Snow and Ice Removal Plan
THE CITY OF GUNNISON, COLORADO

DEPARTMENT OF PUBLIC WORKS
November 14, 2017
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General Statement and Goals

The City of Gunnison Snow and Ice Removal Plan is designed to give an overview of operating procedures during snow or ice events. This plan is designed to maintain operational capabilities and provide safety for the public and City employees during winter weather conditions. Snow and Ice control work must be carried out on the premise that such work is under emergency conditions. The purpose of this document is to have in place a written plan to respond to the snow and ice control needs for roads, alleys and trails maintained by the City of Gunnison. This plan defines the responsibilities of both the City of Gunnison and the public during snow and ice removal activities.

There are several purposes and goals for the snow and ice removal plan:

- Establish a policy and procedure for snow and ice control.
- Make every effort to keep the City of Gunnison safe during inclement weather conditions.
- Conduct snow and ice control activities that afford residents reasonably safe and passable road surfaces as much of the time as possible (not necessarily to bare pavement).
- Provide accessible guidelines and procedures for City employees and the Public.
- Provide reasonable driving conditions during inclement weather conditions.
- To reduce interruption of City business in and around the Central Business District, Gunnison residents, the Gunnison-Crested Butte Airport, Western State University and Emergency Services.
- To maintain clear and safe access to and from work, school, and home.

During inclement weather, notwithstanding the circumstances with changing climatic conditions, the City will endeavor to keep the roads in a reasonably safe condition for travelers in an attempt to restore driving conditions to as close to normal as possible. The City will endeavor to exercise reasonable care and diligence in the performance of their duties, consistent with the intent of this Plan. Travelers who use City maintained streets, alley, trails and sidewalks are expected to demonstrate due care and reasonable caution, especially under adverse weather conditions. Certain conditions such as blizzards, whiteouts, severe snow or ice events, thin ice formation in the absence of or during very light or spotty precipitation, and other conditions unknown or beyond the control of public works maintenance crews may temporarily prelude achieving these goals.
Strategic Business Plan – Safety Statement

The increasing local traffic of all types and an increasing community desire for safe travel options for all seasons through the City of Gunnison, if not addressed, will result in:

- increased traffic accidents (pedestrian, bicycle, and vehicle);
- increased injuries to customers and employees;
- a general decreased perception of safety;
- a negative impact on businesses (current and potential);
- lower overall sales tax revenue;
- disrupted utility services and refuse collection services; and
- decreased emergency response services access to homes and businesses.

Applicability

This policy applies to all City employees involved in snow and ice removal operations as well as residents, property owners and business owners.

Supervision

All Public Works crew members and any contractors shall be under the ultimate supervision of the Public Works Director, City Manager, or an appointed designee. The Streets & Alley Superintendent shall supervise field operations prior, during, and after storm events in conjunction with the Public Works Director.

Overview

The Public Works Department has developed this plan to outline services to City streets, alleys and trails during winter conditions. This plan will also address how residents and property owners can help. Implementing this plan will allow the Public Works Department to meet the stated objectives outlined in the Plan.

Objectives

Snow and ice control on roadways and public property is an essential municipal service that is necessary for public safety, daily mobility, elimination of traffic delays for emergency vehicles, and the motoring of public and pedestrians at public facilities. City streets will be maintained in a passable condition during storms by clearing them of snow and ice as soon as conditions permit.

Weather conditions constantly change during a snow storm; therefore, it is impractical to establish a specific method for removing snow and ice from City streets. This document is a general guideline provided to inform the public and City personnel of standard operating procedures regarding snow and ice control.

The City’s snow and ice control program will combine plowing with the efficient use of sand (with salt additives) and other resources. The City strives to provide passable streets as soon as possible by prudent use of resources, personnel, equipment, and materials.
Snow and Ice Removal

Snow accumulations of more than two inches typically require plowing. The condition of the snow (wet or dry) must also be taken into consideration – along with the weather forecast and expected temperatures. If the snow is dry and compact, crews will sand streets (school routes) where needed. If there is wet snow, sanding may be unnecessary. Residents or businesses are expected to maintain their driveways, sidewalks and entrances.

Materials

The Public Works Department will maintain an adequate supply of salt, sand or other materials necessary to provide snow and ice removal. One hundred (100) tons of Sand/Salt mix will be stockpiled on site. If additional materials are necessary beyond those stockpiled, then materials will be obtained via private sources. The Public Works Director will arrange delivery for needed materials through the City's approved procurement methods. The use of anti-skid materials such as sand or fine stone provide traction and is a desirable material. Suitable quantities of suitable materials should be obtained and stored in preparation for use in snow and ice control operations. New technologies are allowing the use of new products such as treated salt to be used in conjunction with or in place of, a sand/salt mix. Other treatments may be developed from time to time. These products may be used as approved by the Director.

Prior to the winter maintenance season, arrangements should be made for the delivery and storage of suitable quantities of materials for the anticipated duration of single or multiple storm events. If necessary, additional quantities should be available should the need arise. Any company supplying snow and ice control materials must be capable of delivering additional quantities in a short turnaround time after requested. Storage should be at a location convenient for efficient use during snow and ice control activities. Storage of these materials should be consistent with all applicable standards and regulations.

Personnel Resources

The Public Works Department employs 27 employees in various departments. In emergencies, most can be available for snow and ice control activities. The department oversees Streets & Alleys, Fleet, Water & Sewer, Electric and Wastewater.

The City of Gunnison utilized two (2) crews; Crew A or Crew B depending on snow fall amounts. Crew A is the primary crew for normal storm events. Crew B will be an additional rotation and implemented if personnel shortages exist in Crew A or in the event of severe snowfall where both crews are needed to keep up.

The primary responsibility of the Snow and Ice Removal Plan fall on Crew A. The personnel and equipment assigned is listed as follows (subject to change due to availability):

David M. Gardner – Public Works Director
Lisa Starkebaum – Administrative Assistant
Greg Summer – Streets and Alley Superintendent
### Crew A (Regular Crew)

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Personnel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Loader Unit # 16:</td>
<td>Greg Summer - Streets and Alley Superintendent</td>
</tr>
<tr>
<td>Loader Unit #57:</td>
<td>Leslie Lisowski – Equipment Operator</td>
</tr>
<tr>
<td>Maintainer (Road Grader) Unit # 13:</td>
<td>Michael Cribari – Equipment Operator</td>
</tr>
<tr>
<td>Bobtail Dump Truck Unit # 170:</td>
<td>Todd Cook – Crew Leader</td>
</tr>
<tr>
<td>Bobtail Dump Truck Unit # 88:</td>
<td>Bracken Kerswill – Equipment Operator</td>
</tr>
<tr>
<td>Bobtail Dump Truck Unit # 41:</td>
<td>Michael Cribari – Equipment Operator</td>
</tr>
<tr>
<td>Bobtail Dump Truck Unit # 41:</td>
<td>Leslie Lisowski – Equipment Operator</td>
</tr>
<tr>
<td>Backhoe (Small Loader if purchased):</td>
<td>Robert Paulsen – Electric Crew Leader</td>
</tr>
<tr>
<td>Pickup Trucks with Plow:</td>
<td>Cody Sparks – Electric Lineman</td>
</tr>
<tr>
<td></td>
<td>Ryan Bewley – Electric Lineman</td>
</tr>
<tr>
<td></td>
<td>Jeremey Dole – Electric Lineman</td>
</tr>
</tbody>
</table>

