CITY OF MARION, IOWA
SNOW AND ICE PROGRAM
2019 / 2020

SECTION 1. INTRODUCTION:

The Public Service Department is responsible for providing snow and ice control for the city streets and the cities designated snow routes. It is the intent of the Snow and Ice Program to establish general policies and procedures to make travel within the City as safe as possible.

The City does not guarantee that streets will be free of snow and ice after plowing. Bare dry pavement should not be expected and will not be provided. The City attempts to maintain adequate traction for vehicles properly equipped for winter driving conditions.

SECTION 2. CLASSIFICATION OF STREETS:

PRIORITY ONE. The streets designated PRIORITY ONE includes all SNOW ROUTES within the City as established by the City Council. (See appendix "A"). Also, included are extensions of SNOW ROUTES outside of Marion's corporate limits as agreed between the City of Marion and adjacent jurisdictional governments. (See appendix "B" and "C").

2.2 PRIORITY TWO. The streets designated as PRIORITY TWO include the Central Business District and certain streets serving business/commercial areas. The Central Business District streets and alleys are within the boundaries of 9th Street, 9th Avenue, 13th Street and 6th Avenue. Streets serving business/commercial areas include the following:

1. Lyons Lane
2. Industrial Avenue
3. 35th Ave east of 35th St to IHWY 13
4. 4th Avenue east of 35th Street
5. Commercial Avenue
6. Katz Drive, to Fire #2
7. Commercial area-Linn Aire and 62nd Street
8. Linden Drive
9. Cardinal Drive
10. Menard Ln.
11. Oakbrook Dr.
12. Oak Ln.
13. 49th St- 6th to 8th Ave
14. 51st St- 6th to 8th Ave
15. 6th Ave - 49th to 51st Streets
16. 6th Ave - 13th to 15th Streets
17. So. 12th Street- Ave to Grand Ave
18. Cemar Court
19. Armar Drive-North of Highway 100
20. Irish Drive-North of Tower Terrace
21. 50th St- 29th Ave to Prairie Ridge Ave
22. Airport Rd east just past Airport’s second drive

2.3 PRIORITY THREE. The streets designated as PRIORITY THREE include streets in residential areas with cul-de-sacs and dead end streets being finished last.

2.4 PRIORITY FOUR. The streets designated as PRIORITY FOUR include alleys.

SECTION 3. LEVEL OF SERVICE:

3.1 PRIORITY ONE ROUTES. Plowing should generally begin on PRIORITY ONE streets when the accumulation of snow on the roadway exceeds one (1) inch. The roadway accumulation is generally independent of the total accumulation of snow in the area. PRIORITY ONE streets should be plowed curb to curb before plowing proceeds to any other areas. Salt, sand and/or materials will be applied when it is determined by the Public Services Director or the Director's designee that sufficient snow and/or ice exist throughout the City.

3.2 PRIORITY TWO ROUTES. Plowing of PRIORITY TWO streets should begin when accumulations of snow on the roadway itself exceeds one (1) inch and after all PRIORITY ONE streets have been plowed. Sand, salt and/or materials will be applied to the streets when it is determined by the Public Services Director or the
Director's designee that sufficient snow and/or ice exist throughout the City. When plowed snow has accumulated to the point that on street parking becomes impractical, the accumulated snow should be hauled from the Central Business District area. The hauling of this accumulated snow should only be initiated following the completion of snow plowing operations of PRIORITY ONE, TWO and THREE streets and this operation will normally be accomplished during the overnight hours to avoid traffic. The City may contract with private haulers for the removal of such accumulated snow.

3.3 PRIORITY THREE STREETS. Plowing operations should begin on these streets when the accumulation of snow on the roadway itself exceeds two (2) inches and after the completion of plowing operations on PRIORITY ONE and TWO streets. Sand, salt and/or materials will normally be applied only to hills, school access streets and problem intersections as identified by the Public Services Director or the Director's designee and only following the determination that sufficient snow and/or ice exists throughout the City. Certain streets in this classification, due to their particular geometric design (dead ends, cul-de-sacs, etc.) should be plowed independently from the other streets in town.

