

## **1.01 DOWNTOWN BANNER POLICY**

### **A. PURPOSE**

The purpose of this policy is to have uniform criteria related to the creation, placement, artistic design, and costs related to the installation of the City's Downtown Banners. The banners exist on City owned light poles with the Public Right-of-Way.

### **B. SCHEDULE OF BANNERS**

This policy establishes the schedule for banners. There are five (5) banners; Holiday, Historic, Saint Olaf, Carleton, and Defeat of Jesse James Day. The banner shall be installed in accordance with the schedule below.

#### Holiday Banners

- Put up around November 15
- Taken down around February 3

#### Historic Banners

- Put up around February 3
- Taken down around April 26

#### Saint Olaf Banners

- Put up around April 26
- Taken down around May 30

#### Carleton Banners

- Put up around May 30
- Taken down around July 2

#### DJJD Banners

- Put up around July 2
- Taken down around September 15

#### Historic Banners

- Put up around September 15
- Taken down around November 15

### **C. COST OF THE BANNER CHANGE OUT AND BANNER REPLACEMENT COSTS**

Holiday Banners

- City of Northfield covers the cost of putting up and taking down the banners and the cost of replacing damaged or worn banners.

Historic Banners

- City of Northfield covers the cost of putting up and taking down the banners and the cost of replacing damaged or worn banners.

Saint Olaf Banners

- Saint Olaf College is charged City staff time and equipment charges for installing their banners.
- Saint Olaf College is responsible for the replacement costs of the banners.

Carleton Banners

- Carleton College is charged City staff time and equipment charges for installing their banners.
- Carleton College is responsible for the replacement costs of the banners.

DJJD Banners

- City of Northfield covers the cost of putting up and taking down the banners and the cost of replacing damaged or worn banners as an in-kind contribution towards DJJD.

**D. REPLACEMENT OF EXISTING BANNERS & NEW ARTISTIC BANNERS**

The City's banners have artistic characteristics in their design. Therefore, with their artistic design, the City will utilize the Public Art Review Committee that was created with the "Art in Public Place Policy", adopted per City Council Resolution 2017-073 on September 19, 2017. Any proposed changes or modifications to the existing banners need to comply with the following:

- Proposed new artistic designs of the banners shall be reviewed by Public Art Review Committee.
- The Historic Preservation Commission shall review and provide input on the new proposed banners.
- Public Art Review Committee shall advise the Arts and Culture Commission on a recommendation of a new banner that will ensure a positive impact on the civic quality of life and aesthetic environment.
- ACC shall make the final approval of the design of the banners.
- Banner dimensions shall be 28" W X 79" L.

- St. Olaf and Carleton Banners designs or future changes to their banners are excluded from this process.

**E. LIMITATIONS**

While the City fully intends to meet the guidelines established in this policy, there may be times when this is not feasible. Issues including, but not limited to, budget constraints, critical equipment failure, weather, or other emergencies may prevent the City from meeting the guidelines established herein.

**F. EFFECTIVE DATE OF POLICY**

This Policy will be effective as of September 18, 2018. Modifications of the Policy will be effective on the date said modifications are approved by the City Council.

## **1.02 POTHOLE REPAIR POLICY**

### **A. PURPOSE**

The City of Northfield is located in a climate region that experiences freeze thaw cycles throughout the spring months causing streets to deteriorate. The City finds it is important to outline when streets need to be repaired and finds that it is in the best interest of the residents for the City to do the maintenance of its City streets. An important part of street maintenance is the repair of potholes. The City will repair potholes in a safe and cost effective manner, keeping in mind safety, budget, personnel and environmental concerns. The City will use City employees, equipment and/or private contractors to provide this service. Pothole repair is part of the City's overall pavement management program.

### **B. APPLICATION**

This policy applies to City streets. It does not apply to other governmental agency roads that go through the City unless there is a specific agreement between the City and the agency, and that private roadways are the responsibility of the private ownership of the property.

### **C. POTHOLE MAINTENANCE**

The Streets and Parks Manager or his/her designated employee will decide when to conduct pothole repairs. Repairs will consist of two elements:

- Street staff will be assigned an area to inspect. They will repair any potholes they find in that area. Each street will be inspected at a minimum of once every three years depending on available resources and factors such as weather. The timing for the repairs will also be based upon resources and weather.
- Street staff will be sent out to inspect any street when the City receives a complaint or notice of a pothole.