### Crew B (Additional Crew if Needed)

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Personnel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Loader Unit # 16:</td>
<td>Pat Macintosh – Fleet Superintendent</td>
</tr>
<tr>
<td>Loader Unit #57:</td>
<td>Jeremy Dole – Electric Lineman</td>
</tr>
<tr>
<td>Maintainer (Road Grader) Unit # 13:</td>
<td>Will Dowis – Electric Superintendent</td>
</tr>
<tr>
<td>Bobtail Dump Truck Unit # 170:</td>
<td>Preston Irby – Fleet Master Mechanic</td>
</tr>
<tr>
<td>Bobtail Dump Truck Unit # 88:</td>
<td>Ryan Bewley – Electric Lineman</td>
</tr>
<tr>
<td>Bobtail Dump Truck Unit # 41:</td>
<td>Jeremy Dole – Electric Lineman</td>
</tr>
<tr>
<td>Backhoe (Small Loader if purchased):</td>
<td>Cody Sparks – Electric Lineman</td>
</tr>
<tr>
<td>Pickup Trucks with Plow:</td>
<td>Mike Hutchinson – Water Operator</td>
</tr>
<tr>
<td></td>
<td>Jim Yadauga – Water Crew Leader</td>
</tr>
<tr>
<td></td>
<td>Will Dowis – Electric Superintendent</td>
</tr>
<tr>
<td></td>
<td>Joe Doherty – Water Superintendent</td>
</tr>
</tbody>
</table>

Depending on circumstances and need, other employees can be made available from Fleet, Electrical, Water & Sewer and Wastewater or other City departments if necessary. Note: Personnel subject to change on short notice.
## Equipment Resources

Equipment necessary to support snow & ice removal crews are as follows:

<table>
<thead>
<tr>
<th>Route</th>
<th>Equipment</th>
<th>Assigned Route</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Loaders Unit # 16 with Plow</td>
<td>Central Business</td>
<td>Hwy 50 - Hwy 135 - Emergency &amp; School Routes</td>
</tr>
<tr>
<td>2</td>
<td>Loader Unit # 57 with Plow</td>
<td>Northeast</td>
<td>Hwy 50 - Hwy 135 - Emergency &amp; School Routes</td>
</tr>
<tr>
<td>3</td>
<td>Maintainer Unit # 13 (Road Grader)</td>
<td>Northwest Central</td>
<td>Hwy 50 - Hwy 135 - Emergency &amp; School Routes</td>
</tr>
<tr>
<td>4</td>
<td>Bobtail Dump Truck with Plow Unit # 170</td>
<td>Southwest Outlying</td>
<td>Assigned to &quot;Plow to Center&quot; Streets &amp; Highways</td>
</tr>
<tr>
<td>5</td>
<td>Bobtail Dump Truck with Plow Unit # 88</td>
<td>Southeast</td>
<td>Assist NE route , &quot;Plowed to Center&quot; Street/Highway</td>
</tr>
<tr>
<td>6</td>
<td>Bobtail Dump Truck with Sander &amp; Plow Unit # 41</td>
<td>Alleys &amp; Intersections</td>
<td>Assigned to Sanding/Salt Operation throughout City</td>
</tr>
<tr>
<td>7</td>
<td>Small Loader with Bucket</td>
<td>Alleys &amp; Intersections</td>
<td>Alleys &amp; Intersections, Highways &amp; Trails</td>
</tr>
<tr>
<td>7</td>
<td>Back Hoe Unit</td>
<td>Alleys &amp; Trails</td>
<td>Assisted to Alleys &amp; Intersections when Needed</td>
</tr>
<tr>
<td>7</td>
<td>Skid Steer</td>
<td>&quot;Plowed to Center&quot;</td>
<td>Assist with intersections, if needed</td>
</tr>
<tr>
<td>1 2 3 4</td>
<td>2 Snow Blower Units attached to Loaders</td>
<td></td>
<td>Assigned to all &quot;Plowed to Center&quot; Routes</td>
</tr>
</tbody>
</table>

**Additional Equipment Available** - 3 Chevrolet Pickups with Plows, 2 Backhoes with Buckets, 1 Backhoe with Blade

In the event additional equipment or outside contractors are needed, Public Works will utilize the services of outside contractors or equipment rentals. A current list of available resources will be maintained within the Public Works Department.

The Fleet Department within Public Works will conduct annual equipment inspections in order to have all assigned equipment in good operating condition. All snow and ice control equipment shall be installed and checked for proper operation at this time (mid-October) to provide sufficient time for unanticipated maintenance to be performed prior to November 15th. Beginning the first weekend after November 15, all vehicles shall be dressed for winter snow and ice control unless otherwise directed by the Public Works Director or Streets & Alley Superintendent.

All equipment shall be thoroughly checked prior to leaving the yard. All vehicles shall be evaluated throughout the work period by the driver with any problems identified and reported to the Supervisor. Any significant problems shall be reported immediately to the fleet maintenance department in accordance with standard practice.

**Overloading Vehicles** – No vehicle shall be intentionally overloaded. While it is not possible to weigh each vehicle during snow and ice control activities, the City of Gunnison has taken the effort to discontinued use of a “snow box” in an effort to ensure that no vehicle will be overloaded or that any component of the vehicle will be overloaded.
Level of Service

The following list of plow routes shall be reviewed and updated annually and maintained by the Public Works Director. Factors used to determine plow routes and plow methods (both order and number of roads) shall include, but not be limited to, public safety, traffic levels on streets; types of traffic using streets; routes used to access maintenance routes; maximizing personnel and equipment; and ability to provide contingency routes/plans. Plow routes shall give priority to heavily traveled/collector roads. Each driver shall be given a copy of all routes which will be kept in each piece of equipment. Each driver shall be responsible for, and make themselves familiar with, their route. Drainage structures and other conditions should be marked. High risk areas (steep hills, sharp corners, obstructions, etc.) should be identified and a proper response planned. Alternate driver(s) or contractors shall be familiar with each route to serve as back-up(s) in the event a driver is unable to report for duty. As part of each designated route, snow and ice removal will be completed in the priority established under this plan as follows:

Priority # 1: US Highway 50 (Tomichi Avenue) & US Highway 135 (Main Street)

Priority # 2: Designated Emergency Routes (as depicted on the map)

- North Colorado Street to Spencer Avenue
- East Denver Avenue
- East Spencer Avenue
- North Taylor Street

Priority # 3: School Bus Routes (not shown above)

- 11th Street (Tomichi to Spencer)
- Denver Avenue (11th to Colorado)
- Boulevard Street (Denver to Spencer)
- Spencer Avenue (11th to Colorado)

Priority # 4: Main Arterials and Collectors (not shown above and including other RTA Routes)

- 11th from Rio Grande to Tomichi
- 8th Street from New York to Denver
- Adams Street from Tomichi to Georgia
- Colorado Street from San Juan to Tomichi
- Denver Ave. from Colorado to Reed Street
- Georgia from Colorado to Escalanti
- Gunnison Ave from 3rd to 5th Street
- South Main Street
- New York Ave. from 5th to Teller
- Ohio from Colorado to pavement change
- Rio Grande Hwy 50 to Wisconsin Street
- Taylor from Denver to Tomichi
- Teller from San Juan to Tomichi
- Virginia from west end to Loveland
- Wisconsin from Tomichi to Denver
- 8th Street from New York to Denver
- 5th Street from Gunnison to New York
- Georgia Ave from Colorado to Escalanti Drive
Priority # 5: Other Residential Streets

Priority # 6: Trails

These streets listed above depict a prioritized approach to indicate to snow plow operators which streets are plowed first. The streets listed are part of the six (6) designated snow plow routes and shall be worked on first, on a priority basis as compared to other streets listed in each designated snow route. Therefore, prioritized streets could be plowed simultaneously.

To view a listing of school bus routes in Google Maps, please visit http://www.gunnisonschools.net/administrative_services/transportation/bus_route_maps

ALLEYS

Alleys are a separate sequence and will be plowed as soon as main intersections are opened for traffic. The small loader will use an 8’-4” bucket to open the alleyways. On a normal storm, the small loader will bucket out the alleys to the closest street and dump snow in the City right of way. During heavy storms, the small loader will bucket out the alleyways and dump into one of the tandem dump trucks assigned to the alleys during that snow event. Snow will then be hauled off to one of the designated storage sites.

TIME FRAME TO RESPOND

Normal hours of operation are Monday through Friday, 8:00 a.m. to 5:00 p.m. whereas Public Works personnel will determine when snow plowing operations will commence once 2” accumulation has occurred. After regular business hours, the Gunnison Police Department will dispatch the work order to Public Works personnel once a 2” accumulation of snow has been observed. A normal snow event is considered to be when an accumulation of 2 to 4 inches has occurred. Based on past years, it will take approximately 12 hours to plow all routes after a normal snowfall event has occurred.

