

Snow Plowing Policy

I. Plowing Districts

Districts are split up into 5 areas with the following operators plowing the paved roads shown on the attached sheet. Gravel road districts follow the same locations as in the summer.

- District 1 – Joe Garry
- District 2 – Conrad Holten
- District 3 – Mark Swanson
- District 4 – Gerry Mattison
- District 5 – Brian Wellman

Motorgraders may be asked to cover miles within these districts at an as needed basis. Otherwise, the motorgraders are to cover their own gravel roads. The railroad crossing in St. Hilaire will be cleaned by Loren Loken.

Snow removal operations should generally begin when snow accumulation approaches a point where it inhibits traffic flow from maintaining a reasonable speed, or snow is starting to compact on the roadway surface. At intersections of paved CSAH and Trunk Highway routes, operators shall clean the intersection in a manner that does not leave windrows or additional plowed material on the thru routes.

Typically snow removal operations will be initiated when the snow event concludes or wind speeds subside, but snow removal operations may be initiated during snowfall events during the workday when traffic speeds are significantly reduced or if snow is beginning to pack on the road surfaces.

As a rule, operators should cover the high priority roads first then move on to the lower traffic roads. Highest priority roads include CSAH 3, CSAH 16, CSAH 27, CSAH 28, CSAH 17 North, and CSAH 8 (Challenger School road). Traffic counts are shown on the attached map for your information.

An operator should notify their supervisor if conditions have deteriorated to the point of an unsafe condition or if plowing is ineffective due to drifting.

- A. At the completion of an event, generally all the paved roads should be plowed within a day and the gravel roads should be covered within two days. The severity of the event will dictate variations to this rule. The Highway Department is making an effort to store plowing equipment within or near to the district it covers. The following are the locations for the equipment:

<u>Equipment</u>	<u>Shop Location</u>
Unit 209 (motorgrader)	Bray
Unit 208 (motorgrader)	St. Hilaire
Unit 203 (motorgrader)	St. Hilaire
Unit 230 (truck)	Goodridge
Unit 204 (motorgrader)	Goodridge
Unit 202 (motorgrader)	River Valley
Unit 242 (truck)	River Valley
Unit 303 (truck)	Shop 500
Unit 310 (truck)	Shop 500
Unit 206 (motorgrader)	Shop 500

II. Sand and Salt Applications

Pennington County does not have a bare pavement policy. Therefore, continuous stretches of road are not sanded or salted unless under severe icy conditions at which the Engineer will determine the need for continuous salt application. Otherwise, the use of sand and salt is primarily applied at paved intersections as a preventative measure. The sand and salt storage facility is located at Shop 500 in Thief River Falls.

III. Hours

Snow plowing shall be conducted under normal working hours unless approved by your supervisor. If an event is expected for the following evening or morning, management will notify employees, prior to quitting time, the schedule for plowing operations outside of the normal working hours.

If called in early, employees have the option to go home after their 8 hour shift if their roads are open to safe travel and equipment is ready for the next event. If an employee needs to leave prior to these conditions, they need to get approval from their supervisor.

Paved surface roadways should be maintained on weekends and holidays to similar levels of service as provided during the normal workweek. Gravel surfaced roadways will generally exhibit a reduced level of service on weekends and holidays.

Prior to each weekend, operators should notify the office of their availability for that weekend.

IV. Emergency Calls

A. Calls should go in the following order from Dispatch. The person contacted will determine if the emergency necessitates immediate action or if it can wait until the next shift.

1. Maintenance Foreman
2. County Engineer
3. Assistant County Engineer

B. Operators will be called-in depending on the Plowing District in which the emergency exists and generally follow the following guideline.

District 1 – Joe Garry, Conrad Holten, Godfred Svir
District 2 – Conrad Holten, Gerry Mattison, Godfred Svir
District 3 – Mark Swanson, Conrad Holten, Godfred Svir
District 4 – Gerry Mattison, Conrad Holten, Godfred Svir
District 5 – Brian Wellman, Gerry Mattison, Godfred Svir

C. If the emergency occurs on a gravel road, the motorgrader operator in that district will be called first. If unavailable, it is up to the supervisor to decide if someone else will be called or to take care of it himself.

This policy is effective November 26, 2008

Revised December 3, 2009

Revised December 28, 2011

Revised May 16, 2012

Revised November 5, 2012