### **D. CRITERIA FOR POTHOLE REPAIR**

Not every imperfection in a street surface is necessarily considered to be a pothole in need of repair. The general criteria for repair will be a pothole that is two (2) inches or more deep and over five (5) inches in diameter. The Streets and Parks Manager or his/her designated employee will have discretion to decide if a pavement distress is a pothole in need of repair.

### **E. POTHOLE REPAIR**

Potholes will be repaired temporarily during cold weather with a cold asphalt mix or other means. During cold weather, the repairs will be limited to those determined to be hazardous for motor vehicles. In warmer weather and when hot asphalt mix is available, potholes will be filled with the hot asphalt mix or other means for a more permanent repair.

#### **F. PRIORITIES AND SCHEDULE OF REPAIRS**

Potholes will be repaired temporarily during cold weather with a cold asphalt mix or other means. During cold weather, the repairs will be limited to those determined to be hazardous for motor vehicles. In warmer weather and when hot asphalt mix is available, potholes will be filled with the hot asphalt mix or other means for a more permanent repair. The City will prioritize repair of potholes as follows:

- First Priority – Arterial and Collector Streets
- Second Priority – Commercial Streets
- Third Priority – Residential Streets
- Fourth Priority – Cul-de-sacs and Parking Lots

#### **G. WEATHER CONDITIONS**

Pothole repairs will be conducted only when weather conditions do not limit the ability to perform the work or when such work would not endanger the safety of City staff and equipment. Factors that may delay repairs are cold temperatures, rain, snow, and ice conditions.

#### **H. LIMITATIONS**

While the City fully intends to meet the guidelines established in this policy, there may be times when this is not feasible. Issues including, but not limited to, budget constraints, critical equipment failure, weather, or other emergencies may prevent the City from meeting the guidelines established herein.

#### **I. EFFECTIVE DATE OF POLICY**

This Policy will be effective as of September 14, 2018. Modifications of the Policy will be effective on the date said modifications are approved by the City Council.

### **1.03 SIDEWALK AND TRAIL INSPECTION AND MAINTENANCE POLICY**

#### **A. PURPOSE**

The City of Northfield finds that it is in the best interest of the City to do the maintenance of the public sidewalks and trails. Public sidewalks and trails vary in age and in quality of condition. Not every irregularity in the surface of a sidewalk rises to the level of a defect. The City recognizes that some sidewalk conditions create unreasonable hazards for pedestrians and other sidewalk users.

#### **B. SIDEWALK & TRAIL INSPECTION PROCEDURES**

With staff and resources available, the City intends to inspect sidewalks as shown in the schedule below.

1. Downtown sidewalks survey completed annually due to the volume and use by pedestrians.
2. 1/4 of the City's public sidewalks and trail surveyed annually. Sidewalks and trails will be inspected every four years.

Criteria for determining whether the condition of a sidewalk or trail requires replacement or repair will include, but not necessarily limited to:

- Sidewalk having a crack or joint with a deviation or difference in elevation of one inch (1") or more. Either vertical separation or horizontal separation.
- Sidewalk having a crack or joint with an opening width of one inch (1") or more.
- Sidewalk that is broken or missing.
- Sidewalk & trails that traps water or does not provided adequate surface drainage.
- Sidewalk having three (3) or more cracks in one 5' x 5' panel.
- Sidewalk that has severe pitting or scaling at least 1 inch in depth.
- Trail having a horizontal separation of two inch (2") or more. Either horizontal or vertical.

#### **C. SIDEWALK AND TRAIL REPLACEMENT AND REPAIR**

Upon completion of the annual sidewalk survey, the Street and Parks Manager or his/her designated employee shall establish a replacement and repair schedule.

The replacement and repair schedule will take into consideration:

- Sidewalk and Trail location and amount of pedestrian traffic.
- Proximity of sidewalk and trail identified as needing replacement or repair to other sidewalk and trail also needing replacement or repair.
- The City's budget for replacement or repairs.
- The nature and severity of the sidewalk and trail needing replacement or repair.
- Public Safety – History of prior accidents or complaints.