A heavy snow event is considered to be when an accumulation is in excess of 2 to 4 inches or when back to back snow events occur.

Highways 50 and 135, emergency and school bus routes will receive the highest priority. Other main arterials and collectors in residential sections will follow. Alleys will be plowed concurrently as outlined above. Work to clear residential streets will begin after all arterials and collectors have been plowed/salted and restored to a safe and passable condition. It should be noted that no two winter storms are identical. The exact tactics and methods used to fight a storm may vary widely. A fast and heavy snowfall may require all departmental personnel to continually work around the clock on clearing or sanding/salting the major arterial roadways, which will significantly extend the time it takes to service residential and other lower volume roadways.

The time for completion of snow and ice control is always dependent on several factors including: total snowfall accumulation, the nature of the snow (heavy, light, drifting, icy, etc.), temperature, traffic and other obstacles, as well as available personnel and resources (salt mixtures performance varies with lower temperatures).

During a normal snow event, a full crew typically consists of 7 units plowing and or sanding/salting streets/alleys. During normal storms more personnel are usually available, but a storm of longer duration may require the use of split shifts, which reduces available personnel. During heavy snow events, all available Public Works personnel will be utilized.
Employees assigned to snow and ice control operations shall be responsible for the completion of their assigned area to the best of their ability based on weather and/or roadway conditions. Each driver assigned to a specified route shall be responsible for monitoring its condition. The driver will maintain communications with the designated supervisor to report on their progress and the effectiveness of the plowing efforts. Supervisors will be responsible for checking areas for thoroughness and effectiveness of efforts to direct and coordinate work crews to complete snow and ice control in accordance with level of service expectations outlined in the plan.

<table>
<thead>
<tr>
<th>Accumulations/Type</th>
<th>Approximate Time Frame to have snow plowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ice/Freezing Rain - 2 inches of snow</td>
<td>12 hrs after storm ends</td>
</tr>
<tr>
<td>2-4 Inches of Snow</td>
<td>12 - 16 hrs after storm ends</td>
</tr>
<tr>
<td>4-8 Inches of Snow</td>
<td>28 hrs after storm ends</td>
</tr>
<tr>
<td>9 to 16 inches of Snow</td>
<td>40 hrs after a storm ends</td>
</tr>
<tr>
<td>17 inches or more</td>
<td>52 hrs after a storm ends</td>
</tr>
<tr>
<td>Note: Depends on Snow Conditions</td>
<td>(dry snow vs. wet snow)</td>
</tr>
</tbody>
</table>

**Sequence of Routes & Operations**

**First Priority**
Main Street (US 135), Tomichi Avenue (US 50), and Emergency Routes will be plowed first (Highest Priority Route).

Emergency Routes are North Colorado to Spencer, East Denver, East Spencer and North Taylor.

School bus routes are considered a first priority and should be plowed by 7:00 a.m. when possible.

**Remaining Priority**
Main Arterials and Collectors (including other RTA bus stops), Residential Streets, then Trails. Alleys will be plowed concurrently with other priorities as much as possible.

**Sequence of Operations**
As soon as the 2 large loaders equipped with snow plows and the 1 maintainer (road grader) complete the highest priority routes, the equipment will move into their designated routes to plow.

A combination of salt and sand mix will be applied as routes are plowed or as needed throughout the winter.

RTA bus routes are designated along higher priority routes and will be included in the priority sequences.
Alleys will be plowed as soon as main intersections are opened. The small loader will use an 8'-4" bucket to open the alleyways. On a normal storm, the small loader will bucket out the alleys to the closest street and dump snow in the City right of way. On heavy storms, the small loader will bucket out the alleyways and dump into one of the tandem dump trucks assigned to the alleys during that snow event. The snow will be hauled off to one of the designated storage sites.

Sanding operations should be done by 6:30 a.m. in areas as needed when possible.

The removal of windrows will commence as soon as possible after a snow storm has been plowed. The removal of snow in winrowed streets were delayed severely during the winter of 2016-2017 due to back to back snow fall events. (The timely removal of snow in winrowed streets are necessary to limit sight distance and other unfavorable conditions for both motorist and pedestrians).

A final cleanup of snow plow operations will be done once “streets and highways plowed to center” (windrows) are removed. This is done in order to remove snow buildup in curb & gutter sections. Final cleanup will also include plowing where cars have moved.

As needed, throughout the winter Public Works crews will pull ice out of the curbs in the downtown business area and haul off in designated snow storage areas. In addition, ice will be removed from some downtown alleyts and hauled off.

Flashing warning lights and strobes shall be used at all times while trucks are engaged in snow and ice control activities.

Plowing speed will depend on the type of snow and road condition. In no event, shall the speed of the vehicle be such that the material is cast an excessive distance from the edge of the road. Plowing speeds shall be adjusted to prevent the showering of pedestrians, sidewalks, buildings, and vehicles. While it is understood some snow will cover driveway entrances, mailboxes, and sidewalks, there shall be no excessive speeding while engaged in snow and ice control operations.

When plowing into an intersection, it will be the intent of the crews to minimize snow levels in the travel portion of the street as a result of the snow plow operation.

Snow plow operators should refrain from pushing snow at intersection corners where fire hydrants exist.

Plowing and sensible application of snow and ice control material shall continue for the duration of the storm. After snow has ceased falling/accumulating and the centers of the roadways are clear, accumulated snow on the remaining portions of the road shall be pushed back as far as practical. Care should be taken during these pushing back operations to limit the amount of snow thrown onto already cleared driveways and sidewalks and in front of mailboxes. Intersections should be pushed back to provide sufficient turning radius and sight lines. Drainage inlets, outlets, structures, and leak-offs shall be opened to ensure unrestricted flow during thaw.

Upon completion of all plowing and material application activities, trucks shall be returned to the garage and re-inspected. All vehicles shall be thoroughly cleaned and greased. Any equipment malfunctions shall be reviewed by the Fleet Maintenance department and identified as repaired, acceptable for use, or removed from service for repair.

Release – Snow and ice control operations will continue until one or more of the following levels of road condition have been established: (a) bare, uncovered roadways with all snow and ice pushed back to edge of pavement or curb with intersections complete; (b) covered, snow packed roads with no accumulations greater than about 3 in. pushed back to edge of pavement or curb with intersections and cul-de-sacs complete; (c) major collector and secondary roads opened up with a minimum of one lane of travel in each direction; this may include significant accumulations still on the roads, but vehicles properly equipped for winter driving with operators using appropriate caution, should be able to pass – local access roads, such as subdivision streets, may only be one travel lane for both directions. Routine access may be difficult in some areas. Emergency access available to all locations within the City, with
properly equipped emergency equipment; (d) until such time as all or the majority of equipment and/or manpower has been expended in removal efforts, and further efforts at this stage would be counterproductive; (e) at such time the Public Works Director feels continued operations would constitute imminent danger to the Public or City employees; (f) at such time it is determined that continued resource expenditures are in excess of what may be judicious use of public funds; (g) the level of service is consistent with the specific instructions from the Public Works Director.

At this point, the Streets and Alley Superintendent shall determine the need for additional removal efforts. This decision will be influenced by weather conditions, time of day, day of week, available resources, financial reserves, date, and other factors. Oral communication will be maintained between the Public Works Director, the Superintendent of Schools, Police Department Shift Sergeant or the most senior officer on duty, and other emergency departments/personnel so that a coordinated effort will be maintained.

Time Limitations – All reasonable efforts will be made to attempt to have all roadways cleared to the curb line/edge of pavement within a total of 72 hours of the last snowfall. Except in cases of extremes, all main City roadways and emergency routes should be cleared to an adequate level within 24 hours of the last snowfall, exclusive of cul-de-sacs, narrow roads, alleys dead-ends or special condition streets.

Winter Vacations – Requests for vacation or personal time during the winter snow and ice control season shall be given as far in advance as possible to allow time to plan for the necessary coverage on that driver’s route.

