and managed parking lots will be plowed by Public Works. Parking lots will typically be plowed at two inches or more of accumulation. When required, the removal of snow piles will be accomplished by the Public Works Department or contracted services.

#### ***Sidewalks/Driveways***

Snow and ice control on sidewalks adjacent to commercial properties are the responsibility of the adjoining property owner, occupant or person in charge of property per Town Code 22-227. It is the duty of the abutting property owner to remove snow and ice by 9:00 a.m. for commercial property and within 24 hours after a snowfall for residential property. All driveways and sidewalks adjacent to privately owned properties are the responsibility of the owners. Snow removed from sidewalks and driveways should be retained on the properties to avoid blockage of the street drainage systems. Sidewalks under Town responsibility (buildings, parking lots, parks) will be maintained by Public Works with high pedestrian use areas receiving priority.

### **Staff Scheduling**

The Public Works Supervisor in consultation with the Mayor will allocate available staff within Public Works to ensure sufficient operators for all primary snow plowing equipment during winter storm events. This includes splitting the Public Works crew into two winter shifts providing weekday coverage from 5:00 a.m. to 10:30 p.m. This enables personnel to monitor

roadway conditions ahead of active travel times. In preparation for anticipated storms, schedules will be adjusted to provide weekend and/or night coverage.

For sustained operations two 12-hour shifts may be created by deploying staff from other Public Works Divisions for the duration of the storm, including weekdays, nights and weekends. The Mayor will determine the need for activating contracted services to supplement snow removal operations.

## **Equipment**

### ***Advance Inspection and Maintenance***

The Public Works staff prepares vehicles and equipment in advance of the winter snow season. Public Works inspects, tests and operates all equipment that will be utilized and performs any needed repairs. Public Works staff run drills on setting up, mounting and loading equipment on the vehicles.

### ***Training***

Public Works personnel will receive training on equipment prior to the winter season to ensure replacement operators are available to staff all primary snow plowing equipment should vacancies occur during a storm event.

### ***Available Equipment***

- \*(2 ea.) 6 Wheel, 5-7 Yd. Dump Trucks w/sanders & snowplows
- (2 ea.) Backhoe Loaders w/1 ½ Yd. bucket
- (1 ea.) Skid Steer loader with broom attachment

***\*Primary snow removal equipment***

## **Public Information and Communication**

### ***Public Engagement***

The website [TownofStevensville.com](http://TownofStevensville.com) serves as the main source of information regarding street conditions within the Town. A media release ahead of the season's first storm will direct users to the site for general information about the Town's snow and ice operations as well as for status updates during storm events. The Town's main website and Facebook pages will be additional sources of information.

## ***Contacting the City***

During any snow/ice event an increase in call volume from residents and property owners is expected. The most common calls are from residents reporting problems, inquiring on conditions or requesting timelines for when their street will be plowed. Residents can contact Public Works through Town Hall by phone at 406-777-5271, in person at 206 Buck Street or by e-mail at [streets@townofstevensville.com](mailto:streets@townofstevensville.com) Equipment may be diverted from their scheduled route only when requested by an emergency service agency such as the Stevensville Police or Fire Department.

## **Additional Considerations**

### ***Pre-Season Street Check***

In advance of the winter season, Public Works staff will pre-drive plow routes to ensure plows and other heavy equipment have a clear path of travel. This may include trimming trees and marking/flagging curbs or obstructions that operators need to be aware of when there is snow cover.

### ***Vehicle Parking***

Residents can help with plowing operations by parking their vehicles in their driveway or other suitable location ahead of a predicted weather event. This will allow for quicker and more effective plowing operations. Residential streets may not be plowed if parked vehicles, garbage containers, or other obstructions interfere with safe and continuous plowing operations. Equipment will return to plow after vehicles or obstructions are removed.

### ***How Can You Help***

- Prepare your vehicle for the Western Montana winter climate (traction tires or chains).
- In residential areas, leave room for plows to get through safely by parking off the street.
- Be patient, every reasonable effort is being made to keep roadways open.

## **Summary**

The Snow and Ice Control Plan establishes general policies and procedures for the Town's response to winter weather events within available resources. The overall goal is to make travel within the town as safe as possible and to minimize economic hardship during severe events. Specific streets and locations are prioritized according to traffic volume, public safety, and access to emergency facilities and schools. Keeping our Town's streets clean and safe during the winter is a big job and it can't happen without the cooperation of all our residents and businesses.

Attachments: Exhibit #1, Snow & Ice Priority Routes Map

