

NORTHFIELD PUBLIC WORKS SNOW AND ICE CONTROL

POLICY:

- 1.01 City streets must be passable to allow normal traffic flow and emergency vehicles to respond to all areas within the City. In providing snow and ice control, the City endeavors to maintain adequate traction for vehicles properly equipped for winter driving conditions. The City, however, does not guarantee bare, dry pavement after each snowfall or that streets are totally free of ice and snow or driving hazards common to Minnesota winter weather.
- 1.02 The Police Department will monitor street conditions and advise the Public Works Department of any hazardous or unusual conditions.
- 1.03 The Public Services Director or their designee declares Snow Plowing Emergencies.
 - a. A snow plowing emergency as defined by City ordinance, consists of a period of time during which parking is restricted on public streets and municipally owned parking area within the City of Northfield.
 - b. A snow plowing emergency will normally be declared when a minimum of two-inches (2") of snow has been received in a twenty-four (24) hour period. The snow plowing emergency will remain in effect for seventy-two (72) hours from the time of declaration.
 - c. A declaration of a snowplowing emergency will be announced over local radio stations before 5:00 PM. Details of plowing information will also be made available on the City's snowplowing emergency hotline (507 645-3080) and the Northfield City' Web Page.
 - d. Snow will be plowed in a manner to minimize any traffic obstructions. The center of the roadway will be plowed first. The snow will then be pushed from left to right. The discharge shall go onto the boulevard area of the street. Drivers plowing on bridges will attempt to minimize the amount of snow going over the bridge. In times of extreme snowfall, streets will not always nor immediately be able to be completely cleared of snow.
 - e. The City has classified streets based on the function, traffic volume and importance to the welfare of the community. The sequencing of snow removal and ice control shall be principle and minor arterials roadways first, collector streets second and residential routes third. Snow and ice control from City sidewalks and trails shall occur in conjunction with street snow removal providing staffing and equipment is available. An annual updated map designating the street classifications is included with the compiled Snow Season Map Book.

- f. Cars parked on the street or in designated City municipal parking lots will be tagged and towed at the owner's expense. There will be no exceptions regardless of the status of parking permits.
- g. All parking lot permit holders must comply with the following conditions:
 - i. During the first night of a declared snowplowing emergency permit holders will be required to park in the 5th Street and Washington Street parking lot. City crews will clean as much of the 5th Street and Washington Street lot as possible during the first night and completely clean all other municipal lots (with the exception of snow piles to be removed on the second night).
 - ii. During the second night of a snowplowing emergency permit holders must park in any municipal lot other than the 5th Street and Washington Street lot. This will allow crews to clean all of the 5th Street and Washington Street lot. **(Any vehicle, including permit holders, remaining in the 5th Street and Washington Street lot on the second night will be towed at the owner's expense.)**
 - iii. All municipal parking lots are marked with signs that state Public Parking and are located at the following locations:
 - Two lots on the west side of Washington Street between 4th Street and 3rd Street.
 - Single lot on the west side of Water Street between 5th Street and 4th Street.
 - Single lot along Trunk Highway No. 3 between 3rd Street and 2nd Street.
 - Single lot on the west side of Washington Street between 4th Street and 5th Street.

1.04 The Public Services Department; Street, Parks, and Facilities is responsible for performing snow and ice control of City streets. Snowplowing will generally begin within 24 hours of the start of the snowfall. This requires up to 12 hours of operations for a "normal" snowfall of two (2) to six (6) inches. Ice control will be performed whenever necessary, as per current procedures. Personnel from Wastewater, Water Utility and Engineering as needs and qualifications allow will augment the Streets, Parks, and Facilities personnel. Part-time or other personnel will be used when necessary to complete route manning.

- a. Snow and ice control operations will be conducted only when weather conditions do not endanger the safety of City employees and equipment. Factors that may delay snow and ice control operations include: severe cold, significant winds, and limited visibility.
- b. Snowplow operators will be expected to work up to a twelve-hour shift. Because of budget and safety concerns, no operator will work more than 12 consecutive hours nor more than 14 hours in a 24 hour period. After a twelve-hour shift, the operators will be replaced only if additional qualified personnel are available.