How the sidewalk and trail is replaced or repaired:

- City staff will make repairs to offset joints and cracks by means of grinding or patching with asphalt to remove tripping hazard.
- The City will use City employees, equipment and/or private contractors to replace sidewalk panels or grind sidewalk to remove trip hazards when warranted.
- The City will use cold mix patch in cold weather if it is a severe public hazard exists otherwise trail maintenance will occur during warmer weather with hot mix asphalt.

#### **D. SIDEWALK AND TRAIL TREE TRIMMING**

The City will follow schedule and criteria for trimming trees as outlined Policy 1.07 Boulevard Tree Maintenance Policy. The Streets and Parks goal is to trim 1/10 of the City Boulevard trees yearly. The City will be broken into ten (10) areas for trimming if sidewalk and trail fall within those areas, trimming will be provided over the trail or sidewalk.

#### **E. LIMITATIONS**

While the City fully intends to meet the guidelines established in this policy, there may be times when this is not feasible. Issues including, but not limited to, budget constraints, critical equipment failure, weather, or other emergencies may prevent the City from meeting the guidelines established herein.

#### **F. EFFECTIVE DATE OF POLICY**

This Policy will be effective as of September 18, 2018. Modifications of the Policy will be effective on the date said modifications are approved by the City Council.

## **1.04 SIGN RETRO-REFLECTIVITY AND MAINTENANCE POLICY**

### **A. PURPOSE**

The City of Northfield finds that it is in the best interest of the residents for the City to establish uniform procedures for implementing a management method to meet the minimum sign retro-reflectivity requirements in the Minnesota Manual on Uniform Traffic Control Devices (MN MUTCD). The City is responsible for management of traffic signs located within public right-of-way and easements along roadways under the jurisdiction of the City of Northfield.

Substantial conformance with the MN MUTCD is achieved by having a method in place to maintain minimum retro-reflectivity levels. Conformance does not require or guarantee that every individual sign in the City will meet or exceed the minimum retro-reflective levels at every point in time.

The goal of this policy is to improve public safety on the City's streets and roads and prioritize the city's limited resources to replace signs.

### **B. APPLICABLE SIGNS**

This policy applies to all regulatory, warning, and guide signs as set forth in the MN MUTCD. Pursuant to Section 2A.8 of the MN MUTCD the City excludes the following signs from the retro-reflectivity maintenance guidelines:

- Parking, Standing, and Stopping signs (R7 and R8 series)
- Pedestrian Crossing signs (R9 series, R10-1 through R10-4b)
- Acknowledgement signs, including Memorial signs
- Street identification signs
- Bikeway signs that are intended for exclusive use by bicycles or pedestrians

### **C. SIGN INVENTORY**

To meet the City's goal of maintaining sign retro-reflectivity above certain levels, the City will maintain a sign inventory of all new or replacement signs installed. The inventory shall indicate the type of sign, the location of the sign, the date of installation or replacement, the type of sheeting material used on the sign face, the expected life of the sign, and maintenance performed on the sign.

For existing signs, the City will perform an inventory of all signs covered by this policy. The City recognizes this process will occur over time subject to budget and personnel.

### **D. REMOVAL OF SIGNS**



Excess road signs have been shown to reduce the effectiveness of signage as well as impose an unnecessary financial burden on road authorities. It is the City's policy to remove signs determined to be unnecessary for safety purposes and those which are not required to comply with an applicable state or federal statute or regulation. The removal of signs shall be based on inspection, review of applicability and conformance with the MN MUTCD, and approval from the City Engineer.

**E. RETRO-REFLECTIVITY EVALUATION METHOD**

The City will use a blanket replacement method combined with an expected service life method to evaluate and maintain the retroreflectivity of traffic signs on its roads. All signs in a specific area or corridor, or of a given type, are slated for replacement at the same time, when the effective 15-year service life is reached. If sign sheeting materials improve over time, effective service life of the signs of that material type maybe extended. The City will be divided into Ten Zones for conducting sign replacement.

