

SNOW AND ICE CONTROL POLICY



ADOPTED May7th, 2018
AMENDED November 20th, 2023

RESOLUTION NO. _____

RESOLUTION

WHEREAS, the City Council of the City of Bondurant, Iowa, did on May 7th 2018, adopt a Snow and Ice Control Policy; and

WHEREAS, based upon the recommendation of the Public Works Director, the City Council deems it appropriate to amend said Snow and Ice Control Policy as provided in the attached new policy.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BONDURANT, IOWA, on this 20th day of November 2023, that the Snow and Ice Control Policy, 2018, dated May 7th, 2018, be and the same is hereby amended by substituting the attached new policy in lieu of the existing policy.

PASSED AND APPROVED this 20th day of November 2023.

Doug Elrod, Mayor

ATTEST:

Shelby Hagan, City Clerk

May 7th, 2018

CITY OF BONDURANT SNOW AND ICE CONTROL POLICY 2018

1. INTRODUCTION

The purpose of the Snow and Ice Control Policy is to establish and maintain uniform definitions and procedures concerning snow and ice control operations for the City of Bondurant. The City will provide such control in a safe and cost-effective manner, taking into account, safety, budget, personnel, and environmental concerns.

This policy does not guarantee that streets, sidewalks, parking areas, trails or other public property will be free of snow and ice after the execution of the snow and ice control plan. Bare, dry pavement should not be expected and will not always be provided. This plan attempts to maintain an adequate driving surface for properly equipped vehicles and drivers prepared for winter driving conditions, and to provide pedestrians with safe routes of travel.

The removal of snow and ice from public streets, public parking lots, and other public areas is an emergency operation that takes precedence over other non-emergency work for the Public Works Department.

2. MONITORING AND NOTIFICATION OF ICE/SNOW EVENTS

The observation of road and bridge conditions will be performed by the Public Works and/or Sheriff's departments to initiate snow crew notification. When inclement weather is approaching weather reports and forecasts will also be used in conjunction with on the street observations to determine notification timing. Resources permitting, first crew response will be snow removal vehicles with material spreaders. Public works crews may initiate additional crew calls as the need arises.

3. PRIORITIES

In order to make the most efficient use of available resources it is necessary to establish priorities for snow and ice removal. The following is a list of arterial and collector streets that have been established as priority streets.

- Public Safety and City Hall driveways/parking lots
- 2nd St. NE (Franklin St. SW to NE 96th St.)
- Grant St. (NE 94th Ave. to Interstate 80 Ramp)
- Franklin St. SW/ NE 64th St. (2nd St. NW to Hubbell Ave.)

- 32nd ST. SW (Hubbell Ave. NE 80th St.)
- 15th St. SE (Pleasant St. to Grant St. S.)
- Pleasant St. (15th St. SE to Hubbell Ave.)
- Lincoln St. SE
- Deer Ridge Dr. NW
- 13th St. NW (Deer Ridge Dr. NW to Grant St. N)
- Aaron Ave. NW (Deer Ridge Dr. NW to Grant St. N)
- Tailfeather Dr. NW (Deer Ridge Dr. NW to Grant St. NW)
- Mallard Pointe Dr. NW
- 13th St. SE
- 2nd St. SW (Garfield St. to Grant St.)
- 3rd St. SW (Garfield St. to Grant St.)
- 4th St SW (Garfield St. to Grant St.)

Note: Plowing or material spreading of any streets may be stopped at any time to go back to higher priority areas to re-apply material or plow, if conditions warrant.

4. EMERGENCIES

Emergencies may arise which warrant a departure from the stated priorities. Examples include but are not limited to:

- A. Immediate need for Police, Fire and Rescue emergencies.
- B. If City personnel asking for assistance must leave the public right-of-way to respond to an emergency, snow removal crews may provide necessary assistance such as opening a driveway or parking lot to give access for emergency crews.
- C. Isolated problem areas where traction is urgently needed before all other areas are handled: NOTE: The Sheriff's Department may only advise of road conditions and shall not direct snow and ice control operations of the Public Works Department.
- D. Icing conditions where a water main break has occurred.

5. SNOW REMOVAL OPERATIONS

The depth and timing of snow accumulations, along with traffic volumes, will normally dictate when snow removal operations begin. Removal will take place during a snow event as needed to keep accumulations on the pavement surface at a manageable level. It is likely that several passes will be made on most streets to clear accumulated snow from the roadway.

Snow removal operations will be carried out in accordance with the established priorities set forth in section 3 of this policy. Such removal operations may at times be done in conjunction with material applications.