3.4 PRIORITY FOUR STREETS. The City will not plow streets in this category.

3.5 CITY BUS SHELTERS. All City bus shelters should be cleared by the Parks Department and every possible measure will be taken to have them cleared within 24 hours of a snowstorm.

3.6 CENTRAL BUSINESS DISTRICT. Snow will be cleared from the CBD area when there is a sufficient accumulation that constricts parking and/or available sidewalk area. Snow will generally be removed during a nighttime shift a day or two following completion of all other plowing operations. In locations where snow has been piled in parking spots, or in furrows in the middle of the road, it will be hauled as soon as possible after the storm has ended and all other areas have been plowed and generally during normal working hours.

3.7 CENTRAL CORRIDOR. Pavers and pavement materials utilized within the Central Corridor located between 9th Street and 12th Street will require alternative methods for snow and ice removal. Public Service shall equipped one truck equipped with a polyurethane blade or rubber cutting edge and shall be assigned specifically to this area for snow and ice removal. Conventional roadway deicers will be utilized unless otherwise directed by the Public Services Director.

SECTION 4. SNOW AND ICE CONTROL PERSONNEL:

4.1 Snow and/or ice removal operations will be conducted on a 24 hour basis, seven days a week as needed. Equipment operators and supervisors should also be ready to commence snow and/or ice removal operations at any time it is determined that operations must begin.

4.2 Responsibility for snow removal operations will be that of the Director's designee. There will always be one (1) person at a time in charge of operations and that person will have all authority and responsibility to conduct snow/ice control operations as outlined in this policy.

4.3 If the decision to commence snow and/or ice removal operations is made during the normal work day, operators and supervisors shall be prepared to cease the activities they are engaged in and begin snow and/or ice removal preparations and operations.

4.4 If conditions become such that snow and/or ice removal must begin after normal working hours, the Police Department can notify the designated supervisor, who will then make an inspection of streets and determine the necessary actions to be taken.

4.5 The supervisor in charge shall coordinate all rest periods and breaks until all PRIORITY ONE streets have been plowed. Employees will normally be limited to a maximum of 16 hours of continuous snow plowing. This is in consideration of the safety of the operator, the public and liability exposure to the City. Employees may be requested to work longer than 16 hours during any WINTER STORM EMERGENCY.

4.6 The Public Services Department will inform the Police Department when plowing operations begin and keep them informed until operations have ceased. The Police Department may request certain areas be plowed or re-plowed if hazardous or dangerous conditions exist. All such requests shall be addressed to the Public Services office and Public Services personnel will coordinate appropriate response if they feel it necessary.
SECTION 5. SNOW PLOWING AND ICE CONTROL OPERATIONS:

5.1 There are several factors to consider when deciding whether snowplowing operations should commence. The general rule to be used however, is when accumulations are expected to be more than one inch and snow is falling or forecasts predict additional snowfall, operations should commence.

5.2 Every street in the City will be assigned a plowing priority classification. In any given area, PRIORITY ONE streets will be plowed before PRIORITY TWO or THREE streets are started. If operations have begun on PRIORITY TWO or THREE streets and it continues to snow with sufficient additional accumulation to require re-plowing, then PRIORITY ONE streets will be re-plowed before resuming plowing operations on PRIORITY TWO or THREE streets. An attempt will be made to plow PRIORITY TWO streets in conjunction with PRIORITY ONE streets, however, if this cannot be accomplished, PRIORITY TWO streets will take precedence over PRIORITY THREE streets.

5.3 All supervisors and equipment operators are expected to know the areas they are assigned to plow and the location of the sidewalks in the area. In areas where sidewalks are close to the curb, equipment operators will make every effort possible to avoid plowing snow onto the sidewalks, but conditions do not allow this at all times. City crews will not clean sidewalks in residential neighborhoods.

5.4 Equipment operators are responsible for their equipment and shall inspect this equipment prior to beginning plowing operations to ensure it is in proper working order. All malfunctions must be reported to the supervisor. When a vehicle is out of service the supervisor may make vehicle reassignments in order to plow other areas.

