

# **Snow Removal and Ice Control Policy**

CITY OF SAINT PETER - PUBLIC WORKS DEPARTMENT **934-0670**  
SNOW REMOVAL AND ICE CONTROL POLICY AND PROCEDURES

May 20, 2020

## **PURPOSE:**

The City of Saint Peter believes that it is in the best interest of the citizens for the Public Works Department to assume basic responsibility for control of snow and ice on City streets, sidewalks and trails. Snow and ice control is necessary for routine travel and emergency service. Public Works will provide such control in a safe and cost effective manner.

## **PERSONNEL:**

All Maintenance Division personnel shall know snow and ice control operations. The Maintenance Superintendent will also utilize other sections within Public Works to assist with snow removal operations. Public Works crews remove snow from approximately 360 lane miles of streets, including 16.5 miles of sidewalks and trails, 39 cul-de-sacs, and 28 parking lots within the community.

## **PROCEDURES:**

### **A. ALERT AND CALL OUT**

During normal working hours, after hours, on weekends, and during holidays, the Maintenance Superintendent shall be responsible for monitoring City streets, sidewalks, trails and weather conditions and shall be responsible for the initiation of snow removal and sanding procedures.

### **B. SANDING AND SALTING**

It shall be the standard policy of the City to consider cost, environmental impact of salt usage as well as safety of the motoring public when establishing application rates and location for application.

Sand and salt shall be applied to the street, sidewalk and trail surfaces in such quantities so as to provide a level of skid resistance that is consistent with standards normally experienced on city streets throughout the State of Minnesota. It is recognized that a bare pavement policy is not possible at all times during winter periods in the northern regions of the country.

Anti-icing of the streets and pre-wetting of the sand/salt mixture will be utilized when temperatures and conditions warrant its use. During the average winter season, the City uses approximately 1,100 tons of sand/salt blend.

When practical, sanding will be accomplished concurrent with snow removal operations. However, not all equipment used in snow removal is capable of sanding. In those cases or when conditions warrant, the first priority shall be the removal of snow with sanding occurring as appropriate equipment becomes available.

### **C. SNOW REMOVAL AND ICE CONTROL**

Operations will typically commence when:

- Snow accumulation has reached 2 inches or more;
- Icy conditions which seriously affect travel;
- Drifting of snow that causes problems for travel;
- Time of snowfall in relationship to heavy use of the street;

Snow and ice control operations are expensive and involve the use of limited personnel and equipment. Consequently, snowplowing operations will not generally be conducted for snowfalls of less than 2 inches.

### **D. SNOW REMOVAL PRIORITIES**

Snow removal shall proceed as rapidly as possible in accordance with the following priorities:

Snow and ice control operations will be conducted when weather conditions do not endanger the safety of Public Works employees and equipment. Factors that

may delay snow and ice control operations include: severe cold, high winds, and limited visibility.

Streets and sidewalks shall be spot sanded to improve skid resistance and traction consistent with area standards in accordance with the following priorities:

1. Hills, controlled intersections, and curves
2. Collector streets
3. Bus Routes
4. School Zones
5. Residential streets
6. Downtown and City parking lots

The City is divided into seven (7) snow removal routes. In each area the “main line” or collector streets are plowed first.

### **City-wide Snow Removal**

Depending on the timing of the snow event, Public Works crews typically start city-wide snow removal after midnight or as soon as the snow has stopped. This allows crews to perform an initial clearing of the streets with less vehicle and pedestrian traffic, a thorough clearing of parking lots while empty, and areas in the downtown corridor during non-business hours. Extreme snowfalls may warrant the streets be cleared twice in the same day to reduce equipment breakdowns and allow residents access to their home. This usually applies to snowfalls above 6 inches that is heavy wet snow. The following day Public Works crews will perform plow backs, open snow dumping sites, and prepare trucks and equipment and line up personal to perform downtown snow removal.

