

SUBJECT	ISSUED BY	EFFECTIVE DATE	REVISION
Public Works Policy on Snow & Ice Removal	Board of County Commissioners	11.27.2019	1.0

A. OVERVIEW

The Public Works Department facilitates the removal of snow and ice from the roadways of Leavenworth County to provide passage for emergency responders and access for residents during periods of inclement winter weather. This plan is to be used as a guideline for inclement winter weather operations, but is implemented and executed under the direction of the Director, Road & Bridge Superintendent, and Operations Supervisor. The plans, routes, and procedures will be modified by the Operations Supervisors to best accomplish the mission in the most effective and safe manner possible under the current weather conditions. The department understands that Snow and Ice Removal is expensive, and therefore will exercise an economy of effort to maximize the efficiency and effectiveness of the operation.

B. MISSION

The Public Works Department will utilize its fleet of Trucks, Motor Graders, and other Heavy Equipment to remove the ice and snow from the road surface to facilitate the passage of residents, motorists, and emergency responders. Economy of effort will be utilized to maximize limited resources in order to facilitate the Snow and Ice Removal Mission

C. EXECUTION

Intent: It is the intent of the Public Works Director to provide the most effective, yet safe, removal of snow and ice from the roadways of Leavenworth County during inclement winter weather. This is to allow for emergency responders to react to calls, the residents to access their homes and work, and traveling motorists to use the roadways according to the seasonal weather conditions. Economy of effort will be utilized to effectively provide adequate service while conserving limited resources. This policy is intended to provide guidance, however real-world conditions are variable and random. Operations Supervisors will have the authority to make decisions based upon their judgment and experience and adjust this plan as needed during operations.

Concept of Operations: The Road and Bridge Superintendent will initially assess each winter weather event and outline the operations to the Operations Supervisors (North, South, and/or Bridge-Culvert Supervisor). Coordination will be made with the Director and/or Emergency Manager who will keep the County Administrator and BOCC informed as to the status of Inclement Weather Operation. The Superintendent will determine effort and need of the crew, and will designate an Operations Supervisor. The Operations Supervisors will have tasking authority over all crews designated for each shift. In the event the severity of the storm increases or decreases, the Operations Supervisors can increase or decrease crew size as needed, and as outlined their direction from the Superintendent and outlined in this plan. (Note: In the event of Emergency Declaration, the Emergency Manager will stand up the Emergency Operations Center (EOC), which will be staffed by the Director/Deputy Director and coordinate with the Superintendent/Operations Supervisor). Snow and Ice Removal Operations will be directed from and coordinated from the County Shop.

Decision Criteria: Snow and Ice Removal Operations effort will be determined upon the following factors. The County does not have a bare pavement policy.

Forecast Snowfall Amounts – This will affect initial response and route clearing.

- Minor snowfall (amounts less than 1” on hard surface roads and 3” on gravel roads) - Limited Operations will be in effect.
- Moderate to heavy snowfall (amounts with estimated range of 2” – 8”) - Full Operations will be in effect.
- Extremely heavy snowfall (8 inches or more occurring in a period of 24 hours or less or whiteout conditions) can cause life-threatening conditions to occur and cause danger to snow/ice control operators. Operations will be terminated (upon direction of the Road & Bridge Superintendent) pending weather improvement.

Icy Conditions – In the event of freezing rain and/or Ice Storm Conditions, the need for additional effort and chemical treatment may exist. County road crews will be conducting limited operations.

Drifting Snow – The routes and effort may be altered to account for potential problem areas.

Storm Intensity in response to peak travel times – The snow removal effort will increase to account for the peak travel times to include, but not limited to, morning commute (6am - 9am), evening commute (3pm - 7pm), etc...

Hard Surface Priority Snow Route System: As shown on the Attachment B, the roadways of Leavenworth County have been assigned designations as to priority.

Primary Routes (annotated in **Red**) consist of the mostly Arterial and Major Collector Roads that provide the connectivity between cities and towns, State/Federal Routes, and which typically have the highest traffic volumes.

