

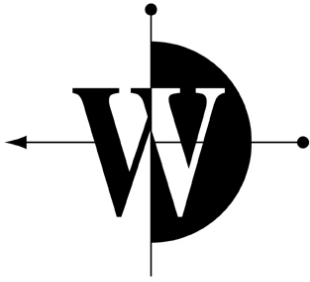


**City of West Des Moines**

# **SNOW AND ICE CONTROL MANUAL**

Jordan Creek and Bridgewood 01/05/2015 03:17:56 PM





THE CITY OF  
**West Des Moines**

[www.wdm.iowa.gov](http://www.wdm.iowa.gov)

## **Public Services**

560 South 16<sup>th</sup> Street  
P. O. Box 65320  
West Des Moines, IA 50265-0320

**PHONE:**  
515-222-3480

**FAX:**  
515-222-3478

October, 2017

The City of West Des Moines is preparing to provide standard-setting snow removal services for our community this winter. We developed this Snow and Ice Control Manual to help us continually refine our snow and ice removal program.

The public depends upon the use of streets and highways during all types of weather related events. When the transportation system is shut down or the capacity is reduced, there are typically severe impacts. The public also utilizes public buildings, sidewalks and trails during and after storm events. Accidents due to snow and ice can result in property damage, personal injuries, and fatalities. Weather delays and inconveniences also play a role in driver attitudes and quality of life.

Included in the Manual are guidelines and instructions for carrying out the snow and ice control program for the City of West Des Moines. For more detailed information concerning our snow-fighting program, please do not hesitate to contact us.

Sincerely,

**Bret Hodne**  
Director of Public Services

## TABLE OF CONTENTS

Snow and Ice Control Procedures.....	1-8
12 Hour Shift Schedule.....	9
Use of Abrasives and Chemicals for Ice Control.....	10
Guidelines for Streets and Highways.....	11-16
Administrative/Support Staff	
Supervisor Pager Schedule .....	17
Support Staff Schedule .....	18
Anti-Icing Routes	
Operators.....	19
Maps (4).....	20-23
Major Snow Plowing Routes	
Shift 1 Assignments .....	24
Shift 2 Assignments .....	25
Map .....	26
Residential Plowing/Ice Control	
Shift 1 Assignments .....	27
Shift 2 Assignments .....	28
Map .....	29
Unimproved Streets Plowing Areas	
Map .....	30
Trails, City Facility Parking Lots, City Owned Sidewalks	
Maps (13) .....	31-43
Parking Lots/Sidewalk Cleaning Priorities.....	44-49
Typical Work Reports	
Daily Report.....	50
Operator’s Daily Inspection Check Sheet.....	51
Operating Instructions and Safety Rules.....	52-53
Ordinance References and IDOT Snow Removal at Railroad Crossings.....	54-58

**SNOW AND  
ICE CONTROL  
PROCEDURES**

# CITY OF WEST DES MOINES

## SNOW AND ICE CONTROL PROCEDURES

October, 2017

The purpose of this Snow and Ice Control Manual is to establish the City's policy and level of service in respect to the management of snow or ice and maintenance of its road system during the winter months. It will also serve as a practical guide for cost effective snow removal operations in the City of West Des Moines. This Manual supersedes all previously written policies of the City on snow and ice control operations.

### 1. IMPLEMENTATION

This Manual will be in effect during normal winter operations at times when weather conditions could cause accumulation of frost, sleet, ice, snow or other occurrences on the streets and public parking lots of the City of West Des Moines.

### 2. DEFINITION OF SUPERVISOR

When "Supervisor" is used in this Manual it is defined as the person who is on duty at that time directing the snow/ice removal operations for the City. These individuals include: Director of Public Services, Deputy Public Services Director, Public Services Superintendent, Public Services Managers, and/or any other individual who may be assigned the responsibility of Supervisor.

### 3. WEATHER FORECASTING

Weather information is essential for good planning of snow and ice control operations and other weather-related emergencies. An effective weather service must provide critical information about the storm sufficiently in advance so that plans and preparations can be made.

The City will utilize the services of a professional weather forecasting service during the snow and ice season. This service will provide information to the City to help determine what impact present and forthcoming weather will have on overall operations. They will also provide the City with on-screen tracking of weather systems and data from the Iowa Department of Transportation roadway weather information stations at various locations throughout the State.

### 4. MONITORING AND NOTIFICATION OF ICE AND SNOW ACTIVITY

City staff will monitor anticipated inclement weather. During significant storm events, departments will coordinate with each other regarding event intensity and winter maintenance procedures.

During off-duty hours, weekends and holidays, the on-call Supervisor, Police Department, and our contract weather service provider will monitor weather and road conditions. In the event of inclement weather, the on-call Supervisor will initiate the appropriate response action.

**5. COMMUNICATIONS**

All operators of snow and ice control equipment will keep in communication with the applicable Supervisor or Dispatcher at all times.

The Supervisor or Dispatcher on duty will be the main line of communication between applicable City staff and the Police Department. The Police Department will assist in advising the Supervisor or Dispatcher with regards to current road conditions. It will be the sole responsibility of the applicable Supervisor to direct the winter maintenance operations for the City of West Des Moines.

Media notifications of emergency parking bans, snow emergency declarations, road closures, and other contact for inquiries regarding road conditions will be made by the Public Services Department.

**6. CITIZEN INQUIRIES**

All citizen issues concerning snow and ice control efforts will be routed to the Public Services Department. The Supervisor will determine appropriate follow-up responses to citizen inquiries.

**7. INTERSECTION RIGHTS-OF-WAY**

After periods of extraordinary snow events, the City may elect to haul snow from designated intersection rights-of-way to minimize sight obstructions. The decision to initiate this operation will be dependent upon the depth and accumulation of snow and analysis by the Public Services Department for any significant sight triangle issues. Operational priorities will be assigned to intersections based on street classification, traffic volumes and severity of sight restrictions. Snow will only be removed from intersections where a public street intersects with another public street. This operation will typically be conducted after other higher priority post storm activities have been completed. Under normal circumstances, hauling of the snow will be conducted during regular work hours. Snow removal from the rights-of-way into private property driveways will be the responsibility of the adjacent private property owner.

**8. BOUNDARY STREET JURISDICTION AND RESPONSIBILITY**

The following table outlines the responsible each agency has to roads bordering West Des Moines corporate limits. The agencies listed below have first response maintenance responsibility to these roads. If West Des Moines has its snow routes open and serious problems remain on the boundary streets, West Des Moines snow plows may assist based upon the judgment of the Supervisor on duty, with the exception of Interstate roadways.

<b>Street Segment</b>	<b>Responsibility</b>	<b>Telephone No.</b>
S. 1st St. (63rd St.) (Hwy 28) - Walnut Creek to SW Connector	IDOT	265-0310
S. 1st St - cul-de-sac. to Army Post Rd.	West Des Moines	222-3480
University Ave. – 22nd St. to West Corporate Limits of Clive	Clive	223-6231
University Ave. – East Corporate Limits of Clive to 98th Street	Waukee	249-1212
Booneville Rd. – Grand Ave to West Corporate Limits of West Des Moines (South 115th)	West Des Moines	222-3480
98th St. – Ashworth Rd. to University Ave	Waukee	249-1212
105 <sup>th</sup> – Wendover North to Ashworth	Waukee	249-1212
Mills Civic Pkwy – S. Jordan Creek Parkway to Wendover Road	West Des Moines	222-3480
County Line Rd. – S. 20th St. to S. 5th St.	West Des Moines	222-3480
S. 20 <sup>th</sup> St. (Hwy R45) – S. County Line Rd. to Adams Street	West Des Moines	222-3480
Adams St. – S. 20 <sup>th</sup> St. (Hwy R45) to S. 35 <sup>th</sup>	West Des Moines	222-3480
S. 35 <sup>th</sup> – Adams to Cumming City limits.	West Des Moines	222-3480
Ashworth Rd. – Jordan Creek Parkway to 98th St.	West Des Moines	222-3480
Pine Ave./SW 72nd Ave. – I-35 to West Corporate Limits of West Des Moines	West Des Moines	222-3480
Willow Creek - North and South of Pine.	West Des Moines	222-3480
S. 50th St. (Polk County SW 112th St.) - Pine Avenue to Warren County Line	West Des Moines	222-3480
SW Maffitt Lake Road. – North of SW 72nd Avenue	West Des Moines	222-3480
88 <sup>th</sup> Street – Ashworth Rd. to Booneville Rd.	West Des Moines	222-3480
Windsor Court – Raccoon River Dr. North to end of Street	West Des Moines	222-3480
Xavier - Booneville to Raccoon River Dr.	West Des Moines	222-3480
Raccoon River Dr. – Grand Ave to R-22	West Des Moines	222-3480
Center Street from 8th St. to approx. 550' East of Hoak Drive	West Des Moines	222-3480

**9. PRIORITIES FOR SNOW AND ICE CONTROL OPERATIONS**

In order to make the most efficient use of available resources, we have established priorities using the assumption that the severity of a storm is not beyond the normal capabilities of the City’s snow removal resources. Depending on the nature of the snowstorm, deviations could occur. The established priorities are as follows:

Arterials Streets	1 <sup>st</sup> Priority
All Improved Streets/ City Facility Parking Lots	2 <sup>nd</sup> Priority
All Unimproved Roads/Alleys/Trails	3 <sup>rd</sup> Priority

**10. EMERGENCIES**

Emergencies are defined as follows, but not necessarily limited to:

1. Immediate need for Police, Fire and/or Emergency Medical assistance. If City emergency personnel 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 area to give access to them.
2. Isolated problem areas where access is urgently needed before all other areas are handled.
3. Icy conditions due to a water main break or clearing of streets due to debris blocking streets or access.

**11. ICE CONTROL PROCEDURES**

The objective of ice control is to provide a safe pavement surface for vehicular traffic by attempting to prevent a build-up of snow and ice on the pavement. Ice control also includes attempting to remove any build-up that may occur. This is typically done with the utilization of mechanical snow removal equipment and deicer products.

The City may also apply liquid chemical deicers on designated streets prior to, and during storm conditions, to prevent the bonding of snow and ice to the pavement. This activity is known as anti-icing. The effectiveness of deicers used in this process is directly related to pavement temperatures. Based upon conditions, Supervisors will have discretion as to when to implement this activity and the deicer products which may be utilized.

The City will apply ice control materials in accordance with their recommended use. Application rates and locations may vary depending upon the type of storm. The Supervisor will have discretion as to what materials are used and when they are applied.



## **12. USE OF SALT AND ABRASIVE MATERIALS**

The City will typically use rock salt for deicing applications. However, under certain conditions it may be desirable to also utilize abrasives when pavement temperatures inhibit the melting action of rock salt. While abrasives do not have the ability to melt snow and ice, they may be utilized to provide traction in certain conditions. Due to the high overall cost of using abrasives and the associated environmental impacts, supervisory discretion will be used to determine if and when conditions are appropriate for applications.

Utilizing salt, pre-wetted with liquid deicer products offers several advantages over non-treated rock salt. Expediting the melting process; the ability to melt at lower pavement temperatures, reduction in overall application rates and less material waste are just a few of the attributes associated with pre-wetting rock salt. Based upon conditions, Supervisors will have discretion as to what deicer materials are used during a respective storm event.

## **13. SNOW CONTROL PROCEDURES**

The depth and timing of snow accumulation, weather forecasts and traffic volumes, will normally dictate when snow plowing operations will begin. Plowing will take place during a storm as needed in an attempt to keep the accumulation on the pavement surface less than desired guidelines.

Snow plowing operations will be carried out in accordance with the guidelines established for the various street classifications as set forth in the Snow Manual. Such plowing operations may often times be done in conjunction with ice control activities.

Typically on major snow routes, plow trucks will operate in teams. Team plowing may consist of two or more plows operating together to provide for the removal of snow from the street between the centerline and the curb line in one pass. This eliminates the need to make repeated passes to plow the streets to the curb line. On local residential streets when only one snow plow unit is used, it may be necessary to make two or more passes in each direction to completely clear the street of accumulated snow.

If weather forecasts indicate a significant increase in pavement temperatures during or after a storm event, supervisors will have discretion regarding plowing and/or deicer applications. If forecasts indicate that the snow and/or ice will dissipate in a time period deemed reasonable by the Public Services Director or their designee, applicable procedures will be implemented. With the environmental and budgetary impacts of deicers, informed decisions and practices need to be utilized in the City of West Des Moines operational plan.

## **14. SNOW FENCE**

The Department of Public Services may elect to place snow fence where it could potentially minimize blowing snow from accumulating on the road surface. Snow fence will be placed on private property only with mutual consent between the property owner and the City. The City will have sole discretion as to when and where to place snow fence.

## **15. EQUIPMENT AVAILABLE**

The primary equipment available to remove snow and ice will be supplied by the City and/or its contractors.

**16. MANPOWER AVAILABLE**

The primary staffing for snow removal and ice control will be supplied by Public Services. During major events, personnel from other City departments and contractors may be utilized to assist with snow and ice removal efforts.

**17. TYPE OF EQUIPMENT**

The City utilizes many different types of equipment during snow and ice control operations. The equipment utilized is chosen to fit the job that must be performed at that time.

For snow plowing activities the City typically utilizes reversible plows, “V” plows, “under body” plows, as well as plows mounted on front end loaders. In addition, the City utilizes wing plows for more efficient and effective plowing operations. For blowing or physical removal of snow, the City utilizes snow blowers mounted on end loaders and tractors which can load snow directly into dump trucks or place it on adjacent right-of-way or private property.

**18. EQUIPMENT MAINTENANCE AND REPAIR**

As in all maintenance operations, successful snow and ice control depends upon the skillful use of manpower, personnel, equipment, and material. The efficient and economical control of ice and snow depends on the availability and use of the proper equipment. This availability does not just happen. It involves a well-planned program that is in progress during each season of the year. It also includes a program of routine inspection, maintenance, and repair of equipment utilized in snow removal operations. As such, the City will typically schedule a mechanic to be on duty in its shop located at the Public Services Facility whenever the 12-hour shift assignments go into effect. In addition, it may be necessary to have mechanics on duty at other times. Such determination will be made by the Fleet Manager or Supervisor on duty at the time.

**19. TOWING VEHICLES ILLEGALLY PARKED – DECLARATION EMERGENCY PARKING BAN**

Cars parked on the streets during a snow removal effort may be ticketed and/or towed away in accordance with Section 6-6-7 Snow Removal and Section 6-2-3-6c Impounding Vehicles Snow Removal of the City Code dated 2004 as amended. A snow emergency parking ban may be declared by the Director of Public Services or the Director’s designee. The Police Department and media will be notified when the parking ban is initiated.

**20. SIDEWALK – PRIVATE RESPONSIBILITY**

All sidewalks adjacent to private property are the responsibility of the property owner. The City’s responsibility is to plow the streets and keep them open to traffic. Due to the location of some sidewalks and the volume of snow being moved off of the streets, there may be occurrences when plowing operations may deposit significant amounts of snow onto the sidewalks. When this occurs, it is the responsibility of the adjacent property owner to remove all snow from the sidewalk. All complaint calls about sidewalks not being cleared will be routed to the Police Department for complaint follow-up and code enforcement.

**21. DRIVEWAYS – PRIVATE**

City snow plows will not clear private driveways except under emergency conditions and with the approval of the Supervisor on duty. The snow placed in driveways by City plows is the responsibility of the property owner to remove. Snow from a private driveway may not be placed on or pushed across a City Street in accordance with Section 7-1-4C “Dumping of Snow” of the City Code dated 1993 as amended.

**22. PLOWING PRIVATE PROPERTY**

The City will not plow or clear snow or ice from private property unless it must be done to allow emergency vehicles access to private property for Fire, Police, or EMS calls.

**23 MAILBOXES**

The City will typically plow snow within the confines of curb line to curb line of a street. During frequent periods of heavy snowfall accumulations when storage areas for snow on the right-of-way are limited, there may be times when City plows cannot physically place the snow from the curb line of the street up onto the adjacent City right-of-way. The adjacent resident will be responsible for cleaning snow around their mailbox to assure delivery of mail. The resident is also responsible for assuring that the mailbox is properly installed as required by the United States Postal Service Guidelines. This requires the face of the mailbox to be installed 6” behind the back of the curb and it should be constructed to be able to withstand snow cleaning efforts by the City. During preliminary routine inspections, City staff will typically notify citizens when potential problems are observed with the location or if improvements to the structural integrity of their mailboxes need to be made prior to winter plowing operations. It will be the responsibility of the residents to properly relocate or improve the structural integrity of the mailbox prior to winter plowing operations. The City will document the mailbox locations that have been tagged for improvements. The City will not be responsible for damage to mailboxes which have not been relocated or repaired after the notification has occurred.

**24. REPORTS**

A storm record will be completed by the Department of Public Services for each snow event. This record should contain operating times, weather conditions, and resources committed.

**25. DISCLAIMER**

This Manual may be affected by at least one or more of the following events which could delay or alter snow and ice control by the City:

1. Equipment breakdown
2. Vehicles disabled in deep snow.
3. Weather so severe as to cause work to be stopped for the safety of all personnel.
4. Unforeseen conditions and emergencies.
5. Significant medical related emergencies.

