

**CITY OF STEWARTVILLE**  
**SNOW AND ICE CONTROL POLICY AND PROCEDURES**  
December 2003; Reviewed 2007, 2011, 2012, 2014, 2015, 2016, 2017, 2018, 2021

**I. SNOW AND ICE CONTROL POLICY**

The purpose of the Snow and Ice Control Policy is to establish and maintain uniform definitions and procedures concerning snow and ice control operations for the City of Stewartville. The City will provide such control in a safe and cost-effective manner, keeping in mind safety, budget, personnel, and environmental concerns. The City may use both City employees and private contractors to provide this service. It is in the City's best interest to have a snow and ice control policy, but because of variability in the weather and conditions, the policy must remain flexible.

Each year the Public Works Department reviews maps of the City clearly delineating major roads, collector and commercial streets, residential streets, cul-de-sacs, parking lots, pathways, and collector sidewalks. These maps are reviewed prior to snow removal and are followed in accordance with a prearranged plan to remove snow and ice in a safe and efficient manner. Snow removal personnel should follow this plan unless directed by Police, Fire, or Public Works supervisors during an emergency.

The removal of snow and ice from public streets, public parking lots, and other areas is considered an emergency operation that takes precedence over other tasks of the Public Works Department except other emergency situations.

**A. Commencing Snow Plowing, and Deicing Operations**

The Public Works Director or designee shall decide when snow and ice control operations shall begin. A Snow Emergency may be called during snow falls, blowing snow, or if rain/ice conditions warrant it. Weather conditions shall be monitored by Law Enforcement and Public Works Employees. Conditions are evaluated using information provided by weather forecasts, Law Enforcement, and visual verification.

**B. Snow Plowing and Deicing Priorities**

- First Priority -- Fire Hall and Public Works
- Second Priority -- Arterial and Collector Streets
- Third Priority -- Commercial Streets
- Fourth Priority -- Residential Streets
- Fifth Priority -- Cul-de-sacs and Parking Lots
- Sixth Priority -- Pathways and Hwy 63 Sidewalk

Priority #2 thru #5 are performed with different units and are done simultaneously. Priority ranking may be interrupted in order to respond to emergency requests for assistance or at the direction of the Public Works Director or designee.

### **C. Spreading of Sand/Salt**

Sand and salt are used during both snow and ice control procedures. Ratios vary according to the temperature. The average mixture is four parts sand to one part salt.

During extreme conditions, salt or salt sand may be applied at higher rates.

### **D. Regulating Parking**

City of Stewartville Code of Ordinance **Chapter 7 Traffic and Vehicles**

#### **700.08 Unlawful Overtime Parking**

It shall be unlawful to park a car, pick-up truck, van or motorcycle on any City street, alley or public parking lot for longer than:

12 Consecutive hours from the period of November 1<sup>st</sup> to April 30<sup>th</sup>.

48 Consecutive hours from the period of May 1<sup>st</sup> to October 31<sup>st</sup>.

Any person in violation of Subd. 2A and B shall receive a citation from Olmsted County Sheriff's Dept. If after twenty-four (24) hours the violation continues the vehicle may be towed.

#### **700.10 Unlawful to Park on City Streets During Snow Removal**

It shall be unlawful to park a vehicle or trailer on any street or roadway during declared snow emergencies. A snow emergency is defined as any time the quantity of snow warrants the deployment of snow plows. Snow emergencies will be called based on the local forecasted amounts. During the snow emergencies, no parking shall be allowed on the public streets until the snow or ice plowing has been completed on the street over the full width thereof. The City may issue a citation for the parking violation. If after twelve (12) hours of the first ticket, the vehicle hasn't been moved a second citation may be issued and after twenty-four (24) hours the vehicle may be towed. Nothing in this Section shall limit, prohibit, or restrict the duty and authority of the persons mentioned in Subsection 700.03 of this Section from posting more limited or restrictive parking designations.

## **E. Allowing for Variable Weather Conditions**

During extraordinary snow and ice events, additional personnel and equipment may be utilized to supplement operations. During periods of extended continuous snowfall or freezing rain, operations may be focused on primary transportation routes and emergency service delivery locations and may be performed on a limited scale.

Snow and ice control operations should be conducted when weather conditions do not endanger the safety of employees or equipment, and operations are effective. Factors that may delay snow and ice control operations include severe cold, significant winds, limited visibility, and rapid accumulation of snow and/or ice.

## **F. Responsibilities and Concerns of Residents**

Under MN State Statute 160.27 Sub. 5, residents are responsible for not obstructing any street or depositing snow or ice thereon. Therefore, the practice of depositing snow from driveways and walkways in the street are prohibited by State Statute.