Often times snow and ice control activities take place outside of the regular work day. To provide for adequate staffing during these emergency operations the city reserves the right to modify staff schedule's, after suitable notification to the employee, to accommodate the operation. Employees will typically be limited to 12 hours of continuous work during snow and ice control operations. After 12 hours of work the employee will be off for a minimum of 8 hours.

6. MATERIAL APPLICATIONS

Conditions may warrant the application of deicing materials. Conditions may also warrant the addition of liquid deicing chemicals to any such mixture in order to obtain the desired results from the application of a material mixture. The definition of Material in this policy may consist of salt, sand or liquid deicing chemicals, or any combination of the three. Applications of material will follow the same priorities established for snow removal.

7. JOINT JURISDICTION

The following jurisdictions are responsible or share responsibility with the City for the following boundary streets:

- A) Bondurant-NE 62nd Ave. (West Corporate Limit to NE 80th St.)**
- B) Bondurant-NE 64th St. (2nd St. NE to NE Hubbell Rd.)**
- C) Bondurant- NE 70th Ave./15th St. SE (Pleasant St. to Grant St. South)**
- D) Bondurant- Pleasant St. (NE Hubbell Rd. to 15th St. SE)**
- E) Bondurant- 2nd St. NE (NE 64th St. to NE Hubbell Rd.)**
- F) Polk Co.-NE 64th St.(2nd St. NE to North Corp. Limit)
- G) Polk Co.-15th St. SW (Franklin St. SW to Grant St. S.)- Gravel
- H) Bondurant- Grant St.(NE 86th Ave. to South Corp. Limit)**
- I) Polk Co.- NE 86th Ave. (Grant St to NE Hubbell Rd.)- Gravel
- J) Polk Co.- NE Morgan Dr. (North Corp. Limit to NE 78th Ave.)
- K) Bondurant- NE 78th Ave. (NE 96th St. to NE Hubbell Rd)**
- L) Polk Co. NE 88th St. (South Corp. Limit to NE Hubbell Rd.)
- M) Polk Co.- NE 80th St. (NE 62nd Ave. to 15th St SE)

N) Bondurant-NE 72nd St.(NE 86th Ave. to NE 94th Ave.)

8. PUBLIC PROPERTY PARKING AREAS

Parking areas at public areas will be cleared of snow by the Public Works Department or a designated contractor. Snow clearing may include the application of deicing materials on the driveway portion of parking areas only. Public parking area snow removal operations will commence after street operations are substantially complete.

9. SIDEWALKS – CITY OWNED

City owned sidewalks will be cleared and treated with ice melt as needed. This may require overtime on weekends.

Every attempt will be made to clear the walks and step areas at entrances to the City Hall, Library, Public Safety and Public Works buildings at least 15 to 30 minutes before normal business hours. In addition to maintenance staff's efforts to keep the entrances to public buildings open, a snow shovel and ice melt will be placed at each building entrance to allow staffs from each facility to assist in keeping the entrances open to the public. Departmental responsibilities for sidewalks to be cleared include:

Public Works

1.	City Hall	368'
2.	Library	650'
3.	City Park	779'
4.	Eagle Park	455'
5.	Mallard Pointe Park	139'
6.	Blue Jay Landing Park	201'
7.	Renaud Ridge Park (Ava's Park)	173'
8.	Lincoln St. SE @ Waterway (Both Sides)	417'
9.	Pleasant Grove Park (Trail and sidewalk)	226'
10.	Third St. SE @ Waterway (both sides)	167'
11.	Effnor Estates Park	310'
12.	Wisteria Heights Park	458'
13.	Lincoln Estates Park (Kadin Trail)	158'
14.	Gateway Park	421'
15.	Cleveland Park	110'
16.	Brick St. SE @ Waterway	67'
18.	Meadowbrook Park	97'
18.	Sankey Summit Trail Access (Mulberry Dr. NW Cul-De-Sac)	187'

19.	Prairie Point View Park	165'
20	Chayse St. SW @ Creek Crossing (Both Sides)	235'
21.	Sankey Summit Trail Access (Meadowland Ct. NW)	159'
	Total City Owned Footage	5942'

10. CHICHAQUA VALLEY TRAIL

Trail snow removal operations may begin only when street snow removal operations are substantially complete.

Portions of the Chichaqua Valley Trail will be cleared of snow by the Public Works Department including the Trail Head area around the Depot and mainline trail from (NE 88th St. to Franklin St. SW). Slippery conditions may continue to exist even after snow removal operations have been completed. Users of the Chichaqua Valley Trail system use the trail at their own risk. Chichaqua Valley Trail snow removal operations will commence after street operations are substantially complete.