5.5 Fueling of equipment will occur at the end of each shift to prepare for the next shift's operation. In the event fueling becomes necessary before the end of the shift, such fueling will be staggered to avoid unnecessary congestion at the fuel pumps.

5.6 Equipment operators shall obey ALL traffic laws during snow plowing and sanding operations. Snow plows do not have the authority to run traffic lights or stop signs.

5.7 Operators who are involved in an accident are required to report the accident immediately to their supervisor and the Police Department. Operators must also complete an accident report and submit it to their supervisor before the end of their shift.

5.8 Supervisors are required to submit snow reports at the end of each shift and periodically throughout the shift. Items to be included in these reports are:
   - Date, Time and Duration of Shift
   - Wind Velocity
   - Route
   - Operators
   - Tons of Material Spread
   - Spreading Time
   - Breakdowns
   - Percentage of Route Completed
   - Any Deviations from the Assigned Route
   - Reason For the Deviation
   - Other Applicable Comment

SECTION 6. SNOW EMERGENCIES:

6.1 The Public Services Director, in consultation with the City Manager, shall initiate a SNOW ROUTE PARKING BAN or WINTER STORM EMERGENCY. When a snowfall event with two (2) or more inches of snow is expected, the SNOW ROUTE PARKING BAN may be declared and all vehicles will be required to be removed from declared “Snow Routes”. When a snow event of more than four (4) inches is expected a WINTER STORM EMERGENCY may be declared and all vehicles will be required to be removed from all city streets except those that have an approved permit to park on the street. When either the declaration or emergency has been declared, all radio and television stations shall be informed as soon as possible. (See appendix "B"). The SNOW ROUTE PARKING BAN and WINTER STORM EMERGENCY will remain in effect until all media has been notified that is being lifted.
6.2 The Fire Department, Police Department and City Hall shall be notified when a SNOW ROUTE PARKING BAN or WINTER STORM EMERGENCY has been declared.

6.3 The Police Department shall have primary responsibility for the enforcement of the parking provisions of the SNOW ROUTE PARKING BAN or WINTER STORM EMERGENCY ordinance. This shall include ticketing and/or towing of illegally parked vehicles.

6.4 Parking Permits to park on city streets during snow removal operations, or to designate certain streets exempt are available at the Public Services Department. Such permits may be granted for those individuals that do not have a driveway or available off street parking or are in need of on street parking due to medical or physical conditions. Permits will be investigated on a case by case basis and would have to be renewed yearly by December 1st.

SECTION 7. SNOW ROUTE MAPS:
Maps indicating all PRIORITY ONE streets will be kept at the Public Services Department, City Hall, Police and Fire Departments.

SECTION 8. RIGHT OF WAY:

8.1 MAILBOX and/or RIGHT OF WAY DAMAGE
While mailboxes are permitted to be installed in the public right of way, the mailbox owner assumes all risk of damages except when it is damaged from a direct hit from a truck or snow plow. If damages occur from a direct hit from a truck or plow, the city will, at its option, repair or replace the mailbox and post. If damage occurs from snow and ice rolling off a plow, the responsibility for repair or replacement will be with the homeowner. Any landscaping, irrigation heads, lighting systems and other objects placed within the public right of way will be the responsibility of the homeowner. Sod removed by a plow or wing will be repaired in the spring by city crews using good black dirt and seed, watering will be by the homeowner. Any inanimate object placed within the public right of way either permitted or un-permitted that could cause damage to snow plow equipment will have to be removed at the owners expense. Failure to remove after notice will be removed by the city at the owners’ expense.

All Mailbox and Right of Way Damage claims shall be reviewed and decided upon by the Public Services Board.