Private Contractors – Private contractors could be used to supplement the operations of the Public Works Department staff and equipment. Contractors will be responsible for operator(s), vehicle equipment, maintenance, and fuel, as outlined in their contract. The City will supply road snow and ice control materials. Contractors will be called in at the time of a full call out only as deemed appropriate by the Public Works Director or the Streets & Alley Superintendent. Partial staff call out for spot work will be performed by in-house staff.

**Snow Removal Assistance Program**

Handicap and Elderly - The City of Gunnison offers a Snow Removal Program for eligible residents during winter months. This program offers assistance with removing snow from driveways within the public right-of-way. This service applies to qualified residents of the City of Gunnison that have a certified medical need or disability.

In order to be considered for this service, the applicant must meet the following two criteria:

1. Individual who lives in a private, single family, residential property; and
2. Individual that has a certified medical need or disability (Valid mobility handicapped parking permit, written verification of disability provided by Social Security Administration, or medical certification from a medical professional), or other justifiable rationale for receiving the public benefit through this program.

To apply, please visit [www.gunnisonco.gov](http://www.gunnisonco.gov) or the link below to fill out the application for assistance. Please go to the following link:

https://forms.Cityofgunnison-co.gov/Forms/SnowRemAsstApp

If you need personal assistance to fill out the on-line application, you may visit the City of Gunnison Finance Department located in the City Municipal Building, 201 W. Virginia Avenue or call 970-641-8070.

The application is not a guarantee of snow removal assistance. Individuals must be approved for inclusion in the program annually, and the program is subject to availability of funding.
Individuals approved for the Snow Removal Assistance Program are approved only for the current snow season and must renew their application annually.

If you have any questions regarding the Snow Removal Assistance Program, please call the Public Works Department at (970) 641-8020.

**Private Roads and Driveways**

As a matter of policy, crews do not clear private roads or driveways. In extreme circumstances and only if an emergency situation arises that directly threatens individual life or property, a crew can be dispatched to open the private road or driveway.

During plowing operations, it is virtually impossible to clear the roadways adequately without placing some snow and ice in driveway aprons.

When plowing, shoveling, or blowing snow from building roofs, driveways or sidewalks, no person, resident, business or contractor performing such work shall deposit, or cause to be deposited, in any street, alley or roadway, snow taken or removed from private property unless an agreement be first entered into with the City as provided by municipal code. Such action is considered a hazard and can result in unsafe driving conditions or could impede the City’s normal snow removal operations.

**Special Condition Streets**

The geometry of some streets, areas and parking within City right of ways can make snow and ice control service problematic and difficult. Residents are strongly encouraged to refrain from parking in areas such as cul-de-sacs, narrow width streets and dead end streets during snow events. Parking in these areas can severely limit access for City crews. The nature of these streets already makes clearing snow very challenging, but any additional obstacles may make provision of service impossible.

**Designated Snow Storage Sites**

The followings sites have been deemed Snow Storage Areas.

- Van Tuyl Ranch
- Virginia & Spruce
- Wisconsin & Bidwell
- New York & Pine

**Snow Emergencies**

**Parking Ban/Restrictions** – In the event of heavy snowfall predictions or anticipation of a severe winter storm events, the Public Works Director or his designee will work with the Chief of Police or designee to restrict parking in advance of crews. Typically, the Police Department personnel will coordinate with Public Works personnel weekly and post “No Parking” signs in advance of snow removal crews. Such
instances that require restricted parking would be made if heavy accumulations of snow are forecasted in a short period, with the prospect for additional snow, when snow and/or ice have accumulated to the extent that safe vehicular travel is impaired severely, or if parking is impeding the operations of snow removal. Parking bans are evoked and are necessary to clear roadways for crews to effectively remove snow in a timely manner. These restricted parking areas may be made public via Code Red, Radio, Facebook or the City of Gunnison Web. NO STOPPING OR PARKING will be designated on snow routes as necessary in advance. If vehicles parked on posted snow routes or found impeding snow and ice control operations during such bans will be referred to the Police Department with a request for removal. Such removal may be towed at the owner’s expense.

Additional Personnel Resources

The Public Works Department will conduct snow and ice removal operations in house. However, staffing may be inadequate to fill all winter operation needs. In the event that all shifts cannot be filled by regular service personnel, resources from outside the department will likely be utilized.

Street Categories

In an effort to effectively cover as much ground as possible in as short a time period as possible, not all streets will be plowed the same as in years past. Streets have been divided into four categories for the purpose of efficient snow and ice control. These categories will identify how snow is plowed or removed. They are as follows:

- Plowed to Center Island
- Plowed to Center, Hauled Away (commonly called “windrowed”)
- Plowed to Curb (commonly called “split streets”)
- Plowed to Edge (Snow plowed towards one outside edge)
- Alleys (Snow plowed towards adjacent street or removed)
- Trails

Please refer to the Snowplow Method map contained herein.

Communication

The Snow & Ice removal crews have been equipped with mobile cellular devices and if available radio devices for communications. Each employee will be furnished a list of operators and corresponding phone numbers that shall stay in the cab of each piece of equipment.
The use of these tools will ensure communication occurs regarding the status of snow removal along routes. (This is especially important during events to advise when and where snow storage sites become available.

The Public Works Department and the Police Department can communicate via these tools directly with the equipment operators and relay information more quickly in order to address critical issues.

All vehicles shall be in constant radio contact with the Streets & Alley Superintendent or his designee. The Superintendent shall be notified immediately in the event of a breakdown or other critical or unusual nature. The Superintendent shall be notified any time a driver will be out of the truck (including breaks, meals, etc.). Any breaks shall be designated by the Superintendent to sustain safe snow and ice control operations. Otherwise, radio transmissions shall be kept to a minimum.

**Dispatchers & Call-Out (after-hours)**

During regular business hours, Public Works personnel will determine if snow plow operations will commence. The Gunnison Police Department will perform duties of snow and ice spotting and/or dispatching after regular business hours to initiate implementation of the Snow and Ice Removal Plan. Public Works personnel listed with the Police Department as “on-call” will be contacted by police department dispatch once an accumulation of two (2) inches of snow or more has accumulated on the ground. On-call Public Works personnel will make a determination if snow plow operations are to commence. That information is relayed back to police dispatch to alert officers when snow plowing operations will commence. A listing of key personnel will be furnished to the police department’s dispatch team. The Streets & Alley Superintendent has been assigned as the liaison between the Police Department and the Public Works Department.

Police Department staff shift times are staggered throughout the day. These employees monitor and report their findings regarding winter road conditions to Public Works, who will also be monitoring conditions. The Gunnison Police Department and the Public Works Department have the authority to call in snow removal resources based on the severity of the conditions.

Call out of any private contractors for winter snow and ice control measures shall be determined by the Streets & Alley Superintendent and Public Works Director depending on the conditions of the storm event. Conditions used to evaluate the call out response include, but are not limited to, predicted quantity, intensity, duration, time, and area of impact of the storm.

The 2017-2018 Call Out Policy for Gunnison Police Department is as shown:

<table>
<thead>
<tr>
<th>GUNNISON POLICE DEPARTMENT CRITERIA FOR CALL OUT:</th>
</tr>
</thead>
<tbody>
<tr>
<td>As you all know we are quickly approaching our snow months. As you all are aware, we must let Gunnison Communications know when there is an ample amount of snow on the City streets and sidewalks in front of the City of Gunnison buildings. I am sure you are asking what “ample amount of snow” is. Here are the guidelines for the 2017/2018 winter months on when you should call Gunnison Regional Communications so they can notify the proper City employees. It will be up to that individual to notify their “On Call” personnel reference snow plow crews and or the Parks Dept. personal for shoveling the City building(s) sidewalks.</td>
</tr>
</tbody>
</table>
PUBLIC WORKS
If there is 2 inches of snow on the street contact Gunnison Regional Communications at any time outside normal business hours (5:00 p.m. to 6:00 a.m.) Gunnison Communications will then contact Public Works.

PARKS DEPARTMENT
If there is 1 inch of snow on the sidewalk (i.e. in front of Municipal building) contact Gunnison Communications at 4:30 a.m. Gunnison Communications will then contact the Parks Department (for City owned parking lots/sidewalks or other snow related issues reference City buildings).