## **26. DISTRIBUTION OF MANUAL**

This Manual shall be distributed to the following:

1. Mayor and City Council
  - Mayor: Steven Gaer
  - Council: Kevin Trevillyan, Russ Trimble, Jim Sandager, John Mickelson, Rick Messerschmidt
2. City Manager
  - Tom Hadden
3. Public Services Director
  - Bret Hodne
4. City Attorney
  - Richard (Dick) Scieszinski
5. Assistant City Attorneys'
  - Jason Wittgraf
  - Greta Truman
6. Public Services Supervisors'
  - Mike Coughlon, Rick Knowles, Ron Wiese, Gary Rank, Kevin Hensley, Rian Rasmussen, Brian Fowler, John Olds
7. Interim Chief of Police
  - Jim Barrett
8. Director of Parks and Recreation
  - Sally Ortgies
9. Superintendent of Parks and Recreation
  - Dave Sadler
10. Fire Chief
  - Craig Leu
11. Community Compliance Division
  - Joe Cory
12. City Clerk
  - Ryan Jacobson
13. EMS/WestCom Chief
  - Jeff Dumermuth
14. Finance
  - Maureen Richmond
  - Katie Johnson
15. Communication Specialist
  - Lucinda Stephenson

# **12-HOUR SHIFT SCHEDULE**

**CITY OF WEST DES MOINES**

**SNOW AND ICE CONTROL PROCEDURES**

**12 HOUR SHIFT SCHEDULE**

**NOTE:**

- 1. SNOW SHIFTS WILL BE FROM 8:00 A.M. TO 8:00 P.M., AND 8:00 P.M. TO 8:00 A.M.**
- 2. IN CASE OF AN EMERGENCY STORM DURING SHIFT CHANGE, THE EXISTING SHIFT ARRANGEMENT WILL HOLD UNTIL SNOW IS REMOVED.**

<b>DATES</b>	<b>TIME</b>	<b>DAY SHIFT</b>	<b>NIGHT SHIFT</b>	<b>NIGHT MECHANIC</b>
Monday, September 18 thru Sunday, October 8	3 weeks	2	1	Tommy
Monday, October 9 thru Sunday, October 29	3 weeks	1	2	Chris
Monday, October 30 thru Sunday, November 19	3 weeks	2	1	Ed
Monday, November 20 thru Sunday, December 10	3 weeks	1	2	Tommy
Monday, December 11 thru Sunday, December 31	3 weeks	2	1	Chris
Monday, January 1 thru Sunday, January 21	3 weeks	1	2	Ed
Monday, January 22 thru Sunday, February 11	3 weeks	2	1	Tommy
Monday, February 12 thru Sunday, March 4	3 weeks	1	2	Chris
Monday, March 5 thru Sunday, March 25	3 weeks	2	1	Ed
Monday, March 26 thru Sunday, April 15	3 weeks	1	2	Tommy
Monday, April 16 thru Sunday, May 7	3 weeks	2	1	Chris

If snow/ice conditions are developing at a time other than regular business hours, contact the on-call supervisor through the Operations emergency cell at 650-7555. If there is no response after 10 minutes, use the following numbers to contact a Shift Supervisor:

	<b>Cell</b>		<b>Cell</b>
Kevin Hensley	515-468-3094	Brian Fowler	515-202-5177
Ron Wiese	515-473-0674	John Olds	515-608-2213
Mike Coughlon	515-419-1544		
Rick Knowles	515-240-2359		

**USE OF  
ABRASIVES  
AND  
CHEMICALS**

**CITY OF WEST DES MOINES**

**SNOW AND ICE CONTROL PROCEDURES**

**RECOMMENDED USE OF DEICERS**

<b>Pavement Temperature</b>	<b>Type of Precipitation</b>	<b>Road Surface Condition</b>	<b>Plow</b>	<b>Salt/Deicers</b>
Near 30°	Sleet/Freezing Rain  Snow	Wet Pavement/Icing  Slush	No  Yes	In most cases (Supervisor Discretion)  In some cases (Supervisor Discretion)
20° - 30°	Sleet/Snow	Slush/ Snow	Yes	In most cases (Supervisor Discretion)
15° - 20°	Snow	Dry Pavement/Slick Areas	Yes  Yes	In most cases (Supervisor Discretion)
Below 15°	Snow	Dry Pavement	Yes	Supervisor discretion. May cause additional accumulations on some pavement surfaces.



**GUIDELINES  
FOR  
STREETS  
AND HIGHWAYS**

**CITY OF WEST DES MOINES**

**SNOW AND ICE CONTROL PROCEDURES**

**SNOW PLOWING GUIDELINES  
FOR STREETS AND HIGHWAYS**

Classification	Snow Depth at Which Plowing Typically Will Begin		Full Pavement Width that Typically will be Cleared After Ending of Storm
	Desirable	Maximum	
Major Snow Routes	*1"	*3"	*4 hours
<u>Collector Streets</u> Priority Routes	*1"	*4"	*8 hours
Improved Streets	*1"	*4"	*16 hours
Unimproved Streets/Alleys	*2"	*6"	*24 hours

**\*The snow depths for plowing listed above are guidelines and may not be adhered to for each storm event. The Public Services Director and/or Supervisor will have discretion based upon current and forecasted weather and pavement conditions.**

## **CITY OF WEST DES MOINES**

### **SNOW AND ICE CONTROL PROCEDURES**

#### **LEVEL OF SERVICE GOALS FOR CITY STREETS**

##### **LEVELS OF SERVICE DETERMINATION**

In an effort to promote operational awareness, levels of service goals have been established for the various street classifications within the City's jurisdiction. While these goals have been developed by the City based on various types of criteria, they are primarily defined for the benefit of the employees who have responsibility for performing the maintenance duties associated with snow and ice events throughout the winter.

Factors such as service level expectations, responsible use of deicer chemicals, road safety and budgetary considerations are just some of the criteria considered in the development of these goals. While the agency will strive to meet these goals, it is important to understand that the time it may take to achieve them will be dependent upon weather conditions and other factors that may be outside the control of the City.

# Major Arterial Street

(Significant Portion of Pavement is Bare)



# Collector Street

(Some Bare Pavement – Focus on Wheel Paths)



# Residential Street

(Streets will have residual snow – minimal bare pavement)  
(Deicers will primarily be utilized on steep hills and intersections)



# Unimproved Street

Plowed Only – Minimal Bare Pavement



**ADMINISTRATION  
SUPPORT STAFF  
ASSIGNMENT**



**SUPERVISOR PAGER SCHEDULE**  
**October 2017 – May 2018**

October 2017							
	M	T	W	Th	F	Sat	Sun
<b>Mike</b>							1
<b>Rick</b>	2	3	4	5	6	7	8
<b>John</b>	9	10	11	12	13	14	15
<b>Ron</b>	16	17	18	19	20	21	22
<b>Brian</b>	23	24	25	26	27	28	29
<b>Mike</b>	30	31					

November 2017							
	M	T	W	Th	F	Sat	Sun
<b>Mike</b>			1	2	3	4	5
<b>Rick</b>	4	7	8	9	10	11	12
<b>John</b>	13	14	15	16	17	18	19
<b>Ron</b>	20	21	22	23	24	25	26
<b>Brian</b>	27	28	29	30			

December 2017							
	M	T	W	Th	F	Sat	Sun
<b>Brian</b>					1	2	3
<b>Mike</b>	4	5	6	7	8	9	10
<b>Rick</b>	11	12	13	14	15	16	17
<b>John</b>	18	19	20	21	22	23	24
<b>Ron</b>	25	26	27	28	29	30	31

January 2018							
	M	T	W	Th	F	Sat	Sun
<b>Brian</b>	1	2	3	4	5	6	7
<b>Mike</b>	8	9	10	11	12	13	14
<b>Rick</b>	15	16	17	18	19	20	21
<b>John</b>	22	23	24	25	26	27	28
<b>Ron</b>	29	30	31				

February 2018							
	M	T	W	Th	F	Sat	Sun
<b>Ron</b>				1	2	3	4
<b>Brian</b>	5	6	7	8	9	10	11
<b>Mike</b>	12	13	14	15	16	17	18
<b>Rick</b>	19	20	21	22	23	24	25
<b>John</b>	26	27	28				

March 2018							
	M	T	W	Th	F	Sat	Sun
<b>John</b>				1	2	3	4
<b>Ron</b>	5	6	7	8	9	10	11
<b>Brian</b>	12	13	14	15	16	17	18
<b>Mike</b>	19	20	21	22	23	24	25
<b>Rick</b>	26	27	28	29	30	31	

April 2018							
	M	T	W	Th	F	Sat	Sun
<b>Rick</b>							1
<b>John</b>	2	3	4	5	6	7	8
<b>Ron</b>	9	10	11	12	13	14	15
<b>Brian</b>	16	17	18	19	20	21	22
<b>Mike</b>	23	24	25	26	27	28	29
<b>Rick</b>	30						

May 2018							
	M	T	W	Th	F	Sat	Sun
<b>Rick</b>		1	2	3	4	5	6
<b>John</b>	7	8	9	10	11	12	13
<b>Ron</b>	14	15	16	17	18	19	20
<b>Brian</b>	21	22	23	24	25	26	27
<b>Mike</b>	28	29	30	31			

**CITY OF WEST DES MOINES**  
**SNOW AND ICE CONTROL PROCEDURES**  
**ADMINISTRATIVE/SUPPORT STAFF**

Mechanic	Per Schedule
Phone/Radio Dispatch (4:00am-4:00pm)	Alice Barrett
Phone/Radio Dispatch (7:30am-8:00pm)	Kim Pinegar
Phone/Radio Dispatch (Alternate)	Peggy Englehart

# **ANTI-ICING ROUTES**

**CITY OF WEST DES MOINES**

**ANTI-ICING OPERATORS**

<b>DRIVER/License Class</b>	
Larry Laughridge	A
Mark Adair	A
Brian Crnkovich	A
Wayne Barrett	A
Trevor Bindel	A
Nathan Headley	A
Mike Neuman	B
Kevin Hershberger	A
Matt Dolan	A
Brian Snyder	A
Beav McDaniel	A
Jeff Sherman	A
Robb McMahan	B
Mike Hiatt	A
Eric Goode	A

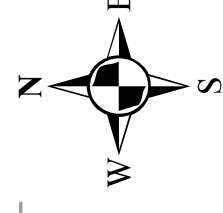
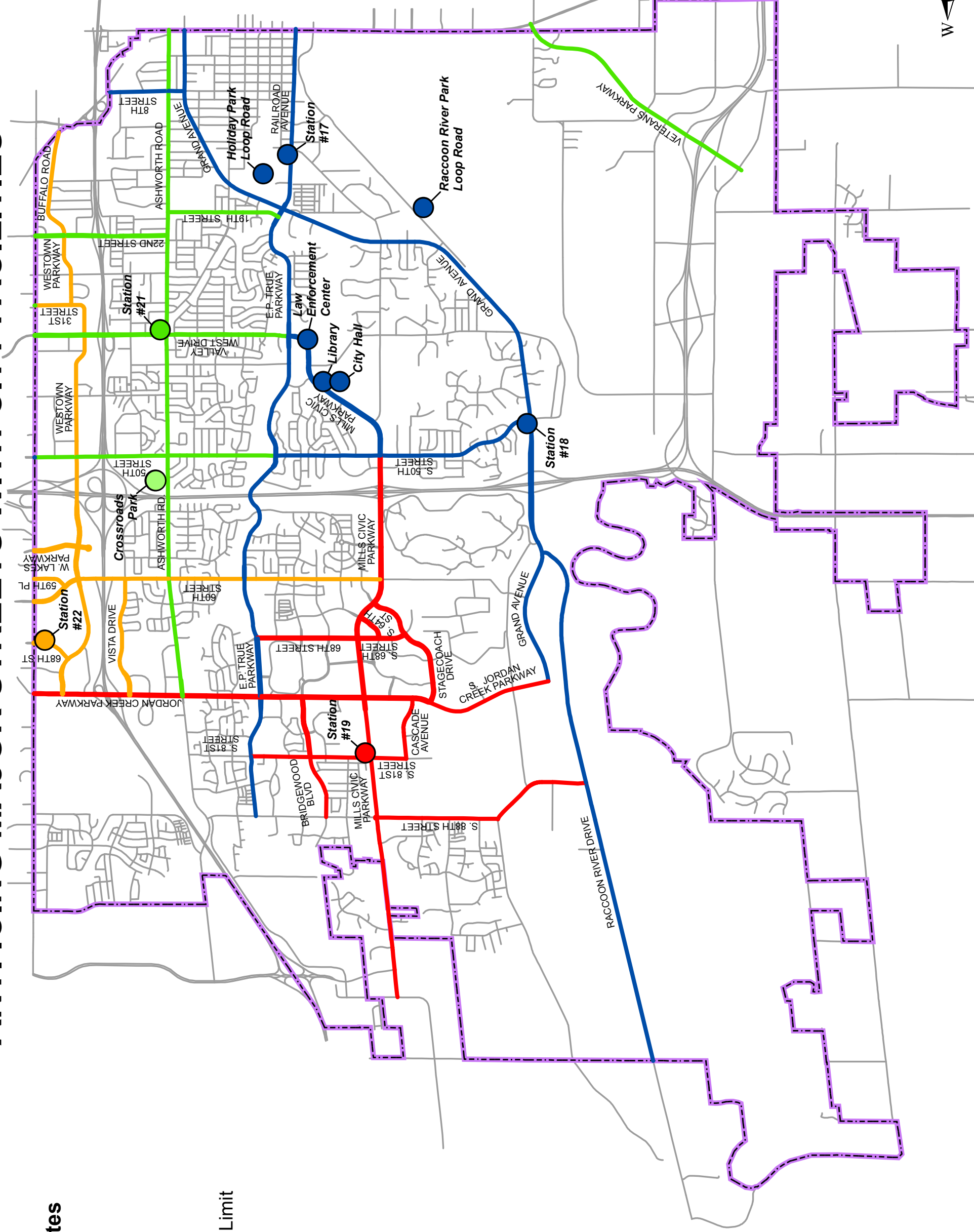
# ANTI ICING MAJOR STREETS WITH CITY FACILITIES

## Legend

### Anti-Icing Routes

- Route 1
- Route 2
- Route 3
- Route 4
- Corporate Limit

- # City Facility

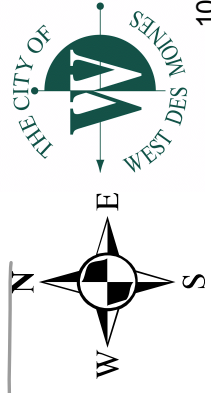
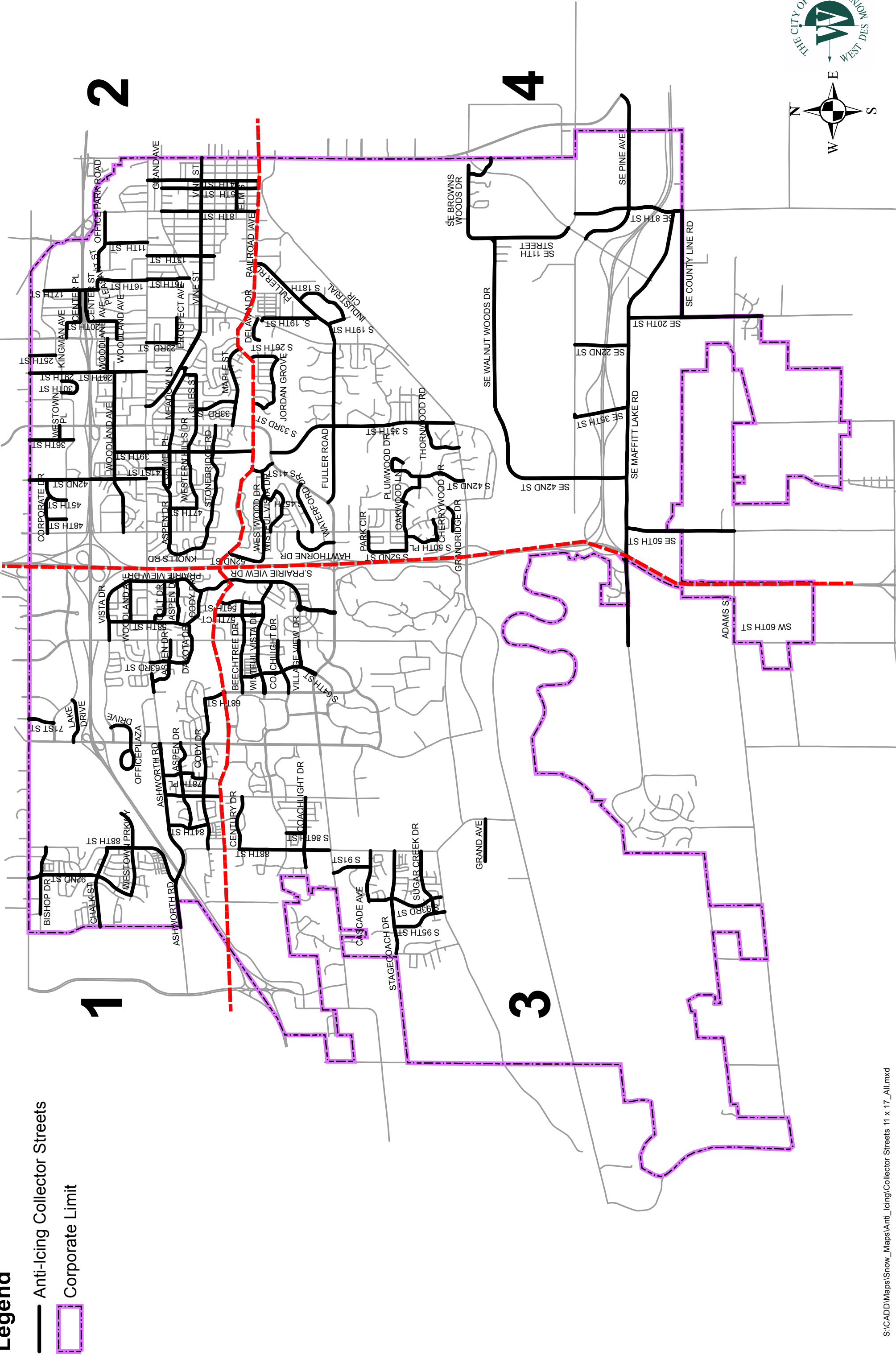


