



**SNOW AND ICE REMOVAL POLICY  
&  
SNOW AND ICE CONTROL OPERATIONAL PROCEDURE**

**STREET DEPARTMENT  
SNOW AND ICE CONTROL OPERATIONAL PROCEDURE  
UPDATED MARCH 2025**

The purpose of this operational procedure is to outline the City of Great Bend Street Departments plan of action concerning snow and ice control. Our intent is to provide a uniform understanding of the priorities and procedures used to combat snow and ice related road conditions.

Weather information will be monitored and coordination with the Kansas Department of Transportation for temperature estimates, predictions of snow depth, moisture amounts, winds, etc.

During periods of freezing rain or snow, roadway surfaces will be monitored by the Director of Public Works and Street Superintendent as well as by the Public Safety Departments.

Treatment and/or plowing decisions shall be made by the Director of Public Works or Street Superintendent depending upon their evaluation of the available information and their observations of conditions.

When freezing rain or drizzle adheres to roadways, application of sand/salt mixture will begin by treating Priority I Streets at intersections and approaches to traffic control devices. Treatment of Priority II streets will follow.

The application of chemicals and abrasives can melt up to two (2) inches of snow. When there is more than two (2) inches of snow, the sand/salt mixture shall be applied after plowing or grading operations are completed. Snow removal operations should commence when the accumulation of snow on the roadway itself exceeds two (2) inches. This roadway accumulation is generally independent of the total accumulation of snow due to climatological conditions, traffic considerations and the application of chemicals to melt the snow and ice. Snow removal will continue un-interrupted until Priority I and II streets have been completely covered. Exception could be if Priority I streets need additional snow removal prior to completion of Priority II streets. Continued monitoring and treatment of problem areas will continue until the streets involved are reasonably clear, safe for travel, and/or further treatment will not be beneficial.

Loading of snow windrows will be undertaken as soon as possible. Snow will be transported to the compost site disposal area. Some streets may have to be closed while loading operations are completed.

Citizens with request or input regarding snow and ice related actions should call the Street Department at (620) 793-4150 during normal working hours or central dispatch at (620) 793-1920 after normal working hours.

#### **NOTIFICATION OF STREET DEPARTMENT EMPLOYEES:**

When the weather conditions warrant, the Street Department employees will notify the Street Superintendent where they can be reached outside normal working hours. The Public Safety Departments (during hours when the Street Department is not normally working) will notify the communications center to contact the Director of Public Works or the Street Superintendent when it appears street/intersections are becoming slick and icy.

When the decision to begin a snow and ice control operation is made, the Director of Public Works or the Street Superintendent will call the personnel needed to work. When a snow or ice control emergency has been initiated all Street Department employees, except those on vacation out of town, will be required to report to work.

#### **DESIGNATING SNOW AND ICE CONTROL EMERGENCY:**

The Director of Public Works is responsible for determining if a snow or ice control emergency should be designated. That determination shall be passed along to the City Administrator for informational purposes. Whenever a snow or ice control emergency is initiated, the Street Department shall contact the news media with the information and any corresponding instructions. The traveling public must be made aware that such winter conditions dictate extreme caution. Advise people not to be out unless an emergency arises, and they must be on the streets. Advise them of current road conditions, actions that have been taken and planned actions. They need to watch for salting/snow removal equipment (which might need to be backing or turning in traffic) as well as restricted sight distances at intersections. Businesses contracting for snow removal should advise their contractors to pile snow in the corner of their parking lots, and that snow shall not be pushed into the street.

The Director of Public Works will consider the following factors for initiating a snow or ice control emergency:

Blizzard conditions - high winds and drifting snow

Snow accumulation greater than eight (8) to ten (10) inches with more snow forecasted.

Snow accumulation greater than ten (10) inches with no more snow forecasted.

Severe ice storm.

Each storm is different and factors such as storm intensity and duration, wind, temperature and moisture content affect the total amount of snow/ice accumulation and influence if a snow or ice control emergency exists. All these factors will be taken into consideration before a snow or ice control emergency is initiated.

#### **REQUEST FOR ASSISTANCE FROM OTHER DEPARTMENTS:**

Each October the Street Superintendent will request from the Public Lands Department and Utilities Department a list of qualified personnel to operate snow and ice control equipment. During the month of October these qualified personnel will be trained in the appropriate equipment.

The Street Superintendent will request assistance from the Public Lands and Utilities Department when the snow and ice conditions become more than the Street Department can handle. The Street Superintendent will make this request through the appropriate Department Head.

#### **SAND AND SALT PROCEDURES:**

Sand and salt are the traction aids used by the Street Department on the roadways.

**Decision to Sand/Salt.** The application of chemicals and abrasives can melt up to two (2) inches of snow. When more than two (2) inches of snow the sand/salt mixture shall be applied after plowing or grading operations are completed.

Routine application of the sand/salt mixture shall normally begin in the 5-6 AM time frame to provide maximum benefit to the AM rush hour traffic. Special emphasis is to be placed on the intersections and other identified areas where maximum vehicle control is required by the operator to maintain a safe roadway.