**F. LIMITATIONS**

While the City fully intends to meet the guidelines established in this policy, there may be times when this is not feasible. Issues including, but not limited to, budget constraints, critical equipment failure, weather, or other emergencies may prevent the City from meeting the guidelines established herein.

**G. EFFECTIVE DATE OF POLICY**

This Policy will be effective as of September 14, 2018. Modifications of the Policy will be effective on the date said modifications are approved by the City Council.

## **1.05 SNOW AND ICE CONTROL POLICY**

### **A. PURPOSE**

The City of Northfield finds that it is in the best interest of the City to assume basic responsibility for control of snow and ice on City streets.

Reasonable snow and ice control is necessary for the traveling public, movement of goods and services, and emergency services. The City will provide such control in a safe and cost-effective manner, keeping in mind public safety, budget, personnel and environmental concerns. The City will use City employees and equipment and/or private contractors to provide this service.

The City asks that the general public also assume a certain responsibility for themselves and others when walking or operating a motor vehicle in less than ideal conditions. Plowing and chemical treatment of the streets and sidewalks/trails does not remove every hazardous condition related to winter travel.

### **B. PROCEDURE**

The City of Northfield performs snow plowing, snow removal, ice control and associated winter maintenance on the local City streets (74 center lane miles), portions of MnDOT TH 19, TH 3 and TH 246 (7.35 center lane miles), portions of CSAH 28 and CSAH 43 (5.35 center lane miles), sidewalks adjacent to City property, bituminous trails (31.3 miles) and municipal parking lots.

Under normal conditions, the goal is to have all City streets plowed curb-to-curb approximately 12 hours after cessation of a snow event. The actual completion of plowing may exceed the 12 hours based on the timing, amount of snowfall, blowing and drifting, and/or equipment breakdown.

Snow removal in the Downtown area is performed within 24 hours after the completion of the plowing operation.

Initial trail clearing focuses on areas near schools and City facilities. Remaining trails are cleared within 48 to 72 hours after the cessation of snowfall. The City does not clear all sidewalks/trails to bare pavement.

During normal work hours (Monday – Friday, 7:00 AM – 3:30 PM). The Streets and Parks Supervisor shall be responsible for monitoring streets, sidewalks and weather conditions. The initiation of snow and ice control and removal shall begin as directed by the Supervisor.

After hours, weekends or holidays the Streets and Parks Supervisor shall work in conjunction with the Police Department to keep abreast of road and/or weather conditions, which would require commencement of snow and ice control. Only the Streets and Parks Supervisor, the

Streets and Parks Manager or the Public Works Director is authorized to call out staff for snow and ice control operations.

- Police Department personnel is authorized to call out staff for minor deicing or other minor maintenance issues.

### **C. OPERATIONS**

The City is equally broken down into four snow plowing districts. Snow and ice control operations for each district are prioritized based on street classification as indicated below.

- First Priority – Arterial and Collector Streets
- Second Priority – Commercial Streets
- Third Priority – Residential Streets
- Fourth Priority – Cul-de-sacs and Parking Lots

The City does not clear all streets to bare pavement.

Plowing will not normally begin until a minimum of two inches of snow has accumulated on the streets. Plowing may begin earlier; however, that decision is made based on the severity of the winter event. The timing of plowing depends on the severity of weather, cessation of snowfall and personnel.

Snowplow operations require multiple passes in order to clear the snow from the streets. As a result, residents can expect plows to pass in front of each home at least twice. The first pass will be to move the snow from the center of the road toward the edges. The second pass will move the snow off the street and onto the boulevard.

Snow plowing on State and County roads within the city limits of Northfield is performed by a combination of City and State/County resources. The extent of plowing is detailed in the maintenance agreements between MNDOT and Rice County.

Downtown (defined as the area encompassing 2nd Street to 7th Street and Water Street to Washington Street) snow removal is normally performed the first morning after all streets have been plowed. For example, if plowing is completed by 11:00 Wednesday morning, downtown snow removal will begin late Wednesday evening/early Thursday morning. Areas of snow removal include sidewalks, roads, and public parking lots. Downtown property owners are not authorized to push their parking lot snow into the street. All downtown snow removal is performed late evening and early morning to reduce the impact to businesses and the citizens living and working downtown.

