

CITY COUNCIL AGENDA REQUEST FORM

Today's date: 10 / 10 / 17

Date of meeting 10 / 18 / 17

(City Council meetings are held the 1st and 3rd Wednesday of each month.)

Name of Citizen, Organization, Elected Official, or Department Head making request:

Ryan Luttmann, Public Works Director

Address: 1123 Lake Street

Phone number and email address: 263-3407 rluttmann@sandpointidaho.gov

Authorized by: Ryan Luttmann

name of City official



City official's signature

(Department Heads, City Council members, and the Mayor are City officials.)

Subject: Snow Removal Policy Update

Summary of what is being requested: Public Works Department is requesting approval of the

Snow Removal Policy Update. A public workshop to discuss the current snow removal program

and proposed updates to the policy was held on September 20, 2017.

The following information MUST be completed before submitting your request to the City Clerk:

1. Would there be any financial impact to the city? **Yes or No**

If yes, in what way? _____

2. Name(s) of any individual(s) or group(s) that will be directly affected by this action:

Have they been contacted? **Yes or No**

3. Is there a need for a general public information or public involvement plan? **Yes or No**

If yes, please specify and suggest a method to accomplish the plan:

A workshop to discuss proposed changes with the snow removal policy was held on September 20, 2017

4. Is an enforcement plan needed? **Yes or No** Additional funds needed? **Yes or No**

5. Have all the affected departments been informed about this agenda item? **Yes or No**

This form must be submitted no later than 6 working days prior to the scheduled meeting. All pertinent paperwork to be distributed to City Council must be attached.

ITEMS WILL NOT BE AGENDIZED WITHOUT THIS FORM

Memo

To: City Council
From: Ryan J. Luttmann, Public Works Director
CC: Mayor Rognstad
Date: 10/10/2017
Re: Snow Removal Policy Update

Description/Background:

The City of Sandpoint held a public workshop on September 20, 2017 to review the current practices for snow removal within the City that are reflected in the fiscal year 2018 budget. The Public Works Department has experienced turnover associated with retirements occurring in 2017 and new staff will be performing some of the winter maintenance. The workshop included a review of proposed changes and updates to Snow Removal Policy for the City so that the adopted policy will serve as a guide for City operations and to inform roadway users of the process by which snow removal situations will be addressed. In addition, City staff updated snow removal map to include the approved pathways will be included with the snow removal operations performed by the City.

Staff Recommendation:

The Public Works Department recommends that City Council adopt the updated Snow Removal Policy for the City of Sandpoint.

No: 17-
Date: October 18, 2017

RESOLUTION
OF THE CITY COUNCIL
CITY OF SANDPOINT

TITLE: **SNOW REMOVAL POLICY REVISION**

WHEREAS: The City of Sandpoint's current snow removal policy was adopted via Resolution No. 02-61 on October 16, 2002;

WHEREAS: A City Council public workshop was held on September 20, 2017 to review proposed changes and updates to the policy in order to serve as a guide for City operations and roadway users with a goal to have all city roadways passable within a reasonable amount of time during the winter season; and

WHEREAS: The Public Works Director has revised the Snow Removal Policy establishing criteria and schedules for snow removal within City limits.

NOW, THEREFORE, BE IT RESOLVED THAT: It is in the best interest of the City to revise and update the City's Snow Removal Policy.

BE IT FURTHER RESOLVED THAT: The City Council of the City of Sandpoint hereby adopts, effective immediately, the Snow Removal Policy and the updated snow removal map, a copy of which is attached hereto and made a part hereof as if fully incorporated herein.

Shelby Rognstad, Mayor

ATTEST:

Maree Peck, City Clerk

City Council Members:

	YES	NO	ABSTAIN	ABSENT
1. Eddy				
2. Aitken				
3. Williamson				
4. Camp				
5. Ruehle				
6. Snedden				



Snow Removal Policy

The City of Sandpoint has adopted this snow removal policy to serve as a guide for city operations and to inform roadway users of the process by which snow removal situations will be addressed. Our goal is to have all city roadways passable within a reasonable amount of time after a snowfall.

When Snow Plows Will Be Dispatched

If snowfall accumulates during regular working hours, plows may be dispatched at that time. If snowfall accumulates during the night or early morning hours, plows will be dispatched at an early morning hour. Weekend plowing will be handled in a similar fashion.

Exception: Snow plows normally stay off emergency snow routes during peak traffic hours to avoid congestion and visibility problems.

