

SNOW REMOVAL AND ICE CONTROL POLICY



City of Newcastle, Wyoming
12/27/2018

A. PURPOSE

The City of Newcastle Public Works Department routinely provides snow removal and ice control services on city streets and sidewalks. This work is performed following a priority pattern designed to provide service to the greatest number of motorists where the need is the most crucial as determined by the City Engineer, Public Works Supervisor or designee. The city does not maintain county roads or state highways.

It is the goal of the City of Newcastle Public Works Department to operate equipment and maintain streets and sidewalks in a safe manner and to provide for the safety of the public while working towards snow removal and ice control goals.

Due to the small number of personnel that can be dedicated to snow removal and ice control, it is unreasonable, unsafe and impractical to clear all roads immediately. Citizen patience and cooperation during weather events is greatly appreciated.

B. PERSONNEL

All full time Public Works Department staff shall know the snow removal and ice control operations. The typical snow and ice control begin at 4:00 am plowing, at 5:00 am for sidewalks and 7:00 am for windrow removal.

C. PROCEDURE

The City of Newcastle Public Works snow removal and ice control efforts will obviously vary quite considerably depending on the storm event. Timing of the snow fall is critical to when the snowplowing operation starts. Typically, the department shall start at 4:00 am with street removal and 5:00 am for sidewalk removal. Unless there is too much snow expected to fall later in the morning or the visibility is such that safety would be compromised.

D. STREETS

To effectively provide snow removal and ice control, the Public Works Department uses snow plowing in conjunction with the application of commercially available granular complex chlorides that are brown in color. The use of sand is generally avoided as it tends to fill and clog storm drains and introduces large amounts of dust contributing to poor air quality. Sand works better on rural roads.

The City of Newcastle utilizes the center of the road when there is more than 4 inches of snow. The Public Works Department plows snow to the middle of the street where snow windrows are left until such time, they are removed with a snow blower or loader with a bucket and end dump trucks. There are certain roads that shall be plowed to the edge or edges. On streets with windrows in the middle, there will be openings made at intersecting roads. The windrows will be removed during regular work hours after the priority streets have been plowed. In residential and narrow

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street conditions, the public is requested to turn around at the next available opening at intersections to access their personal property.

Priorities for snow removal and ice control of city streets is as follows:

Level 1. 3 blocks of Main Street (from S. Summit to the railroad tracks).

Level 2. Arterial and collector streets,

- A. Main street (from the railroad tracks to the port of entry)
- B. North and South Summit Avenue
- C. East Wentworth Street
- D. Stampede Street
- E. South and North Seneca Avenue
- F. 2nd Avenue
- G. Walker Avenue
- H. Ash Street
- I. Cambria Street
- J. Rodeo Street
- K. Railway Avenue
- L. Spokane Avenue and Delaware Avenue
- M. Boyd Avenue
- N. Morrissey Road
- O. Warwick Street

Level 3. Streets where Emergency vehicles are housed adjacent to city streets

- A. Weston County Health services Boyd Avenue
- B. Newcastle Volunteer Fire Department Fairgrounds Road and the parking lot
- C. Newcastle Ambulance Service East Wentworth and S. Sumner Avenue
- D. Mondell Heights North Sonora Avenue and Clark Avenue

Level 4. Schools and bus routes that are not level 1,2, or 3 (this does not include Highway 16 adjacent to the Newcastle Elementary School)

- A. Gray Boulevard
- B. Oak Street
- C. Salem Street
- D. Houston Avenue
- E. S. Sumner
- F. Winfield Street
- G. Divide Avenue
- H. East and West Winthrop Streets
- I. Spokane Avenue
- J. Walden Avenue

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- K. West Railroad Avenue
- L. Pine Street
- M. Carter Avenue
- N. Warren Avenue
- O. Wood Street
- P. Grove Avenue
- Q. Roby Avenue
- R. Sunset Avenue
- S. 7th Avenue
- T. Frontier Avenue
- U. Sheridan Street
- V. Latigo Street
- W. Stirrup Street
- X. Bit Avenue

Level 5. Commercial and all residential streets not previously identified. Streets in Level 5 shall have the snow removal and ice control at the discretion of the City Engineer, Public Works Supervisor, or designee.

The following is a list of possible events and the expected response from the Public Works Department:

1. A sleet storm would be primarily an ice control operation involving chloride mixture spreaders. Only Level 1 streets would have snow removal.
2. A less than 4-inch snowfall would find plow trucks salt spreaders and concentrating on Level 1, Level 2, and Level 3 priority streets. Level 4 and Level 5 priority streets may not be plowed, or Mag-Chloride applied on these small events.
3. Large snow events (4 inches plus snowfall) would show an initial concentration on the Level 1, Level 2, and Level 3 priority roads. With an ongoing effort to keep the top 3 levels open during the snow event and additional effort on Level's 4 and 5.
4. Overtime plowing, and ice control would begin on large snow events other than Level 1 and Level 2 priority streets.
5. Parking lots generally are plowed early in the morning before businesses open. It is extremely difficult to plow parking lots during the day when they have vehicles parked full or partially full, so this is avoided unless necessary.

