

**City of Saginaw  
Right of Way Division  
Snow and Ice Removal Policy  
January 18, 2016**

It is the policy of the City of Saginaw to provide snowplowing and ice removal services in order to:

- Provide safe traveling conditions for motorists and pedestrians
- Assist Police, Fire and Emergency Medical Services in fulfilling their duties
- Provide safe, passable roads, school bus routes and hospital routes
- Reduce economic losses to the municipality and to businesses

The Department of Public Works, Right-of-Way (ROW) Division has the overall responsibility of snow and ice removal operations within the City's public right-of-way. Winter maintenance duties will take place according to the procedures outlined below.

**Roadway – Snow Removal**

The City is responsible for snow removal on approximately 300 miles of roadway within the City limits. MDOT is responsible for all winter maintenance operations on I-675 within the City limits, while the City is responsible for all other routes. Snow removal operations are initiated by the ROW Division based on the forecast and accumulation. The Police Department coordinates with the supervisors in the ROW Division to provide 24 hour road condition surveillance.

The listed priorities dictate the method in which roadways are cleared. The Saginaw County Emergency Route Committee created an emergency route map that identifies routes and corresponding priorities as a guideline for county-wide safety. A City specific map has been developed in conjunction with the county map, but with the addition of routes in consideration of local safety priorities. The City of Saginaw Emergency Street Map is attached to this policy and indicates which roads fall under each priority level.

1. **Priority I:** At the onset of a snow event, snow removal will begin on Priority I routes first. The attached Emergency Street Map shows MDOT Priority I routes in red and City Priority I routes in orange. Priority I snow removal will occur until these routes are passable and as often as necessary to remain passable. The objective is to have all Priority I routes cleared within 24 hours after the snow has stopped falling. Priority I routes include all state highways, Saginaw County Emergency Routes within the City Limits, City major arterials, and additional routes to include roadway providing access to hospitals, fire stations, emergency medical responders and the Police Department.
2. **Priority II:** Priority II routes, as shown in yellow on the attached Emergency Street Map, will be cleared once Priority I routes are deemed to be passable. Priority II routes are major streets classified as minor arterials, and local streets designated as school routes. The target for Priority II routes is to be cleared within 24 hours after the snow has stopped falling.
3. **Priority III:** Snow removal will be performed on all Priority III routes, only after Priority I and II routes are completed. These routes are shown on the attached Emergency Street Map in blue. Priority III routes are all remaining major streets. The intent is to have all Priority III routes cleared after the snow has stopped falling within 48 hours.

4. **Priority IV:** Snow removal will be performed on all Priority IV streets when cumulative snow events exceed 4 inches. If this occurs, Priority IV routes will be plowed after all Priority I, II, and III routes are cleared. Priority IV routes includes all remaining local streets not included in Priorities I through III. The objective is to have local streets cleared within 72 hours after the snow has stopped falling from the most recent snow event. Snow removal may take place for lesser accumulations at the discretion of the supervisors in the ROW Division.
5. **Offset Parking Bays:** Snow removal will be performed in downtown and Old Town parking bays and other commercial back of curb parking areas once all roadway priority routes have been cleared.

### **Roadway – Salting Operations**

The ROW Division controls the accumulation of snow and ice using salt or other methods, as conditions require.

The application of salt provides safer conditions for pedestrians and motorists. Salting operations may be utilized to improve conditions in the following situations:

1. Freezing rain or sleet by themselves or mixed with snow
2. “Black ice” is present
3. A glazing snow pack occurs
4. Other weather conditions when deemed necessary

The ROW Division performs salting operations using the same priority list as for roadway snow removal. However, salting may only take place on approaches to controlled intersections (stop signs, yield signs or signals) and on curves. The length of the approach that the crew will salt depends on the amount of traffic using the approach and the posted speed limit. Local streets, including intersections and stop signs, will be salted at the discretion of the supervisors in the ROW Division.

Rock salt is the deicer applied in temperatures ranging from 10 degrees to 32 degrees Fahrenheit. The amount of moisture in the snowfall and the temperature has a direct bearing on the effectiveness of salting. When the temperature is below 10 degrees, or the wind chill is excessive, rock salt is ineffective and other deicing materials (brine and calcium chloride/sand mixture) may be applied.

