

VILLAGE OF ALMONT DEPARTMENT OF PUBLIC  
WORKS WINTER MAINTENANCE PROCEDURE

**PURPOSE STATEMENT:** This procedure has been developed to provide a guide for all persons engaged in winter maintenance. Due to the variables of winter weather and road conditions in the Village of Almont, it is impossible to set forth an exact and precise plan to cover the occurrence of all weather-related scenarios. Persons involved in winter maintenance are encouraged to use good and proper judgment in the performance of winter operations, and maintain a constant concern for the safety of the motoring public.

**PRIORITY ORDER:** Winter maintenance services will be performed on a priority basis in accordance with traffic volumes. In a normal snow event, the below listed priority would dictate. The DPW supervisor is authorized to adjust and modify maintenance efforts in order to achieve the levels of service listed below.

**1. Major Paved Roads (East and West Saint Clair Street, Kidder, and Research):** Winter maintenance will be performed until a vehicle width in each direction is generally clear of ice and snow during the storm using overtime. Cleanup will be done during regular working hours.

**2. Local Paved Roads (Church Street, Jonathon, Allison, Drakeshire etc.):** Winter maintenance will be performed on Local roads after Major roads are complete. A center strip or vehicle width in both directions generally bare of ice and snow is standard on overtime. Local roads with hills, curves and bridges will be plowed and salted during overtime only if extremely icy and hazardous conditions exist after the storm is complete.

**3. Gravel Village Streets, Alleys (Stone Street, East of Bristol; And Gravel Portions of Spring Street):** Winter maintenance will be performed after local paved roads are complete. General treatment is blading, plowing and spot sanding after 4 or more inches of accumulation during a single storm. This operation will only be done during regular working hours. Overtime on gravel roads and Alleys is authorized only if citizens are blocked in, at which time the road can be opened to provide one lane of traffic.

**4. Municipal Parking Lots not including DDA Parking Lots (WWTP, LIET STATIONS DPW, PARK, VILLAGE OFFICE, BOOSTER STATION, WATER TOWER),**  
Winter maintenance will be performed after all the village streets are open and cleared of snow. During a storm the parking lot at the Village /Township offices will be opened so that police and village operations can continue as normal but final cleanup will be done during normal working hours such as the sidewalks and moving vehicles around the buildings.

## **5. Sidewalks in the DDA area and Major Streets:** .

- DPW is responsible to clean the sidewalks making a walking path and piling the snow up against the light poles and garbage cans. Areas behind the cement planter boxes, along with the ramp, may be removed later because hand work will need to be done to complete those areas.
- DPW will complete snow removal operations by 9:00 a.m. unless otherwise directed.
- For smaller snows, DPW will push to the curb.
  - DPW will remove snow and salt as needed after 1” of snow on sidewalks once in a 24-hour period.
  - DPW will salt all locations up to 1” of snow or if icing is evident
  - Accumulation of snow caused by drifting or blowing will be removed (once in a 24-hour period) when the depth of snow reaches snow removal classification as specified.
- All snow over 4” will be pushed into the parking lanes and pushed into designated piles.
- For larger snows (4” and above) the snow will be pushed by DPW within 48 hours, complying with the Village ordinance.
- **Parking Lanes in the DDA:** M-53 is a MDOT road. MDOT coordinates the plowing of this road, and is not plowed by the DPW. After a snowfall (4” and above), DPW will remove snow (within 48 hours) in the parking lanes. This service will be performed between the hours of 5:00 a.m. and 7:00 a.m. due to the heavy traffic volume on M-53 and for the safety of our DPW workers.
- Business owners must respect that the Village roads are the DPW’s first priority.
- Parking lots will be cleared by a separate contractor and any issues should be directed to the DDA Director.

**Residential Sidewalks:** The DPW **does not** remove any snow from residential sidewalks.

Residential properties are the homeowner’s responsibility for all snow removal (driveways and sidewalks). Ordinance 203 Section 1. (c) Whenever any snow or ice has fallen or accumulated, it shall be cleared within 48 hours of the time it fell or accumulated.

**6. Subdivision Roads that are not in the Village limits:** winter maintenance will be performed on subdivision roads that are not in the Village after all Village operations have been completed and 4 or more inches of accumulation during a single storm. General treatment is blading and plowing. This would apply only if the Village has an agreement with another jurisdiction to perform such work