#### **D. SNOW EMERGENCY**

A snow emergency may be declared when at least two inches of snow has fallen. The emergency exists because of snow or other winter related conditions creating a hazardous road condition or impedes the movement of fire, health, police, emergency or other vehicle traffic. The goal of the announcement is to clear vehicles from streets to allow the safe and effective removal of snow and ice. Additionally, the snow emergency restricts parking in city-owned lots in the downtown area. The snow emergency remains in effect for 72 hours.

No parking is allowed on City streets until the snow emergency has expired or the street has been plowed curb to curb, even if the precipitation has stopped.

Vehicles parked in violation of a snow emergency will be tagged and towed at the owner's expense.

**City-issued winter parking permits do not allow parking on the street during a snow emergency.**

The City of Northfield publicizes the declaration of a snow emergency in multiple locations.

- City of Northfield website, [www.ci.northfield.mn.us](http://www.ci.northfield.mn.us)
- City of Northfield snow emergency hotline – 507-645-3080
- City of Northfield Facebook Page
- The Northfield News, [www.southernminn.com/northfield\\_news](http://www.southernminn.com/northfield_news)
- KYMN radio, 1080 AM, 95.1 FM, <http://kymnradio.net>
- Sign-up for Snow Emergency Alerts on the City of Northfield website, [www.ci.northfield.mn.us](http://www.ci.northfield.mn.us)

#### **E. RESIDENT INFORMATION**

The City of Northfield responds to snow removal issues on a complaint driven basis. Residents having concerns about snow plowing/removal or ice control should contact the Streets and Parks Department at 507-645-3050. The Supervisor will respond to complaints within 48 hours.

The City of Northfield reminds all residents and snow removal operators that it is unlawful, under Minnesota Statute 160.2715, to deposit snow onto public roadways. This includes snow left on the roadway as a plow or snow blower enters or leaves a driveway. Piles of snow deposited onto public roadways may re-freeze and create a significant hazard to the travelling public and future snow removal operations. Other hazards created by improper placement of snow on or near a public roadway include drainage problems, drifting, sight obstruction and safe accessibility. Violations are considered a misdemeanor, and civil penalties may apply if the placement of snow creates a hazard that contributes to a motor vehicle crash and or pedestrian

injury. The civil liability can extend to both the property owner and the person who places the snow.

Sod damaged during snow plowing operations will be repaired the following spring. The Streets and Parks Department will repair the damage using black dirt and grass seed.

The City of Northfield accepts no responsibility for items placed or damaged on the City right-of-way. These items might be plantings, fences, landscape boulders, timbers, stakes, sprinkler systems, posts, improperly placed mailboxes, and miscellaneous loose items.

The City of Northfield will plow as close as possible to the curb to allow for mail delivery. It shall be the responsibility of the property owner to keep snow away from mailboxes so mail can be delivered.

- If damage occurs to a mailbox, the Streets and Parks Supervisor shall investigate such damage. If it is determined that that weight of the snow caused the damage, the City of Northfield will not assume responsibility for repair of the mailbox. If evidence shows that there was physical contact with the snowplow the City of Northfield shall provide a \$65.00 payment to the property owner to replace. A limited number of temporary mailboxes are available; however, residents should make every effort to replace their mailboxes as soon as possible.
- Mailboxes that do not comply with MN Statute 169.072, MN Rule 8818 and the United States Postal Service (USPS) specifications will relieve the City from any liability.

Damage caused to driveway aprons from snow plowing will be investigated by the City to determine if the damage was caused by plowing operations.

By City Ordinance (Ch. 70 Article I, §70-2) property owners are responsible for removing snow and ice from the sidewalks adjacent to their property within 12 hours after snow or ice precipitation has stopped. If snow and ice are not removed, authorized City personnel may remove it, and the costs for snow removal will be assessed against the property. Residents may report snow/ice covered sidewalks to the Community Development Department (507-645-3044).

Efficient snow plowing requires that garbage and recycling containers not be placed on the street. The containers shall be placed off the street to allow for snow plowing and snow removal operations. The containers may have to be placed at the end of the driveway or in the yard to meet these requirements. It is the property owner's responsibility to see that the containers are accessible for pickup but not in the way for snow plowing operations.