# ANTI-ICING COLLECTOR STREETS

## Legend


— Anti-Icing Collector Streets

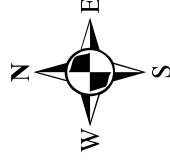
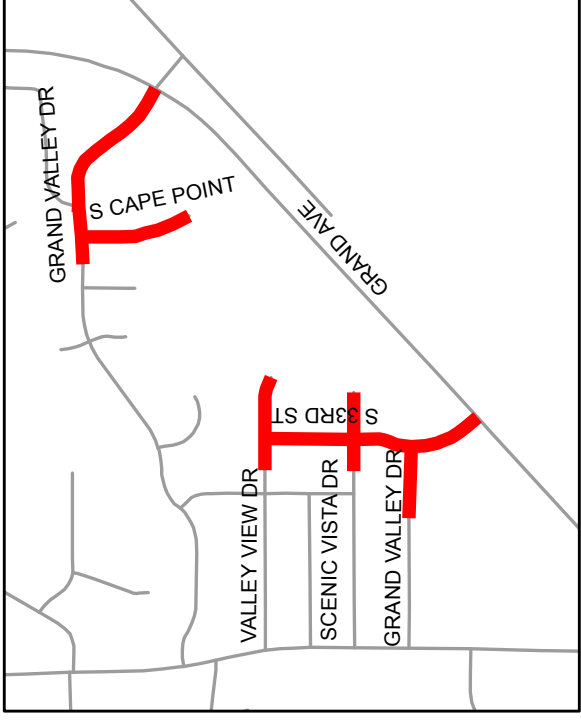
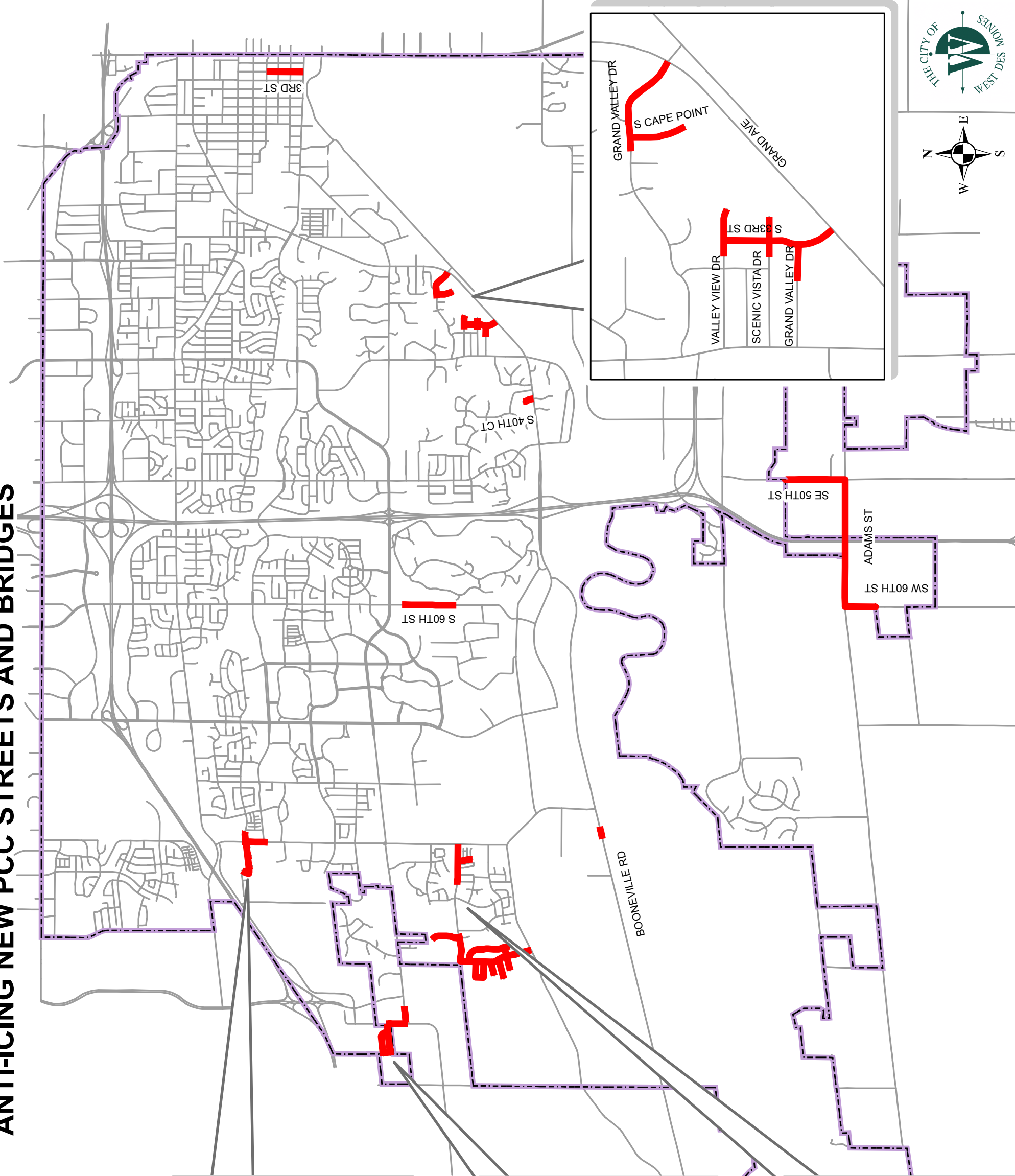
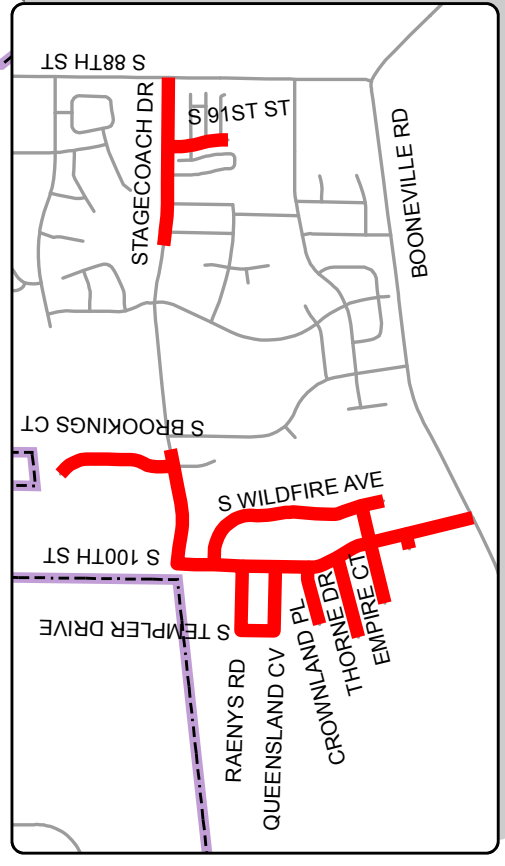
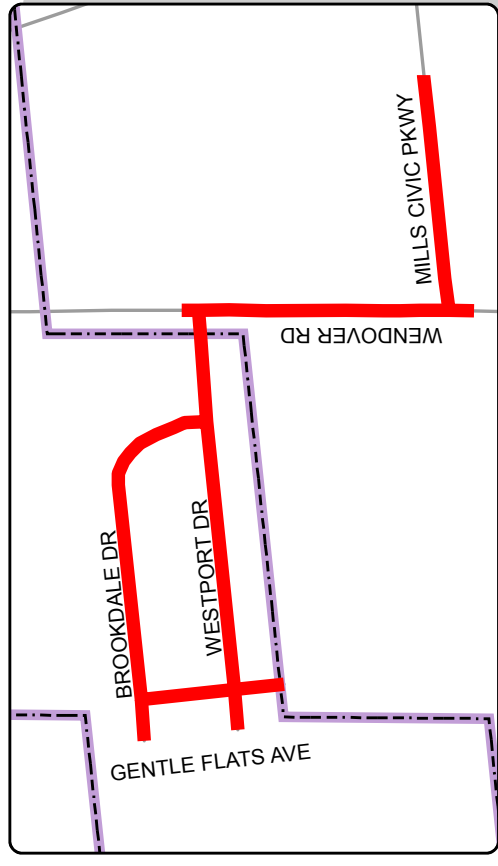
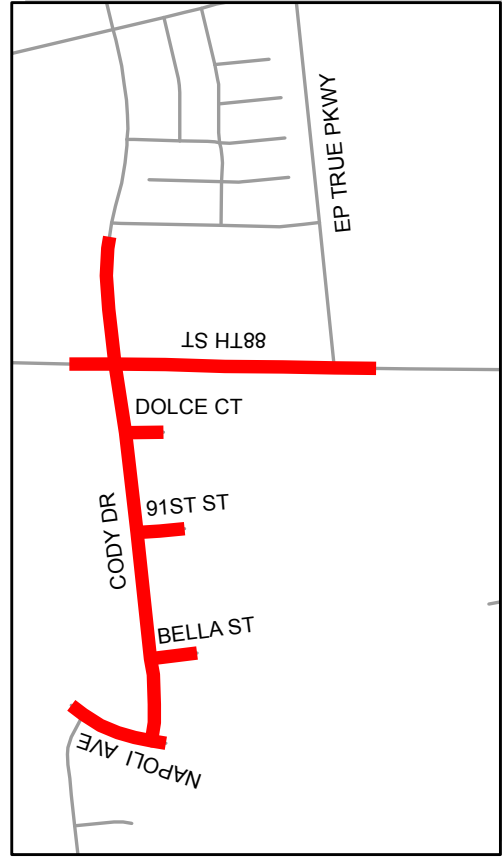
□ Corporate Limit



# ANTI-CING NEW PCC STREETS AND BRIDGES

## LEGEND

 New PCC Streets and Bridges

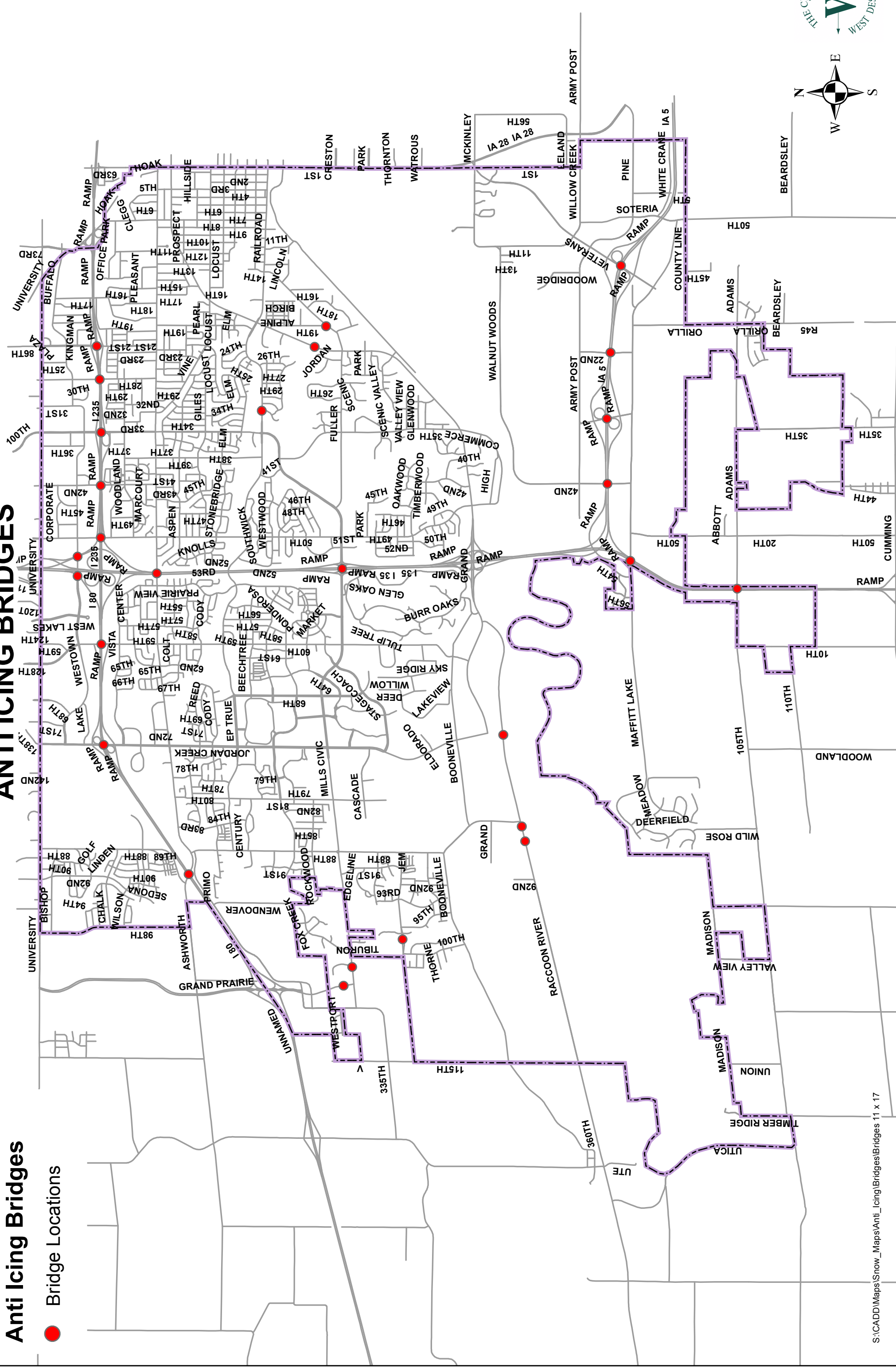




# ANTI ICING BRIDGES

## Anti Icing Bridges

● Bridge Locations





# **MAJOR SNOW PLOWING ROUTES**

## MAJOR SNOW PLOWING ROUTES

### SHIFT 1 ASSIGNMENTS

<b>ROUTE</b>	<b>VEH #</b>	<b>DRIVER</b>	<b>VEHICLE TYPE</b>
1-1	333	Trevor Bindel	Motor Grader w/ Wing
1-2	323	Chad Gillespie	Tandem Axle Sander w/ Plow & Wing
1-3A	324	Brian Crnkovich	Tandem Axle Sander w/ Plow & Wing
1-4	343	Derek Muche	Single Axle Sander w/ Plow & Wing
1-5	390/316	Larry Laughridge	Tandem Axle Sander w/ Plow & Wing
1-6A	339	Tim Schneider	Single Axle Sander w/ Plow & Wing
2-1	340	Wayne Barrett	Single Axle Sander w/ Plow & Wing
2-2	341	Jon Jorgensen	Single Axle Sander w/ Plow & Wing
2-3A	329	Chris Schinckel	Single Axle Sander w/ Plow & Wing
2-4A	319	Allen Brown	Single Axle Sander w/ Plow & Wing
2-5	320	Dan George	4 Wheel Drive 1 Ton w/ Plow
3-1	342	Brad Hughes	Single Axle Sander w/ Plow & Wing
3-2	315	Eric Goode	Tandem Axle Sander w/ Plow & Wing
3-3	354	Nathan Geil	Single Axle Sander w/ Plow & Wing
3-4	372	Fay Beals	Single Axle Sander w/ Plow & Wing
3-5	337	TBD	Single Axle Sander w/ Plow & Wing
4-1	318	Mike Neuman	Tandem Axle Sander w/ Plow & Wing
4-2	338	Mark Adair	Tandem Axle Sander w/ Plow & Wing
4-3	321	Mark Smith	Single Axle Sander w/ Plow & Wing
4-4	325	Jon Keimig	Single Axle Sander w/ Plow & Wing
4-5	485	Al Wise	4 Wheel Drive 3/4 Ton w/ Plow
Alternate Operators		Josh Reynolds Bob Crowdes Kelly Sand Scott Thomas Randy Cox	4 Wheel Drive 3/4 Ton w/ Plow 4 Wheel Drive 3/4 Ton w/ Plow 4 Wheel Drive 3/4 Ton w/ Plow

## MAJOR SNOW PLOWING ROUTES

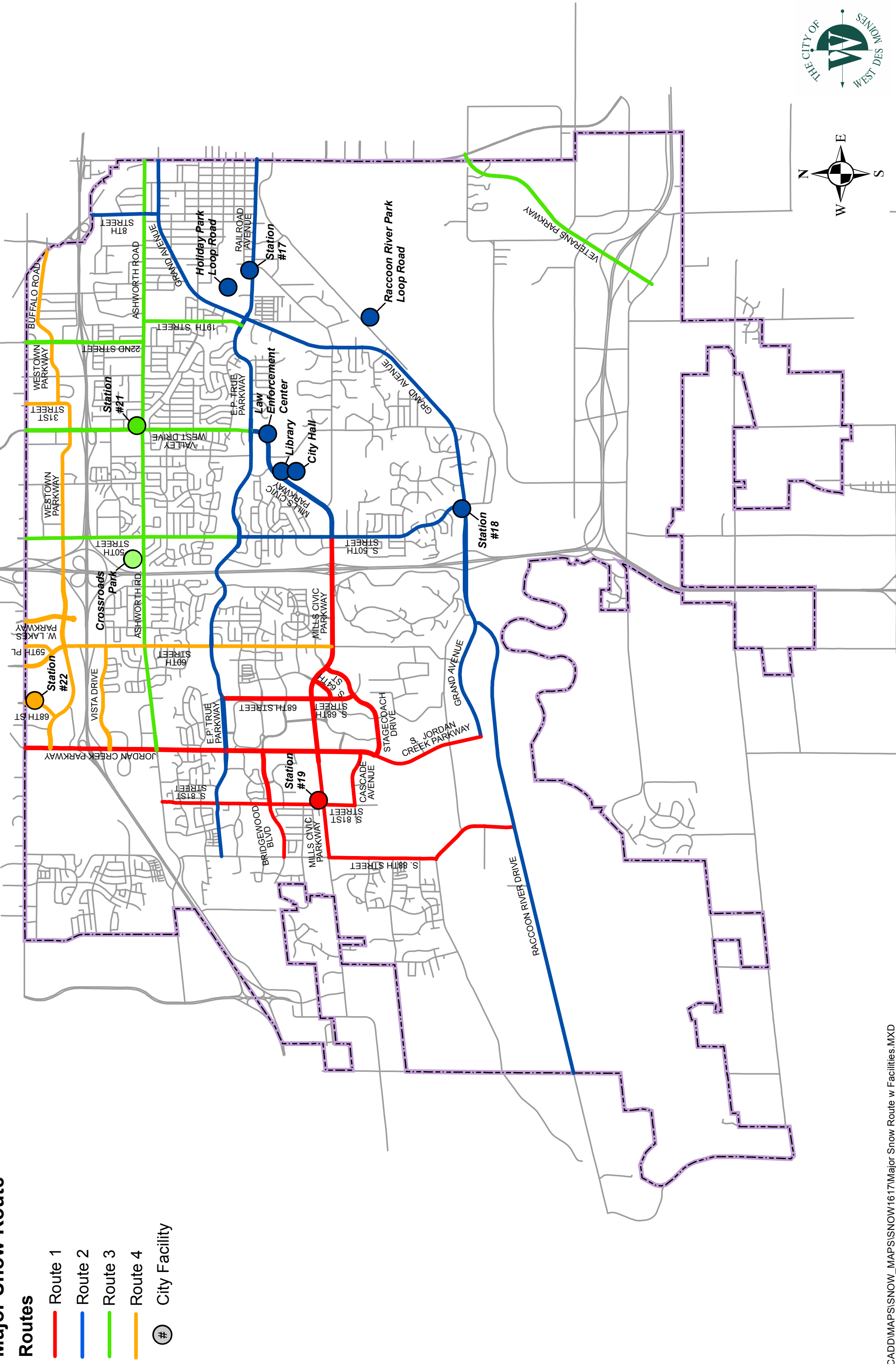
### SHIFT 2 ASSIGNMENTS

<b>ROUTE</b>	<b>VEH #</b>	<b>DRIVER</b>	<b>VEHICLE TYPE</b>
1-1	333	Matt Dolan	Motor Grader w/ Wing
1-2	323	Brian Snyder	Tandem Axle Sander w/ Plow & Wing
1-3A	324	Kevin Hershberger	Tandem Axle Sander w/ Plow & Wing
1-4	343	Michael Hagen	Single Axle Sander w/ Plow & Wing
1-5	390/316	Beav McDaniel	Tandem Axle Sander w/ Plow & Wing
1-6A	339	Don Tuel	Single Axle Sander w/ Plow & Wing
2-1	340	Jon Thill	Single Axle Sander w/ Plow & Wing
2-2	341	Jeff Munsinger	Single Axle Sander w/ Plow & Wing
2-3A	325	Luke Quinn	Single Axle Sander w/ Plow & Wing
2-4A	319	Tony Hawbaker	Single Axle Sander w/ Plow & Wing
2-5	320	Sam Wyman	Single Axle Sander w/ Plow & Wing
3-1	342	Keith Licht	Tandem Axle Sander w/ Plow & Wing
3-2	315	Jeff Sherman	Tandem Axle Sander w/ Plow & Wing
3-3	354	Robb McMahan	Single Axle Sander w/ Plow & Wing
3-4	372	Mark Lampe	4 Wheel Drive 1 Ton w/Plow
3-5	337	TBD	Single Axle Sander w/ Plow & Wing
4-1	318	Nathan Headley	Tandem Axle Sander w/ Plow & Wing
4-2	338	Mike Hiatt	Tandem Axle Sander w/ Plow & Wing
4-3	321	Laramie Sandbulte	Tandem Axle Sander w/ Plow & Wing
4-4	329	Jeff Munsinger	Single Axle Sander w/ Plow & Wing
4-5	485	DeeAnn Fredericks	4 Wheel Drive ¾ Ton w/Plow
Alternate Operators		Josh Reynolds Bob Crowdes Kelly Sand Scott Thomas Randy Cox	4 Wheel Drive ¾ Ton w/Plow 4 Wheel Drive ¾ Ton w/Plow 4 Wheel Drive ¾ Ton w/ Plow