ICY STREETS/SCHOOL ZONES
If the streets are icy whether snowing or not, contact Gunnison Communications at 5:00 a.m. Gunnison Communications will then contact Public Works at that time and request a sand truck per police. Public Works is required to have sand spread by 6:30 a.m. So check the school zones around 4:30a.m. If you have any questions please get with me.

Please place this in your patrol resource book. Thanks for all your effort.

Personnel Safety

Snow and ice control efforts have a primary objective of providing safe travel for all motorists. Snow removal personnel must constantly evaluate their actions and monitor their ability and effectiveness to provide safe travel for all motorists and pedestrians.

Equipment operators are to:

- Promptly report all mechanical problems.
- Utilize good judgment and appropriate driving speeds during adverse weather conditions especially during snowstorms or at night.
- Be considerate of the rights of other motorists. Utilize appropriate discretion when assisting or reporting stranded motorists or vehicles to the Police Department.
- Observe traffic laws at all times.
- Utilize all appropriate safeguards to prevent frostbite and hypothermia including the use of proper clothing and maintaining communication with other snow removal personnel at all times.
- Report to the supervisor when you are too fatigued to continue driving.

Staff must wear the appropriate attire for the weather conditions. Hats, gloves, boots, hand warmers and rain gear will be available in the Supply Office.

For additional safety tips regarding snow removal, see reference materials titled:
“Prevent Snow Shoveling and Snow Blowing Injuries”
“Snow Shoveling Techniques to Prevent Low Back Injuries”
“Snow Removal Safety Tips”
Completion of Routes

When a snow removal route has been completed, the driver is to contact the supervisor for reassignment. At the end of each shift, all streets will be in a safe driving condition before employees leave their assigned routes. If for any reason employees are released or reassigned before their assigned area is completed, it is the responsibility of the employee to advise the supervisor of areas on their assigned route that are not yet complete.

Coordination with other Governmental Agencies

CDOT - An agreement with the Colorado Department of Transportation (CDOT) has been executed by the City of Gunnison in order to coordinate snow/ice removal along state routes that fall under their jurisdictions. This agreement will apply to Main Street and Tomichi Avenue (Hwy 135 and Hwy 50 respectively). This agreement is extremely effective in eliminating redundancy of efforts and thereby increasing overall productivity of both CDOT and the City of Gunnison’s work forces. It is the general policy of the City not to perform wintertime operations in other jurisdictions if there is no agreement.

RTA Bus Stops – The City of Gunnison has agreed to install concrete pads, benches, trash cans, and in some instances covered shelters to function as bus stops for RTA along City rights of way. It has been further agreed that RTA will maintain these bus stops year round that includes snow removal, UV protective coverings for shelters and excessive vegetative overgrowth.

Training

In-house training shall be conducted each October for personnel engaged in winter snow and ice control operations. Included in this in-house training program will be hands-on experience, route dry runs, review of routes, and review of overall procedures, equipment, materials, and resources. Sand spreading programs, weather forecasting systems may also be reviewed.

*Snow and ice control training may consist of:*

- Hands-on training.
- Dry Runs of all routes by regular personnel at assigned locations.
- Review of special conditions for each route.
- Dispatcher Training.
- Peer-to-Peer hands-on training for non-experienced personnel both within and outside the Public Works Department – provides a ½ day session with an experienced equipment operator.
- Indoor training and discussions session. Includes discussion of individual routes, techniques and procedures to accomplish plan goals and to inform personnel of all resources, particularly new resources.
- Participation in Gunnison County’s Snow & Ice Conferences.
- Participation in the APWA Western Snow & Ice Conferences.

Public Works will provide training for all new staff assigned to operate snowplow equipment during the second week of November. City employees will not be allowed to operate heavy equipment unless they have been trained.
**Final Clean Up**

All snow removal equipment shall be maintained with a half tank of fuel or more at all times during the winter months. At the end of each assigned shift snow removal personnel are to contact their supervisor to determine how trucks are to be stored and parked at the end of the shift. Snow removal personnel are required to complete work orders and material usage reports for their supervisor review prior to leaving unless otherwise directed by their supervisor.

**Local Ordinances**

Section 1. G.M.C. Section 9.50.010, Snow removal from private property, is amended (ORDINANCE NO. 16 SERIES 2017) to read as follows:

Snow taken or removed from private or public property, excluding public sidewalks, shall not be deposited, in any city street, alley or roadway, unless an agreement be first entered into with the city as hereinafter provided.

Section 5. G.M.C. Section 9.30.110, Cleaning sidewalks – Removal of snow and ice, is amended (ORDINANCE NO. 16 SERIES 2017) to read as follows:

A. Generally. The owner, occupant, or agent of the owner of any building, property, or vacant lot in the city is required to maintain the sidewalks, parking area, and curbs (the area from the property line to the gutter) adjoining the building, property, or vacant lot in a clean condition and to remove snow and ice from adjoining sidewalks within a reasonable time after every snowfall in order to give safe passage to pedestrians.

The obligation to remove snow and ice from the adjoining sidewalk imposed by this section shall not extend to the removal of snow and ice deposited upon a sidewalk lying parallel to the curb of the adjacent roadway, as a result of snow removal from the adjacent roadways by the City of Gunnison, where the snow and ice is plowed to roadway edge. The owner, occupant, or agent of the owner of any building or property, or vacant lot, is required to remove snow deposited upon a sidewalk or driveway or parking area by snow removal operations of the City of Gunnison that are perpendicular to the curb of the adjacent roadway.
B. Violation. Any violation of this section, which continues after the giving of 24 hours’ written notice, is a misdemeanor.

**Business Agreements**

Snow taken or removed from private or public property, excluding public sidewalks, shall not be deposited, in any city street, alley or roadway, unless an agreement be first entered into with the city. To begin the process, a Snow License Agreement Application can be found on the City of Gunnison Public Works Departments website or the following web address:


Or you may visit the Community Development Department located at City Hall, 201 W. Virginia Ave., Gunnison CO, 81230.

**Review/Revisions**

Post Storm Critique – The Streets & Alley Superintendent shall hold a post storm critique after the first full call out storm to review route assignments, problem areas, damages to City streets or personal property, other storm-related issues, and to obtain comments from crew members. During the remainder of the winter, periodic critiques shall be held as necessary with the full crew or with individual drivers.

This Plan will be reviewed annually by the Public Works Department and revised as necessary to maintain the intent of the Plan. Any major revisions to this plan shall be approved by City Council.
Snow Plan for Less Than 2” Accumulation

During Business Hours – Public Works will make the determination if sanding/plowing is needed.

After Hours/Holidays and Weekends - When the city receives an accumulation of snow that covers the street intersections and sidewalks (usually 1” or less) and the snow fall has stopped, Gunnison Police Department will determine if sanding operations are needed along state routes, school areas and/or the major intersections. If conditions are slick or have the potential to become slick, police dispatch will call the employee on-call for snow removal listed on the standby report given to dispatch by Public Works. Call out should be by 5:00 am or when possible depending on when road conditions warrant. The on-call person will commence sanding operations. The objective will be to sand and possibly snowplow state highways inside the city limits or the high priority routes as shown below before schools open or traffic become heavy:

1. US Hwy 50.
2. CO-135.
3. Emergency routes:
   • Colorado St. from Tomichi Ave. north to CO-135
   • Denver Ave. from Colorado St. west to Main St.
   • Taylor St. from Tomichi Ave. north to hospital parking lot.
4. Schools:
   • 11th St. from Tomichi Ave. north to Spencer Ave.
   • Arthur Ave. from 11th St. east to Spruce St.
   • Boulevard St. from Denver Ave. north to Spencer Ave.
5. Priority streets:
   • New York Ave. from Colorado St. west to 11th St.
   • Virginia Ave. from Colorado St. west to 11th St.
   • Denver Ave. from Colorado St. west to 11th St.
   • Spencer Ave. from Colorado St. west to 11th St.
   • Spruce St. from New York Ave. north to Arthur Ave.