Fire hydrants are critical to minimize the potential loss caused from fire. After snow plowing operations or major buildup of snow around the hydrant, citizens are encouraged to clear a 5-foot area around the hydrant to allow the Fire Department access.

The City of Northfield implements a winter parking ban on all City streets between the hours of 2:00AM and 6:00AM ([Municipal Code Ch. 78, Article IV, § 78-102](#)). The parking ban is in effect from November 15 to March 15. Any vehicles parked on the street at any time of day during a declared [Snow Emergency](#) may be towed ([Municipal Code Ch. 78, Article IV, § 78-101](#)).

The City offers Parking Permits during the Winter Parking Ban to residents. These winter parking permits do not allow on-street parking during a Snow Emergency. Interested parties must apply for the permit each year and the application must be approved by the Chief of Police or designated representative. Permit applications can be obtained from the City of Northfield website or the Engineering Office at City Hall. It is important that applicants provide a detailed explanation of the circumstances that justify a hardship for a permit to be issued. Permits fall into one of three categories explained below.

- Downtown parking permits are limited to downtown apartments that do not have off-street parking. The downtown winter parking permit allows those residents to park in certain city parking lots during a declared snow emergency. It does not exempt downtown residents from normal city parking regulations. Property owners are responsible for getting permits and parking instructions to their tenants. Downtown residents have an obligation to be knowledgeable of parking regulations and cognizant of announced snow removal operations, which may require the relocation of their vehicle.
- On-street parking permits allow residents to park on the street during the Winter Parking Ban as long as a snow emergency has not been declared. Applications must be submitted to the City for approval each year. These permits are intended to cover extenuating circumstances for residential properties that do not have adequate off-street parking. Holders of on-street permits must remove vehicles from the streets during a declared snow emergency.
- Temporary on-street parking permits allow on-street parking for short periods (up to two weeks) to accommodate visitors, construction projects, etc. These permits will have a specific start and end date. Holders of temporary on-street permits must remove vehicles from the street during a declared snow emergency. Residents may call the Police Department (507-645-4477) if they will have a visitor for two nights or less.

**F. LIMITATIONS**

While the City fully intends to meet the guidelines established in this policy, there may be times when this is not feasible. Issues including, but not limited to, budget constraints, critical equipment failure, weather, or other emergencies may prevent the City from meeting the guidelines established herein.

**G. EFFECTIVE DATE OF POLICY**

This Policy will be effective as of September 14, 2018. Modifications of the Policy will be effective on the date said modifications are approved by the City Council.

## **1.06 STREET SWEEPING POLICY**

### **A. PURPOSE**

The City of Northfield finds that sweeping streets is an important part of street maintenance. Sweeping is necessary for vehicle and pedestrian safety, water quality issues and environmental concerns. The City will provide such service in a safe and cost effective manner, keeping in mind safety, budget, personnel and environmental concerns. The City will use City employees, equipment and/or private contractors to provide this service.

### **B. APPLICATION**

This policy applies to City streets. It does not apply to other governmental unit's roads that go through the City (such as County and State roadways) or privately owned roads within the City, unless there is a specific agreement between the City and that other entity or under emergency conditions.

### **C. STREET SWEEPING OPERATIONS**

The Streets and Parks Supervisor is responsible for coordinating street sweeping operations for the City's street system. The Streets and Parks Supervisor will track the progress and the amount of debris that is swept.

First round (Spring) sweeping usually begins late March or early April when streets are generally clear of snow and ice and weather forecasts do not include significant snowfall. The first round of sweeping is typically completed by May, depending on weather.

City streets are swept a second time after all streets have been swept once to sweep up any debris that was missed the first time through. Second sweeping takes less time than the first sweeping.

Fall sweeping will commence mid-October and continue until weather causes operation to cease, such as snow or consistent below freezing temperatures. Areas with extensive foliage will be swept after most of the leaves have fallen.

The downtown area (2nd St to 7th St and Washington St to Water St) is swept bi-monthly from April thru October. This sweeping is done Fridays from 2AM to 7AM.

Citizen requests for sweeping will be evaluated by the Streets and Parks Manager based reviewed based on safety, environment, personnel and equipment.