# MAJOR SNOW ROUTE MAP WITH CITY FACILITIES

## Major Snow Route

- Routes**
- Route 1
  - Route 2
  - Route 3
  - Route 4
  - City Facility



**RESIDENTIAL  
PLOWING/  
ICE CONTROL  
ZONES**

**RESIDENTIAL PLOWING/ICE CONTROL ZONES**

**SHIFT 1 ASSIGNMENTS**

<b>ZONE</b>	<b>TRUCK</b>	<b>DRIVER</b>	<b>TYPE</b>
1	354	Nathan Geil	Single Axle Sander w/ Plow & Wing
2	342	Brad Hughes	Single Axle Sander w/ Plow & Wing
3	318	Mike Neuman	Tandem Axle Sander w/ Plow & Wing
4	341	Jon Jorgensen	Single Axle Sander w/ Plow & Wing
5	315	Eric Goode	Tandem Axle Sander w/ Plow & Wing
6	340	Wayne Barrett	Single Axle Sander w/ Plow & Wing
7	329	Chris Schinckel	Single Axle Sander w/ Plow & Wing
8	339	Tim Schneider	Single Axle Sander w/ Plow & Wing
9	343	Derek Muche	Single Axle Sander w/ Plow & Wing
10	324	Brian Crnkovich	Tandem Axle Sander w/ Plow & Wing
11	323	Chad Gillespie	Tandem Axle Sander w/ Plow & Wing
Unimproved	333	Trevor Bindel	Grader w/ Wing Plow
Rover	390/316	Larry Laughridge	Tandem Axle Sander w/ Plow & Wing
Rover	338	Mark Adair	Tandem Axle Sander w/ Plow & Wing
Alternate Operators		Dan George	Single Axle Sander w/ Plow & Wing (320)
		Fay Beals	4 Wheel Drive 1 Ton w/ Plow (372)
		Kelly Sand	4 Wheel Drive ¾ Ton w/Plow (349)
		Jon Keimig	Single Axle Sander w/ Plow & Wing (325)
		Bob Crowdes	4 Wheel Drive ¾ Ton w/ Plow (359)
		Al Wise	4 Wheel Drive ¾ Ton w/Plow (485)
		Mark Smith	Tandem Axle Sander w/ Plow and Wing (321)
		Allen Brown	Single Axle Sander w/ Plow & Wing (319)
		TBD	Single Axle Sander w/ Plow & Wing (337)

**RESIDENTIAL PLOWING/ICE CONTROL ZONE**












**SHIFT 2 ASSIGNMENTS**

<b>ZONE</b>	<b>TRUCK</b>	<b>DRIVER</b>	<b>TYPE</b>
1	354	Robb McMahon	Single Axle Sander w/ Plow & Wing
2	342	Keith Licht	Single Axle Sander w/ Plow & Wing
3	318	Nathan Headley	Tandem Axle Sander w/ Plow & Wing
4	341	Jeff Munsinger	Single Axle Sander w/ Plow & Wing
5	315	Jeff Sherman	Tandem Axle Sander w/ Plow & Wing
6	340	Jon Thill	Single Axle Sander w/ Plow & Wing
7	329	Luke Quinn	Single Axle Sander w/ Plow & Wing
8	339	Don Tuel	Single Axle Sander w/ Plow & Wing
9	343	Michael Hagen	Single Axle Sander w/ Plow & Wing
10	324	Kevin Hershberger	Tandem Axle Sander w/ Plow & Wing
11	323	Brian Snyder	Tandem Axle Sander w/ Plow & Wing
Unimproved	333	Matt Dolan	Grader w/ Wing Plow
Rover	390/316	Beav McDaniel	Tandem Axle Sander w/ Plow & Wing
Rover	338	Mike Hiatt	Tandem Axle Sander w/ Plow & Wing
Alternate Operators		Scott Thomas	
		Sam Wyman	Single Axle Sander w/ Plow & Wing (320)
		Mark Lampe	4 Wheel Drive 1 Ton w/ Plow (372)
		Josh Reynolds	4 Wheel Drive ¾ Ton w/Plow (349)
		Laramie Sandbulte	Tandem Axle Sander w/ Plow & Wing (321)
		DeeAnn Fredericks	4 Wheel Drive ¾ Ton w/ Plow (485)
		Tony Hawbaker	Single Axle Sander w/ Plow & Wing (319)
		TBD	Single Axle Sander w/ Plow & Wing (337)
		TBD	Single Axle Sander w/ Plow & Wing (325)

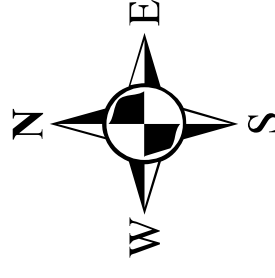
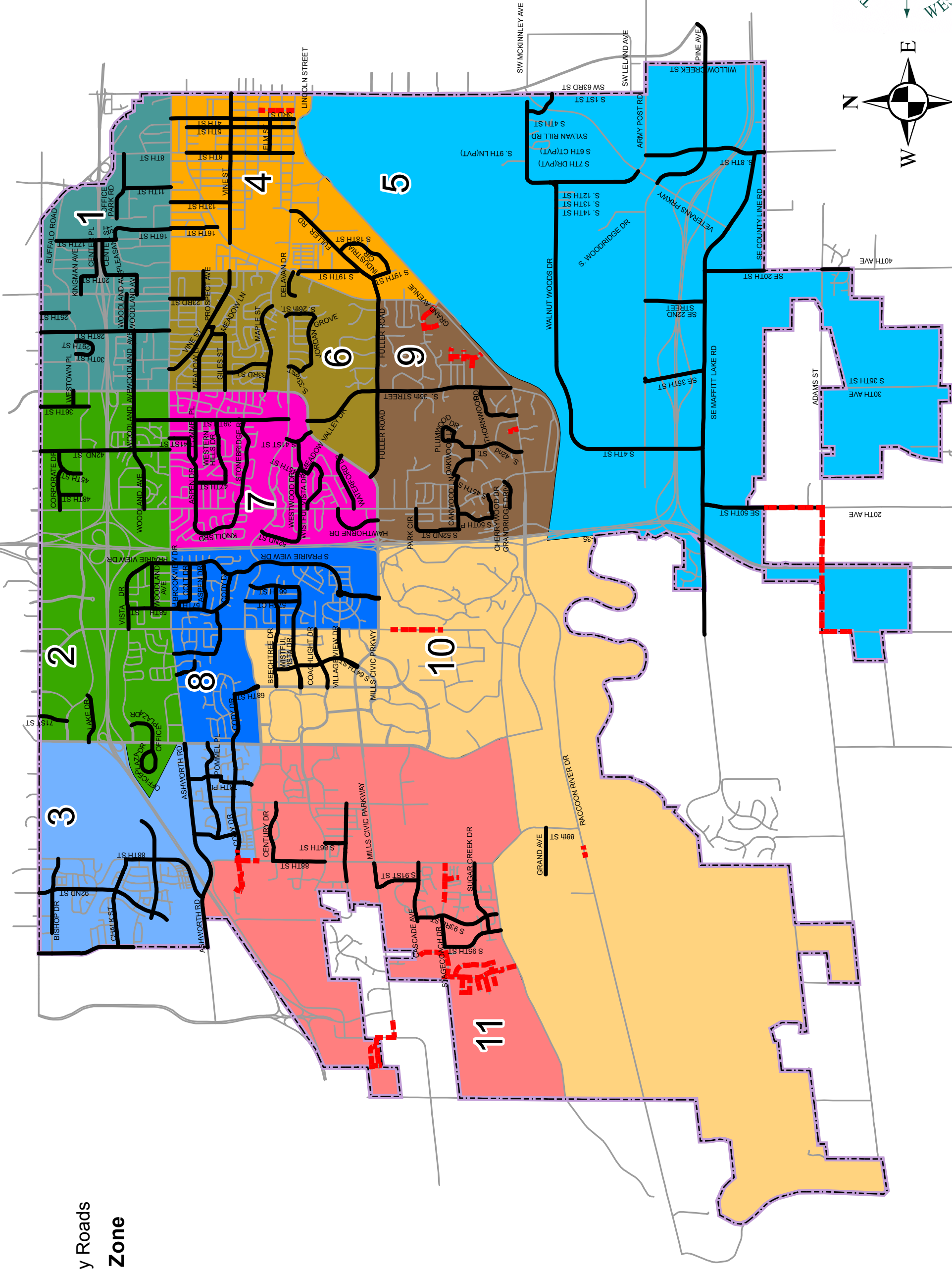
# Legend

-  No Salt
-  Secondary Roads

## Snow and Ice Zone

-  Zone 1
-  Zone 2
-  Zone 3
-  Zone 4
-  Zone 5
-  Zone 6
-  Zone 7
-  Zone 8
-  Zone 9
-  Zone 10
-  Zone 11

# LOCAL SNOW AND ICE ZONES



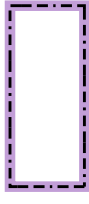


**UNIMPROVED  
STREETS  
PLOWING AREAS**

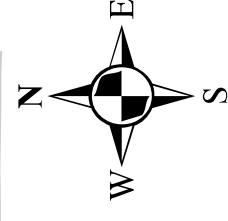
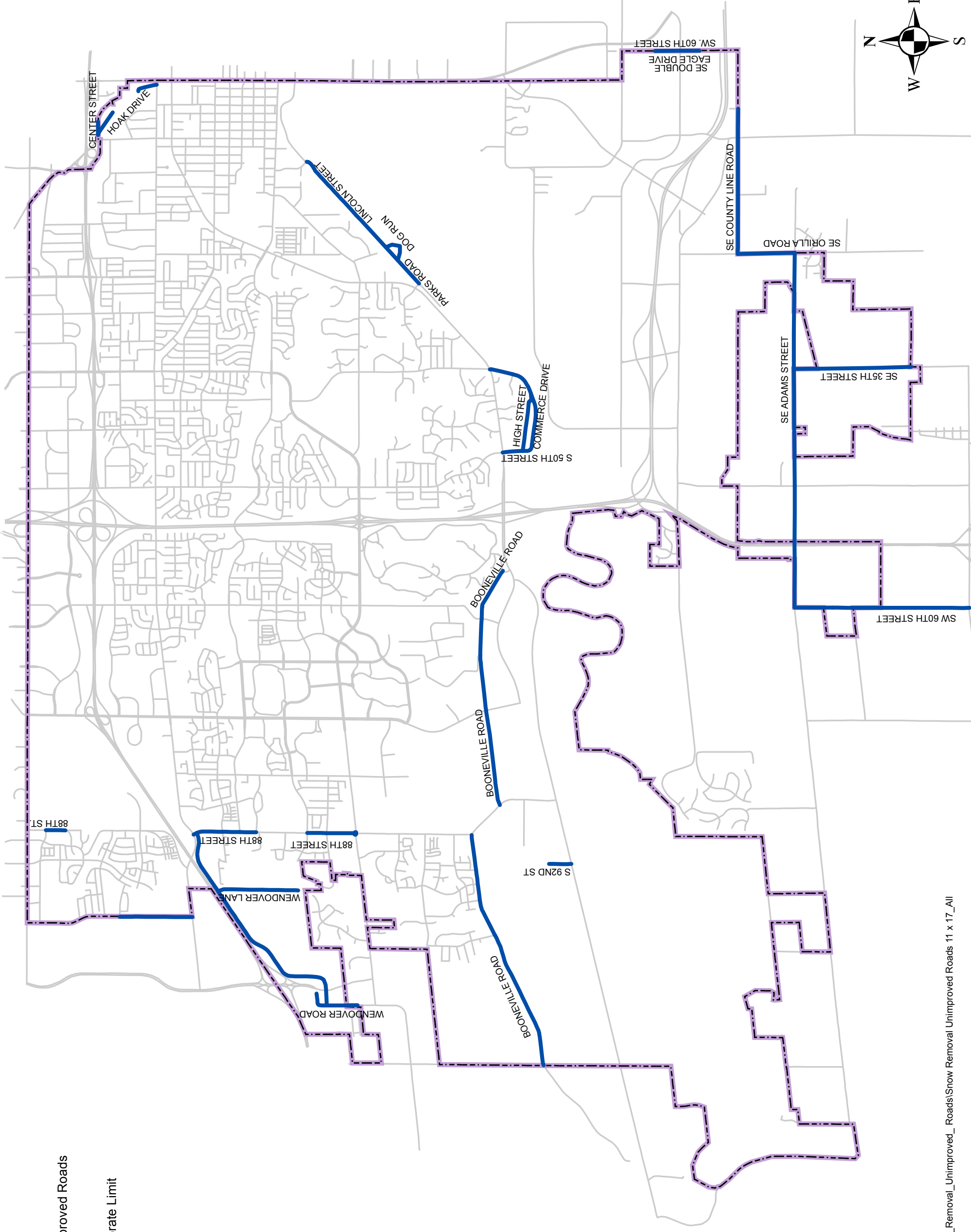
# SNOW REMOVAL UNIMPROVED ROADS

## LEGEND

Unimproved Roads



Corporate Limit



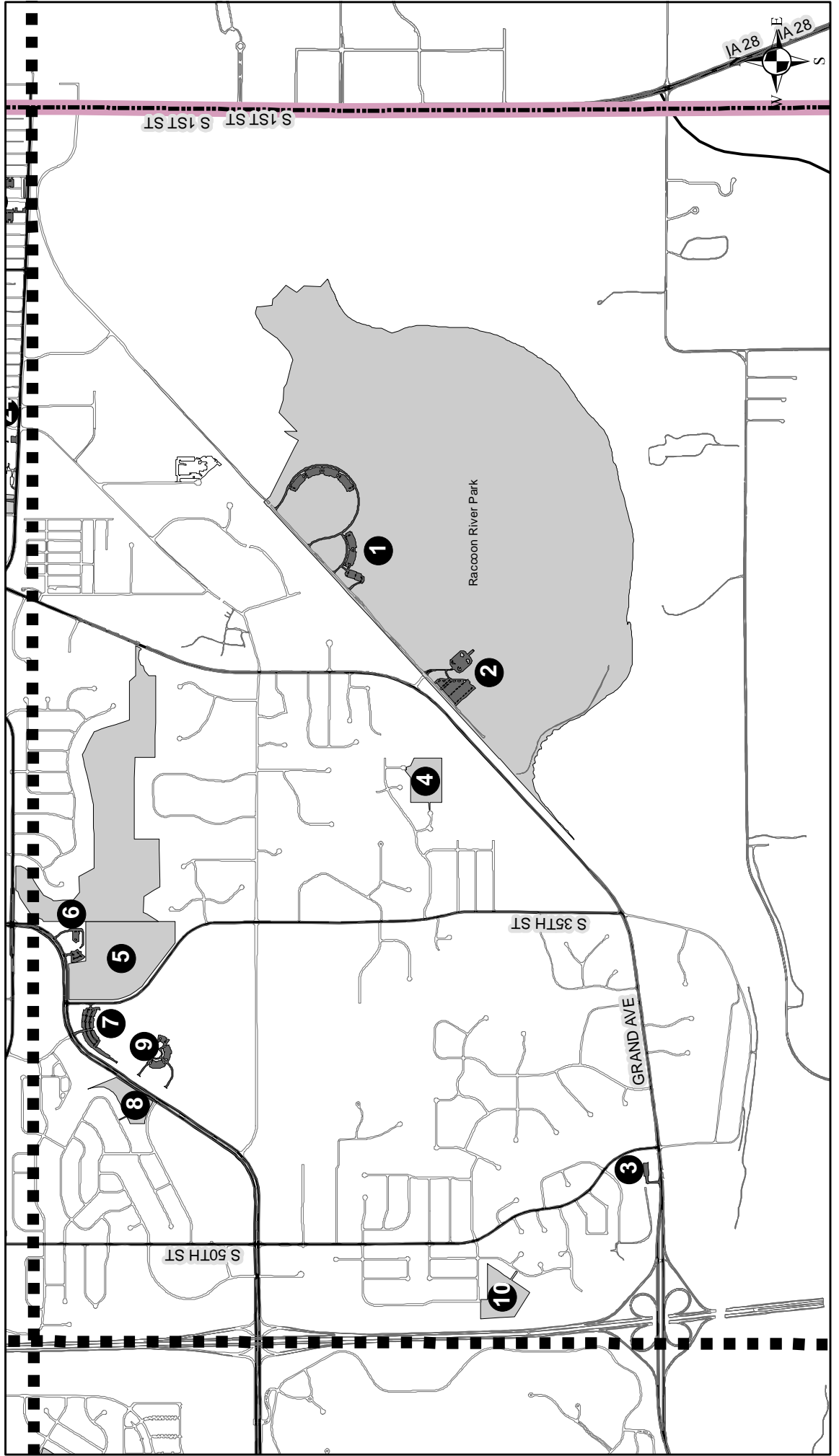
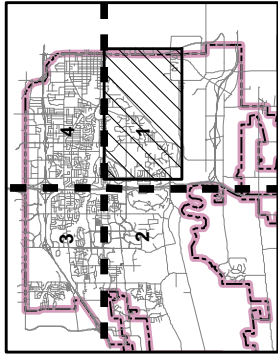
**Trails, City Facility  
Parking Lots, City  
owned Sidewalks**