### **Sidewalk Snow and Ice Removal**

1. **Bridge Sidewalks:** Bridge sidewalks will be cleared within 48 hours of a major snow event and within 24 hours of a snow event less than 4 inches, whenever possible. The use of salt to deice the bridge sidewalk will be at the discretion of the ROW Division supervisors.
2. **Public Sidewalks:** It is not the responsibility of the City to remove snow and ice from public or private sidewalks. It up to adjacent properties owners to clear public or private sidewalks at their discretion. Furthermore, in accordance with City Ordinance § 96.02

Snow and Ice Removal, “No person shall remove any snow or ice from any private property, including any private driveway or private road, and deposit the same in or upon any public property, including streets, sidewalks, crosswalks, drains, ditches, and gutters.”

### **Complaints**

Citizens and other interested parties should direct comments, complaints, or inquiries about the snow and ice control policy and procedures to the City’s call center during regular business hours at (989) 399-1311 or [callcenter@saginaw-mi.com](mailto:callcenter@saginaw-mi.com). The call center logs all calls and emails and will direct them to the appropriate department. The log is updated with a response, action taken, or other resolution by the responsible department. A follow up call by interested parties to the call center can provide the results of the original call, as documented by City staff.

### **Saginaw County Emergency Operations Center (EOC)**

In the event of an emergency, it is the goal of the Emergency Route Committee to ensure that key roadways within Saginaw County are passable, or open for safe passage by emergency crews by utilizing communication, planning, and coordination between partnering agencies and a better use of limited resources. The Emergency Route Committee has developed a guideline that contains two plans based on the severity of conditions.

When prevailing weather conditions or emergency prevents clearing the pavement by the usual means employed; and when the absence of clear roadways results in roads that are impassable by emergency vehicles within partnering jurisdictions, an emergency condition exists, requiring activation of Plan B.

- Plan A
  - Supervisors for road and highway agencies who will continue to follow current Priority level I and II guidelines.
  - Plan is activated by individual agencies at their own discretion.
  
- Plan B
  - When an emergency incident is occurring due to impassable roadways, a representative of the partnering agency may request assistance to clear the roadway for emergency vehicles through Saginaw Central Dispatch. Upon receipt of this request, the EOC manager will decide if an emergency exists.
  - If an emergency is declared, the partnering agencies will unite in a group effort to clear the roadway and make the determined route passable with the EOC manager acting as a liaison between the representatives of the partnering agencies.
  - The EOC will ask representatives from each agency to report to the EOC, where they will provide input until the prevailing condition has cleared. If the agency cannot send a representative to serve on-site at the EOC, they must be in radio contact with the EOC at all times during the event.

### **Policy Limitations**

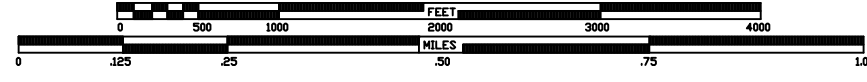
Each snow event is unique. The present and forecasted weather will have an impact on the decision to start or stop any winter maintenance operation. This policy is to serve as a guide and may be altered to effectively deal with prevailing conditions.

The process of snow and ice removal can take several days during major storm events with approximately 300 City centerline miles to cover. All City winter maintenance vehicles must take the time to operate safely under poor conditions and have to clear 670 lane miles when plowing the entire City. In order to remove snow properly, it takes two trucks per lane meaning the snow plows travel more than 1,300 miles total during each major snow event. A supervisor will be on-site during a major storm in order to decide how best to utilize staff, resources, and equipment.

Budgeting is based on maintaining an inventory of 12 snow plows and 4000 tons of rock salt, and a staff of 12 full-time employees, one working foreman, and a Chief Foreman. The ROW Division uses a 5 year average for budgeting purposes to minimize the budgetary impact of a particularly severe winter. The deployment of a third shift crew is based on weather conditions and is at the discretion of the ROW Division supervisors.