8.2 SNOW STORAGE and REMOVAL
Ongoing snow and ice efforts require the use of the entire public right of way for storage of plowed snow. Depending on the volume of snow and rate of occurrences, available storage within the right of way can be limited and/or create sight obstructions. It will be the responsibility of the city to remove or wing back such snow in the right of way. Snow and ice that is placed in the driveways as a result of plowing operations is expected and unavoidable. City crews will not provide driveway cleaning under any circumstances. Snow and ice placed around a homeowner’s mailbox will be the responsibility of the homeowner.
SECTION 9. CONTRACTOR PERMITTING

Because of ongoing problems with snow and ice being dumped and drug out onto city streets and public right of ways, the city will issue permits to private contractors engaged in winter snow and ice operations. The permits will be available at the Public Services Department at 195 35th Street. The cost of the annual permit will be Twenty-Five ($25.00) dollars and the contractor must provide a list of properties they will be performing removal services for. Issuance of permits for snow removal will be determined by the Public Services Director or his/her designee. Failure to obtain the permit may result in civil penalties that are outlined in the City Code of Ordinances. Violations of permits may result in forfeiture of the permit or eligibility to obtain a permit.

APPENDIX "A" SNOW ROUTES

1. 1st Avenue 11th Street to 31st Street.
2. 1st Street 3rd Avenue to Marion Blvd.
3. 3rd Avenue 1st to 35th Streets
4. 5th Avenue 1st Street to 31st Street
5. 6th Avenue 1st Street to 21st Street
6. 7th Street 6th to 9th Avenue
7. 8th Avenue 44th Street to Wal-Mart
8. 8th Avenue Indian Creek Bridge to 31st Street
9. 10th Avenue 10th Street to 35th Street
10. 10th Street 3rd Avenue to North City Limits
11. 11th Street 1st Avenue to 6th Avenue
12. 12th Street 3rd Avenue to 8th Avenue
13. 13th Street 5th Avenue to 8th Avenue
14. 14th Street 4th to 5th Avenues
15. 14th Street 7th Avenue to McGowan Blvd.
16. 15th Street 7th Avenue to So 15th St. Court
17. 22nd Street 7th Avenue to 10th Avenue
18. 22nd Street 5th Avenue to South to Hwy #100
19. 24th Street 10th Avenue to 29th Avenue
20. 25th Avenue Indian Creek Road to 35th Street
21. 27th Street 8th Avenue to 28th Avenue
22. 29th Avenue Alburnett Road to Hwy #13
23. 31st Street HWY 100 to 35th St
24. 35th Street Munier Rd. to Indian Creek Rd.
25. 44th Street REC Drive. to Hwy #100
26. 50th Street 8th Avenue to Prairie Ridge Ave.
27. Alburnett Road Central Avenue to Cedar Springs Rd
28. US Business Route #151 Hwy #13 to Tama Street
29. Alpine Road Linnview Drive to West 14th Avenue
30. Blairs Ferry Road Marion Blvd. to Northland Drive
31. Boyson Road 10th Street to West City Limits
32. Brockman Avenue 10th Street to 24th Street
33. Central Avenue 10th Street to Alburnett Road
34. East Post Road Grand Avenue to South City Limits
35. Elim Drive Grand Avenue to south end
36. Elm Street West 14th Street to Parkview Drive
37. Geode St. 29th Ave. to Alburnett Road
38. Grand Avenue 31st St. to Creekbend Dr.]
APPENDIX "A" SNOW ROUTES