Trail Footage Cleaned

Grant St. South Trail	4606'
Grant St. North Trail	3238'
Second St. Trail- Grant St. N. to Pleasant St. NE	7307'
32 nd St. SW- Henry St. SW to Poplar Dr. SW Trail	1849'
CVT Trail- Pleasant St. NE to NE 88 th St.	7535'
CVT Trail- Grant St. N. to Franklin St. SW	1049'
CVT Trail- Grant St. N. to Second St. NE	5845'
Ditch #2 Trail- CVT to Second St. NW	2328'
Lake Petocka	4578'
Sankey Summit Trail- Grant St. N. to Eagle Park	3710'
Total Footage of Trail	42,045'

11. DRIVEWAYS/PRIVATE PROPERTY PLOWING

City snowplows will not clear private driveways or private property, such as parking lots, except in an emergency as previously discussed. The removal of snow placed in a driveway or on sidewalks by City plows is the responsibility of the property owner.

12. COMPLAINT PROCEDURES

Management Staff or Administrative Assistant may handle emergency complaints.

13. REPORTS

A Storm Report shall be completed for each snow removal operation. This report contains operating times, weather conditions, resources committed and results.

14. REPAIR OF DAMAGED PROPERTY

Snow and ice control operations may cause property damage to improvements in the public right-of-way, even under the best of circumstances and watchful care of equipment operators. The City will restore sod areas damaged by City snowplows during snow removal operations. All other damage within the public right-of-way is the responsibility of the property owner including, but not limited to, trees, shrubs, bushes, landscaping materials, decorative rock or concrete, and lawn/landscaping irrigation systems.

15. RESPONSIBILITIES OF RESIDENTS

Under City of Bondurant Code of Ordinances Section 135.12 residents are prohibited from obstructing any street or depositing snow or ice thereon. Therefore, City Ordinance prohibits the practice of depositing snow from driveways and sidewalks on to the street.

Under City of Bondurant Code of Ordinances Section 69.10 parking is prohibited on any public street during a snow event and immediately following a snow event.

Residents are also responsible for assuring that their mailbox is properly installed and that the mailbox meets the requirements of the United States Postal Service regarding delivery and collection of mail to curbside boxes. Mailboxes damaged by snow removal equipment will be repaired as defined in the City of Bondurant Code of Ordinances Section 140.08

During periods of heavy snowfall accumulations, there may be times when City equipment cannot physically place all the snow from the curb line onto the City right-of-way. It is the responsibility of the resident to remove snow and ice accumulations from the approach and exits to mailboxes to allow the mail carrier to deliver mail safely and efficiently.

16. DISCLAIMER

To the extent that any previous rule, regulation, policy or past practice, written or unwritten, is in conflict with the provisions of this policy, such is hereby withdrawn, voided and all personnel should conduct themselves in conformity with this policy.

This Snow and Ice Control Policy is not intended to create and should not be construed in any manner as creating a guaranty that any driving hazard associated with winter driving conditions is eliminated by the City's efforts to remove snow and ice from City streets in accordance with this Policy. All or parts of this policy may be affected by at least one or more of the following, which will delay all or some of the services provided.

- A) Available Personnel.
- B) Equipment breakdown.
- C) Vehicles disabled in deep snow.

- D) Storm severity may preclude all snow removal operations or seriously impede response.
- E) Equipment rendered inadequate by the depth of the snow or drifts.
- F) Shift changes; crew breaks, and breaks required for refueling, refilling of material spreaders and installing chains and new blades.
- G) Snow deposited back in to the street after crews have completed snow removal operations.
- H) Snow left on streets due to parked cars.
- I) Unforeseen conditions and circumstances.

17. Sidewalks abutting Private Property – Removal of Snow and Ice Accumulations

Purpose- The following section has been created in order to provide a uniform and consistent method for evaluating, documenting and enforcing section 136.03 Removal of Snow and Ice Accumulations.

Snow and ice accumulations on sidewalks abutting private property on

Property Owner Responsibility under section 136.03 - Removal of Snow and Ice Accumulations. The owner, lessee occupant or person in charge of property abutting sidewalks shall remove snow and ice accumulations from sidewalks within twenty-four (24) hours after a snowfall or the deposit or formation of ice thereon.

Policies- All reported or identified violations shall be reviewed by the appropriate City of Bondurant personnel. However, as the city has limited code enforcement resources, this procedural guideline for enforcement activity has been developed to maximize the available resources. The procedural guidelines should be used as a flexible document to allow the level of enforcement to reflect the circumstances and situation of the code violation.

It shall be the City's policy to make every effort to encourage voluntary code compliance. Voluntary compliance is generally less expensive for all parties and represents a more satisfactory resolution than citations or assessments.