With less than 2” of total snow accumulation and snow continues to fall, then regular call-out procedures previously outlined in the Snow & Ice Removal Plan prevail.
Park and Recreation Department Snow and Ice Removal Responsibilities

Level of Service

The City of Gunnison Park and Recreation Department shares in the responsibilities of snow and ice removal during snow events. The physical locations of responsibilities in priority order are:

- Fire Station
- Recreation Center
- City Hall
- Police Station
- Ice Rink Parking
- Jorgensen Parking
- Park Sidewalks @ Legion, IOOF, Bills, West ends (near Sears)
- Spencer & HWY 135 crosswalks

Time frame to respond

Normal hours of operation are Monday through Friday 8:00 am to 5:00 pm. The Gunnison Police Department will dispatch the work order once 1’ accumulation of snow has been observed. A 4:00 am call out is necessary to clear and shovel sidewalks and parking lots prior to traffic when buildings are opening. Based on past years it will take 2 people 6-8 hours to plow and shovel all of the above areas in a storm with 2 inches or less, 2-6 inches takes 2 people 8-10 hours, 6-12 inches takes 2 people 10-12 hours. This is assuming the equipment doesn’t breakdown and roofs have already slid.

During a continuous snow event particular attention will be given to the senior lunch schedule to ensure a passable walkway to the Recreation Center on Monday, Wednesday and Friday.

During a multiple day snow event all hands will be available to remove snow a continuous basis.

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Personnel</th>
<th>Personnel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Park plow trucks</td>
<td>Jerad Besecker</td>
<td>Park Forman</td>
</tr>
<tr>
<td>Skid Steer</td>
<td>Lew Brown</td>
<td>Park Assistant</td>
</tr>
<tr>
<td>John Deere Blower</td>
<td>Kevin Propernick</td>
<td>Park Assistant</td>
</tr>
</tbody>
</table>
Winter in Gunnison Colorado. Snow season has arrived in Gunnison! With 120 lane miles of streets to maintain, it is important that the residents understand the City’s snow removal program. Your cooperation is very much appreciated.

The City’s fleet of snow plowing equipment is readied as soon as snow is forecast. Snow plowing and sanding are done whenever it is determined to be needed, 24 hours a day. Keep in mind personnel are monitoring conditions on the ground 24/7. However, to report an unusual condition after 5:00 p.m., on weekends, and on holidays, citizens are asked to call the Police Dispatch non-emergency number, (970) 641-8200, to report a critical situation. Avoid calling Public Works during a storm except during an emergency. Personnel are extremely busy dealing with storm conditions. The crews are on call at all times during the winter months to plow and sand the streets to make travel as safe as possible. Sander trucks spread a mixture a calcium chloride and sand to increase traction and to help melt ice. Much of the plowing is done at night when there is less traffic on the streets. Equipment operators often work very long shifts and are very appreciative of courteous drivers and residents. Please help them so they can help you.

How Residents and Property Owners Can Help:

1. Do not park on municipal streets, especially during snow and ice events. Ticketing and towing may be involved where there are “No Street Parking” signs.
2. Keep basketball devices at least 10 feet from the edge of pavement.
3. Do not park cars in driveways within 10 feet of edge of pavement.
4. Do not allow children to build and occupy “snow forts” and similar creations within 10 feet of the edge of pavement.
5. Do not relocate snow from driveways and sidewalks into the paved street. This is in violation of the ordinances of the City of Gunnison. This action by residents and business owners would cause a hazardous condition on the street. Gunnison Municipal Code Sections Chapter 9 prohibits blowing, throwing or depositing snow onto roadways.
6. Fences should not be located within 10 feet of edge of pavement.
7. Remove all non-permanent seasonal items from within 10 feet of edge of pavement.
8. Trim trees so that branches do not extend beyond the back of the curb or be minimum 14 feet high.
9. If homeowner has a fire hydrant in front of your lot, please help us by clearing snow around it.
10. Please be patient and do not cross over or through windrowed piles of snow. Go around. If you do so and get stuck, our insurance policy does not allow crews to pull you out.

Use of Streets During Snow and Ice Control Activities: Residents and users of City streets are requested to maintain a safe distance behind any City vehicle engaged in winter snow and ice control activities. This distance will vary depending on the road, conditions, and time of day or night. However, a minimum of 200 feet should be maintained behind these vehicles as they may stop or back up at any given time to perform snow and ice control activities.

Mailboxes and Posts: You can help to reduce the possibility of a damaged/broken mailbox or mailbox post. Plow operators are urged to take precautions to avoid hitting mailbox posts. Experience has shown that reduced visibility during a storm event makes it difficult for a driver to see a post in time to avoid striking it or pushing it over with a snow plow. In the event that your mailbox is hit by a plow, contact the department; we will inspect the area to see if we are at fault.

Any installation within the right-of-way – including a mailbox/post – is placed there at the owner’s risk. Owners are encouraged to install mailboxes at the maximum usable distance from the edge of the
pavement. Front of mailbox should be minimum 12 inches behind back of curb. Posts should also be checked for deterioration to reduce the possibility that the weight of the plowed snow may simply break or push the post over. The Municipality will not repair mailboxes or posts damaged by the force or placement of plowed snow.

**When will my street be plowed?** The following priorities have been set for plowing and sanding: hazardous intersections; emergency routes: Main Street, Tomichi Avenue; downtown area and schools; local streets. When a major storm occurs, it may be necessary to temporarily delay the lower priorities in order to keep Main Street, Tomichi Avenue, emergency and school routes open for travel. In the past, alleys have been the lowest priority, but with our new small loader, we will plow the alleys once the main intersections have been readied for travel.

**Why did they plow in my driveway and/or sidewalk?** A frequent complaint from residents is that their driveways and sidewalks have been plowed full of snow by the plows. While this is an inconvenience, it is necessary if streets are to be cleared for travel in a timely, cost-effective manner. If snow and ice are allowed to remain on streets, this causes poor drainage and deterioration of asphalt. Safety is another factor. Many streets are bordered by parking spaces. Allowing snow to pile up can create a hazard by forcing parked cars and bicyclists closer to traffic as more snow accumulates. Therefore, plow drivers will try to clear the streets to the curb line. It may take multiple passes to clear the streets, so please take that into consideration when you are preparing to remove your driveway or sidewalk snow.

**Downtown Snow Removal.** In the downtown area, snow is plowed during the night (generally beginning about midnight) with snow being pushed to the middle of the streets by graders. We call this a windrowed street. Loaders with snow blowers scoop the ice and snow and place it in trucks to be hauled to a designated dump site.

**My car was towed – now what?** When the City has your car towed, you can call the Police Department at (970) 641-8200 to find out where it has been taken.

**How much snow does a 2” snowfall produce?** The street network of the City of Gunnison consists of approximately 1,037,627 square yards of pavement area that is snow plowed. A 2” snowfall produces 122,771 cubic yards of snow. That is the equivalent of 3,843 15-yard truck loads or a football field stacked twenty-seven (27') feet high.

**How much does it cost to remove snow?** The winter of 2016-2017 cost the City of Gunnison $169,073.87 in snow removal costs. This included overtime, contracted services, equipment repairs, equipment rentals and fuel costs.

**Citizen Responsibilities.** Snow and ice can create hazards. We appreciate your help in preventing pedestrian injuries resulting from falls on icy or un-shoveled sidewalks, or from being forced to walk in the street. Residents are required by ordinance to clear their sidewalks of snow. Please remember that it is illegal to push snow into the street from driveways or any private property.

City ordinance requires parked vehicles to be moved every 24 hours. Citizen cooperation in moving vehicles off the streets will aid in providing safe streets in Gunnison.

Remember, snow removal personnel are real people, just like you and I. They live and work in our valley, enjoy their families and friends, attend church, send their children to our schools, etc. They get called out in the middle of the night and traveling on unplowed, icy streets to get to work so they can make your City safe. Please thank them for their service every chance you can.

