



January 18, 2011

To: Mayor, City Council, and City Administrator
From: BJ King, Director of Public Services
Subject: **Snow and Ice Management Plan: Winter 2010/2011 – TWO TIER POLICY**

The City of Pataskala is committed to providing safe, accessible streets during inclement weather. The Public Service Department strives to remove snow from city streets as quickly, efficiently, and safely as possible.

The policy below outlines the Public Service Department's response to inclement weather.

Call in procedures

The Public Service Department will be called in to work any time it is necessary to treat streets during times other than normal business hours (7:30 am- 4:00 pm Mon.-Fri.). The call in procedure is as follows:

1. The Police Department will report any and all potentially dangerous roadway conditions to the Public Service Superintendent. The Public Service Superintendent will determine the appropriate time to call in all Public Service Department drivers to begin treatment.
2. At any time, the Public Service Superintendent can deem it necessary to begin treating streets, prior to any notification from the Police Department.
3. All Public Service Department plow truck drivers will report to work when called in on non-business hours.

Snow and Ice Removal Policy- TWO TIER POLICY

The Street Department will plow and salt streets based on a TWO TIER policy. TIER I includes the roads that were treated under the previous restricted snow removal policy, as outlined below. TIER II includes all remaining streets in the City, including subdivisions, side streets, and all remaining streets. The Street Department will plow and salt streets using the TWO TIER policy as outlined below:

1. Plow and salt streets included in TIER I of the policy, as listed below.
2. When all TIER I roads are clear, work will begin to clear the TIER II roads.
3. City's goal is to have treated all streets within 24 hours of a snow event. This timeframe will be modified based on the severity of a snow event.
4. The City Administrator is authorized to use his discretion in applying this policy in cases of extraordinary and unique weather events.

A. TIER I. Roads to be plowed and salted per this policy are:

Pataskala Ridge Drive, Oxford Drive North, Hazelwood Drive(due to the steep contour of these roads and the fact they empty onto SR 310 and SR 16 respectively.)

ALL roads in the Barrington Ridge subdivision due to the contours and grades of the roads located throughout this subdivision.

Railroad crossings at Taylor Road, Columbia Road, Mink Street, Connors Avenue, Summit Road, and Township Road.

<i>Summit Road</i>	<i>Taylor Road</i>	<i>Mink Street</i>
<i>SR 310/Hazelton-Etna Road</i>	<i>Columbia Road</i>	<i>Township Road</i>
<i>Headley's Mill Road</i>	<i>Hollow Road</i>	<i>Old Maids Lane</i>
<i>Alward Road</i>	<i>Mill Street</i>	<i>Graham Road</i>
<i>Havens Corners Road</i>	<i>SR 16/Broad Street</i>	<i>Courter Road</i>
<i>Cable Road</i>	<i>Dixon Road</i>	<i>Patterson Road</i>
<i>Refugee Road</i>	<i>McIntosh Road</i>	<i>Kennedy Road</i>
<i>Watkins Road from Broad Street City boundary</i>		<i>Cleveland Road</i>
<i>Creek Road</i>	<i>Broadway Street</i>	<i>School Alley</i>
<i>Highland Hollow Drive</i>	<i>Highland Court</i>	<i>Green Hollow Dr.</i>
<i>Blacks Road</i>	<i>High Street in front of school</i>	
<i>Granville Street where hill exists</i>	<i>Vine Street for library access</i>	
<i>Cyprus Street and Klema Drive (N., W., and E.) due to businesses with heavy semi-truck traffic</i>		
<i>Intersection of John Reese Parkway and SR 16/Broad Street</i>		
<i>Watkins Road (driver salting SR16 will salt this road)</i>		
<i>Etna Parkway (Once accepted and roadway opened by the City)</i>		

This plan should be reviewed throughout the winter season and is subject to change. The City's resources will also be evaluated throughout the winter and, if needed, this plan can be modified in response to available resources.

Mailbox Damage/Replacement Policy

The City's primary objective when plowing snow is to ensure safety by keeping roadways clear of snow and ice. Damage to mailboxes is often unavoidable due to their close proximity to the roadway. Because mailboxes are generally located within the public right-of-way, and the service of plowing streets is for the public good, this policy assumes there is a shared responsibility between the city and citizens when mailboxes are damaged during city operations.

It is the citizens' responsibility to ensure their mailbox is installed in a fashion to absorb the impact of snow coming off the face of a plow blade. Based on this criterion the city's policy will be to grant no

reimbursement for a mailbox knocked over due to the impact of snow coming off the face of the plow blade.

If a mailbox is physically hit by a plow or truck, the citizen may file a claim with the city for reimbursement. The citizen will be required to complete a claim form and submit to the Director of Public Services. Upon receiving the claim form, the Director of Public Services, or designee, will conduct an inspection and determine if reimbursement is warranted. All claims must be submitted within 30 days of the alleged damage to be considered for reimbursement. Under no condition will the city reimburse citizens at a rate higher than those listed herein, regardless of location, size, or original cost.

The homeowner shall be responsible for the purchase and installation of mailboxes, posts, and any related accessories. The rate of reimbursement for damaged mailboxes is: \$60 per box.

Coordination with local entities

The City will meet with local school district representatives no later than November 1st to discuss the upcoming year's Snow and Ice Management Policy. All safety forces and outside services (refuse collection, mail service, etc...) will be notified of the Snow and Ice Management Policy.

Residents Assistance

Residents of Pataskala can assist the Public Service Department with snow removal by:

1. Keep all parked cars off of the street. Cars parked on the street make it more difficult to maneuver the snow plows and prevents the crews from plowing the entire street.
2. Clean snow from around your mailbox, if located near the street, to assure mail delivery.
3. Stay clear from snow plows. Do not approach or get close to a snow plow.
4. When clearing your driveway, pile all snow on the left side of your driveway (when looking towards your house from the street). This will minimize the amount of snow that is deposited at the end of your driveway when you street is plowed. Please be advised that, occasionally, snow plowing may leave snow at the end of your driveway. The City is not responsible for removing any snow that is deposited at the end of your driveway due to the normal procedure of snow plowing.

If you have any questions, or would like additional information regarding any of the above items, please contact me by calling 740-927-0145 or e-mail bjking@ci.pataskala.oh.us.