- 1.05 The Public Services Department; Street, Parks, and Facilities plows snow from a designated public ROW arterial sidewalk and trail system as designated by an annual official map. This system does not include all sidewalks or trails (see official map). In addition, City Code requires an owner and/or the occupant of any property adjacent to a public sidewalk to keep sidewalks free from snow and ice. The City, however, does not guarantee that the designated arterial sidewalks will be free from walking hazards common to Minnesota winter weather.
- 1.06 The Public Services Department; Street, Parks, and Facilities plows snow from designated park trails, primarily to improve schools access and secondarily to allow use of arterial trails, as designated by an annual official map. This does not include all park trails (see official map). Snowplowing will generally begin within 12 hours of the start of the snowfall. The City, however, does not guarantee that the designated park trails will be free from walking hazards common to Minnesota winter weather.
- 1.07 The Public Services Department; Street, Parks, and Facilities is responsible for snow removal of parking lots at City designated snow emergency facilities. These facilities are: City Hall, Safety Center, Public Works Facility, City Library, Northfield Community Resource Center (including sidewalks), Ice Arena, and other park facilities (including sidewalks).
- 1.08 Downtown Snow Removal The Public Services Department; Street, Parks, and Facilities is responsible for snow removal of the Downtown Area. The Public Works Operating Engineer or designee will determine when snow will be removed from the downtown area by truck. Snow removal will occur in areas where there is no room for snow storage and in areas where accumulated piles of snow create a hazardous condition. Snow removal will not commence until other snowplowing operations have been completed. Snow removal operations may also be delayed depending on weather conditions.
- 1.09 River Commons Snow Removal The Public Services Department; Street, Parks, and Facilities is responsible for snow removal of the River Commons Area. The following provisions have been reviewed by the Public Facilities Commission of the City Council:
- a. The walkways, paths, pedestrian bridge, steps, etc. shall be maintained at all times through a snow removal procedure, which provides for the safe movement of pedestrian traffic in these areas. The use of a salt-sand mixture to clear the surface is permitted, but only when absolutely necessary after other alternative methods of snow and ice removal have failed. This requirement is imposed due to the detrimental effects of the salt on concrete surfaces; especially, exposed aggregate surfaces.
 - b. The walkway area along the river wall may be maintained to provide only an eight (8) to ten (10) foot pathway along the river wall during the cold winter months thereby allowing the snow to accumulate in the cove

(horseshoe) areas. However, these cove areas must be cleaned during or prior to snowmelt periods in order to avoid ice formation on the walkway.

- c. The walkway including the steps along the north side of the Arts Guild building shall be maintained and cleaned throughout the winter season.
- d. The timing of the snow removal operation for the River Commons area is not considered as a top priority but rather can be completed within a timely fashion following more critical snow operations. However, it is noted that earlier attention to these areas will eliminate the problems created by pedestrian traffic to snow removal.
- e. The parking lots adjacent to the River Commons area shall be maintained in such a manner to prevent snow storage on the walkway, paths, steps, landscape areas, etc. This requirement may necessitate the actual removal of snow from the parking lots depending upon snow storage areas available within the parking lot itself. Further, since a number of these lots are privately owned and private contractors are available within the Community to accomplish this work, the City will not become involved with any part of the snow plowing or removal process for private parking lots.
- f. All property owners adjacent to the River Commons area shall be notified and receive a copy of this policy. In particular, the snow removal requirements for the parking lots shall be specifically addressed in the notification.