A residence or business shall be allowed to add to the street snow windrow and have the snow removed by the city unless the windrow has been removed or is a low priority level. Residence and businesses will remember to clear their sidewalks by 5:00 am the following day of a snow or ice event. You are also not to push, or allow your contractor to push snow or ice across or into city streets, unless a snow windrow is present. The City of Newcastle does caution that this is a dangerous act and to do so with extreme caution, the motor vehicles and Public Works equipment have the Right of Way. After the windrow of snow has been removed it is the responsibility of

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the residence or business land owner to remove the snow themselves and NOT push the snow or ice in the street or gutter.

Personal operated snow removal equipment that is operated on a city street or sidewalk, that moves snow to a location that will impede vehicle or pedestrian traffic may be subject to city ordinances Section 22-3 Obstructing passage on roadway, etc. and Section 22-9.1 Blockage of gutters and drainage system.

The following is a list of the streets in level 1, level 2, and Level 3 priority streets and where the snow and ice will be stored.

Windrow streets:

- A. Main Street to the Port of Entry
- B. Seneca Street
- C. Sumner Street
- D. Summit Street to Highway 16 bypass
- E. Warwick Street
- F. Stampede Street
- G. Highway 16 from 4 Way stop intersection to S. Sumner Street.

Streets plowed to the side:

- A. E. Wentworth Street (from S. Summit to Highway 85)
- B. N. Sonora Avenue (from E. Wentworth to N. Clark Avenue)
- C. E. Main Street (from Summit Avenue to N. Sonora Avenue)
- D. Spokane and Delaware Avenues (from Wolcott Avenue to Highway 16)
- E. S. Summit Avenue (from Highway 16 to Duff Avenue)
- F. Cambria Street (from N. Seneca Avenue to Knoll Avenue)
- G. Walker Avenue (from Pine Street through Wood Street)
- H. 2nd Avenue (from Main Street through Wood Street)
- I. East Road and Forest Hill Way
- J. West Road
- K. Rodeo Street
- L. Morrissey Road
- M. Birch Street (from Carter Avenue to 1st Avenue)

E. SIDEWALKS

The following sidewalks will be cleaned during regular working hours only, except for the Priority Level 1 sidewalks. The Public Works Department will remove snow and ice on Level 1 sidewalks starting at 5:00 am and will not remove snow and ice after 7:30 am due to public safety concerns. The following is a list of sidewalks and their priority to remove snow and ice.

- A. **Level 1:** 3 blocks of Main Street, both sides (from Summit Avenue to Railroad tracks)
 - a. Warwick Street (around City Hall)

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- b. Upper Main Street Park
- B. **Level 2:** Main Street (from Railroad tracks to the Highway 16 bypass at the port of entry)
 - a. Arboretum sidewalk (west side of Stampede from Main Street to city limits)
 - b. Highway 16 and Highway 16 bypass both sides (where applicable) (from the Port of Entry to the Newcastle Grade School)
 - c. Duff Avenue bike path (from Newcastle Grade School to S. Summit Avenue)
 - d. Centennial Park sidewalks
 - e. Lower sidewalk (along Highway 85)
- C. **Level 3:** Birch Street (from Carter Avenue to 1st Avenue)

F. PARKING LOTS

The City of Newcastle routinely removes snow and ice from city owned parking lots. The parking lots adjacent to Main Street will be cleaned with priority Level 1 sidewalks. Other parking lots will be cleaned as a priority Level 5. They will be cleaned during regular working hours.

Many times, the Public Works Department receives calls regarding snowplow trucks depositing snow at the end of driveways or in front of mailboxes. This is a reality of snow plowing and it cannot be helped. If our roads are to be plowed, some of the snow must be pushed to the side of the road. If you have a neighbor who is unable to remove the snow from their driveway or in front of their mail boxes, please assist them, as the Public Works Department does not have the resources or the manpower to clear drive approaches or mail boxes. We ask for your understanding and cooperation.

Everyone should understand that there can be no standard plan for snow and ice control which can be followed as each storm event is different. The years of experience in a variety of demanding situations is an essential ingredient to an effective winter maintenance effort. Your cooperation will greatly assist them in these efforts and is greatly appreciated.

G. ALLEYS

Alleys are too narrow to remove snow in so alleys will not be plowed unless the collection of garbage cannot be accomplished.