

**CITY OF OTTAWA, KANSAS
PUBLIC WORKS DEPARTMENT**

SNOW REMOVAL PROCEDURES

The Public Works Department will clear snow from public access spaces. The Street Superintendent shall direct snow removal activities. Restrictive Parking Ordinances shall be invoked in order to accomplish snow removal activities.

The PW Department operates truck-mounted plows and motor- graders for snow moving. Personnel limitations and competing requirements at times dictate that all plows are not employed to move snow (e.g. plows are mounted to the same trucks we haul snow with, trucks sit idle while operators are committed to other equipment, mechanical breakdowns occur, etc.). Parks personnel operate tractor-mowers with seasonal attachments, such as brooms and plows, to clear sidewalks.

Personnel from the Utilities Department are employed to assist when more operators are needed to employ all possible equipment. When City resources are inadequate, local contractors will be called to assist if they are not otherwise committed.

Due to limited Public Works resources, it is necessary for custodial employees and staff from other departments to be employed to clear sidewalks and driveways at their respective facilities (e.g. City Hall, Fire Department, Power Plant, etc.).

Public travel and emergency access are the highest priorities. The priorities listed below are intended to be general guidance for allocating limited resources. Priorities (some illustrated on attached map) can be summarized as follows:

| <u>PRIORITY</u> | <u>Description</u> | <u>MAP COLOR</u> |
|-----------------|--|--|
| I | PLOW state and federal highways | RED |
| II | PLOW arterial/collector streets PLOW hospital access PLOW schools access PLOW commercial/industrial access | GREEN GREEN GREEN GREEN |
| III | SPREAD salt/sand - thoroughfares and at STOP signs | |
| IV | HAUL Central Business District | BLUE |
| V | CLEAR sidewalks (public access) @ City properties (parks, public parking lots, etc.) | |
| VI | PLOW local/residential streets not already cleared | |
| VII | PLOW Airport runways/taxiways/ramps (normally contracted) | |
| VIII | PLOW walking trails in parks <ul style="list-style-type: none"> • Kanza Park • Heritage Park • Prairie Spirit Rail Trail | |

Priorities I thru V are completed somewhat simultaneously due to equipment availability/full use of personnel resources, timing of the storm, and other variables that may exist.

CBD SNOW REMOVAL PROCEDURES

Based on concerns expressed by a few CBD businesses, associations and property owners, the TRIAL procedures listed below are to be implemented upon the next incidence of snowfall in an effort to better serve those who have expressed concern. **Each snow event has variable characteristics that make “specific” methods impractical.** Information here is for general guidance. **CREW REST** and **SAFETY** are primary concerns.

2” (or less) SNOW ACCUMULATION

Upon the accumulation of two-inches of snow, parking restrictions shall be implemented on streets typically described as “arterial” and “collector” streets (snow routes). **In this situation, NO SNOW WILL BE PLOWED IN THE CBD.** Operations will continue as they have in the past.

2” – 4” SNOW ACCUMULATION

In an effort to minimize inconvenience for downtown businesses, while facilitating the general flow of traffic, the following TRIAL procedure shall be implemented **upon the accumulation of more than two-inches (but less than four-inches) of snow:**

- **PARKING SPACE AREAS** along Main Street (bridge to 5th) will have snow pushed to the ends in order to clear most of the parking spaces. It may become necessary to invoke a parking restriction in the affected areas. The resulting piles will be hauled as time permits.
- Clearing the “SNOW ROUTES” (arterial and collector streets) will continue during/after the Main Street (CBD) parking spaces are “opened”.

4” – 6” SNOW ACCUMULATION

- **MAIN STREET** will be plowed (**driving lanes only**) **through the CBD** as crews are plowing the “normal” snow routes. This will be done in such a manner as to “windrow” snow in the center of Main Street from Tecumseh Street to 5th Street. This is likely to reduce travel to a single lane in each direction.
- A loader will be employed as quickly as possible to clear the intersections blocked as a result of this process. Priority intersections will be 1st, 2nd and 5th Streets.
- Assuming the snow does not accumulate to a depth of six-inches resulting in implementation of “traditional” CBD snow removal procedures (below), crews will be scheduled to begin the next possible workday approximately 2-hours early so snow can be hauled before heavy daily traffic commences.
- **CBD streets other than Main Street MAY be plowed/windrowed** in this scenario, depending on the condition of other streets throughout the city.

6” (or more) SNOW ACCUMULATION

Upon the accumulation of six-inches or more of snow, historically used procedures, including street closure and imposition of parking restrictions, shall be implemented to clear the entire CBD during overnight hours. This activity will be scheduled during overnight hours to reduce impact on daily business activities and minimize traffic impact. This will typically be scheduled to commence no less than six-hours after snowfall ceases (e.g. will not normally be scheduled unless snow stops by noon).