Secondary Routes (annotated in **Blue**) - Mostly Minor Collector type roads that provide connectivity between the Local Roads and the Primary Roads. Secondary roads are cleared once snow/ice event has stopped and the primary routes are fully open

Tertiary Routes -Local and subdivision roads that will be cleared once secondary routes are fully open. The last roads to be cleared will be subdivision and dead end roads.

Essential County Parking Lots: See Attachment A for list of county parking lots for department responsibility. Parking lots and sidewalks (to front door) will plowed and chemically treated prior to open hours.

Operation Levels:

Snow Preparation Operations: At the discretion of the Road and Bridge Superintendent, high intensity areas such as bridges, hill, intersections, etc... and primary routes will receive chemical treatment prior to a snow event to reduce icy roadways during an event. Additional treatment of secondary and tertiary roads will occur at the direction of the Road and Bridge Superintendent

Limited Operations: Limited operations will focus primarily on high intensity areas such as bridges, hills, intersections etc... Focus will remain primarily on the primary routes with the fleet equipped with plows, spreaders and chemical tanks.

Limited operations will occur mainly during off-peak hours (overnight, holidays, etc...) and/or during minor snow fall events.

Full Operations: Primary and Secondary routes will be the area of emphasis. All available equipment will be deployed, to include plows only (if dry) or plows equipped with spreaders and chemical tanks (if wet), and full snow routes will be manned as outlined in the attached

Snow Routes Map. Once all primary routes and secondary routes are paved, tertiary routes will then receive priority.

Full operations will occur mainly during moderate to heavy snow fall events and approximately 2 hours prior to peak travel times when road conditions warrant. These operations will be reduced once all hard pave roads have been cleared and chemically treated.

Motor Grader Operations: The *approximately* 500 miles of local gravel roads are maintained by the motor grader fleet. Motor graders will not plow roadways with less than 3" of snow in a snow fall event. To maximize grader efficiency, grader operations are to begin approximately one hour prior to sunrise and last a maximum of 12 hours as per the operator safety guidelines. This maximized the available daylight and provides the most efficient and effective utilization of equipment.

Motor grader operations as outlined above *will* continue until all gravel roads have been plowed a minimum of one time. This includes weekends and holidays as required.

Monitoring: After a snow event is *finished* and full operations have completed, the Road & Bridge Superintendent and Operations Supervisors will monitor roadway conditions for additional plowing or treatment.

Timeframe: Every storm event is different, and some may create greater needs due to high winds and drifting snow, but the Road & Bridge department expects to have all roads clear in the following timeframe after the end of the storm

- Minor snowfall – 36 hours
- Moderate snow fall (amounts with estimated range of 2"-6") – 48 hours
- Heavy snow fall (amounts with estimated range of 6" or more) - all routes may not be cleared within 60 hours, as grader routes can be shifted to focus on harder hit areas. However, crews expect to have all roads clear within 72 hours.

D. OPERATIONAL SUPPORT

Internal Policy Information

E. COMMAND & COMMUNICATIONS

Internal Policy Information

Internal Policy Information

F. DOCUMENTATION

Internal Policy Information

G. SHIFT SCHEDULE

Internal Policy Information

H. CONTACT INFORMATION

Road & Bridge County Shop (Daytime) (913) 727-1800

Buildings & Grounds (Daytime) (913) 684-0790

Sherriff's Office (Off-hours) (913) 682-5724

BOCC Chairmen

11.27.2019
Date of Adoption

ATTACHEMENT A: ESSENTIAL COUNTY PARKING LOTS

Building Name	Building Address	Responsibility
Health Department	500 Eisenhower Road	Buildings & Grounds
Court House	300 Walnut Street	Buildings & Grounds
Justice Department	601 S. 3rd Street	Buildings & Grounds
Juvenile Detention Center	520 S. 2nd Street	Buildings & Grounds
Leavenworth County Annex	725 Laming Road	Road & Bridge
EMS Headquarters	5175 Hughes Road	Buildings & Grounds
EMS South	425 Laming Road	Road & Bridge
EMS North	1050 N 16th Street	Buildings & Grounds
EMS 4	2624 155th Street	City Maintained
Council on Aging	1830 Broadway Street	Owner Maintained