# CITY PARKING LOTS (1 of 4)



## City Parking Lots

- |                                  |                                |                             |
|----------------------------------|--------------------------------|-----------------------------|
| 1. Nature Lodge/Softball Complex | 11. Fire Station #19           | 20. Fire Station #21        |
| 2. Boat Ramp/Soccer Complex      | 12. Valley View Park (aquatic) | 21. Pearson Park            |
| 3. Fire Station #18              | 13. Willow Springs Park        | 22. Fairmeadows Park        |
| 4. Scenic Valley Park            | 14. Wild Rose Park             | 23. Holiday Park            |
| 5. South Woods Park              | 15. Jaycee Park                | 24. Fire Station #17        |
| 6. Law Enforcement Center        | 16. Peony Park                 | 25. Wilson Park             |
| 7. Library                       | 17. Fire Station #22           | 26. Valley Junction         |
| 8. Ashawa Park                   | 18. CrossRoads Park            | 27. Legion Park             |
| 9. City Hall                     | 19. Jordan Creek Park          | 28. Maple Grove Park        |
| 10. Quail Cove Park              |                                | 29. 39th Street Parking Lot |

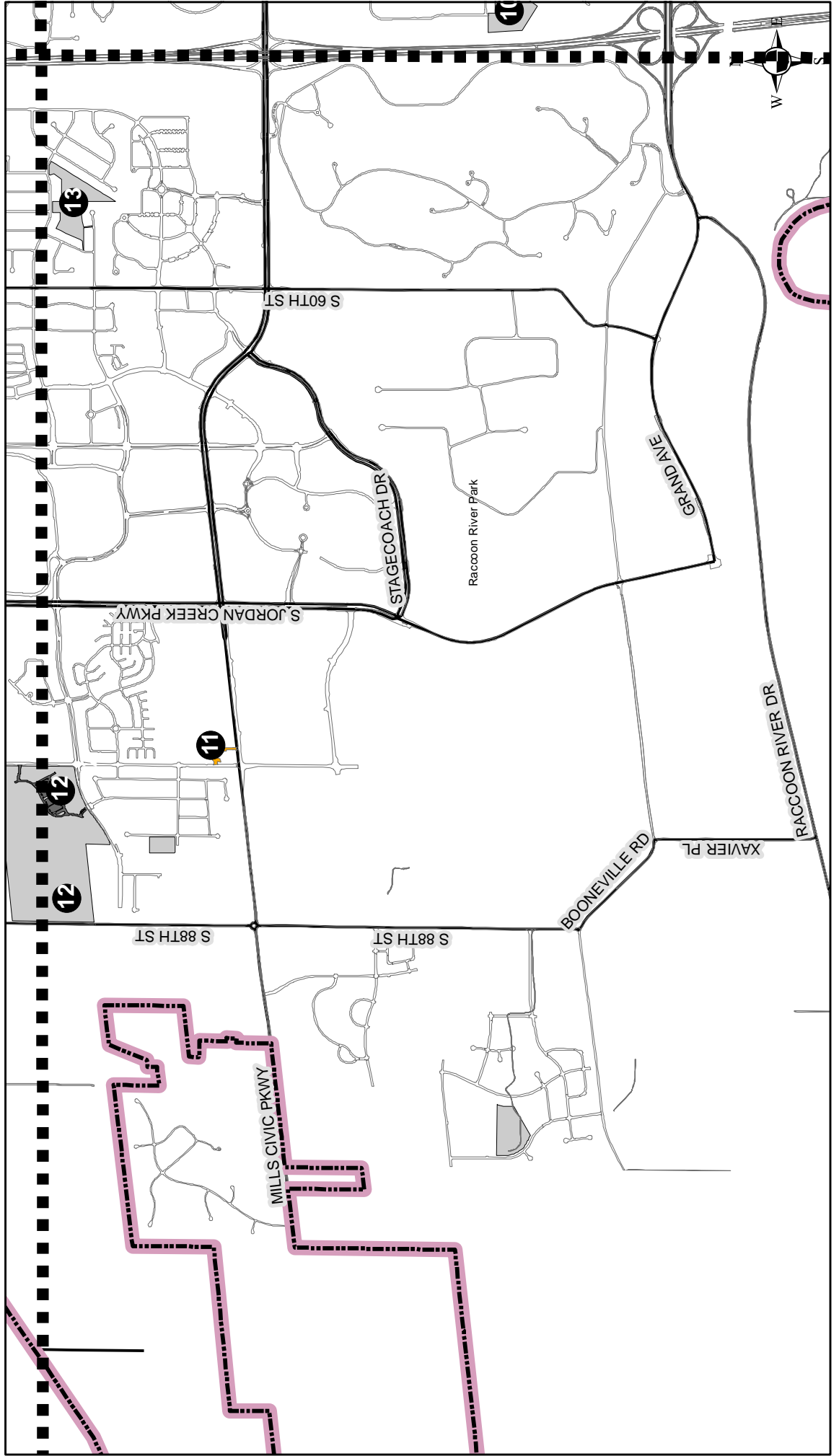
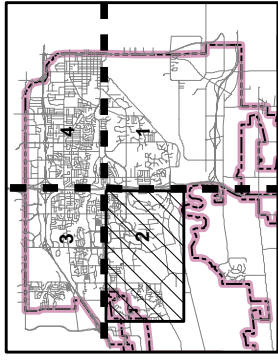


# CITY PARKING LOTS (2 of 4)



## City Parking Lots

- |                                  |                             |
|----------------------------------|-----------------------------|
| 1. Nature Lodge/Softball Complex | 20. Fire Station #21        |
| 2. Boat Ramp/Soccer Complex      | 21. Pearson Park            |
| 3. Fire Station #18              | 22. Fairmeadows Park        |
| 4. Scenic Valley Park            | 23. Holiday Park            |
| 5. South Woods Park              | 24. Fire Station #17        |
| 6. Law Enforcement Center        | 25. Wilson Park             |
| 7. Library                       | 26. Valley Junction         |
| 8. Ashawa Park                   | 27. Legion Park             |
| 9. City Hall                     | 28. Maple Grove Park        |
| 10. Quail Cove Park              | 29. 39th Street Parking Lot |
| 11. Fire Station #19             |                             |
| 12. Valley View Park (aquatic)   |                             |
| 13. Willow Springs Park          |                             |
| 14. Wild Rose Park               |                             |
| 15. Jaycee Park                  |                             |
| 16. Peony Park                   |                             |
| 17. Fire Station #22             |                             |
| 18. CrossRoads Park              |                             |
| 19. Jordan Creek Park            |                             |



# CITY PARKING LOTS (3 of 4)

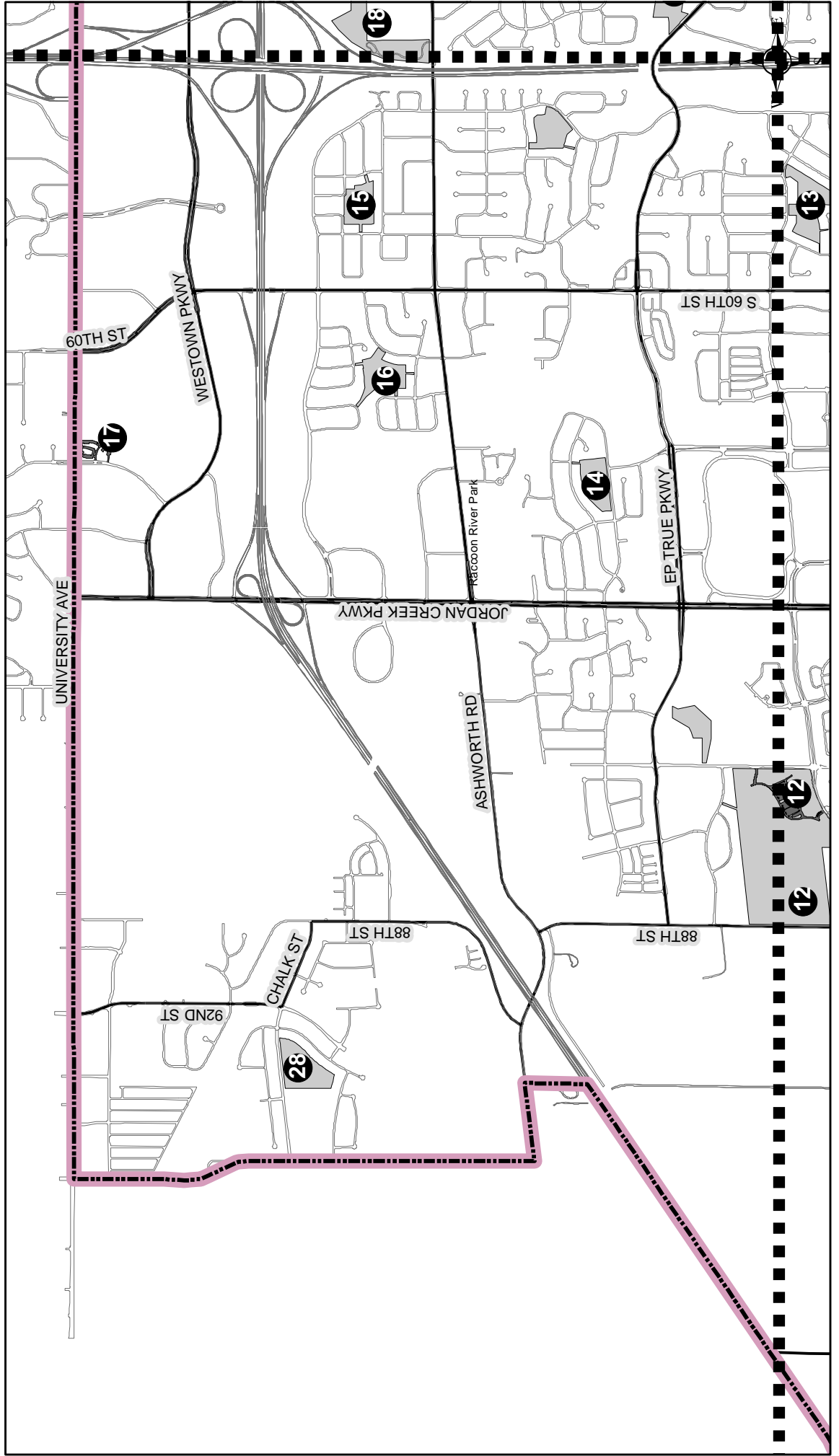
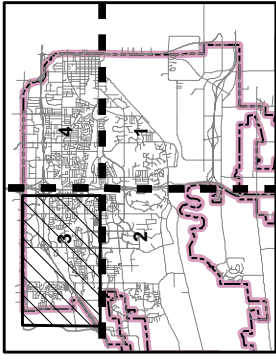


## City Parking Lots

1. Nature Lodge/Softball Complex
2. Boat Ramp/Soccer Complex
3. Fire Station #18
4. Scenic Valley Park
5. South Woods Park
6. Law Enforcement Center
7. Library
8. Ashawa Park
9. City Hall
10. Quail Cove Park

11. Fire Station #19
12. Valley View Park (aquatic)
13. Willow Springs Park
14. Wild Rose Park
15. Jaycee Park
16. Peony Park
17. Fire Station #22
18. CrossRoads Park
19. Jordan Creek Park

20. Fire Station #21
21. Pearson Park
22. Fairmeadows Park
23. Holiday Park
24. Fire Station #17
25. Wilson Park
26. Valley Junction
27. Legion Park
28. Maple Grove Park
29. 39th Street Parking Lot



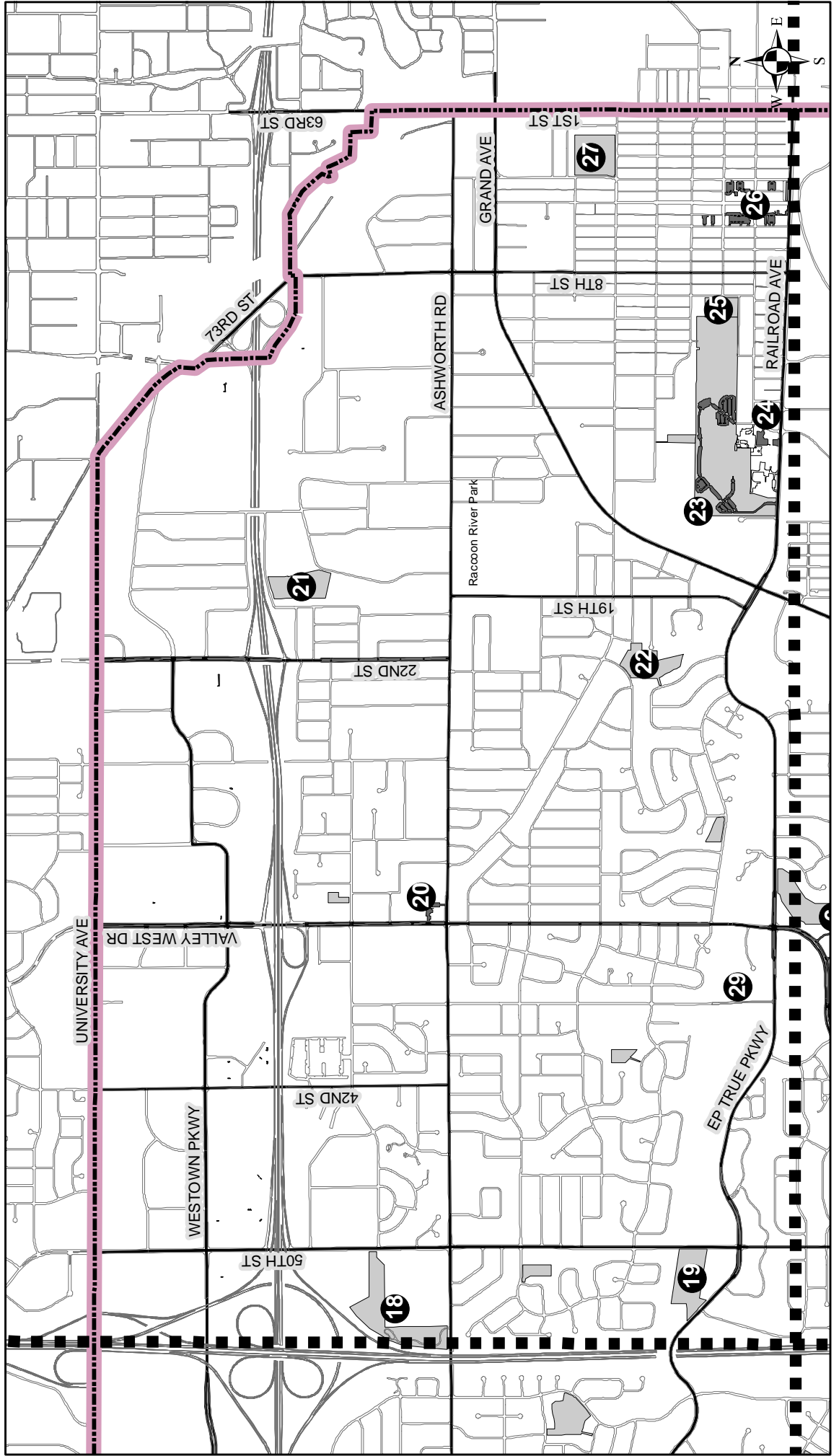
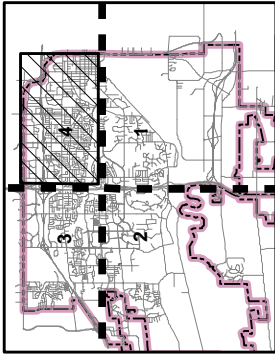


# CITY PARKING LOTS (4 of 4)







## City Parking Lots

- |                                  |                                |                             |
|----------------------------------|--------------------------------|-----------------------------|
| 1. Nature Lodge/Softball Complex | 11. Fire Station #19           | 20. Fire Station #21        |
| 2. Boat Ramp/Soccer Complex      | 12. Valley View Park (aquatic) | 21. Pearson Park            |
| 3. Fire Station #18              | 13. Willow Springs Park        | 22. Fairmeadows Park        |
| 4. Scenic Valley Park            | 14. Wild Rose Park             | 23. Holiday Park            |
| 5. South Woods Park              | 15. Jaycee Park                | 24. Fire Station #17        |
| 6. Law Enforcement Center        | 16. Peony Park                 | 25. Wilson Park             |
| 7. Library                       | 17. Fire Station #22           | 26. Valley Junction         |
| 8. Ashawa Park                   | 18. CrossRoads Park            | 27. Legion Park             |
| 9. City Hall                     | 19. Jordan Creek Park          | 28. Maple Grove Park        |
| 10. Quail Cove Park              |                                | 29. 39th Street Parking Lot |