The Snow Plow Routes and Parking Along Those Routes

Emergency Snow Routes: A system of Emergency Snow Routes has been established to assure access to critical facilities, emergency services and highways. Upon an accumulation of two (2) to four (4) inches of snow, at the discretion of the Public Works Director or Streets Supervisor, snow plows will plow the snow from the center of the roadway to the curb line or roadway shoulder where it will be stored. See Attached Map.

Commercial Access Routes: Upon an accumulation of two (2) to four (4) inches of snow, at the discretion of the Public Works Director or Streets Supervisor, snow plows will plow the snow from the center of the roadway to the curb line or roadway shoulder where it will be stored. See Attached Map.

Downtown Business Sector

Parking is prohibited in the downtown Business Sector from 2-6 AM Nov 1st thru Mar 1st, unless posted differently.

Upon an accumulation of two (2) to four (4) inches of snow, at the discretion of the Public Works Director or Streets Supervisor, snow plows will plow the snow from the curb line to the center of the

roadway from where it will be removed and hauled away. Normally the plowing and removal will occur simultaneously. However, certain conditions may cause the piled snow to remain for a period of time. After the snow has been plowed from the curb line, depositing snow from sidewalks onto the roadway is prohibited. Depositing snow from parking areas and alleyways onto the street is prohibited at all times. See Attached Map.

Residential Streets: Upon an accumulation of two (2) to four (4) inches of snow, at the discretion of the Public Works Director or Streets Supervisor, snow plows will plow residential streets. (Residential streets are defined as all roadways not classified as emergency snow routes, downtown business sector or commercial access routes.) They will plow to each curb line.

All parked vehicles on the streets must be cleaned of snow for visibility within 24 hours of any storm. Any snow berm around a vehicle must be cleaned up within 24 hours or the vehicle will need to be moved to an alternate location so that City plows can move the snow to the curb line during the next plowing activity. Vehicles left on streets during parking prohibitions are subject to removal (towing) by the Sandpoint Police Department.

The Use of Anti-Icing and Traction Agents

At the discretion of the Public Works Director or Streets Supervisor crushed rock (anti-skid) materials will be applied at intersections and chemical anti-icing agent will be used on selected roadways to control the formation of ice.

Personal Property and City Responsibility

Mailboxes and Fences

Mailboxes damaged during snow removal will be evaluated on a case by case basis. Only those mail boxes that were properly located and installed in accordance with City of Sandpoint and United States Postal Service standards, and which were damaged by actual contact with City equipment, will be considered for repair at city expense.

Fences in the right of way may be damaged by snow operations. The City is not responsible for damage to fences and landscaping that are located within the street right of way.

Depositing snow on public roadways

City residents are reminded that it is unlawful to deposit snow upon public roadways. Piles of snow left on or near the roadway can freeze into a solid mass, creating a hazardous situation for vehicles and snowplows. Collisions and damages caused by snow piles placed in the roadway may result in liability to the property owner.

Assistance to stranded motorists

City personnel may assist stranded motorists by contacting law enforcement or emergency personnel. City employees will not attempt to remove vehicles from ditches, snow banks or any other impediment.

Driveways

City graders are equipped with snow gates to reduce the amount of snow plowed to the curb line at driveways. Removal of the accumulation of a snow berm created by the City snow plow operations at private driveway entrances is the responsibility of the individual homeowner or property owner.

Sidewalks and Pathways

It is the responsibility of the adjacent property owner to maintain the sidewalk in front of their home or business and keep the sidewalk clear of snow and ice.

Upon an accumulation of two (2) to four (4) inches of snow, at the discretion of the Public Works Director or Streets Supervisor, the Streets Department will provide snow removal operations for approved pathways along the City streets. See Attached Map.

Emergency Snow Declaration

Declaration of Snow Emergency: Whenever in their opinion the conditions exist making it necessary to declare a Snow Emergency, the City Administrator or Public Works Director is authorized to declare a Snow Emergency. Such emergency shall continue for a period of forty-eight (48) hours from the time it is announced or until such earlier time as snow plowing operations have been declared completed.

During a Snow Emergency, vehicles on residential streets shall be parked on the even or odd numbered addressed side of the street, relative to the calendar date. On even calendar days, park on the even side of the street until 5:00 p.m. On Odd calendar days, park on the odd side of the street until 5:00 p.m. The change in parking occurs each day at 5:00 p.m. For example, since Dec. 1st is an odd day, vehicles must be moved to the even side of the street at 5:00 p.m. Residents should think, “park for tomorrow”. This section shall not be interpreted to allow on-street parking in areas where parking is otherwise restricted by existing signage or any other provision of City Code.