### **Downtown Snow Removal**

48 hours after the event the downtown area will be cleaned unless more snow is expected. This operation typically begins at midnight. Under normal circumstances, this snow is windrowed and blown into trucks and hauled to the snow dump sites by Public Works crews. This process takes place only after the

town has been plowed curb to curb. The downtown businesses are expected to have their sidewalks cleared, pushing their snow to within 2' of the curb line before snow removal in the downtown starts. Snow removal from private parking lots may be removed by Public Works crews under a separate agreement.

### **Snow Pile Removals/Intersection Right-of-Way Clearing**

Municipal parking lots and cul-de-sacs will be hauled out on an "as needed" basis or based on visibility or drainage problems. This also applies to intersections throughout town.

### **Late Fall and Early Spring Snow Events**

Late fall and early spring snowfalls may be left on roadways if melting is determined eminent or if substantial damage will be caused to the pavement surface if removed.

### **E. SNOW PLOWING ALLEYS**

Alleys are considered private and are not the responsibility of the City to clear.

### **F. PARKING RESTRICITONS**

It is highly encouraged that residents use off street parking for vehicles and trailers. City Code Section 50-231 states that "It is unlawful for any person to stop, park or leave standing any vehicle upon any street for a continuous period in excess of 24 hours."

### **G. SNOW EMERGENCIES**

#### **Declaration of Emergency**

Whenever, in the opinion of the City Administrator or designee, an emergency exists, an emergency may be declared and cause an announcement thereof to be made to local news media.

## **Beginning and Duration of Emergency**

Snow emergencies will always be declared before 5:00 p.m. and take effect at 11:59 p.m. for residential areas on the day of declaration and continue for a 48-hour period. For downtown areas the snow emergency will take effect at 2:00 a.m. on the day following declaration and continue for a 48-hour period. Information on the snow emergency will be provided to local media. City Code Article VI. Division 4 Section. 50-284. - Effective time.

Once a snow emergency is declared:

- There is “NO PARKING” on any of the snow emergency routes for the entire 48 hour period even if the street has been plowed curb-to-curb.
- Beginning at 12 midnight, for 48 hours, there is “NO PARKING” on any streets from midnight until 7:00 a.m. even if the street has been plowed curb-to-curb.