**Sand/Salt Coverage.** Application rates shall be adjusted to match the street conditions generated by each storm. This application shall be sufficient to provide the safest possible roadway for the Citizens of Great Bend and the motoring public.

**Mixture.** The normal sand/salt mixture utilized is one (1) part salt to five (5) parts sand. Under some conditions sand or salt may be utilized as the only material used to aid traffic movements.

**Speed.** Sand/salt trucks will operate at a speed sufficient to keep up with traffic but in no case shall it exceed 25 m.p.h.

**Traffic Safety.** Sand/salt trucks will work streets in the same direction as normal traffic flow. Trucks shall not go against normal traffic flow unless specifically authorized by the Street Superintendent. While operating, all trucks will have yellow beacon lights operating. Trucks will avoid broadcasting sand/salt on vehicles or pedestrians.

Feedback during the course of the Sand/Salt Operation. The operators shall maintain communication with the supervisor advising of any conditions that dictate needed change in operation.

## **SNOW REMOVAL PROCEDURES:**

**Decision for snow removal.** The decision to commence snowplowing operations will be made by the Director of Public Works or in his/her absence, the Street Superintendent. Snow removal should commence when the accumulation of snow on the roadway itself exceeds two (2) inches.

**Street Clearance.** Snow removal operations will remove snow from the center of the street to the flow line of the curbs whenever possible. If not possible, the plows will remove snow from the flow line of the curb to the center of the street.

**Configuration.** Snow removal equipment will move in a gang mode with the second piece of equipment at least 100 feet behind the first.

**Speed.** Equipment will operate at a speed sufficient to maintain momentum but in no case shall it exceed 25 m.p.h.

**Traffic Safety.** Equipment will remove snow on streets in the same direction as normal traffic flow. Equipment should not move against normal traffic flow unless specifically authorized by the Director of Public Works or Street Superintendent. In such cases operators will use all due caution. While operating, all equipment shall have yellow beacon lights operating.

**Parked Cars, Pedestrians and Moving Vehicles.** Equipment will take precautions to avoid damaging or endangering parked cars, moving vehicles or pedestrians. However, equipment should remove snow a distance reasonably close to parked cars so that snow does not remain on the driving surface of the roadway. In addition, the Director of Public Works will release a press release asking residents on 24<sup>th</sup> and on Broadway not to park on the street to allow for better removal.

**Intersections.** As snow removal equipment moves through the route, they should be followed by a loader which will open intersections where the snow depth after the plows is greater than six (6) inches. Snow removed from intersections shall be piled on the corners of the intersection but shall not be of sufficient height to cause visual obstruction for vehicles entering the intersection.

**Feedback During Course of the Plowing Operation.** The plow operators shall maintain communication with the supervisor advising of any conditions that dictate needed change in operation.

## **SNOW REMOVAL PROCEDURE:**

**Decision to Remove.** The decision to commence snow-grading operations will be made by the Director of Public Works or in his/her absence, the Street Superintendent. Snow grading should commence when the accumulation of snow on the roadway itself exceeds two (2) inches.

**Snow Clearance.** Snow removal equipment will remove snow from the center of the street to the flow line of the curbs whenever possible. If not possible, the grader will remove snow from the flow line of the curb to the center of the street.

A loader shall follow behind the equipment to open intersections and open sections in the snow wind row where commercial traffic may need to cross the streets. In the process of opening intersections snow shall be placed on the snow terrace in the street or in the parking of adjacent side streets. The center snow terrace should not be sufficient height to cause visual obstruction for vehicles entering the intersections.

**Second Handling of the Snow.** The Street Superintendent will decide on one of the three courses of action for the second handling of snow as follows:  
Grade the center snow wind row back out in the driving lanes to let traffic break it up and aid melting.  
Roll to one curb to let it melt.  
Load snow on trucks and haul away.

The Street Superintendent will initiate one of the above actions when, in his/her opinion, it is appropriate. In the case of option 1, this operation must be conducted during busy traffic hours

During daylight hours and extra caution of traffic shall be exercised. Options 2 and 3 may be done during low traffic hours.

**Feedback During Course of the Snow Removal Operation.** The equipment operators shall maintain communication with the supervisor advising them of any conditions that dictate needed change in operation.

## **DOWNTOWN SNOW REMOVAL PROCEDURE:**

**Decision to Remove.** The decision to commence downtown snow removal operations shall be made by the Director of Public Works or in his/her absence, the Street Superintendent. Snow removal operations should commence in the central business district after snow removal is completed on the Priority I streets.

**Snow Clearance.** Equipment will remove snow from the flow line of the curb to the center of the street. Snowplows will be used in conjunction with the grader whenever possible.

A loader will go behind the snow removal equipment to open intersections and open sections in the snow wind row where commercial traffic may need to cross the streets. In the process of opening intersections snow will be placed on the snow wind row of the streets or in the parking of adjacent side streets but shall not be of sufficient height to cause visual obstruction for vehicles entering the intersection.