Communicating With the City about Snow Removal Conditions/Problems

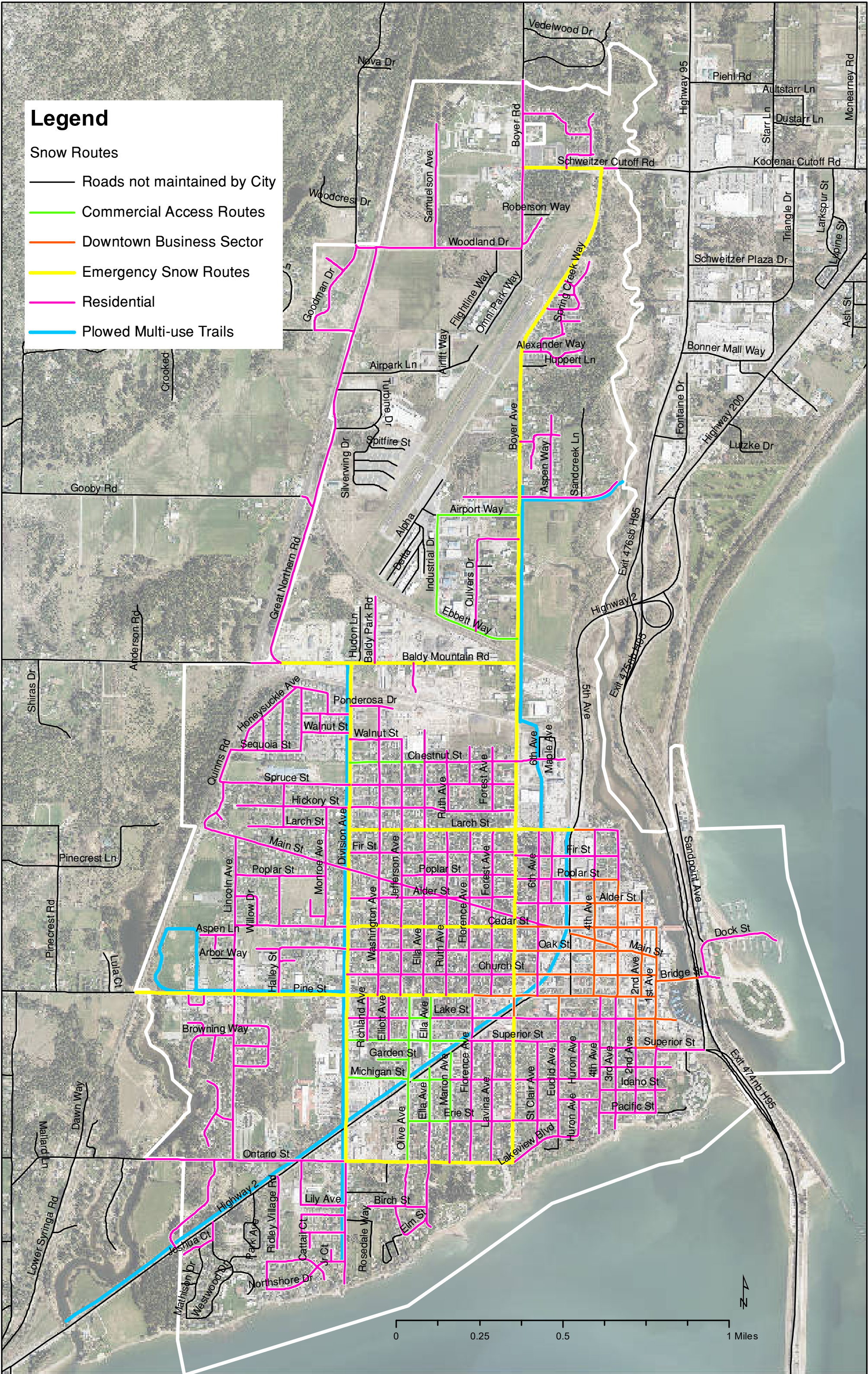
Questions or concerns regarding snow removal operations may be directed to the Public Works Department at 208-263-3407 between 8:00 a.m. – 4:30 p.m. or the City Shop at 208-263-3428 between 7:00 a.m. - 4:00 p.m. Snow removal is a partnership between residents and the City. Part of *everyone's* job is to communicate their questions and concerns.

Local radio stations KPND (95.3 FM) and KSPT (1400 AM) should be monitored for information on road conditions and snow emergency declarations. This information will also be available on the City's web site at www.cityofsandpoint.com and posted on our social media sites.

Legend

Snow Routes

- Roads not maintained by City
- Commercial Access Routes
- Downtown Business Sector
- Emergency Snow Routes
- Residential
- Plowed Multi-use Trails



0 0.25 0.5 1 Miles