The cooperation among residences, businesses, and the City can significantly improve snow removal in Gunnison. Working together, the City and our citizens can make the snow removal program a success.
Snow Removal Hotline (8:00 a.m. to 5:00 p.m.)
(970) 641-8020

To Report Extreme Icy Conditions (Emergencies only)
(Please note that personnel are monitoring conditions 24/7)
(970) 641-8200

FOR MORE INFORMATION, PLEASE CONTACT THE
CITY OF GUNNISON PUBLIC WORKS DEPARTMENT

City of Gunnison
Public Works Department
1100 West Virginia Ave.
Gunnison, CO 81230
www.gunnisonco.gov
City of Gunnison Snowplow Method

Legend
- Snowplow Method
  - Plowed to Center Island
  - Plowed to Center, Hauled Away
  - Plowed to Curb
  - Plowed to East Side of Street
  - Plowed to West Side of Street
  - Plowed to North Side of Street
  - Previously Plowed to Center, Hauled Away (4.37 miles removed)

Alleys - Snow will be removed and hauled away.

1 inch = 1,240 feet

COGSnowplowMethod.mxd

1 inch = 1,240 feet

COGSnowplowMethod.mxd
## City of Gunnison Snow Plow Area & Mileage

<table>
<thead>
<tr>
<th>Route</th>
<th>Paved Street Area (SY)</th>
<th>Centerline Miles</th>
<th>Lane Miles</th>
<th>Proposed 17-18 Windrow Centerline Miles</th>
<th>Proposed 17-18 Windrow Lane Miles</th>
<th>Proposed 17-18 Windrow (SY)</th>
<th>Proposed 17-18 Plow Miles</th>
<th>Proposed 17-18 Plow Lane Miles</th>
<th>Proposed 17-18 Area Plowed (SY)</th>
<th>Actual 16-17 Windrow Centerline Miles</th>
<th>Actual 16-17 Windrow Lane Miles</th>
<th>Actual 16-17 Windrow Area (SY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Route 1 - Central Business District</td>
<td>188,857</td>
<td>4.6</td>
<td>14.4</td>
<td>4.2</td>
<td>12.91</td>
<td>172274</td>
<td>0.4</td>
<td>1.5</td>
<td>16,583</td>
<td>4.2</td>
<td>12.9</td>
<td>172,274</td>
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<tr>
<td>Route 2 - Northeast</td>
<td>160,252</td>
<td>5.3</td>
<td>9.9</td>
<td>0.8</td>
<td>1.5</td>
<td>23619</td>
<td>4.5</td>
<td>8.3</td>
<td>136,632</td>
<td>0.9</td>
<td>1.8</td>
<td>28,130</td>
</tr>
<tr>
<td>Route 3 - Northwest Central</td>
<td>169,133</td>
<td>5.2</td>
<td>10.4</td>
<td>0.0</td>
<td>0.0</td>
<td>0</td>
<td>5.2</td>
<td>10.4</td>
<td>169,133</td>
<td>1.0</td>
<td>2.0</td>
<td>34,496</td>
</tr>
<tr>
<td>Route 4 - Northwest Outlying</td>
<td>265,204</td>
<td>10.6</td>
<td>21.1</td>
<td>2.3</td>
<td>4.7</td>
<td>65032</td>
<td>8.2</td>
<td>16.5</td>
<td>200,173</td>
<td>2.4</td>
<td>4.9</td>
<td>99,043</td>
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<tr>
<td>Route 5 - Southwest</td>
<td>158,834</td>
<td>8.0</td>
<td>15.7</td>
<td>0.0</td>
<td>0.0</td>
<td>0</td>
<td>8.0</td>
<td>15.7</td>
<td>158,834</td>
<td>1.0</td>
<td>2.1</td>
<td>28,641</td>
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<tr>
<td>Route 6 - Southeast</td>
<td>95,347</td>
<td>3.6</td>
<td>7.1</td>
<td>0.0</td>
<td>0.0</td>
<td>0</td>
<td>3.6</td>
<td>7.1</td>
<td>95,347</td>
<td>0.6</td>
<td>1.1</td>
<td>19,606</td>
</tr>
</tbody>
</table>

**TOTALS** 1,037,627  37  79  7  19.1  260,925  30  60  776,703  10  25  382,190
City of Gunnison
Snowplow Method

Legend
Snowplow Method
Purple - Plowed to Center Island
Green - Plowed to Center, Hauled Away
Red - Plowed to Curb
Yellow - Plowed to East Side of Street
Orange - Plowed to West Side of Street
Blue - Plowed to North Side of Street

Alleys - Snow will be removed and hauled away.

1 inch = 1,238 feet
COGSnowplowMethod.mxd
City of Gunnison
Snowplow Routes

Legend
Snowplow Routes
- Route 1 - Central Business District
- Route 2 - Northeast
- Route 3 - Northwest Central
- Route 4 - Northwest Outlying
- Route 5 - Southwest
- Route 6 - Southeast

Alleys - Snow will be removed and hauled away.

1 inch = 1,238 feet
COGSnowplowRoute.mxd
City of Gunnison
Snowplow Route 1
Central Business District

Legend
Plow Method
Purple: Plowed to Center Island
Yellow: Plowed to Center, Hauled Away
Green: Plowed to Curb
Orange: Plowed to West Side of Street

4.53 road miles plowed.
Alleys - Snow will be removed and hauled away.
1 inch = 998 feet
COGSnowplowRoute1.mxd
City of Gunnison
Snowplow Route 2
Northeast

Legend
PlowMethod
- Plowed to Curb
- Plowed to Center, Hauled Away
- Plowed to East Side of Street
- Plowed to West Side of Street

4.7 road miles plowed.
Alleys - Snow will be removed and hauled away.
1 inch = 678 feet
COGSnowplowRoute2.mxd

4.7 road miles plowed.
Alleys - Snow will be removed and hauled away.
1 inch = 678 feet
COGSnowplowRoute2.mxd
City of Gunnison
Snowplow Route 3
Northwest Central

Legend
PlowMethod
- Plowed to Center Island
- Plowed to Curb

5.15 road miles plowed.
Alleys - Snow will be removed and hauled away.

1 inch = 307 feet
COGSnowplowRoute3.mxd

5.15 road miles plowed.
Alleys - Snow will be removed and hauled away.
City of Gunnison
Snowplow Route 4
Northwest Outlying

Legend
<table>
<thead>
<tr>
<th>Plow Method</th>
<th>Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plowed to Curb</td>
<td>Red</td>
</tr>
<tr>
<td>Plowed to Center, Hauled Away</td>
<td>Green</td>
</tr>
<tr>
<td>Plowed to Center Island</td>
<td>Purple</td>
</tr>
<tr>
<td>Plowed to East Side of Street</td>
<td>Yellow</td>
</tr>
</tbody>
</table>

11.83 road miles plowed.
Alleys - Snow will be removed and hauled away.
1 inch = 1,342 feet
COGSnowplowRoute4.mxd
City of Gunnison
Snowplow Route 5
Southwest

Legend
PlowMethod
- Plowed to Curb
- Plowed to Center Island
- Plowed to North Side of Street
- Plowed to West Side of Street

6.06 road miles plowed.
Alleys - Snow will be removed and hauled away.
1 inch = 504 feet
COGSnowplowRoute5.mxd
3.04 road miles plowed.
Alleys - Snow will be removed and hauled away.
1 inch = 352 feet
COGSnowplowRoute6.mxd
Why do I need a Snow Removal License Agreement?

The City Municipal Code, Section 9.50.010 states: Snow taken or removed from private or public property, excluding public sidewalks, shall not be deposited, in any city street, alley or roadway, unless an agreement is first entered into with the city.

What is a Snow Removal License Agreement?

A License Agreement is between the LICENSOR (City of Gunnison) and the LICENSEE (the person requesting to use the public property) and protects the City from being liable for injuries caused by personal property or private use within the public rights-of-way. A Certificate of Liability Insurance is required that lists the City of Gunnison as an Additional Insured.

What are the types of Snow Removal License Agreements?

1. **Snow Removal Agreement with Annual Fee**: Applicants who are requesting to plow snow from private property into streets the City currently windrows or plows to curb, that is picked up by the City. An annual removal fee is charged that is based on the prior three-year snowfall average and the size of the parking lot or private area that is plowed. See City Snowplow Method Map on back page.