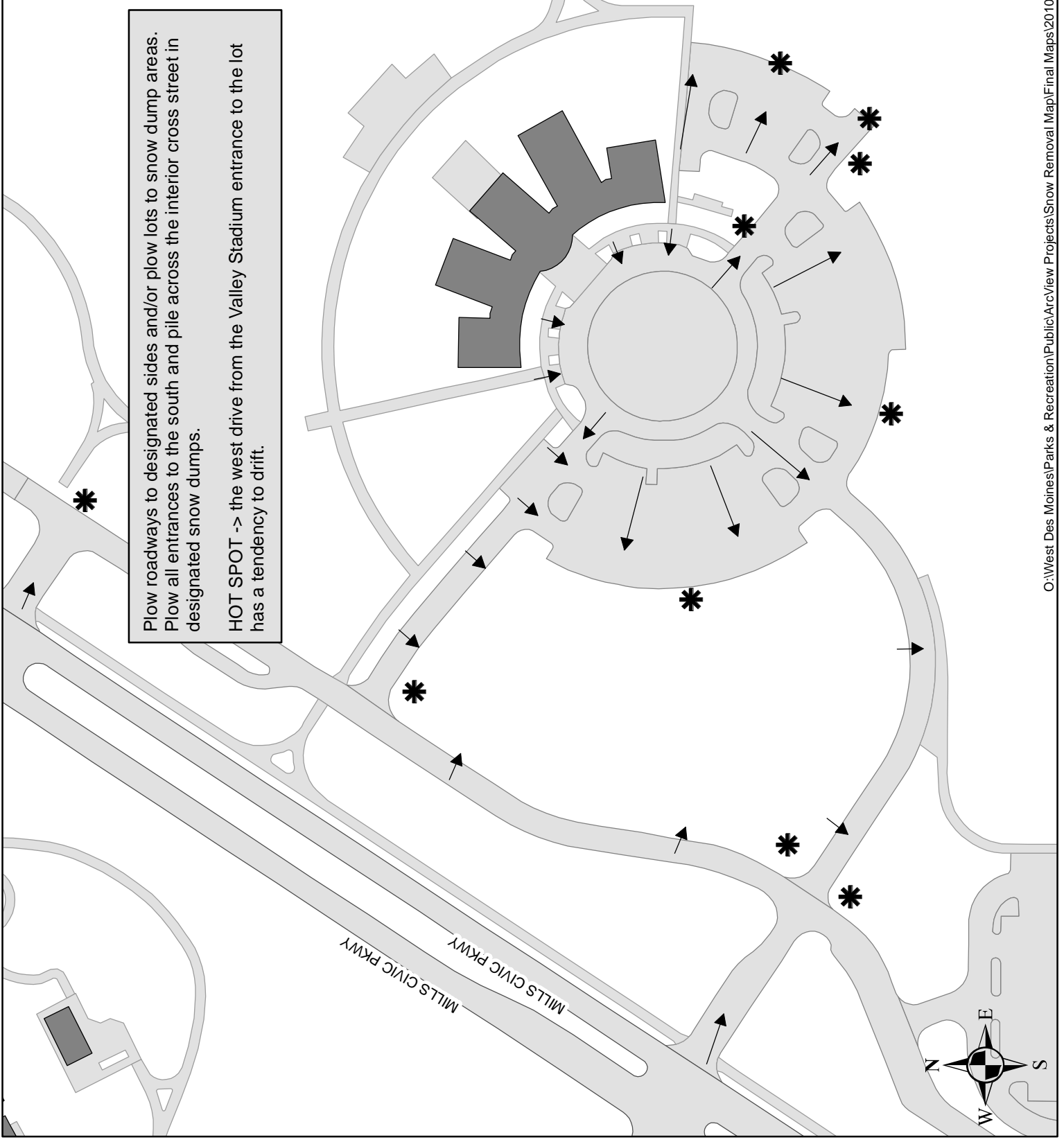
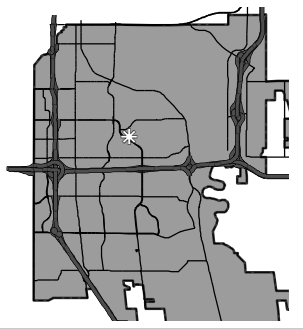




**City Hall**  
4200 Mills Civic Pkwy

-  Building
-  No Parking Area
-  Plow Direction
-  Snow Dump Area

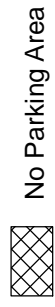
edited 10/29/15



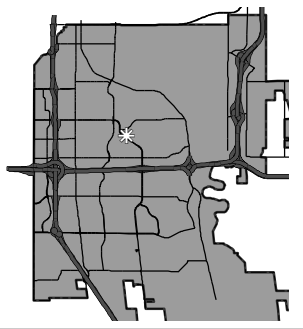




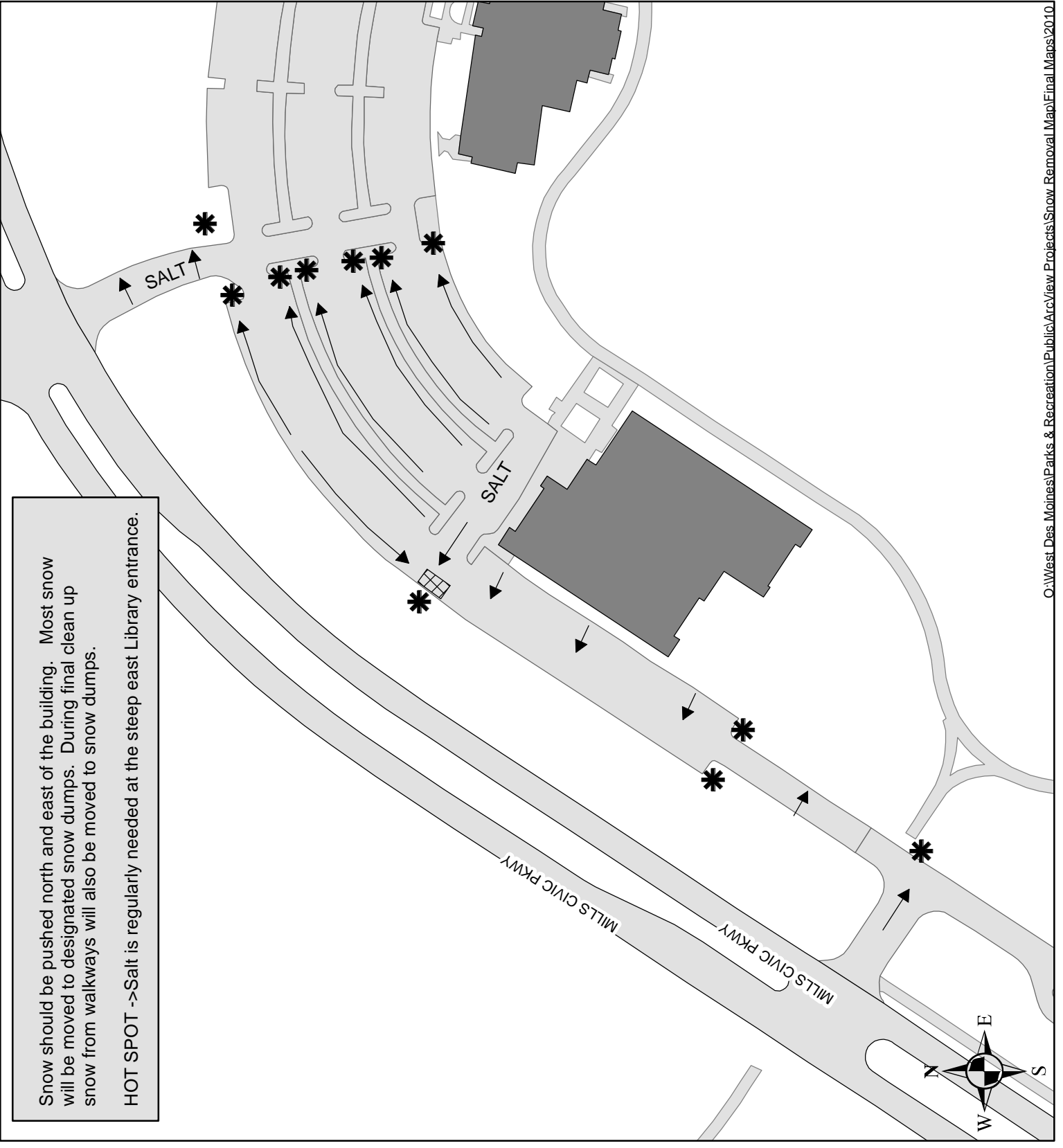
**Library**  
4000 Mills Civic Pkwy



edited 09/23/10



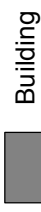
Snow should be pushed north and east of the building. Most snow will be moved to designated snow dumps. During final clean up snow from walkways will also be moved to snow dumps.  
HOT SPOT -> Salt is regularly needed at the steep east Library entrance.





**Law Enforcement Center**

250 Mills Civic Pkwy



Building



No Parking Area

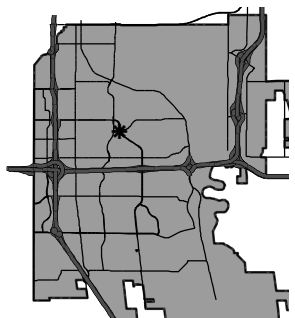


Plow Direction



Snow Dump Area

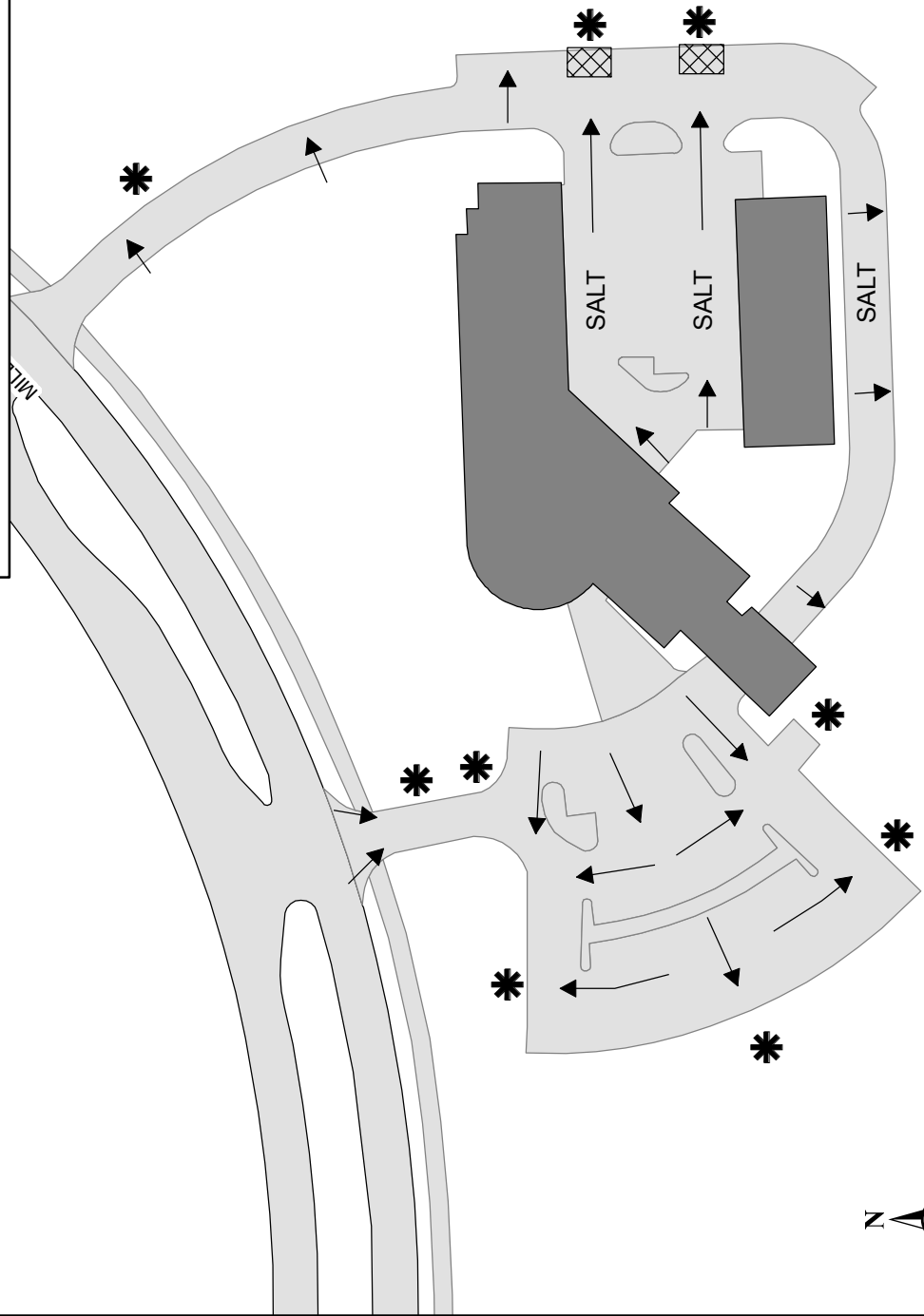
edited 09/26/13



24 hour access is required for the back entrance, loop around the interior parking lot, and front entrance to sally port (west). The east sally port exit is not as critical as it is down hill and for the most part one way to the east.

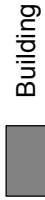
**HOT SPOT**-> The rear entrance has a tendency to drift. All snow in the interior parking lot needs to be carried to the east to the indicated "snow dumps".

**NOTE: CONCRETE PATCHES WERE DONE IN 2013. MINIMIZE SALT USAGE WHEN POSSIBLE TO PROTECT NEW CONCRETE.**





**Fire Station #17**  
1401 Railroad Ave.



Building



No Parking Area

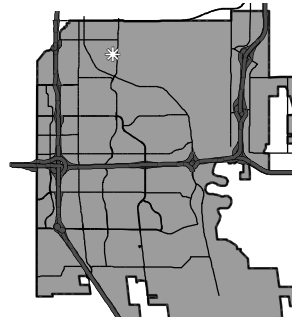


Plow Direction



Snow Dump Area

edited 09/23/10



This site is mostly level and little chance of total immobility with small snows. Be careful not to pile street wind-row on ROW or within 15' of street. Plow entire front lot to the west side of the lot. Snow can be left at the west curb to be blown out later. In the back lot make passes, wind row to the north from entrance, in front of the overhangs and push to the west snow dump. (indicated on map).

If time allows plow room for 10-15 parking spaces.

MAPLE ST

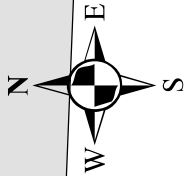
14

SALT

SALT





RAILROAD AVE

FULLER RD

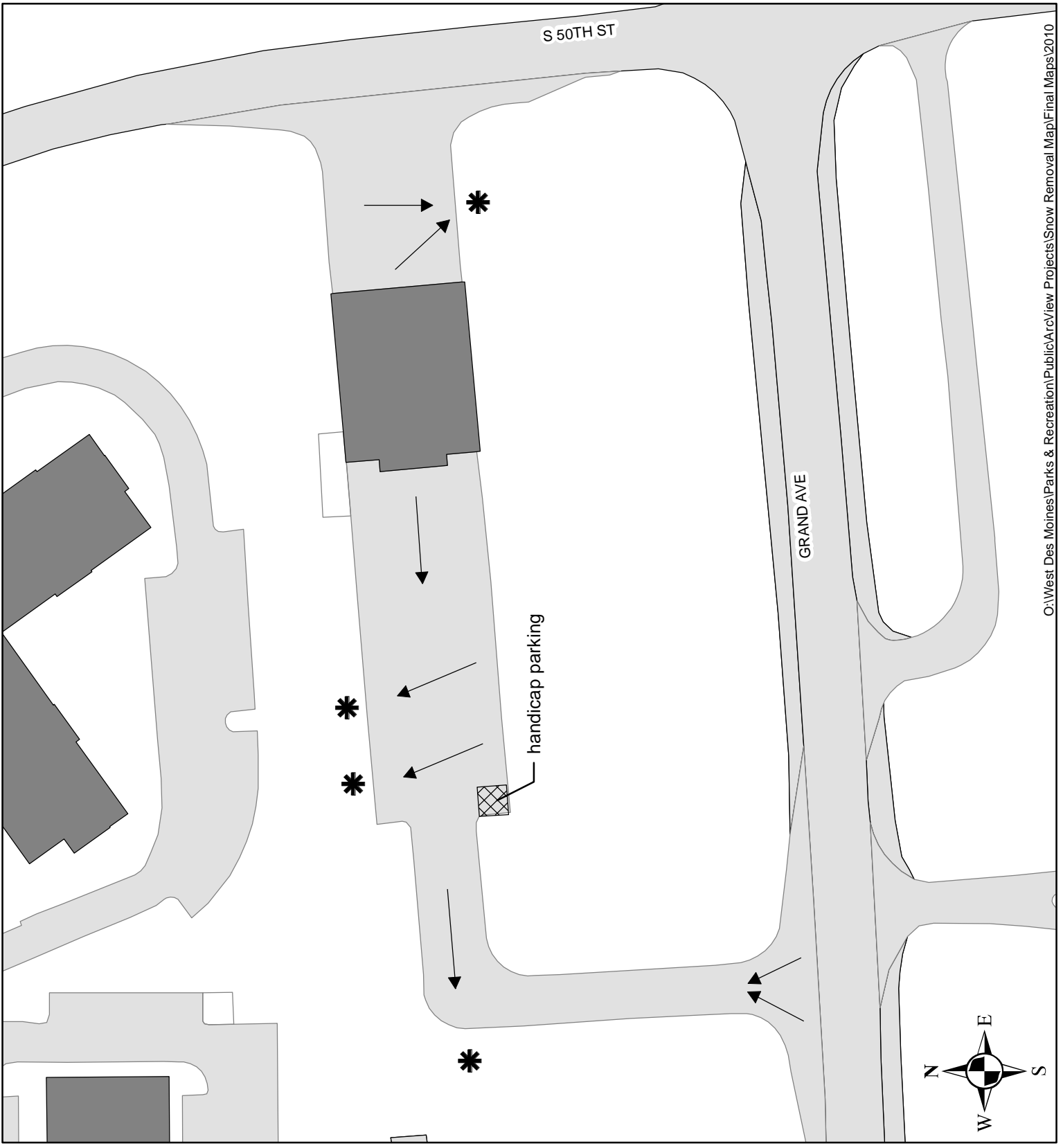
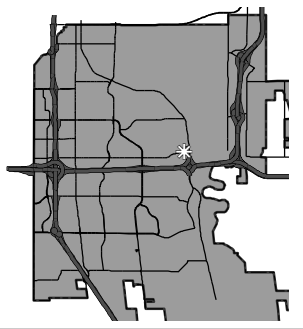




**Fire Station #18**  
5025 Grand Ave.

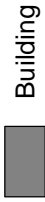
-  Building
-  No Parking Area
-  Plow Direction
-  Snow Dump Area

edited 09/23/10





**Fire/EMS Station #19**  
8055 Mills Civic Pkwy



Building



No Parking Area

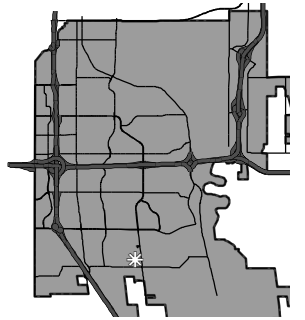


Plow Direction



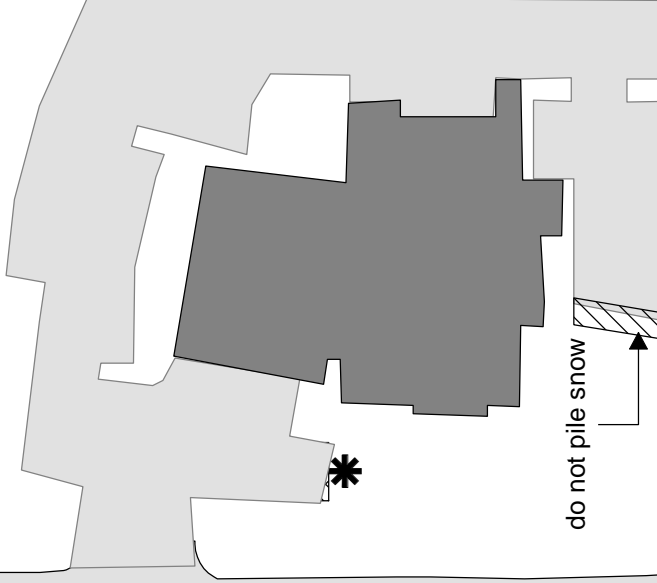
Snow Dump Area

edited 09/23/10



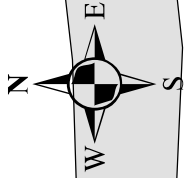
This site is mostly level and little chance of total immobility with small snows, but due to heavy use and complicated curb lines it can quickly become challenging. Snow in the south lot needs to be pulled away from the building and pushed to the south.