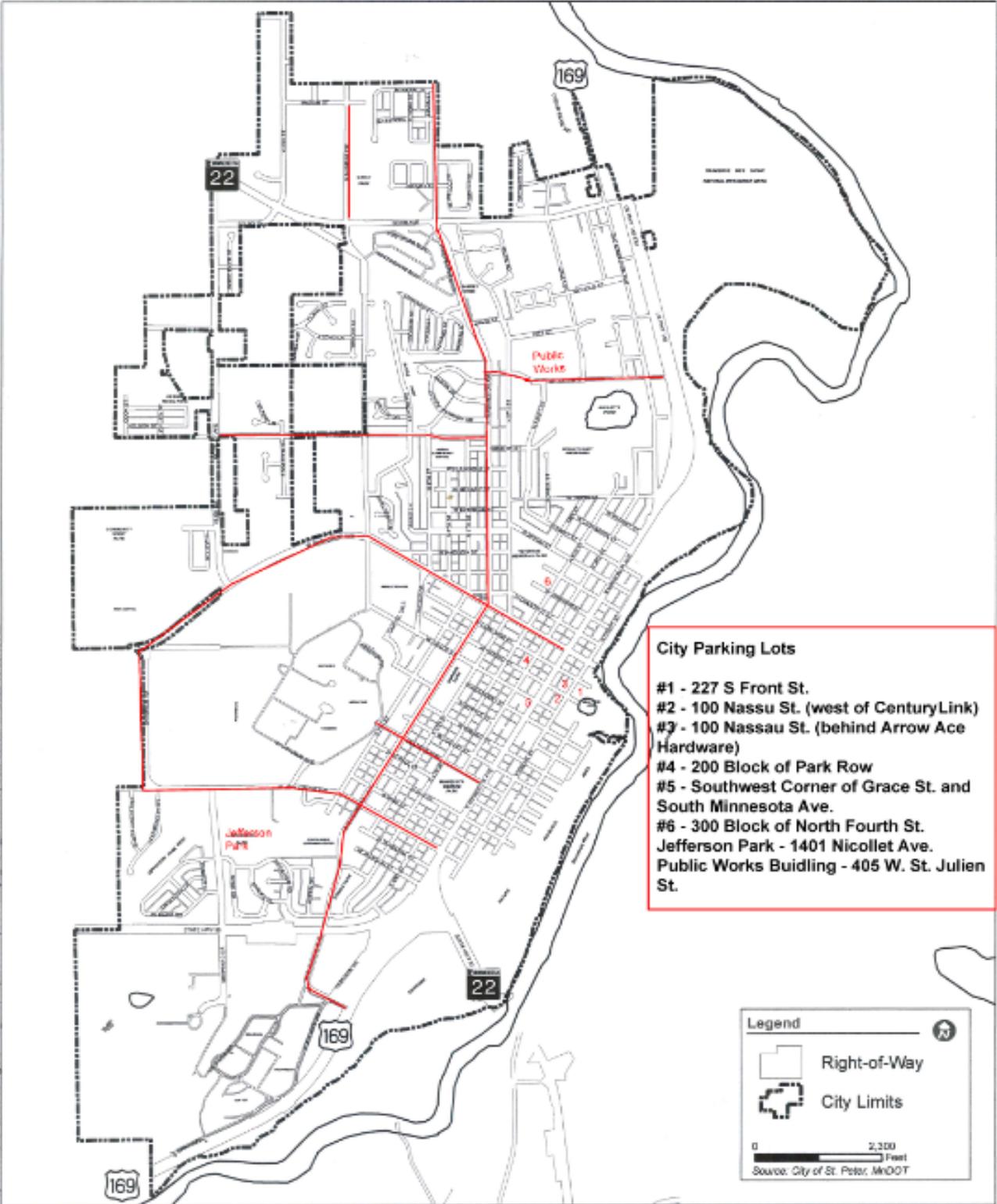
## **VEHICLES PARKED IN VIOLATION OF THE SNOW EMERGENCY REGULATIONS WILL BE TICKETED AND TOWED AT THE OWNER’S EXPENSE.**

### **Snow Emergencies Routes Are As Follows:**

- Jefferson Avenue from South Minnesota Avenue to Broadway Roundabout
- College Avenue from South Minnesota Avenue to South Seventh Street
- Grace Street from Sunrise Drive to T.H.169
- Sunrise Drive from Grace Street to Dodd Avenue
- Broadway from Jefferson Avenue to T.H. 169
- Traverse Road from Nicollet Avenue to North Washington Avenue
- Washington Avenue from T.H. 169 to Bunker Lane
- North Sunrise Drive from Dodd Avenue to Mason Street
- Nicollet Avenue from Jefferson Avenue to T.H. 99
- Saint Julien Street from North Washington Avenue to T.H. 169



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- City Parking Lots**
- #1 - 227 S Front St.
  - #2 - 100 Nassau St. (west of CenturyLink)
  - #3 - 100 Nassau St. (behind Arrow Ace Hardware)
  - #4 - 200 Block of Park Row
  - #5 - Southwest Corner of Grace St. and South Minnesota Ave.
  - #6 - 300 Block of North Fourth St.
  - Jefferson Park - 1401 Nicollet Ave.
  - Public Works Building - 405 W. St. Julien St.

Municipal lots for use during snow emergencies. These lots will be plowed immediately during snow removal operations.