- 1.10 The Public Services Department; Facilities personnel are responsible for sidewalk/entrance snow and ice control at designated facilities. These facilities in priority order are: City Hall, Safety Center, Library, and the NCRC.
- 1.11 The Public Services Department; Water Utility is responsible for incidental snow removal of the parking lot and sidewalk/entrance snow and ice control at the Water Treatment Plant.
- 1.12 The Public Services Department; Wastewater is responsible for incidental snow removal of the parking lot and sidewalk/entrance snow and ice control at the Wastewater Treatment Plant.
- 1.13 The City will make reasonable and good faith efforts to maintain these designated parking lots and sidewalks in useable condition. The City, however, does not guarantee that these parking lots and sidewalks will be free from driving and walking hazards common to Minnesota winter weather.
- 1.14 City Code prohibits parking on any public street after a snowfall of two (2) inches or more in depth (determined by Public Works Department personnel) until the snow has been plowed from curb to curb. City Code also prohibits parking on any street between 2:00 AM and 6:00 AM from November 15 to March 15. Parking ordinance warning signs have been installed at the corporate limits of

major thoroughfares and major arterial street intersections. Vehicles may be tagged and towed to allow snow and ice control.

- a. Residents may apply for a permit to park on the street during 2:00 am to 6:00 AM restricted period in the event of no off-street parking, vehicle breakdown, or overnight guests. However, during a declared snow emergency, this permit is null and void and all vehicles must be off the streets. Permits may be obtained from the Public Services Department

- 1.15 Minnesota Statutes 160.27 and 169.42 prohibit depositing snow onto public roadways. Placing snow onto a public roadway can subject a person to civil liability if a road hazard, such as a slippery area, frozen rut, or bump occurs and causes a traffic accident.
- 1.16 MAILBOXES – The City accepts responsibilities for structures, which are obvious or are marked and which have been damaged by physically being struck by a plow blade, wing, or other piece of equipment. Mailboxes should be constructed sturdily enough to withstand snow rolling off a plow or wing. Any damage resulting from snow damage is the responsibility of the resident. The City will repair, replace, or reimburse the residents in those instances where the City is responsible for the damage. The City will have the choice whether to repair or replace and will only reimburse the cost of materials in the instances where it is in the City’s best interest.
- 1.17 SOD - Sod damaged during snow removal will be repaired the following spring using the following methods: Public Services; Streets/Parks will repair the damage using black dirt and grass seed.
- 1.18 BOULEVARD INTRUSIONS - City Code prohibits intrusions in boulevards on street public right-of-way (R.O.W.) without City approval. This includes structures and items such as landscape boulders, posts and fences, improperly positioned mailboxes, masonry structures, timbers, stakes, lawn sprinkler systems and other substantial objects or loose materials within the street R.O.W. These intrusions can damage snowplow equipment or become damaged by the weight of snow or equipment contact. Intruding items in the boulevard (R.O.W.) are not replaced or repaired by the City if damaged.
- 1.19 GARBAGE/RECYCLING - Efficient snow plowing requires that garbage and recycling containers be accessible for pick-up and placed off street to allow snow removal. The container(s) may have to be placed in the driveway to meet both of these requirements. It is the responsibility of the resident to see that the container(s) is not in the way of the street or sidewalk snowplow and is also in a spot accessible to the garbage and recycling truck(s).

- 1.20 FIRE HYDRANTS - Fire hydrants are critical to minimize the potential losses involved in any fire. After major snow build-up in boulevards, the Public Services Department and Fire Departments will attempt to maintain clear access to critical hydrants as personnel availability allows. Residents are encouraged to assist the City by clearing hydrants near their property. If possible, they should be cleared five (5) feet on each side to allow Fire Department access.
- 1.21 **Salt, sand, and other chemicals** – The City will use salt, sand, and other chemicals when there are hazardous ice or slippery conditions. The city is concerned about the effect of such chemicals on the environment and will limit its use for that reason.

