



## Legislation Text

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**City Council Meeting Date:** September 4, 2018

**To:** Mayor and City Council  
City Administrator

**From:** David Bennett, P.E., Public Works Director/City Engineer  
Justin Wagner, Utilities Manager  
Tim Behrendt, Streets and Parks Manager

Discuss Public Works Street and Utilities Policies.

**Action Requested:**

The Northfield City Council discusses Street and Utility policies.

**Summary Report:**

The Public Works Department has prepared Street and Utility policies for Council consideration. These are seven Street Division policies and four Utility Division policies.

Street Division

- 1.01 Downtown Banners
- 1.02 Pothole Repair
- 1.03 Sidewalk Inspection and Maintenance
- 1.04 Sign Retro-reflectivity and Maintenance
- 1.05 Snow and Ice Control
- 1.06 Street Sweeping
- 1.07 Boulevard Tree Maintenance

Utilities Division

- 2.01 Water Distribution Inspection and Maintenance
- 2.02 Sanitary Sewer Inspection and Maintenance
- 2.03 Water and Sanitary Sewer Service Maintenance and Repair
- 2.04 Water Meter Installation and Repair

These policies will provide guidance to the Public Works Department and set expectations on service delivery for the public. Within the policies, maintenance/inspections schedules on infrastructure are identified and when maintenance activities will be performed. These policies align with how these services have been provided to the community.

A summary of each policy is described below. The Downtown Banner Policy will be reviewed at the September Art and Culture Commission meeting for their feedback. The City has an existing snow and ice control policy, the policy has been updated with the new attached policy.

### 1.01 Downtown Banner Policy

This policy sets the schedule for the placement of banners on City Street Lights. Responsibility for the cost of installation, replacement, what to do with new banner requests, who reviews new banner designs.

### 1.02 Pothole Repair Policy

The City will repair potholes in a safe and cost effective manner, keeping in mind safety, budget, personnel and environmental concerns. This service will be provided using City employees, equipment and/or private contractors. Staff will repair potholes when the City receives a complaint or notice of a pothole along with City staff inspecting City streets for potholes. It is considered a pothole and will be repaired when it is 2" or more deep and over 5" in diameter. Hot mix asphalt will be used for repairs when available. Cold temperatures, rain, snow, and icy conditions could delay the repair of a pothole. The City intends to repair potholes in a timely manner.

### 1.03 Sidewalk and Trail inspection and Maintenance

The City recognizes that some sidewalk conditions create unreasonable hazards for pedestrians and other sidewalk users. ¼ of the City's public sidewalks are inspected annually with the downtown area sidewalk being inspected annually. The main criteria for the sidewalk to be replaced or repaired is a crack or joint with a 1" or more deviation in elevation and 2" in deviation for trails. Scheduling for repair or replacement is based on sidewalk location, amount of pedestrian traffic, budget and public safety. The City will use City employees, equipment and/or private contractors to replace sidewalk panels or grind sidewalk to remove trip hazards and patch trails when warranted.

### 1.04 Sign Retro-Reflectivity

The City establishes uniform procedures for implementing a management method to meet the minimum sign retro-reflectivity requirements in the Minnesota Manual on Uniform Traffic Control Devices. The City will maintain a sign inventory of all new or replaced signs installed. The City will remove signs determined to be unnecessary for safety purposes and are not required to comply with applicable state or federal statutes. The City will replace signs based on their life expectancy based on the type of sign sheeting that is installed.

### 1.05 Snow and Ice Control

The City will provide snow and ice control in a safe and cost-effective manner, keeping in mind public safety, budget, personnel and environmental concerns. Plowing and chemical treatment of the streets and sidewalks/trails does not remove every hazardous condition related to winter travel. The public must use caution when walking or operating a motor vehicle in less than ideal conditions. The goal is to have all City streets plowed curb to curb within 12 hours after cessation of a snow event. A snow emergency may be

declared when at least two inches of snow has fallen and the declaration will be publicized by multiple sources.

#### 1.06 Street Sweeping

Street sweeping is necessary for vehicle and pedestrian safety, water quality issues and environmental concerns. All City streets will be swept once in the spring and once in the fall. The downtown area will be swept bi-weekly. Sweeping operations will be conducted when weather conditions permit. The City will use City employees, equipment and/or private contractors to provide this service.

#### 1.07 Boulevard Tree Maintenance

The City establishes and maintains uniform criteria for tree removal, replacement and maintenance operations. This policy applies to trees within the public street right-of-way and does not apply to trees entirely on private property. City employees, equipment and/or private contractors will perform boulevard tree maintenance.

### Utility Division Policies

#### 2.01 Water Distribution System Inspection and Maintenance

This policy is intended to guide effective and efficient maintenance of the City's public water distribution system. Procedures identified in this policy are intended to maintain the water supply system to provide safe and reliable water service to customers. This policy takes into consideration public safety, the City's budget and personnel, environmental factors, and the cost of implementation. The Public Works Department is responsible for managing the construction, operation and maintenance of the public water distribution system.

#### 2.02 Sanitary Sewer Inspection and Maintenance

This policy is intended to guide effective and efficient maintenance of the City's public sanitary sewer system. Procedures identified in this policy are intended to maintain the sanitary sewer system to prevent sewer backups and to extend the life of the system. This policy takes into consideration public safety, the City's budget and personnel, environmental factors, and the cost of implementation. The Public Works Department is responsible for managing the construction, operation and maintenance of the public sanitary sewer system.

#### 2.03 Water and Sanitary Sewer Service Maintenance and Repair

The purpose of this policy is to establish and maintain uniform procedures concerning maintenance and repair of sanitary sewer services and water services within the City of Northfield. Regulations pertaining to water and sewer services are provided in the City Code of Ordinances, Section 82.

#### 2.04 Water Meter Installation and Repair

The purpose of this policy is to maintain uniform definitions and procedures concerning installation and repair of water meters within the City of Northfield. Regulations pertaining to water meters in the City of Northfield are provided in the City Code of Ordinances, Section 82.

### **Alternative Options:**

N/A

**Financial Impacts:**

None at this time, unless modifications are requested on the policies that could change how services are delivered.

**Tentative Timelines:**

Adopt policies on September 18, 2018.