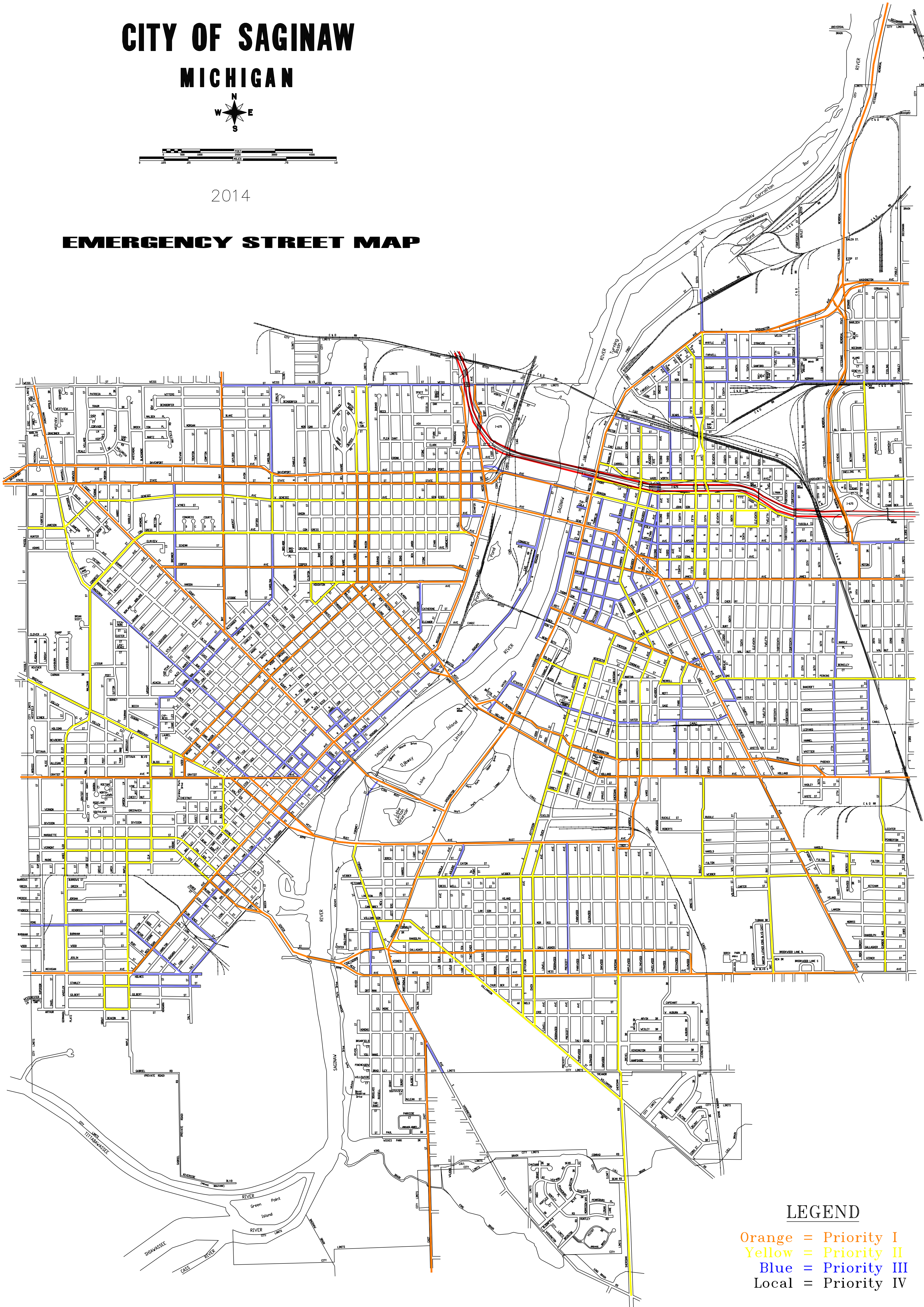
This policy will be revised as needed based on analysis and informational changes to ensure that it properly reflects the methods employed by the ROW Division for snow and ice removal. The Emergency Street Map will also be updated to accommodate any necessary changes in priorities due to traffic patterns and emergency service locations.

# CITY OF SAGINAW MICHIGAN



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## EMERGENCY STREET MAP



### LEGEND

- Orange = Priority I
- Yellow = Priority II
- Blue = Priority III
- Local = Priority IV