1. **Snow Removal Agreement without Fee**: Applicants who are requesting to plow snow from private property into the street right-of-way for temporary storage and removal by a private entity are not required to pay a fee; however, are subject to a License Agreement with the City. See City Snowplow Method Map on back page.

How do I get a Snow Removal License Agreement?

A License Agreement is obtained through an online application found at: https://forms.cityofgunnison-co.gov/Forms/CDSnowRem The application can also be submitted through any City kiosk computer (ie: Finance, Police Department). Please note that the required Certificate of Insurance, that lists the City of Gunnison as an additional insured, must be submitted at the time of application. Also see the City’s web at www.gunnisonco.gov

Once an application has been submitted, reviewed and approved. A License Agreement will be created that is specific to the requestor’s property and signed by the Licensor (City) and the Licensee (applicant).

Who do I contact for more information?

Please contact Neighborhood Services for more information on Snow Removal License Agreements at dspann@gunnisonco.gov or 970-641-8242.
THIS AGREEMENT, executed in duplicate by and between The City of Gunnison, Colorado, a municipal corporation, hereinafter referred to as Licensor ("LICENSOR"), AND (Applicant), at (Applicant Address), hereinafter referred to as Licensee ("LICENSEE").

WITNESSETH, that, for and in consideration of LICENSEE'S promise to hold LICENSOR harmless as against claims of the public, evidence of which is incorporated hereto, and in consideration of other mutual promises recited herein, LICENSOR and LICENSEE hereby agree as follows:

1. **Temporary Nature.** Both parties hereto agree that anything licensed hereunder is by definition deemed to be temporary in nature. The LICENSEE further agrees, that in the event LICENSOR demands removal of the subject of this License from public property, not to protest such decision in any manner.

2. **License to Use Public Property.** LICENSEE shall be, and hereby is, given a certain license to use certain public property, all of which such property is described in Exhibit “A” attached and incorporated hereto by this reference. Said Exhibit is initialed by the parties and bears even date herewith, upon the terms, conditions and limitations set forth in Exhibit “A”, for the following purposes, to wit:

   (DELETE SECTION IF OTHER LICENSE TYPE IS REQUESTED)
   City approved storage is allowed for streets designated for windrow plowing based on the current Public Works Snow Removal Plan. LICENSEE or their designee may plow snow utilizing the same storage method as the City of Gunnison. LICENSEE will incur fees as outline in section “A”. (This section will specify which street rights-of-way windrow or method the snow will be plowed into).

   (DELETE SECTION IF OTHER LICENSE TYPE IS REQUESTED)
   Temporary storage of snow and ice by LICENSEE, pending the immediate removal by LICENSEE or their designee. Temporary storage shall not interfere with the movement of vehicles, unless in extreme weather conditions when prior arrangements are made with public works and police department to coordinate lane restrictions or road closures.

3. **Indemnity, Insurance.** By execution hereof, the LICENSEE, for itself and its heirs, successors, representatives, and assigns, hereby agrees to indemnify and save harmless the CITY, and its officers, agents, and employees, against any and all claims for personal injury or property damage, including reasonable attorney’s fees arising out of or connected in any way with the LICENSEE’S use of the CITY’s property to this license.
LICENSEE hereby gives to the CITY its assurance and promise to hold CITY harmless from any and all liability arising from harm to the public, whether in the form of property damage or bodily injury resulting from the storage and placement of the aforesaid snow and ice upon public property, or the use of the public property by LICENSEE. The LICENSEE also shall carry liability insurance to protect the public from injuries sustained by reason of the storage of snow and ice or use of the public property, and the coverage limits thereof shall be at least $350,000.00 for property damage or bodily injury, including death, per person, and $900,000.00 for property damage or bodily injury, per occurrence. The CITY shall be named as an additional insured on said policy of insurance and be provided with a certificate evidencing compliance with this requirement. Upon written notice by the CITY to the LICENSEE of a change in the limits of governmental liability pursuant to the “Colorado Governmental Immunity Act” (C.R.S. 24-10-101, et. seq.) or any other similar or successor legislation, LICENSEE shall, within twenty days of such notice, obtain and provide proof of insurance complying with the change in liability limits. The LICENSEE also shall provide such certificates annually or otherwise, as the case may be, for any and all renewals or extensions of the terms of such coverage.

5. **Forfeiture, Removal.** If and whenever the LICENSEE shall have refused or otherwise failed to hold LICENSOR harmless and carry insurance as provided hereinabove, or whenever the City Council shall have determined that said snow and ice storage is detrimental to the public safety or public interest, the privileges granted hereby to the LICENSEE automatically shall terminate. In that event, the LICENSEE upon written demand by LICENSOR, shall immediate stop the use of snow and ice storage. If LICENSEE shall have refused or otherwise failed to stop use of public right of way after receipt of written demand therefore by LICENSOR, then in that event, LICENSOR shall have the right to remove the snow and ice accumulations, and LICENSEE shall be liable to LICENSOR for its costs therein. LICENSEE may also be subject to criminal prosecution under Gunnison Municipal Ordinance 9.50.010 for any actions following receipt of written notice to terminate.

6. **Privileges Personal to License.** This License is personal to the LICENSEE, and the privileges herein granted shall not inure to or for the benefit of the LICENSEE’s successors or assigns.

7. **Entirety of Agreement, Modifications.** The making, execution and delivery of this agreement by the LICENSEE has been induced by no representations, statements, warranties, or agreements other than those herein expressed. This agreement embodies the entire understanding of the parties and there are no further or other
agreements or understanding, written or oral, in effect between the parties, relating to the subject matter thereof.

This instrument may be amended or modified only by an instrument of equal formality signed by the respective parties.

IN WITNESS WHEREOF, the parties hereunto affix their respective signatures on the dates appearing opposing thereto:

THE CITY OF GUNNISON, COLORADO, LICENSOR

________________________
(City Manager / Designee)

DATE: _____________________

(Applicant Name), LICENSEE

________________________
(Applicant Name), Owner

DATE: _____________________

STATE OF COLORADO ) SS.
COUNTY OF GUNNISON )

The foregoing License Agreement was subscribed to me this _______ day of ________, 201__, by ____________________________, Licensee.

My Commission Expires: ____________________

WITNESS my hand and official seal: (SEAL)

________________________
Notary Public
EXHIBIT “A”

To that certain License Agreement
Between
The City of Gunnison, Colorado, LICENSOR,
and
(Applicant Name), LICENSEE,
(Applicant Address)
Which License Agreement is dated: (Effective Date)

THE REAL PROPERTY which the Licensee is permitted by the aforesaid License Agreement to use, is described more particularly as follows:

Sample:

200 Block W Tomichi Ave, center line used for windrow storage by City of Gunnison.

OR

200 Block W Virginia, along south curb line, snow to be removed by LICENSEE.

(A MAP WILL BE INSERTED INDICATING THE RIGHT-OF-WAY AREA BEING USED)

SUBJECT TO:

1. All Windrow Storage to be removed by the City of Gunnison shall pay an annual fee:

Fees are based on the average of the prior three-year snowfall as recorded by the National Weather Bureau and the size of the parking lot or private area being plowed. Fees are calculated as follows:

\[(\text{Annual Snowfall} / 36) \times (\text{square yardage of lot}) = \text{cubic yard}\]

\[(\text{Fee set by council}) \times \text{cubic yard} = \text{annual fee}\]

The below sample is based on a large parking lot 40 yards by 40 yards:

\[(54/36) \times 1600 \text{ square yardage} = 2,400 \text{ cubic yards}\]

\[($3.00) \times 2,400 \text{ cubic yards} = $7,200 \text{ annual fee}\]
2. All snow that is plowed into the City right-of-way windrow shall be free from trash debris.

OR

SUBJECT TO:

1. All snow that is plowed into the City right-of-way street for temporary snow storage shall be free from trash debris.

2. Snow shall be removed within 24 hours of being plowed into the street.

3. Snow shall be loaded immediately to prevent closure of alley in an emergency.

4. The alley shall only be blocked with equipment after 12 PM (noon) on weekdays.

Initialed by LICENSOR: ________ Date: ________

Initialed by LICENSEE: ________ Date: ________