39. Indian Creek Road 10th Street to Lucore Road
40. Lindale Drive Twixtown Road to Parkview Dr.
41. Linnview Drive West 8th Avenue to Alpine Road
42. McGowan Blvd 10th Street to 44th Street
43. Munier Road 31st Street to Highway #100
44. Parkview Drive Elm Street to West 8th Avenue
45. South 11th Street Grand Avenue to 1st Avenue
46. Twixtown Road Lindale Drive to Marion Blvd.
47. Valley Park Street Grand Avenue to south end
48. West 14th Avenue Alpine Road to Elm Street
49. West 8th Avenue Indian Creek Bridge to Linnview Drive
50. Windmere Way 35th Street to 44th Street
51. Winchester Drive 29th Avenue to McGowan Blvd.
52. West 33rd Avenue Alburnett Rd. to 3rd Street
53. 34th Avenue 3rd Street to Barrington Pkwy
54. Prairie Ridge Ave 50th Street to Burns Drive.
55. 9th Avenue 12th to 14th Streets
56. 21st Street 5th to 6th Avenues
57. 28th Avenue 24th to 27th Streets
58. 9th Ave 6th to 7th Streets
59. Tower Terrace Alburnett Road to Winslow Road
60. 49th Street 6th to 8th Avenue
61. 6th Street 8th to 9th Ave
62. 51st Street 6th to 8th Avenues
63. 6th Avenue 49th to 51st Streets
64. Willowood Ave. 35th to 41st Street
65. 41st Street Willowood Avenue To McGowan Blvd.
66. 9th Street 6th to 7th Ave
67. South 26th Street Pleasantview Dr. to Hillview Drive
68. Pleasantview Drive South 15th to South 26th Streets
69. Meadowview Drive East Post Road to South 15th Street
70. Hillview Drive Meadowridge to South 26th Street
71. Meadowridge Drive Hillview Drive to Bullis Dr
72. A Avenue South 11th to South 22nd Streets
73. F Avenue South 11th to South 14th Streets
74. South 14th Street A to F Avenues
75. Lucore Road Indian Creek Road to golf maintenance bldg.
76. Hunters Ridge Road Winslow to Lucore Roads
77. Winslow Rd. Cottage Ridge Drive to Indian Creek Rd/Tower Terrace

APPENDIX "A" SNOW ROUTES

78. Edinburgh Avenue Alburnett Road to Victoria Street
79. Victoria Street Newcastle Rd to Edinburgh Ave.
80. Newcastle Road Boyson Rd. to East Robins
81. East Robins Road Alburnett Road to West City Limits
82. Kacaena Ave. Prairie Hill Dr. to Scott Street
83. Echo Hill Road Ridge Stone Rd to east end of pavement
84. A Ave. So. 11th St. to Pennington Drive
85. Pennington Dr. A Ave to Alexis Lane
86. Alexis Lane Raleigh Lane to Bullis Drive
87. Bullis Drive Alexis lane to Meadow Ridge Blvd
88. Raleigh Lane Pennington Drive to Alexis Lane
89. Connection Blvd. Winslow Rd. to N.10th St.
90. Tower Terrace Road North 10th Street to Alburnett Road
91. 62nd Street Hwy 151 to North Gateway Drive
92. North Gateway Drive 62nd Street to Partners Avenue
93. Partners Avenue North Gateway Drive to Hwy 151
### APPENDIX “B”

**AGREEMENT BETWEEN CITY OF MARION AND LINN COUNTY**

**LINN COUNTY ROUTES**

<table>
<thead>
<tr>
<th>Indian Creek Road</th>
<th>North from Lucore Road intersection</th>
</tr>
</thead>
<tbody>
<tr>
<td>22nd Street</td>
<td>South from Highway #100</td>
</tr>
<tr>
<td>Alburnett Road</td>
<td>Cedar Springs Road to the North</td>
</tr>
<tr>
<td>East Robins Road</td>
<td>Normandy Drive N.E. to West</td>
</tr>
<tr>
<td>Winslow Road</td>
<td>County Home Rd. south to Cottage Ridge Drive</td>
</tr>
<tr>
<td>Secrest Road</td>
<td>Highway #13, East</td>
</tr>
<tr>
<td>No. 10th Street</td>
<td>South to Shamrock Woods</td>
</tr>
<tr>
<td>Artisan Road</td>
<td>Lucore Road to the east</td>
</tr>
<tr>
<td>Big Springs Road</td>
<td>Hwy 13 east to city limits</td>
</tr>
<tr>
<td>Echo Hill</td>
<td>Artesian Road to Hwy 13</td>
</tr>
<tr>
<td>Echo Hill Road</td>
<td>Ridge Stone Road west to city limits</td>
</tr>
<tr>
<td>White Gate Court</td>
<td>N. 10th St. to City Limits</td>
</tr>
<tr>
<td>Marion Airport Rd</td>
<td>East of second airport driveway</td>
</tr>
<tr>
<td>Fernow Road</td>
<td>Fields Drive east</td>
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**CITY of MARION ROUTES**