A common perception by the public regarding snowplow operations is that snow is intentionally deposited in driveways and walkways. Snow is not intentionally deposited in driveways and walkways but is a result of normal plowing operations. Most of the City's mainline plowing vehicles are equipped with a front plow and side wing for two-pass plowing of residential streets. Plows are angled to the right for plowing from the centerline of the street to the curb. For this reason, a certain amount of snow will be deposited in driveways. The cost of maintaining adequate personnel and equipment to clear walkways and driveways of snow deposited during plowing operations is prohibitive.

The City will not plow private streets, driveways, or walkways. Snow from public streets will be plowed onto boulevards. Building obstructions on boulevards ultimately increases costs to taxpayers because of equipment breakage and additional time required to complete snow removal operations. In order to keep added expenses to a minimum and maximize safety, the City requires a clear zone behind the curb for snow storage.

Residents are allowed boulevard trees recommended in the City's Boulevard Shade Tree Guidelines and a mail/media box within the boulevard area. All mail/media boxes must be located behind the curb line and/or shoulder of the road. It is the responsibility of the resident to maintain their mail/media box in a state of good repair. Mail/media boxes should be of sufficient strength to withstand normal maintenance operations. It is the responsibility of the resident to remove any excess snow deposited in front of their mailbox in order to ensure

mail delivery.

## **G. Repair of Damaged Property**

Snow and ice control operations may cause property damage even under the best of circumstances and care on the part of the operators. The major types of damage are to improvements in the City right-of-way which extends approximately 13 feet beyond the back of curb. The intent of the right-of-way is to provide room for snow storage, utilities, sidewalks, and other City and Public uses.

The City will repair and seed, grass damaged by its snowplows during snow removal operations once per incident. It will be the responsibility of the resident to sufficiently water the new seed. Other damage within the public right-of-way is the responsibility of the property owner including, but not limited to, trees, shrubs, bushes, landscaping materials, decorative rock, and irrigation systems.

The City does not repair/replace sod damaged due to the application of sand, salt, or other deicing chemicals.

Mailboxes installed and maintained to Postal specifications which are damaged as a result of direct contact by City snow removal equipment will be temporarily repaired within 48 hours of receiving notification of such damage. If the mailbox and post cannot be temporarily repaired, a portable mailbox will be set in place so mail service may be continued. The City will replace the damaged mailbox structure the following spring with a standard No. 1 black, white, or silver mailbox mounted on a 4- by 4-inch treated post.

Mailboxes which are not installed to Postal specifications or are damaged due to snow deposited from plows (versus being hit by City snow removal equipment) will not be replaced. The City is not responsible for damage to media or paper boxes and will not repair or replace them.

## **H. Managing Complaints and Requests for Service**

During snow and ice control operations, inquiries, complaints, and requests for service are received by the Public Works Department and City Hall staff. The Public Works Department will take measures to keep staff informed and updated regarding snow and ice removal operations (e.g., schedules and breakdowns).

City Hall staff shall answer questions and concerns from citizens and record pertinent information related to the inquiry. If the caller requires action which staff is unable to perform, staff shall notify appropriate personnel of inquiries, complaints, and requests for service based on the following.

- Safety issues affecting the public shall be forwarded immediately by cell phone

or hand delivered to appropriate personnel, as determined in advance by the Public Works Director or designee.

- Nonsafety-related issues shall be forwarded to the appropriate personnel in a timely manner.
- Property damage (e.g., mailboxes and sod) shall be recorded and turned over to the Public Works Director through normal channels.

## **II. SNOW AND ICE CONTROL PROCEDURES**

It is the intention of the Public Works Department to review the following procedures on an annual basis in order to make the changes necessary to maximize safety and efficiency.

### **A. Plowing Procedures:**

Once arterial and collector roads have been plowed, the plow trucks move to commercial and residential streets. Upon completion of snow removal from residential streets, the Public Works Director or designee determines whether the arterial and collector roads should be re-plowed. The decision to plow will be made according to residual snow fall and/or existing conditions.

Cul-de-sacs will be plowed to the outside of the Cul-de-sac. Exceptions will be defined by the Public Works Director or designee after identifying a special need or circumstance.

### **B. Deicing Procedures:**

The City's trucks are sent out under the same priority criteria as plowing procedures:

Arterial and collector streets first; then, commercial and residential streets; and cul-de-sacs. City-owned parking facilities are included. Hilly areas are often given higher priority than flatter areas.

## **III. NOTIFICATION OF SNOW EMERGENCY**

The City will remind citizens of the snow emergency ordinance in November by advertising in the Star. The City will also post information on Facebook and the Community Sign. Public Works will send out alerts when they have issued a snow emergency and we encourage citizens to sign up so they can be notified.