- Lot #1 – located south of City Hall at 227 South Front Street
- Lot #2 – located west of the Century Link building at 100 Nassau Street
- Lot #3 – 100 block of Nassau Street (behind Ace Hardware and Godfather's Pizza)
- Lot #4 – 200 block of Park Row (west of the south bound alley).
- Lot #5 – located in the southwest corner of Grace Street and South Minnesota Avenue
- Lot #6 – the municipal swimming pool parking lot in the 300 block of North Fourth Street
- Jefferson Park, 900 Menk Drive
- Public Works Building, 405 West St. Julien Street

## **H. PROPERTY DAMAGE**

It is recognized that on occasion private property is damaged during snow and ice control operations. Where this happens, it shall be the policy of the City to handle damages in the following manner:

Mailboxes – It shall be the responsibility of the property owner to maintain their mailbox and keep snow away so mail can be delivered. Where mailboxes are placed adjacent to the street it shall be the policy of the City that snow be plowed as close as practical to the curb to allow for passage of traffic and mail delivery.

Where damage to a mailbox occurs, the Maintenance Superintendent shall investigate and determine if physical contact between the plow and the mailbox occurred. If so determined, the City will provide payment of up to \$100 to the property owner for repair or replacement. The City will not pay for the replacement or assume responsibility if the weight of the snow caused the damage. (Council Resolution 2003-10)

Boulevard Grass – It shall be our policy to repair damage to grass where a curb is in place and where the damage has been caused by Public Works operations.

Public Works crews will repair the damage by relaying the turned up pieces or placing black dirt and grass seed.

Landscaping (including nursery and inanimate materials that are installed or encroach on City owned right-of-way) will not be repaired by the City. This also includes, but is not limited to, underground lawn sprinkler systems, exterior lighting systems, structures and underground fencing.

Curbs – Property owners are responsible for broken curb if it is determined by the Maintenance Superintendent that any damage occurred during normal snow removal operations. Broken curbs must be replaced immediately if it is determined that it creates a hazard or drainage issue.

## **I. SIDEWALKS**

City crews are responsible for snow removal on sidewalks adjacent to City owned facilities, properties and ADA pedestrian ramps in the downtown area. Snow removal operations begin the night after the completion of snowfall or if the snow fall exceeds two (2) inches after the street snow removal operations have begun. Crews may remove snow during a severe storm from downtown and school areas to maintain access (sidewalks and trails snow removal policy). Forecasted weather conditions, public activity and other factors play a role in when and how often the City clears sidewalks.

In accordance with City Code (Section 42-254), all snow, ice, dirt and rubbish remaining on public sidewalk more than 24 hours after its deposit thereon is a public nuisance. If a sidewalk has not been cleared after 24 hours. The city will clear the walk and charge the property owner in accordance with the city's fee schedule.

### **Sidewalk and Trail Priorities**

1. Downtown & Public Facilities
2. School Areas
3. Residential Areas
4. Parks

## **Inquiries**

Inquiries regarding snow and ice control or damage shall be taken during normal working hours (7:00 AM – 5:00 PM) and handled in accordance with the City's policy and procedures. Inquiries involving access to property or problems requiring immediate attention shall be handled on a first come first serve basis.

Response time should not exceed twenty-four (24) hours for any inquiry. It should be understood that inquiry responses are to ensure that the provisions of this policy have been fulfilled and that all residents of the City have been treated uniformly. It is the City's intention to log all complaints and upgrade this policy as necessary within the constraints of our resources, (sidewalks and trails snow removal policy).

## **J. DRIVEWAYS**

Responsibility to clear driveways shall rest with individual property owners. This includes the clearing of additional snow that may accumulate each time the City plows have gone by.

## **K. PLACEMENT OF SNOW ON PUBLIC PROPERTY OR OBSTRUCTING VIEWS**

In accordance with provisions of City Code (Section 7.05 Subd. 6) it is unlawful to remove snow or ice from private property and place it on the Public Street, right-of-way or sidewalk. Snow shall be piled and accumulated in a manner which does not block visibility of drivers on public streets and alleys or cause other hazardous conditions.