Erosion/siltation dirt and debris cleanup from construction projects is the responsibility of the developer, contractor, or property owner. Except in cases of emergency, the streets shall be cleaned and swept within one day of notification. If streets are not swept within the specified time allowed, or in the case of emergency, the City may sweep the street and the responsible party will reimburse the City for all associated costs.

### **D. WEATHER CONDITIONS**

Sweeping operations will be conducted as weather conditions permit. Factors that may delay sweeping operations include, but are not limited to:

- Temperatures below freezing
- Wind
- Rain
- Snow
- Frozen gutter lines

### **E. WORK SCHEDULE**

Sweeping operations are performed in conjunction with and can be impacted by other maintenance operations. Sweeping operations will normally be conducted during a normal work week schedule. Extended workdays and shift changes may be utilized for spring cleanup or emergency sweeping to provide maximum efficiency.

### **F. QUANTITY**

The City will keep track of how many ton of debris are swept up, along with documenting what streets have been swept.

### **G. SIDEWALKS AND TRAILS**

The City will sweep trails and sidewalks adjacent to City streets to remove sand and aggregate from the past winter.

### **H. LIMITATIONS**

While the City fully intends to meet the guidelines established in this policy, there may be times when this is not feasible. Issues including, but not limited to, budget constraints, critical equipment failure, weather, or other emergencies may prevent the City from meeting the guidelines established herein.

### **I. EFFECTIVE DATE OF POLICY**

This Policy will be effective as of September 18, 2018. Modifications of the Policy will be effective on the date said modifications are approved by the City Council.

## **1.07 BOULEVARD TREE MAINTENANCE POLICY**

### **A. PURPOSE**

The City of Northfield finds that it is in the best interest of the residents for the City to establish and maintain uniform criteria for tree removal, replacement, and maintenance operations. City Code, Chapter 86, Article II, Shade Trees, provides authority and direction for tree removal, replacement, and maintenance.

This policy applies to trees within the public street right-of-way under the jurisdiction of the City. It does not apply to trees entirely on private property or within right-of-way under the jurisdiction of another government agency.

The City will provide such service in a safe and cost effective manner, keeping in mind safety, budget, personnel and environmental concerns. The City will use City employees, equipment and/or private contractors to provide this service.

### **B. SCHEDULE**

The Streets and Parks Department maintains a goal to trim 1/10 of the City's boulevard trees yearly. Routine trimming of boulevard trees will typically occur from July 15 through September 30 and from November 1 through April 15. From April 16 through July 14 and during the month October, trimming will generally be limited to the removal of hazardous, broken, or dead limbs to avoid damaging trees. The Streets and Parks Manager may modify tree maintenance schedules as necessary based on weather, available resources, field conditions, tree disease outbreak, hazardous or emergency conditions, or other factors.

### **C. TREE MAINTENANCE**

Boulevard trees that are dead, diseased, or present a hazard or a public nuisance will be removed. Removal of a boulevard tree shall include grinding the stump and restoring the boulevard using topsoil and seed.

All limbs of trees or portions of limbs that overhang public streets, sidewalks or paths and are less than ten feet above the surface of any public sidewalk or path or are less than 13 feet above the surface of any public street constitute a nuisance. Limbs that overhang a sidewalk or street shall be trimmed to gain proper clearance.

Tree maintenance standards stated above are critical to minimize damage to the tree and maintenance vehicles. These standards are also intended to provide adequate head room for pedestrians and bicyclists.

**D. TREE REPLACEMENT**

The City does not replace boulevard tree's that are removed because of maintenance activities, severe weather, traffic/safety issues, or diseased trees unless authorized by another policy. The City has an annual tree sale for residents to purchase trees or residents may purchase approved boulevard trees from a private vendor. Property owner are responsible for replacement costs related purchasing and installing a new boulevard tree.

**E. LIMITATIONS**

While the City fully intends to meet the guidelines established in this policy, there may be times when this is not feasible. Issues including, but not limited to, budget constraints, critical equipment failure, weather, or other emergencies may prevent the City from meeting the guidelines established herein.

**F. EFFECTIVE DATE OF POLICY**

This Policy will be effective as of August 21, 2018. Modifications of the Policy will be effective on the date said modifications are approved by the City Council.