USE CARE - up lights at the west end of this lot can easily become covered if snow is pushed to the west. All lots need to have snow pulled away from the building and pushed to the outer curbs. Snow left at the curb during initial plowing operations will be blown out at a later time.



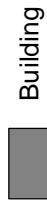
S. 81st St.

MILLS CIVIC PKWY





**Fire Station #21**  
3421 Ashworth Rd.



Building



No Parking Area

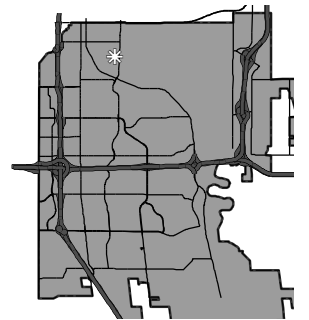


Plow Direction



Snow Dump Area

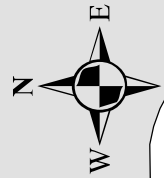
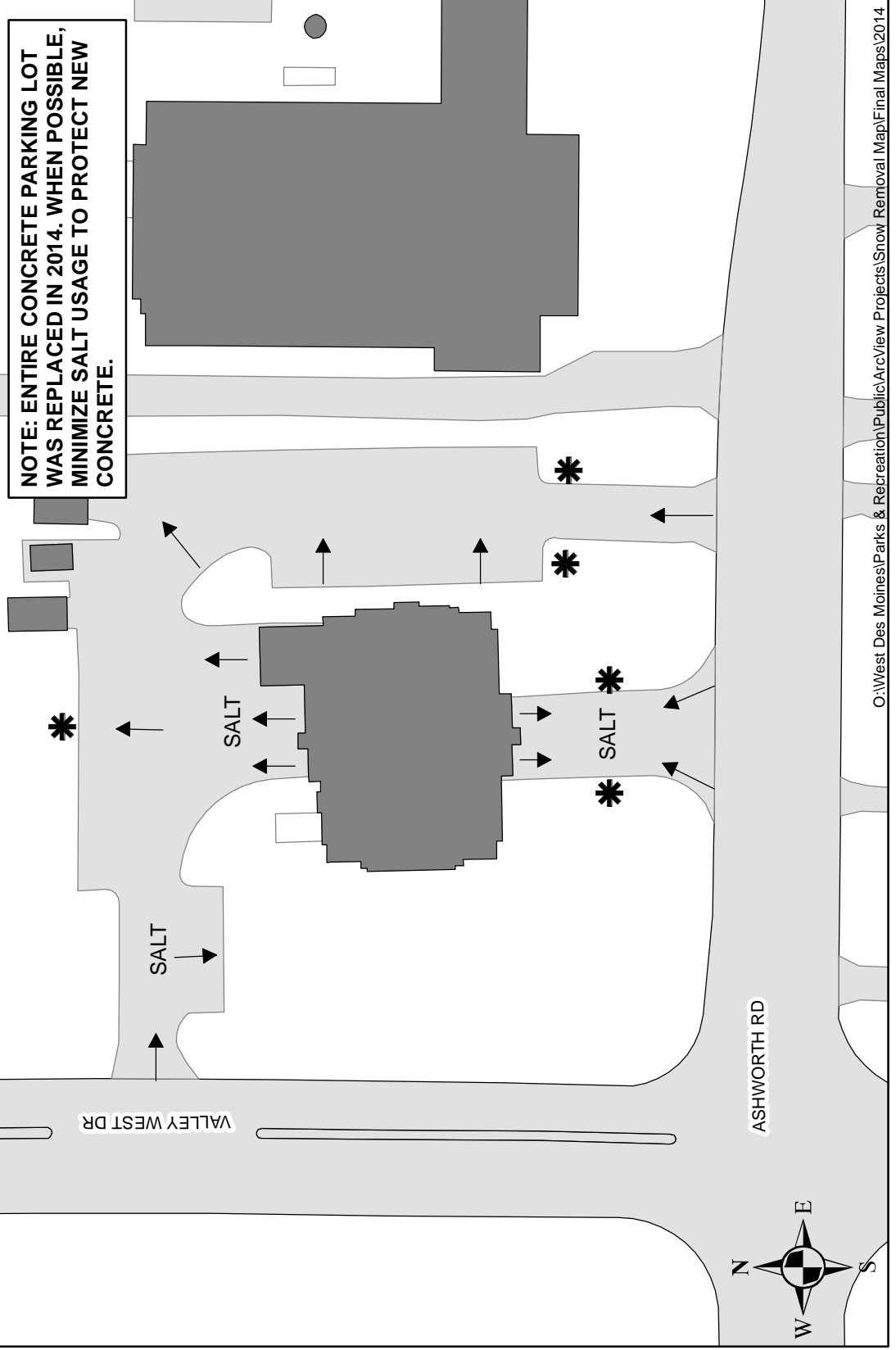
edited 09/26/14



The front lot is critical to plow and salt often. HOT SPOT -> Fire trucks need to be able to back up and into overhead doors when returning from a call. The steep angle of lot complicates ability to do so. Plow in from the street and pile to the west as much as possible. Fire staff will also have a supply of salt at the overheads for emergency use.

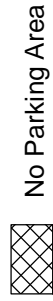
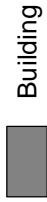
For the rest of the lot, try to maintain a drive through and pull snow away from north overheads, walks and east main door entrances. All snow in the north lot needs to be pushed to the north curb. Snow in the east lot can go to east and south as to the indicated snow dumps. Snow pile will be blown out at a later time. This facility is staffed 24/7 and has many overhead and pedestrian entrances. This combination can make finding a spot for the snow challenging. Piles that are not pushed to the curb during initial plowing operations can be moved during, or after, clean up.

**NOTE: ENTIRE CONCRETE PARKING LOT WAS REPLACED IN 2014. WHEN POSSIBLE, MINIMIZE SALT USAGE TO PROTECT NEW CONCRETE.**

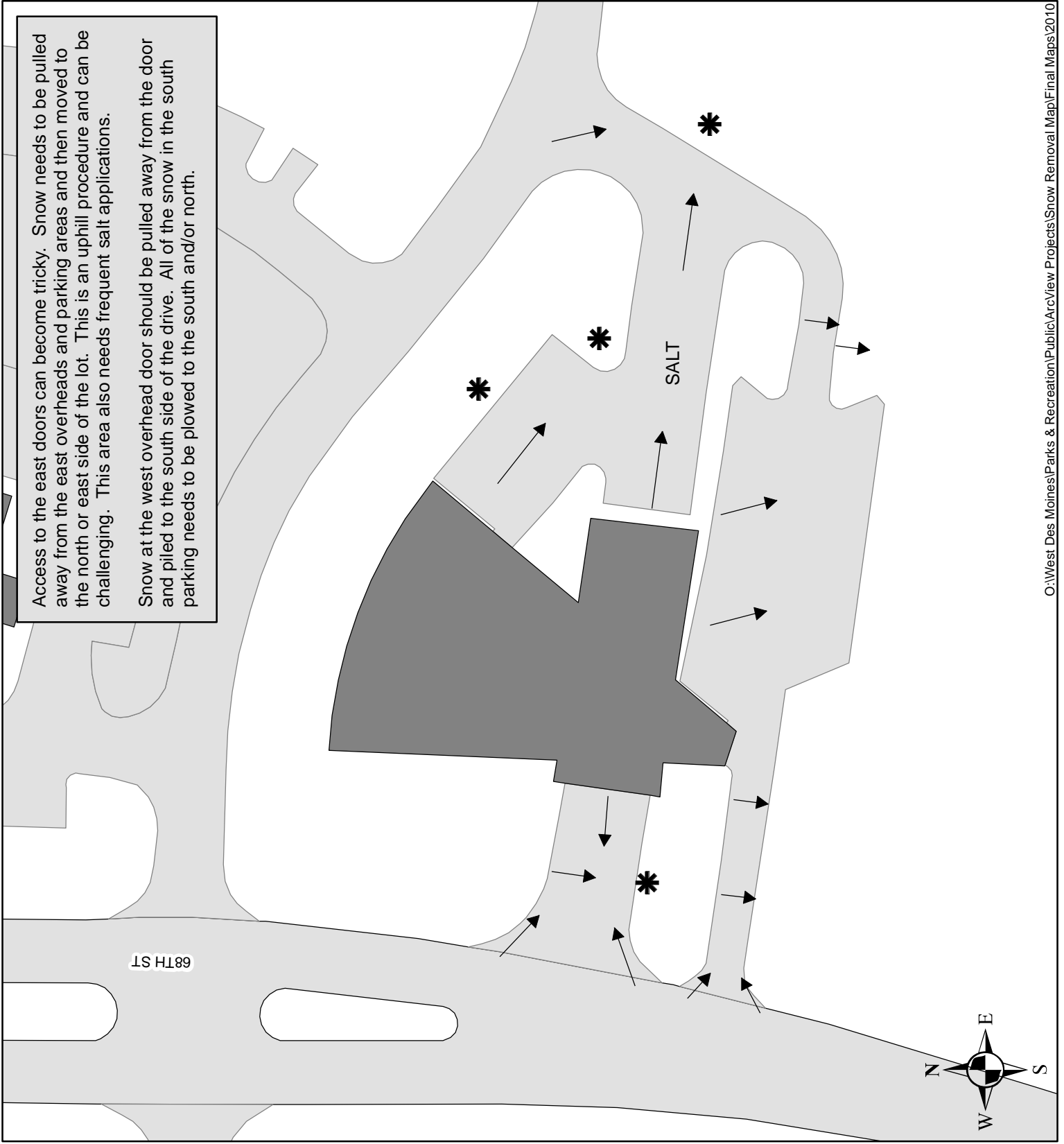
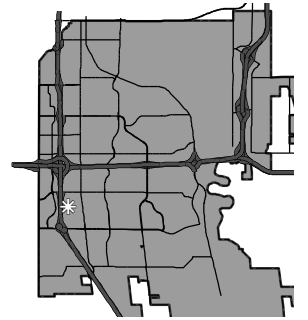




**Fire Station #22**  
1801 68th St.



edited 09/23/10



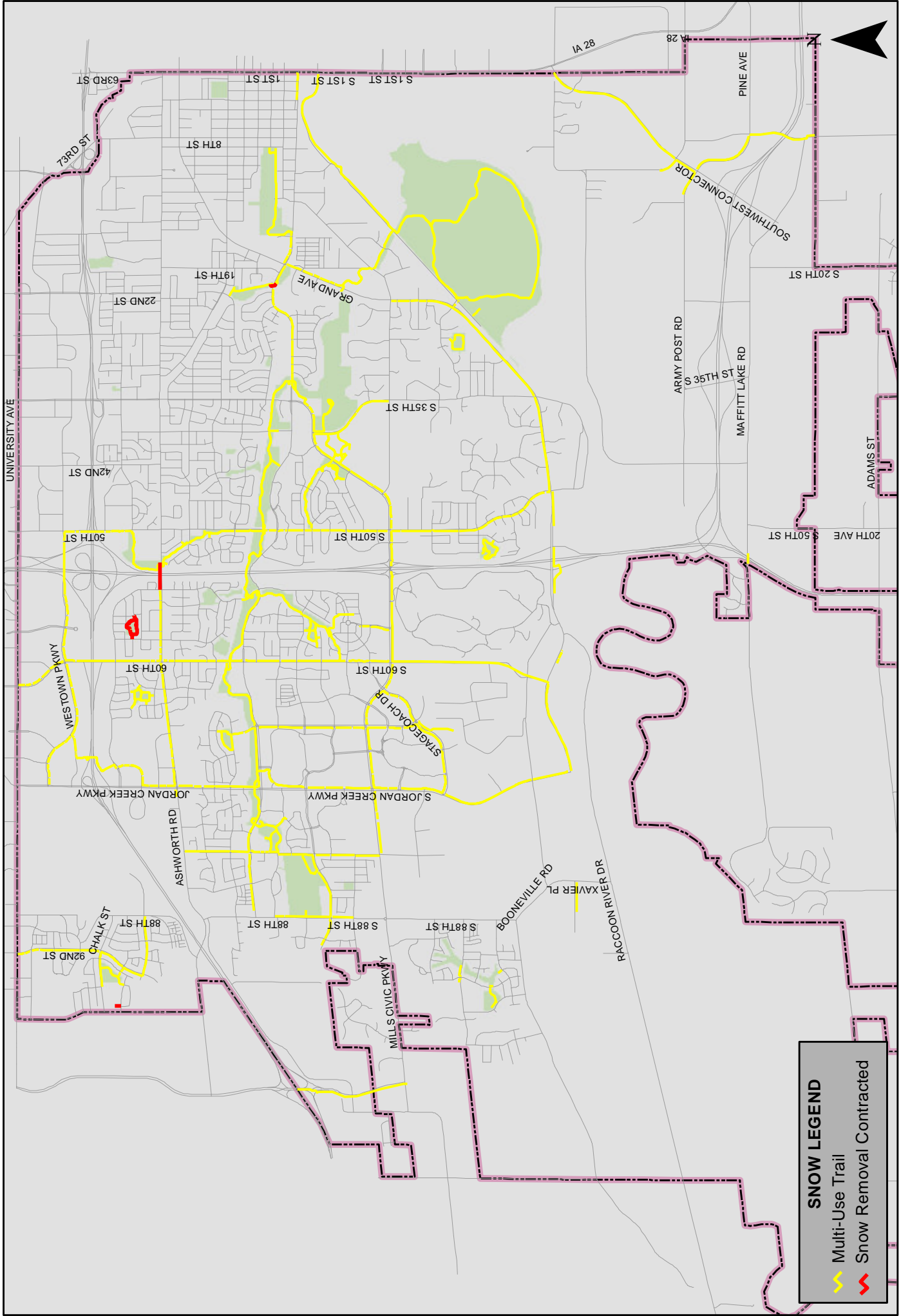
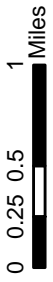
Access to the east doors can become tricky. Snow needs to be pulled away from the east overhangs and parking areas and then moved to the north or east side of the lot. This is an uphill procedure and can be challenging. This area also needs frequent salt applications.

Snow at the west overhead door should be pulled away from the door and piled to the south side of the drive. All of the snow in the south parking needs to be plowed to the south and/or north.





# 2017 MULTI-USE TRAIL SNOW REMOVAL MAP



**SNOW LEGEND**

- Multi-Use Trail
- Snow Removal Contracted



**PARKING LOTS/  
SIDEWALK CLEANING  
PRIORITIES**

**CITY OF WEST DES MOINES**

**SNOW AND ICE CONTROL PROCEDURES**

**PARKING LOTS**

\*Performed by snow contractor

<b><u>Priority</u></b>	<b><u>Description</u></b>	<b><u>Address</u></b>
1.	Fire Station #17	1401 Railroad
2.	Fire Station #18	S. 50 <sup>th</sup> & Grand Avenue
3.	Public Safety #19	8055 Mills Civic Parkway
4.	Fire Station #21	3421 Ashworth Road
5.	Fire Station #22	1801 68 <sup>th</sup> Street
6.	Law Enforcement Center	250 Mills Civic Parkway
7.	Library ( <i>PW assist with outer area of lot</i> )	4000 Mills Civic Parkway
8.	City Hall ( <i>PW assist with outer area of lot</i> )	4200 Mills Civic Parkway
9.	<i>Former</i> Human Services Building	318 5 <sup>th</sup> Street
10.	Human Services Building	139 6 <sup>th</sup> Street
11.	RRP Nature Lodge	2500 Grand Avenue
12.	Valley Junction Parking Lots	200 Block 4 <sup>th</sup> Street 200 Block 6 <sup>th</sup> Street 100 Block 6 <sup>th</sup> Street 100 Block 4 <sup>th</sup> Street 300 Block 6 <sup>th</sup> Street
13.	<i>Former</i> Phenix School	415 7 <sup>th</sup> Street
14.	Parks Maintenance Yard	1421 Maple
15.	City Parks ( <i>PW will plow from the end of Lincoln to Grand, the loop around the softball complex and dog park at RRP</i> )	Legion, Fairmeadows, Pearson, Crossroads, Holiday, Jaycee, Southwoods, 50 <sup>th</sup> Street, RRP, Boat Ramp, Willow Springs, Scenic Valley, Wild Rose, Ashawa, Valley View
16.	Jordan Cemetery	2600 Block Fuller Road



<b>Priority</b>	<b>Description</b>	<b>Length (feet)</b>
11	Ashawa Park (4431 Waterford Drive)	1,359
12	Fire Station #21 sidewalks	544
13	Fire Station #17 sidewalks	1084
14	Fire Station #22 sidewalks	214
15	Fire Station #18 sidewalks	784
16	Public Safety Station #19 sidewalks	552
17	Fairmeadows Park (543 22 <sup>nd</sup> Street)	729
18	Fairmeadows North Greenway (Meadow lane & 27 <sup>th</sup> Street)	355
19	50 <sup>th</sup> Street near Lowes	65
20	42 <sup>nd</sup> Street @ I-235	273
21	Valley West Drive @ I-235	355
22	28 <sup>th</sup> Street @ I-235	468
23	22 <sup>nd</sup> Street @ I-235	648
24	17 <sup>th</sup> Street @ I-235	592
25	Pearson Park (1256 19 <sup>th</sup> Street)	569
26	Fairmeadows Greenway sidewalks (EP True Pkwy)	169
27	Beh Glen Greenway sidewalk (Grand Ave)	442
28	Kiwanis Park (3101 Maple Street)	571
29	Jordan Creek Greenway – EP True Pkwy east of Valley West Dr	365
30	Jordan Creek Greenway – Valley West Dr	416
31	Jordan Creek Greenway - E.P. True & 39 <sup>th</sup> Street	812
32	Jordan Creek Greenway - E.P. True west of rugby fields	1899
33	Jordan Creek Greenway – 50 <sup>th</sup> Street	555
34	Jordan Creek Greenway – under I35 bridge	935
35	Jordan Creek Greenway - Prairie View Dr	775
36	Jordan Creek Greenway – 60 <sup>th</sup> Street north of tracks	315
37	Jordan Creek Greenway – 60 <sup>th</sup> Street	187
38	Jordan Creek Greenway – EP True Pkwy west of Polo Apts.	90
39	Jordan Creek Greenway – 68 <sup>th</sup> Street	306
40	Jordan Creek Greenway – Jordan Creek Pkwy	888
41	Western Hills Park – 4100 Block of Walnut	30
42	Knolls Park sidewalks (5150 Aspen Dr)	201
43	Knolls Greenway South	974
44	Knolls Greenway North	475
45	Crossroads Park (5205 Ashworth Rd)	28
46	Meadowview Park sidewalks (638 Prairie View Dr)	720
47	Meadowview Greenway sidewalks	172
48	Jaycee Park sidewalks (5608 Center Street)	931
49	Legion Park sidewalks (301 Vine Street)	1351
50	1017 Maple Street (open lot)	48
51	100 11 <sup>th</sup> Street (open lot)	159
52	100 13 <sup>th</sup> Street (open lot)	188
53	Parks Maintenance Facility (1421 Maple Street)	253
54	Water Works Facility (Railroad Ave)	510