<table>
<thead>
<tr>
<th>Alburnett Road</th>
<th>Tower Terrace Road to Cedar Springs Road</th>
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</thead>
<tbody>
<tr>
<td>29th Avenue</td>
<td>Indian Creek Road east to Highway #13</td>
</tr>
<tr>
<td>North 10th Street</td>
<td>City Limits north to Shamrock Woods</td>
</tr>
<tr>
<td>East Post Road</td>
<td>City limits south to 30th Street Drive</td>
</tr>
<tr>
<td>Lucore Road</td>
<td>Indian Creek Rd., north to Royal Oak Ridge Drive</td>
</tr>
<tr>
<td>Munier Road</td>
<td>Iowa Highway #100 to 31st St.</td>
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<tr>
<td>East Robins Road</td>
<td>Alburnett Road to Normandy Drive N.E.</td>
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<tr>
<td>Winslow Road</td>
<td>Indian Creek Rd. to Cottage Ridge Drive</td>
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<tr>
<td>Marion Airport Road</td>
<td>Hwy 151 East to East Airport Driveway</td>
</tr>
<tr>
<td>35th Avenue</td>
<td>35th Street to Hwy 13</td>
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<tr>
<td>Shamrock Woods</td>
<td>North 10th St. to east</td>
</tr>
<tr>
<td>Diamond Drive</td>
<td>North of 30th Street Drive</td>
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<tr>
<td>Orrian Drive</td>
<td>North of 30th St Drive</td>
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<tr>
<td>Fernow Road</td>
<td>Hwy 13 east to Fields Drive</td>
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</table>

### APPENDIX "C"

**AGREEMENT BETWEEN CITY OF MARION AND CITY OF CEDAR RAPIDS**

**CITY of CEDAR RAPIDS ROUTES**

<table>
<thead>
<tr>
<th>3rd Avenue</th>
<th>33rd Street Drive to 35th Street Drive</th>
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<tbody>
<tr>
<td>Tama Street</td>
<td>US Business #151 south to dead end</td>
</tr>
<tr>
<td>Adel Street</td>
<td>Marion City Limits, north to dead end</td>
</tr>
<tr>
<td>Northland Avenue</td>
<td>Blair's Ferry Road, south to Marion City Limits</td>
</tr>
<tr>
<td>Plumwood Court</td>
<td>Marion City Limits, east to cul-de-sac</td>
</tr>
<tr>
<td>Armar Drive</td>
<td>US Business #151 south to Marion City Limits</td>
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**CITY of MARION ROUTES**

<table>
<thead>
<tr>
<th>Boyson Road</th>
<th>Marion City Limits, west to Brentwood Drive</th>
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<tbody>
<tr>
<td>Lindale Drive</td>
<td>Blair's Ferry Road south to Twixtown Road</td>
</tr>
<tr>
<td>Blair's Ferry Road</td>
<td>Lindale Drive, west to Marion City Limits</td>
</tr>
<tr>
<td>Twixtown Road</td>
<td>US Business #151 to Lindale Drive</td>
</tr>
<tr>
<td>Tama Street</td>
<td>Highway #100 to south end</td>
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<tr>
<td>100 foot connector</td>
<td>Twixtown Road to Highway 100 feet</td>
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<tr>
<td>Frontage Road</td>
<td>Lindale Drive to Twixtown Road</td>
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<tr>
<td>Cemar Court</td>
<td>Armar Drive to Cul-de-Sac</td>
</tr>
</tbody>
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Briargate Drive  Hawks Ridge Lane to Beckett Driv

APPENDIX "D"

CITY AGENCIES

City Hall  743-6300
Police Department  377-1511
Fire Department  377-8237
Parks Department  377-4846
Public Services  377-6367 On-Call Supervisor 329-2412

MEDIA NOTIFICATION

Cedar Rapids Gazette (Metro Desk)  398-5846 (FAX)
Marion Times  377-9535 (FAX)
KWWL  319-291-1233 (FAX)
KCRG  368-8505 (FAX)
KHAK  363-8062 (FAX)
KGAN  395-0113 (FAX)
WMT  393-0918 (FAX)

PUBLIC SAFETY

Marion Fire Department  377-8237 (Phone)
Marion Police Department  377-1511 (Phone)