The Public Works Department code enforcement official shall have the responsibility for determining whether or not the property owner has substantially complied with the responsibilities identified in the City Code. It shall be the City's policy to ensure that the sidewalks are safe for pedestrian travel; however, there are no guarantees that the sidewalks will be completely free of all moisture.

The City understands that there will be some sidewalks along the City's arterial roadways (for example: Grant St. between 1st St. SE and 5th St. SE) that will require additional discretion due to the proximity of the sidewalk to the roadway. It shall be the City's policy to work with those property owners to develop a satisfactory solution and timeframe to any snow and ice accumulation in a manner consistent with the spirit of the ordinance.

Enforcement Methodology- It is the City's policy to investigate and attempt to resolve all code violation complaints received by the City of Bondurant.

In addition to the complaints received, the Public Works Department will proactively review selected areas of the City during snow events greater than 1-inch to ensure comprehensive code compliance and help facilitate continued education regarding property owner responsibilities. The City has been divided into three (3) Snow Removal Review Zones (see attached exhibit). All of the properties within area #1 will be reviewed during the first snow event of the season. Area #2 will be reviewed during the second event, followed by area #3 respectively. The cycle will begin again if more than three events occur during the winter season.

Enforcement Procedures (Notice of Violation)

- A. A citizen's complaint shall be made on a complaint form provided by the City's Administrative Staff (see Appendix A). The complainant may complete the form, or it may be completed by staff based on a telephone call, letter or other contact from the complainant. If the complaint is received in written format, the document shall be attached to a complaint form completed by staff.
- B. All complaints from whatever source received by the City Staff shall be recorded in the City of Bondurant's code enforcement database. Recording the complaint shall consist of assigning the complaint a case number and entering into the code enforcement database the following information:
 - 1. the case number;
 - 2. the date of complaint form submittal;
 - 3. complainant information (name, address, phone number);
 - 4. subject property information such as (properties unique identifier, property address, parcel/plat, property owner name, property owner address); and
 - 5. Identification of code enforcement official assigned to the case.
- C. After the complaint information has been entered into the database, a file shall be opened for the complaint by the Administrative Staff. The file is the official record of the complaint and its investigation and resolution. The file shall contain the following minimum information prior to being turned over to the investigator:
 - 1. the complaint form;
 - 2. a copy of the complaint record (printout of basic information inputted into database); and
 - 3. an investigation worksheet.
- D. Investigation of the complaint shall be completed by the appropriate code enforcement official within two (2) business days of complaint intake. The purpose of the field investigation is:
 - 1. to verify the existence and severity of the code violation;

2. to document the code violation by means of written notes, photographs, videotapes, etc.
 3. if possible, to discuss with the property owner, occupant or other responsible party:
 - a. the nature of the code violation;
 - b. method for complying with the codes;
 - c. timelines for code compliance;
 - d. code enforcement procedures; and
 - e. potential consequences for failure to comply.
- E. Upon completion of the field inspection, the code enforcement official shall document action taken on the complaint form. The worksheet shall include the following information:
1. name of investigator;
 2. date, time and place of investigation;
 3. code violations observed (or determination as to the lack of code violation);
 4. evidence of violation (photographs, notes summary, etc.)
 5. summary of discussion, if any, with owner, occupant or responsible party;
 6. witness information, if any;
 7. description of actions necessary to correct violation; and recommended enforcement action.
- F. If the code enforcement official is not able to make contact with the property owner, notice of violation (including the nature of the violation, method for complying with the code, timeline for code compliance & the potential consequences for failure to comply) will be left in a conspicuous location on the property.

Enforcement Procedures (Enforcement Action)-If corrective action has not been completed as identified in the notice of violation, the City will take action to abate the code violation.

- A. The code enforcement official will review the non-compliant property the day following the issuance of the Notice of Violation. The code enforcement official will document the level of completion on the investigation worksheet.
- B. Following the review, if the property is still not compliant, the code enforcement official will submit the worksheet to the Administrative Assistant.
- C. The Administrative Assistant will contact the City's snow removal contractor to issue a work order for the non-compliant property.

The City has retained the services of a local contractor to remove the snow/ice accumulations if the property owner fails to proceed with corrective action within the specified time period. The contractor will remove the snow/ice accumulation from the

public sidewalk and bill the City for the time necessary to complete the work (minimum 1-hour charge of \$60.00 will be billed for any work commenced).

Cost Recovery Procedures- The City will seek to recover the cost of abating the code violation from the property owner. Once the abatement is completed and the City has obtained a bill, the City will invoice the property owner based on the actual cost incurred.

The property owner will have ten (10) days to pay the invoiced amount. If the property owner does not pay, the overdue invoice will be forwarded to the City Administration Department for collection through property assessment/lien process.