<b><u>Priority</u></b>	<b><u>Description</u></b>	<b><u>Length (feet)</u></b>
55	Scenic Valley Park (1223 S. 24 <sup>th</sup> Street)	64
56	Scenic Valley Greenway (S. 34 <sup>th</sup> St and Scenic Valley Dr)	447
57	Peony Park (1100 63 <sup>rd</sup> Street)	303
58	Willow Springs Park (5685 Wistful Vista Dr)	545
59	Wild Rose Park (6801 Cody Drive)	210
60	1 <sup>st</sup> Street north of Vine Street (open lot)	1185
61	1 <sup>st</sup> Street east of bowling alley (open lot)	526
62	221 8 <sup>th</sup> Street (open lot)	100
63	Wilson Park (298 9 <sup>th</sup> Street)	538
64	Florer Park (1410 Locust Street)	688
65	Jordan Cemetery (2950 Fuller Rd)	893
66	Mills Civic Pkwy @ I35 overpass	822
67	Huston Ridge Park (8455 Coachlight Dr)	1161
68	Valley View Park (255 81 <sup>st</sup> Street)	100
69	1859 University Ave (Pump House)	102
70	Grand Ave, west of Fire Station #18 (open lot)	963

### TRAIL SNOW REMOVAL

<b><u>Priority</u></b>	<b><u>Description</u></b>	<b><u>Length (miles)</u></b>
1	50 <sup>th</sup> /S. 50 <sup>th</sup> Street Trail	3.57
2	60 <sup>th</sup> / S. 60 <sup>th</sup> Street Trail	2.68
3	68 <sup>th</sup> / S. 68 <sup>th</sup> Street Trail	1.27
4	81 <sup>st</sup> / S. 81 <sup>st</sup> Street Trail	1.18
5	88 <sup>th</sup> / S. 88 <sup>th</sup> Street Trail	.44
6	92 <sup>nd</sup> Street Trail	.81
7	Army Post Rd Trail	.19
8	Ashawa Greenway Trail	.75
9	Ashworth Rd Trail	1.24
10	Bridgewood Blvd Trail	.64
11	Chalk Street Trail	.26
12	Cody Drive Trail	.12
13	EP True Pkwy Trail	1.57
14	Grand Ave Trail	2.23
15	Jordan Creek Pkwy Trail	3.26
16	Lake Dr Trail	.17
17	Mills Civic Pkwy Trail	3.45
18	Office Plaza Dr Trail	.28

<b><u>Priority</u></b>	<b><u>Description</u></b>	<b><u>Length (miles)</u></b>
19	Pine Avenue Trail	.02
20	Railroad Ave Trail	.43
21	S. 8 <sup>th</sup> Street Trail	.05
22	S. 11 <sup>th</sup> Street Trail	.16
23	S. 19 <sup>th</sup> Street Trail	.48
24	S. 35 <sup>th</sup> Street Trail	.66
25	S. Prairie View Dr Trail	.13
26	Stagecoach Dr Trail	.92
27	Sugar Street Trail	.04
28	Veterans Pkwy Trail	1.36
29	Vista Dr Trail (bridge over I-80)	.45
30	Westown Pkwy Trail	2.06
31	Maffitt Lake Rd trail bridge	.08
32	Ashawa Park Trail	.36
33	Brookview Park Trail	.18
34	City Campus Trail	.72
35	Crossroads Park	.47
36	Fairmeadows Greenway Trail	.32
37	Fairmeadows Park Trail	.18
38	Holiday Park Trail	.87
39	Jaycee Park Trail	.4
40	Jordan Creek Greenway Trail	6.07
41	Knolls Greenway Trail	.82
42	Levee Trail	1.56
43	Maple Grove Park Trail	.45
44	Peony Park Trail	.67
45	Quail Cove Park	.26
46	Raccoon River Park Trail	1.17
47	Scenic Valley Park Trail	.39
48	Southwoods Park Trail	.43
49	Valley View Park Trail	.25
50	Westridge Greenway Trail	.66
51	Wild Rose Park	.33
52	Willow Springs Park	.63
53	Wilson Park	.09
54	Woodland Hills Greenway Trail	.06

## Guidelines for Plowing Public Safety Locations and City Parking Lots

### General plowing guidelines for all properties:

When plowing for access only, (during overnight storms and open business hours) push along main drives to designated areas. Detailed plowing will follow storm (generally 4 am to 10 am). Keep lot access open and/or work to reduce total snow accumulation by plowing to snow dumps. Key areas that may reduce ability for access are listed as “hot spots”.

Push all public street entrances to an interior area of the parking lot. DO NOT pile snow at entrances or on ROW. (NO “Guard Dogs”)

When possible, plow windrows to downwind locations to help avoid drifting. Arrows on maps show the direction to plow based on prevalent wind directions.

Move as much snow as feasible to snow dump locations listed on maps. If the piles become too large for the location City staff will work to distribute following initial plowing operations.

Plow snow away from entrances, overhead doors, walkways and handicap parking.

On occasion, the City will clear snow from areas that are normally the responsibility of the private property owner. This will only be in circumstances where the removal is incidental to snow removal being performed on sidewalks, trails, or parking lots that are the City’s responsibility. This will be done primarily to maximize efficiency of City snow removal operations, and not for the benefit of the private property owner. Example: Two City properties may be separated by private property; rather than backing up and/or leaving the sidewalk by driving across the grass parking area out into the street, the City employee may continue to remove snow from the sidewalk across the private property in order to access the adjacent City property.

### **Public Safety**

#### During snow events:

For storms that begin late in the day, continue overnight and are more than 4” in depth, or when drifting occurs, access for emergency vehicles need to be maintained. If a site has a specific need they will call dispatch with the request. Each site has different “hot spots” that should be addressed prior to the need if possible.

#### During ice events:

All public safety facilities need to have salt applied with careful attention to “hot spots”.

### **Raccoon River Park**

Plow main roadway from Grand to Lincoln and loop around softball complex. Use caution at center median islands located on the main park road, as the roadway may be too narrow to plow with all equipment.

### **All Other Parking Lots**

#### During snow events:

Overnight access is not generally important. If time allows see description on map for instructions.

#### During ice events:

Salt as able

**TYPICAL  
WORK  
REPORTS**



**DAILY WORK RECORD**

Date: \_\_\_\_\_  
 Name: \_\_\_\_\_

**Print**

Act. Code	Description & Log (Anything coded for Miscellaneous must be explained)	Veh#	Mileage Reading or Time (Calculate the Total. Use <b>miles</b> unless there is no odometer)	Equip #	Hrs Used	# Loads	Hrs Worked
	_____ _____ _____		Ending _____ (less) _____ Beginning _____ = Total _____				
	_____ _____ _____		Ending _____ (less) _____ Beginning _____ = Total _____				
	_____ _____ _____		Ending _____ (less) _____ Beginning _____ = Total _____				
	_____ _____ _____		Ending _____ (less) _____ Beginning _____ = Total _____				
							Total Hours Worked
							Total Hours Not Worked
Employee Signature <u> X </u>							Total Paid Hours

**OPERATOR DAILY VEHICLE INSPECTION REPORT**

Vehicle # \_\_\_\_\_ Miles \_\_\_\_\_ Hours \_\_\_\_\_ Date \_\_\_\_\_

- I detect no defect in this motor vehicle as would be likely to affect the safety of its operation or Result in its mechanical breakdown.
- I detect the following defect in this unit:  
Indicate defects on tractor, trailer, or tires. Supply adequate information to assist the mechanic in making the proper repairs.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Inspecting Operator X \_\_\_\_\_

---

**MECHANIC/CREW CHIEF EVALUATION**

- Defects Corrected
- Defects need not be corrected for safe operation of unit

Signature of Mechanic or Supervisor X \_\_\_\_\_

---

**VERIFICATION OF INSPECTION REPORT FROM PREVIOUS OPERATOR**

Date \_\_\_\_\_ Signature of next operator on unit X \_\_\_\_\_

**OPERATING  
INSTRUCTIONS  
AND  
SAFETY RULES**

## **CITY OF WEST DES MOINES**

### **SNOW AND ICE CONTROL PROCEDURES**

#### **OPERATING INSTRUCTIONS AND SAFETY RULES**

##### **1. WORK HOURS**

For major storm events, two 12 hour shifts will be established at the discretion of the Director of Public Services and/or Deputy Director of Public Services.

##### **2. SAFETY PROCEDURES**

Safety is paramount during any snow storm. The following safety rules will be observed by all equipment operators.

A. Check your snow removal equipment prior to leaving the yard and also the following:

- 1) All work lights and emergency lights
- 2) Two-way radio
- 3) Snow plow and frame for damage
- 4) Sander
- 5) Rear view mirrors
- 6) Flags and reflectors
- 7) Windshield wipers
- 8) Heater and defroster
- 9) All necessary mapping for snow and ice removal
- 10) Vehicle Inspection Items
- 11) Liquid dispensing apparatus

B. Report any non-working equipment to a Supervisor immediately.

C. Use reasonable caution in operation of snow removal equipment.

D. Drive cautiously.

E. Utilize caution when operating in cramped quarters with parked cars on a street.

F. Know your route and any fixed objects covered by snow.

G. Obey all traffic laws.

H. Do not follow traffic too closely.

- I. Slow down prior to turning—your plow will tend to push you where it wants to go.
- J. Equipment involved in snow and ice control operations is emergency equipment, but you as the operator, must obey all traffic laws and provide right-of-way to other vehicles.
- K. Do not attempt to tow private automobiles—offer assistance by way of radio contact to Dispatch or Supervisor.
- L. Utilize caution when operating deicing equipment. Watch for overhead obstructions. Lower box when necessary.

### **3. ACCIDENTS**

Report all moving vehicle accidents immediately to your Supervisor. Depending on the severity of the accident and availability due to storm related issues, the Police Department will typically be called to evaluate the accident. Prior to leaving duty on the shift, a Motor Vehicle Accident Report & Review form and the internal Vehicle Damage Claim Report should be filled out. Your Supervisor will attempt to interview the driver at the end of the shift or within 24 hours after return to normal duties. Accident forms should be available from the on-duty Supervisor or dispatcher.

### **4. CARE AND USE OF EQUIPMENT**

The snow plow operator is responsible for routine maintenance of the vehicle. Report any maintenance needed to the Supervisor or mechanic on duty. Check vehicle before and after use for any maintenance needed or damage to equipment. Fill out Operations Daily Inspection Check Sheet. The vehicle should be refueled at the end of each operator's shift.

### **5. RADIO COMMUNICATIONS**

Operators are to take duty instructions from the Public Services Dispatcher or Supervisor on duty. The Police may report road conditions or other issues to the Public Work's Dispatcher or Supervisor. It will be the role of the Public Services Supervisor to direct all winter maintenance related operations.

### **6. DAILY REPORT**

Upon completion of the shift, operators will be required to fill out a Daily Report sheet. This sheet will document location, date, mileage, and material usage.

# **ORDINANCE REFERENCES**

## **6-6-7: SNOW REMOVAL:**

No person shall park, abandon, or leave unattended any vehicle on any public street, alley, or city owned off street parking area during any snow emergency proclaimed by the mayor, public works director, or their respective designees. A snow emergency parking ban shall continue from its proclamation through five o'clock (5:00) P.M. the following day. The mayor, public works director, or their respective designees may extend the duration of the parking ban if conditions require additional time to clear the snow and ice. Notice of an extension shall be posted in the same manner as a proclamation of snow emergency and shall contain the date and time the parking ban shall expire. Such a parking ban shall be of uniform application. The city shall publish information regarding the responsibilities of vehicle owners under this section in the fall and/or winter editions of the "WDM Magazine" distributed to city residents, as well as post such information on the city of West Des Moines website in the fall and/or winter of each year. When predictions or occurrences indicate the need, the mayor, public works director, or their respective designees, shall proclaim the snow emergency and direct the appropriate city employee to post said proclamation on the city of West Des Moines website and forward notice of the proclamation to at least two (2) radio and two (2) television stations that broadcast their signals into the city of West Des Moines. Such emergency may be extended or shortened as the emergency warrants or when conditions warrant. This section shall not be construed as suspending parking limitations or restrictions imposed by any other section of this title. In addition to enforcement of this section by police officers, code enforcement officials and public works employees have the authority to enforce the provisions of this section. The code enforcement officials and public works employees shall have the power to issue citation-complaints for violations of this section and impound vehicles found in violation of this section as provided in subsections [6-6-15A](#) and G of this chapter. (Ord. 1844, 10-5-2009)

## **6-2-3-6: IMPOUNDING VEHICLES:**

A police officer is hereby authorized to remove, or cause to be removed, a vehicle from a street, public alley, public or private parking lot, or highway to the nearest garage or other place of safety or to a garage designated or maintained by the city under the circumstances hereinafter enumerated:

- C. Snow Removal: When any vehicle is left parked upon a street during a snowstorm or immediately following a snowstorm, when it is deemed advisable that snow removal apparatus must be used on said street.

## **6-6-15: PARKING VIOLATIONS; FAILURE TO PAY:** 🌐

A. Notice On Illegally Parked Vehicles: Whenever any motor vehicle without a driver is found parked or stopped in violation of any of the restrictions imposed by this chapter or any other city ordinance or by state law, police officers, code enforcement officers, and any other city employees designated by the police chief finding such vehicle shall take its registration number and may take any other information displayed on the vehicle which may identify its owner or user and shall conspicuously affix to such vehicle a citation-complaint, in writing, on a form as provided by this code for the owner to appear to the charge against him or her at the city's finance department. In addition to enforcement of this chapter by police officers, code enforcement officials, and designated city employees, fire department officials and any other city employees designated by the fire chief shall have the authority to enforce the provisions of this chapter for fire lane violations. Also, in addition to enforcement of this chapter by police officers, code enforcement officials, and designated city employees, public works employees shall have the authority to enforce the provisions of this chapter for snow ordinance violations.

G. Removal and Impoundment Of Illegally Parked Vehicles: The police department may remove and impound vehicles or cause vehicles to be removed and impounded, when the vehicles are stopped or parked in violation of this chapter or other city ordinances and, in so doing, may employ such means as are reasonably necessary. Impounded vehicles shall be stored in a location designated by the city.

## **7-1-4: ENCROACHMENTS:**

C. Dumping Of Snow: It shall be unlawful for any person to throw, push or place or cause to be thrown, pushed or placed, any ice or snow from private property, sidewalks or driveways onto the traveled way of streets so as to obstruct gutters or impede the passage of vehicles upon the street or to create a hazardous condition therein; except where, in the cleaning of large commercial drives in the business district it is absolutely necessary to move the snow onto the streets temporarily, such accumulation shall be removed promptly by the property owner or his agent, and only after first making arrangements for such prompt removal at the owner's cost of the accumulation within a reasonably short time. (1985 Code §8-1.0110)



November 8, 2016

RE: Snow Removal near Railroad Crossings

TO ALL CITY, COUNTY, & IDOT SNOWPLOW DRIVERS:

The Iowa Department of Transportation, Office of Rail Transportation, conducts winter meetings with all the railroads annually. Safety related issues are part of our discussion during these annual meetings. Snow removal season has arrived, and we would like to remind snowplow drivers of some safety items related to winter operations at railroad crossings.

The railroads serving Iowa request you use special care when plowing and salting roads this winter season in the vicinity of highway-railroad crossings. Though specific railroads may differ slightly in their policies on snow and ice control at crossings, these general guidelines are good practices to keep in mind.

1. While it is essential that salt, brine, sand, and other snow and ice removal chemicals be used on roadway surfaces, these materials should be used judiciously at highway-railroad crossings.
2. Special attention should be paid to snow management at or within 15 feet either side of highway/railroad crossings. Enhancing the ability for vehicles to stop prior to the crossing is paramount. Snow and ice removal using salt/chemicals or sand on approaches to grade crossings assists the motorist in maintaining braking ability when approaching a grade crossing.
3. Where possible, avoid piling snow on or near railroad crossings, under gate arms or mechanisms and on access roads parallel and adjacent to tracks. Piles of snow may obstruct motorists' view as they approach a crossing, interfere with the proper operation of automatic gate arms or prevent railroad personnel from accessing infrastructure associated with the crossing safety devices.
4. In the unlikely event that snow removal equipment does or potentially has damaged a highway-railroad crossing in any way, *immediately* contact the railroad so that the situation can be evaluated. Raising the plow at the crossing may prevent any mishaps, but it is important to limit the amount the plow is lifted so that an accumulation of snow and ice on the crossing does not allow a vehicle to get stuck or "hung up" on the tracks.

To report emergencies or unsafe crossing conditions use the emergency telephone number posted on the ENS sign located on the crossbuck post or signal mast, providing the unique crossing identification number on the sign (See sign example below)

**Figure 8B-5. Example of an Emergency Notification Sign**



I-13

If you are having a problem with snow or ice control at a crossing, please contact the railroad for additional assistance. If you need additional railroad contact information, please feel free to call the Office of Rail Transportation at 515-239-1108.

The Office of Rail Transportation is concerned about snowplow drivers' safety. In your focus to make the roadways safe for motorists, do not overlook the potential danger to you at rail crossings. See Tracks? THINK TRAIN. We also encourage all locations to schedule an Operation Lifesaver (OL) presentation on railroad safety. The presentations are provided by OL certified volunteers at no charge. To schedule a presentation at your location, please visit the following website [www.iowaoperationlifesaver.org](http://www.iowaoperationlifesaver.org).

The Office of Rail Transportation and the railroads thank you for your extra care around highway/railroad crossings and for making our roads safe for all this winter driving season.

Sincerely,



Stu Anderson, Director  
Planning, Programming & Modal Divisions  
Iowa Department of Transportation



City crossing



County gravel road crossing

NOTE: Both of the above photos are an example where the snow plow was raised completely, which dumped snow on the railroad crossing. The vehicle traffic caused this snow to be hard packed with ice causing the train ditcher/snow plow to derail. Please only raise plow *slightly* when plowing snow through the railroad crossings.