**Second Pass.** The night after the original snow clearing a second pass will be made to pick up the curb snow that has been removed off of the sidewalks by the merchants and bring it out to the center. As one alternative to a second pass a loader may run down the curb line and take snow to the end of the block to be loaded out as part of the loading operation.

**Feedback during the downtown grading operation.** The snow removal equipment operators shall maintain radio contact with the supervisor advising of any conditions that dictate needed change in operation.

## **PRIVATE CONTRACTORS:**

If conditions are such that city crews cannot clear the priority streets due to very heavy snowfall, private contractors may be hired to assist in removal efforts. This step shall be taken only with the authorization of the City Administrator. The Street Department will maintain a list of local private contractors who would like to contract snow removal in emergency situations. The

equipment size, make, price and who to contact will be recorded for each contractor. List to be updated each year and kept on file at the Street Department office.

### **RESIDENTIAL STREET POLICY:**

The current policy of the City of Great Bend does not provide for snow removal on residential streets unless the streets are made impassable due to snowdrifts. In this case City crews will take necessary steps to open residential streets by breaking or removing the drifts. Such operations will be scheduled as soon as other snow removal operations have been completed.

### **CITY PARKING LOT SNOW REMOVAL PROCEDURE:**

Once all other snow removal operations are completed snow may be removed from parking lots in order to reduce the icing, water damage or other inconveniences to parking lot users which could result from the snow storage piles.

**Begin Operations.** After removal operations have been completed operators of the loaders shall begin removal of snow from the City parking lots. If parking lots are not able to be fully cleared due to parked cars, a second clearing may be scheduled by the Street Superintendent the following day to begin at an hour early enough to complete the work by 8:00 AM.

Parking lots to be cleared include the Senior Center and the Front Door building. Requests for removal from other lots will be taken into consideration only if crews are able to.

**Procedure.** Snow shall be moved to designated pile locations where it shall be left to melt or hauled off. The pile locations are set so that visibility to cars moving in and around the parking lots shall not be obstructed.

**Traffic.** Operators shall exercise care, particularly where loading, to avoid injury to vehicles or people.



**STREET SECTION EQUIPMENT AVAILABLE FOR SNOW AND ICE CONTROL:**

2002 Volvo Loader  
1990 Cat Loader  
2012 Cat Loader  
2013 Bobcat Skid Steer Loader  
2020 Bobcat Skid Steer Loader  
1992 John Deere Grader (570)  
1997 John Deere Grader (770CH)  
2009 John Deere Grader (670G)  
2017 John Deere Grader (670G)  
2004 GMC Dump Truck  
1985 Chevy Dump Truck W/Snow removal  
1989 GMC Dump Truck W/Snow removal  
1997 IHC Tandem Dump Truck W/Snow removal  
1997 IHC Tandem Dump Truck W/Snow removal/sand & salt spreader  
1999 IHC Tandem Dump Truck W/Snow removal/sand & salt spreader  
1992 Ford Dump Truck  
2000 GMC Dump Truck  
1995 Ford Dump Truck  
1982 IHC Dump Truck  
1981 IHC Dump Truck

## STREET PRIORITY LIST

Priority I Streets	Boundaries
Main Street	From the North City limit to the South City limit
10 <sup>th</sup> Street	West City limit to the East City limit
McKinley Street	10th Street south to 2nd Street
6th Street	McKinley Street to East end of the road 6th Street
Cleveland Street	6 <sup>th</sup> Street to 2 <sup>nd</sup> Street
2nd Street	McKinley Street to Cleveland Street
Broadway Avenue	From the Cherry Lane to the 281 Bypass Vehicles will be asked not to park on Broadway
6th Street	Morton Street to Washington Street
Washington Street	10th Street to South City limit
24th Street	K-96 to Frey Street Vehicles will be asked not to park on the South Side between Harrison Street and K-96 Snow will be moved to the North between Harrison and K-96
Police and Fire Stations	All streets around Public Safety buildings
Priority II Streets	Boundaries
281 Bypass	Main street to 10th street
Patton Road	24th street to south city limit From K96 to Aspen Snow to be moved to the East
Harrison Street	10th street to 24th street
McKinley Street	10th street to north city limit
Washington Street	10th street to north city limit
19th Street	McKinley Street to 281 Bypass
Kansas Avenue	24th street to 7th street
Downtown Core Area Street	10th street to 19th street & Kansas street to Williams
Eisenhower Street	Patton Road to Cherry Village
Open Streets Around Schools	

<b>Priority III streets</b>	<b>Boundaries</b>
Lakin Street	K-96 Highway to Frey Street
Morton Street	31st street to 5th street
Frey Street	Broadway Avenue to 2nd street
Pine Street	10th street to 5th street
2nd Street	Main street to Frey Street
3rd Street	Frey street to Kiowa road
17th Street	K-96 Highway to McKinley Street
Cherry Lane	Hemlock street to Eisenhower court

Residential Streets will have drifts and snow removed on them in an as needed basis deemed necessary by the Public Works Director or Streets Superintendent.