GENERAL PROCEDURES:

- Maps maintained by the Public Works Department will designate plowing areas; staff and equipment will be assigned as needed.
- All primary arterial streets will be plowed first; secondary arterials will be plowed next and then residential areas. Priority areas are emergency routes to Safety Center and Hospital, downtown street areas, and arterial within residential area.
- Cul-de-sacs plowing shall be accomplished with front-end loaders with plows and wings. Loaders will plow the neck of the cul-de-sac to full width.
- To minimize damage to mailboxes, plowing speed for front mount plows should not exceed 20 M.P.H. on the centerline pass and should not exceed 15 M.P.H. on the curb pass. Plowing speed for underbody plows should not exceed 25 M.P.H. on the centerline and 20 M.P.H. on the curb pass. If mailboxes are still being knocked down at these speeds, reduce your speed accordingly. Preference is to use wing for flipping.
- In the event of a Police, Fire or Medical emergency, we will plow ahead of emergency vehicles if requested by the responding emergency unit. This includes State, County, or city roads as needed and driveways if requested.
- Salting and/or sanding:
 - Log sheets will be kept with each truck to record salt or salt sand use by driver and in which area.
 - Sand/salt mixture will be four parts sand to one part salt
 - Brine tanks
 - Downtown areas
 - On centerline pass, salting or sanding should only be applied at stop signs and uphill areas. Salting and/or sanding to be completed on curb line pass if necessary.

- Spreader auger plates must be installed when using pure salt and removed when using salt/sand mix.
 - Please use salt and salt sand mix sparingly and with common sense. Sand/salt only where needed. DO NOT salt or sand just to get rid of a load.
- Clean up the day following a snow emergency shall consist of widening streets, cleaning intersections, underbody scraping, and checking cul-de-sacs for cleaning, salting and or salt/sanding as needed. Notify the Street/Parks Supervisor of hazardous areas or areas requiring additional work or special equipment.
 - The Mechanic will be scheduled during all full snowplowing callouts. The mechanic will be assigned a snow removal route but will respond to break downs and route may need to be reassigned.

OPERATOR INSTRUCTIONS:

- Each operator is responsible for the daily pre-trip inspection for the vehicle/equipment they are assigned and operating. These include but are not limited to: checking engine oil level, water/coolant level, automatic transmission fluid, power steering fluid, windshield washer fluid, fuel, brakes, tires, and lights.
- Tires should be checked every time you get in your vehicle.
- Completely empty the truck box at least once per week.
- Check sander and grease all sander bearings at least once a week.
- Check plows, wings, plow frames, cutting edges, underbody plows and sanders after every time they are used and make necessary repairs or write them up so repairs can be scheduled and made.
- Keep trucks clean inside and out. Wash them once per week.
- Keep gas and fuel tanks full. Fill tanks at end of snow event so they are ready for next event. Do not overfill.
- Always clean up after yourself. If you make a mess clean it up, this includes the grease used on plows.
- DO and DON'T'S to help eliminate plow damage to curbs, boulevards, and private property:

Do not push snow back onto boulevards at intersections with plows. This will cause sight visibility problems and damage boulevards, shrubs, and private property. If there is a sight visibility problem at any intersection notify the

Street/Park Supervisor and he will make the decision on what has to be done to correct the problem.

When turning corners while plowing, do not push the plow onto the boulevard.

Do not drive on lawns.

Do not intentionally push or dump snow in driveways.

Do not push or dump snow on or against fire hydrants.

Do not push or dump snow against shrubs.

Do not push or dump snow against fences.

Do not plow, sand, drive or back-up with truck box in the raised position.

Avoid backing up whenever possible.

Report all damage to supervisor (mailboxes, fire hydrants, shrubs, fences, trees, etc).

Use extreme care when entering intersection and while engaging in snow and ice control operations.

Obey all traffic laws.

Seat belts are mandatory

- Please remember that we are not allowed to pull, push, or jump start private vehicles with City equipment. You may offer sand, the use of shovels, lend a helping hand, or radio for a tow truck or other emergency services for stranded people.

MAP ATTACHMENTS (Update Annually)

Location placement of snow emergency no parking maps

Location placement of parking lot and designation signs maps

Snow removal maps

Arterial and collector routes for call outs

Snow removal map by equipment piece

Downtown snow removal zones

Outer sidewalk and trail map

Downtown walk map